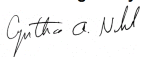


Sacramento County Department of Airports

Airport Rules & Regulations: Sacramento International Airport

DocuSigned by:



DAB8741C11F0421...

Cynthia A. Nichol, Director of Airports September 27, 2024

Table of Contents

REVISION LOG	3
INTRODUCTION.....	4
PURPOSE.....	4
AUTHORITY	4
DEFINITIONS	5
SECTION 1: GENERAL PROVISIONS	14
SECTION 2: AIRFIELD OPERATIONS	23
2.1 Airfield Safety Standards.....	23
2.2 Aircraft Operations	26
2.3 Vehicle Operations	37
2.4 Airside Parking/Storage.....	51
2.5 Airfield Safety / Driving Violations	52
SECTION 3: LANDSIDE OPERATIONS	55
SECTION 4: AIRPORT SECURITY.....	60
4.1 Airport Badging Procedures and Security Identification Media	60
4.2 Access Control	61
4.3 Escorting Procedures	64
4.4 General Security Procedures.....	65
4.5 Violation Enforcement Program	69
SECTION 5: PERSONAL/GENERAL SAFETY	75
SECTION 6: FIRE PREVENTION AND SAFETY	78
SECTION 7: FUELING OPERATIONS	81
SECTION 8: HAZARDOUS MATERIALS & REPORTING	88
SECTION 9: AIRPORT ENVIRONMENTAL STANDARDS.....	90
SECTION 10: ANIMALS/WILDLIFE.....	93
SECTION 11: COMMERCIAL ACTIVITIES	95
SECTION 12: AIRPORT MARKETING/MEDIA POLICY	96
SECTION 13: FACILITIES & MAINTENANCE.....	98
SECTION 14: SACRAMENTO INTERNATIONAL AIRPORT FEES	99
SECTION 15: AMERICANS WITH DISABILITIES	101
15.1 Service Animals.....	101

REVISION LOG

Revision	Date (yyyy-mm-dd)	Description of Changes
00	2018-04-10	<ul style="list-style-type: none"> Initial Release of Airport Rules and Regulations.
01	2022-09-22	<ul style="list-style-type: none"> Updated language throughout as needed.
02	2023-08-24	<ul style="list-style-type: none"> Added Revision Log Added definition for Interlock System Section 1: General Provisions; added Absorbent Materials, updated Aircraft Parking Position, added Ground Support Equipment (GSE), added Reporting, added Seat Belts. Section 2.1: Airfield Safety Standards; added Unit Load Device (ULD)/Igloo Containers. Section 2.2: Aircraft Operations; added Housekeeping, removed Landings and Takeoffs. Section 2.3: Vehicle Operations; updated Pushing Vehicles language, updated Towing Vehicles language. Section 2.5: Airfield Safety/Driving Violations; added language referring to Companies. Section 3: Landside Operations; added Baggage Handling System, added Ticket Counters. Section 4: Airport Security; updated language regarding wearing an Airport I.D. Section 14: Sacramento International Airport Fees; added Company Rules and Regulations Violation Fees, added Terminal Resource Access and Assignment fees, updated/increased fees. Added Section 15: Americans With Disabilities.

03	2024-09-27	<ul style="list-style-type: none">• Section 3: Revised Baggage Handling System Language.• Section 14: Removed Terminal Resource Access and Assignment Fees table.• Removed all Attachments from Rules & Regulations. They will be located on the Airport's Extranet webpage.
----	------------	--

INTRODUCTION

The statements contained herein express the policy of Sacramento County Department of Airports (Department), duly adopted as the Sacramento International Airport (Airport) Rules and Regulations and are intended to ensure the safe and efficient operations of Sacramento International Airport. These Rules and Regulations govern the general conduct of the public, tenants, employees, and commercial users of the Airport as their activities relate to the possession, management, supervision, operation, and control of the Airport by Sacramento County through its Board of Supervisors. Airport procedures and policies referenced in the Airport Rules and Regulations are located on the Airport's Extranet webpage.

PURPOSE

The primary purpose of this manual is to provide Airport users with a single document representing a compendium of rules, regulations, procedures and general information governing their activities at the Airport. The objective of this manual is to promote the safe and efficient use of the Airport facilities.

AUTHORITY

Title 11 of Sacramento County Code authorizes the Director of Airports to promulgate and enforce Rules and Regulations applicable to all users of and Persons on the Airport.

All users of and Persons on the Airport shall be governed by the Rules and Regulations contained herein and the directions of the Director, including all agreements between the County and Airport users and tenants.

Airport Rules and Regulations are subject to change by the Director at any time.

DEFINITIONS

Unless otherwise expressly stated and defined herein, the following terms in bold font shall, for the purpose of these Rules and Regulations have the meaning indicated following the colon (:).

Advisory Circular: The following publications by the United States Department of Transportation, Federal Aviation Administration (FAA): (1) Advisory Circular AC No. 36-1B, Appendices I, IA and II, dated December 5, 1977; and (2) Advisory Circular AC No. 36-2A, Appendices I, IA and II, dated February 6, 1978; and future amendments to or replacements of such Advisory Circulars.

Aircraft: Airplane, balloon, ultralight, helicopter, drone or any device or contrivance now known or hereinafter invented that is used or intended to be used for flight in the air. All Aircraft must be continually FAA certificated as airworthy.

Aircraft Fueling Operations: The transport and delivery of Aviation Fuel to Aircraft on the Airport, including any activity which directly or indirectly relates to the transport and delivery of Aviation Fuel to Aircraft on the Airport. The categories of Aircraft fueling are:

- Commercial Fueling Operations
- Facility Restricted Fueling Operations
- Self-Fueling Operations

Aircraft Fueling Permit: A permit issued by the Director and required in order to conduct a category of Aircraft Fueling Operations.

Airport: Shall mean Sacramento International Airport as it exists as of the effective date of the Airline Agreement and as it may be changed from time to time in the future.

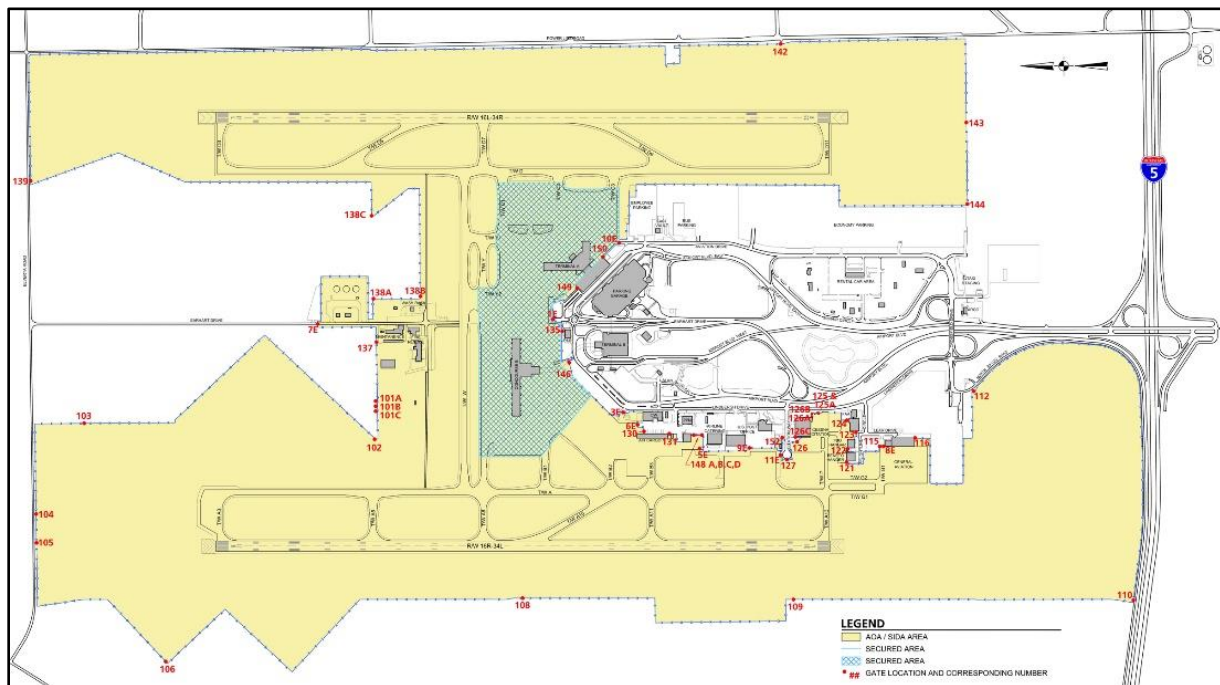
Airport Airfield Areas: Those areas where the primary activity is the accommodation of Aircraft operations. Aircraft operations include Aircraft landing, taxiing, take-off, and passenger enplanement/deplanement at a gate. The Airfield Area includes, but is not limited to, the landing areas, runways, taxiways, ramps, aprons, adjacent infield areas, airfield lighting, navigational

aids, secured service roads, and other facilities necessary for the support and maintenance of the airfield areas.

Airport Ground Transportation Permittee Trip Use Fees: "Airport Ground Transportation Permittee Trip Use Fees" means all fees and charges authorized by the Airport Director. The term "trip fees" as stated in these Rules and Regulations shall refer to this definition unless otherwise indicated.

Airport Operations Area (AOA): The portion of the Airport designated for landing, take off and surface maneuvering of Aircraft. These areas include Aircraft movement areas, Aircraft parking areas and aprons. The yellow area depicted in the Airport map below, identifies the AOA and includes all areas inside of the perimeter fence.

Sacramento International Airport Secured Areas, AOA/SID and Gates



Airport Operations Division: The division of the Sacramento County Department of Airports responsible for meeting 14 CFR Part 139 Airport safety and certification requirements, ensuring safe and efficient operation of the airfield, compliance with Transportation Security Regulations 1542, access control, and enforcement of all applicable local, state and federal Rules and Regulations

Airport Security Coordinator (ASC): The primary contact for security-related activities and communication with Transportation Security Administration (TSA) at the Airport. This person is also responsible for enforcement of CFR Title 49 Part 1542.

Airport Security Program (ASP): The security program issued by the Director which contains procedures, measures, facilities, and equipment designed to ensure Airport security both required and approved by the TSA.

Airside Premises: Those portions of the Airport to which access is restricted including, but not limited to, those areas located beyond the passenger security screening area, runways, taxiways, Aircraft aprons and airfield infield areas bounded by perimeter security fencing.

Aviation Fuel: Any fuel intended for use in an Aircraft including, but not limited to, aviation gas, jet fuel and motor vehicle grade fuels.

Board of Supervisors: The five-member governing body of the County of Sacramento which provides oversight of the Sacramento County Department of Airports through the County Executive. The term "Board" as stated in this document, shall refer to this definition unless otherwise indicated.

Commercial Fueling Operations: The retailing or delivery of Aviation Fuel on the Airport System by a Person to Aircraft owned or operated by others.

Commercial Fueling Permit: That permit required in order to conduct Commercial Fueling Operations on Airport premises. Such permits shall be issued solely on a non-exclusive basis and the Director shall have authority to issue any quantity of such permits as deemed to be in the best interest of the County.

Common Use Gate: A gate designated by the Department for use by air carriers.

Communications Center/Airport Dispatch: The section of the Department's Operation Division is responsible for monitoring access to the Security Identification Display Area (SIDA), responding to access inquiries

from the pedestrian and drive-through gate phones, responsible for dispatching Airport Operations, Airport Sheriffs Bureau personnel, and/or Sacramento County Airport Fire (SCAF) personnel for various emergencies, matters of Airport security, and responding to other calls from the public and Airport tenants.

The Airport Communications Center is staffed around the clock and can be reached by calling 911, (916) 929-5000 or (916) 874-0456 (which is the number on the back of your Airport badge).

County: The County of Sacramento, a political subdivision of the State of California duly organized and existing under and by virtue of the laws of the State of California.

Department: The Sacramento County Department of Airports, responsible for the operation and maintenance of the Airport under the direction of the Director of Airports as such organization currently exists or may be changed from time to time.

Director: The person holding the position of Director of Airports, or his or her designee, or any other person designated by the County Executive or the Board to exercise functions with respect to the rights and obligations of the Director.

FAA: The Federal Aviation Administration of the United States Government or any federal agency or agencies succeeding to its jurisdiction.

Fixed Base Operator (FBO): A commercial aviation business entity, which maintains facilities on the Airport for the purpose of engaging in the retail sale of or providing one or more of the following:

- Aviation Fuel, oil or lubricants; the sale, brokerage or storage of Aircraft; rental of Aircraft; flight instruction and training; Aircraft charger; airframe and power plant repair; avionics sales and service, and/or Aircraft lines services.
- An FBO is also defined as an Airport-based Aircraft service organization which operates under a Lease or use agreement, with an Airport sponsor or operator, for the purpose of providing a variety of aviation services. Typically, a full service FBO would offer Aircraft retail fuel service, Transient Aircraft services, airframe and power plant repair, charter

services, Aircraft rental, pilot training and supplies, and catering services.

Facility Restricted Fueling Operations: The fueling of limited numbers of Aircraft which are based or stored at a facility on the Airport and which is leased or operated by the Person engaged in the fueling activity.

Fuel Flowage Fee: The fee per gallon of Aviation Fuel purchased, sold or delivered on the Airport which shall be paid to the County by holders of all Aircraft Fueling Permits.

Gate: An Aircraft parking position, associated hold room and, if applicable, loading bridge from which passengers may be enplaned or deplaned.

Gate Occupancy Time: The time between the published scheduled arrival time of an Aircraft at a gate (on block) and the published schedule departure time from the gate (off block), adjusted for any extended ground time authorized by Department.

Ground Transportation Area: Those areas at the Airport identified by the Director for the holding, staging or waiting of commercial ground transportation vehicles, the loading and unloading of passengers and baggage, designated ground transportation vehicle travel routes, vehicle inspection and clearance, or other ground transportation purposes as deemed necessary or appropriate by the Director.

Ground Transportation Driver: Any Person driving a commercial ground transportation vehicle, whether independently or for a commercial ground transportation service provider. The term "Driver" as stated in this document, shall refer to this definition unless otherwise indicated.

Ground Transportation Permit: Any permit issued by the Director and required by the Department to operate a commercial ground transportation vehicle upon Airport premises in the course of providing commercial ground transportation services.

Ground Transportation Permittee: A Person or affiliate who is permitted to operate commercial ground transportation service vehicles within the boundaries of the Sacramento International Airport.

Ground Transportation Service: Any phase of transporting one or more persons or property to or from the Airport premises for direct or indirect commercial gain, including without limitation: (i) the solicitation of business for the purpose of transporting persons or property by motor vehicle(s); (ii) the actual transporting of persons or property by means of such vehicle(s); and (iii) any other activity which directly or indirectly relates to the transporting of persons or property to or from the Airport premises by means of such vehicle(s).

Ground Transportation Service Provider: An entity or Person which provides commercial ground transportation services to or from the Airport. A provider may also be, but does not have to be, a Ground Transportation Driver.

Ground Transportation Vehicle: "Ground Transportation Vehicle" means every commercial vehicle used by a Ground Transportation Service Provider or a Ground Transportation Driver to provide Ground Transportation Services. The categories of Ground Transportation Vehicles are defined as follows:

- "Type I vehicle" means a Ground Transportation Vehicle capable of transporting fewer than six passengers (excluding the driver) in a standard configuration.
- "Type II vehicle" means a Ground Transportation Vehicle capable of transporting between six and eleven (11) passengers (excluding the driver) in a standard configuration.
- "Type III vehicle" means a Ground Transportation Vehicle capable of transporting between twelve (12) and twenty-four (24) passengers (excluding the driver) in a standard configuration.
- "Type IV vehicle" means a Ground Transportation Vehicle capable of transporting more than twenty-four (24) passengers (excluding the driver) in a standard configuration.

Interlock System: International gate B6, B8 and B10 are equipped with the interlock system which creates a sterile corridor for arriving international passengers.

Irregular Operations (IROPS): An extraordinary event(s) that requires actions and/or capabilities beyond those considered usual by SMF's aviation service providers. IROPS Events include, but are not limited to, lengthy airline on-board ground delays as defined in the U.S. Department of Transportation's Model Contingency Plan. The causes of IROPS Events can include extreme weather, natural disasters, airline mechanical problems, labor issues, and others.

Landside Premises: Those portions of the Airport to which the general public has unrestricted access including but not limited to the streets, parking areas, and portions of Terminal Buildings prior to the passenger security screening checkpoint.

Movement Area: The Airport runways, taxiways and safety areas. Approval from the FAA Air Traffic Control Tower (ATCT) must be obtained prior to operating in this area.

Non-Movement Area: Those areas such as taxi lanes, Aircraft aprons, cargo ramps, leased areas, and public Aircraft parking positions not normally under control of the FAA Air Traffic Control Tower.

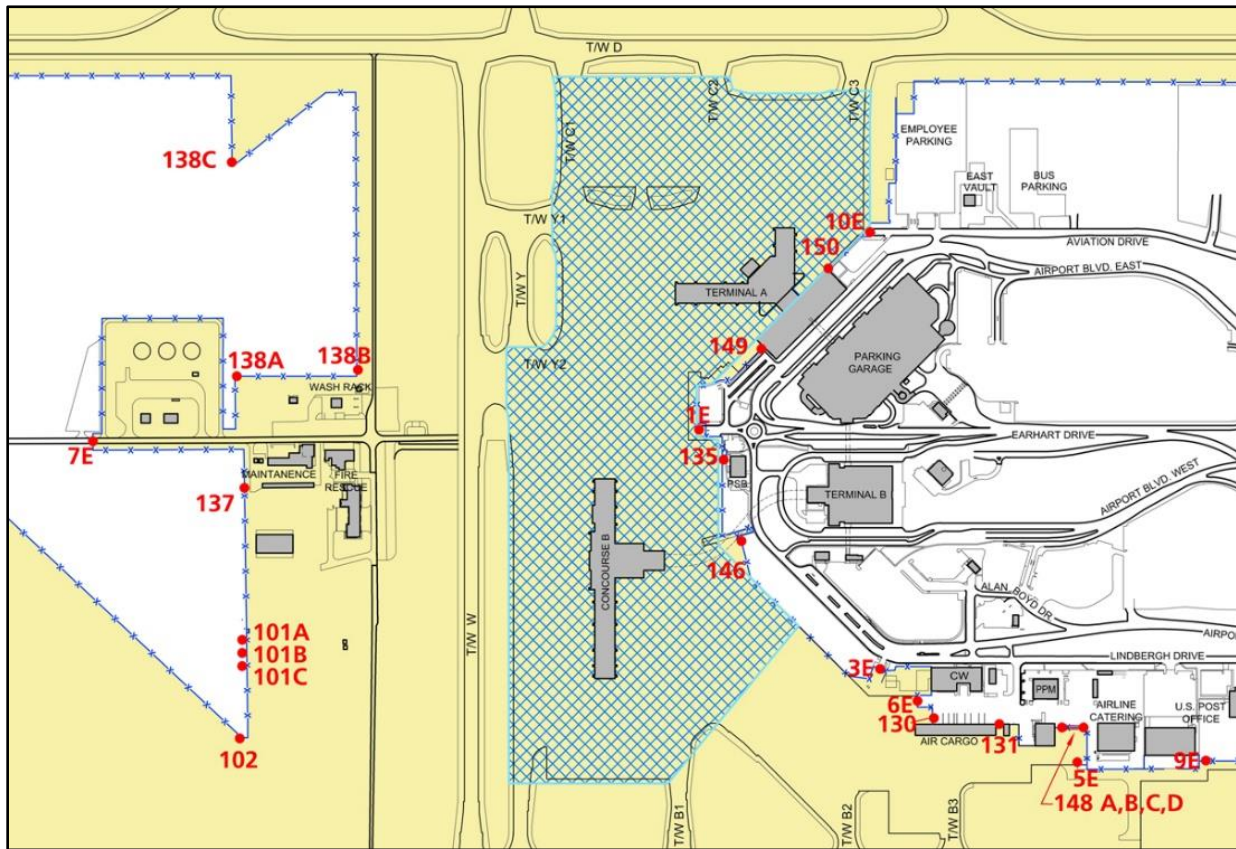
Person: A sole proprietorship, partnership, corporation, unincorporated association, cooperative, joint venture or other individual or entity carrying on an enterprise for which a permit must first be procured, and shall include any officer, employee, agent, or other representative by or through whom the enterprise is operated or conducted. "Person" shall not include a public agency or any officer, employee, or agent thereof while acting in the capacity of such.

Prearranged: The providing for hire of commercial ground transportation to or from the Airport where such transportation was contracted or arranged for, by or on behalf of the hirer or passenger in advance of the hirers' or passengers' arrival at the Airport or upon or after his or her arrival at the Airport by communicating in a manner other than a first person conversation, with a Ground Transportation Service Provider whose principal place of business is situated off Airport premises.

Preferential Gate: Any gate that has been assigned to an Airline on a preferential basis in accordance with the Airline Agreement.

Ramp/Apron: That portion of the Airport Operations Area designated by the Department for Aircraft parking.

Secured Area: That portion of the Airport used to load and unload passengers, sort and load baggage and all adjacent areas included in the Security Identification Display Area. The Secured area is depicted in the blue area identified below.



Security Identification Display Area (SIDA): That portion of the Secured Area identified in the Airport Security Program as requiring each person to continuously display Department issued or approved identification unless the person is under proper escort.

Self-Fueling Operations: The fueling of an Aircraft on the Airport by a Person who owns at least 51% of the Aircraft and operates such Aircraft by means of the Person's own vehicles and personnel.

Self-Fueling Permit: That permit required in order to conduct Self-Fueling Operations at the Airport. The Director shall have authority to issue any quantity of such permits as deemed to be in the best interest of the County.

Sterile Area: The portion of the terminal buildings that provides passengers access to boarding Aircraft and to which the access is controlled by the TSA, through the screening of persons and property, at a Security Screening Checkpoint.

Terminal Building: The terminal buildings, associated concourses, and associated curbside entrance areas, together with the automated people mover, at the Airport.

Terminal Resources: Includes Gates, Ticket Counter positions, Baggage Make-up Areas and Aircraft Parking Positions at the Airport.

Transponder: A roadway access device, such as an Automated Vehicle Identification (AVI) transponder, designated by the Director and used for the purpose of tracking particular Ground Transportation Service vehicles at the Airport.

Transportation Security Administration (TSA): An operating administration within the Department of Homeland Security of the United States government charged with civil aviation security and security checkpoint screening, or any federal agency or agencies succeeding to its jurisdiction.

Vehicle Service Road (VSR): Designated traffic lanes **which vehicles are expected to drive in** on the Airport Operating Area (AOA) indicated by white marking on the pavement for vehicles driving in the AOA.

SECTION 1: GENERAL PROVISIONS

Abandonment of Property: No Person shall intentionally abandon any property on the Airport or in any facility thereon.

Absorbent Materials: All tenants/contractors must have an adequate amount of absorbent material readily available and accessible to use in the event of a spill. All spills must be controlled and cleaned up by the use of absorbent materials specifically designed for that purpose.

Access Gate Control: All entry points shall be positively controlled. Under circumstances where an entry point gate is non-operational, the gate shall be closed and locked. The Department reserves the right to lock any access point at any time.

Advertisements: No Person shall post, distribute, circulate or display any signs, posters, advertisements, circulars or any other such printed, painted or written materials at the Airport without first obtaining the approval of the Director.

Aircraft Parking Positions: All Aircraft parking positions including those at concourse gates, RON spots and cargo spots, are for the exclusive use of parking Aircraft. When not in use, all equipment must be pulled back such that an Aircraft can be parked. Any GSE equipment at (or near) a RON spot must be chocked with the brake set.

Aircraft that may be experiencing mechanical issues need to contact Airport Operations and utilize a RON spot before any gate will be assigned. All gates/RONs must be made available for use as requested by the Airport within 15 minutes of notification. The County of Sacramento and its agents assume no responsibility for aircraft parked or in the process of being parked on the Airport.

Airport Access: Airport access shall be granted to only those Persons authorized by the Director or by those having official business at the Airport.

Airport Entry Points: Any gate or door at the Airport may be locked or unlocked at any time at the discretion of the Director when deemed necessary for the safety or security of the Airport or public.

Animals: All domestic animals must be positively controlled on a leash or in an appropriate container. No Person shall feed wildlife on Airport property.

Authority & Compliance / Violation

Any action or proceeding commenced or continued by the Director against a Person for violations of these Airport Rules and Regulations shall be deemed actions or proceedings to enforce the policy or regulatory power of the County.

Authorized Gate Use: Air Carriers may only park Aircraft on gates, remote spots or other areas of the Airport as specifically approved by the Airport. This includes advance scheduling/assignments and on an as-needed basis.

Cleaning/Washing of Aircraft: No Person shall use flammable and/or volatile liquids or agents for cleaning Aircraft, Aircraft engines, or other Aircraft accessories and/or appliances unless such cleaning operation is conducted in open-air or in a room specifically set aside for that purpose. The room shall be properly ventilated, fire-protected, and equipped with adequate and readily accessible fire extinguishing apparatus. Approval from the Airport Fire Marshal shall be obtained before use of any such room or designated area is permitted. No Aircraft washing shall be permitted unless performed in an area certified under the Federal Clean Water Act and in compliance with a Storm Water Permit, storm water pollution prevention plan (SWPPP), with appropriate Best Management Practices (BMPs) as approved in advance by the Director.

Compliance with Law

These Rules and Regulations are not intended to amend, modify or supersede any provisions of federal, State or local law, or any specific contractual agreement of the County with which they may conflict. To the greatest extent possible, these Rules and Regulations shall be interpreted so that such a conflict does not exist.

All users of and any Persons on the Airport shall obey all Rules and Regulations relating to the Airport as they now exist or as hereafter amended. This

includes, but is not limited to all agreements, fire, safety and health regulations, as well as Rules and Regulations relating to the use of areas specifically designated for operation, tie down or parking of Aircraft. Each Person shall obey the laws, policies, and regulations of the United States, State, County, and the orders and regulations of any officer thereof.

Conduct of Business: No Person shall use the Airport or any part thereof, or any Airport facilities for revenue producing or commercial activities without first securing an appropriate permit, lease or other such document from the County. Once the document is obtained, the Person shall comply fully with all the terms and conditions of the document including the payment of rentals and fees.

Contacts: All Air Carriers, tenants and companies with Operating Agreements at any County owned or operated Airport are required to provide a valid phone contact where a live person is reachable 24/7/365.

Defacing, Damaging, Vandalizing of Airport Facilities or Property: No Person shall deface, mark, break, or otherwise damage any part of the Airport or any property therein. Any damage must be reported immediately to the Communications Center at (916) 874-0456. Any Person found liable for damage to Airport property may be held financially responsible.

Demonstrators/Pickers: No Person or group of Persons is permitted to conduct or participate in any speech making, marching, patrolling, demonstrating, parading, assembling, and distributing and/or displaying of pamphlets or any other material without receiving prior approval from the Department as evidenced by a duly authorized permit. Access will be limited to designated areas and certain conditions may result in the request not being accommodated.

Derelict Aircraft: Parking of a derelict Aircraft is prohibited on leasehold premises. A derelict Aircraft is defined as an Aircraft that is not in active restoration, construction, maintenance or does not have a current Registration and Airworthiness Certificate. The removal or storage of any such Aircraft or components thereof shall be at the owner's sole cost and expense and without liability to the County.

Employee Seating & Break Areas: Seating in the ticket counter lobby and boarding areas is specifically provided for the comfort and convenience of passengers while traveling through the Airport. Passengers have priority to the limited seating. Employees are required to use company-provided break facilities and other approved areas for employee seating. No sleeping or loud noise is permitted in any public area of the Airport. Employees found lounging or sleeping in the Airport ticket lobby, boarding areas, quiet rooms or public seating areas will be directed to relocate to appropriate company break rooms.

Entering Restricted Areas Prohibited: No Person shall enter any restricted areas posted as being closed to the public, except: Persons assigned to duty therein, Persons authorized by the Director, and passengers under appropriate supervision or escort for the purpose of Aircraft embarkation and debarkation.

Equipment and Material Storage: No Person shall store or stock material or equipment in such manner as to constitute a fire hazard as defined by the applicable code. Equipment or material shall not be stored in an unsafe or unsightly manner. No vehicles or equipment that are unserviceable/out of service may be stored at any Airport location including leased areas.

Firearms: With the exception of on-duty law enforcement personnel and wildlife personnel, no persons shall carry any firearms or explosives on the Airport unless they are in accordance with applicable local, state, and federal laws.

Flammable Material Storage: No Person shall keep or store any flammable liquids, gases or hazardous materials, lubricating oils, dopes, paints or thinners, on Airport premises, in hangars, or in any building at the Airport unless stored in an appropriate, approved container and storage of such materials is approved by lease or permit and the area marked with proper signage in compliance with all applicable rules, regulations and codes. Also, disposal of aforementioned materials must be in compliance with all applicable rules, regulations and codes.

Floor Care: All tenants and lessees at the Airport shall keep the floors of hangars, terminal, apron, and adjacent areas, leased, permitted or un-leased, free and clear of oil, grease and other flammable or hazardous material in compliance with all applicable rules, regulations and codes.

Foreign Object Debris (FOD): FOD is any foreign object that does not belong on the runway, taxiway, or ramp area. Examples include rocks, paper, luggage tags, plastic bottles, tire fragments, Aircraft parts, tools, keys, clothing, etc. Each individual working at the Airport is responsible for the proper removal and disposal of FOD located on ramp areas, apron areas, and the Airport Operations Area (AOA). FOD shall be properly disposed of in containers that prohibit the introduction of the FOD onto ramps, apron areas, and the AOA. It is the responsibility of each lessee or other occupant of ramp and apron areas to place suitable containers labeled "Foreign Object Debris" at every gate, remote Aircraft parking area, cargo, and maintenance facilities. Containers labeled "Foreign Object Debris" shall be used only for the disposal of FOD.

Garbage Disposal & Removal: Each Person is responsible for appropriate control of the garbage generated at or seen in the vicinity of his or her applicable operating area. No Person shall place, discharge, or deposit in any manner, garbage, debris, or any refuse in or upon any public area, Airport Operations Area, or fuel storage area, except: (1) at such places as the Department may from time to time prescribe; (2), unless all containers for such materials are kept covered; and (3), unless such material can be prevented from leaking, dripping, or otherwise escaping, or (4) unless such material is transported in covered vehicles. Any deposit of garbage, debris, or refuse in unauthorized locations must be cleaned up immediately in an effective manner. Garbage containers located outdoors shall have lids that are secured so that the containers' contents are not accessible by animals and/or affected by environmental conditions (e.g. wind, rain, etc.).

Ground Handling: All Air Carriers are required to have the ability to tow and otherwise ground handle all Aircraft scheduled for operation at SMF.

Ground Support Equipment (GSE): Any vehicle operated to support aircraft on the AOA, or to perform airside operations, regardless of whether such vehicle is motorized or non-motorized or leaves the AOA perimeter, is GSE and may be operated only with the permission of the Director. Safe operation of GSE on the AOA is critical to the overall safety and security of Airport operations. Employers who own and operate GSE on the AOA shall assure that their drivers and vehicles comply with the requirements of all applicable Rules and Regulations. Failure to comply with the provisions of this Rule may result

in administrative fines and/or vehicle impoundment consistent with these Rules and Regulations.

Lost and Found Articles: Any person who finds or loses articles shall report items to the Communications Center, and deposit them at the Airport Operations Lost and Found office located at 7001 Lindbergh Dr. Lost articles will be held at the Airport for 30-90 days. Articles left in tenant leased space are the responsibility of that tenant. Each tenant must have a Lost and Found protocol that an Airport Operations employee can view anytime.

Motorized Equipment – Operation Restrictions: No motorized equipment shall be operated on the Aircraft apron area except (1) by Persons assigned to duty requiring use of such motorized equipment there-on, and (2) Persons authorized in advance to conduct such operation by the Director.

Open-Flame Operations: No person shall conduct any open-flame operations, welding, or soldering in any hangar or any part thereof unless specifically authorized by the Department's Aircraft Rescue and Firefighting Section.

Parking of Vehicles: All vehicles parked on Airport premises must be in operable condition and possess and maintain current and applicable licensing and registration documentation. Vehicles shall not be parked on Airport premises other than in the manner indicated by posted parking, traffic signs or as designated by lease or permit. In no circumstances will vehicles be parked within nine feet (9') of an Airport perimeter (security) fence.

Only motor vehicles may use the public, reserved, and employee parking facilities at the Airport. Operators of motor vehicles using the parking facilities at the Airport shall observe and comply with all regulatory and traffic signs while entering and departing the facilities.

Motor vehicles must be parked in marked spaces only. No person may park a motor vehicle in any marked parking space in a manner so that it takes up more than one parking space. If a vehicle is parked in a manner where it occupies more than one parking space, it may be charged a parking fee equal to the number of parking spaces it is fully or partially occupying, or it may be towed from the parking space at the owner's expense.

No person shall park a motor vehicle in any area that requires payment without paying the posted parking rates. If the parking ticket is lost, the customer shall pay an amount as if they had parked in the parking lot for the day.

Any vehicle parked in a designated parking area shall be parked at the owner's sole risk.

Any motor vehicle which remains in any public parking facility on the Airport for more than 30 consecutive days may be considered abandoned and may: (1) be towed from the parking space at the owner's expense or (2) be subject to being sold at auction.

Any vehicle parked in a manner that is in violation of these Rules and Regulations or other provisions of applicable law(s) may be issued a citation by law enforcement officers, or by Airport Operations, and may be towed at the owner's expense.

Portable Facilities: Portable restrooms and other mobile/portable facilities are prohibited anywhere inside the AOA unless specifically authorized by Airport Operations.

Reporting: Accidents, emergencies, spills, suspicious activity, and incidents must be reported to the Airport Communications Center by calling 911, (916) 929-5000 or (916) 874-0456 (the number on the back of every Airport badge).

Reserved Parking: Except as otherwise provided in Department directive, such as a Special Activities Notice, no person shall park a motor vehicle in a reserved parking space without a proper authorization/valid permit that has been issued by the Department. Each vehicle that is parked in a "permit only" area or in a reserved parking area shall prominently display the identifying permit inside the vehicle within full view from the outside. Vehicles parked in unauthorized areas will be subject to citation and may be towed at owners' expense. Any unauthorized vehicles located in Airport employee lots are subject to citation and a tow off the Airport at owner's expense.

Sanitation Requirements: All refuse, garbage, papers and other materials shall be placed in receptacles provided for these products.

Seat Belts: Seat belts must be worn at all times. Each vehicle operator shall ensure that all vehicles are equipped with operable seat belts, and that all occupants use seat belts and other safety devices when conveyance is so equipped while traversing on any vehicle service road. Being properly restrained by a safety belt includes a) the lower (lap) portion of the belt crosses the hips or upper thighs of the occupant and b) the upper (shoulder belt) portion of the belt, if present, crosses the chest in front of the occupant.

Smoking Prohibited: No person shall smoke, vape, or use e-cigarettes within 20 feet of any entrance, exit or operable window of a County occupied facility. No smoking shall be permitted within 50 feet of any fuel farm, fuel truck or any fuel storage facility or container at any time. Smoking, vaping or the use of e-cigarettes on the Airside portion of the Airport is prohibited. Smoking is only permitted at the designated locations. No person shall smoke in any hangar, public building, public restroom, or any place at the Airport where it is specifically prohibited by law or by the Director. Airport Operations will take necessary actions against those employees who contravene the smoke free policy. Failure to comply with regulations may result in citations under Airport Rules and Regulations, Section 4.

Soliciting: No person shall solicit funds, goods, donations or pledges at the Airport without written approval of the Director.

Surveillance Systems: The Airport owns and maintains a video surveillance system covering critical areas of the Airport. Airlines and tenants must gain Airport approval prior to augmenting the Airport's system with their own cameras. Tampering with surveillance systems is a security violation and could result in immediate badge suspension and assessment of fees associated with the Airport security violation program.

Terminal Resource Access and Assignment Policy: Defines processes and procedures the Department will use to manage, assign and allocate terminal resources at Sacramento International Airport. The Policy may be modified or rescinded at any time at the sole discretion of the Director.

Use of Roads and Walkways – Restrictions: No person shall:

- Operate any type of vehicle or motorized equipment on roads or walkways except as designated by the County Vehicle Codes or in strict compliance with the California Motor Vehicle Code.
- Travel on the Airport other than on the roads, walks or places provided for that particular class of traffic.
- Use a motor vehicle without strict compliance with speed limits prescribed by County/posted traffic speed limit signs. No motor vehicle shall exceed the posted speed limit except emergency vehicles in emergency situations.
- Use roads, walks or other places that will cause a Runway Incursion/Runway Deviation as defined by FAA Rules and Regulations or Orders.
- Use the roads or walks in such a manner as to hinder or obstruct access or use by others.
- Walk across or on a taxiway or runway or enter a movement area unless the area is closed due to inspection, maintenance, or construction. Wing walkers are permitted to walk alongside aircraft during pushback or towing operations.
- Walk in the tug tunnel connecting the basement of Terminal B to the ramp.

Violations: Any Person operating or handling any Aircraft, operating any vehicle, equipment, or apparatus, or using the Airport, or any of its facilities, in violation of any of the Rules and Regulations contained herein, or refusing to comply therewith, may be removed from Airport Premises by or under the authority of the Director. Any Person may be deprived of and refused the further use of the Airport and its facilities for such length of time as the Director deems necessary in order to safeguard the public, the Airport and its facilities. When the responsible party fails to address violations as directed, they may be billed the cost for the Airport to resolve violations on their behalf plus an administrative fee. Violation of any of the provisions of these Rules and Regulations may constitute an infraction, misdemeanor, or felony.

SECTION 2: AIRFIELD OPERATIONS

2.1 Airfield Safety Standards

All operators of ground transportation and ramp equipment on Airport premises must comply with Operations personnel, Emergency personnel, traffic signs, signals, pavement markings, and other physical, electrical and mechanical, traffic control devices placed and maintained on Airport property, unless directed otherwise by authorized personnel. Vehicle operators are responsible for the safety and activities of passengers.

All persons are responsible for their own safety and compliance with all Rules and Regulations contained herein. It is the responsibility of drivers to ensure that all vehicles and equipment operated on the AOA are used and maintained in safe operating condition. Airport Operations and Safety personnel are authorized to inspect any vehicle or equipment on the Airfield Areas and direct its removal from the AOA if determined said vehicle or equipment fails to meet safety and maintenance standards required for use on Airport property.

Accidents, emergencies, spills, suspicious activity, and incidents must be reported to the Airport Communications Center by calling 911, (916) 929-5000 or for non-emergencies (916) 874-0456 (which is the number on the back of every Airport badge).

Bicycles, etc.: Bicycles, skateboards, scooters and other personal/recreational transportation devices, shall not be operated on the Secured Area/Air Operations Area (AOA) unless authorized by the Director. Permitted operators must comply with all Airport vehicle and traffic rules. The VSRs, vehicle checkpoints, SIDA access areas, and ramps areas are all part of the AOA.

SSO officers are permitted to use their bicycles on the AOA as follows:

- Under the footprint of the terminals/concourses.
- Under the APM guideway.
- Along blast wall from gate 135 to APM guideway for access to CB.

Driving While Impaired: No person shall operate a vehicle on the AOA under the influence of alcohol or any drug that impairs or may impair the operator's abilities.

Electronic Devices/Cell Phone Use: The use of entertainment headsets, personal speakers, text messaging devices, and cell phones are not to be used while driving on the AOA. California State law prohibits all drivers from using a handheld cell phone while operating a motor vehicle (Vehicle Code (VC) §23123). Motorists must use a hands-free device.

Litter and Refuse: No person shall place, discharge, or deposit in any manner, papers, trash, rubbish or refuse anywhere other than in designated containers. Any person becoming aware that such designated container is full, shall immediately report the condition and location of said container to the Airport Communications Center for action. Trash and Dumpster lids must be kept closed and secured to prevent items inside from entering the AOA. **See section - Removal of Debris/Foreign Object Debris** below.

Pedestrian Traffic Guidelines: Pedestrians are prohibited on the following areas: apron areas that act as Aircraft taxi lanes, any active runway or taxiway between terminal buildings; under the Automated People Mover (APM) inside of the SIDA, or in the tug tunnel between the Terminal B basement and the ramp. Pedestrians destined to Concourse B must enter and exit through Gate 146 and stay within the pedestrian walkway (Figure 1).

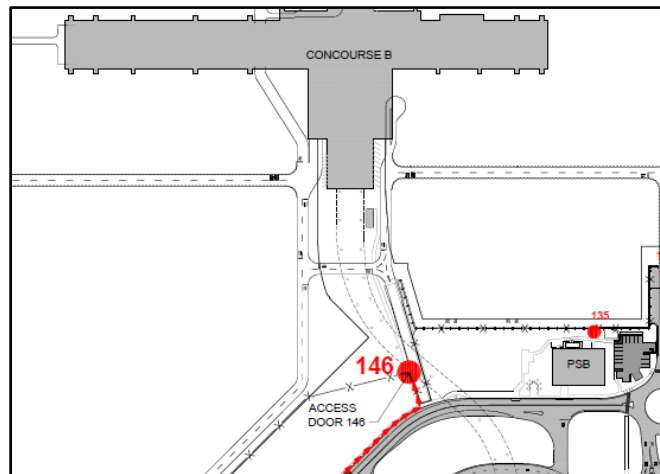


Figure 1

Powered Industrial Trucks including Ground Service Equipment: The Sacramento County Department of Airports and its Tenants, Contractors and Vendors operate as a multi-employer jobsite as defined by the California

Department of Industrial Relations, Division of Occupational Safety and Health- Cal/OSHA. Employers who utilize powered industrial trucks shall comply with applicable requirements as defined in Subchapter 7 General Industry Safety Orders Group 4 General Mobile Equipment and Auxiliaries Article 25 Industrial Trucks, Tractors, Haulage Vehicles and Earth Moving Equipment. The Sacramento County Department of Airports will conduct periodic audits of employer operations to ensure compliance with the aforementioned requirements, audits may include but not limited to training records, maintenance logs and visual observations. Powered industrial truck operators may be subject to discipline in conjunction with violations of Sacramento County Department of Airport Rules and Regulations.

Prior to permitting employees to operate a powered industrial truck, employers shall ensure the operator has successfully completed training and has demonstrated competency in the safe operation of the powered industrial truck. Any operator observed to be operating in an unsafe manner (e.g., accidents, incidents, violations of Airport driving rules and regulations, etc.) shall be removed from the powered industrial truck until refresher training is given. Powered industrial trucks determined to be unsafe for operation or involved in an accident shall be immediately removed from service and shall not be operated until a qualified maintenance service provider declares the powered industrial truck to be safe to operate.

Reflective Clothing and Vests: ANSI Class II (or higher) reflective clothing or vests must be worn while on the ramp, unless employees are only transiting the ramp in designated pedestrian walk paths.

Removal of Debris/Foreign Object Debris (FOD): Any object, debris or refuse deposited on the Vehicle Service Road (VSR), or ramp areas must be removed by the parties responsible for the condition. 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. Any object left on the ramp or VSR is considered FOD and could cause damage to a vehicle or taxiing Aircraft. Individuals observed depositing FOD on the ramp will be subject to loss or suspension of driving privileges and/or loss or suspension of SIDA privileges and assessment of associated fees. If a driver observes FOD while driving on the AOA, it is the driver's responsibility to retrieve it or cause it to be retrieved before leaving the scene.

Smoking Prohibited: No person shall smoke in any hanger, public building, public restroom, vehicles, on the AOA, or any place at the Airport where it is specifically prohibited by law or by the Director. Persons observed smoking on the AOA will be subject to loss or suspension of SIDA privileges and assessment of associated fee.

Sports Activities on AOA: No persons shall engage in sports-type activities (e.g., basketball, football, frisbee etc.) on any part of the AOA including baggage make-up areas.

Unit Load Device (ULD)/Igloo Containers: Cargo containers typically used for freight and mail operations and/or cargo pallets shall not be left on the ground in ramp areas unless in a designated assigned area. ULD containers and/or cargo pallets must be secured on racks or dollies when in ramp areas regardless of the weather. ULD containers and/or cargo pallets on the ground in assigned areas shall be stacked or organized in a safe and tidy manner for all weather conditions.

2.2 Aircraft Operations

Aircraft Arrivals: The Airport requires a minimum ground crew of three (3) persons (two wing walkers and a marshaller) that use wands to guide an Aircraft into and out of position at a Gate or RON spot. Marshallers and wing walkers shall use lighted wands during hours of darkness and inclement weather.

- Prior to Aircraft arrival, ground crew shall position wing walkers in a manner that prevents vehicles from driving between the gate envelope and the aircraft.

Aircraft Brakes: An Aircraft shall not be operated at the Airport unless it is equipped with wheel brakes.

Aircraft Maintenance: Performing maintenance on Aircraft is limited to designated areas on the Airport. Maintenance may not occur when it will cause inconvenience to Airport tenants or personnel or if it will cause delay to the next scheduled arrival to the Gate or Aircraft parking space. Aircraft that are non-operational or requiring extensive maintenance must be relocated to an area designated by Airport Operations. Airport Operations is authorized to

direct relocation of an Aircraft (and associated support equipment) undergoing maintenance. Non-Operational Aircraft parking must be coordinated with Airport Operations for parking assignment.

Aircraft Maintenance Engine Runs: Engine runs for maintenance purposes may be performed at a Gate provided that the engine is not run above ground idle power. All maintenance engine runs must acquire authorization from Airside Operations. Engine run-ups above ground idle for maintenance purposes may be performed at Taxiway A3 (Figure 2) or as designated by Airside Operations. All engine runs must have a licensed pilot or certified Aircraft mechanic at the Aircraft controls and prior approval from Airside Operations. In some instances, SCAF personnel and equipment may be required to standby during the procedure.

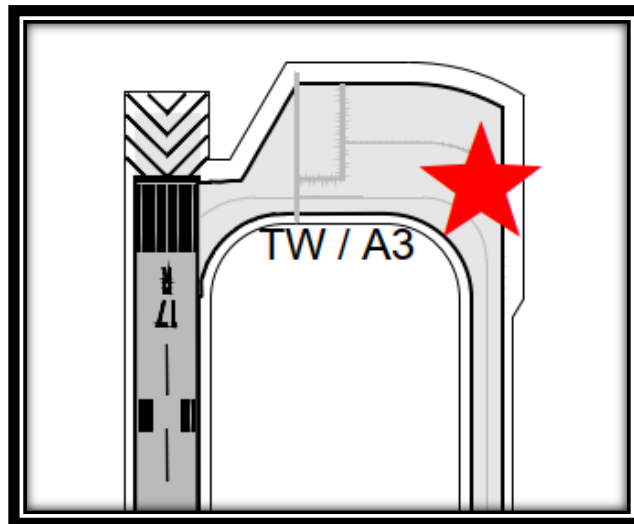


Figure 2

Engine runs are prohibited in any area that would result in a hazard to other Aircraft, persons, or property. Prolonged engine runs are prohibited in areas that are less than one thousand feet (1,000) from a Terminal Building. Airside Operations is authorized to establish and designate engine-run areas.

Aircraft engine starts and runs are permitted only under the following conditions:

- A licensed pilot or certified Aircraft mechanic is at the Aircraft controls.
- The Aircraft's wheels are chocked.
- The Aircraft operator obtains permission from Airside Operations.

- The Aircraft operator advises the Air Traffic Control Tower (ATCT) prior to starting engine(s).
- The Aircraft operator must be in radio communication with the ATCT for the entire time.
- The Aircraft operator has sufficient ground/ramp safety personnel positioned at the Aircraft to stop vehicle traffic from passing behind the Aircraft.
- The Aircraft engine(s) are run at ground idle power. Engine runs at Aircraft parking positions are limited to five (5) minutes unless otherwise approved by Airport Operations.
- High power engine runs, and all runs above ground idle power are prohibited at all Aircraft parking positions. All high-powered engine runs will be performed on the northeast corner of Taxiway A-3 with Aircraft nose facing west or at alternate locations as designated by Airside Operations.

Aircraft Passenger Enplaning and Deplaning:

- All Aircraft shall be loaded or unloaded, and passengers enplaned or deplaned, in areas designated by the Airport, in accordance with Airport's Terminal Resource and Assignment Policy, including applicable gate management rules. All passengers shall be directed by airline personnel along designated routes to and from the Concourse building.
- All airline and charter operators shall comply with all applicable FAA regulations and other applicable laws with respect to enplaning and deplaning disabled passengers and shall provide promptly all necessary or required equipment to assist disabled passengers to enplane or deplane.
- SMF badged airline personnel shall be stationed to assist and direct passengers during ground level enplaning and deplaning in accordance with TSA Directives and Airline Security Procedures. The number of stationed airline personnel must be sufficient so that positive control of passengers is maintained when passengers are moving between the Aircraft and concourse. There shall be no enplaning or deplaning of passengers on the Ramp when Aircraft engines are operating. No pedestrian traffic is allowed to cross any taxiway or Ramp between boarding areas. The Airline shall be responsible for the safety of and compliance with these regulations by all passengers moving between Aircraft and the Concourse.

- For international arrivals, the Interlock System must be activated prior to aircraft arrival/deboarding. Failure to comply with this policy will result in monetary fines.

Aircraft Taxiing: All Aircraft shall be operated in a safe manner without causing danger of collision with any person or object and taxied at a safe and reasonable speed. Neither pilots nor certified taxi crews shall taxi onto or across a runway until specifically cleared to do so by FAA Air Traffic Control Tower. Aircraft shall be taxied in accordance with the prescribed taxiing patterns established by the Department for the Airport.

A Person may not move a rotorcraft while its rotors are turning unless there is a clear area of at least fifty (50) feet from the outer tip of each rotor. A Person shall not taxi Aircraft or rotorcraft out of hangars under any circumstances.

Aircraft mechanics who require movement area access must receive training in accordance with the Advisory Circular 150/5210-20A.

Jet bridges: Any person who is operating a jet bridge must be trained, proficient with the procedures, checklist, and controls, and also operating the jet bridge in a safe manner.

Before operating the desired jet bridge controls, please conduct a pre-check of the interior pathway (to the ramp and concourse) and the exterior pathway (to and from the boogie area, and the Aircraft), to ensure the pathways are clear of any tripping hazards, FOD, vehicles, people, etc.

Once the operator of the jet bridge is finished using the jet bridge, the wheels of the jet bridge need to be returned to the painted boogie area. The operator needs to retract the canopy (if extended) and ensure all doors on the jet bridge are closed, including the storm doors (which are the doors nearest to where the Aircraft and jet bridge mate). Lastly, please make sure the jet bridge is properly turned off, the pathways mentioned in the pre-check are clean, and that there isn't any FOD left in (or near) the jet bridge.

If an employee has any questions regarding the information above, or encounters any issues while operating the jet bridge, the employee should

immediately notify their supervisor and/or call the Airport Communications Center at (916) 874-0456 (the number on the back of your Airport ID badge).

Airside Special Activity Notices (SAN): An Airside Special Activity Notice (SAN) will be required for any activity which could cause disruption to routine operations on the ramp, Aircraft parking areas, taxiways or runways. Examples of such activity may include but are not limited to:

- Military Human Remain Flights.
- Construction activity which requires escorted vehicle(s) access to the ramp or movement area.
- Concessionaire deliveries which require escorts from Airside Operations.

Organizations should submit a Special Activity Notice request to Airside Operations at least 72 hours prior to the scheduled activity. Requests should be emailed to Air-AOO@saccounty.gov. A blank SAN template can be provided on request. Airside SAN requests must include the following applicable information:

- Name of the activity
- Date and time of the activity
- Location of the event
- Airport coordinator's name and contact information (an after-hours contact number is required if not during normal business hours)
- Contact information for the organization actually performing the work (an after-hours contact number is required if not during normal business hours)
- Number of people involved
- Number and type of vehicles involved (a copy of the approved SAN shall be kept in the vehicle within view of Airport authorities)
- Parking arrangements
- Brief description of the activity

Charter Flights:

- **International Charters:** International charter flights will use the Concourse B Gates designated for International arrivals and departures.

Customs and Border Protection and TSA must be contacted and approve the flight operation prior to arrival.

- **Military Charters:** Airside Operations and TSA shall be notified prior to a military charter operation. Airside Operations will create a SAN. The location of military charter operation may vary depending on military needs.
- **Private Charters:** For private charters handled on FBO property, all arrangements will be made directly between the Aircraft operator and the FBO. Airside Operations is not responsible for controlling or monitoring charter operations at the FBO; it is the responsibility of FBO personnel. All charter operations and escorts in this area do not need to be called in to the Communications Center.

FBO personnel shall notify the Airport Communications Center when vehicle gate 8E will be open for an extended period of time and again when the gate is secured. The FBO shall notify and coordinate with the Airport for all VIP charters or any others that may involve the media.

If private charter Aircraft is to be handled by a tenant airline, the tenant airline must submit the required information via email to Air-CharterRequest@saccounty.gov. Failure to follow these procedures may result in the denial of operation.

- **Public Charters:** Public charter operations must be requested in advance. To submit a request, the responsible party shall submit a Charter Flight Submittal Form at least 72 hours prior to the arrival of the charter(s), and no more than 14 days in advance. Contact Airside Operations for a copy of the current form. The requester must complete the form entirely and send to Air-CharterRequest@saccounty.gov. The Airport will review your request and if approved, will return the "permit" back to the requesting party. All entry fields with the (*) on the form must be completed before submitting the form for review/approval.

The form requires the following information:

- Contact information for the charter
- Flight Crew/contact info (24hr contact number)
- Aircraft type
- Number of passengers
- Nature of the event

- Is ticket counter space required
- Number of ticket counter positions needed
- Pier Sort (baggage system) required
- Customs required
- International Gate Required
- International Gate Use
- Landing Rights Approved
- Ground transportation details
- Name of Ground Handler/contact info
- Charter Ops Rep on site contact info

If there are any questions after receipt and review of the form, Airside Operations will contact the requester. After the request has been reviewed and approved, Airside Operations will send the requester a Special Activity Notice (SAN) via email. The requester is responsible for collecting all applicable fees from the charter company.

Note: Scheduled airline operations have priority over all charters that require the use of a gate.

Additional Requirements:

- All entry fields with the (*) on the form must be completed before submitting the form for review/approval.
- Incomplete request will not be processed.
- Requests for Ticket counter space and pier sort (baggage system) will be reviewed and assigned by the Airport.
- For ticket counter use, Charter Operator must provide an Encapsulated PostScrip (EPS) format logo in 1920x1080 aspect to be displayed on the flight information display monitors.
- International Gates – daily scheduled flights have priority over charter operations for gate usage. Charter Aircraft are subject to delays on the ramp area until an international gate is available.
- Charter Operators are encouraged to inquire about availability of international gates before submitting charter request form.
- For inbound international flights, "Landing Rights" must be requested by the Charter Operator and granted by the US Customs and Border Patrol before submitting charter request form.

- Requester's representative must be on site throughout the event to oversee charter operations.
- Requester must ensure the proper quantity of personnel/equipment are available and must have air stairs, tow bar & tug in the event the Aircraft needs to be moved.
- Requester must provide proper escorting per the Airport Security Plan.
- Requester must abide by the Airport's Rules and Regulations.
- Requester must maintain control of their customers.
- Requester must provide a 24-hour contact number for flight crew and ground handler.

Airport Operations will complete/issue a Special Activity Notice that will include the landing/parking, gate usage and ticket counter usage (if applicable) to be collected by the requester.

If the requester cannot abide by all of the regulations listed above, or if there is not sufficient parking available at the Airport, the Aircraft will not be authorized to operate at the Airport. In the event that the requester is not able to meet their obligations to their customers and/or the Airport, all costs incurred by the Airport shall become the responsibility of the requester.

Closing of Field: If conditions of the Airport are unsafe for landings or takeoffs, the Director and designees have authority to issue a notice to air missions (NOTAM) closing the Airport or any part thereof. Such NOTAM shall be issued and disseminated via established Department procedures.

Disabled Aircraft: Owners or pilots of disabled Aircraft and parts thereof shall promptly remove said Aircraft and parts at the owner's expense from the runways or taxiways to an area designated by the Director. If the owner or pilot refuses to move an Aircraft as directed by the Director, the Aircraft may be towed away and stored at the owner's expense. The County shall not incur any liability for damage which may result in the course of, or after, such moving. The same procedure shall apply to removal of a wrecked or damaged Aircraft and its parts. The County shall have a lien upon the Aircraft for the cost of such towing and storage. If an Aircraft is disabled on a runway, the Director may take any action necessary to make the runway safe for other

Aircraft. The Aircraft owner shall bear the expense of such action as well as the expense of any and all damages caused to the disabled Aircraft.

Engine start line: Aircraft pushing back from Gates B7, B9, B11, B15, B17, B19 and Taxilane B2 must push back and then pull forward of the "Engine Start Line" before starting engines. If an Aircraft must start engines at the gate, one engine may be started, then Aircraft pushed back and pulled forward of the "Engine Start Line" prior to starting the other engine.

Flight schedule submittals/gate assignments: Each airline will submit its monthly flight schedules to the Airport in accordance with the Airport's Terminal Resource Access and Assignment Policy. It is the responsibility of each airline to ensure the accuracy of data entered onto the form.

Housekeeping: Before and after each use of a gate area, all air carriers shall:

- Pick up and dispose of all FOD in designated disposal bins.
- Stow any power cables, air ducts, and potable water hose in their designated location.
- Confirm the area is free of spills.
- Remove all GSE in preparation of the next aircraft operation.

Operation of Aircraft: All Persons operating Aircraft at the Airport shall navigate, land, service, maintain and repair Aircraft in compliance with FAA and National Transportation Safety Board rules and regulations.

Parking and Security of Aircraft: Aircraft shall be parked only in areas on the Airport prescribed for such use. Aircraft shall not be left unattended unless secured, locked or rendered inoperable as well as secured with proper tie downs or within a hangar. Aircraft with Auxiliary Power Unit (APU) running, or Ground Power Unit (GPU) connected and running must be attended at all times. Aircraft owners shall be held responsible for any damage resulting from failure to comply with this rule.

Pushback Procedures: The Department requires a minimum ground crew of three (3) persons including two wing walkers during Aircraft pushbacks. Wing walkers shall use lighted wands during hours of darkness, inclement weather and for marshalling at the gate areas.

- Prior to pushback, the ground crew should be alert and ensure that all vehicles yield to Aircraft crossing the VSR.
- Vehicles shall wait for the Aircraft, tug and ground crew to clear the VSR before proceeding.
- Vehicles shall not proceed in the VSR if an Aircraft pushback operation (marshaller and tug/Aircraft) covers both sides of the VSR.

During Aircraft pushback, the Aircraft shall be positioned on the taxiway or taxilane so that it is parallel to and centered on the taxiway or taxilane centerline. Pushback and engine start into a construction area is prohibited.

Prior to commencing pushback operations, the ground crew should be alert to vehicle traffic near the Aircraft and stop traffic as required. When it is safe to do so, the ground crew should motion or direct vehicle traffic to pass behind the Aircraft to avoid vehicle congestion and delays on the VSR.

Once the ground crew receives the clearance from the flight crew to initiate pushback, the ground crew should conduct a visual check for vehicle traffic near the Aircraft. After completing this visual check and determining that the area is clear, the ground crew may commence pushback.

While the Aircraft is being pushed back, ground vehicles shall stop and wait for the Aircraft to clear the VSR before proceeding.

Due to the close proximity of the vehicle service road and loading docks, when pushing back with an engine started at idle, wing walkers must stop traffic in the VSR before pushing the Aircraft back.

After an Aircraft has been pushed back, all vehicle operators should be alert for the pushback tug returning to the gate area. Ground crews returning to the gate have the right-of-way and all personnel must exercise caution. Signs of imminent gate arrival include the following (Figure 3):

- Ground crew assembling in a gate area.
- The jet bridge amber beacon is on and flashing.
- All Aircraft doors and hatches are closed.
- All ground support equipment and the jetbridge are moved away from the Aircraft.
- A tug and tow bar are attached to the nose wheel of the Aircraft.
- Chocks have been removed from Aircraft tires.
- The tug driver is seated, and wing walkers are positioned.

- The Aircraft anti-collision light (red beacon) is on and flashing.

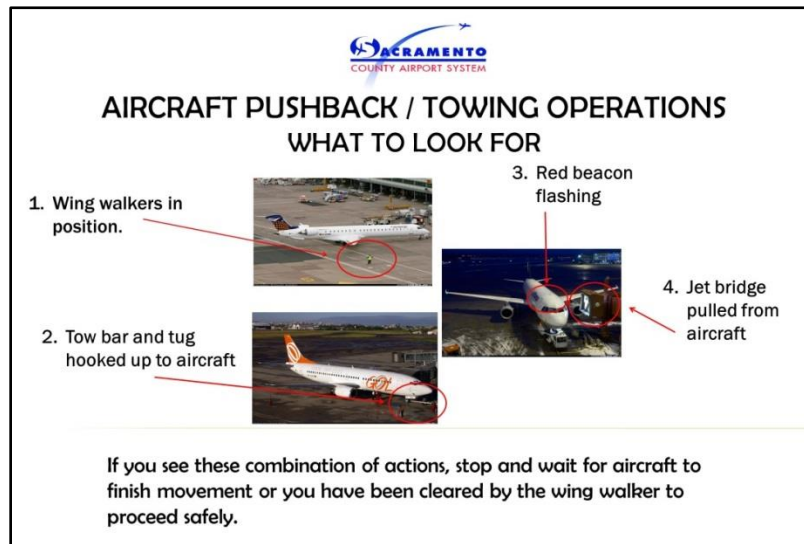


Figure 3

Radio Contact: All Aircraft operating into or out of the Airport must be equipped with two-way radios and Aircraft shall establish radio contact with FAA Air Traffic Control Tower prior to taxiing, moving, landing, or taking off. In the event of radio equipment failure, the air traffic control tower may use light gun signals for communication.

Refusal of Clearance: The Director and designees may delay or restrict any flight or other operations at SMF and may refuse takeoff clearance to any Aircraft for a violation of the Airport Rules and Regulations or for any reason that may be unsafe to persons or property.

Terminal A Gates: All Aircraft using gates A1, A2, A3, A4, A5, A11, A13, A15 and A17 shall push back and pull forward to the nearest **"ENGINE START LINE"** prior to starting engines. Aircraft pushing back from Gates A1, A3 and A5 shall pushback tail north unless otherwise directed by Airport Operations.

West Ramp Arrivals: All Aircraft utilizing West Ramp Spots 56 – 60 & F1 are required to tow in and out from their respective parking locations. Each Aircraft will taxi up to, and stop short of, their parking locations, aligned along Taxilane B2 centerline. Engines must be shut down and Aircraft towed into their final parking location. When pushing back for departure, each Aircraft is

to push back and pull forward to the **"ENGINE START LINE"** prior to starting engines.

2.3 Vehicle Operations

Authorized Vehicle Operators: Every driver must possess a valid U.S. Driver's License and properly display a valid Airport ID badge in accordance with the Airport Security Program.

The badge must display that Person's authorization to drive on the airfield. Personnel are only allowed to drive on the AOA when they have completed the computer-based training and their companies internal training, have either a tug or tower icon on their badge, and there is an operational need. Each driver is responsible for the safe operation of his/her vehicle.

The following are exceptions to the requirement that every driver must display a valid Airport ID badge:

- Driver is under escort by someone with a valid Airport ID Badge for that area.
- Driver is in an emergency vehicle responding to an emergency or mutual aid request and is escorted by Airport Operations, Sacramento Sheriff's Office (SSO) or Sacramento County Airport Fire (SCAF) personnel.

Authorized Vehicles: The numbers and types of vehicles authorized to be driven on the AOA will be restricted to those required to meet operational need. All vehicles entering the SIDA are subject to inspection by Airport Operations, SSO and TSA personnel. Vehicles with expired license plates (or expired registration) will be denied access onto the AOA. POVs are not authorized on the AOA, with the exception of certain employee vehicles assigned to north airfield facilities.

Brakes: Vehicles operating on the Airport must be equipped with a properly functioning brake system. If the vehicle is not equipped with brakes, then wheel chocks are required. If the vehicle is equipped with wheel chocks, they must be used whenever the vehicle is parked and unattended.

Driving Privileges: Driving privileges are identified on SMF Airport ID Badges by either a symbol of the FAA Control Tower or a tug (Figure 4).



Figure 4

- The FAA Tower symbol indicates completion of a movement area driving program and the authorization to drive on both the movement area and non-movement areas of the Airport.
- The Tug symbol indicates authorization to drive on the non-movement areas of the Airport only.

In order to obtain driving privileges on the Airport Operations Area (AOA) an employee must demonstrate an operational need to drive a vehicle within the AOA Non-Movement Areas by providing written authorization from their employer and:

- Maintain a valid driver's license
- Pass a computer-generated examination given by the County including subsequent annual training
- Complete orientation provided by the employer

In accordance with FAR Part 139, individual(s) with demonstrated need will be given authorization and training to access the AOA Movement Area. To obtain authorization to drive on the AOA Movement Areas, individual(s) are required to successfully complete initial and annual computer-based training administered in the Badging Office, and practical Airfield Movement Area training provided by the Airport Training Officer or their designee.

Non-pilot Aircraft mechanics with taxiing or towing qualifications who require access to the Movement Areas must complete the required movement area training per Advisory Circular 150/5210-20A.

Emergencies: The SCAF building is located north of the Airport terminal building. When an Aircraft or medical emergency is declared, emergency vehicles will leave the SCAF building and proceed to the incident or specified staging positions. SCAF and emergency vehicles have the right of way while responding to emergencies. Portions of the Airport may be temporarily closed during emergencies.

Ground Vehicle/Equipment/Aircraft Accidents: Drivers involved in an accident, especially one which results in damage and/or personal injury, must immediately notify the Communications Center by calling 911, (916) 929-5000 or (916) 874-0456 (which is the number on the back of every Airport badge). Unless further injury, damage or disruption to Airport operations is imminent, motor vehicles/equipment/Aircraft involved in the accident should not be moved until authorized by the SCAF Battalion Chief, The Airport Operations Duty Officer or the Sheriff's Office.

Inclement Weather Operations: All airlines and/or ground support providers must secure non-essential equipment and/or any items that have the potential to be windblown prior to forecasted inclement weather event. Checking the weather often is highly recommended because poor weather conditions (fog, rain, etc.) may obscure traffic signs, markings, and other visual cues. In some cases, only vehicles with an operational need will be allowed on the airfield, which may cause delivery delays to the Airport. Crossing Taxiways Y and W on Earhart Dr. may be reduced or not allowed. Vehicle operators and ground personnel shall remain vigilant of their surroundings and operating boundaries. Ground personnel must wear reflective clothing and wing walkers use lighted wands when positioning arriving and departing Aircraft from terminal gates or RON spots. Airlines with diversion Aircraft to SMF should notify Airside Operations immediately to establish parking locations. Diversion Aircraft not parked at a terminal gate will be handled on a first come first served basis. Vehicles crossing Taxiways Y and W must exercise extreme caution. Special restrictions and procedures apply during periods of low visibility. Tenants are required to follow the Airports established Low Visibility Operations Plan.

Mirrors: Vehicles must be equipped with at least one rear view mirror. When properly adjusted, the mirror must give the driver a clear view behind the vehicle for a distance of at least 200 feet and a peripheral rear view of 180 degrees. Tugs, carts, belt loaders, or power units being towed do not need to be equipped with mirrors.

Movement Area: The Movement Area consists of all runways, taxiways, and safety areas used for the movement of Aircraft under the control of the FAA Air Traffic Control Tower (ATCT). The following are required to operate a vehicle in the Movement Area:

- A flashing amber (red or red/yellow/blue for emergency vehicles) rotating beacon.
- Continuous two-way radio communication with the ATCT (Tower frequency 125.700 or Ground frequency 121.700). If the vehicle is not equipped with an operable two-way radio appropriate for communication with Air Traffic Control, an approved escort must be used.
- Approval from Airport Operations.

Movement Area Incursion/Vehicle Pedestrian Deviations: Any vehicle/pedestrian deviation or runway/taxiway incursion is a serious matter that will be investigated and addressed immediately. Individual(s) responsible for a runway or taxiway incursion, or vehicle/pedestrian deviation will be removed from the AOA immediately and their Airport ID badge will be suspended.

Airport Operations will conduct an investigation of the incident that will include but may not be limited to:

- Statement of facts from the individual.
- Statement of facts from witness(es).
- Statement of facts from the ATCT Controller or Aircraft pilot.
- Copy of the radio traffic from ATCT.

The individual's Airport ID badge and/or movement area privileges may be permanently revoked. If revocation isn't permanent, privileges will only be returned after the following requirements have been met:

- The individual has received driver training by their employer.
- The individual has received practical airfield movement area training by Airside Operations Training Officer.
- All training has been completed and the individual has been given a check ride by Airside Operations to ensure he or she is ready to be re-qualified to operate in the movement area.
- All fines have been paid.

Nighttime Operations: Hazards to vehicle operations are more difficult to see at night. Vehicle headlights shall be used during periods of darkness. However, drivers should be mindful of shining bright lights directly toward Aircraft cockpits. It is permissible for vehicle operators to use only parking lights when in the Aircraft parking areas and servicing Aircraft.

Non-motorized Equipment: Trailers, cargo carts and other equipment (GPUs, air stairs, ladders, etc.) operated on ramp and parking areas must display two amber reflectors on each side, two amber reflectors on the front and two amber reflectors on the rear. All reflectors shall be visible for at least five hundred feet when reflecting normal vehicle headlights. Construction vehicles must have an orange and white checkered flag attached to the top of the vehicle (Figure 5). If the construction vehicle is used during hours of darkness a rotating beacon is required.



Figure 5

Operations: Vehicles shall only be operated on the AOA when its operation is related to an aviation activity authorized by the County. All vehicles are required to use the marked Vehicle Service Roads (VSR). Leaving the VSR to cut corners is prohibited. No vehicle or equipment is permitted to park in the VSR. Airside Operations or the Communications Center must be notified of any disabled vehicles, so they're moved as soon as possible.

Proximity to Aircraft: Except for emergency response and Aircraft servicing, vehicles shall not:

- Pass under any portion of an Aircraft.
- Operate within the marked Aircraft safety boundary at the Aircraft gates while an Aircraft is parked there.
- Drive under any movable portion or park under any Aircraft loading bridge.
- Drive between an Aircraft and its boarding gate during ground level passenger loading/unloading.
- Approach an Aircraft at an angle that would result in a collision if the brakes fail.
- Drive within 200 feet behind an Aircraft with its engines running.

Pushing Vehicles: Pushing one vehicle with another is prohibited unless it is to remove it from the path of a taxiing Aircraft, Aircraft towing operation, Aircraft pushback, relocate a disabled or inoperable vehicle to fueling or maintenance area, or to remove it from the driving lanes.

Right of Way: Aircraft have the right of way. Vehicles responding to an emergency have the right of way over other vehicles.

Rotating Beacon/Flashing Light: All vehicles operating in the Secured Area must be equipped with an overhead amber beacon or flashing yellow lights utilized at all times when the vehicle is moving.

Seat Belts: Seat belts must be worn whenever vehicles are equipped with seat belts.

Service and Repair: Vehicles may only be serviced, repaired or overhauled in the area(s) approved by the County. Immediate and minimum repairs required to move a stalled vehicle are permitted.

Speed Limits: No person shall drive any vehicle at a speed greater than what is reasonable or prudent having due regard for weather, visibility, traffic and surface condition of the area or at a speed which endangers the safety of persons or property. In ideal driving conditions, the maximum posted speed limit anywhere in the AOA is **15 miles per hour**. This limit will be reduced in the following conditions:

- When otherwise posted.
- During emergency situations.
- Within **15 feet** of a parked Aircraft, the speed limit is **5 miles per hour**.
- Between **15-25 feet** of a parked Aircraft, the speed limit is **10 miles per hour**.
- During high risk driving situations such as wet surface conditions and limited visibility.

Tenant Responsibilities: Tenants/owners of vehicles authorized to operate on the AOA shall be responsible for ensuring that each vehicle is inspected at least every 12 calendar months by a qualified mechanic and found to be in good mechanical condition with all required safety equipment. Tenants/owners of vehicles are responsible for ensuring that all of its employees are properly trained and qualified to operate the vehicles and equipment which they are required to operate to perform their duties. Employees who receive a violation of Airport driving rules and regulations, are involved in a vehicle accident or incident, or who are observed/disciplined by their supervisors for operating in an unsafe manner are prohibited from driving on the AOA until the affected employee/s complete driver refresher training provided by the tenant/owner.

The tenant or vehicle operator shall remove from service any vehicle which is defective or in need of repair immediately. Any vehicle or ground equipment found leaking hazardous fluids or materials onto the ramp areas must be reported immediately to Airport Operations and the affected ramp area(s) shall be immediately cleaned. Hazardous fluids or materials are to be disposed of in accordance with Airport policies.

Equipment, supplies, tools and all other items transported on the exterior of a vehicle, including but not limited to water containers and lunch boxes, must be securely fastened to avoid being blown off of or dislodged from vehicles due to high wind conditions, jet blasts and other hazardous surface and air conditions. Items inside vehicles, such as radios, clipboards, sunglasses, cell phones, and beverages must be secured in a manner that will not obscure the driver's view and/or distract the driver.

Towing Limitations: No vehicle may tow more than the following:

- Baggage carts - Six (6)
- Loaded pallets or igloos - Four (4)
- Empty pallets or igloos – Five (5)
- Garbage dumpsters - Eleven (11)

Towing Vehicles: Towing one vehicle with another vehicle is prohibited, unless it is to remove it from the path of a taxiing Aircraft, Aircraft towing operation, Aircraft pushback, relocate a disabled or inoperable vehicle to fueling or maintenance area, or to remove it from the driving lanes. In the event a vehicle is to be towed off the AOA, Airport Operations must be contacted for arrangements at the owner's expense.

Tug Tunnel/Basement Level of Terminal B: Pedestrians are not permitted to walk through the tug tunnel, either to enter or exit the AOA. Only propane and electrically operated vehicles are permitted to access the Tug Tunnel and the Terminal B basement baggage make-up area. No gasoline or diesel operated vehicles are authorized in the tunnel. Vehicles over 7 feet in height are not permitted to drive into the tug tunnel. The speed limit in the Tug Tunnel and in the Terminal B basement is 5 MPH. All equipment must be parked in its assigned loading area(s) and no vehicle, luggage or equipment are to be left unattended or in the vehicle driving lanes.

Unauthorized Vehicles: Unauthorized vehicles found unattended or parked within the Airside area are subject to citation and tow at the owner's expense.

Unreasonable Risk: No vehicle shall be operated in a manner which creates an unreasonable risk of harm to persons or property.

Vehicle Lights: Vehicles shall use lights during times of darkness and low visibility conditions. A vehicle with an inoperative light or lights, or an inoperative beacon (if required) must be taken out of service until it has been repaired.

Vehicle Markings: Vehicles driving in the Secured Area, or the Movement Areas shall display identifying signage on both sides of the exterior of the vehicle. The signage cannot cause distortion or obstruction of the driver's view and therefore is not allowed on windows. The identifying signage shall be distinctly recognizable and visible from a distance of at least fifty (50) feet. All identifying signage shall provide sharp contrast to the vehicle color. Such identifying signage shall be professionally manufactured. Markings with letters only must be a minimum of three (3) inches in height. If the vehicle marking includes a logo, then the entire marking must be a minimum of five (5) inches in height. Magnetic and /or paper signs taped to vehicles are not authorized. Marking must be permanently affixed.

Vehicles exempt from vehicle marking requirements in the Secured Area include:

- Department of Homeland Security (TSA) and CHP Governor's Detail are authorized to use magnetic signs on its vehicles.
- Unmarked Sheriff's Office Airport Bureau vehicles
- Vehicles under escort of a vehicle with proper markings and a rotating beacon.
 - The driver of the unmarked vehicle must remain with the vehicle.
 - If this is not possible, contact Airside Operations for a temporary parking permit to be reviewed on a case-by-case basis.

Vehicle Occupancy Limits: The number of passengers allowed in or on a vehicle is limited to the number of properly installed seats. Riding on the running board of a moving vehicle, in the bed of a pick-up or other truck, in the basket of a de-icing truck, or in a baggage cart is prohibited. Standing up in the body of a moving vehicle and riding with arms or legs protruding from the vehicle is prohibited unless the vehicle is so designed.

Vehicle Service Road (VSR): Vehicle service roads are painted white lines or zipper pattern (Figure 8) on the apron areas around the concourse buildings and the air cargo buildings. Vehicles are required to drive within the VSR as much as practical; driving through gate areas, whether or not they are occupied, is prohibited.

Vendor Deliveries: Airlines and Tenants are responsible for their escorts and are required to make sure their vendors are properly abiding by our Airport Rules and Regulations – this includes abiding by the respective speed limits and closing of doors (including the roll up doors at Concourse B) behind them. Deliveries and parking on Airside is on a first come, first serve basis which may change suddenly, at the sole discretion of the Airport Director, due to construction, constraints and/or weather. When parking, you must not impede on Airline or Airside Operations. Please also refer to section 2.4 Airside Parking/Storage and Vendor Deliveries in Section 4.2: Airport Security.



Figure 6

The following high-profile vehicles are too high or too large to drive under the breezeways of the concourses or APM guideway (Figures 7 – 10) and are to be driven in the drive lanes around the concourses:

- Aircraft fuel trucks, large Airport emergency vehicles, buses and maintenance vehicles/equipment.
- Off-Airport emergency equipment.
- Aircraft catering and servicing trucks.

- Any other large vehicles/equipment operated by Airport tenants, vendors, or construction companies.
- Vehicles over the height of 8'2" cannot drive under the APM guideway or Concourse A.



Figure 7



Figure 8



Figure 9

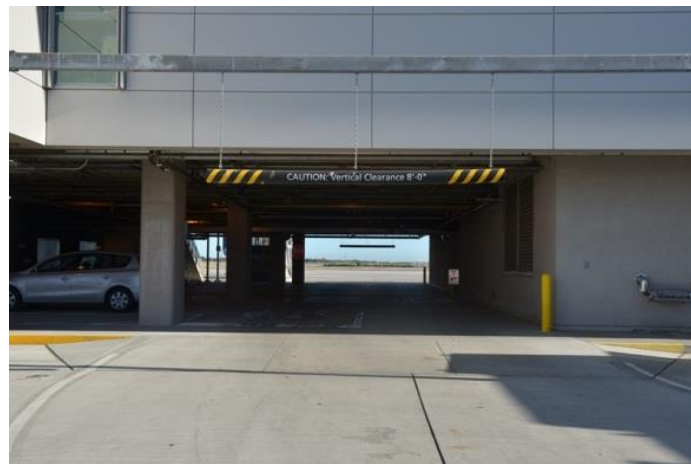


Figure 10

Special caution is needed if markings on the Vehicle Service Road (stop bars, zipper lines, etc.) are not visible because of adverse weather and road conditions. All persons operating a motor vehicle shall drive at a speed that is reasonable and prudent under the prevailing conditions. Passing vehicles in the vehicle service road is permissible within the posted speed limit. Passing vehicles under the breezeways is prohibited. Drivers operating vehicles in reverse must have a 360-degree view of his/her surroundings. If the driver does not have a 360-degree view, a second person must be outside the vehicle (in full view of the driver) to direct movement.

VSR Crossing at Taxiways Yankee and Whiskey: Personnel with AOA driving privileges are permitted to cross Taxiway Y and Taxiway W while

driving northbound and southbound on Earhart Dr. All vehicles must stop at the stop signs prior to crossing the taxiways (**See Figure 11**). Both taxiways must be clear prior to crossing and vehicles are not permitted to stop between Taxiways Y and W. Once the Aircraft is established on either taxiway, all traffic must wait at the north or south stops signs. When Aircraft are delayed on Taxiways Y and W, Airside Operations will assist with moving vehicle traffic across the taxiways once it has been determined it is safe to proceed. Special restrictions and procedures apply during periods of low visibility.

Airside Operations reserves the rights to close the VSR Crossing at Taxiways Yankee and Whiskey at a moment's notice.

Refer to Low Visibility Operations Plan established by the airport.



Figure 11

VSR Crossing on Taxiway Y2 between Concourses A and B: Personnel with AOA driving privileges are permitted to cross Taxilane Y2 between Concourses A and B. Due to the unique nature of this taxilane, Aircraft traffic in this area can vary due to which gates are being used for arrival and pushbacks. Extreme caution must be used when making this crossing. All vehicles must stop and yield to Aircraft traffic during the following:

- Aircraft taxiing to and from Gates A16, A14, A12, A10, B5, B7, B9 and B11
- Aircraft pushing back from Gates A16, A14, A12, A10, B4 and B5.

Once an Aircraft is established on the taxilane, all vehicle traffic should wait until the Aircraft is either at the gate or has departed. Leaving the VSR to cut corners is prohibited. When Aircraft are delayed on Taxilane Y2, Airside Operations will assist with moving vehicle traffic between the concourses once it has been determined it is safe to proceed. **(See Figure 12).**

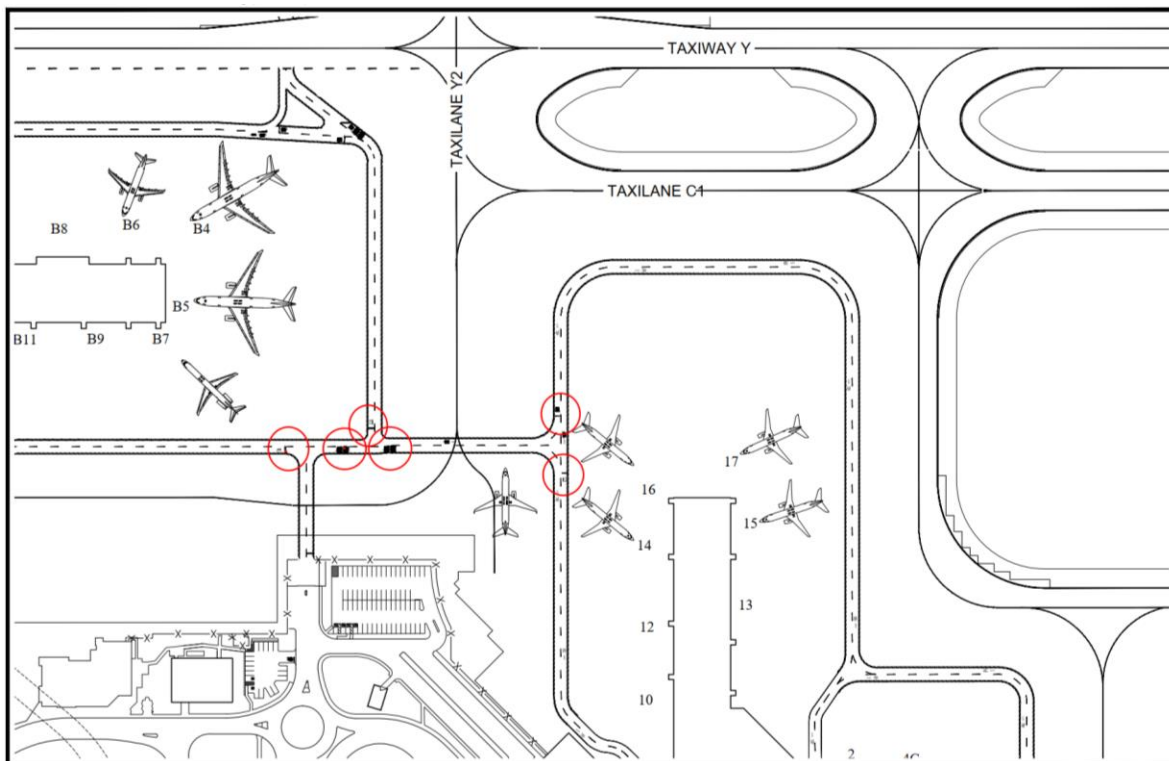


Figure 12

Windows: Vehicle windows, including windshields, must be free of cracks, blisters, discoloration, signs, stickers or other defects or materials which cause distortion or obstruction of the driver's view.

2.4 Airside Parking/Storage

Parking on Airside is limited and therefore on a first come, first serve basis. Vehicles must park in a marked stall and not impede on Airline or Airside Operations. Vehicles and other equipment may be parked only in areas designated by the Airport. Vehicles may not be parked or left unattended on the AOA if they interfere with the use of a facility, prevent movement of Aircraft, prevent free movement of emergency vehicles, or interfere with the access routes of refueling vehicles. Vehicles may not park at loading docks once the loading/unloading has been completed, under movable portion of jet bridges, under the APM guideway or within any Aircraft parking areas, whether or not an Aircraft is present at the gate. Vehicles and other equipment operating on the AOA should be returned to their designated storage/parking area(s) immediately after being used. Vehicles parked in violation of this Rules & Regulations may be cited and/or towed at the owner's expense.

Equipment and supplies may only be stored on or near the ramps in leased areas and in cabinets or other appropriate storage containers. Storage for contract service providers must be provided by Airport sponsor. Aircraft gates/spots may not be utilized as storage locations.

Disabled & Abandoned Vehicles: If an Airline or Tenant fails to fix, address, or remove disabled equipment from the ramp, the Director or his/her designee has the authority to remove any vehicle located on any area of the Airport that is in violation of these Rules & Regulations. This includes disabled, abandoned, unserviceable, parked vehicles, or any vehicle that presents a problem with Airport operations and/or security. The owner shall be held liable for the cost of the removal, storage, and disposal of the vehicle.

Aircraft gates that are not preferentially leased but are available on a per use basis shall not be authorized for staging of equipment, with the exception of immediate pre-staging for an Aircraft arrival at that gate.

Fuel Truck Staging: Occupied fuel trucks that are waiting for flights to arrive may stage on any of the Remain Over Night (RON) pads, but the drivers may not leave the vehicles unattended (**Figure 13**).

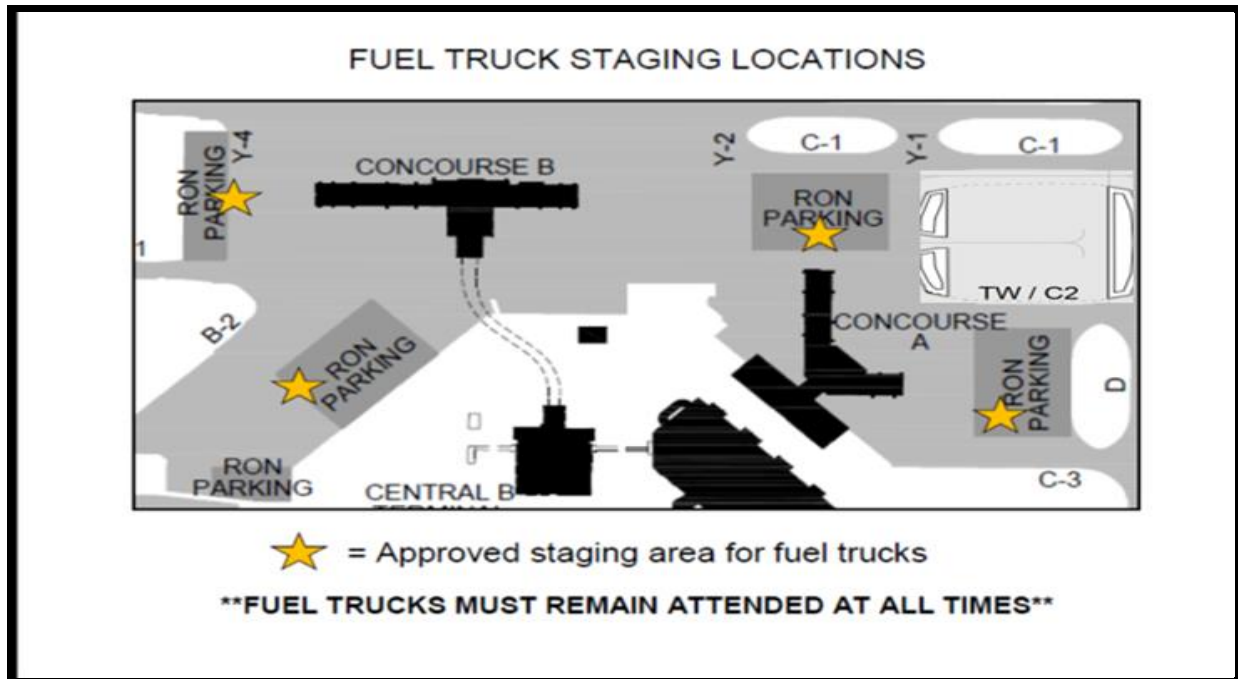


Figure 13

Parking by Fire Apparatus or Hydrant Prohibited: No employee shall park any motor vehicle, equipment or store material within fifteen (15) feet of any fire apparatus or fire hydrant on the AOA.

Parking on Taxiways: No person other than Airport Operations shall direct or authorize the parking of Aircraft (or vehicles) on an active taxiway.

Parking Permits: Vehicles not properly marked must request a temporary parking permit from Airport Operations by calling (916) 806-5309. The Maintenance Division and SCAF may issue permits for vendors to conduct business at the Maintenance Facility and Fire Station. The permit must be displayed on the driver's side of the dashboard visible from the outside of the vehicle.

2.5 Airfield Safety / Driving Violations

Driving a vehicle, tugs, motorized equipment, etc. in the Security Identification Display Area (SIDA) is a privilege. Failure to comply with these regulations may result in the following:

- Immediate removal of the person(s) from the SIDA.

- Immediate removal of the vehicle or equipment from the SIDA at owner's expense.
- Issuance of a Notice of Violation and associated fine.

Violations by Personnel with SIDA Access: Airport Operations will send a written warning to the employee's manager for each SIDA violation. The Director or designated representative may revoke SIDA access and/or driving privileges at any time. Violations are subject to the following penalties:

1st Offense

Notice of Violation/Citation
SIDA violation fee*

2nd Offense

Notice of Violation/Citation
Re-training by County and/or Department
Possible suspension of driving privileges
SIDA violation fee*

3rd Offense

Notice of Violation/Citation
Re-training by County and/or Department
Suspension or revocation of driving privileges
SIDA violation fee*

Note: Badge and/or driving privilege suspension or revocation may occur with any offense based on severity. Personnel with three offenses in any 2-year period may have their driving and/or SIDA access privileges permanently revoked. Fines must be paid within 21 calendar days or the SIDA badge will be disabled. *See Sacramento International Airport Fees; Section 14.

Violations Assessed Against Tenants, Vendors, or Contractors (Companies)

Warnings

Warnings may be issued to companies for violations in accordance with the guidelines set forth herein. In order to consistently maintain a safe environment, warnings may be issued to companies in certain circumstances.

The warning notice shall be issued to a Supervisor/Manager overseeing the area and/or operation. The Airport may require company safety representatives or management to attend meetings, trainings or prepare a written plan that demonstrates measures taken by the company to ensure compliance and prevent future violations.

Fees assessed for non-compliance

In addition to warnings described above, the Airport may issue fees to companies for any applicable Notice of Violation issued in accordance with the guidelines set forth in the Airport Rules and Regulations. *See Sacramento International Airport Fees; Section 14.

SECTION 3: LANDSIDE OPERATIONS

Baggage Handling System

The Sacramento International Airport's (SMF) Baggage Handling Systems (BHS) transport passenger bags through security screening equipment that requires bags be tracked throughout their journey from ticket counters, through the checked baggage screening area conveyors and out to a make-up carousel or sort pier. Although baggage handling systems are built to handle current and future bag volumes, all BHS have limitations and are susceptible to degraded performance if certain basic baggage hygiene rules are not followed. Poor baggage hygiene results in bag jams, degraded system performance, system outages that affect the airline that inducted the bag, but all users of the system. To avoid these problems a set of simple baggage hygiene procedures must be adhered to by everyone using the Airport baggage handling systems. For this reason, both TSA and SMF require all airlines and aviation support companies to train their front-line supervisors, ticket counter agents and ramp personnel to follow proper bag hygiene procedures according to the Airport's Baggage Handling System Hygiene Policy.

Demonstration Leafleting, Soliciting: No person or group of persons is permitted to conduct or participate in any speech making, marching, patrolling, demonstrating, parading, assembling, or distributing/displaying of pamphlets or any other material without receiving prior approval from the Director and be in possession of a valid Airport issued permit. Access will be limited to designated areas and certain conditions may result in the Airport not being able to accommodate the request.

A Noncommercial Demonstration Permit for demonstration activities is required in order:

- To ensure the free and orderly flow of pedestrian traffic into and through the Airport Terminals as well as the vehicular traffic outside the Terminals
- To protect persons using the Airport from repeated communications or encounters that might be perceived as harassment or intimidation
- To protect travelers from being an unwilling captive audience
- To maintain security by restricting the activities permitted by the permit to public-use, non-secured areas at the Airport and by implementing additional restrictions when necessitated by increased security measures

- To protect the integrity of the Airport's contractual relationships with concessionaires and lessees at the Airport

No Noncommercial Demonstration Permits for SMF shall be issued for activity on dates and times that have historically proven to result in overcrowding or that would pose a threat to public safety, security, and Airport operational needs. Additionally, elevated security conditions may temporarily alter, rescind, or deny Noncommercial Demonstration Permits. Refer to the web site <http://sacramento.aero/scas/opportunities/permits> for more information.

Employee Parking: Individuals employed at the Airport shall be authorized to park in areas designated for employee parking. Spaces within such employee parking lots are available on a "first come, first served" basis. Monthly fees applicable to use employee parking lots are established by the Director.

Any individual employed at the Airport who plans to use their respective employee parking lot while on vacation or business, must park in their designated main employee parking lots, unless they have an individual designated parking spot. Furthermore, employees are only allowed (1) parking spot in an approved designated area; parking is not transferable. Employees are to park in the least convenient and in the furthest away parking spots while parking for vacation or business.

It is expressly prohibited to use employee parking access for storage of recreational vehicles, trailers, boats or similar property. This also includes non-operational vehicles. Any such property shall be deemed abandoned and will be subject to a lien for the cost of removal.

Non-Domiciled Flight Crew Parking is available in Airport employee parking lots for a fee. However, due to limited space, priority will be given to employees whose work assignment is physically located at the Airport with non-domiciled flight crew parking being offered only so long as space is available. Non-Domiciled Flight Crew Parking is coordinated through the Airport's contracted service provider (916) 874-0825. Any Person who fails to timely pay employee or non-domiciled flight crew automobile parking fees shall be denied access to the applicable parking lot.

Vehicles remaining in an employee parking lot after failure to pay said fees for more than five (5) business days after said fees are due shall be deemed abandoned and may be removed and will be subject to a lien for the cost of removal.

International Arrivals, Baggage System Operations:

Airlines that operate inbound international flights are responsible for ensuring that their passengers reintroduce their claimed checked baggage onto the international reintroduction bag belt at the international arrivals hall. Airlines or their contracted representative shall transport the reintroduced checked baggage to the Terminal B basement where the baggage shall be placed on the assigned inbound baggage line so the baggage can be returned to the passenger. Passenger conveyance of checked baggage is prohibited by escalator and / or the Automated People Mover. If an Airline fails to adhere to the International Arrivals Reintroduction requirement, the Airline will be notified and or will be assessed a fee in accordance with Section 14 of the Airport's Rules and Regulations

Any airline that is assessed a fee, may appeal the citation through airport operations management. A meeting will be set up to thoroughly review whether the airline used the reintroduction belt and any additional factors involved. The airline will have 14 calendar days to notify airport operations of contestation.

All fees imposed upon an airline are to reset on a 24-rolling calendar month basis from the last citation issued.

Unclaimed checked luggage shall be removed and secured in the respective airline baggage service office or designated area prior to close of business. Failure to remove and secure unclaimed checked luggage may result in fines and/or storage fees assessed to the responsible airline. If an Airline fails to remove and secure unclaimed checked luggage, the Airline will be notified and or will be assessed a fee in accordance with Section 14 of the Airport's Rules and Regulations.

Landside Special Activity Notices (SAN): A Landside Special Activity Notice (SAN) will be required for any activity which could cause disruption to routine operations on the Landside areas of the Airport or require special,

limited authorization for an event or activity. Examples of such activity include but are not limited to:

- Construction and maintenance activities
- Certain media activities
- Ground transportation charters
- Special events hosted by tenants

Organizations should submit a Special Activity Request to Landside Operations at least 72 hours prior to the scheduled activity. Requests should be emailed to Air-Landside-AOO@saccounty.gov. Once approved by Landside Operations a copy of the SAN must be in the possession of the coordinating individual or, for instances when vehicles require authorization, placed on the dashboard of each vehicle. A blank SAN template can be provided on request. SAN requests must include the following information:

- Name of the activity
- Date and time of the activity
- Location of the event
- Airport Sponsoring organization's name
- Airport Sponsoring organization's phone and email address (When SAN activities take place outside normal business hours, an after-hours contact number is required)
- Contact information for organization performing the work (When SAN activities take place outside normal business hours, an after-hours contact number is required)
- Number of people and vehicles involved
- Parking arrangements
- Brief description of the activity
- Number of passengers (if applicable)

Terminal B Landside Delivery Procedures: Deliveries to Terminal B can be made at any time. The gate arm monitoring entrance into the loading dock area is scheduled to open at 6:00 a.m. and close at 5:00 p.m., Monday through Friday. The gate arm monitoring entrance into the loading dock remains closed from 5:00p.m. Friday until 6:00am Monday. Should a delivery arrive before the gate arm opens, or after it closes, the concessionaire will personally activate the gate arm with their Airport badge to provide the delivery vendor entrance into the dock area. The delivery vehicles will stage

at the designated delivery staging area along Lindbergh Drive (ref. Terminal B Deliveries Map). Opening the gate arm in any manner other than by use of a duly issued ID Badge is expressly forbidden.

The delivery vendor will contact the concessionaire via the staging area phone. Concessionaire will ensure the loading dock is available to accept deliveries (limit two semi-trucks). When available, the concessionaire will contact the delivery vendor to reposition to the dock. If the dock is unavailable, the vendor must wait until cleared to proceed.

The Concessionaire is responsible to close all dock area doors once deliveries are complete.

Ticket Counters: The Airport has one hundred fifty-three (153) ticket counter positions and seventy-six (76) self-serve kiosks in two terminals as detailed in Tables 8 and 9. Terminal ticket counter positions at the Airport are not leased exclusively but are leased preferentially or are assigned per use. Self-Serve kiosks are available for ease of use throughout the two Airport terminals.

The assignment of one or more ticket counter position(s) to an Airline does not include the right to use any specific skycap podium, curbside position, Gate, office or operational support space at the Airport. SCDA shall have the exclusive right to assign and move an Airline's per use ticket counter position location to balance the use of Terminal Resources.

SECTION 4: AIRPORT SECURITY

All Persons at the Airport, regardless of purpose, shall comply with federal laws and regulations related to Airport security, including but not limited to those promulgated by the TSA. All Persons at the Airport are required to report any and all suspicious activity to the Airport Communications Center by calling 911, (916) 929-5000 or (916) 874-0456 (which is the number on the back of your Airport badge).

All persons wearing an Airport I.D. badge shall submit the badge for inspection by any other person wearing such a badge when so requested. All persons wearing an Airport I.D. badge must wear the I.D. badge in accordance with the Airport's Security Program.

4.1 Airport Badging Procedures and Security Identification Media

Authorized Signatory and Badge Application Process: Access to the Movement, Sterile, or Secured Area or presence in Airport terminals to work or conduct business requires training and receipt of an Airport I.D. badge unless under the escort of a properly badged individual.

An applicant for an Airport I.D. badge must pass the Airport training course without assistance from any person or source other than the proctor providing instructions. Cheating, use of any electronic device during any training course, or failure to follow the proctor's directions regarding note taking shall result in the immediate and permanent rejection of the badge application or revocation of an existing badge (for badge holders renewing a badge).

Once an applicant has started the badge application process and provided their fingerprints for a Criminal History Records Check they cannot be escorted in any Secure/Sterile/AOA or SIDA.

Airport tenants and signatories are responsible for ensuring that their employees, suppliers, contractors, subcontractors and all other businesses and entities providing service to Airport tenants and signatories comply with the security requirements herein.

Lost or Stolen Security Identification: Any individual holding Department-issued security identification, upon realizing that such security identification

has been lost or stolen, shall immediately notify the Communication Center at (916) 874-0456.

Replacement of Security Identification: A lost or stolen security identification badge may be replaced for a fee*. (*See Sacramento International Airport Fees; Section 14)

Safe Keeping and Return of Airport ID Badges: The sponsoring employer is responsible for returning an Airport ID badge upon a change in an individual's employment status. Failure to return an Airport ID badge within 5 days of status change will result in an unrecovered badge fee* and any applicable violations in accordance with Airport Security policies. (*See Sacramento International Airport Fees; Section 14)

Security Identification (Media, Badge, and Airport Security Badge): The issuance by the Department of authorized security identification is at the sole discretion of the Director. Such identification media or badge shall remain the property of the Department and shall be surrendered or restricted upon demand or upon termination of the need for access. Badge revocation is at the discretion of the Department.

Individuals who have badges issued by multiple companies/ agencies/ organizations may only use the specific identification while performing tasks for the organization identified on that badge. Use of a badge issued under one organization while performing tasks for another is considered misuse of the security identification badge and is a violation of the security rules.

The Airport's I.D. badge is issued for a maximum of one (1) year and must be renewed prior to expiration.

The Airport's I.D. badge must be displayed on the outermost garment, at or above the waist, while in a Security Identification Display Area.

4.2 Access Control

Access to Restricted Areas: No Person shall, without permission of the Director, enter any restricted area on the Airport, except for:

- Persons assigned to duty therein and holding appropriate security access and security media;
- Passengers, under appropriate escort, entering the apron for the purpose of enplaning and deplaning;
- Any other Person authorized by the Director to enter restricted or field areas, or authorized by a tenant to enter an area occupied by said tenant.

Only authorized and properly identified personnel and vehicles are allowed access into the Secured Area/Air Operations Area (AOA).

Drive-Through SIDA Access Gates: Access Responsibility - Each driver is responsible for ensuring that all vehicle access procedures and airfield driving regulations are followed properly.

Failure to Control Access: Employees must ensure security access doors are secured after entry, and without allowing another person to follow. Employees leaving the Secured/Sterile Area and entering the Terminal Building must ensure that no one simultaneously exits the Terminal into the Secured/Sterile Area.

Gate Closing Procedures: Broken yellow lines are painted on the ground on the inside and outside of each drive-through gate (Figures 14 & 15). When exiting ANY drive through gate, the driver must stop 3 to 10 feet beyond the yellow line and observe the gate close completely before driving away. Pedestrian access is expressly forbidden at drive-through gates.



Figure 14



Figure 15

When more than one vehicle is exiting the SIDA, the last vehicle in sequence is responsible to ensure the gate is closed before driving away. Any authorized driver entering the SIDA through a key-locked gate is responsible for locking the gate after entry. In the case of multiple vehicles entering the same gate, the gate shall be secured once the last vehicle has passed through. Unlocked gates shall not be left unattended. The Communications Center must be notified immediately of any key-locked gates being opened and closed.

Vehicles Entering the SIDA: The driver and all Airport badge passengers in the vehicle must have their security badges read by the card reader before entering any drive-through gate. Additionally, if a passenger's security badge does not authorize them access through that gate, the Communications Center must be contacted on the gate phone. Any non-badged passenger must possess a valid United States government issued photo ID. All vehicles are subject to inspection by Airport Operations, Law Enforcement and TSA personnel.

Vendor Deliveries: The receipt of goods destined for the Sterile Areas of the Airport for concessionaires are governed by TSR security regulations and the Airport Security Program. Concessionaires are required to inspect merchandise and consumables intended for the sterile area in compliance of TSA regulations. Failure to comply with the inspection policy will result in a fee*.

All concession tenants requiring knives, tools and/or or heavy equipment to perform their job duties in the Sterile Area are required to comply with the following procedures:

- Twice daily audit of all knives, cork screws, or tools
- Log (30 days of inspection documentation).
- Inspections by the Department authority and TSA.
- Create and maintain a knife accountability log for all knives used.
- Failure to comply with the knife accountability policy will result in a fee*. (*See Sacramento International Airport Fees, Section 14)

4.3 Escorting Procedures

Authority to Escort: Only individuals with the word “Escort” in the top field of the badge will be allowed to conduct escorts (Figure 16).

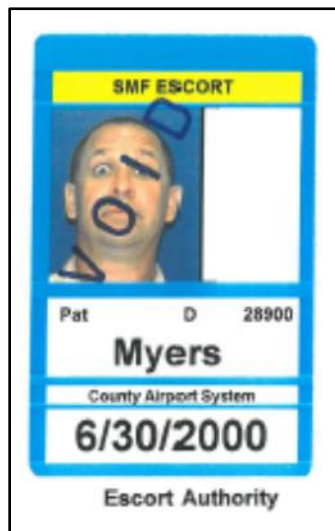


Figure 16

Driving Under Escort: Individuals without an Airport Security Badge, or holders of a badge without driving privileges, must be escorted by a badge holder with both escort and driving privileges- There are two ways to conduct an escort while in the SIDA:

- **Escort in Vehicle:** The badged person with escort and driving privileges is in the vehicle with the person being escorted. The person

providing the escort directs and is responsible for the actions of the person being escorted.

- **Escort from another Vehicle:** The badged person with escort and driving privileges is in another vehicle, leading the escorted vehicle to its destination. A single vehicle can escort a maximum of four vehicles.

Escort Control: Employees are only authorized to escort to areas that their badge allows escort. Employees must immediately contact the Airport Operator if their escort engages in activities other than what was granted or permitted. Escorted personnel must always be in visual contact and maintain positive control of the escort. The maximum number one badged employee can escort is six. The escort is not complete until the escorted person is completely out of the SIDA.

Escort Duties: The individual performing the escort is responsible for the following:

- Ensuring proper gate closing procedures are followed.
- Remaining with the escorted person/vehicle until escorted out the gate/door.

Escort Transfer: Badged personnel are responsible for their escort while escort service is provided. Responsibility can be transferred to another properly badged individual when that individual agrees to assume responsibility for the escort.

Badged employees performing escort duties are responsible to ensure that every person under escort is in possession of a valid United States government issued photo I.D.

Employees who have been issued a badge cannot be escorted without approval from the Airport Security Coordinator.

4.4 General Security Procedures

Badged Personnel Screening Requirements: All persons entering the Sterile or Secured Area are subject to security screening at any time. Any employee holding a credential granting access to a Security Identification

Display Area (SIDA) may be screened at any time while gaining access to, working in, or leaving a (SIDA). Failure to submit to screening will result in the denial of entry into any secured area of the Airport and a security violation will be assessed to the badge holder. Attempts to circumvent search protocols may result in a security strike along with the possibility of permanent badge revocation.

Bypassing or circumventing security screening: Badged personnel are prohibited from circumventing or avoiding security screening:

- For purposes of bringing prohibited items into the Sterile or Secured Area;
- When travelling; or
- When the TSA, Airport staff, Airport contractors, or law enforcement are conducting inspections.

Employee Travel: When travelling, for any purpose, a badged employee must be processed as a normal passenger. It is prohibited for a badge holder to use an Airport ID to bypass passenger security screening checkpoints. Like all passengers, a badge holder must remain in the sterile area after being screened. A badged employee who exits a sterile area after being screened must be re-screened prior to travelling. Violation of this section is considered bypassing or circumventing security screening and will result in immediate and permanent revocation of their Airport ID badge.

Heightened Security: These policies and procedures are subject to change without notice in response to heightened security threat levels.

Misuse of Airport Security Key(s): Under no circumstance may an employee's Airport-issued security key be given to or used by another employee to gain entry through Airport access-controlled doors and/or gates.

Perimeter Fence Clear Zone: The Director or a duly authorized representative, at the owner's expense, may remove unidentified or unauthorized vehicles parked in posted "no parking" zones within 9 feet along the Secured Area/AOA perimeter fence. This "clear zone" shall remain free of vehicles, stored materials or unattended equipment. Stored materials or

unattended equipment may also be removed and/or disposed of at the owner's expense.

Privately Owned Vehicles (POV's): POV's are not authorized on the SIDA unless approved by the ASC and a temporary parking permit has been issued by Airport Operations for the vehicle. See Figure 17. Vehicle permits are required, which are issued by the appropriate manager. Failure to display a permit in a POV on the AOA may result in the vehicle being cited and towed at the owner's expense and a security violation may be issued.

Badged Airport employees who work on the north part of the Airport are authorized to bring their POV inside the SIDA. All vehicles must be approved and registered with the Airport Security Office. Vehicles entering from the north part of the Airport are subject to inspection. Authorized employee POVs must display an AOA parking tag while on the AOA. See Figure 18.

**SACRAMENTO INTERNATIONAL AIRPORT
TEMPORARY PARKING PERMIT**

Permit Number: _____

Effective: _____ / _____ / _____

Expiration: _____ / _____ / _____

Issued To: _____

Vehicle Make/Color: _____ / _____

License Number: _____

Issued By: _____ Signature: _____

Figure 17



Figure 18

Revocation of Access: Any person who violates security regulations may be denied future entry into the Sterile/Secured Area/AOA. Any person who creates an unsafe or hazardous condition in the Sterile/Secured Area/AOA may have his or her security access badge and all privileges immediately revoked on a temporary or permanent basis at the discretion of the Director or designee.

Tenant Area Security Responsibilities: Security doors shall be kept locked and secure as required by the Airport Security Program. Tenants shall be responsible for securing doors located in their leased areas. Any tenant or tenant subcontractor who fails to control unauthorized access into the Secured Area/AOA through doors located in tenant-leased or permitted space is in violation of the Airport Security Rules and Regulations.

Tenant security doors leading from leased tenant space to the Airport's Secured Area/AOA shall be keyed to the Airport Master keying system, the tenant's locking system or cipher lock system.

Any person or entity (to include contractor operations) who is determined responsible for a security violation which results in a monetary penalty leveled upon the Airport by a regulatory agency shall reimburse the Airport for the full amount of the penalty.

Tenant Owned and Operated CCTV Systems: Tenants are prohibited from installing and/or maintaining a video or audio surveillance system without first establishing a written authorization agreement with the County.

Unattended Luggage in Baggage Claim Areas: Airlines are responsible to ensure that their passengers' checked luggage does not remain in the baggage claim areas after the airline's flight operations have been completed. Unclaimed checked luggage shall be removed and secured in the respective airline baggage service office or designated area prior to close of business. Failure to remove and secure unclaimed checked luggage may result in fines and/or storage fees assessed to the responsible airline.

Unauthorized Personnel: Unidentified or unauthorized personnel in the Sterile/Secured Area/AOA may be detained and/or removed by the Director or a duly authorized representative. The Director or a duly authorized representative may remove unidentified or unauthorized vehicles in the Secured Area/AOA at the owner's expense.

4.5 Violation Enforcement Program

Alarm procedures: If an alarm is triggered for any reason, the individual accessing the door should ensure that the door is secure and then is required to wait until they are cleared by an official (Operations or Sheriff's). Leaving the area once an alarm has been triggered constitutes a security violation unless there is no audible alarm, and the door was secured.

If an employee observes an unsecured door, they should immediately secure the door and contact the Airport Communication Center. If the employee observes an unsecured door go into alarm, they should immediately secure the door and wait for Airport Operations or Sheriff to arrive. If Operations or Sheriff are not on scene after 5 minutes the employee should contact the Airport Communication Center.

Penalties and Fines: Any person who knowingly violates security rules or regulations may be subject to financial penalties. Penalties will be assessed against the individual to whom the security identification badge was issued, and such penalty may result in temporary suspension or permanent revocation of security badge media.

Revocation of Access: An individual who engages in any of the following activities shall be subject to immediate and permanent revocation of rights to access restricted areas at the Airport:

- Bypassing security screening with the intent to fly
- Willfully tampering with, unauthorized testing, attempting to disable or circumvent any security measure, system or procedures
- Improper escorting in a manner to bypass the security checkpoint
- Intentional use or attempted use of disabled or expired badge
- Loaning badge to another individual (applies to secured/non-secured areas)
- Using someone else's badge (applies to secured/non-secured areas)
- Tampering with or altering a badge
- Failing to report a disqualifying crime
- Criminal History Record Check/Security Threat Assessment event (and/or under investigation)
- Any act which, in the sole discretion of the Director, may harm or otherwise jeopardize the safety, security, or character of the Airport, customers, employees, and/ or tenants.
- Tampering or interfering with, compromising, modifying, or attempting to circumvent any security system, measure, or procedure implemented under the Airport's ASP and TSA Regulations Section 1500 et al;
- Entering, or being present within, a Secured Area, AOA, Security Identification Display Area (SIDA), or Sterile Area without complying with the systems, measures, or procedures being applied to control access as defined in the Airport's ASP and TSA Regulations Section 1500 et al; or
- Using or allowing the use of any Airport-issued access medium or identification system that authorizes the access, presence, or movement of persons or vehicles in the Secured Area, AOA, or SIDA in any unauthorized manner.

Security Violation Program Notes: Violations are tracked on a rolling 24-month period. When there are multiple violations, the highest tier violation structure will be followed. For example, if the first violation was in Tier 2 and the second violation is in Tier 1, the enforcement action will be NOV issued, badge suspension for 10 days from the Tier 2 structure.

Security Program Terms: The following are explanations and definitions of various security program terms.

- Door forced - using panic hardware to open an emergency exit without swiping badge. Also occurs when door is opened after a badge swipe but before the green light illuminates or by opening after green light goes out but before door re-locks.
- Door held - properly accessing with badge swipe, but door is held open longer than programmed to remain open or is not properly secured by individual and does not secure on its own.
- Door timed open – jet bridge and stair doors have a function to allow the door to be timed open for up to 60 minutes for boarding or deplaning flights.
- Failure to Challenge: It is the responsibility of every Airport-badged employee to conscientiously observe the presence of an Airport I.D. badge on another employee. Every Airport-badged employee must ensure the following:
 - Badge is valid for area of use
 - Badge has not expired
 - Photograph on badge matches employee
 - Provide a detailed description of an individual who fails to produce Airport-issued identification, appears suspicious, or is not under proper escort
 - While a badged employee should not attempt to physically restrain the individual, they must make every effort to keep such individual under visual observation until security/law enforcement personnel arrive.
- Piggybacking – gaining/allowing unauthorized access to a security area behind an employee with authorized access. Under no circumstance may an individual follow or allow another to follow through a card reader-operated door on the same card swipe. The only exception is the

authorized escort of individuals utilizing the Airport's established escort procedures.

- Piggybacker - individual who gains unauthorized access
- Piggybackee - individual that is piggybacked, whether intentional or unintentional
- Proper badge display – wearing Airport ID badge on outer most garment above the waist in clear view.
- Proper challenge – observing (testers will make eye contact, wave, nod, etc.) and stopping individuals in the SIDA not displaying an Airport ID badge to inquire about whether they have a badge.
- Security discrepancies – Inadvertent activation of a door alarm (for example, too fast or too slow to open door after swiping badge) when proper procedures are otherwise complied with (for example, staying at the door to await Operations response to audible alarm). Security violations are not typically issued for a discrepancy.
- Security violation – failure to comply with TSA security regulations or the Airport Security Program policies and procedures.

Any violation of the following protocols must be reported immediately to the Airport's Communication Center;

Violations: Any violation not attributable to an employee shall be assessed to the Airport, Tenant, Contractor, or Vendor responsible for the violation. All violations will be entered into a database for record keeping purposes. Violations will remain on file for a 24-month period. The penalties are as follows:

Tier 1 Violations:

- Failure to remain on scene after activating an audible door alarm
- Failure to swipe badge before accessing door (door forced) and leaving the scene
- Failure to challenge
- Failure to properly display
- Failure to relinquish badge when directed by Airport official or employer
- Failure to immediately report a lost or stolen badge
- Unauthorized use of badge
- First Offense: Notice of Violation (NOV), Reported to company management

- Second Offense: NOV issued, Security retraining, Security fee*
- Third Offense: NOV issued, Security retraining, badge suspension for 2 days, Security fee*
- Fourth Offense: NOV issued, Management meeting with Airport Security Coordinator – badge suspension for 10 days, Security fee*
- Fifth Offense: NOV issued, Management meeting with Airport Security Coordinator – badge suspension for 30 days, Security fee*
- Sixth Offense: Permanent badge revocation

Tier 2 Violations:

- Failure to physically close or stop to ensure door is secure before leaving the scene
- Failure to stop and observe a vehicle gate close completely before driving away.
- Propping open a security door (door held) and leaving it unattended
- Piggybacking another employee through a security door
- Allowing piggybacking
- Failure to challenge an attempted piggybacking
- Failure to secure door after alarm activation
- Unauthorized driving in the Airport Movement Areas
- Failure to maintain proper escort
- Unauthorized escorting
- First Offense: Notice of Violation (NOV) issued, Security retraining, badge suspension for 2 days, Security fee*
- Second Offense: NOV issued, Management meeting with Airport Security Coordinator, badge suspension for 10 days, Security fee*
- Third Offense: NOV issues, Review Board meeting- badge suspension for 30 days, Security fee*
- Fourth Offense: Immediate badge suspension, permanent badge revocation

*See Sacramento International Airport Fees; Section 14

Tier 3 Violations:

- Bypassing security with the intent to fly
- Willfully tampering with, attempting to disable, or circumventing any security measure, system or procedure
- Improper escorting in a manner to bypass security checkpoint
- Intentional use or attempted use of disabled or expired badge
- Loaning badge to another person
- Using someone else's badge
- Tampering with or altering a badge

First Offense: Immediate badge suspension, permanent badge revocation.

SECTION 5: PERSONAL/GENERAL SAFETY

Airport –Airline/Tenant Safety and Security Meetings: Tenants are required to send a representative to attend scheduled monthly safety meetings sponsored by the Airport.

Corrective Action: Identified unsafe working conditions shall be abated promptly. If the unsafe condition cannot be abated promptly special emphasis shall be placed on securing the health and safety of staff in the immediate vicinity of the unsafe working condition(s) and, abatement plan shall be developed to include projected abatement completion. Details of the abatement plan shall be communicated with exposed staff.

Emergency Response Plans: An emergency event is any significant event with potentially severe consequences that requires immediate action or response. Emergency Action Plans are a way to plan for potential emergencies and crisis, small accidents, countywide disasters, power outages, hazardous material spills, fires, bomb threats, a civil disturbance, or an earthquake.

Advanced planning and a comprehensive Emergency Response Plan will help to reduce risk and loss of life and/or property. It is therefore essential that every tenant and employee are familiar with their employer specific response plan.

The Airport has developed an Airport Emergency Plan within the specifications set forth by the Federal Aviation Administration.

Evacuation: Prepare for an evacuation ahead of time by learning the location of all emergency exits from your work area and facility. Evacuation routes (Maps) are posted throughout County owned, rented, or leased facilities. The evacuation maps illustrate the floor plan and note all egress paths to be used when leaving the office.

The primary objective in an emergency action plan is to protect the health and safety of employees and visitors. No action should ever be taken during an emergency that directly or indirectly violates this principle.

Hazard Identification/Emergency & Incident Reporting: Airport Tenants shall schedule, conduct, and document safety inspections of all work

areas under their respective authority to identify and reduce physical and/or environmental hazards that may contribute to injuries or illnesses. Periodic workplace inspections may be conducted by department personnel as deemed necessary.

Documentation of safety inspections shall be readily available upon request and maintained for a minimum of 5 years.

Employees are encouraged to report unsafe working conditions. State law prohibits reprisal or taking corrective action against any employee as a result of identifying and/or reporting an unsafe condition, unsafe act, or practice found in connection with any work activity.

Health and Safety: Information provided in this section is intended to promote a safe and healthful working environment at the Airport. Instruction and guidance to their respective employees regarding specific safety practices and procedures unique to their operations in compliance with Title 8 of the California Code of Regulations and the California Labor Code.

Incident Investigations: Any incident, occupational injury or illness shall be investigated, analyzed, and documented in a timely manner to identify contributing factors that will prevent reoccurrence.

Regulatory Inspections: The Airport Manager, Safety & Risk, shall be immediately notified whenever a Cal/OSHA Compliance Inspector is at a DOA owned, rented, or leased facility. The Airport Manager, Safety & Risk (or designee) must accompany the inspector during the inspection. The Airport Manager, Safety and Risk, can be contacted at (916) 874-0592 (desk), (916) 806-5431 (cell) or through the Airport Communications Center at (916) 874-0456.

A tenant representative shall initially meet with the Compliance Inspector until the County Airport Manager Safety and Risk (ASR) arrives at the worksite. In the event that the County ASR Manager is not at the worksite within one (1) hour of the Compliance Inspector's arrival, the tenant representative shall accompany the Compliance Inspector throughout the inspection process.

Roles and Responsibilities: All employees are responsible to follow safe practices and to report unsafe conditions to the Airport Communication Center by calling 911, (916) 929-5000 or (916) 874-0456 (which is the number on the back of every Airport badge).

SECTION 6: FIRE PREVENTION AND SAFETY

Fire prevention and fire safety at the Airport is subject to all federal, State and local laws and regulations including, but not limited to: Federal Aviation Administration regulations, National Fire Protection Association/National Fire Code, California Department of Industrial Relations, Cal/OSHA, and California Code of Regulations Title 24 Part 9 California Fire code as amended by Sacramento County Code Title 17.

Aircraft Fueling: Fueling of Aircraft shall conform to National Fire Protection Association 407 Aircraft Fuel Servicing, and California Code of Regulations Title 24 Part 9 California Fire Code Chapter 20, as such may be amended from time to time.

Barbeque (BBQ) Policy and Areas: Use of Barbeque (BBQ) equipment is expressly prohibited unless approved in advance by the Director, SCAF, or designee and such use is conducted in accordance with the following:

Pre-approved locations are the only locations approved for use under this policy. Fires in any other location are in violation of county law.

- Use of BBQ equipment shall be limited to specified locations. Use of BBQ equipment or the lighting of a fire in any other location at the Airport is a violation of County Code 11.16.
- Prior to lighting a barbeque, the Airport Fire must be contacted via the Airport Communication Center at (916) 874-0456 for approval.
- BBQ units must be maintained in a safe condition. Approval to light will not be granted if the unit is unstable or in a worn-out condition.
- All BBQ fires must be monitored continuously. The fire must be extinguished if conditions become unsafe, such as high winds blowing sparks from the BBQ units or smoke conditions interfere with tenants' operations or Airport operations.
- A fire extinguisher or garden hose must be on site and available for use.
- Propane tanks shall be stored in a suitable enclosure or protected from tampering. Storage shall be a minimum of 10 feet from doorways and combustible materials. Vehicle protection may be required by the Fire Marshal. Tanks shall not be stored in or near basements or baggage tunnels.

Cleaning of Aircraft: Cleaning of Aircraft shall conform to California Code of Regulations Title 24, Part 9, California Fire Code Chapter 20 and 57, as such may be amended from time to time. Aircraft shall only be cleaned in areas designated for such activity by the Director.

Fire Equipment (extinguishers): The Airport will provide required fire extinguishers throughout all County owned, rented, or leased facilities, which shall only be removed from their location or holder in case of emergency or fire. Fire extinguishers in public, exterior concourse, gate, and TSA areas are recertified annually by SCAF.

Hazardous Materials: Handling and storage of hazardous materials including but not limited to fuel, oils, dopes, paints, solvents or acids shall comply with California Code of Regulations Title 24 California Fire Code, Part 9 Chapter 50, as such may be amended from time to time.

Holiday Decoration Policy: Trees are welcome in all Airport facilities protected by a sprinkler system.

- Artificial trees must have an Underwriter Laboratories (UL) label.
- Cut trees must be sprayed with a fire-retardant material prior to arrival in an Airport facility.
- At least 2 inches of water must remain in the tree stand for cut trees.
- Cut trees must be checked daily for dryness. Needles should be difficult to pull out and bend, and not break when bent
- Dispose of trees at the end of the season or immediately if the tree does not pass the dryness test.
- Trees shall not be placed near heat sources and shall not block aisles or exits.

Holiday Decorations:

- Only UL approved lights and electrical components are allowed.
- Decorations shall be flame/fire retardant and should not obstruct fire alarm pull stations, sprinklers, strobe lights, or any other life safety device.
- Decorations shall not be placed near heat sources and are to be kept clear of aisles and exits.

Open-Flame Operations: Use of open flame/flame-producing devices or other sources of ignition shall comply with California Code of Regulations Title 24 California Fire Code, Part 9 Chapter 3 and 20, as such may be amended from time to time.

Tenant Inspections: Tenant inspections will be conducted once a year. The Department Fire Marshall or his duly authorized representatives, Airport Properties, and Airport Facilities may periodically inspect all buildings and premises as allowed by applicable regulations.

SECTION 7: FUELING OPERATIONS

Fueling Operations at the Airport shall be conducted in accordance with the most recent edition Federal Aviation Administration (FAA) 150 Series Advisory Circulars and the most recent edition National Fire Protection Association (NFPA) 407 "Standard for Aircraft Fuel Servicing". Only authorized personnel who have been trained in the safe use of equipment shall fuel or defuel Aircraft at the Airport.

The Aircraft Fueling Operator shall ensure that all fuel truck operators follow these rules and regulations. At a minimum, all vehicles and equipment shall be equipped with the safety equipment specified herein. Requests for exceptions to this regulation must be submitted in writing to the Director.

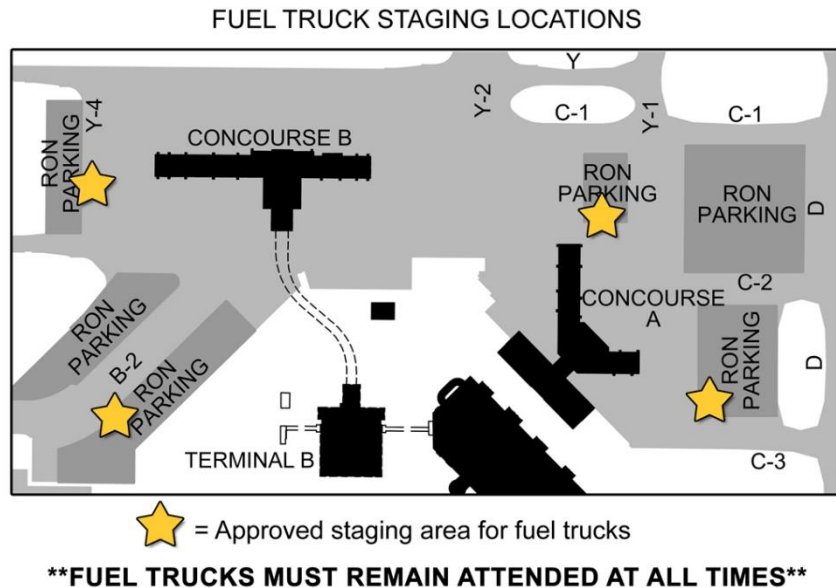
Absorbent Materials: All fuel servicing vehicles must have absorbent material readily available and accessible to the vehicle operator for the use in the event of a fuel spill.

Blocking of Control Devices - Prohibited: No emergency control, deadman handle or similar safety device shall be blocked open or bypassed in such a manner as to circumvent the designed safety purpose of such device.

Bonding: Aircraft refueling units shall be electrically bonded to the Aircraft before initiating fuel service. When fueling overwing, the nozzle will be bonded utilizing a ground plug or clip. Bond connections shall be made before the filler cap is removed.

Bonding and fueling connections shall be removed in the reverse order of connection.

Chocking of Fuel Truck Wheels: During all fuel transferring operations, or anytime the fuel truck is parked and left unattended, wheel chocks must be placed on both sides of at least one wheel to prevent inadvertent movement.



Control of access to storage areas: Fuel storage facility shall remain locked when staff is not available on site.

Engine Starts with Fuel on the Ground: No person shall start the engine of any Aircraft when there is fuel on the ground under or adjacent to that Aircraft.

Fire safety in the fuel farm and storage areas: Fueling service facility inspections will be conducted quarterly. Follow up inspections will be conducted when unsatisfactory conditions are found.

The engine of a tank vehicle shall be shut off before starting to fill the tank.

Loading of tank vehicles shall be under the observation and control of a qualified authorized operator.

A bonding connection shall be made between the cargo tank and the loading rack before any fuel connections are made.

The required deadman and automatic overfill protection shall be in normal operating condition during the filling operation. Deadman and automatic overfill protection **shall not be blocked open or otherwise bypassed.**

The operator shall perform a pre-check on each compartment shortly after fuel flow has started to ensure the automatic shut off is operational. To prevent leakage or overflow from expansion, no cargo tank shall be loaded to the "liquid full level".

Fire safety in mobile fuelers, fueling pits and cabinets: Mobile refueler inspections will be conducted quarterly.

Aircraft fuel servicing vehicles shall be positioned so that a clear path of egress from the Aircraft being serviced is available.

Fuel flow shall be controlled by an operator with the use of a "deadman" device. The use of any means to defeat the function of the "deadman" device is prohibited.

The "deadman" control in the nozzle shall be permitted for use in overwing fueling. The use of notches or latches on a nozzle to "lock open" nozzle flow is prohibited.

Each Aircraft fuel servicing tank vehicle shall have two listed fire extinguishers, each having a rating of at least 20BC with one extinguisher mounted on each side of the vehicle.

A minimum of ten feet (10') of clear space between parked vehicles will be maintained for fire control purposes.

A minimum of fifty feet (50') of clear space will be maintained between fuel service tank vehicles, parked Aircraft, and buildings other than maintenance facilities.

Fuel Spills: All fuel (or other hazardous/flammable liquid) spills must be reported immediately to the Airport Communications Center by calling 911, (916) 929-5000 or (916) 874-0456 (which is the number on the back of your Airport badge).

Leaking vehicles shall be removed immediately from service, defueled, and parked in a safe area until repaired.

When a fuel spill is observed, fueling will be immediately ceased and the Airport Communications Center notified.

Small spills less than ten feet (10') in any dimension or not over fifty square feet (50 ft²) and not of continuous flow shall have a person stand by with a 20 BC fire extinguisher while the area is cleaned with absorbent materials. SCAF must be notified if a spill covers over ten feet (10') in any direction or over fifty square feet (50 ft²) or is of continuous flow; or is otherwise a hazard to persons or property.

Aircraft fueler and all other mobile equipment shall be left "as is" until the spill area is made safe. If a vehicle is running inside a spill area, **do not shut it off** until SCAF has approved. If a vehicle is to be shut down, idle down the engine before shutting down. **Do not start a vehicle within a spill area.**

Fueling operations will only be allowed to continue after the spill area has been cleaned and with approval of SCAF.

The operator of a fuel truck is responsible for spill cleanup. The fuel truck operator may be required to contact a Hazardous Waste Disposal Company to assist in clean up on large spills. All fuel (or other hazardous/flammable liquid) spills must be controlled and cleaned up by the use of absorbent materials specifically designed for that purpose. All employees of the fueling service entities must train personnel to follow their emergency response plan.

Under no circumstances shall such liquids be flushed or otherwise allowed to enter into the storm drain system on any County Airport premises. All best management practices must be taken to prevent any pollutants from entering the storm drain system on Airport premises.

If a required cleanup measure involves calling 911, then the Airport must be immediately notified via the Airport Communication Center and appropriate reports must be submitted to the Director after completion of the cleanup activities on Airport premises.

Contaminated absorbent material shall be disposed of in an approved manner in a metal container with a lid.

Fuel Vehicle Back Outs: No fuel truck may back out of a terminal building gate or Aircraft parking spot without a designated safety guide in place whose sole responsibility shall be to stand behind the truck and ensure adequate separation with other vehicles and Aircraft. This person must be in a position to ensure that no ground equipment can pass between him/her and the fuel truck.

Fueling Equipment Maintenance: All equipment used for fueling or defueling of Aircraft shall meet all applicable regulations and specifications, and shall be maintained in a safe, sound, and non-leaking condition.

Fueling Location Restrictions: No fueling or defueling of Aircraft shall be conducted while an Aircraft is located inside a hangar building. Fuel trucks must be parked 50 feet away from any building and 10 feet away from any other vehicle.

Grounding Requirements during Fueling Operations:

All hoses, funnels and accessories used in fueling and draining operations shall be equipped with a grounding device to prevent ignition of volatile liquids.

During fueling, the Aircraft and the fuel dispensing apparatus shall both be grounded to a point or points of zero electrical potential.

Local Ordinance (Sacramento County Department of Airports):

Top loading of fuel tenders is not permitted. Aircraft fuel servicing tank vehicles shall be loaded only at an approved loading rack. Tank transfers between fuel tenders shall not be permitted within 200' of an Aircraft. Each tenant fueling agent will take immediate corrective action to address any non-compliance issue noted upon inspection. All tenant fueling agents and aviation fueling operators shall comply with the most recent edition specifications as defined in the listed publications.

- *FAR (Federal Aviation Regulations) 139.321*
- *FAA AC #150/5230 4B*
- *NFPA 407 "Standard for Aircraft Fuel Servicing"*
- *National Air Transportation Association (NATA) publication "Refueling and Quality Control Procedures for Airport Service and Support Operations"*

All fuel-servicing activities on County Airports must have a Fuel Concession Permit before any/all fuel is delivered or dispensed on Airport premises. Non-compliance with any of the following rules and regulations may be cause for termination of a Master Lease where such fueling services occur.

Operation of Electrical Apparatus Prohibited: No person shall operate any radio transmitter, receiver, or switch on or off electrical appliances in an Aircraft during fueling or draining of fuel.

Prohibited While Engine Running: No Aircraft shall be fueled or drained of fuel while the engine is running or while such Aircraft is in a hangar or enclosed space. Emergency Aircraft capable of 'hot refueling' are exempt but must provide the Director with advance proof of appropriate training.

Proper Bonding: During fuel transferring operations, all equipment involved shall be bonded to a point of zero electrical potential.

Public Protection: If passengers remain on board an Aircraft during fuel servicing, at least one qualified person trained in emergency evacuation procedures shall be in the Aircraft near the door at which there is a passenger loading jetbridge, stair or stair stand in place.

No vehicle or cart shall be allowed to block egress of a fuel service vehicle. Any fuel service vehicle not operating as designed or maintained in a safe operable condition will be removed from service at the direction of the Director.

Refueling Personnel: All employees engaged in fueling or de-fueling Aircraft shall be adequately trained in fueling equipment operation, Aircraft fuel systems, fuel handling safety, hazardous material spill procedures, and fire extinguisher operation. Such training shall be recorded and kept on file by the employer. FAA Certification Inspector, Airport Operations and SCAF staff may inspect employee training records at any time.

Required Equipment: All fuel service facilities and equipment shall be in compliance with FAA/AC 150-5230 "Aircraft Fuel Storage, Handling and Dispensing at Airports" and FAA/AC 150/5320 "Management of Aircraft Industrial Waste." All fuel service facilities shall have a business plan posted

noting emergency response employees and personnel associated with an emergency response plan for their fueling operations and have a copy of such emergency response plan on file with the Department. All service facilities and equipment must be properly equipped with adequate fire extinguishers. Personnel must be trained to handle emergency response equipment. Each facility must be properly equipped with adequate fire extinguishers and trained personnel. A spill kit must be on site and readily available during all fueling operations. All service facilities and equipment must have proper emergency manuals and instructions available for use.

Fueling hoses and draining equipment shall be maintained in safe, sound and non-leaking condition.

Smoking: Smoking is prohibited within 50 feet of any fuel servicing vehicle, Aircraft, fuel pump or fuel storage tank at any time.

Static Spark Materials Prohibited: No person shall use any material during fueling or draining of fuel from Aircraft which is likely to cause a static discharge. All Aircraft must be appropriately grounded prior to fueling. There will be no fueling allowed during an electrical weather phenomena or thunderstorm.

Training of fueling personnel: At least one supervisor with each fueling tenant agent must have completed an authorized Aviation Fuels safety training course in fire safety. This individual must be trained within 90 days of initiating duties and also receive recurrent training every 24 months.

Fuel service personnel shall be trained in the use of available fire extinguishing equipment they may be expected to use.

All employees who fuel Aircraft, accept fuel shipments, or handle fuel must receive at least initial on the job training and recurrent instruction every 24 consecutive calendar months in fire safety.

All fueling agents engaged in handling and dispensing fuel will certify to SCAF, by letter prior to January 1 of each year, documentation of training certification for supervisors and employees.

SECTION 8: HAZARDOUS MATERIALS & REPORTING

Hazardous, Poisonous, Explosive, Dangerous & Radioactive Materials:

No Person shall, keep, store, handle, use, dispense, or transport at, in or upon the Airport any material which is defined by Federal Regulation or the International Civil Aviation Organization as hazardous, poisonous, explosive, or radioactive at such time or place or in such manner or condition as to create an unreasonable risk of harm to persons or property.

Such materials may not be kept, stored, handled, used, dispensed or transported at the Airport without the prior permission of the Department, and without complying with all applicable laws and regulations. The Department shall be notified of, and provided copies of, pertinent local, State and federal permits required for storage and transport of hazardous materials.

Hazardous Material Clean Up: It is the responsibility of Airport tenants and contractors to clean up and properly dispose of their spills/releases at their own expense. The Department is responsible for cleanup of spills/releases from its direct activities. Any hazmat spill that enters the environment must be cleaned up by a professional hazmat cleanup company.

Tenants and contractors are responsible for cleanup of any abandoned materials (containers, waste drums, etc.) at their place of business. If the tenant is unable to or does not have the resources for cleanup, the Department will clean up the hazardous material spill/release on their behalf and tenant/contractor will reimburse the Department for any and all costs, including contractor fees, Department costs, and administrative fees.

Hazardous Material Spill Reporting: The airline/tenant/contractor is responsible for immediately reporting all hazardous materials spills, releases, or potential threats to the Airport Communication Center by calling 911, (916) 929-5000 or (916) 874-0456 (which is the number on the back of your Airport badge).

The Airport Communications Center staff will notify the appropriate department responders and report the spill information to the appropriate federal, State, and local agencies.

Airport tenants and contractors are required to adhere to the Hazardous Materials Spill/Release Reporting and Cleanup Policies.

Hazardous Material Storage: Containers with hazardous materials must be labeled with contents. Containers must be kept closed except when in use. Containers must be structurally sound and in good condition. Spill kits and safety data sheets must be available in accessible areas. Hazardous liquids are to be stored in secondary containment trays. Storage of hazardous materials must meet all local, State, and federal requirements.

Hazardous Waste: Any Person that generates, stores, and/or transports hazardous waste (as defined by the Resource Conservation and Recovery Act, and Title 40, Code of Federal Regulations, Part 261, or any amendments thereto or successor legislation or regulations) shall do so in strict compliance with all local, State, and federal regulations, laws, rules, and requirements. Any waiver of such regulations or legal requirements or of any part thereof by an authorized government authority shall not constitute or be construed to constitute a waiver of these Rules or imply that the Department has granted permission to keep, generate, store or transport hazardous waste in or upon the Airport.

SECTION 9: AIRPORT ENVIRONMENTAL STANDARDS

Air Emissions: Airports must comply with local, State, and federal air quality regulations. The Airport is required to provide data to air quality regulatory agencies to demonstrate compliance with such regulations, and to assist those agencies in determining the rate of progress toward meeting regional and federal air quality goals.

Diesel-powered generators are only used during an emergency or power-outage, or when being periodically tested. Emergency standby generators are required at Airports by the Federal Aviation Administration (FAA) but are subject to emission limits set in permits issued by the Sacramento Metropolitan Air Quality Management District (SMAQMD). The permits are renewed annually through fees paid by Airports. In accordance with FAA requirements, emergency generators are periodically tested, and are also subject to periodic, unannounced inspections by SMAQMD personnel.

Aircraft Deicing: In accordance with federal, State, and County storm water protection regulations, discharging deicing fluid or residue into a storm drain system or unpaved areas is prohibited and is a violation of storm water laws. All Aircraft deicing activities must be conducted in a manner to keep the deicing fluid and residue from reaching the storm water system through the drains on the ramp. Airlines are responsible for the proper and timely cleanup and disposal of Aircraft deicing fluid and residue.

Authorized Aircraft Deicing Areas: Aircraft deicing procedures and locations shall be done in accordance with the Airport's Aircraft Deicing Policy. Tenants are required to follow the established airport Aircraft Deicing Policy

Monitoring: Airport Operations will observe and monitor Aircraft deicing and cleanup activities. If cleanup does not occur, then the Department will arrange for cleanup and disposal at the airline's expense. Airlines are responsible for arranging for a qualified environmental contractor to clean up contaminated storm drains and unpaved areas. Airlines are also responsible for all regulatory penalties. The Airport will notify regulatory agencies that a hazardous material spill has occurred.

Noise: Noise Abatement Procedure: During the time period between 21:45 and 07:45 local time daily, turbojet IFR/VFR training operations shall be conducted in an east traffic pattern for Runway 17L and assigned a heading of 010 and an altitude of 3,000 feet.

Nighttime Preferential Runway Use System: During the time period between 21:45 and 07:45 local time daily as operating conditions permit, Runways 35 L/R shall be used. There are times when weather or air traffic operations dictate Runway 17L/R be used during these hours.

Recycling: All employees are required to clean up after themselves, participate in the Airports Recycling Program (AOP 50-06), and are encouraged to reuse materials whenever possible. Adherence to the program is consistent with Airports' goals of reducing waste disposal and purchasing costs, conserving natural resources, and complying with State laws and County ordinances.

When waste is discarded at Airport facilities, the waste must be placed in the appropriate container located in each of the designated trash disposal areas. Paper, cardboard, plastics, metals, and glass shall be separated into mixed recycling containers. All food waste, including food scraps and coffee grounds, shall be separated into food waste containers. Trash and Dumpster lids must be closed and secured to prevent and/or reduce the discharge of contaminants from storm water runoff from refuse containers. Do not leave dumpster lids propped open or flipped open.

All tenants are responsible for ensuring appropriate compliance with the Waste Management Policy and violators of this policy are subject to corrective action.

Required Cleanup: Deicing clean up must be done in accordance with the current Airport's Aircraft Deicing Policy.

State Regulations Pertaining to Airport Ground Support Equipment (GSE): Reducing emissions of particulate matter and other pollutants from fuel combustion in GSE has been a goal of the California Air Resource Board (CARB) for a number of years. Airline tenants at SMF should be aware that CARB has implemented several emission reduction programs targeting in-use off-road vehicle fleets, including GSE. These measures include the air toxic

control measure for portable engines, emission standards and fleet requirements for forklifts and other industrial equipment, and in-use requirements for off-road diesel vehicles. Airline tenants at SMF are encouraged to keep abreast of such rules by periodically viewing the CARB GSE website: <http://www.arb.ca.gov/msprog/offroad/gse/gse.htm>, and <http://www.arb.ca.gov/msprog/ordiesel/ordiesel.htm>.

The SMAQMD actively enforces its own rules for off-road vehicles and equipment. Airport tenants should be aware that the SMAQMD may request an escort to your facility at any time to inspect your facility and equipment. The Airport does not take responsibility for coordinating such inspections. These inspections can result in a finding that vehicles and equipment are required to be replaced or retrofitted. The SMAQMD offers a number of grants and incentive programs for acquiring and retrofitting vehicles. For more information, consult their website: <http://www.airquality.org/>.

Storage and Disposal: Proper storage and disposal of collected fluid is required. Tenants who perform deicing activities and use deicing equipment may be required to obtain a Hazardous Materials Permit from the County for storing new and spent deicing fluid.

Spent propylene glycol fluid may be discharged into the onsite Liquid Waste Disposal Station (LWDS). The LWDS is located by the air cargo area between Sky Chefs and the West Employee Parking Lot. Contact the Maintenance Help Desk at (916) 874-0311 or air-supportstaff@sacounty.gov to schedule an appointment. Deicing fluid composed of ethylene glycol is prohibited from being discharged into the Liquid Waste Disposal Station; it must be disposed as hazardous waste.

Storm Water Pollution Prevention Plan (SWPPP): The Airport is operated under the guidelines of a National Pollution Discharge Elimination System permit issued by Regional Water Board. The Municipal Storm water Permit requires the County to reduce pollutants in storm water discharges to the maximum extent practicable and to effectively prohibit non-storm water discharges. Airport operations fall under the industrial general permit section for Airports. This permit and the accompanying SWPPP outline all activities on the Airport that can affect storm water runoff.

SECTION 10: ANIMALS/WILDLIFE

No person shall bring to Airport property animals, birds, reptiles, or insects, except for special-assistance animals or animals used for law enforcement purposes on the Airport. They must be restrained by a leash, placed inside a container (or crate).

No person shall leave a live animal, other than an animal used for law enforcement purposes, in an unattended vehicle.

No person shall abandon an animal or release an unattended animal at the Airport.

Feeding: Wildlife Attractant Activities – No Person shall feed or otherwise encourage birds or animals to locate or remain on Airport premises. No person, either on airside or landside should intentionally, or unintentionally introduce any food source (i.e. human food or food source which may attract wildlife), which may attract hazardous wildlife. No person shall provide food, water, or perform any other act to encourage the congregation of birds or other animals on Airport property.

Hunting: No Person shall hunt, pursue, trap, catch, injure, or kill any bird or animal on Airport premises without advance written authorization of the Director. No person shall intentionally hunt, pursue, trap, catch, injure, or kill any bird, fish, or animal except as part of an approved wildlife control plan.

Pet Relief Areas: Pet relief areas are located at each Terminal and are available 24-hour hours a day. Any person allowing an animal under his or her care to relieve itself in any area other than the designated Pet Relief Areas shall be responsible for cleanup of that area.

Wildlife (FAA §139.337): The Airport has a comprehensive Wildlife Hazard Management Program to reduce the threat of Aircraft and wildlife interactions. The Program is managed by the Planning and Environment Section and implemented by a team of highly qualified biologists. Sacramento International Airport has a Wildlife Hazard Management Plan that identifies the measures utilized to alleviate or eliminate wildlife and the attractants that pose a hazard to Aircraft operations. The Plan also provides a designation of

responsible parties, priorities for habitat modification and/or land use changes, and requirements for applicable local, state, and federal permits.

For the Sacramento County Department of Airports, Wildlife Support is an automated system using the wildlife support line, (916) 874-0851. All calls will be forwarded to voice mail where callers will be asked to leave a detailed message with the date, time, location, and nature of the wildlife incident, and their name and call back number. Messages received Monday through Friday, during regular business hours, will receive a response the same day.

Calls made after hours or on weekends, will receive a response the next business day. If an incident poses an immediate threat to aviation safety and cannot wait until the next business day, callers should contact the Airport Communications Center at 916-874-0456.

Airport Operations will respond to any injured or deceased wildlife calls after normal business hours. Leaving deceased or injured animals in place could have the potential to create a safety hazard by attracting other animals to feed, which can have catastrophic effects to Aircraft.

If necessary, the Communications Center will contact the Manager of Planning and Environment, who will determine if the incident warrants response by a biologist. In some instances, the Communications Center can request assistance from other on duty staff or the County Department of Animal Care and Regulation.

Wildlife Strike reporting: Airport Operations shall be notified of each strike as soon as possible so an inspection may be made and collection of data completed for reporting the FAA strike database. Department staff and airline staff are able to collect snarge (blood smears, feathers and other material left on Aircraft by wildlife) samples and submit a strike form for Department staff to analyze to determine species which struck Aircraft.

SECTION 11: COMMERCIAL ACTIVITIES

Advertisements: No person shall post, distribute, circulate, or display any Signs, posters, advertisements, circulars or any other such printed, painted or written materials without first obtaining the written approval of the Director.

Sign Policy: A Person shall not erect, maintain, or display any sign on the Airport, without the prior written consent of the Director. A Sign is any medium of communication displayed at Airport and includes, but is not limited to, signs, posters, diagrams, dioramas, wall and window wraps, exhibits, poster, vinyl cling, display cases, kiosks, and electronic information systems, identification sign or symbol, or other similar device, regardless of content. Any sign request shall be submitted in writing and shall be accompanied by a detailed rendering or drawing of the proposed Sign.

Any approved installation or replacement of any Sign shall be at the requester's sole cost and expense. Such Sign installation must be coordinated with and under the direct supervision of the Department prior to installation. All Signs shall be of first-class quality and construction and be consistent with Department approved design and color schemes. Signs must be professionally printed; no handwritten signage is allowed at the Airport.

The Director may require removal of signs at any time and such removal shall include removal of associated frames, panels, devices and other installations. Such removal shall be accomplished without damage to the Airport. Any damage resulting from removal of the sign shall be repaired at the expense of the Person removing the Sign. When applicable, the removal process shall include removing the wiring back to the next junction box or panel, patching any holes in the wall and any painting necessary to return the wall to its original condition.

Special Event and Holiday Decorations: Any special event Sign or holiday decoration installation shall be at Tenant's sole cost and expense, of first-class quality and construction and be approved by the Director prior to installation.

SECTION 12: AIRPORT MARKETING/MEDIA POLICY

Airline Approval: Prior to any filming or photography of Air carrier Aircraft the media must obtain approval from the airline.

Advance Coordination: Advance coordination with the Department staff is required to ensure uninterrupted activities at the Airport and that access to restricted areas will be granted when practical.

Commercial Filming: Commercial filming activities require a Sacramento Airport Film Permit available by contacting the Airport Communication & Media Officer.

Release and/or publication of secured area photo and/or video imagery related to emergency response incidents to social media is prohibited without advance written permission of the Director.

Commercial Photography: No person will engage in the taking of a still, motion or sound picture on Airport premises for commercial or business purposes without the advance written permission of the Director. News media personnel covering a news event at the Airport do not require advance written permission but, must comply with the Rules and Regulations herein.

Emergency Policy: During emergency situations (circumstances governed by the National Incident Management System/State Emergency Management System emergency protocols) the Department Operations Center and incident command structure and procedures will apply to media relations.

Identification and Credentials: All media personnel are required to present valid government-issued photo upon request by any Airport or tenant employee. Failure to carry identification may result in termination of filming or reduced access.

Media Parking: Members of the media may position one "broadcast vehicle" (branded or unmarked automobile or live truck) at the designated Special Events curbs in front of each Terminal Building. A licensed driver must remain with the vehicle without exception. For media, Special Event areas are available on a first-come, first-served basis. Additional vehicles must use

approved parking areas to include customer parking areas and charged at the normal rate.

Media Phone Line: All media inquiries received by Airport staff shall be directed to call the media phone number, (916) 874-0900, which will be answered by an authorized official media spokesperson.

Restricted Areas: Security regulations expressly prohibit media access to restricted areas unless advance approval is granted, and applicable escort procedures are strictly enforced.

SECTION 13: FACILITIES & MAINTENANCE

Airport Conference Room Use: Conference rooms owned and operated by the Department are available for Department use only with the exception of the Media Room. The Media Room may be reserved in advance by contacting Airport Administration at (916) 874-0719.

Priority for use of Department conference rooms will be given to Department and any reservation for use by a tenant is subject to cancellation at any time if the reserved room is needed for Department business.

Airport Infrastructure: The term infrastructure is defined as but not limited to cables, wires, conduit, pipes, internet connections, and related technologies including wireless technologies on Airport property. No Person shall use, modify, or impact any Airport infrastructure without the express written permission of the Director. Additionally, no person shall add, install, supplement, remove, or operate infrastructure on Airport property, whether connected to or independent of Airport infrastructure, without the express written permission of the Director.

Maintenance Service Requests: Airport facility and property items that are in need of repair shall be reported to the Airport Help Desk at (916) 874-0311 or Air-supportStaff@sacounty.gov. A service request will be generated and placed in queue.

SECTION 14: SACRAMENTO INTERNATIONAL AIRPORT FEES

Airfield Safety / Driving Violation Fees:

1 st offense	2 nd offense	3 rd offense
\$50.00	\$75.00	\$100.00

Note: Badge suspension or revocation may occur with any offense based on severity. Personnel with three offenses in any two-year period may have their driving and/or SIDA access privileges permanently revoked. Violation fee is in addition to suspension of badge and/or driving privileges. Fees must be paid within 21 calendar days or the SIDA badge will be disabled.

Rules and Regulations Violation Fees assessed to Companies:

1 st offense	2 nd offense	3 rd offense and thereafter
\$250.00	\$500.00	\$1,500.00

Note: Fees will be based upon a 24-month rolling calendar. Airlines will have 14 calendar days to notify airport operations of contestation of any citation.

Security Fees:

Lost or stolen security identification replacement fees:

1 st badge replacement fee	2 nd badge replacement fee	3 rd badge replacement
\$60.00	\$80.00	Revocation of Badge

Concession Knife Accountability Violation Fee:

\$100.00 each occurrence

Violation Fees

	Tier I Violation	Tier II Violation
1 st offense	Warning	\$40
2 nd offense	\$20.00	\$80
3 rd offense	\$40.00	\$100
4 th offense	\$60.00	Badge Revocation
5 th offense	Badge Revocation	N/A

With the exception of the lost or stolen badge fee, County employees are not subject to fees but may be subject to the County discipline process for all listed violations.

Fees must be paid via Credit Card only, in the Badging Office.

SECTION 15: AMERICANS WITH DISABILITIES

15.1 Service Animals

Introduction

Individuals with disabilities may use service animals and emotional support animals for a variety of reasons. This policy provides an overview of Federal civil rights laws that provide guidance on how the Department and Airport tenants must make reasonable accommodations for a person requiring a service animal.

Service Animal Defined by Title II and Title III of the ADA

A service animal means any dog that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. Tasks performed can include, among other things, pulling a wheelchair, retrieving dropped items, alerting a person to a sound, reminding a person to take medication, or pressing an elevator button.

Emotional support animals, comfort animals, and therapy dogs are not service animals under Title II and Title III of the ADA. Other species of animals, whether wild or domestic, trained or untrained, are not considered service animals. The work or tasks performed by a service animal must be directly related to the individual's disability. It does not matter if a person has a note from a doctor that states that the person has a disability and needs to have the animal for emotional support. A doctor's letter does not turn an animal into a service animal.

Examples of animals that fit the ADA's definition of "service animal" because they have been specifically trained to perform a task for the person with a disability:

- Guide Dog or Seeing Eye® Dog is a carefully trained dog that serves as a travel tool for persons who have severe visual impairments or are blind.
- Hearing or Signal Dog is a dog that has been trained to alert a person who has a significant hearing loss or is deaf when a sound occurs, such as a knock on the door.

- Psychiatric Service Dog is a dog that has been trained to perform tasks that assist individuals with disabilities to detect the onset of psychiatric episodes and lessen their effects. Tasks performed by psychiatric service animals may include reminding the handler to take medicine, providing safety checks or room searches, or turning on lights for persons with Post Traumatic Stress Disorder, interrupting self-mutilation by persons with dissociative identity disorders, and keeping disoriented individuals from danger.
- SSigDOG (sensory signal dogs or social signal dog) is a dog trained to assist a person with autism. The dog alerts the handler to distracting repetitive movements common among those with autism, allowing the person to stop the movement (e.g., hand flapping).
- Seizure Response Dog is a dog trained to assist a person with a seizure disorder. How the dog serves the person depends on the person's needs. The dog may stand guard over the person during a seizure, or the dog may go for help. A few dogs have learned to predict a seizure and warn the person in advance to sit down or move to a safe place.

Under Title II and III of the ADA, service animals are limited to dogs. However, miniature horses are allowed to be used if they have been individually trained to do work or perform tasks for individuals with disabilities.

Other Support or Therapy Animals

While Emotional Support Animals or Comfort Animals are often used as part of a medical treatment plan as therapy animals, they are not considered service animals under the ADA. These support animals provide companionship, relieve loneliness, and sometimes help with depression, anxiety, and certain phobias, but do not have special training to perform tasks that assist people with disabilities. Even though some states have laws defining therapy animals, these animals are not limited to working with people with disabilities and therefore are not covered by federal laws protecting the use of service animals. Therapy animals provide people with therapeutic contact, usually in a clinical setting, to improve their physical, social, emotional, and/or cognitive functioning.

Handler's Responsibilities

The handler is responsible for the care and supervision of their service animal. If a service animal behaves in an unacceptable way and the person with a disability does not control the animal, a business or other entity does not have

to allow the animal onto its premises. Uncontrolled barking, jumping on other people, or running away from the handler are examples of unacceptable behavior for a service animal. A business has the right to deny access to a dog that disrupts their business. For example, a service dog that barks repeatedly and disrupts another patron's use of a space could be asked to be removed from that space. Tenants or County staff may exclude a service animal when the animal's behavior poses a direct threat to the health or safety of others. For example: If a service animal is growling at other shoppers at a retail store, the handler may be asked to remove the animal.

- The ADA requires the animal to be under the control of the handler. This can occur using a harness, leash, or other tether. However, in cases where either the handler is unable to hold a tether because of a disability or its use would interfere with the service animal's safe, effective performance of work or tasks, the service animal must be under the handler's control by some other means, such as voice control.
- The animal must be housebroken.
- Though Service Animal Relief Areas (SARA) are located both in pre and post security areas, the ADA does not require tenants or the airport to provide for the care or supervision of a service animal, including cleaning up after the animal.
- The animal should be vaccinated in accordance with state and local laws.
- A tenant may also assess the type, size, and weight of a miniature horse in determining whether or not the horse will be allowed access to the facility.

Handler's Rights

Public Facilities and Accommodations

Titles II and III of the ADA makes it clear that service animals are allowed in public facilities and accommodations. A service animal must be allowed to accompany the handler to any place in the building or facility where members of the public, program participants, customers, or clients are allowed. Even if the tenant has a "no pets" policy, it may not deny entry to a person with a service animal. Service animals are not pets. So, although a "no pets" policy is perfectly legal, it does not allow the airport or its tenants to exclude service animals.

When a person with a service animal enters an airport facility or tenant space, the person cannot be asked about the nature or extent of their disability. Only two questions may be asked:

1. Is the animal required because of a disability?
2. What work or task has the animal been trained to perform?

These questions should not be asked if the animal's service tasks are obvious. For example, the questions may not be asked if the dog is observed guiding an individual who is blind or has low vision, pulling a person's wheelchair, or providing assistance with stability or balance to an individual with an observable mobility disability.

A tenant or Airport staff are not allowed to ask for documentation or proof that the animal has been certified, trained, or licensed as a service animal. Laws that prohibit specific breeds of dogs do not apply to service animals.

The airport or its tenants may not ask an individual with a disability to pay a surcharge, even if people accompanied by pets are required to pay fees. Entities cannot require anything of people with service animals that they do not require of individuals in general, with or without pets. If the airport or its tenants normally charge individuals for the damage they cause, an individual with a disability may be charged for damage caused by their service animal.

Transportation

A person traveling with a service animal cannot be denied access to transportation, even if there is a "no pets" policy. In addition, the person with a service animal cannot be forced to sit in a particular spot; no additional fees can be charged because the person uses a service animal; and the customer does not have to provide advance notice that they will be traveling with a service animal.

The laws apply to both public and private transportation providers and include subways, fixed-route buses, Paratransit, rail, light-rail, taxicabs, shuttles and limousine services (including TNC operators).

Air Travel

14 CFR § 382 carries out the Air Carrier Access Act of 1986. This rule prohibits both U.S. and foreign carriers from discriminating against passengers on the basis of disability; requires carriers to make aircraft, other facilities, and services accessible; and requires carriers to take steps to accommodate passengers with a disability. It is the tenant airlines responsibility to ensure all accessibility regulations are followed.

Reaction/Response of Others

Allergies and fear of dogs are not valid reasons for denying access or refusing service to people using service animals. If employees, fellow travelers, or customers are afraid of service animals, a solution may be to allow enough space for that person to avoid getting close to the service animal.

Most allergies to animals are caused by direct contact with the animal. A separated space might be adequate to avoid allergic reactions.

If a person is at risk of a significant allergic reaction to an animal, it is the responsibility of the business or government entity to find a way to accommodate both the individual using the service animal and the individual with the allergy.