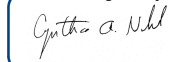


Sacramento County Department of Airports

# Airport Rules & Regulations: Sacramento International Airport

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Cynthia A. Nichol, Director of Airports September 6, 2023

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**REVISION LOG**

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



## **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.

## **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.

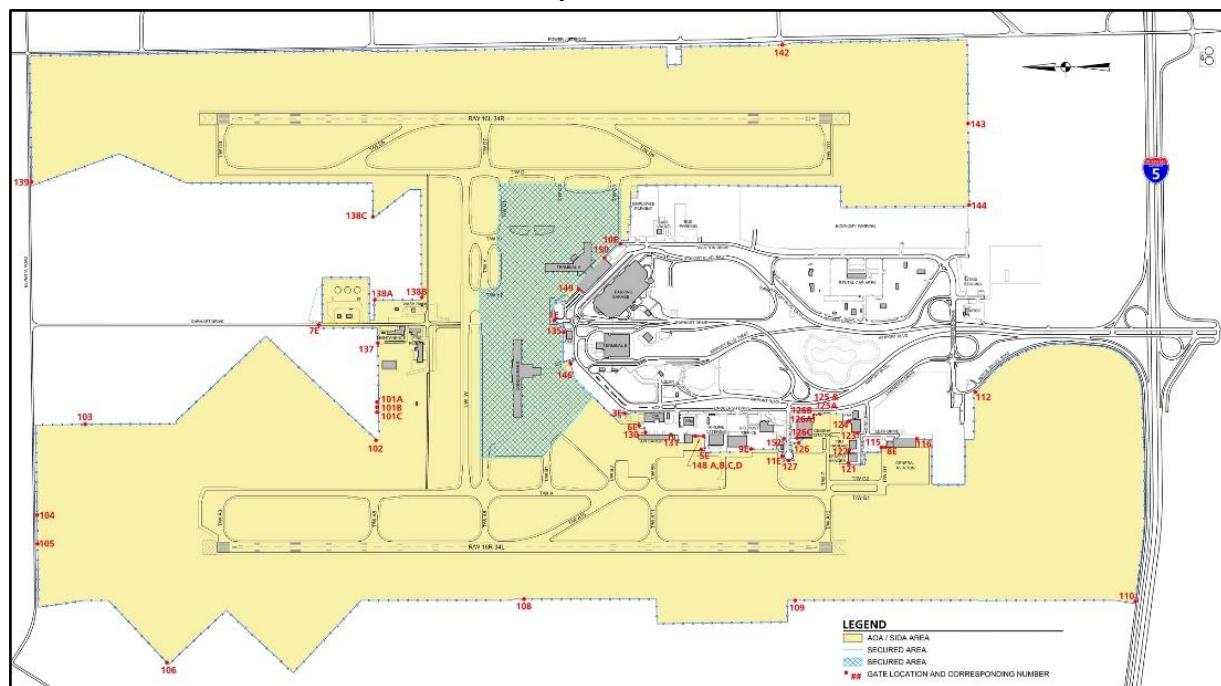
**Airport Airfield Areas:** Those areas where the primary activity is the accommodation of Aircraft operations. Aircraft operations include Aircraft landing, taxiing, take-off, and passenger enplanement/deplanement at a gate. The Airfield Area includes, but is not limited to, the landing areas, runways,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

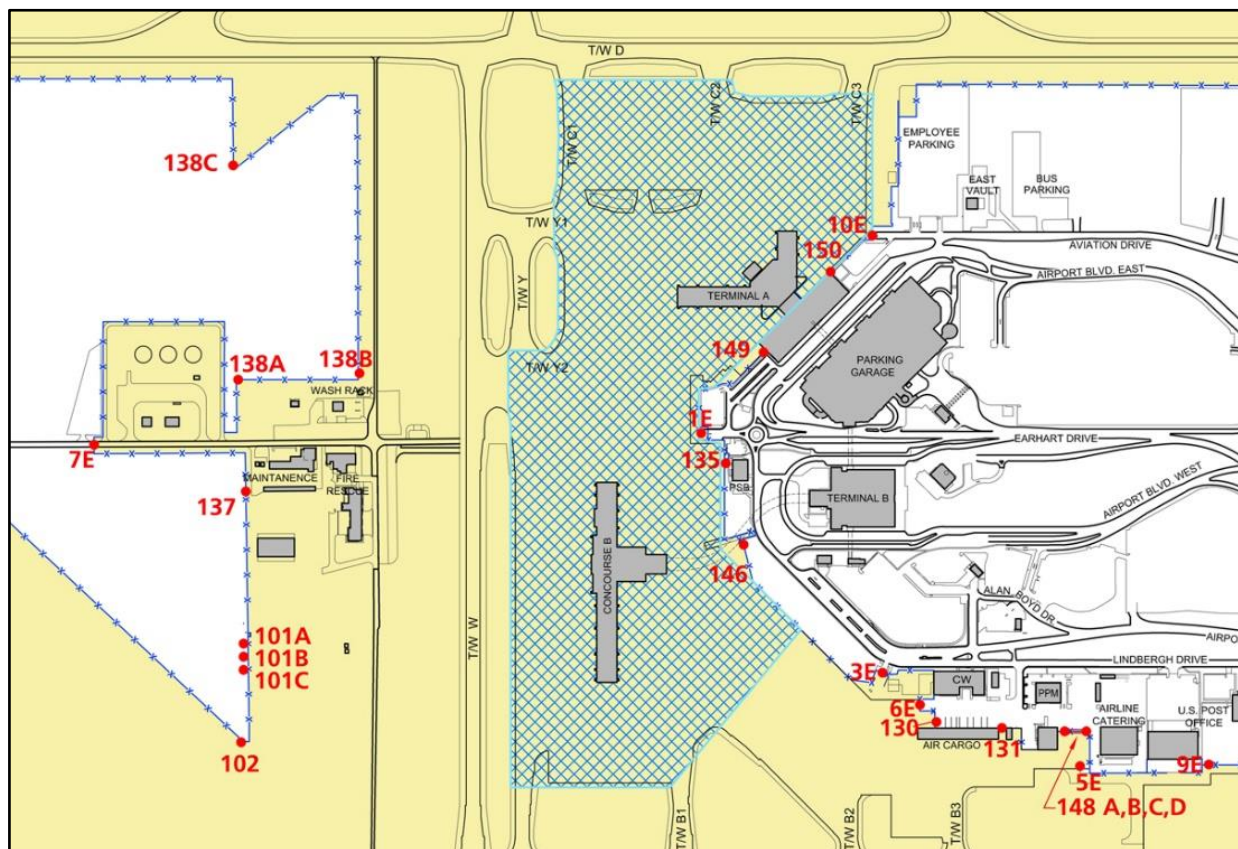
**Prearranged:** The providing for hire of commercial ground transportation to or from the Airport where such transportation was contracted or arranged for, by or on behalf of the hirer or passenger in advance of the hirers' or passengers' arrival at the Airport or upon or after his or her arrival at 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. (See Attachment 1) 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).

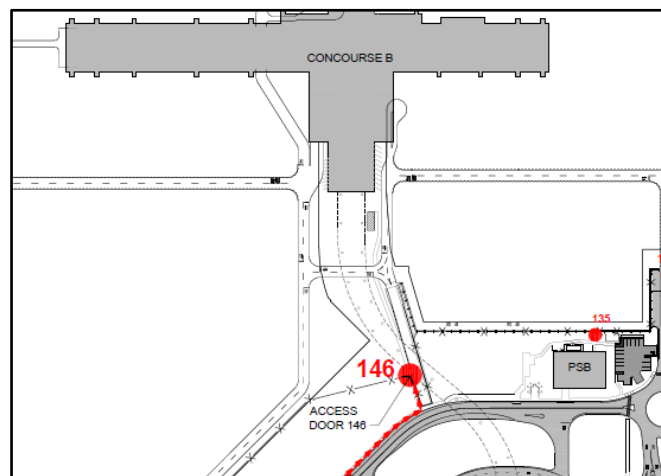


Figure 1

**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.

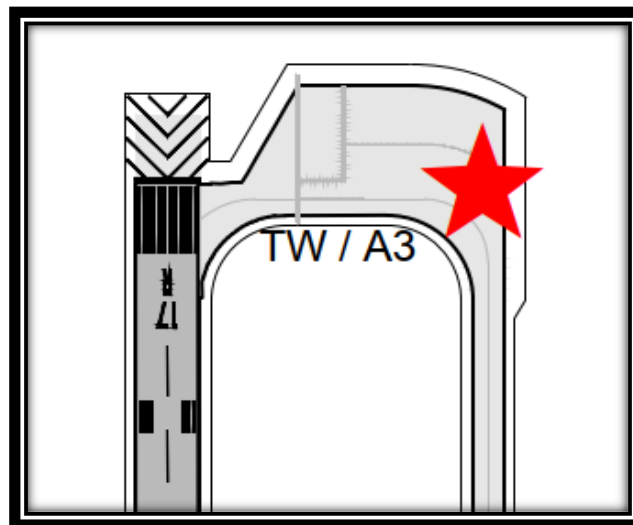


Figure 2

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](mailto: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](mailto: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](mailto: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. Reference Attachment 7, Sacramento International Airport Terminal Resource Access and Assignment Policy, for details.
- For ticket counter use, Charter Operator must provide an Encapsulated PostScript (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.

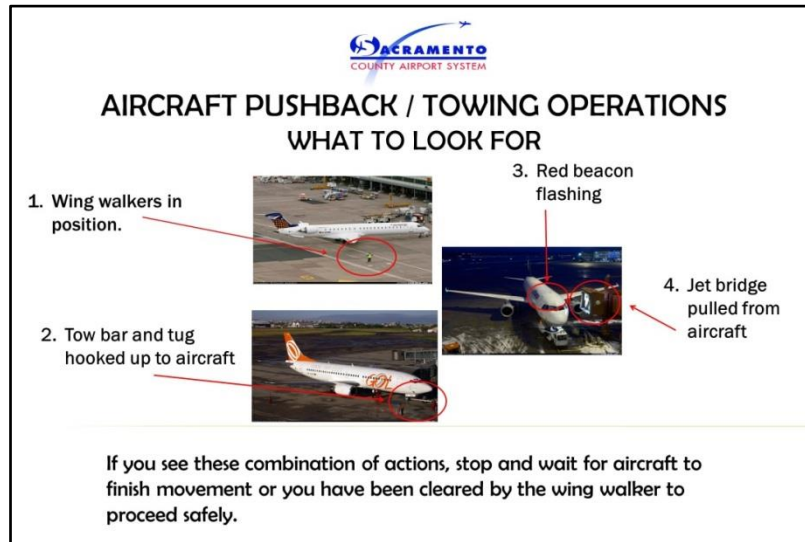


Figure 3

**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).

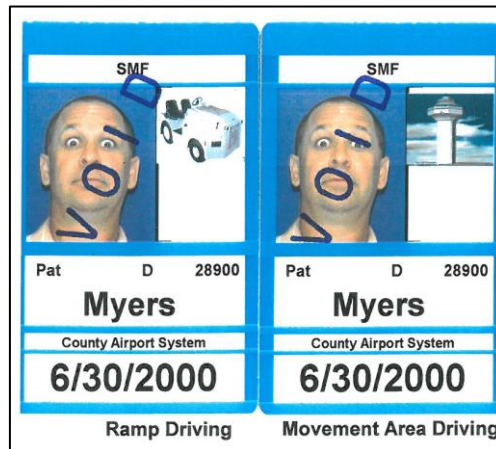


Figure 4

- 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. Refer to Low Visibility Operations Plan in Attachment 4.

**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 in Attachment 4.



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).**

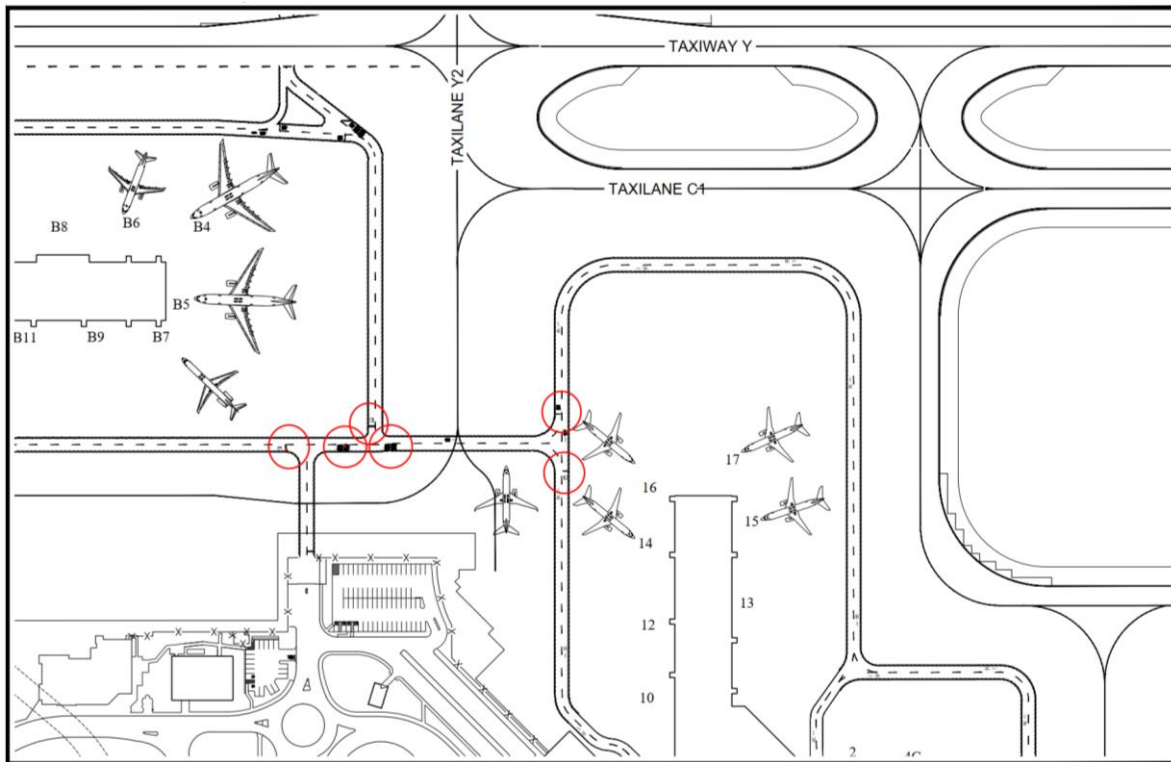


Figure 12

**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**).



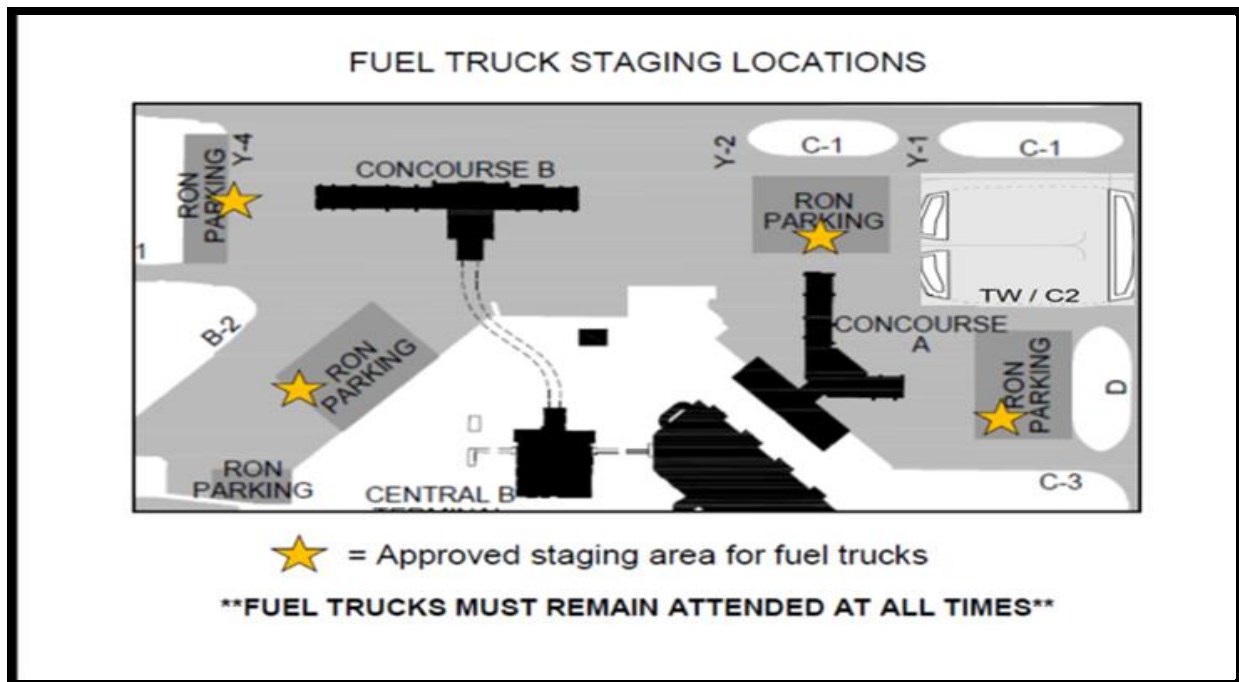


Figure 13

**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 Airport's Baggage Handling Systems (BHS) are an integral part of Airport and Airline operations. Properly tagged luggage that is correctly loaded onto conveyors (proper baggage hygiene) ensures that baggage moves efficiently from baggage check locations through security screening/inspection areas, and out to make-up carrousel. Improper baggage tagging and placement creates bag jams and system outages, ultimately resulting in flight delays. Also, improper use of the Baggage Handling Systems, such as sitting, standing, or walking on conveyors, or not being mindful of the systems controls or pinch points, may result in flight delays, injuries, or fines.

All employees including the Airlines and Airline contractors who are directly involved in baggage handling shall comply with the Airport's Terminal Resource Access and Assignment Policy and Rules and Regulations. Reference the Airport's Terminal Resource Access and Assignment Policy for specific BHS scheduling, priorities and general rules. Users who are non-compliant with the Airport's Terminal Resource Access and Assignment Policy will be assessed a fee in accordance with Section 14 of the Airport's Rules and Regulations.

**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 LAZ

Parking, (916) 874-0825, the Airport's contracted service provider. 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

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](mailto: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.

Reference Attachment 7 - Terminal Resource Access and Assignment Policy for ticket counter scheduling, priorities, and general rules. If an Airline does not abide by the Terminal Resource Access and Assignment Policy, the Airline will be notified and or will be assessed a fee in accordance with Section 14 of the Airport's Rules and Regulations.



## **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.

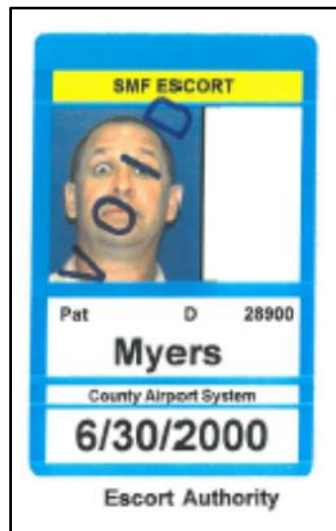
**Vendor Deliveries:** The receipt of goods destined for the Sterile Areas of the Airport for concessionaires are governed by TSR security regulations and the Airport Security Program. Concessionaires are required to inspect merchandise and consumables intended for the sterile area in compliance of TSA 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, as shown on the attached maps, 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. (See Attachment 1 – BBQ Locations & Smoking Areas)

**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.

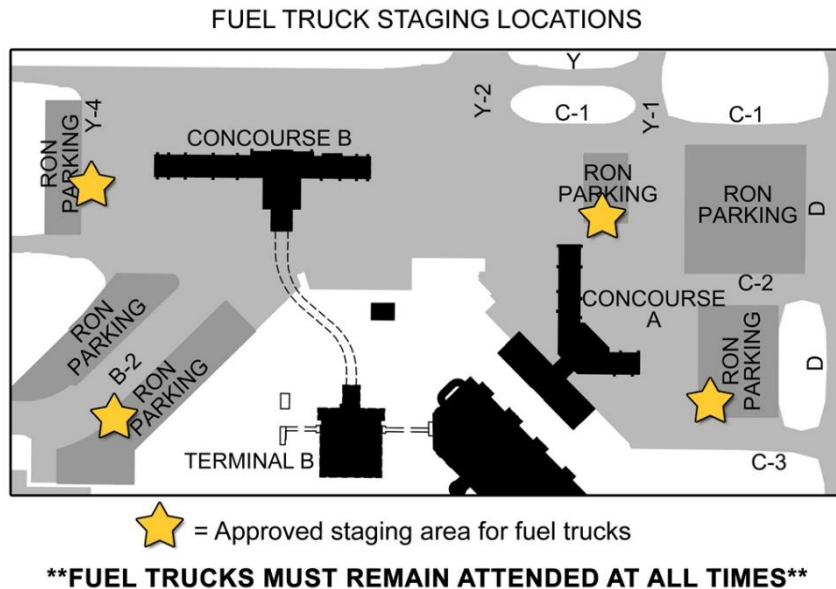
**Absorbent Materials:** All fuel servicing vehicles must have absorbent material readily available and accessible to the vehicle operator for the use in the event of a fuel spill.

**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 ft<sup>2</sup>) 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 ft<sup>2</sup>) 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 shut 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 (see Attachment 5).

**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. (see Attachment 2 – 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. (see Attachment 6 – Waste Management Policy)

**Required Cleanup:** Deicing clean up must be done in accordance with the current Airport's Aircraft Deicing Policy. (see Attachment 2 – 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](mailto: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](mailto: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 <sup>st</sup> offense	2 <sup>nd</sup> offense	3 <sup>rd</sup> 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 <sup>st</sup> offense	2 <sup>nd</sup> offense	3 <sup>rd</sup> offense and thereafter
\$250.00	\$500.00	\$1,500.00

**Security Fees:****Lost or stolen security identification replacement fees:**

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

**Concession Knife Accountability Violation Fee:**

\$100.00 each occurrence
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**Terminal Resource Access and Assignment Fees:**

Offense	Action
1 <sup>st</sup>	TBD
2 <sup>nd</sup>	TBD
3 <sup>rd</sup>	TBD

Note: Terminal Resource Access and Assignment Fees will be based upon a 12-month rolling calendar from the date of the first offense. The Terminal Resource Access and Assignment Policy is currently pending final publication and fees will be set in the Rules and Regulations.

**Violation Fees**

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

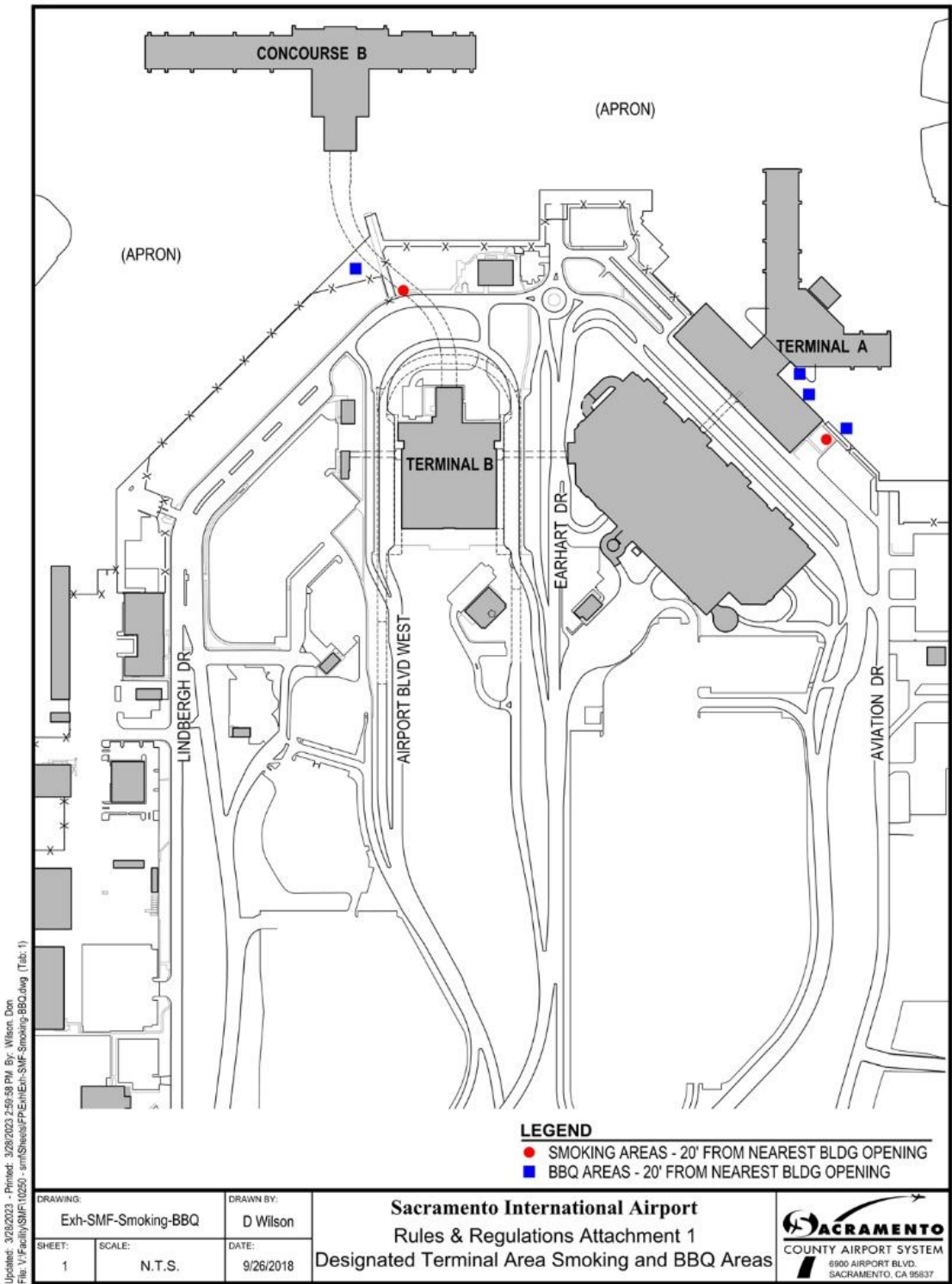
### **Reaction/Response of Others**

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.

Attachment 1: Designated Terminal Area Smoking and BBQ Areas





## Attachment 2: Deicing Policy

Department of Airports  
Cynthia Nichol  
Director of Airports



County Executive  
Ann Edwards

### County of Sacramento

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## Aircraft Deicing/Anti-icing/Defrosting Policies and Procedures Sacramento International Airport 2022-2023 Winter Season

October 7<sup>th</sup>, 2022

The Sacramento County Department of Airports (Airports) is issuing this aircraft deicing/anti-icing/defrosting (deicing) policies and procedures document for Sacramento International Airport (SMF). This document describes authorized aircraft deicing areas, requirements for cleanup, storage and disposal, and monitoring.

In accordance with Federal, State, and County storm water protection regulations, discharging deicing fluid or residue into the airport storm drain system or unpaved areas is prohibited and is a violation of storm water statutes and/or regulations. Deicing fluid and residue contains chemicals, most notably glycol, that will contaminate the environment if they reach the storm water system. All aircraft deicing activities must be conducted in a manner to keep the deicing fluid and residue from reaching the storm water system. Airlines are responsible for the proper and timely cleanup as well as the proper disposal of all fluids/residues from aircraft deicing operations.

### Authorized Aircraft Deicing Areas:

- A map of the 11 authorized deicing off-gate locations (A-L) is attached. These locations have been identified to best facilitate the flow of aircraft traffic and avoid environmental impacts. If changes become necessary, a revised deicing map will be issued.
- Aircraft deicing at or near gates is strongly discouraged due to proximity to slot drains, which are difficult to block. Again, discharging into storm drains is prohibited.
- During deicing activities, block all fluid paths to nearby storm drain inlets and unpaved areas to prevent deicing fluid from entering the drain system or unpaved areas.

### Required Cleanup Practices:

- First Step: After deicing, collect chemical deicing fluid (glycol, etc.) from pavement, either by mechanical means (vacuum/sweeper, shop vacuum, etc.) or manually (broom, mop, absorbent rags/pads, etc.). Prevent fluid from entering any storm drains.
- Second Step: After deicing fluid has been collected, remove residue from pavement with clean rinse water. Collect the rinse water and prevent it from entering drains.
- If deicing several aircraft in a continuous line, then cleanup is not required between aircraft as long as fluid on the pavement remains contained and controlled. The First Step of cleanup must be conducted as needed to prevent deicing fluid from reaching storm drains or unpaved areas.
- If rain occurs during deicing, cleanup of a broader area is needed to capture as much of the deicing fluid as possible, or place a boom around the aircraft to prevent fluid from dispersing.

Aircraft Deicing/Anti-icing/Defrosting Policy at Sacramento International Airport, 2022-2023 Winter Season  
October 7<sup>th</sup>, 2022  
Page 2 of 2

- When only water (no deicing chemicals) is used for deicing, cleanup is still required and the water must be disposed of properly. The water may be disposed of in the Liquid Waste Disposal Station. It cannot be discharged into a storm drain or unpaved area.
- If deicing fluid will temporarily remain unattended on pavement (cleanup equipment or personnel are not nearby), notify the Airports Operations Officer on duty at (916) 806-5309, contain the fluid, and mark the area to prevent others from driving or walking through the area. The First Step of cleanup must be conducted within a reasonable timeframe to avoid escape of liquids.
- Deicing fluid must not remain unattended on a paved surface for any period of time during a rain event.

Proper Storage and Disposal:

- Proper storage and disposal of collected fluid is required for both the First Step and Second Step of the cleanup process. Airlines or ground handlers 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 just outside security gate 6E, by the air cargo area between Sky Chefs and the West Employee Parking Lot. Contact the Maintenance Call Center at (916) 874-0311 or [air-supportstaff@saccounty.net](mailto:air-supportstaff@saccounty.net) to schedule an appointment. An SMF employee will meet you at the scheduled time to unlock the gate.
- Deicing fluid composed of ethylene glycol is prohibited from being discharged into the Liquid Waste Disposal Station; it must be disposed of as hazardous waste.

Monitoring:

- Airports Operations will observe/monitor aircraft deicing and cleanup activities.
- Failure to Cleanup Designated Deicing Area: If deicing activities have been completed and the aircraft has departed, deicing personnel and cleanup equipment may not leave the area without placing markers and contacting the Airports Operations Officer. If this procedure is not followed, Airports Operations will contact the airline to ascertain their cleanup plans. If cleanup does not occur, then Airports will arrange for cleanup and disposal at the airline's expense.
- Deicing fluid enters a storm/slot drain or unpaved area: Airlines are responsible for arranging for a qualified environmental contractor to cleanup contaminated storm drains and unpaved areas. Airlines are also responsible for all regulatory penalties. If cleanup does not occur, then Airports will arrange for cleanup and disposal at the airline's expense. Airports will notify regulatory agencies that a hazardous material spill has occurred.

Questions may be directed to the Airports Airside Operations Officer on duty at (916) 806-5309 (available 24-hours a day), or Glen Rickelton, Airport Manager, at (916) 874-0482 or [RickeltonG@saccounty.gov](mailto:RickeltonG@saccounty.gov).

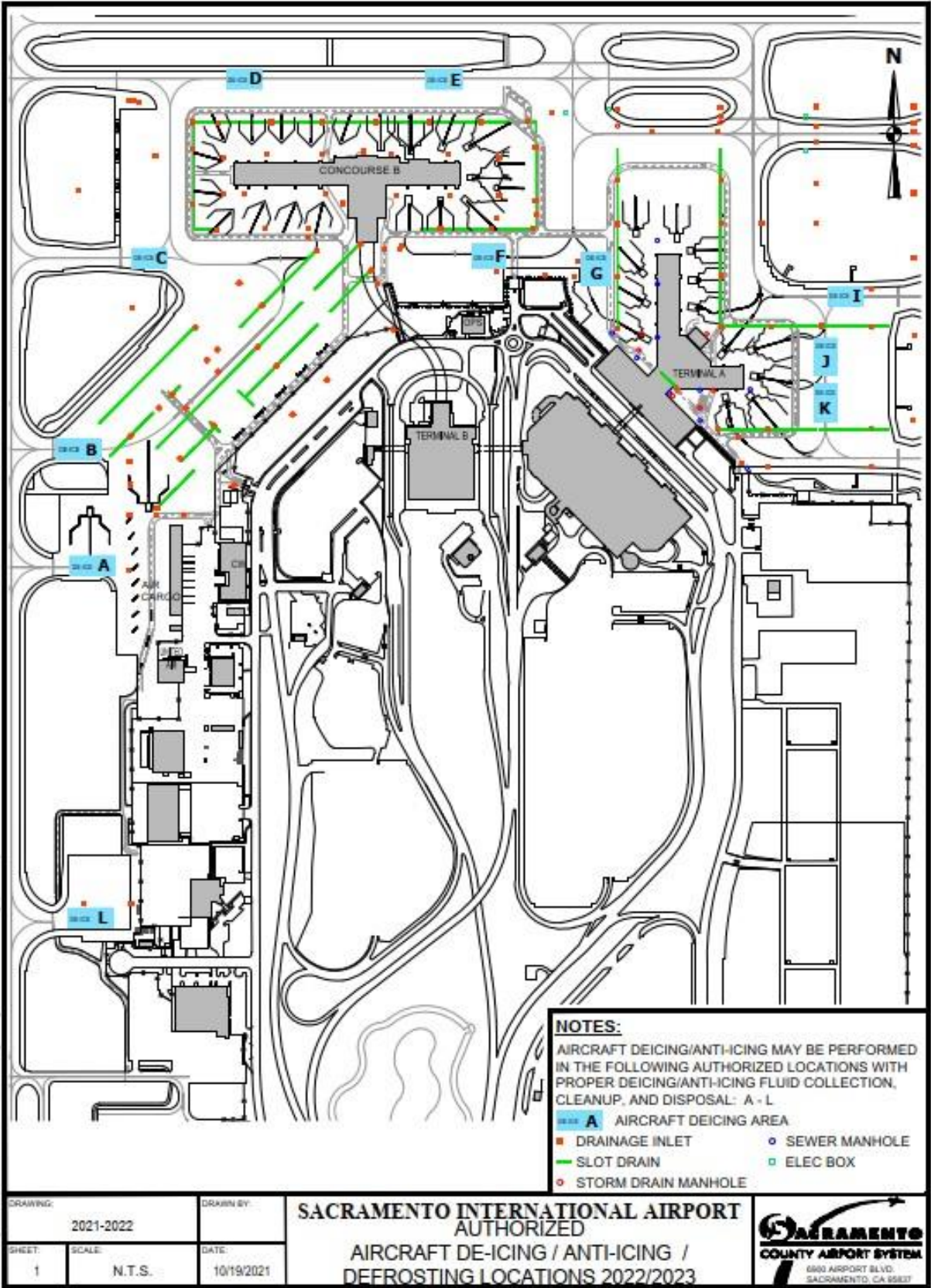
Sincerely,

Cynthia Nichol  
Director of Airports

Attachment: Map of Authorized Aircraft Deicing/Anti-icing/Defrosting Locations at SMF for 2022-2023



Updated: 10/19/2021 - Printed: 10/19/2021 2:41:17 PM By: Hattell, Cole  
File: V:\Facilities\98711030 - SRA\FS\Aircraft Deicing\Aircraft Deicing Locations 2021-2022.dwg (Tab: 2021)



## **Attachment 3: Ground Transportation Rules & Regulations**



### **Attachment 3 Sacramento International Airport Ground Transportation Rules and Regulations**

August 30, 2019  
(Reviewed, March 2022)

**Sacramento International Airport  
Ground Transportation Rules and Regulations**

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MAP OF SACRAMENTO INTERNATIONAL AIRPORT TERMINALS AND ROADWAYS

## **Sacramento International Airport Ground Transportation Rules and Regulations**

All commercial vehicles and the owners, operators, and drivers thereof, transporting or offering to transport passengers or goods, shall operate at Sacramento International Airport (Airport) in compliance with all applicable Rules and Regulations contained herein.

### **PURPOSE**

The purpose of these ground transportation Rules and Regulations is to encourage safe, effective and efficient use of the Airport roadway and transportation infrastructure and to maintain a high level of Airport customer service. The following categories of ground transportation service (also referred to as "Provider") are impacted by these Rules and Regulations:

- Category 1   Taxicab services
- Category 2   Transportation Charter Party (TCP) carriers including limousines, SUVs, vans, and buses
- Category 3   Scheduled or on-call Van Services/Passenger Stage Corporation (PSC) services
- Category 4   Courtesy vehicles
- Category 5   Nonprofit services including publicly owned transit
- Category 6   Flight crew transport services
- Category 7   Off-Airport parking
- Category 8   Miscellaneous services including Transportation Network Companies
- Category 9   Pre-arranged Interstate Ground Transportation Services

Except as noted in these Rules and Regulations, in order to operate on the Airport the above categories of ground transportation services are required to obtain all necessary transponders, decals, permits and pay required fees.

### **AUTHORITY**

The provisions set forth herein are promulgated under the authority of Chapter 11.09 of the Sacramento County Code. These Rules and Regulations are intended to supplement Chapter 11.09 of the Code. Nothing in these Rules and Regulations is intended to replace or revise the Code. In any instance where there may be a conflict between these Rules and Regulations and the Code, the Code shall govern.

Words and phrases in these Rules and Regulations have the meanings and definitions as stated in Chapter 11.09 of the Code unless the context in these Rules and Regulations indicates that a different meaning is intended.

The Director of Airports may modify these Rules, Regulations and Fee Schedules as authorized by County Ordinance and may delegate his or her authority with respect to the

enforcement of these Rules and Regulations.

Reference to all applicable federal, state and local laws or regulations also refers to any amendment to such laws or regulations.

As necessary to comply with direction from the United States Department of Transportation or Transportation Security Administration, or as warranted by unforeseen exigent circumstances, the Director may temporarily suspend or modify any of the rights and privileges set forth herein.

## **VIOLATIONS AND INTERPRETATION**

### **Violation**

Any person who violates, disobeys, omits, neglects, or refuses to comply with any of the provisions of these Rules and Regulations or any lawful order issued pursuant thereto may be denied use of the Airport premises for commercial purposes by the Director. Such denial of use is in addition to any fines or other penalties imposed pursuant to federal, state or local law.

### **Interpretation**

In the event that an interpretation of any provisions of these Rules and Regulations is required, the Director shall render such an interpretation, and his or her determination shall be considered as final authority on the matter. All applicable federal, state and local laws and regulations and the laws and regulations of any other legal authority having jurisdiction, as now in effect or as may be promulgated in the future, as they may be from time to time amended, are hereby incorporated as part of these Rules and Regulations as though fully set forth herein. Any reference in these Rules and Regulations to a federal, state, or local law or regulation also refers to any amendment to such law or regulation.

## **SECTION 1 – DEFINITIONS.**

**There will be no exceptions to these definitions.**

- 1.1 BOARD.** Board means the Sacramento County Board of Supervisors.
- 1.2 BOARD RESOLUTION.** Board resolution means a resolution passed by the Sacramento County Board of Supervisors.
- 1.3 CAR SHARE.** Car Share means the commercial practice of sharing a car with an authorized permit.
- 1.4 CRUISING.** Cruising means the unnecessary circling of the terminal area or proceeding along indirect paths by a ground transportation vehicle or driver.

- 1.5 CURBSIDE AREA.** Curbside area or terminal curbside area means that queuing area adjacent to a terminal building where ground transportation vehicles are authorized by the Director to stop to load and unload customers and baggage.
- 1.6 CUSTOMER.** A customer means any person who arrives at or departs from the Airport by means of any category of ground transportation service.
- 1.7 DIRECTOR.** Director means the Director of the Department of Airports and his/her designee.
- 1.8 DRIVER/GROUND TRANSPORTATION DRIVER** means any person driving a ground transportation vehicle, whether independently or for a ground transportation service provider.
- 1.9 DWELL TIME.** The period of time, as determined by the Director, that a Commercial Ground Transportation Service vehicle may remain in designated areas staged, waiting for customers.
- 1.10 PROVIDER.** As defined within Ground Transportation Service Providers Categories 1-9.
- 1.11 ROADWAY ACCESS TRIP FEE.** Roadway Access fee (trip fee) means the fee charged to a ground transportation Provider each time a ground transportation service vehicle drives onto the Airport and/or exits off the Airport while conducting business.
- 1.12 SOLICITATION.** Solicitation means the uninvited initiation of a conversation by a driver, representative, employee or agent of a ground transportation service with any potential customer for the purpose of enticing or persuading said customer to use any service or facilities provided by a ground transportation service.
- 1.13 SPECIAL EVENT TRANSPORTATION.** Special event transportation means a service provided by any ground transportation service which is not regularly scheduled and requires the prior approval of the Director for the transport of travelers to or for a specific event.
- 1.14 TRANSPORTATION NETWORK COMPANY (TNC).** A company or organization operating in California that provides transportation services using an online enabled platform to connect passengers with TNC drivers using their personal vehicles.
- 1.15 TRIP.** Trip means an entrance to and exit from the Airport by an Airport ground transportation vehicle, as registered by the Automatic Vehicle Identification (AVI) system, or as otherwise recorded by the Airport or the Director.



- 1.16 VEHICLE AVI TRANSPONDER (“Transponder; AVI Transponder”).** An automatic vehicle identification transponder issued by the Director for the purpose of automatically identifying and tracking ground transportation vehicles upon Airport property.
- 1.17 VEHICLE IDENTIFICATION DECAL.** A vehicle identification decal is a decal, issued by the Airport Director to be placed as directed, on or in each ground transportation vehicle registered and permitted to operate on Airport premises, for the purpose of identifying vehicles.
- 1.18 VEHICLE INSPECTION.** Vehicle inspection shall, without limitation, mean at least a visual and physical inspection of a vehicle to verify that tires, headlights, taillights, glass, windshield wipers, heating and air conditioning systems, interior conditions, exterior conditions, brakes, AVI transponders (if applicable) and other items as determined by the Director are properly functioning. The emission control device shall be certified as working properly in accordance with the standards of the State of California, as well as any applicable federal standards.
- 1.19 WAYBILL.** Waybill means a document prepared in advance of a ground transportation vehicle’s arrival at the Airport passenger pick-up zone stating the name of the Provider and their transportation charter party certificate (TCP) number, the ground transportation vehicle license plate number, the name and address of the person requesting the charter and the name of the customer(s) if different, the date and time the charter was arranged, the number of persons in the party, the location of the customer pickup, the time of the scheduled customer pickup and the airline and flight number on which the customer is scheduled to arrive and the points of origin and destination of the charter.

## **SECTION 2 – GROUND TRANSPORTATION VEHICLES**

### **2.1 GENERAL OPERATION OF GROUND TRANSPORTATION VEHICLE.**

- A. Every ground transportation provider shall limit its vehicles and drivers in their commercial activities to stopping at locations, using those designated roads, and using those portions of the Airport premises as specified in these Rules and Regulations, and as otherwise designated by the Director, for the loading and unloading of passengers and baggage, or picking up or delivering parcels.
- B. Every ground transportation provider shall acquire and maintain such certificates, licenses and other authorizations required by federal, state and local authorities for each of its vehicles and its drivers in order to conduct ground transportation services on the Airport premises.
- C. Every ground transportation provider shall ensure that its vehicles and drivers comply with all federal, state and local laws and regulations while providing ground transportation services, including, but not limited to, those laws and regulations requiring accommodation for persons with disabilities.

## **2.2 GROUND TRANSPORTATION VEHICLE REQUIREMENTS.**

Each ground transportation vehicle operated on the Airport premises must:

- A. Have the commercial vehicle registration, where applicable, from the DMV within the vehicle pursuant to California Vehicle Code (CVC) Section 4454;
- B. Display an unexpired license plate of the appropriate type;
- C. Display, where applicable, the appropriate California Public Utilities Commission (CPUC), ICC, transponder and/or permit to operate, including the applicable certificate or authority number required. CPUC 1031, 5371; CVC 34507.
- D. Maintain valid insurance coverage as required per title 11.09 and CVC 16500.
- E. Display a vehicle fleet number where applicable in accordance with 4.03 General Order 157 CPUC; 4.03 General Order 158.

**2.3 VEHICLE INSPECTIONS.** All ground transportation vehicles shall be subject to inspection under the California Vehicle Code, the Department of Homeland Security, all other local, state and federal laws and any guidelines established by the Director. Any Airport law enforcement personnel, any federal, state or local law enforcement officer, any Airport official, and all agents appointed by the Director who display proper identification shall have the authority to inspect vehicles. Vehicles which fail inspections shall not be used to provide ground transportation services on the Airport until all noted deficiencies are corrected.

**2.4 VEHICLE APPEARANCE.** All signage of ground transportation vehicles is subject to the Director's approval. Each ground transportation vehicle, except limousines and TNCs, shall have the name of the ground transportation service and telephone number displayed on the exterior of the vehicle and in sharp contrast to the vehicle body color. A vehicle is considered easily identifiable if the company name, phone number, vehicle number or livery plate and CPUC, TCP and ICC numbers, if applicable, can be read from a distance of 50 feet from the vehicle. All ground transportation vehicles shall have professionally lettered identification signs on both sides of the vehicle and a uniform color scheme on all vehicle exteriors.

## **2.5 VEHICLE STANDARDS.**

- A. All vehicles must be maintained in good and safe mechanical condition and otherwise in compliance with the California Vehicle Code and the California Public Utilities Code.
- B. All vehicle interiors, trunk space and exteriors shall be kept clean and free of any damage. All vehicles shall have hubcaps and door handles and all equipment required by the California Vehicle Code and the California Public Utilities Code. Trunks shall be kept adequately clean and empty to accommodate passenger baggage.
- C. All vehicles shall be in compliance with all local, state and federal safety and emission requirements.

- D. All vehicles shall be subject to vehicle inspections. "Inspection" shall, without limitation, mean at least a visual and physical inspection of a vehicle to verify that tires, headlights, taillights, glass, windshield wipers, heating and air conditioning systems, interior conditions, exterior conditions, brakes, AVI transponders (if applicable,) and other items as determined by the Director are properly functioning. The emission control device shall be certified as working properly in accordance with the standards of the State of California, as well as any applicable federal standards. All ground transportation vehicles shall be subject to search for security purposes. Any ground transportation vehicle must be immediately pulled out of service if the vehicle, in the opinion of the Director, is not in a safe operating condition or constitutes a security risk. Passage of an Airport vehicle inspection shall not warrant a vehicle's safety or suitability for any purpose whatsoever.
- E. Ground transportation Providers are required to maintain the exterior of their vehicles in good condition. Exterior body damage must be repaired in order to continue operating at the Airport.
- F. All ground transportation service Providers may be required to verify completion of any required repairs by re-inspection of a vehicle by the Airport. Operators shall have thirty (30) days to repair "minor" damage. Vehicles with "moderate" or "major" damage shall not be allowed to operate on the Airport until such damage is repaired.
- G. "Minor" damage shall mean slight damage such as small dents, cracked glass, and, torn seats, etc.
- H. "Moderate" damage shall mean more than slight damage to one-fourth or less of the vehicle; for example an entire fender, grill, quarter panel, door, hood, rear deck, etc.
- I. "Major" damage shall mean damage to more than one-fourth of the vehicle; such as, entire side rear end, etc.
- J. Operators using clean air vehicles shall maintain their vehicles including the fueling system, engine and drive train in good working order at all times. Altering a clean air vehicle to allow it to be operated as a conventional diesel fuel or gasoline-powered vehicle, or substituting conventional diesel fuel or gasoline for an alternative fuel approved by the Director is prohibited.

### **SECTION 3 – GROUND TRANSPORTATION DRIVERS**

- 3.1 COMPLIANCE WITH LAW.** Drivers of ground transportation vehicles shall strictly comply with these Rules and Regulations and those applicable Rules and Regulations and laws found in the CPUC and Vehicle Codes, Title 11.09, and any other applicable codes or laws. Airport Rules and Regulations, when legally permissible, shall augment any other applicable existing code, rule or regulation.
- 3.2 LAWFUL ORDERS.** Drivers of ground transportation vehicles shall obey the lawful orders and directions of all Airport law enforcement personnel, any state or local law enforcement officer, all Airport officials, and all agents appointed by the Director who display proper identification.

**3.3 DRIVER APPEARANCE.** Drivers of ground transportation vehicles shall be clean and neat in appearance.

**3.4 DRIVER REQUIREMENTS.** Every driver of a ground transportation vehicle shall be:

- A. In possession of a valid state driver's license as required under the California Vehicle Code;
- B. Either a ground transportation Provider registered with and permitted by the Sacramento County Department of Airports (Airports), or a driver under the direct supervision of a ground transportation Provider and listed on a roster of drivers, where applicable, provided to Airports;
- C. Required to have knowledge and understanding of the Airport Rules and Regulations;
- D. Knowledgeable of local geography and/or able to use maps, GPS or other similar resources necessary to efficiently transport passengers to desired locations within Sacramento County and other local communities served by the Airport.
- E. Able to communicate with passengers.
- F. Courteous to the public at all times. A ground transportation driver shall not use profane language, make a threat of violence or physical harm, or act in a loud and boisterous or otherwise improper manner. Obscene gestures, or language, threats of physical harm, fighting, gambling, public intoxication, lewd or otherwise improper public behavior, or the use of illegal substances on Airport premises are expressly prohibited.
- G. Cooperative and communicative with Airport personnel. A driver shall not be verbally abusive toward any Airport representative or another ground transportation representative.
- H. No driver shall be under the influence of alcohol or illegal substances while operating ground transportation at Sacramento International Airport.

**3.5 BUSINESS CONDUCTED.**

- A. No driver, representative, employee, or agent of a Provider shall conduct any business on the Airport other than that expressly described in Chapter 11.09 of the Code, these Rules and Regulations, and in any applicable ground transportation permit or application unless approved by the Director in advance.
- B. No driver, employee, representative, or agent shall engage in the solicitation of passengers unless specifically permitted by the Director, in writing, to do so.
- C. No driver shall transport passengers in an unsafe manner.
- D. No driver, representative, employee, agent or Provider shall sell, promote or otherwise provide any items or services other than ground transportation to its passengers or any other persons upon the Airport premises.

**3.6 NO UNATTENDED VEHICLES.** Drivers of ground transportation vehicles shall remain in (or with) their vehicles and shall not park or leave a vehicle unattended at any curb, unless otherwise authorized by the Director. Unattended vehicles

may be cited and removed. If drivers must park or leave their vehicles unattended, they shall park in the public parking lot or garage subject to the posted rates.

- 3.7 FALSE DOCUMENTS AND TRANSPONDERS.** Ground transportation drivers, representatives, employees, agents or Providers shall not use, display, show, exhibit or transfer any transponder, permit, waybill, decal, receipt, or any other document which is false, invalid, altered, revoked, terminated or expired.
- 3.8 DECEPTION OF PUBLIC.** A ground transportation driver, representative, employee, agent or Provider shall not deceive or attempt to deceive the public through false or misleading representations concerning its prices or services or those of other ground transportation service Providers.
- 3.9 PASSENGER RECEIPTS.** All drivers of ground transportation vehicles with the exception of courtesy vehicles and TNC's shall have passenger receipts in all their vehicles which are imprinted with the company's name, address, telephone number and CPUC or PSC number, if applicable. The receipt shall provide space for the driver's name, date and time of service and the fare charged. Electronic receipts are acceptable. Each customer shall be offered a receipt following payment by that customer.
- 3.10 RATE SCHEDULE AND TIMETABLE INFORMATION.** All ground transportation services shall display timetable and tariff information in accordance with applicable local, state and federal law. Taxicabs shall have rate schedules posted externally, and all other ground transportation vehicles shall have tariff and timetable information (if applicable) available on or in the vehicle or online for TNC's for passenger review.
- 3.11 CPUC COMPLAINT ADDRESS.** All ground transportation service vehicles subject to CPUC oversight (except TNCs) must post, in plain view by all passengers, the following information:

**CPUC Complaint Intake Unit-Transportation Enforcement Section Consumer Protection and Safety Division  
505 Van Ness Avenue, 2<sup>nd</sup> Floor  
San Francisco, CA 94102-3298  
1-800-894-9444**

The CPUC website for complaints follows: [Transportation Complaint \(ca.gov\)](https://www.cpuc.ca.gov/transportation-complaint). There is a complaint form that is used to file complaints. It can be found and downloaded from the above link or a complainant can call and ask to be mailed a form by calling 1-800-894-9444 or by emailing [ciu\\_intake@cpuc.ca.gov](mailto:ciu_intake@cpuc.ca.gov). The Intake Unit will be happy to answer any questions complainants have about the complaint process.

- 3.12 CREDIT CARDS ACCEPTED.** All ground transportation service Providers (except TNCs) shall post the types of credit cards accepted as payment for their services.
- 3.13 LUGGAGE ASSISTANCE.** No ground transportation driver or driver's agent shall provide luggage assistance to anyone other than their ground transportation customers.
- 3.14 GRATUITIES.** While taking passengers to and from the Airport, ground transportation drivers, representatives, employees and agents shall not solicit gratuities or tips, directly or indirectly, from their passengers.

#### **SECTION 4 – USE OF AIRPORT PREMISES**

**The following Rules and Regulations are applicable to all ground transportation services:**

- 4.1 PARKING AND STOPPING OF VEHICLES.** All ground transportation vehicles operated on Airport premises must comply, at all times, with traffic signs, signals, pavement markings and other physical, electrical and mechanical traffic control devices placed and maintained by the Director unless directed otherwise by authorized personnel. Designated loading and unloading areas are subject to change from time to time, as necessary in the judgment of the Director to advance the safety, security and/or convenience of Airport operations. All pick-ups and drop-offs must be made in a designated loading/unloading zone. Traffic control restrictions imposed by the Director may include, without limitation:
- A. Designating a parking time limit on any portion of the Airport;
  - B. Designating any portion of the Airport for specific uses (e.g., for the general public, designated commercial passenger vehicles, a passenger loading/unloading zones, a freight loading zone, or for Airport vehicles only);
  - C. Designating any portion of the Airport as a NO STOPPING, NO WAITING, or NO PARKING area;
  - D. Designating where and how vehicles shall be parked by means of parking space markers; and
  - E. Designating direction of travel.
- 4.2 USE OF AUTHORITY.** The Director may use his or her full authority under federal, state, and Local law, as well as TSA security directives, to direct, remove, or cause to be removed at the owner's expense from any restricted or reserved area, any roadway or right-of-way or other area on the Airport premises, any vehicle which is: disabled, abandoned, illegally or improperly parked, or creating an Airport operational issue. Any such vehicle may be removed or caused to be removed to an official vehicle impound area designated by the Director. Neither the Airport nor the County shall be liable for damage to any vehicle or loss of personal property which might result from the act of removal.

- 4.3 DESIGNATED ROUTE.** Drivers of ground transportation vehicles must, upon entering the Airport, proceed along the most direct route to the designated drop-off or pick-up location, hold lot, or other authorized destination unless otherwise instructed by the Director.
- 4.4 CRUISING.** Cruising is prohibited. Ground transportation vehicles will be considered to be cruising unless the driver:
- A. Has a customer to be discharged at a terminal and is proceeding to this destination by the most direct route;
  - B. Is in the process of leaving the Airport proceeding to the hold lot, or exiting from the hold lot and proceeding to the terminal by the most direct route.
- 4.5 PROPER TRAFFIC FLOW.** All ground transportation vehicles shall only be operated on roads and parking areas designated by the Director for use by that particular type of vehicle and ground transportation service. Vehicles are not to be positioned so as to block the flow of traffic or prevent other vehicles from gaining access to, or departing from, ground transportation areas or other areas at the Airport, including, but not limited to, the curb in front of the exterior door to the ground transportation lot of Terminal A or any designated curbside area of Terminal B. Additional restrictions may be set forth by the Director through other means, including in a ground transportation permit. No ground transportation service shall use the roads, walkways, sidewalks, or other Airport facilities in such a manner as to hinder or obstruct their proper use, public access, the conduct of proper and approved business activities, or to interfere with the flow of traffic.

## **SECTION 5 – INDEMNIFICATION**

To the fullest extent permitted by law, Provider shall indemnify, defend, and hold harmless County, its governing Board, officers, directors, officials, employees, and authorized volunteers and agents, (collectively “Indemnified Parties”) from and against any and all claims, demands, actions, losses, liabilities, damages, and all expenses and costs incidental thereto (collectively “Claims”) including cost of defense, settlement, arbitration, and reasonable attorneys' fees, resulting from injuries to or death of persons, including but not limited to employees of either County or Provider hereto, and damage to or destruction of property or loss of use thereof, including but not limited to the property of either County or Provider hereto, arising out of, pertaining to, or resulting from the acts or omissions of the Provider, its officers, employees, or agents, or the acts or omissions of anyone else directly or indirectly acting on behalf of the Provider, or for which the Provider is legally liable under law regardless of whether caused in part by an Indemnified Party. Provider shall not be liable for any Claims arising from the sole negligence or willful misconduct of an Indemnified Party where such indemnification would be invalid under Section 2782 of the Civil Code.

This indemnity shall not be limited by the types and amounts of insurance or self-insurance maintained by the Provider or the Providers Subcontractors.

Nothing in this Indemnity shall be construed to create any duty to, any standard of care with reference to, or any liability or obligation, contractual or otherwise, to any third party.

The provisions of this Indemnity shall survive the expiration or termination of the Agreement.

## **SECTION 6 – GENERAL INSURANCE REQUIREMENTS**

Without limiting Providers' indemnification, Provider shall procure and maintain for the duration of the Permit, insurance against claims for injuries to persons or damages to property which may arise in connection with performance of permitted activities by the Provider, its agents, representatives or employees. The Director shall retain the right at any time to review the coverage, form and amount of insurance required hereby. If in the opinion of the Director, insurance provisions in these requirements do not provide adequate protection for the County and for members of the public, the Director may require Provider to obtain insurance sufficient in coverage and amount to provide adequate protection. These requirements shall be reasonable but shall be imposed to assure protection from and against the kind and extent of risks that exist at the time a change in insurance is required.

**6.1 VERIFICATION OF COVERAGE.** Provider shall furnish the County with certificates evidencing coverage required below when requested. The County Risk Manager may approve self-insurance programs in lieu of required policies of insurance if, in the opinion of the Risk Manager, the interest of The County and the general public are adequately protected. When requested by County, all certificates and evidences of self-insurance are to be received and approved by the County before performance commences.

**6.2 MINIMUM SCOPE OF INSURANCE.** Coverage shall be at least as broad as:

- A. AUTOMOBILE LIABILITY: Insurance Services Office's Commercial Automobile Liability coverage form CA 0001, with auto coverage symbol "1" (Any Auto) for corporate/business use vehicles. If vehicles are individually scheduled or coverage limited (symbols "8" and "9" for non-owned and hired autos shall apply).
- B. WORKER'S COMPENSATION: Statutory requirements of the State of California and Employer's Liability Insurance.
- C. UMBRELLA or Excess Liability policies are acceptable where the need for higher liability limits is noted in the Minimum Limits of Insurance and shall provide liability coverage that at least follow over the underlying insurance requirements where necessary for Commercial General Liability, Commercial Automobile Liability, Employers' Liability, and other liability coverage (other than Professional Liability) designated under the Minimum Scope of Insurance.

**6.3 MINIMUM LIMITS OF INSURANCE.** Provider (other than TNCs) shall maintain limits no less than:



Commercial Automobile Liability for Corporate/business use vehicles including non-owned and hired coverage:

1. Private Passenger type vehicles (taxis only): \$350,000.
2. Vehicles with a seating capacity of 7 passengers or less: \$750,000.
3. Vehicles with a seating capacity of 8 to 15 passengers: inclusive, \$1,500,000.
4. Vehicles with a seating capacity of 16 passengers or more: \$5,000,000.
5. Worker's Compensation: Statutory.
6. Employer's Liability: \$1,000,000 per accident for bodily injury or disease.

**6.4 MINIMUM LIMITS OF INSURANCE FOR TRANSPORTATION NETWORK COMPANIES (TNCs)** shall comply as outlined in Section 1. Article 7 (commencing with Section 5430) added to Chapter 8 of Division 2 of the Public Utilities Code and per Assembly Bill 2293.

**6.5 DEDUCTIBLES AND SELF-INSURED RETENTION.** Any deductible or self-insured retention that applies to any insurance required by these Rules and Regulations is subject to approval by the County.

**6.6 OTHER INSURANCE PROVISIONS.** The insurance policies required in these Rules and Regulations are to contain, or be endorsed to contain, as applicable, the following provisions:

**All Policies:**

- A. **ACCEPTABILITY OF INSURER:** Insurance is to be placed with insurers with a current A.M. Best's rating of no less than A-VII. The County Risk Manager may waive or alter this requirement, or accept self-insurance in lieu of any required policy of insurance if, in the opinion of the Risk Manager, the interests of the County and the general public are adequately protected.
- B. **MAINTENANCE OF INSURANCE COVERAGE:** The Provider shall maintain all insurance coverage in place and provide the County with evidence of each policy's renewal **ten (10) days** in advance of its anniversary date. Provider is required by this Agreement to immediately notify the County if they receive a communication from their insurance carrier or broker/agent that any required insurance is to be canceled, non-renewed or otherwise materially changed. Provider shall provide evidence that such cancelled or non-renewed or otherwise materially changed insurance has been replaced or its cancellation notice withdrawn without any interruption in coverage, scope or limits. Failure to maintain required insurance in force shall be considered a material breach of the Agreement. The Provider shall furnish the Department of Airports with a Certificate of Insurance evidencing coverage required above.
- C. **ADDITIONAL INSURED STATUS:** The County, its officers, directors, officials, employees, and volunteers are to be endorsed as additional insured as respects to automobiles owned, leased, hired or borrowed by the Provider. The coverage

shall contain no endorsed limitations on the scope of protection afforded to the County, its officers, directors, officials, employees, or volunteers. Provider is required to provide a copy of required additional insured endorsement to the Department of Airports.

- D. **PRIMARY INSURANCE:** For any claims related to ground transportation services at the Airport, the Provider's insurance coverage shall be primary insurance with respect to the County, its officers, officials, employees and volunteers. Any insurance or self-insurance maintained by the County, its officers, Directors, officials, employees, or volunteers shall be excess of the Provider's insurance and shall not contribute with it.
- E. **SUBCONTRACTORS:** Provider shall be responsible for the acts and omissions of all its subcontractors and shall require all its subcontractors to maintain adequate insurance as required in this Agreement. Provider shall also require its subcontractors to name the County, its officers, directors, officials, agents, employees and authorized volunteers as additional insured on applicable policies.

- 6.7 NOTIFICATION OF CLAIM.** If any claim for damages is filed with Provider or if any lawsuit is instituted against Provider, that arise out of or are in any way connected with Provider's performance of ground transportation services as described in these Rules and Regulations, and that in any way, directly or indirectly, contingently or otherwise, affect or might reasonably affect County, Provider shall give prompt and timely notice thereof to County. Notice shall be deemed prompt and timely if given within thirty (30) days following the date of receipt of a claim or ten (10) days following the date of service of process of a lawsuit.

## **SECTION 7 – TAXICAB SERVICES**

- 7.1 REQUIREMENTS FOR TAXICAB SERVICE.** Prior to providing any ground transportation service to or from the Airport, a taxicab service provider and driver is required to obtain an AVI Transponder and Vehicle Identification Decal. Taxicab providers and drivers must show proof of appropriate local, state and federal permits and licenses, including a Sacramento County taxicab permit (or acceptable substitute), if picking up customers at Sacramento International Airport. If the taxicab service provider is terminating service from over 100 miles in distance and dropping the customer off then no transponder or decal is required; in this instance a Special Activity Notice (SAN) will be required. In his/her sole discretion, the Director may identify taxicab permits issued by jurisdictions other than Sacramento County that, based on comparable eligibility requirements, are acceptable substitutes for the Sacramento County taxicab permit. A list of jurisdictions whose taxicab permits are currently considered to be acceptable substitutes for the Sacramento County taxicab permit shall be maintained on file with the Sacramento County Department of Airports Ground Transportation Office and made available upon request.

- 7.2 EXCLUSIVE AIRPORT TAXI AGREEMENT.** The County maintains an exclusive agreement for walk-up customer taxicab services originating from the Airport. Taxicabs which are not parties to that Agreement shall be limited to drop-off fares and prearranged pick-up fares and are limited to waiting in designated areas only, unless they have been specially permitted pursuant to special clean air vehicle status as described in this section. Taxicabs operating under the exclusive agreement will use the designated areas at Terminal A and Terminal B for walk-up customers originating from the Airport.
- 7.3 TERMINAL A CURB USAGE FOR DEPARTING CUSTOMERS.** Prearranged taxicab services shall use the two inside lanes for unloading customers and baggage at the designated departure areas. Use of these lanes shall be for active unloading only. The driver shall not leave the vehicle unattended while in this lane.
- 7.4 TERMINAL A CURB USAGE FOR ARRIVING CUSTOMERS.** Prearranged taxicab services shall use the ground transportation lot outside of the baggage claim area for pickup of arriving customers and baggage. These providers shall use the curbs signed, "Shuttles and Taxis with Reservations." Prearranged taxicab service drivers shall not stop in the drive lane in front of the door at the west end of Terminal A ground transportation lot. Drivers shall be fined for violation of this rule. An Attachment to these Rules and Regulations presents a map of the Terminal A curbs.
- 7.5 TERMINAL B CURB USAGE FOR DEPARTING CUSTOMERS.** Prearranged taxicab services shall only use the two inside lanes on the upper level roadway for active unloading of customers and baggage. The driver shall not leave the vehicle unattended.
- 7.6 TERMINAL B CURB USAGE FOR ARRIVING CUSTOMERS.** Prearranged taxicab services shall use the area on the ground level of the South end of the lower level West Commercial Curb designated "Pre-arranged Transportation" for loading of customers and baggage. Providers are allowed a maximum dwell time of five minutes to stage waiting for customers with reservations. Providers are urged to stage in the Airport's Free Waiting Area prior to their customers' arrival. Once contacted by their waiting customer, the provider may proceed to the designated area for immediate loading.
- 7.7 TAXICAB PICK-UP.** Unless a taxicab is party to an exclusive Airport taxicab agreement, or has been granted special access privileges, taxicab pick-up services shall be prearranged.

Prearranged taxicab services are required to have a waybill (electronic waybill acceptable) for each passenger for whom they are providing ground transportation services and shall present this waybill on demand to any

Sacramento County Sheriff, State of California or federal law enforcement officer, or any person authorized by the Director to demand presentation of a waybill.

## **SECTION 8 – SPECIAL EVENT TRANSPORTATION.**

### **8.1 REQUIREMENTS FOR SPECIAL EVENT TRANSPORTATION SERVICES.**

Prior to providing any ground transportation service at the Airport, all special event service providers and drivers are required to obtain an Airport ground transportation Special Activity Notice (SAN). Special event Providers and drivers must evidence proof of appropriate local, state and federal permits and licenses and must obtain a transponder and a decal from the Airport.

- A. With the prior permission of the Director, drivers and operators of transportation charter party services involving large group movements and the use of multiple vehicles (e.g., tour groups) may use the curbside areas designated “Special Events” available at Terminal A and Terminal B.
- B. Use of these areas is available on a first come, first served basis and is subject to all local, state and federal security mandates. Ground transportation services seeking to use these areas must obtain the prior approval of the Director or his designee. Requests may be submitted via telephone (916) 874-0561 or (916) 806-5351 or facsimile (916) 874-0565.
- C. A “Notice of Special Event” form, distributed by the Director upon approval of the service, is to be placed on the dash of each special event vehicle. The notice allows the ground transportation Provider to board or unload passengers at the designated special event curbs.
- D. Upon receipt of permission of the Director to use these special events parking areas:
  - 1. At Terminal A the designated special event curb is located on the center islands. Authorized special event vehicles are to use the dedicated lanes to access and egress these curbside areas. The east side of the center island at Terminal A, which will accommodate up to three buses, is to be used for customer drop-off. Special event vehicles are not allowed to use the baggage claim side of the center island. The inside Terminal A curb on the East side of Terminal A may be used for pick up or drop-off of passengers. Two buses may occupy this space at the same time. See the map for Special Event Parking at space 11.
  - 2. At Terminal B, the designated special events curb is located on the North end of the East Commercial Curb. Up to two buses may park at this curb. If multiple special event vehicles are required, these vehicles may park on the two hour curb on Lindbergh Drive or on Aviation Drive.
- E. Special event vehicles may stage waiting access to the curbside customer drop-off or pick-up area along Aviation Drive in the area signed for “No Parking, Restricted Air Operations Staging Areas, Tow Away Zone”. This area will accommodate 4-6 buses. When customers are ready to be picked up, vehicles

may move on to the primary assigned Special Event Curb.

- F. Special event vehicles may stage in the two-hour free parking zones available at the Airport for ground transportation service Providers. In the event of flight delays; all vehicles may wait, on a first come first serve basis, in the two-hour free parking areas located on Lindbergh Drive. Attachments to these Rules and Regulations include maps depicting the location of Lindbergh Drive.

## **SECTION 9 – SCHEDULED OR ON-CALL VAN SERVICES PASSENGER STAGE CORPORATIONS (PSC)**

- 9.1 REQUIREMENTS FOR PSC SERVICE.** Prior to providing any ground transportation service at the Airport, all PSC service providers and drivers are required to obtain an AVI transponder and Vehicle Identification Decal. PSC service Providers and drivers must evidence proof of appropriate local, state and federal permits and licenses.
- 9.2 EXCLUSIVE AIRPORT VAN SERVICE AGREEMENT.** The County maintains an exclusive Agreement for walk-up customer van services originating from the Airport. Vans which are not parties to that Agreement shall be limited to prearranged pickups and drop-off fares and are limited to waiting in designated areas only.

Van operating under the exclusive agreement will use the designated areas at Terminal A and Terminal B for walk-up customers originating from the Airport.

- 9.3 WAYBILL REQUIRED.** Scheduled or on-call van services shall be prearranged as defined in Title 11.09 of the Sacramento County Code. Scheduled or on-call ground transportation service Providers are required to have a waybill for each customer for whom they are providing ground transportation and shall present this waybill on demand to any Sacramento County Sheriff, traffic enforcement officer, or any Director designee.
- 9.4 TERMINAL A CURB USAGE FOR DEPARTING CUSTOMERS.** Scheduled or on-call van service Providers shall use the two inside lanes for unloading customers and baggage. Use of these lanes shall be for active unloading only. The driver shall not leave the vehicle unattended while in this area.
- 9.5 TERMINAL A CURB USAGE FOR ARRIVING CUSTOMERS.** Scheduled or on-call van service Providers shall use the ground transportation lot outside the baggage claim area for arriving customers and baggage. These Providers shall use the curbs designated “Shuttles/Taxis with Reservations.” A map contained in an Attachment to these Rules and Regulations depicts this area. The driver shall not leave the vehicle unattended while the vehicle is at this curb.
- 9.6 TERMINAL B CURB USAGE FOR DEPARTING CUSTOMERS.** Scheduled or

on-call van service Providers shall use the two inside lanes on the upper level roadway for unloading customers and baggage. Use of these lanes shall be for active unloading only. The driver shall not leave the vehicle unattended at this curb.

- 9.7 TERMINAL B CURB USAGE FOR ARRIVING CUSTOMERS.** Scheduled or on-call van service Providers shall use the South end of the lower level West Commercial Curb which is designated “Pre-arranged Transportation” for loading of customers and baggage. Providers are allowed a maximum dwell time of five minutes to stage waiting for customers with reservations. Providers are urged to stage in the Airport’s Free Waiting Area prior to their customers’ arrival. Once contacted by their waiting customer, the provider may proceed to the designated area for immediate loading.
- 9.8 DISPATCH SERVICE COMMUNICATION.** All scheduled or on-call van service Providers shall have a dispatch service 24 hours a day, and two-way radios or cellular telephones in the vehicles providing transportation services to and from the Airport in order to maintain communications with its dispatch, customers and its drivers and employees.

## **SECTION 10 – COURTESY VEHICLES**

- 10.1 REQUIREMENTS FOR COURTESY VEHICLE SERVICE.** Prior to providing any ground transportation service at the Airport, all courtesy vehicle providers and drivers are required to obtain an AVI Transponder and Vehicle Identification Decal. Courtesy vehicle Providers and drivers must evidence proof of appropriate local, state and federal permits and licenses.
- 10.2 TERMINAL A CURB USAGE FOR DEPARTING CUSTOMERS.** Unless otherwise specified, courtesy vehicles shall use the two inside lanes for unloading of customers and baggage. Use of these lanes shall be for active unloading only. The driver shall not leave the vehicle unattended.
- 10.3 TERMINAL A CURB USAGE FOR ARRIVING CUSTOMERS.** Unless otherwise specified, courtesy vehicles shall use the ground transportation lot outside of the baggage claim area for pick-up of arriving customers and their baggage. These Providers shall use the curb adjacent to the cement wall and behind the limousine spaces. The driver shall not leave the vehicle unattended. Drivers shall not stop in the drive lane in front of the door at the west end of baggage claim. An Attachment to these Rules and Regulations presents a map of the designated unloading and loading areas for Terminal A.
- 10.4 TERMINAL B CURB USAGE FOR DEPARTING CUSTOMERS.** Unless otherwise specified, courtesy vehicles shall use the two inside lanes of the upper level roadway for unloading customers and baggage. Use of these lanes shall be for active unloading only. The driver shall not leave the vehicle unattended while at

this curb.

- 10.5 TERMINAL B CURB USAGE FOR ARRIVING CUSTOMERS.** Unless otherwise specified, courtesy vehicles shall use the South end of the West Commercial Curb on the lower level designated as “Pre-arranged Transportation” to load customers and baggage. Use of this curb shall be for loading only. The driver shall not leave the vehicle unattended. Vehicles are allowed a maximum dwell time of five minutes to stage waiting for customers with reservations. Courtesy vehicles are urged to stage in the Airport’s Free Waiting Area prior to their customers’ arrival. Once contacted by their waiting customer, the provider may proceed to the designated area for immediate loading.
- 10.6 GENERAL AVIATION AND RENTAL CAR TERMINALS.** Unless otherwise specified, courtesy vehicles may pick up and drop off customers at the General Aviation Facility located at 6229 Lear Drive and the Rental Car Terminal located at 6327 Aviation Drive. Attachments to these Rules and Regulations present maps depicting the General Aviation facility and Rental Car Terminal.

## **SECTION 11 – OFF-AIRPORT PARKING**

- 11.1 REQUIREMENTS FOR OFF-AIRPORT PARKING SERVICE.** Prior to providing any ground transportation service at the Airport, all off-Airport parking service providers and drivers are required to obtain an AVI Transponder and Vehicle Identification Decal. Off-Airport parking service Providers and drivers must evidence proof of appropriate local, state and federal permits and licenses.
- 11.2 TERMINAL A CURB USAGE FOR DEPARTING CUSTOMERS.** Off-Airport parking courtesy vehicle services shall use the curbside areas designated for “Special Events” as defined by Section 7 of these regulations for unloading customers and baggage. Use of these lanes shall be for active unloading only. The driver shall not leave the vehicle unattended while at this curb.
- 11.3 TERMINAL A CURB USAGE FOR ARRIVING CUSTOMERS.** Off-Airport parking courtesy vehicle services shall use the curbside areas designated for “Special Events” as defined by Section 7 of these regulations for arriving customers. They shall use the curb adjacent to the cement wall and behind the limousine spaces. The drivers shall not leave the vehicle unattended. Drivers shall not stop in the drive lane in front of the door at the west end of baggage claim. An Attachment to these Rules and Regulations presents a map of the designated unloading and loading area for Terminal A.
- 11.4 TERMINAL B CURB USAGE FOR DEPARTING CUSTOMERS.** Off-Airport parking courtesy vehicle services shall use the curbside areas designated for “Special Events” as defined by Section 7 of these regulations for unloading customers and baggage. Use of these lanes shall be for active unloading only. The driver shall not leave the vehicle unattended.

- 11.5 TERMINAL B USAGE FOR ARRIVING CUSTOMERS.** Off-Airport parking courtesy vehicle services shall use the curbside areas designated for “Special Events” as defined by Section 7 of these regulations for loading of customers and baggage. Use of this curb shall be for loading only. The driver shall not leave the vehicle unattended. An attachment to these Rules and Regulations presents a map of the designated unloading and loading area for Terminal B.

## **SECTION 12 – FLIGHT CREW TRANSPORT SERVICES**

- 12.1 REQUIREMENTS FOR FLIGHT CREW TRANSPORT SERVICES.** Prior to providing any ground transportation service at the Airport, all flight crew transport service providers and drivers are required to obtain an AVI Transponder and Vehicle Identification Decal. Flight crew transport service Providers and drivers must evidence proof of appropriate local, state and federal permits and licenses.
- 12.2 TERMINAL A CURB USAGE FOR DEPARTING FLIGHT CREW.** Providers transporting flight crew members shall use the two inside lanes for unloading of flight crew. Use of these lanes shall be for active unloading only. The driver shall not leave the vehicle unattended while in this lane.
- 12.3 TERMINAL A CURB USAGE FOR ARRIVING FLIGHT CREW.** Providers transporting flight crew members shall use the ground transportation lot outside of the baggage claim area for arriving customers. They shall use the inside curb adjacent to the cement wall. The driver shall not leave the vehicle unattended. Drivers shall not stop in the drive lane in front of the door at the west end of baggage claim. An Attachment to these Rules and Regulations presents a map of the designated unloading and loading area for Terminal A.
- 12.4 TERMINAL B CURB USAGE FOR DEPARTING FLIGHT CREW.** Providers transporting flight crew members shall use the inside two lanes on the upper level roadway for unloading flight crew. Use of these lanes is for active unloading only. The driver shall not leave the vehicle unattended.
- 12.5 TERMINAL B CURB USAGE FOR ARRIVING FLIGHT CREW.** Providers transporting flight crew shall use the South end of the lower level West Commercial Curb designated as “Pre-arranged Transportation” and are allowed a maximum dwell time of five minutes to stage and wait. The driver shall not leave the vehicle unattended. Providers are urged to stage in the Airport’s Free Waiting Area prior to their customers’ arrival. Once contacted by their waiting customer, the provider may proceed to the designated area for immediate loading. An attachment to these Rules and Regulations presents a map of the designated unloading and loading area for Terminal B.

## **SECTION 13– MISCELLANEOUS SERVICE including Transportation Network Companies (unless specifically excluded)**



- 13.1 PERMITS AND DOCUMENTS REQUIRED.** All miscellaneous ground transportation service Providers (except TNCs and car share vehicles) are required to obtain AVI Transponders and Vehicle Identification Decals prior to providing any ground transportation service at the Airport, with the Director's review and approval. Ground Transportation service drivers in this category shall exhibit evidence of all applicable local, state and federal permits or licenses, and any other items determined by Director.
- 13.2 TERMINAL A CURB USAGE FOR DEPARTING CUSTOMERS.** Unless otherwise indicated by Director, miscellaneous services shall use the two inside lanes for unloading passengers and baggage. Use of these lanes shall be for active unloading only. The driver shall not leave the vehicle unattended while in this lane.
- 13.3 TERMINAL A CURB USAGE FOR ARRIVING CUSTOMERS.** Unless otherwise indicated by the Director, miscellaneous services shall use the ground transportation lot outside of the baggage claim area for arriving customers. These Providers shall use the curbs designated "Shuttles and Taxis with Reservations." An Attachment to these Rules and Regulations presents a map of the designated unloading and loading areas.
- 13.4 TERMINAL B CURB USAGE FOR DEPARTING CUSTOMERS.** Unless otherwise specified, miscellaneous services shall use the two inside lanes of the upper level roadway for unloading customers and baggage. Use of these lanes shall be for active unloading only. The driver shall not leave the vehicle unattended.
- 13.5 TERMINAL B CURB USAGE FOR ARRIVING CUSTOMERS.** Unless otherwise specified, miscellaneous services shall use the South end of the West Commercial Curb on the lower level designated as "Pre-arranged Transportation" to load customers and baggage. Use of this curb shall be for loading only. The driver shall not leave the vehicle unattended. Vehicles are allowed a maximum dwell time of five minutes to stage waiting for customers with reservations. Providers are urged to stage in the Airport's Free Waiting Area prior to their customers' arrival. Once contacted by their waiting customer, the provider may proceed to the designated area for immediate loading. An attachment to these Rules and Regulations presents a map of the designated unloading and loading areas.

## **SECTION 14 – TRANSPORTATION CHARTER PARTY SERVICES**

- 14.1 REQUIREMENTS FOR TRANSPORTATION CHARTER PARTY SERVICES.** Prior to providing any ground transportation service at the Airport, all transportation charter party service providers and drivers are required to obtain an AVI Transponder and Vehicle Identification Decal. Transportation charter party service Providers and drivers must evidence proof of appropriate local,

state and federal permits and licenses.

- 14.2 WAYBILL REQUIRED.** Transportation charter party carrier drivers are required to have a waybill for each passenger for whom they are providing ground transportation services and shall present this waybill on demand to any Sacramento County Sheriff, traffic enforcement officer, State of California or federal law enforcement officer, or any person authorized by the Director to demand presentation of a waybill. An electronic waybill is acceptable. A fine will be issued for Providers who do not possess a waybill. The fine schedule is located in Section 17 of these Rules and Regulations.
- 14.3 TERMINAL A CURB FOR DEPARTING CUSTOMERS.** Drivers and operators of transportation charter party services shall use the two inside lanes for unloading customers in front of Terminal A. Use of these lanes shall be for active unloading only. The driver shall not leave the vehicle unattended.
- 14.4 TERMINAL A CURB USAGE FOR ARRIVING CUSTOMERS.** Transportation charter party services shall use the ground transportation lot outside the baggage claim area for arriving customers. Limousines with TCP licenses shall use the curb adjacent to the cement wall. Vans and buses with TCP licenses shall use the curbs designated "Shuttle/Taxis with Reservations." Maps of these areas are presented in Attachments to these Rules and Regulations. Drivers of transportation charter party services shall not leave their vehicles unattended. Drivers shall not stop in the drive lane in front of the door at the west end of baggage claim.
- 14.5 TERMINAL B CURB USAGE FOR DEPARTING CUSTOMERS.** Limousines, buses, and vans with TCP licenses shall use the two inside lanes on the upper level roadway for unloading customers and baggage. Use of these lanes shall be for active unloading only. Drivers of buses and vans shall not leave the vehicles unattended.
- 14.6 TERMINAL B CURB USAGE FOR ARRIVING CUSTOMERS.** Drivers of limousines with TCP licenses shall use the North end of the lower level West Commercial Curb at Terminal B designated "Limousines." Limousines are allowed a maximum dwell time of five minutes to stage waiting for customers with reservations. Limousines are urged to stage in the Airport's Free Waiting Area prior to their customers' arrival. Once contacted by their waiting customer, the provider may proceed to the designated area for immediate loading.

## **SECTION 15 – PREARRANGED INTERSTATE GROUND TRANSPORTATION SERVICES**

"Prearranged ground transportation service" means transportation for one or more passengers that is arranged in advance or operated on a regular route between specified points and is provided in a motor vehicle with a seating capacity that does not exceed 15 passengers (including the driver).

In compliance with the Real Interstate Drivers Equity Act of 2002 (49 U.S.C. section 14501(d)), the Sacramento Department of Airports shall exempt from the transponder, decal and fee requirements set forth herein any provider of pre-arranged ground transportation services which demonstrates that it:

1. Meets all applicable registration requirements for the interstate transportation of passengers; and
2. Meets all applicable vehicle and intrastate passenger licensing requirements of the State or States in which the motor carrier is domiciled or registered to do business; and
3. Is providing such service pursuant to a contract for:
  - a. Transportation by the motor carrier from one State, including intermediate stops, to a destination in another State; or
  - b. Transportation by the motor carrier from one State, including intermediate stops in another State, to a destination in the original State.

An intermediate stop means a pause in the transportation in order for one or more passengers to engage in personal or business activity, but only if the driver providing the transportation to such passenger or passengers does not, before resuming the transportation of such passenger (or at least one of such passengers), provide transportation to any other person not included among the passengers being transported when the pause began.

The following documents should be readily available in the glove compartment of any vehicle providing pre-arranged interstate ground transportation services:

1. Letter of federal authority to conduct interstate transportation;
2. Proof of insurance in the amount required by federal law for type of vehicle used;
3. Official copy of driver's criminal background check, or certification that no such background check is required in the state in which the provider is domiciled;
4. For an 8-15 passenger vehicle, the vehicle's USDOT number.

For the convenience of prearranged interstate service providers, a prearranged ground transportation service provider who meets the above requirements may obtain an optional, complimentary special event permit so that proof of exemption may be displayed while on Airport premises. The purpose of the special event permit is to allow visual identification of prearranged interstate ground transportation providers and avoid inadvertent stops or citations by Airport enforcement officials. To obtain a special event permit for this purpose, please fax your request along with copies of the documentation listed above to Airport Operations at (916) 874-0565.

In the alternative, any prearranged interstate ground transportation service provider who is assessed a fee or receives a citation for failure to obtain or display ground transportation permits or transponders may have the fee or citation withdrawn upon presenting proof of exemption within 10 days after the date of fee assessment or

citation. Presentation of the following shall constitute proof of eligibility for rescission of fee or citation: a trip invoice demonstrating prearranged ground transportation service (including pick-up and drop-off location) corresponding to date and time of the particular violation alleged; written documentation demonstrating the seating capacity of the vehicle used, and written documentation of the compliance with registration and licensing requirements identified in this section.

The exception for prearranged ground transportation services provided for in this section applies only to individual prearranged interstate trips; to the extent a provider of interstate ground transportation provides in-state transportation all permits and fees required by these regulations shall apply. Misrepresentation of eligibility for exemption by any means, including fraudulent application for or display of a prearranged interstate service provider permit shall be result in an administrative fine of \$100 pursuant to Section 17.2 of these Regulations.

## **SECTION 16 – DESIGNATED TWO HOUR FREE PARKING CURB**

Two hour free parking is available at the Airport for ground transportation service Providers and the public in the event of flight delays. All vehicles may wait, first come first serve, in the two hour free parking areas located on Lindbergh Drive. An Attachment to these Rules and Regulations presents a map of the two hour free parking curb. Any other parking requests, such as overnight parking accommodation, shall be specifically addressed by the Airport's contracted management parking company.

## **SECTION 17 – ENFORCEMENT**

**17.1 VIOLATIONS.** Violations of these Rules and Regulations may lead to the temporary suspension or permanent revocation of the ground transportation service and the driver's permit to operate on the Airport, as well as fines and criminal prosecution. Title 11.09 of the Sacramento County Code sets forth the appeal rights of any entity whose operating rights at the Airport as a ground transportation service has been denied or revoked.

**17.2 ADMINISTRATIVE FINES AND PENALTIES.** Pursuant to SCC 11.09.175, the Director may assess fines and/or suspensions for all violations of Chapter 11 of the Ordinance and its supporting Rules and Regulations. Behavior prohibited by these Rules and Regulations includes behavior which is destructive to Airport property, disrespectful of the Airport or its patrons, may be disruptive to Airport operations or affects the safety or security of the Airport or its passengers. The fine schedule below lists some, but not all, violations and their resulting fines. The Director may fine or suspend for behavior not specifically listed in these Regulations, but prohibited under the general categories as stated in this paragraph.

The holder of the ground transport vehicle AVI Transponder shall be notified verbally or in writing of any failure to comply with the vehicle standards set forth

in Section 2.5 of these Regulations if damage is moderate or major the vehicle shall not be allowed to operate due to immediate threat to the public health, safety or welfare caused by the exercise of privileges under the permit.

The Director reserves the right to increase or decrease suspensions or institute revocation of privileges depending upon the gravity, number or the severity of violations and the ground transportation service response.

This Schedule may be updated at any time by the Director. The Director may, in his or her sole discretion, reduce administrative fines where appropriate. Fines and or suspensions for specific violations are as follows:

- A. Violations resulting in a **\$50 fine** to Provider and Driver, if different person than Provider:
  - 1. Intentionally feeding, approaching, disturbing, frightening, trapping or otherwise interfering with wildlife.
- B. The following conduct shall be punishable by a fine of \$100 for first violation, a fine of \$200 for a second violation of the same provision within one year, and a fine of \$500 for each additional violation of the same provision within one year.
  - 1. Leaving a ground transportation vehicle unattended without prior authorization.
  - 2. Loading or unloading of passengers or baggage at locations other than locations designated in these Rules and Regulations.
  - 3. Littering, including cigarette butts.
  - 4. Performing repair or maintenance on ground transportation vehicle on Airport property.
  - 5. Air quality violations, including excessive idling of engine as determined by Airport and in accordance with local, state and federal law.
  - 6. Urinating in any area of the Airport other than a portable or permanent restroom.
  - 7. Charging any passenger a fare in excess of the fares permitted by the rate schedule or rates set by CPUC or by Sacramento County Board Resolution.
  - 8. Soliciting as defined in these Rules and Regulations.
  - 9. Failure to post required vehicle identification decals or install the required transponders.
  - 10. Failure to observe any and all orders, directives or conditions issued, given or imposed by the Director or his designee, with respect to the use of roadways, driveways, curbs, sidewalks, and parking areas at the Airport or to obey all traffic directions given by Airport personnel.
  - 11. Loading or transporting passengers in a Ground Transportation Vehicle permitted under a TCP or Limousine Permit or pursuant to the regulations regarding prearranged services without a waybill.

12. Refusal to transport a passenger.
13. Failure to carry and present, upon request, all applicable permits including but not limited to CPUC permits and those required under these regulations.

C. In addition to administrative fines, the following committed by any driver may result in suspension and/or revocation of a Provider's Ground Transportation permit, as pertains to all drivers on that Provider's driver roster:

1. Providing false/misleading information to the Airport shall result in a suspension for ten (10) calendar days and a fine to the Provider of \$100 upon first violation. The second violation shall result in revocation of permit.
2. Failure to pay AVI trip fees when due shall result in suspension or revocation of permit.
3. Unauthorized transfer or removal of an Airport issued transponder, intentionally causing damage or destruction to the transponder or intentionally interfering with the proper operation of the transponder shall result in revocation of Ground Transportation privileges upon first violation.
4. Any driver receiving three citations for any violations under these regulations within one calendar year shall be subject to having his/her individual ground transportation privileges revoked.

**17.3 CITATIONS.** Administrative citations will be given for any infraction of these Rules and Regulations. Any Director's designee, including any Airport Sheriff's Officer or Traffic Enforcement Officer, is authorized to issue administrative citations for violations of these rules. These citations may be given in addition to any citations for violation of local, state, or federal laws.

**17.4 RESPONSIBILITY.** Each Ground Transportation Provider shall be held responsible for the failure of its drivers, agents, employees or other representatives to comply with these Rules and Regulations, including payment of trip fees assessed for each transponder registered to the Provider.

## **SECTION 18 – GROUND TRANSPORTATION PERMITS, TRANSPONDERS AND DECALS**

**18.1 GROUND TRANSPORTATION DECALS AND TRANSPONDERS.** Every ground transportation vehicle on the Airport premises must display a current and valid ground transportation decal and properly installed, working vehicle AVI transponder unless otherwise exempted pursuant to Chapter 11.09 of the Sacramento County Code, or these Rules and Regulations.

### **18.2 APPLICATION FOR GROUND TRANSPORTATION PRIVILEGES, DECAL AND TRANSPONDER**

A. The Director has determined that it is warranted to charge each ground

transportation provider an Administration fee for each vehicle in the amount of \$30 each. The fee will be collected by Airport staff upon the successful passing of the initial vehicle inspection.

- B. Application for ground transportation permits, transponders and decals shall be made upon forms supplied by the Airport Ground Transportation office. Installation of an AVI transponder shall constitute evidence of permit on record with the Airport Ground Transportation office. Applications shall require such terms and conditions as the Director determines to be necessary for the protection of the safety, convenience, and welfare of the County and the general public. All applicants must provide all information required by the Director, including, but not limited to, the following information:

1. Provider's name, street and mailing address, telephone and fax numbers, e-mail address (if available), and a copy of the applicant's driver's license.
2. Business/operating name, if different than Provider's name.
3. Type of ground transportation business as described in Chapter 11.09, of the Sacramento County Code.
4. For each vehicle to be permitted, a copy of the current vehicle DMV registration, the vehicle description, license number, year, make, body type, and number of passenger seats
5. Detailed and complete description of the ground transportation service(s) to be provided, including primary service area.
6. Copy of applicable approvals (e.g. TCP/PSC certificate or County taxicab permit) for each vehicle to be permitted.
7. If applicant is a Provider seeking permission for multiple drivers under his/her supervision to provide ground transportation service applicant must provide a current roster of Drivers under applicant's direct supervision together with a copy of each driver's license.
8. No ground transportation driver other than those individually granted ground transportation privileges or those identified on a Provider's roster may use an AVI Transponder and Vehicle Identification Decal at Sacramento International Airport.
9. Insurance declaration sheet evidencing current and valid insurance in the amounts and types set forth in these Rules and Regulations.

## **SECTION 19 – AVI TRANSPONDER AND DECAL REQUIREMENT 18.1 LOST, STOLEN, OR DAMAGED AVI TRANSPONDERS.**

The Airport continues to own all AVI transponders after issuance. Providers must report lost, stolen, or damaged (i.e., non-functioning) AVI transponders to the Director immediately. The Director will issue a replacement AVI transponder.

- A. The Provider will be required to pay thirty dollars \$30.00 for any replacement transponder which is not found to be defective, but where damage is due to reckless or intentional acts.

**19.1 REMOVAL OF AVI TRANSPONDER AND DECALS.**

- A. No Provider or Driver may remove a transponder or decal from a vehicle and transfer or affix the transponder or decal to another vehicle without prior approval of the Director. All transponders and decals removed from a vehicle must be returned to the Director.
- B. The Provider will have committed an offense, in accordance with these Rules and Regulations, if the Provider:
  - 1. Operates or causes to be operated a ground transportation vehicle at the Airport without a properly installed, working transponder or decal affixed to it;
  - 2. Attaches a transponder or decal to a vehicle not authorized to operate at the Airport;
  - 3. Interferes with the Director or a designated representative seeking to remove the decal and /or transponder (e.g., if the vehicle has been determined to be unsafe to operate at the Airport);
  - 4. Covers, conceals, or attempts to cover or conceal the decal;
  - 5. Attempts to interfere with the proper operation of a transponder;
  - 6. Forges, alters, or counterfeits or possesses a forged, altered or counterfeited vehicle identification decal or transponder required under these operating instructions;
  - 7. Allows any Driver other than those identified on the Provider's roster of supervised drivers on record with the Director to operate at Sacramento International Airport.

**19.2 GROUND TRANSPORTATION VEHICLE RECORDS.** Provider is responsible for maintaining current information on file with the Airport on each permitted vehicle, or anytime upon the Director's demand. This information shall, include, but is not limited to the following:

- A. Copy of certificate of title, current vehicle registration, or other evidence of vehicle ownership or, for a leased vehicle, a copy of the vehicle lease indicating the name of the owner of the vehicle, the vehicle license plate number and vehicle identification number.
- B. Record of distribution of Vehicle Identification Number;
- C. Decal and transponder identification issued by the Airport Director to the vehicle;
- D. License plate number;
- E. Provider(s) associated with vehicle, and
- F. Copy of certificates of insurance as required by these Rules and Regulations
- G. All applicable operating permits including CPUC and taxicab permits for each driver on approved roster of drivers.
- H. Copy of applicable regulatory approvals
- I. Roster of drivers authorized to operate on behalf of Provider

**19.3 ADDITION OR DELETION OF AUTHORIZED VEHICLES AND/OR DRIVERS.**



Any addition or deletion to a list of authorized vehicles or roster of drivers provided by a Provider shall be immediately communicated to the Director or his designee. The Director's approval must be obtained prior to the use of any ground transportation vehicle and/or authorization of a Driver, whether temporary or permanent. Denial of the addition or deletion of a vehicle or authorization of Driver may occur, under the following circumstances, without limitation:

- A. If that change results in an increase in the number of vehicles that a Provider is authorized to operate at the Airport,
- B. If that change results in a larger vehicle replacing a vehicle previously authorized to operate at the Airport, or
- C. If that change results in the increased frequency of operation of such vehicles.
- D. The request to change service or vehicles must be submitted to the Director no less than thirty (30) days in advance of the proposed implementation date.
- E. All permitted vehicles are assumed to remain in service and are subject to all fees required by the Code and these Rules and Regulations, including renewal fees, if any, until a Provider notifies the Director that the vehicle has been removed from service.
- F. The Driver whom Provider proposes to add to its roster is deemed unacceptable for provision of ground transportation service based on these Rules and Regulations.

**19.4 TEMPORARY SUBSTITUTE/SUPPLEMENTAL VEHICLES.** A Provider may apply for a temporary substitute/supplemental ground transportation vehicle permit to (a) replace a vehicle that is taken out of service for maintenance or other reasons, or (b) provide a supplemental vehicle to accommodate a temporary increase in the number of customers to be served at the Airport. The Director's prior approval must be received for all vehicles to be operated using a temporary substitute/supplemental vehicle permit. A transponder and decal must be present in the temporary vehicle prior to operation on the Airport.

- A. Unless authorized by the Director, such vehicles must (a) be used for no more than thirty (30) consecutive days as a temporary substitute or supplement for a vehicle for which there was and continues to be a valid ground transportation permit, and (b) comply with the same safety, appearance, and maintenance standards as established for the authorized vehicle to be temporarily replaced.

**19.5 VEHICLE WITH DAMAGE.** If a permitted vehicle sustains moderate or major damage, the Director may remove its transponder and decal, and prohibit Airport ground transportation service by that vehicle.

## **SECTION 20 – FEE COLLECTION AND SCHEDULE**

**20.1 TRANSPONDER AND RELATED FEES.** Except as explicitly provided by these regulations, all ground transportation providers shall pay all required permit and related fees, in accordance with local, state and federal law, and as are established

by the Director in accordance with the current applicable resolution adopted by the Board.

- A. A transponder fee will be implemented after appropriate notice.
- B. Roadway Access Fees – Roadway access fees (“trip fees”) shall be assessed to recover reasonable costs of Airport roadway maintenance, administration of ground transportation services, and enforcement of these Rules and Regulations. Trip fees, verified via transponder, shall be charged to each permitted vehicle. Collection of trip fees shall be from the Provider associated with the permitted vehicle. The suspension or revocation of a Provider’s Ground Transportation permit for failure to pay trip fees shall result in suspension or revocation of the ground transportation permits applicable to all vehicles operated by the suspended or revoked provider at the Airport.
- C. Transponders which have been lost, stolen or damaged must be replaced immediately. Any transponder with a mechanical malfunction will be replaced. Any transponder which has been damaged or has been intentionally tampered with must be replaced at a charge of \$30. Decals which have been lost or damaged must be replaced.
- D. No permit or request for approval or appeal shall be deemed valid or complete until all prescribed fees have been paid. However, pre-arranged interstate ground transportation service providers shall not be required to pay any fee in advance of demonstrating eligibility for the fee exemptions provided by these regulations.

## **SECTION 21 – TABLE OF GROUND TRANSPORTATION FEES (Trip Fees)**

<b>Number of Passenger Seats</b>	<b>PER TRIP FEE</b>
Less than 6 passengers	\$2.50
6-11 passengers	\$3.00
12-24 passengers	\$3.75
Greater than 24 passengers	\$7.25

Vehicle inspection fee \$30.00 (if applicable)

Fees apply to all Ground Transportation categories not conducting operations under a specified contractual agreement with the County Department of Airports.

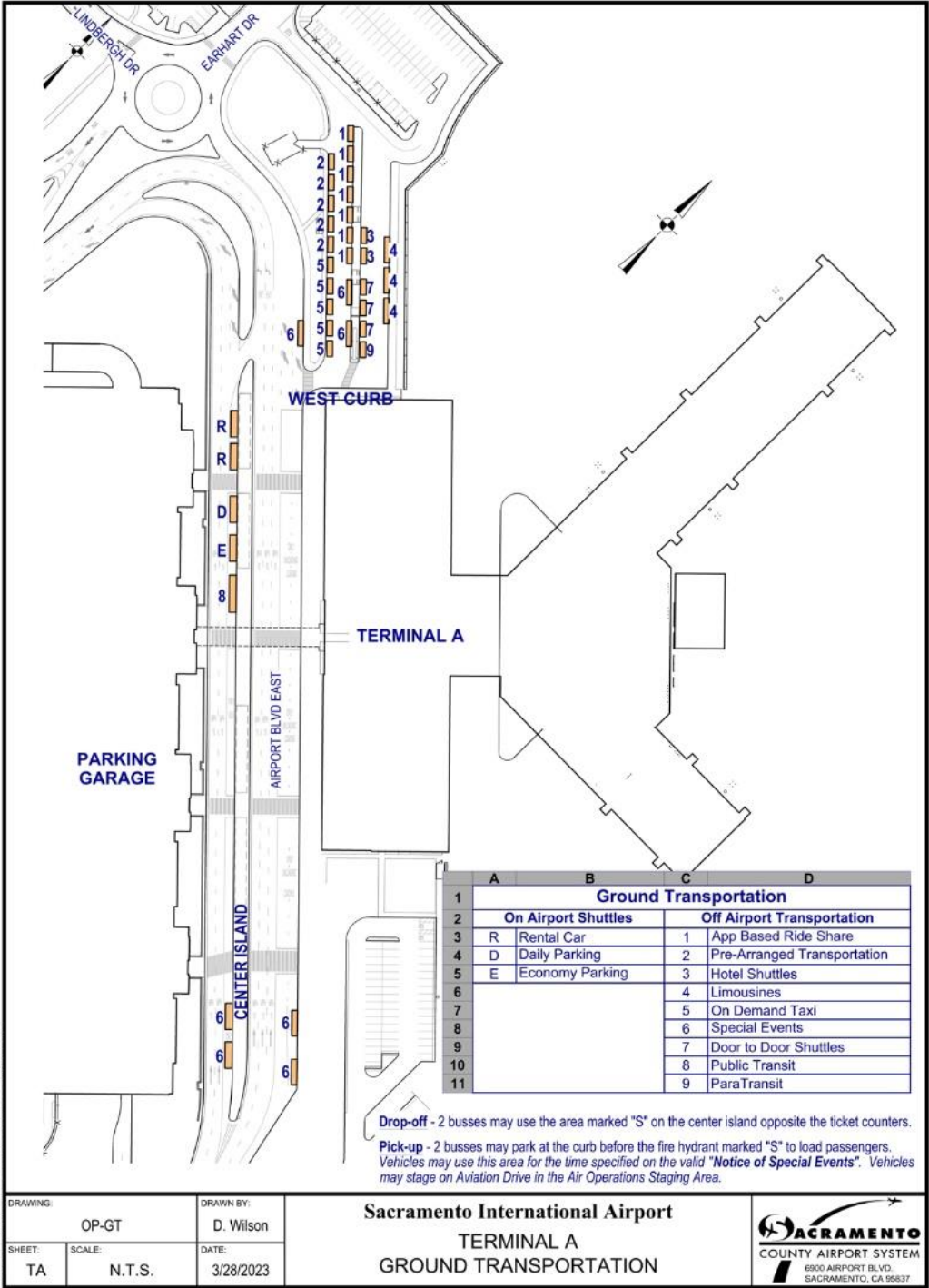
The following companies are exempt from paying trip fees:

- Public Transit
- Government Own/Operated ground transportation vehicles
- Nonprofit Services
- Pre-arranged interstate ground transportation service providers

**21.2 PAYMENT OF TRIP FEES.** Payment of Airport use fees required by Chapter 11.09 shall be made in accordance with the following procedures:

- A. The trip fee will be assessed and collected on a monthly basis based upon the Provider's electronically recorded monthly vehicle trips.
- B. Each Provider shall pay trip fees and other fees for every vehicle registered to its account as established by the County Code set forth in the monthly billing statement within thirty (30) days of the statement date. Any Driver operating independent of a Provider shall be responsible for his or her own account and trip fees. It would ultimately be the registered vehicle owner's responsibility to pay all Trip Fees associated with any vehicle operation. Each Provider must furnish the association fleet vehicle inventory along with the Transponder # assigned, and/or DMV vehicle registration (copies) information to the Director upon demand. If a billing address goes invalid, an Association can be held responsible to hand out the SMF AVI billing directly to its independent drivers.
- C. A late fee as set forth by the Sacramento County Board of Supervisors shall be charged on any past due balances.
- D. In the event of a hardware or software failure in the transponder system that prevents production of a timely monthly billing report the Airport may bill the Provider and the Provider shall pay the per-trip fee as calculated by averaging the previous three months or three weeks usage, whichever is appropriate, in the sole estimation of the director.

MAP OF TERMINAL A - GROUND TRANSPORTATION



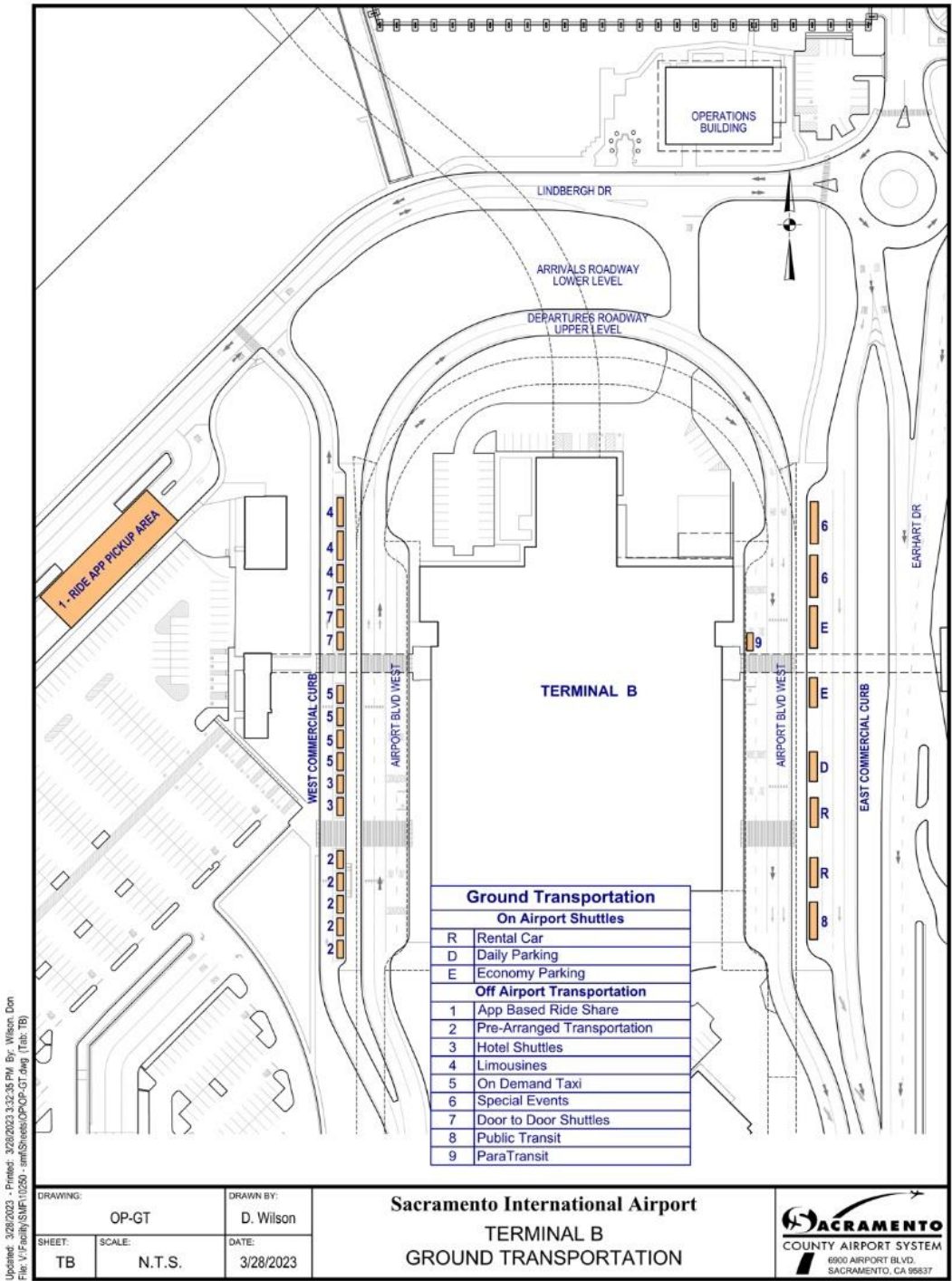
Updated: 3/28/2023 - Printed: 3/28/2023 3:42:55 PM By: Wilson, Don  
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DRAWING:	OP-GT	DRAWN BY:	D. Wilson
SHEET:	TA	DATE:	3/28/2023
SCALE:	N.T.S.		

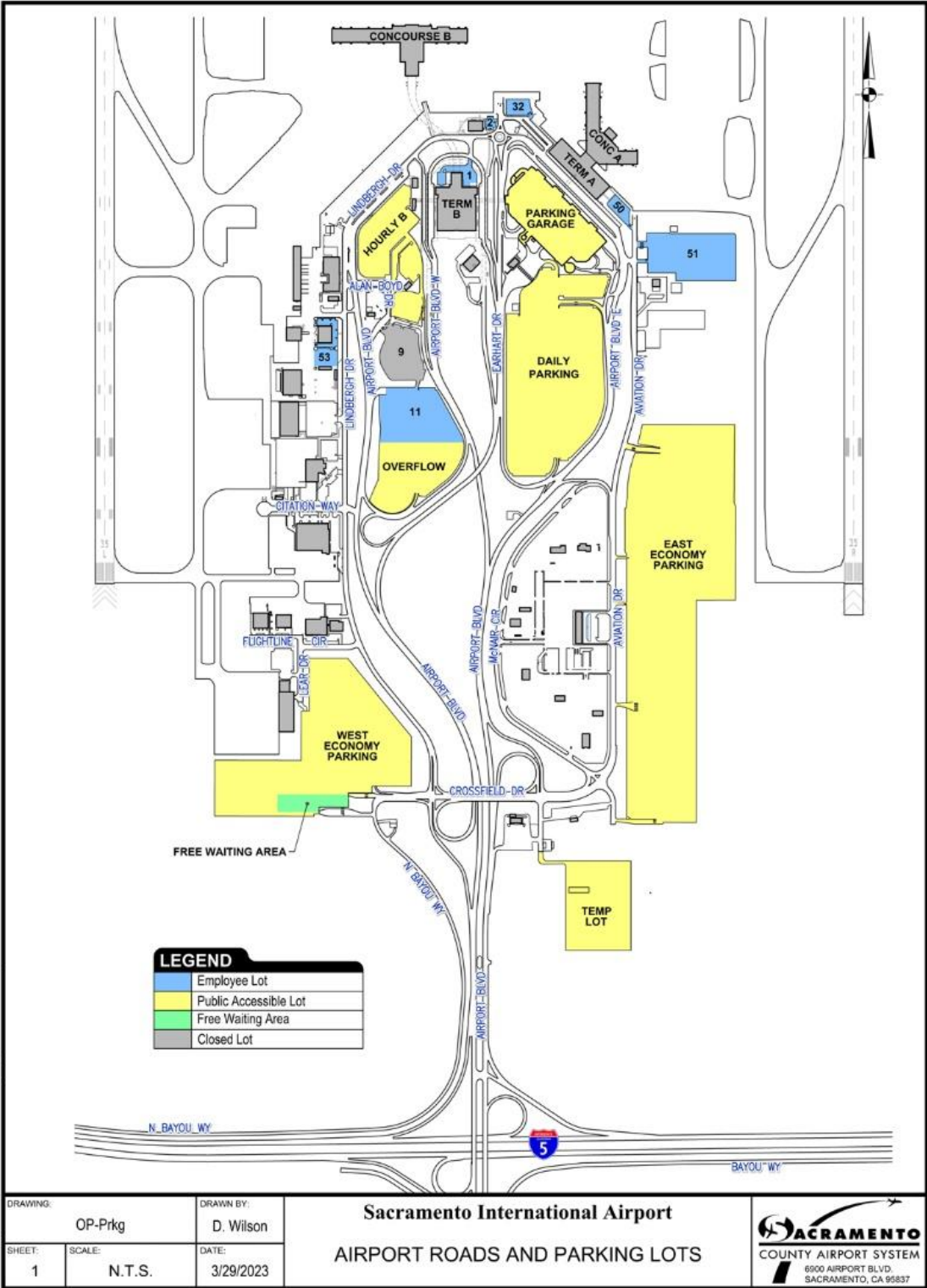
Sacramento International Airport  
TERMINAL A  
GROUND TRANSPORTATION



MAP OF TERMINAL B - GROUND TRANSPORTATION



MAP OF AIRPORT ROADS AND PARKING LOTS



Updated: 3/29/2023 - Printed: 3/29/2023 9:28:43 AM By: Wilson, Don  
File: V:\Facility\SAIF\10250 - am\Sheet\OP-Prkg.dwg (Title Roads and Lots)

## **Attachment 4: Low Visibility Operations Plan May 1, 2019 (Reviewed, March 2022)**

### **INTRODUCTION**

The Sacramento International Airport (SMF) experiences periods of dense fog which introduce special hazards to ground vehicles operating on the airfield and in the vicinity of aircraft, both parked and taxiing.

### **PURPOSE**

The Low Visibility Operations Plan will provide guidelines and operational measures to minimize the risk to ground operations during periods of reduced visibility.

### **OPERATIONAL RESTRICTIONS ON GROUND MOVEMENT**

During low visibility conditions at SMF, only those ground vehicles with an operational need will be authorized to operate on the airfield, specifically around the concourses and other aircraft parking ramps. All others will be required to utilize alternate routes or wait until low visibility conditions have concluded.

Earhart Drive between Taxiway W and Taxilane Y will be closed during reduced visibility conditions, as defined below in the Airside Operations section. The only exceptions are Allied Aviation and SCAF as noted in their respective sections below.

It is the responsibility of airport tenants and County managers to notify their respective employees when a reduced visibility a mass notification such as Rave notice is issued. See Exhibit 1 for a visual rule of thumb. If drivers waiting at the stop signs/stop bars on Earhart Drive cannot see the landmarks identified on this Exhibit, they are not authorized to cross Taxiway W and Taxilane Y without Airport approval.

### **PROCEDURES**

#### **Airside Operations:**

- 1) Issue a mass notification such as Rave to airlines and tenants when low visibility is forecast for SMF.
- 2) Issue a mass notification such as Rave to airlines and tenants when low visibility conditions (2,000' visibility or lower) exist at SMF.
- 3) Provide "follow me" services for aircraft and ground vehicles as requested.
- 4) Monitor and enforce ground vehicle restriction on the airfield.
- 5) Determine when vendor deliveries to airfield locations cannot be conducted safely and halt when appropriate. Notify the Communication Center and Landside Operations.
- 6) Issue a mass notification such as Rave when reduced visibility conditions have concluded and normal ground operations may resume.

#### Landside Operations:

- 1) Unlock alternate Liquid Waste Disposal (Biffy) Dump location adjacent the PPM building when low visibility conditions have been initiated (see Exhibit 2 for location of alternate site).
- 2) Respond to Gate 10E as requested to provide access.
- 3) Halt vendor deliveries when directed by Airside Operations.
- 4) Secure Liquid Waste Disposal Dump when low visibility conditions have concluded.

#### Airlines and Ground Handlers:

- 1) Fuel and/or service all ground vehicles in preparation (prior to forecasted low visibility conditions).
- 2) Empty all Lavatory Carts in preparation (prior to forecasted low visibility conditions).
- 3) Communicate to all ground personnel when notified of the activation of low visibility conditions.
- 4) Reduce ground vehicle movements to only those required to support flight operations.
- 5) If necessary to service a Lavatory Cart, utilize the alternate landside Liquid Waste Disposal Dump location (outside Gate 6E, near Parks Maintenance, see Exhibit 2 for location).

#### Aircraft Fuel Providers:

- 1) When necessary to cross between north and south airfield via Earhart Dr, station supervisors with aviation radios such that they can monitor the movement of aircraft and direct fuel trucks across Taxiways Y & W safely.
- 2) When unable to see the established landmarks identified on Exhibit 1, do not cross Taxiways Y & W unless being directed or escorted by Supervisor or Airside Operations personnel with an aviation radio. Landmarks are:
  - A) Northbound on Earhart – yellow light on southeast corner of fueling island canopy at Allied Aviation.
  - B) Southbound on Earhart – yellow light on northwest corner of Terminal A.

#### Concessionaires:

- 1) When low visibility conditions are forecast, re-schedule vendor deliveries as appropriate.
- 2) When low visibility conditions are forecast, move product between airside and landside locations in advance.



- 3) When low visibility conditions exist, expect vendor delivery delays until Airside Operations has determined escorting of vendor vehicles on the airfield can be conducted safely.

Airport Maintenance, DGS and other support personnel:

- 1) During low visibility conditions, restrict airfield driving to only that essential to support airport or airline operations.
- 2) When airfield driving during low visibility conditions is necessary, utilize alternate route (typically exiting airfield) to move between north and south airfields. Crossing via Earhart Dr and between Concourses A & B will be prohibited.

Sacramento County Airport Fire (SCAF):

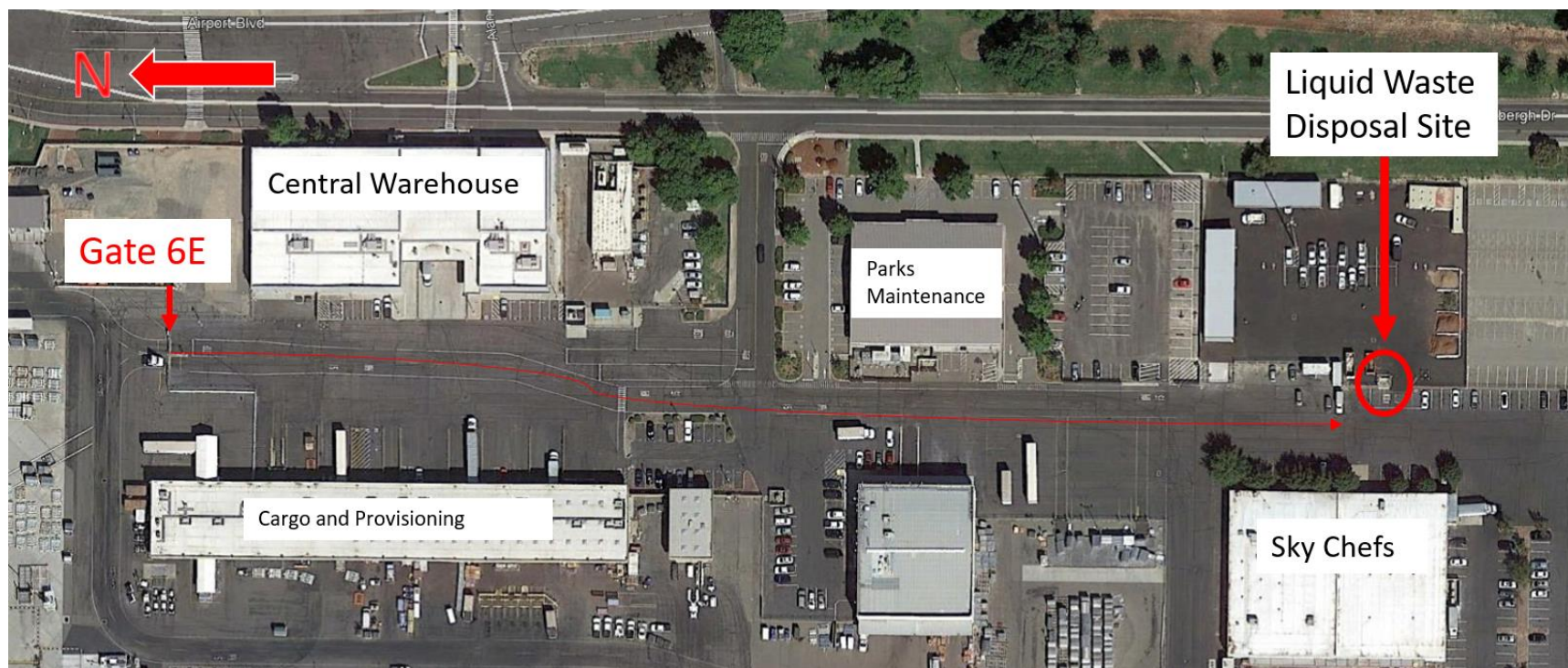
- 1) During low visibility conditions, restrict airfield driving to only that essential for medical aid and emergency response.
- 2) When necessary to cross Taxiway W and Taxilane Y during reduced visibility, SCAF will utilize the same procedures Airport Operations uses (e.g. monitoring the movement of aircraft using aviation radios and/or communicating with the tower).

## Exhibit 1 – Landmarks to determine when Low Visibility Operations are in effect



If drivers waiting at the stop signs/stop bars depicted on Earhart Drive (VSR) cannot see the landmarks identified above (in their direction of travel), they are not authorized to cross Taxiway W and Taxilane Y without Airport approval.

## Exhibit 2 – Alternate Liquid Waste Disposal Site when Low Visibility Operations are in effect



Above: Alternate Liquid Waste Disposal Site location and driving route from Gate 6E.

Right: Close up photo of the Alternate site for Biffy dump use during reduced visibility.

NOTE: This alternate site will only be unlocked when Airside Operations implements reduced visibility operations. Use of the site located north of Taxiway W is to be used at all other times.





# HAZARDOUS MATERIALS SPILL/RELEASE REPORTING & CLEANUP POLICIES



**FOR SACRAMENTO COUNTY AIRPORT SYSTEM (SCAS)  
STAFF, TENANTS, AND CONTRACTORS**

**INTERNATIONAL AIRPORT  
EXECUTIVE AIRPORT  
MATHER AIRPORT  
FRANKLIN FIELD**

Prepared by:	<div>DocuSigned by: <i>Kyle Cyran</i> C944AD9887C654C5...</div> <div>Kyle Cyran, Environmental Specialist Planning &amp; Environment</div>	<div>10/20/2023</div> <div>Date</div>
Approved by:	<div>DocuSigned by: <i>J. Glen Rickelton</i> B3C06C236E67462</div> <div>Glen Rickelton, Airport Manager Planning &amp; Environment</div>	<div>11/1/2023</div> <div>Date</div>

**HAZARDOUS MATERIALS  
SPILL/RELEASE REPORTING & CLEANUP POLICIES  
FOR SACRAMENTO COUNTY AIRPORT SYSTEM (SCAS)  
STAFF, TENANTS, AND CONTRACTORS**

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## OVERVIEW

Sacramento County Airport System (SCAS) business activities and the activities of its tenants and contractors involve the storage and use of various hazardous materials. Common examples are fuels, lubricants, automotive fluids, etc., that pose some level of hazard to human health or the environment when spilled or released.

The intent of the hazardous materials spill/release & reporting policy (SCAS Spill Policy) is to establish a consistent, unified, and robust approach to meeting all relevant Federal, State, and local agency spill/release reporting and notification requirements. Additionally, the intent of this policy is to ensure that tenants and contractors are aware that they are responsible for cleanup of their hazardous materials spills, releases, or abandoned drums/containers, at their own expense.

Releases or contamination from underground storage tanks (USTs) are not covered by these spill reporting and cleanup policies. Tenants and contractors are responsible for additional reporting requirements and any cleanup related to operation of their USTs.

### **SPILL/RELEASE REPORTING POLICY**

The SCAS Spill Policy establishes a coordinated program for reporting incidents resulting from the activities of SCAS staff, tenants, or contractors to regulatory agencies.

This policy consists of (1) general instructions to employees to notify their supervisor of any spills, releases, or potential threats, and (2) specific instructions for supervisors, managers, or other designated reporting staff to determine whether or not spill/release incidents are required to be reported to any regulatory agencies.

*The attached guidance sheets are provided to assist in determining whether an incident is reportable and includes a one-page set of reporting instructions and a one-page reporting flowchart for International Airport. A separate set of sheets for Executive Airport/Franklin Field and Mather Airport are also provided.*

### **SPILL/RELEASE CLEANUP POLICY**

The SCAS Spill Policy establishes that (1) tenants and contractors are responsible for cleanup of their own spills/releases at their own expense, (2) tenants and contractors are responsible for cleanup of any abandoned materials (containers, waste drums, etc.) at their place of business, and (3) SCAS is responsible only for cleanup of spills/releases from its direct activities.

This policy also establishes that if SCAS cleans up hazardous materials spills/releases on behalf of a tenant or contractor, the tenant or contractor will reimburse SCAS for any and all costs, including contractor fees, SCAS staff costs, and administrative fees. A list of SCAS cleanup contacts for each site is included on page 11.

**HAZARDOUS MATERIALS  
SPILL/RELEASE REPORTING INSTRUCTIONS  
FOR SACRAMENTO COUNTY AIRPORT SYSTEM (SCAS)  
STAFF, TENANTS, AND CONTRACTORS**

**PLEASE POST IN CONSPICUOUS AREA FOR EMPLOYEES**

**IDENTIFYING HAZARDOUS MATERIALS**

Hazardous materials are any solid, liquid, or gas substances, chemicals, or wastes that may threaten human health and safety or the environment. Some common characteristics are:

- **Flammable or combustible** (e.g. fuels, oil/lubricants, flammable gases, etc.)
- **Reactive, explosive, or radioactive** (e.g. acetylene & oxygen, compressed gases, etc.)
- **Corrosive or acidic** (e.g. battery acid)
- **Toxic, poisonous, infectious, or irritant** (e.g. antifreeze, cleaners, sewage spills, etc.)



**IMMEDIATELY REPORT**

**ALL HAZARDOUS MATERIALS**

**SPILLS/RELEASES OR POTENTIAL**

**THREATS**

**TO YOUR SUPERVISOR**

## **HAZARDOUS MATERIALS SPILL/RELEASE REPORTING INSTRUCTIONS FOR INTERNATIONAL AIRPORT ONLY**

**PLEASE MAKE THIS PAGE AVAILABLE TO SUPERVISORS, MANAGERS, OR  
 OTHER DESIGNATED REPORTING STAFF**

### **A. IDENTIFYING HAZARDOUS MATERIALS**

Hazardous materials are any solid, liquid, or gas substances, chemicals, or wastes that may threaten human health and safety or the environment. Some common characteristics are:

- **Flammable or combustible** (e.g. fuels, oil/lubricants, flammable gases, etc.)
- **Reactive, explosive, or radioactive** (e.g. acetylene and oxygen, compressed gases, etc.)
- **Corrosive or acidic** (e.g. battery acid)
- **Toxic, poisonous, infectious, or irritant** (e.g. antifreeze, cleaners, sewage spills, etc.)

### **B. NON-REPORTABLE SPILLS/RELEASES**

If a spill/release MEETS ALL OF THE FOLLOWING, it does not need to be reported:

- NO potential to enter the environment (unpaved areas, soil, storm drains, etc.)
- NO potential fire, health/safety, or medical emergency or potentially harmful exposure
- NO potential threat to property, must be contained, limited to small area, and stay on-site
- NO potential amount with a Federal reportable quantity (extremely hazardous, etc.)
- Easily and quickly cleaned up with absorbent/spill kits (only if NO protective gear or special cleanup training is required)
- NO potential to reach or exceed 42 gallons
- NO potential that any evacuation may be necessary

**WHEN IN DOUBT, REPORT  
ALL SPILLS/RELEASES**

### **C. REPORTABLE SPILLS/RELEASES**

A spill, release, or threatened release that does not meet **all** criteria in "B" (above), or that meets or will meet **ANY OF THE DESCRIPTIONS BELOW MUST BE REPORTED IMMEDIATELY:**

- ANY potential for ANY AMOUNT to potentially enter the environment (unpaved area, soil, storm drains, etc.) or threaten property
- ANY potential fire, health/safety, or medical emergency or potentially harmful exposure
- ANY potential amount with a Federal reportable quantity (extremely hazardous, etc.)
- ANY potential to reach or exceed 42 gallons, involve a large area, or involve off-site area
- A cleanup contractor, protective gear, or special training required for cleanup

**TO REPORT SPILLS, RELEASES, OR THREATENED RELEASES:**

**IMMEDIATELY CALL:**

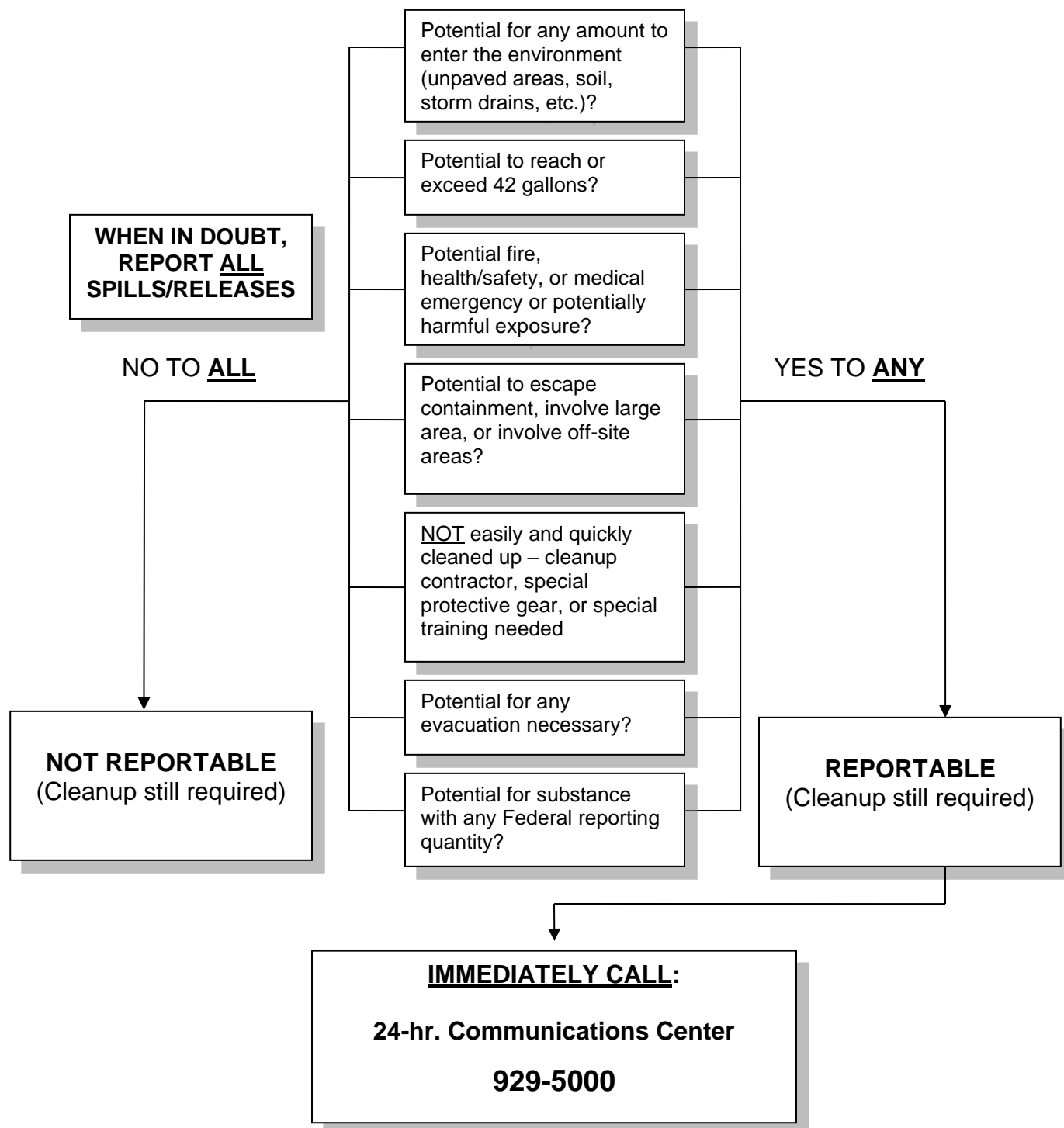
**24-hr. Communications Center**

**929-5000**



**HAZARDOUS MATERIALS  
SPILL/RELEASE REPORTING FLOWCHART  
FOR INTERNATIONAL AIRPORT ONLY**

**PLEASE MAKE THIS PAGE AVAILABLE TO SUPERVISORS, MANAGERS,  
OR OTHER DESIGNATED REPORTING STAFF**



## HAZARDOUS MATERIALS SPILL/RELEASE REPORTING INSTRUCTIONS

### FOR EXECUTIVE AIRPORT/FRANKLIN FIELD AND MATHER AIRPORT ONLY

**PLEASE MAKE THIS PAGE AVAILABLE TO SUPERVISORS, MANAGERS, OR  
 OTHER DESIGNATED REPORTING STAFF**

#### **A. IDENTIFYING HAZARDOUS MATERIALS**

Hazardous materials are any solid, liquid, or gas substances, chemicals, or wastes that may threaten human health and safety or the environment. Some common characteristics are:

- **Flammable or combustible** (e.g. fuels, oil/lubricants, flammable gases, etc.)
- **Reactive, explosive, or radioactive** (e.g. acetylene and oxygen, compressed gases, etc.)
- **Corrosive or acidic** (e.g. battery acid)
- **Toxic, poisonous, infectious, or irritant** (e.g. antifreeze, cleaners, sewage spills, etc.)

#### **B. NON-REPORTABLE SPILLS/RELEASES**

If a spill/release MEETS ALL OF THE FOLLOWING, it does not need to be reported:

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- NO potential threat to property, must be contained, limited to small area, and stay on-site
- NO potential amount with a Federal reportable quantity (extremely hazardous, etc.)
- Easily and quickly cleaned up with absorbent/spill kits (only if NO protective gear or special cleanup training is required)
- NO potential to reach or exceed 42 gallons
- NO potential that any evacuation may be necessary

**WHEN IN DOUBT, REPORT  
ALL SPILLS/RELEASES**

#### **C. REPORTABLE SPILLS/RELEASES**

A spill, release, or threatened release that does not meet **all** criteria in "B" (above), or that meets or will meet **ANY OF THE DESCRIPTIONS BELOW MUST BE REPORTED IMMEDIATELY:**

- ANY potential for ANY AMOUNT to potentially enter the environment (unpaved area, soil, storm drains, etc.) or threaten property
- ANY potential fire, health/safety, or medical emergency or potentially harmful exposure
- ANY potential amount with a Federal reportable quantity (extremely hazardous, etc.)
- ANY potential to reach or exceed 42 gallons, involve a large area, or involve off-site area
- A cleanup contractor, protective gear, or special training required for cleanup

**TO REPORT SPILLS, RELEASES, OR THREATENED RELEASES, IMMEDIATELY CALL:**

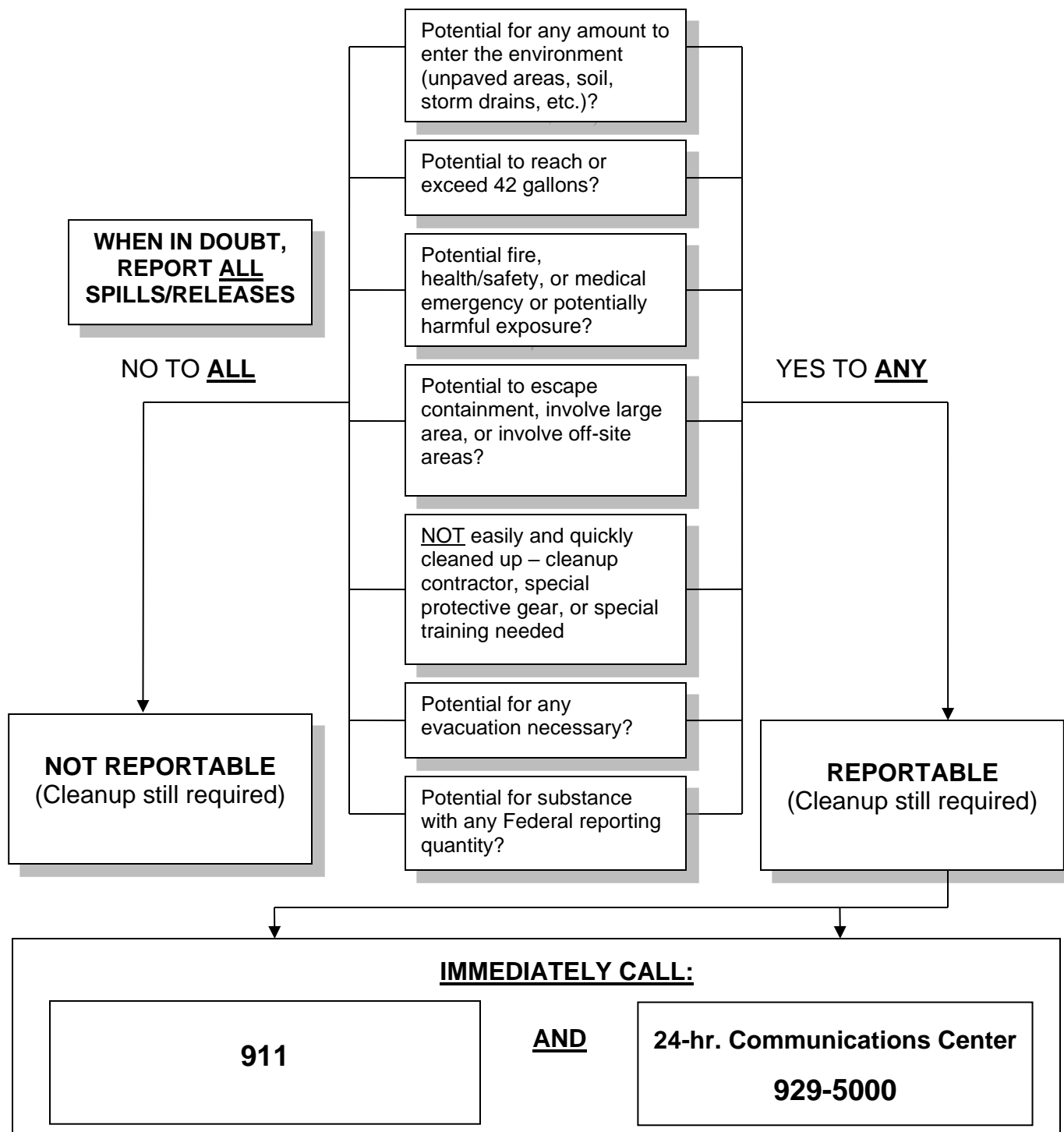
**911**

**AND**

**24-hr. Communications Center  
 929-5000**

**HAZARDOUS MATERIALS  
SPILL/RELEASE REPORTING FLOWCHART  
FOR EXECUTIVE AIRPORT/FRANKLIN FIELD AND MATHER AIRPORT ONLY**

**PLEASE MAKE THIS PAGE AVAILABLE TO SUPERVISORS, MANAGERS, OR  
OTHER DESIGNATED REPORTING STAFF**



**HAZARDOUS MATERIALS  
SPILL/RELEASE CLEANUP POLICY  
FOR SACRAMENTO COUNTY AIRPORT SYSTEM (SCAS)  
STAFF, TENANTS, AND CONTRACTORS**

**TENANT/CONTRACTOR SPILLS, RELEASES, AND ABANDONED MATERIALS:**

Tenants and contractors are responsible for (1) cleaning up spills as a result of their activities, and (2) reporting releases in compliance with all Federal, State, and local laws and regulations. **Tenants and contractors should have their own cleanup arrangements in place, and should not rely on SCAS for cleanup services.**

If a tenant's or contractor's hazardous materials spills/releases are not cleaned up promptly and adequately by that tenant or contractor, SCAS may arrange for cleanup. The tenant/contractor will reimburse SCAS for any and all costs, including contractor fees, SCAS staff costs, supplies, and administrative fees. This also applies to any abandoned materials (containers, waste drums, etc.) at a tenant's or contractor's place of business operations or maintenance.

If necessary, tenants or contractors may contact SCAS staff to request SCAS to arrange for cleanup of spills/releases.

**SCAS ACTIVITIES (NON-TENANT, NON-CONTRACTOR) SPILLS AND RELEASES:**

**SCAS Staff**

All hazardous materials spills that are not incidental (less than ~5 gallons) shall be coordinated through the communications center, and Airport Fire will respond. Personnel should attempt to contain the spill and prevent the spill from entering our storm water system prior to Airport Fire's arrival. Airport Fire on-scene commander will assess spill containment and may turn the cleanup coordination over to a senior OPS officer. Senior OPS officer is responsible for filing a spill report, for which a template is included with this policy. Senior OPS officer, or designated OPS personnel, should note on the report the name and title of the Airport Fire on-scene commander.

SCAS staff that has attended hazardous materials and hazardous communications training sessions may clean up small, contained, incidental spills of automotive fluids, fuel, oil/lubricants, or similar hazardous materials only, using available absorbent/spill kits. Spill kit location map is provided within this document.

*Spill Reporting & Cleanup Policies for Hazardous Materials  
Sacramento County Airport System (SCAS)  
Staff, Tenants, and Contractors*

---



**Cleanup Contractor**

SCAS will contact its cleanup contractor for any of the following:

- Large spills/releases, spills that are not contained, or that enter the environment
- Spills not easily and quickly cleaned up with absorbent/spill kits
- Cleanup of high-hazard substances that may require protective gear or special training for cleanup.
- Any uncontrolled or emergency releases

SCAS HazMat cleanup contractor (PARC): 992-5405 (24hrs)

Airplane/chemical toilet sewage spills (ABC Plumbing): 448-0801 (24 hrs)

## **HAZARDOUS MATERIALS SPILL/RELEASE CLEANUP CONTACTS**

**ALL SITES:** Tenants and contractors are responsible for cleanup of their own spills/releases at their own expense, as described in the spill/release cleanup policy.

If contractor or tenant cannot, or does not, clean up spills promptly and adequately, the contractor or tenant can request that the following contacts arrange for cleanup services on their behalf. If SCAS cleans up spills/releases on behalf of tenant or contractor, tenant or contractor will reimburse SCAS for any and all costs, including contractor fees, SCAS staff costs, supplies, and administrative fees.

### **SITE-SPECIFIC CONTACTS FOR CLEANUP OF SCAS (NON-TENANT, NON-CONTRACTOR) SPILLS/RELEASES:**

#### **INTERNATIONAL AIRPORT:**

Equipment Services Area: Equipment Maintenance Section

Albert Aninzo -Equipment Maintenance Supervisor  
(916) 874-0730 (office) or (916) 208-5979 (cell)

Joe Conklin - Maintenance Division Manager  
(916) 874-0562 (office) or (916) 806-5328 (cell)

All other areas: Operations Division

Landside  
(916) 806-5351

Airside  
(916) 806-5309

#### **MATHER AIRPORT:**

Ron Ogle – Airport Operations Officer  
(916) 875-6852 (office) or (916) 806-5423 (cell)

Jennifer Fischetti - Sr. Airport Operations Worker  
(916) 875-6585 (office) or (916) 704-4340 (cell)

Dharminder Kaur - Sr. Airport Operations Worker

*Spill Reporting & Cleanup Policies for Hazardous Materials  
Sacramento County Airport System (SCAS)  
Staff, Tenants, and Contractors*



(916) 875-3080 (office) or (916) [87704-95544340](tel:8770495544340) (cell)

**EXECUTIVE AIRPORT/FRANKLIN FIELD:**

Ann LeBlanc - Airport Operations Officer  
(916) 875-9024 (office) or (916) 990-7704 (cell)

Jennifer Fischetti - Sr. Airport Operations Worker  
(916) 875-6585 (office) or (916) 704-4340 (cell)

*Spill Reporting & Cleanup Policies for Hazardous Materials  
Sacramento County Airport System (SCAS)  
Staff, Tenants, and Contractors*



## **SPILL REPORT**

### **SACRAMENTO COUNTY AIRPORT SYSTEM AIRPORT OPERATIONS**

Date:

To:

From:

Subject:

On-scene commander:

Date and Time of Incident:

Location of Incident:

Person(s) Involved:

Incident Details:

Time Ended:

Pictures Attached? Yes / No



*Spill Reporting & Cleanup Policies for Hazardous Materials  
Sacramento County Airport System (SCAS)  
Staff, Tenants, and Contractors*



**SACRAMENTO COUNTY DEPARTMENT OF AIRPORTS  
ENVIRONMENTAL SPILL/RELEASE EXTERNAL REPORTING FORM**

**Date:** \_\_\_\_\_ **Reported by:** \_\_\_\_\_

**Location** (airport and specific area or building): \_\_\_\_\_

**Description of spill and cleanup:**

Material spilled (oil, diesel, jet fuel, gasoline, antifreeze, hydraulic fluid, sewage / biffy waste, unknown waste, etc.):

\_\_\_\_\_

Quantity spilled: \_\_\_\_\_ Time spill occurred: \_\_\_\_\_

Cause of spill (including responsible party): \_\_\_\_\_

Names and phone #s of persons involved in spill: \_\_\_\_\_

What environment (storm drain, unpaved area, ditch, etc.) got contaminated? \_\_\_\_\_

Cleanup process: \_\_\_\_\_

\_\_\_\_\_

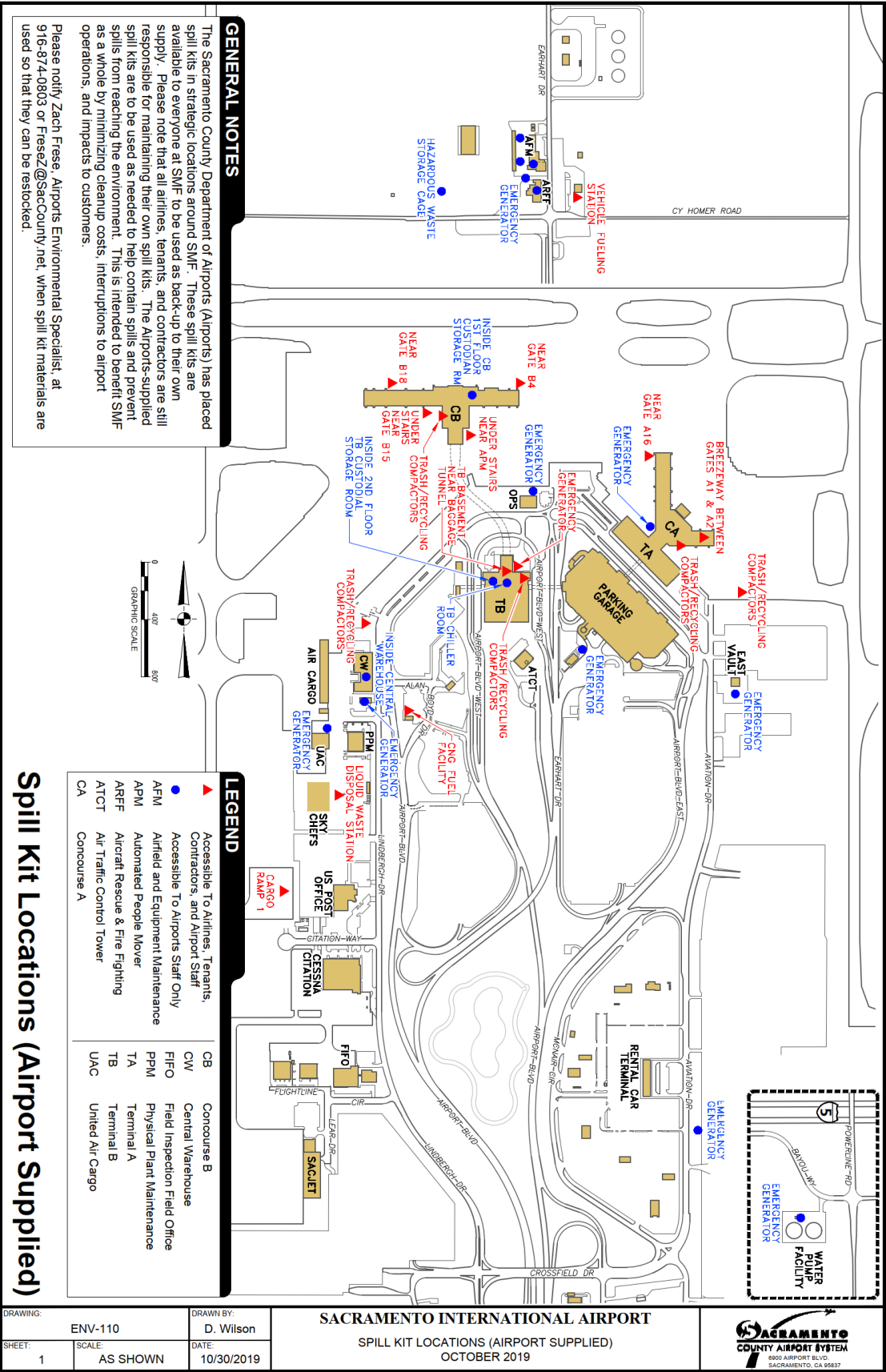
Time cleanup complete: \_\_\_\_\_

**REPORT TO THE FOLLOWING:**

AGENCY	TELEPHONE #	TIME CALLED	NOTES
CA Office of Emergency Services (Cal-OES)	(800) 852-7550 or 845-8759		Cal-OES Control #
Sacramento County Environmental Management Dept. (EMD)	875-8550 (M-F, 9-5) 875-5000 (24-hour)		
Environmental Specialist Kyle Cyran	(916) 767-3056		
<b>Report to additional agencies below if determined necessary:</b>			
National Response Center (NRC)	(800) 424-8802 or (202) 267-2675		Incident Report #
CA Regional Water Quality Control Board	(916) 464-3291		
U.S. Coast Guard (for Waterway Spills)	(415) 399-3547		
CA Dept. of Fish & Wildlife	(916) 358-1312		
Sac Metro Air Quality Management District (SMAQMD) (For vapor only)	(916) 874-4800		

Updated 8/16/2023

Spill Reporting & Cleanup Policies for Hazardous Materials  
Sacramento County Airport System (SCAS)  
Staff, Tenants, and Contractors



## Attachment 6: Waste Management Policy

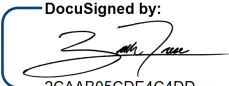
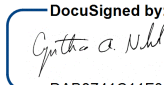
### WASTE MANAGEMENT POLICY



SACRAMENTO INTERNATIONAL AIRPORT

FOR TENANTS, CONCESSIONAIRES, AND CONTRACTORS

SACRAMENTO INTERNATIONAL AIRPORT

DocuSigned by:		10/19/2023
Prepared by:	<u>2CAAB05CDE4C4DD...</u> Zach Frese, Airport Planner Planning & Environment	<u>                    </u> Date
DocuSigned by:		10/19/2023
Approved by:	<u>DAB8741C11F0421...</u> Cynthia Nichol, Director Sacramento County Dept. of Airports	<u>                    </u> Date

Waste Management Policy  
Sacramento International Airport (SMF)  
Tenants, Concessionaires, and Contractors



Revision Log

Document Version	Date	Nature of Revision(s)	Author
1.0	1/3/2023	Original document	Zach Frese
1.1	4/3/23	Amended to incorporate comments from Airports stakeholders and DWMR	Zach Frese
1.2	6/20/23	Revised to incorporate edits from SCDA peer review process	Zach Frese

Waste Management Policy  
 Sacramento International Airport (SMF)  
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### **BACKGROUND:**

In January 2012, the California Department of Resources Recycling and Recovery (CalRecycle) adopted regulations outlined in [Assembly Bill \(AB\) 341](#), set forth the requirements for a statewide mandatory commercial recycling program. In September 2016, [Senate Bill \(SB\) 1383 \(Lara, Chapter 395, Statutes of 2016\)](#) set methane emissions reduction targets for California in a statewide effort to reduce emissions of short-lived climate pollutants (SLCP). This required local jurisdictions within the state to implement mandatory organic waste collection and recycling to divert organic waste from landfills. The resulting regulations were codified in November 2020 ([California Code of Regulations, Title 14, Division 7, Chapter 3](#)). Due to these regulations, both pre- and post-consumer organic waste and recyclables generated at Sacramento International Airport (SMF) must be collected and diverted from the landfill. The County of Sacramento Department of Waste Management and Recycling has adopted requirements consistent with those of the State of California and incorporated them into County Code ([SCC 6.20](#)).

### **PURPOSE:**

This Waste Management Policy (Policy) will be administered by the Sacramento County Department of Airports (Department) and intends to clarify and standardize the requirements and procedures for the handling and disposal of waste streams at SMF. The procedures below will ensure that SMF is in compliance with State and County regulations, and that waste loads will not be rejected by destination facilities due to contamination from other waste streams. In addition to the requirements outlined in this Policy, all are encouraged to reuse materials whenever possible.

### **POLICY STATEMENT:**

In order to reduce waste disposal costs, conserve natural resources, and comply with State laws and County ordinances, all tenants, concessionaires, and contractors ("Airport Users") are required to abide by this Policy. Failure to follow the procedures below will be considered a violation of this Policy, and may result in penalties.

### **PROCEDURES:**

The procedures for disposing of various types of materials are detailed here. If you have questions about the proper disposal of an item that is not on this list, contact the Recycling Coordinator at [air-EMS@saccounty.gov](mailto:air-EMS@saccounty.gov).

**1) Mixed Recyclables:** The following main categories of materials can be mixed together in the recycling containers:

- Paper: White, colored, copy, fax, newspaper, magazines, envelopes
- Cardboard and Paperboard
- Metals: Aluminum, steel, and bi-metal cans
- Glass: All colors of bottles and jars
- Plastic: Only numbers 1-3 (see Attachment A)

*Note: Grocery bags, plastic films (e.g., plastic wrap), plastic buckets, and Styrofoam are not recyclable*



Waste Management Policy  
 Sacramento International Airport (SMF)  
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Rules for Mixed Recycling:

- a) Clear bags (bin liners) must be used for disposal of recyclable materials.
- b) Refer to the Waste Sorting Flyer (Attachment B) to identify recyclable materials.
- c) Bins used for collection of recyclable materials shall be blue in color, and/or clearly labeled with the word "Recycle."
- d) Recyclable containers (e.g., cans, bottles, and jars) must be empty (no solids or free-flowing liquid) prior to disposal.
- e) Rinse off food from recyclable metal, glass, and plastic containers before disposal.
- f) All mixed recyclables shall be placed in a recycling container, collected, and placed into a recycling compactor or dumpster.
- g) Lids on all recycling dumpsters must be kept closed except while in use.
- h) Do not overfill dumpsters. If a dumpster's lid is unable to close, please contact the Maintenance Call Center at 874-0311 to report an overfilled dumpster.
- i) Scavenging of recyclables is prohibited. In accordance with County code, it is unlawful (and unsafe) to collect or remove any salvageable materials from a recycling or trash collection container (SCC 6.20.160 (B)).
- j) Do not place trash or other prohibited items (e.g., universal waste, hazardous waste, green waste, and food waste) into the containers, compactors, or dumpsters used for mixed recyclables. These materials are collected separately.

**2) Organic/Food Waste:**

Rules for Organic Waste Recycling:

- a) Compostable/biodegradable bags (bin liners) must be used for disposal of Organic Waste. Bags must meet the ASTM D6400 standard.
- b) Refer to the Waste Sorting Flyer (Attachment B) to identify Organic Waste.
- c) Organic Waste must be properly bagged to minimize pest-conducive conditions (e.g., full bags should be tied closed and kept off the ground prior to disposal).
- d) Bins used for the collection of Organic Waste shall be green in color, and/or clearly labeled with the word "Compost."
- e) Do not place trash, recyclables, or other prohibited items (e.g., universal waste, hazardous waste) into the containers, compactors, or dumpsters used for Organic Waste. These materials are collected separately.

- 3) Cooking grease:** Cooking grease collection containers are available to restaurant tenants in Terminal A, Terminal B, and Concourse B at SMF. If a container is full, please contact the Maintenance Call Center at (916) 874-0311. Users located outside of the terminals and concourses are responsible for obtaining their own grease collection containers and service. It is required that fats, oils, and grease (collectively known as FOG) are collected and not put down the drain (SCC 15.04.080).

- 4) Green Waste:** Green waste includes grass, leaves, and tree and shrub trimmings. Grass clippings and leaves on turf shall be mowed using mulch mowers, leaving clippings on-site as mulch, and not bagged or discarded. Suitable tree branches and shrub trimming shall be chipped with a woodchipper and recycled back as mulch for tree groves and other landscaped areas.



- 5) **Wood pallets:** Wood pallets must be recycled. The Department's Airfield Maintenance Section will transport wood pallets generated by tenant and concessionaires' operations to Area 13 to be stored until collected by pallet recyclers. Wood pallets at the terminals and concourses shall be staged in loading dock areas. Hallways and stairwells shall be always kept free of all empty pallets.
- 6) **Plastic pallets:** Plastic pallets are designed by vendors to be reused and are often subject to a deposit. Plastic pallets shall be staged in loading dock areas to be collected by the appropriate vendor(s). Hallways and stairwells shall be always kept free of all empty pallets.
- 7) **Scrap metal:** Scrap metal consists of recyclable and non-recyclable materials left over from replacement parts of equipment or vehicles, building supplies, surplus materials, or other non-usable metals. The proper storage and handling of scrap metal generated by tenants shall be the responsibility of each tenant. Under no circumstances shall scrap metal be disposed of in Airport-owned compactors or dumpsters.
- 8) **Used tires:** The storage and recycling of used tires generated by Airport Users are the responsibility of each user. Used tires must be stored in a manner to prevent mosquito breeding (e.g., minimize potential for ponding of water). Under no circumstances shall used tires be disposed of in compactors or dumpsters.
- 9) **Construction and Demolition (C&D) Debris:** Commonly generated C&D debris includes, but is not limited to, asphalt, concrete, brick, wood, metal, wallboard, and roofing material. All C&D debris generated at SMF must be recycled or reused whenever possible. If a material is suspected to contain asbestos, lead, or other hazardous substances, the material must be tested prior to disposal in accordance with State and Federal regulations. Upon completion of a project, waste generation totals shall be reported to the Recycling Coordinator to incorporate into the Department's Diversion Report. Bills of lading or other documentation can be sent to [Air-EMS@sacounty.gov](mailto:Air-EMS@sacounty.gov).
- 10) **Universal Waste:** Commonly generated Universal Wastes generated include, but are not limited to, dry-cell batteries, non-empty aerosol cans, electronics, and mercury-containing tubes and light bulbs. Universal waste must be picked up by a licensed waste hauler or brought to a [Household Hazardous Waste \(HHW\) collection site](#).
  - **Batteries:** Waste batteries generated by custodial contractors shall be collected and stored by the Airports' Custodial staff. All other tenants and contractors are responsible for the proper storage and disposal of their own waste batteries.
  - **Non-empty Aerosol Cans:** The State of California defines "empty" as when no material is expelled when the cap is depressed.
  - **Electronic Waste:** Commonly generated electronic wastes (e-waste) include, but are not limited to: computer equipment, cell phones, TVs, and DVD players. Electronic waste generated by Airports must be sent to County Surplus. Tenants are responsible for the proper disposal of electronic waste that they generate. There are e-waste collection cages in two locations at SMF: 1) the dumpsters at gate 6E; 2) the dumpsters at 10E. Additionally, electronic waste drop-off is available at Kiefer Landfill and the North Area Recovery Station (NARS) located in Sacramento County.
  - **Mercury-containing tubes and light bulbs:** In California, all fluorescent lamps and bulbs must be recycled or disposed of as hazardous waste, because they contain mercury. Fluorescent bulbs, compact lamps, metal halide bulbs, and sodium vapor bulbs may be disposed of at the North Area Recovery Station (NARS).

Waste Management Policy  
Sacramento International Airport ~~(SMF)~~  
Tenants, Concessionaires, and Contractors



**11) Hazardous Waste:** Some hazardous wastes are recyclable, such as used oil, used oil filters, used anti-freeze/coolant, and wet-cell lead-acid and sulfuric acid batteries. These recyclable hazardous wastes generated by Airports are to be stored in their designated locations. Proper storage and disposal of all hazardous waste generated by tenants are the responsibility of each tenant. All generators of hazardous waste must obtain a hazardous waste permit from the Environmental Management Department, and shall comply with all federal, state, and local laws and regulations.

**12) Landfill waste:** All other waste generated that is not identified above or otherwise able to be diverted from disposal in the landfill shall be handled as follows:

- a) Clear bags (bin liners) must be used for the disposal of landfill waste.
- b) Bins used for collection of landfill waste shall be black or grey in color, and/or clearly labeled with the word "Landfill."
- c) Do not place Recyclables, Organic Waste, or other prohibited items (e.g., universal waste, hazardous waste) into the containers, compactors, or dumpsters used for the collection of landfill waste. These materials are collected through separate programs.
- d) Refer to the Waste Sorting Flyer (Attachment B) to identify landfill waste.

#### **RESPONSIBILITY:**

Airport staff, which includes but is not limited to the Recycling Coordinator and members of Properties, Facilities, and Operations, are tasked with monitoring compliance with this Waste Management Policy. Additional support may be provided by the Business Environmental Resource Center (BERC) staff. In order to foster an atmosphere of compliance, all Airport staff are encouraged to take a "See Something, Say Something" approach to correct improper disposal practices.

It is the responsibility of all Airport Users to ensure that their employees are properly trained and equipped to comply with this policy. Airport Users shall be prepared to provide training records or other documentation upon request from Airport Staff.

Airport Users will provide their own waste receptacles within their leasehold areas, and label them in accordance with the above policy.

#### **PENALTIES:**

As stated above, failure to comply with any of the above will be considered a violation of this Policy. Penalties will be assessed based upon the conditions of each Airport User's contract or agreement.







Waste Management Policy  
 Sacramento International Airport (SMF)  
 Tenants, Concessionaires, and Contractors



## Attachment A

### Plastics 1-7

	Symbol	Description	
RECYCLE	 PETE	Clear tough plastic such as soft drink, juice and water bottles.	
	 HDPE	Common white or coloured plastic such as milk containers and shampoo bottles.	
	 V	Hard rigid clear plastic such as cordial bottles.	
LANDFILL	 LDPE	Soft flexible plastic e.g. squeezable bottles such as sauce bottles.	
	 PP	Hard but flexible plastic such as microwave ware, takeaway containers, some yoghurt/ice cream/jam containers, hinged lunch boxes.	
	 PS	Rigid, brittle plastic such as small tubs and margarine/butter containers.	
	 OTHER	All other plastics, including acrylic and nylon. Examples include some sports drink bottles, sunglasses, large water cooler bottles.	

## WHAT BELONGS IN THE RECYCLING?

### Paper products

- Office paper, mail and envelopes
- Newspaper
- Paper bags
- Cardboard boxes (broken down)
- Magazine

### Plastics labeled through

- Bottles (beverage, condiment, etc.)
- Containers (detergent, shampoo, etc.)

### Aluminum and metal

- Food and beverage cans
- Small scrap sheet metal
- Metal pots and pans
- Clean aluminum foil

### Glass bottles and jars (all colors)



Recycling should be clean, dry, empty and loose (not bagged)

If bagging is necessary, **ONLY** clear plastic bags are acceptable

**NO** plastic bags

**NO** film plastics

**NO** styrofoam

**NO** food scraps or food-soiled paper

## WHAT BELONGS IN THE ORGANICS?

### Food scraps (frozen, fresh, or spoiled)

- Meat and bones
- Fruit
- Vegetables
- Bread and pasta
- Egg shells
- Dairy products
- Coffee grounds
- Seafood

### Food-soiled paper

- Coffee filters
- Pizza boxes
- Used napkins
- Paper take-out containers
- Tea bags

### Yard Trimmings & Green Waste Organics

- Floral trimmings
- Branches & stems
- Leaves & grass
- Sawdust/non-painted wood



Use certified compostable bags or **CLEAR** plastic bags only

**NO** glass, metal, styrofoam, or plastic

**NO** liquids, grease, or oils

## WHAT BELONGS IN THE GARBAGE?

### Non-recyclable paper

- Laminated items
- Carbon paper and photographs
- Padded envelopes
- Vacuum bags

### Non-recyclable plastics

- Plastics not labeled  through 
- Plastic bags
- Film plastics and plastic wrap
- Snack wrappers
- Straws
- Bubble wrap

### Non-recyclable Glass

- Ceramics and dishware
- Mirrors
- Window or tempered glass
- Non-fluorescent light bulbs

### Other

- Diapers
- Feminine products
- Styrofoam
- Clothes hangers
- Hoses and tarps
- Sponges
- Textiles
- Treated wood
- Pet waste



**NO** organics or recyclable materials

**NO** construction or demolition materials

**NO** hazardous waste

## Attachment 7: Terminal Resource Access and Assignment Policy



### SACRAMENTO COUNTY DEPARTMENT OF AIRPORTS SACRAMENTO INTERNATIONAL AIRPORT TERMINAL RESOURCE ACCESS AND ASSIGNMENT POLICY



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

A handwritten signature in blue ink, appearing to read 'Cynthia Nichol'.

Cynthia Nichol, Director of Airports  
May 23, 2022

**SACRAMENTO COUNTY DEPARTMENT OF AIRPORTS  
SACRAMENTO INTERNATIONAL AIRPORT  
TERMINAL RESOURCE ACCESS AND ASSIGNMENT POLICY**

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**SACRAMENTO COUNTY DEPARTMENT OF AIRPORTS  
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TERMINAL RESOURCE ACCESS AND ASSIGNMENT POLICY**

**1 Revision Log**

Revision	Date (yyyy-mm-dd)	Description of Changes
00	2021-03-31	<ul style="list-style-type: none"><li>• Initial Release</li></ul>
01	2022-07-01	<ul style="list-style-type: none"><li>• Updated Policy to clarify and define period of use for terminal resources.</li><li>• Minor grammatical updates for clarification.</li><li>• Added training section</li></ul>

**SACRAMENTO COUNTY DEPARTMENT OF AIRPORTS  
SACRAMENTO INTERNATIONAL AIRPORT  
TERMINAL RESOURCE ACCESS AND ASSIGNMENT POLICY**

## **2 Acronyms**

Acronym	Definition
AODB	Airport Operational Database
AOP	Airport Operating Procedure
BID	Baggage Information Display
BHS	Baggage Handling System
BOS	Board of Supervisors, County of Sacramento
CBP	Customs and Border Protection
DD	Deputy Director
FID	Flight Information Display
FIS	Federal Inspection Services
FBO	Fixed Based Operator
GID	Gate Information Display
RMAC	Resource Management Advisory Committee
ROG	Remain On Gate
RON	Remain Over Night
SCDA	Sacramento County Department of Airport
SMF	Sacramento International Airport
SOP	Standard Operating Procedures
SMS	Safety Management System
TID	Tug Information Display
VFR	Visit Family and Relatives

**SACRAMENTO COUNTY DEPARTMENT OF AIRPORTS  
SACRAMENTO INTERNATIONAL AIRPORT  
TERMINAL RESOURCE ACCESS AND ASSIGNMENT POLICY**

### **3 Terms and Definitions**

**Advance Schedule:** The monthly schedule produced by the SCDA which allocates time slots on Gates, Ticket Counter Positions, Baggage Handling Systems and Aircraft Parking Positions terminal resources at Airport.

**Agreement:** The Sacramento International Airport Scheduled Airline Operating Agreement and Terminal Building Lease.

**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.

**Arrival Only Flight:** A flight by an Airline deplaning passenger only and not enplaning passenger for a departure flight.

**Airport Operational Database (AODB):** The Airport's database that provides flight-related data in a real-time environment.

**Airside Operations:** Airport staff that oversee the airfield, ramps, safety, and security of the Airport.

**Baggage Handling System:** The systems at the Airport dedicated to move baggage at the Airport

**Charter Flight:** A flight by an Airline chartered for a specific trip and is not part of a regular schedule.

**Charter Sponsor:** Any airline or Fixed Base Operator that provides ground support to a Charter Flight.

**Departure Only Flight:** A Flight by an Airline that enplanes passengers only (without deplaning passengers), or a Flight that arrives and deplanes passengers but has a departure time in excess of the maximum Period of Use time.

**Director:** The person holding the position of Director of Airports or any other person designated by the Director to exercise functions with respect to the duties and responsibilities of the Director.

**Disrupted Flight:** An unscheduled flight or a scheduled flight that is late or delayed for any reason in excess of 15 minutes.

**Domestic Flight:** A flight: (a) arriving at Airport from a city within the United States or from a city outside of the United States designated as a pre-clearance location and which has passengers and / or cargo that do not require clearance by the Federal Inspection Services (FIS) at Airport, or (b) departing from Airport to another city within the United States.



**SACRAMENTO COUNTY DEPARTMENT OF AIRPORTS  
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**Emergency Flight:** Any aircraft emergency by nature of safety, security or other reason deemed necessary to arrive at Airport. Stated emergencies may include but are not limited to "medical on-board" or "request for Law Enforcement Officer or security to meet the aircraft."

**Filed Schedule:** Any Airline flight schedule transmitted to the Airport for scheduling flights at Airport.

**Federal Inspection Services (FIS):** Those services provided by federal agencies responsible for the inspection of passengers, baggage and cargo entering the United States, including, but not limited to the Department of Homeland Security, Transportation Security Administration, Customs and Border Protection, Immigration and Customs Enforcement, U.S. Department of Agriculture and the U.S. Department of Health.

**Fixed Base Operator (FBO):** An organization granted the right by SCDA to operate at the Airport and provide aeronautical services such as fueling, hanger storage, tie-down and parking, aircraft rental, aircraft maintenance, flight instruction, and / or similar services.

**Aircraft Gate:** Shall mean those aircraft loading positions as they now exist or as they may hereinafter be modified or changed.

**Gate Occupancy Time:** The time between the published scheduled arrival time of an aircraft at a Gate (On Block) and the published scheduled departure time from the Gate (Off Block), adjusted for any extended ground time authorized by SCDA.

**Gate Rest Period:** The time between the departure of one aircraft from a Gate (Off Block) and the next planned arrival of another aircraft into the same Gate (On Block). The minimum Gate Rest Period between Scheduled Service at Airport is thirty minutes.

**International Flight:** A flight by an Airline that originates in a country other than the United States and requires the use of the Federal Inspection Services at the Airport. Or a flight that departs the Airport to destinations outside the United States.

**International Gate:** A Gate that offers sterile access to the FIS for flights that require U.S. Customs clearance.

**Landside Operations:** SCDA staff that are in a customer-service role overseeing the safety and security of the terminals, concourses, roadways, and properties at the Airport.

**Loading Bridge:** Shall mean any loading bridge serving aircraft at the Airport.

**Period of Use:** The maximum time allocated for which an Airline may use a terminal resource.

**Policy:** SCDA's Terminal Resource Access and Assignment Policy.

**SACRAMENTO COUNTY DEPARTMENT OF AIRPORTS  
SACRAMENTO INTERNATIONAL AIRPORT  
TERMINAL RESOURCE ACCESS AND ASSIGNMENT POLICY**

**Preferential Baggage Make Up Area:** Any baggage make up area assigned to an Airline preferentially in accordance with the Agreement.

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

**Preferential Ticket Counter Position:** Any Ticket Counter Position assigned to an Airline on a preferential basis in accordance with the Agreement.

**Remote Parking Position:** An aircraft parking position not located at a Gate. Some of the Remote Parking Positions at Airport are assigned to an Airline in accordance with the Agreement, while other parking positions on the ramp are assigned to an Airline as needed on a Per Use basis.

**Remain Over Night (RON):** An aircraft that is parked overnight at a Remote Parking Position or on a Gate.

**Resource Management Advisory Committee (RMAC):** The committee appointed by the Director to provide administration and implementation of this Policy.

**Safety Management System (SMS):** An integrated collection of processes and procedures that ensures a formalized and proactive approach to system safety through risk management at the Airport.

**Scheduled Service:** A Flight operated at a known frequency, by a specific Airline at a specific time of day consisting of the Period of Use and the Gate Rest Period.

**Schedule Submittal Form:** SCDA's prescribed form that must be submitted by Airlines operating at the Airport for evaluation, acceptance or rejection by the SCDA.

**Signatory Airline:** An Airline that has executed the Agreement.

**Sterile Area:** The area of the Airport where access is controlled by the inspection of persons and property in accordance with federally approved security programs. The Sterile Area includes, but is not limited to, Gates, Aircraft Parking Positions, and other locations at Airport.

**Swing Gate:** A Gate used primarily for domestic Flights, but is configured to accommodate international Flights, by providing a sterilized corridor for deplaning passengers to proceed through the FIS.

**Terminal Resources:** Includes Gates, Ticket Counter Positions, and Baggage Make-up Areas, and Aircraft Parking Positions at the Airport. The Director reserves the right to increase, decrease or change the capacity of Terminal Resources or Remote Parking Positions at any time when necessitated by construction, maintenance, operational need or other circumstances.

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## **4 General Information**

### **4.1 Purpose**

The purpose of this Policy is to define resource use and scheduling requirements for airlines and others operating at Airport.

SCDA shall use this Policy to manage and assign Terminal Resources at Airport to ensure safe, efficient, and equitable access to resources at Airport. In addition, all Airlines are required to comply with this Policy and all *Airport Rules and Regulations*, while operating at Airport.

As noted herein, all Airlines are required to provide the most accurate and up to date schedules possible. SCDA shall rely on information provided by the Airlines and / or information auto-populated into the AODB to assign and / or allocate Terminal Resources at the Airport. The decisions of SCDA under this Policy are final.

### **4.2 Effective Date**

This Policy shall take effect on the date signed by the Director. This Policy may be amended or rescinded by the Director as needed. If this Policy is amended or rescinded, Airlines shall be notified in writing of the effective date and shall be given at least 30 days' notice to comply.

### **4.3 Authority and Implementation**

On or before January 1<sup>st</sup> of each year, the Director or their designee, will appoint members to the RMAC. The RMAC shall provide oversight of the administration and implementation of this Policy, as set forth herein. SCDA staff, working in cooperation with the RMAC, will use its best efforts to allocate Terminal Resources in a fair and consistent manner pursuant to the Agreement, this Policy, and other guiding documents. The RMAC will be comprised of three SCDA representatives.

### **4.4 Participation**

All Airlines are required to provide the necessary information (Flight schedules, RON movements, Ticket Counter usage, etc.) for SCDA to actively manage the Terminal Resources as needed to ensure safe, efficient, and cost effective use of Terminal Resources. In addition, Airlines are required to correspond in a timely manner as to not affect Airport operations.

### **4.5 Conflict Resolution**

The Director or their designee, working in conjunction with the RMAC, will try their best to resolve Terminal Resource conflicts arising under the Policy. In the event Terminal

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Resource conflicts under the Policy are not resolved with the RMAC, the Director or their designee shall have the final authority in conflict resolution.

**4.6 Terminal Resource Policy Review**

In March of each year or before, the RMAC shall review this Policy, and recommend modifications to the Director or their designee to ensure safe, efficient and cost effective use of Terminal Resources at Airport. During this review, the RMAC will evaluate Terminal Resources and strive to implement strategies for subsequent years that will enable the SCDA to anticipate and meet operational needs. If the Policy is updated, it shall be published and distributed to Airlines on or before July 1<sup>st</sup> of each year. In the event there is an urgent update due to changing SCDA operational needs, the Airport reserves the right to immediately issue Policy revisions as needed.

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## **5 Terminal Resource Planning and Review Process**

Terminal Resource Planning and Reviews will be performed on a monthly basis using this Policy. Monthly planning and reviews shall apply to all Terminal Resources at the Airport. A two-phase process shall be utilized to manage Terminal Resources at Airport, Advance Planning and Post Advance Planning.

### **5.1 Advance Planning**

On the 1<sup>st</sup> day of each month, Airlines operating at the Airport shall submit their proposed flight schedules through either OAG or on the Schedule Submittal Form for the following month.

On the 1<sup>st</sup> day of each month, international carriers are to submit their proposed international flight schedules through either OAG or on the Schedule Submittal Form for two months out. By the 15<sup>th</sup> of each month, the RMAC shall meet and create draft Terminal Resource Schedules (Templates) so that resources are allocated equitably and without operational conflict at the Airport. By the 20<sup>th</sup> of each month, the RMAC shall finalize International and Per Use allocations based on resource requests submitted on the 1<sup>st</sup>. If a Terminal Resource request cannot be fulfilled, the requestor shall be notified in writing as to why.

The SCDA shall solicit additional resource requests, Per Use Gates, Remain Overnight and Ticket Counter Positions on or before the 25<sup>th</sup> and are due to SCDA one day before the end of the month for the following month.

### **5.2 Post Advance Planning**

Terminal Resource requests received after the 1<sup>st</sup> of the month will be evaluated on a first come first served basis and the remaining Terminal Resources shall be allocated based upon this Policy.

### **5.3 Planning Review**

The RMAC shall review the previous month's allocations and look for opportunities to optimize future Terminal Resource allocations, resolve conflicts and improve the Terminal Resource processes.

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## **6 Gate and Aircraft Parking Position Scheduling**

The Airport has thirty-two (32) Gates. Terminal Gates at the Airport are not leased exclusively, but are leased Preferentially or are used on a Per Use basis. Signatory Airlines with Preferential Gates assigned are actively managed by the Airline, while Signatory or Ordinance Airlines that are not assigned Preferential Gates are using the gates on a Per Use basis and are actively managed by the Airport. Remote Parking Positions are Per Use and are not leased exclusively or preferentially, except to Air Cargo Carriers that do not operate from a Terminal Gate at the Airport.

### **6.1 Gate Scheduling**

Airlines shall assign their scheduled aircraft to their Preferential Gate(s) utilizing their Airlines' software / hardware that interfaces with the AODB **or** they shall use an Airport provided AODB computer. All aspects of aircraft operations, including RON movements at the Airport shall be accounted for by the Airline utilizing the AODB.

Airlines operating at a Preferential Gate shall schedule its flights to operate at its Preferential Gate(s) and if they are unable to schedule its flights at its Preferential Gate(s), the airline shall contact the on-duty Airside Operations Officer by telephone at (916) 806-5309 to request a Per Use Gate. If a Per Use Gate is not available, the on-duty Airside Operations Officer may assign the Preferential Airlines flight to another Airlines Preferential Gate (Reference Agreement, Section 3.09).

Airlines are required to submit their flight schedules in accordance with this Policy and will receive first priority for the use of its Preferential Use Gate. A minimum Gate Rest Period is not required for an Airline scheduling flights at its Preferential Use Gate. If an Airline is scheduled on another Airlines Preferential Gate, the assigned Airline shall comply with the Period of Use and Gate Rest Periods as defined in this Policy.

In accordance with Section 3.09 of the Agreement, if an Airline's Preferential Use Gate is not scheduled to be used by the Airline it is leased to and SCDA has an operational need to utilize the Preferential Use Gate, SCDA may assign another Airline's operation at the Preferential Use Gate. The Airport will direct the Preferential Airline to make Gates and other facilities available to any Airline seeking to operate at a Gate during times where the Preferential Use Gate is not in use or is not scheduled to be in use. SCDA will collect and reimburse the Preferential Airline in accordance with the Agreement. Trading gates between Airlines is strictly prohibited and may be subject to a \$500 fine plus the administrative fees for annual reconciliation.

Airlines unable to schedule New Flights on their Preferential Use Gate(s) must submit a written request to the RMAC as prescribed in Section 5, Terminal Resource Planning and Review Process.

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If a Preferential Airline's flight is imminent (unscheduled) to their Preferential Gate, the Preferential Airline requesting the use of another Gate will be moved to another gate by making the request to on-duty Airside Operations Officer by telephone at (916) 806-5309, who will assign the flight to an available Gate in the AODB.

If the Airline requesting the use of another Gate is to remain overnight, the on-duty Airside Operations Officer shall enter the tow times to and from the RON into the AODB. If the tow times of the Preferential Airline requesting the use of another Gate changes by more than fifteen (15) minutes, the Preferential Airline shall immediately notify the on-duty Airside Operations Officer by phone, who shall ensure the AODB is update.

Preferential Airlines operating at their Preferential Gate shall ensure that all equipment remains in a configuration that will allow any Airline to perform its required check-in process. To ensure the Airport can meet the operational need for Airlines during IROPs, Airlines are to log off of the equipment when finished processing the flight.

Preferential Airlines shall keep their gate areas tidy, clear of clutter and secure at all times as to not prevent other carriers from operating from the gate if the operational need arises. If during the use of resources, an Airlines realizes equipment is inoperable, the Airline shall immediately report inoperable equipment to 916-874-0311.

## **6.2 Per Use Airline Gate Scheduling**

Signatory or Ordinance Airlines operating on a Per Use basis shall submit a flight schedule to the RMAC on the first of each month for the subsequent month's flight schedule per Section 5 of this Policy. The Airline will be assigned either a Per Use or a Preferential Use Gate. To ensure Gate availability the Airport will strictly enforce Period of Use and Gate Rest requirements in this Policy.

Flights that are scheduled on Per Use Gates that deviate from Scheduled Flight times by more than fifteen (15) minutes must be reported to the on-duty Airside Operations Officer at (916) 806-5309 as soon as such information becomes known to the Airline. When the Disrupted Flight creates a conflict with another Scheduled Flight at the assigned Gate, the Disrupted Flight will be rescheduled to another available Gate. If another Gate is not available, the Disrupted Flight will be held at a location designated by on-duty Airside Operations Officer until such time as a Gate becomes available.

Per Use Airlines shall keep the gate areas tidy, clear of clutter and secure at all times as to not prevent other carriers from operating from the gate if the operational need arises. If during the use of resources, an Airlines realizes the Per Use equipment is inoperable, the Airline shall immediately report inoperable equipment to 916-874-0311.

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**6.3 Scheduled Gate Priorities**

When considering Gate assignments, SCDA will utilize the following International, Preferential and Per Use Gate priorities, in descending order of precedence:

1. International Flights to an International Gate.
2. Domestic Flight, Preferential Airline assigned to their Preferential Use Gate.
3. Domestic Flight, Preferential / Per Use Airline assigned to Per Use Gate.
4. Domestic Flight, Preferential Airline / Per Use Airline assigned to another Airline's Preferential Use Gate if no Per Use Gate is available.

For any Gate conflicts within a category above, flights will be prioritized in the following order:

1. Advance planned flights have priority over flights that are submitted after the advance planning process has ended.
  - a. International flights with CBP approved landing rights will have priority over international flights pending CBP approved landing rights.
  - b. Existing scheduled service shall have priority to remain on existing gates.
  - c. Existing scheduled service can only be moved from a Gate if there is another Gate available to accommodate the existing scheduled service. SCDA will make reasonable efforts to assign a Gate in close proximity to the Airline's operating space.
  - d. SCDA reserves the right to assign existing scheduled service on Gates but will only assign existing scheduled service to Preferential Use Gates if there are no Per Use Gates available. The SCDA will make a reasonable effort to assign a Gate in close proximity to the Airline's operating space.
2. Flights of larger aircraft (by Aircraft Design Group and / or number of seats) have priority over smaller aircraft flights.
3. Turned flights have priority over Arrival Only Flights, which have priority over Departing Only Flights.
4. Flights with frequency greater than or equal to five (high frequency) have priority over flights with Frequency less than five (low frequency).
5. Airline sponsored Charter Flights that are operated or marketed by any of the Airlines operating at the Airport have priority over a non-sponsored Charter Flight.
6. Service to a new non-stop destination that has not been served in the last 12 months, and within this category priority will be based on the number of departing seats on the scheduled aircraft.
7. Service to a non-stop destination that has been served in the last 12 months, and within this category priority will be based on the number of departing seats on the scheduled aircraft.



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An Airline can only maintain a Gate priority for its own flights and are not transferable to another Airline.

**6.4 Unscheduled Gate Usage Priorities**

Gate assignments for unplanned operations (e.g., irregular operations, aircraft mechanical problems, flight crew conflicts, etc.) shall be coordinated with the on-duty Airside Operations Officer at (916) 806-5309. Unplanned flight operations shall use the following priorities:

1. Emergency Flight has priority on any available Gate.
2. International Flight on an International Gate on the Advanced Schedule.
3. International Flight on an International Gate not on the Advanced Schedule.
4. Domestic Flight on the Advanced Schedule.
5. Domestic Flight not on the Advanced Schedule by an Airline on its own Preferential Use Gate.
6. Domestic Flight not on the Advanced Schedule on a Per Use Gate, or another Airline's Preferential Use Gate if a Per Use Gate is available.

Airside Operations will utilize these guidelines to the extent practical, but will make all Gate assignments in the best interest of the Airport. Assignments could require that aircraft be towed to / from Per Use or Preferential Use Gates and RON locations to meet the Airports' operational needs.

**6.5 Aircraft Parking Scheduling**

Remote Parking Positions are allocated on a Per Use basis, except for Air Cargo Carriers, which lease Remote Parking Positions. Airlines shall capture all aircraft movements to and from a RON within the Airport's AODB to ensure safe, efficient, and cost effective use of Terminal Resources.

If an Airline has exceeded its Period of Use, in accordance with Tables 3 and 4, or has a mechanical delay, the Airline may be required to tow the aircraft to a Remote Parking Position at the sole discretion and direction of the on-duty Airside Operations Officer.

SCDA may assign specific Remote Parking Position location(s) to an Airline that routinely RON aircraft. Those Airlines that have been assigned specific Remote Parking Position location(s) shall utilize the Airports AODB computer to enter all Airline aircraft movements from an arrival Gate to the Remote Parking Position location and from the Remote Parking Position location back to a departure Gate.

If an Airline has not been assigned a specific Remote Parking Position location, but would like to RON their aircraft, the Airline must contact the on-duty Airport Operations Officer by telephone at (916) 806-5309, who will either approve or deny the request. If approved, the on-duty Airport Operations Officer will move the Flight to the Remote Parking Position

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requested and enter the desired time to move the aircraft back to a departure Gate. If the time to move the aircraft back to a departing Gate changes by more than fifteen (15) minutes, the Airline shall notify the on-duty Airport Operations Officer at (916) 806-5309, who will update the aircraft movement in the AODB. If the requested RON location is not available, the Airline and the on-duty Airport Operations Officer shall collaborate to find a suitable aircraft parking location. Once a suitable parking location is agreed upon, the on-duty Airport Operations Officer will move the flight in the AODB and enter the desired time to move the aircraft back to a departure Gate.

The importance of capturing aircraft movements aligns with the Airport's SMS and will allow the Airport to quantify Remote Parking Position usage and qualify future remote parking planning. If an Airline fails to capture / request RON usage, the Airline Station Manager will be notified in writing and / or fined in accordance with Table 2.

RON charges shall be charged at the rate stipulated per the Agreement. The duration of use for a single RON position use shall be charged in six (6) hour blocks of time. Fractional use shall be rounded up to the next six (6) hour block.

Table 2: RON / Period of Use Non-Compliance

Notification	Action
1st	Written notification to the Airline Station Manager.
2nd	Written notification to the Airline Station Manager.
3rd	Written notification to the Airline Station Manager of a fine of \$25 per occurrence will be submitted SCDA's Properties section for billing.
4th	Written notification to the Airline Station Manager of a fine of \$100 per occurrence will be submitted SCDA's Properties section for billing.

## **6.6 Aircraft Parking Priorities**

ROG / RON positions will be prioritized as follows:

1. ROG on a Preferential Use Gate by the Airline assigned to that Preferential Use Gate.
2. ROG for a Scheduled Flight on a Per Use Gate or unused Preferential Use Gate.
3. ROG for an unscheduled Flight on a Per Use Gate or unused Preferential Gate.
4. RON for Scheduled Service on a Remote Parking Position.
5. RON for a New Flight on a Remote Parking Position.
6. RON for an unscheduled Flight on a Remote Parking Position.

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Aircraft that remain on gate at Per Use Gates and unused Preferential Use Gates will be further prioritized based on the following day's earliest departure time and proximity to an Airline's operating space. RON parking shall be conditionally granted with the requirement the Airline must be able to tow as requested by the On Duty Airside Operations Officer without advance notice to accommodate the Airports' operational needs. Failure to tow as requested may result in the loss of the ROG / RON assignment and or additional Gate Use charges for each Period of Use until the Aircraft is removed and made available to meet the Airports operational need.

To the extent practicable, SCDA will maintain at least one Per Use Gate at each Terminal that does not have a ROG scheduled to keep it available for irregular operations.

### **6.7 Period of Use**

The Period of Use for which an Airline may schedule and be charged for a Flight at any Per Use Gate is detailed in Table 3. In the event that an Airline is assigned to another Airlines Preferential Gate, the same Period of Use would apply.

Table 3: Period of Use for a Turn Flight

Number of Seats	Domestic	International
100 Seats or Less	60 Minutes	75 Minutes
101 - 150 Seats	60 Minutes	90 Minutes
151 - 200 Seats	90 Minutes	90 Minutes
201 - 250 Seats	100 Minutes	120 Minutes
Widebody – Dual Aisle Aircraft*	120 Minutes	180 Minutes

\*Widebody – Dual Aisle Aircraft turn times apply regardless of aircraft capacity due to fueling requirements.

Airlines that use Per Use and International / may be required to deplane, then tow to another available Gate or Remote Parking Position to meet the Airport's operational need.

The Period of Use for which a Domestic or International flight may schedule an arrival or departure only Flight at any Per Use Gate is detailed in Table 4. In the event that an Airline is assigned to another Airlines Preferential Gate, the same Period of Use would apply.

Table 4: Period of Use for an Arrival or Departure only Flight

Number of Seats	Domestic	International
100 Seats or Less	30 Minutes	40 Minutes

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101 - 150 Seats	30 Minutes	45 Minutes
151 - 200 Seats	45 Minutes	50 Minutes
201 - 250 Seats	50 Minutes	60 Minutes
Widebody – Dual Aisle Aircraft	60 Minutes	90 Minutes

After an Aircraft RONs or ROGs and is the first Flight of the day, an additional 15 minutes will be added to the Maximum Period of Use to allow for Airline to complete security procedures.

Another Period of Use charge will apply if an Airline exceeds the Period of Use. In addition, if an Airline continues to exceed the Periods of Use the Airline Station Manager will be notified in writing in accordance with Table 2.

### **6.8 Gate Rest Periods**

To ensure that there is enough time between a departing Flight and an arriving Flight, all Airlines using Per Use Equipment shall schedule flights with fifteen (15) minutes after a flight departs plus fifteen (15) minutes before a flight arrives for a total of 30 minutes Gate Rest time between flights. The Gate Rest Period allows outgoing staff enough time to safely clean and shift resources, and the oncoming staff time to prepare for the next Scheduled Service. As noted in Section 6, there is no minimum Gate Rest Period required for an Airline scheduling Flights at its Preferential Use Gate. If an Airline fails to adhere to the Gate Rest Period, the Airline Station Manager will be notified in writing in accordance with Table 2.

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## **7 Ticket Counter Scheduling**

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 SMF are not leased exclusively, but are leased preferentially or are 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 Ticket Counter Position location to balance the use of Terminal Resources.

### **7.1 Preferential Ticket Counter Scheduling**

Airlines are assigned Ticket Counter Positions as part of the Agreement with the Airport and are allowed to utilize their Preferential Ticket Positions all day, every day. If an Airline wishes to use an additional Ticket Counter Position on a Per Use basis, the Preferential Airline shall make the request to the Airport's Landside Operations Officer at (916) 806-5351 with as much advance notice as possible. If a Preferential Airline does utilize an additional Ticket Counter Position, the Airline shall be charged at the rate stipulated per the Agreement for each Period of Use. The Period of Use of a single Ticket Counter Position shall be charged in two (2) hour blocks of time. Fractional use shall be rounded up to the next two (2) hour block. If a Preferential Airline uses a Per Use Ticket Counter Position under fifteen (15) minutes, it shall be free of charge. All Airlines shall log off of Ticket Counter Position equipment when finished or charges will continue to accrue.

Preferential Airlines shall keep their Ticket Counter areas tidy, clear of clutter and secure at all times as to not prevent other carriers from operating from the Ticket Counter if the operational need arises. If during the use of resources, an Airlines realizes the equipment is inoperable, the Airline shall immediately report inoperable equipment to 916-874-0311.

### **7.2 Per Use Ticket Counter Scheduling**

Airlines assigned Ticket Counter Positions on a Per Use basis as part of the Agreement with the Airport, may access Ticket Counter Positions up to two (2) hours before and no more than one (1) hour after the Flight has departed. If an Airline wishes to use a Per Use Ticket Counter Position beyond the allotted time or request an additional ticket counter on a Per Use basis, the Airline shall make the request to the Landside Operations Officer at (916) 806-5351 as soon as possible.

The use of a Per Use Ticket Counter Position shall be charged in two (2) hour blocks of time. Fractional use shall be rounded up to a two (2) hour block. All Airlines shall log off

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of Ticket Counter Position equipment when finished or use charges will continue to accrue.

Per Use Airlines shall keep the Ticket Counter areas tidy, clear of clutter and secure at all times as to not prevent other carriers from operating from the Ticket Counter if the operational need arises. If during the use of resources, an Airlines realizes the equipment is inoperable, the Airline shall immediately report inoperable equipment to 916-874-0311.

### **7.3 Ticket Counter Position Assignment Priorities**

SCDA reserves the right to make Ticket Counter Position allocations at its sole discretion to ensure safe, efficient, and cost effective use of Terminal Resources.

SCDA will attempt to assign all requested Ticket Counter Positions next to their Airline operational area in the same Terminal.

In addition, SCDA will consider the following when assigning Ticket Counter Positions:

1. Existing Ticket Counter Position assignments
2. Availability of Ticket Counter Positions
3. Proximity to Airline office space within the Terminal
4. Flights on the Advanced Schedule (which have priority over flights not on the Advance Schedule)
5. Other operational considerations

### **7.4 General Rules and Delays at Ticket Counters**

Ticket Counter Positions will be assigned to Airlines by SCDA to allow for timely check-in of passengers and baggage in a manner consistent with the Agreement.

SCDA will use its best efforts to assign Per Use Ticket Counter Positions at the locations preferred by the requesting Airline. In case of conflicting requests, SCDA will assign available Ticket Counter Positions to minimize delays of passengers and baggage and to limit operational inconveniences to the requesting Airline in a manner consistent with the Agreement.

The Per Use Self Service systems owned by the Airport will be actively maintained and managed by the SCDA.

In the event that an Airline is delayed at its assigned Per Use Ticket Counter Position that delayed Airline will be required to surrender up to 75% of its Per Use Ticket Counter Positions to the oncoming Airline that is scheduled to use those positions next. For example: if an Airline is using four (4) Ticket Counter Positions experiences a delay that extends into the usage time of the next Airline assigned to those Ticket Counter Positions, the first delayed airline must surrender three of the four Ticket Counter Positions to the on-coming Airline. Alternatively, if the delayed Airline is using three Ticket Counter

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Positions or less, they shall surrender all but one (1) of the Ticket Counter Position to the on-coming Airline.

The delayed Airline may coordinate with the SCDA in order to utilize other available Ticket Counter Positions after surrendering Ticket Counter Positions to the on-coming airline. This includes any available Per Use Ticket Counters or, if necessary, any available Preferential Use Ticket Counters that are assigned to other Airlines, but are not scheduled to be used during the times of need. Airlines shall make additional Ticket Counter Position requests to the Landside Operations Officer at (916) 806-5351 as soon as possible.

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## **8 Baggage Handling System Scheduling**

The Airport has four (4) independent Baggage Handling Systems. Between the four (4) systems, there are twenty two (22) induction locations, four (4) outbound baggage carousels, thirteen outbound (13) sort piers and seven (7) inbound baggage carousels. Baggage Handling Systems at the Airport are not leased exclusively, but are leased Preferentially or Per Use.

### **8.1 Preferential Baggage Handling System Scheduling**

Airlines are assigned Ticket Counter Positions, which have a Baggage Handling System induction location near their Ticket Counter Positions. Outbound sort pier or carousel assignments are detailed in the Agreement. Preferential Airlines are allowed to utilize their assigned Baggage Handling System all day, every day. If changes to the assigned pier or carousel are needed, contact the Landside On Duty Airport Operations Officer at (916) 806-5351, who will coordinate with other Airport sections to enact the request.

Inbound Baggage Handling System assignments are made in a round-robin fashion to ensure even asset utilization. One hour prior to a Flight arriving, the AODB will finalize the assigned inbound carousel, which can be communicated to the inbound Aircraft and ground handling staff. In addition, the inbound carousel, Flight number and Airline information will be populated on a screen near the Terminal inbound carousel on the secure side where ground handling staff offload baggage. If an operator tries to utilize any other carousel than the one assigned, the information to the passengers will show the wrong carousel. The operator must use the designated carousel as prescribed.

If a flight has been loaded with passengers and bags, but has an issue and needs to return the bags to the customers, the Airline shall contact the Landside On Duty Airport Operations Officer at (916) 806-5351 to coordinate returning the baggage to the customers.

### **8.2 Per Use Baggage Handling System Scheduling**

Per Use Airlines have been assigned Ticket Counter Positions, which have a Baggage Handling System induction location near their Ticket Counter Positions. Outbound sort pier or carousel assignments are detailed within the Agreement. Per Use Airlines are allowed to utilize the Baggage Handling System in accordance with the time allocated for Per Use Ticket Positions. If changes to the assigned pier or carousel are needed, contact the Landside On Duty Airport Operations Officer at (916) 806-5351, who will coordinate internally within SCDA to enact the request.

Inbound baggage handling system assignments are made in a round-robin fashion to ensure asset utilization is even. One hour prior to a flight arriving, the AODB will finalize the assigned inbound carousel, which can be communicated to the inbound Aircraft and



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ground handling staff. In addition, the carousel, flight number and airline information will be populated on a screen near the inbound carousel on the secure side where ground handlers offload baggage. If an operator tries to utilize any other carousel than the one assigned, the information to the passengers will show the wrong carousel. The operator must use the designated carousel as prescribed.

If a flight has been loaded with passengers and bags, but has an issue and needs to return the bags to the customers, the Airline shall contact the Landside On Duty Airport Operations Officer at (916) 806-5351 to coordinate returning the baggage to the customers.

### **8.3 Baggage Handling System Assignment Priorities**

The Baggage Handling System assignment priorities are listed below in order of importance:

1. Round-Robin (Inbound only)
2. Preferential Use (Outbound only)
3. Per Use (Outbound only)

Airlines may be required to share Baggage Handling System resources to meet Airport operational needs.

### **8.4 General Baggage Handling System Rules and Delays**

When an Airline begins inducting baggage at a Ticket Counter Position, the Airline shall have staff in place at the carousel and / or sort pier to immediately remove baggage. If there are Baggage Handling System delays, baggage operations may be shifted from one location to another to continue airport operations, Airlines will be notified. Only baggage that conforms to the Baggage Handling System specifications may be inducted, all other items are to be evaluated using prescribed methods to ensure safety, security and efficiency of the Baggage Handling System.

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**9 Quality Assurance**

The SCDA reserves the right to audit Terminal Resource usage submitted by Airlines against AODB usage records to determine whether Terminal Resources were actually utilized. Should SCDA find material inconsistencies with the Terminal Resource usage submitted by Airlines or the AODB, SCDA shall research inconsistencies and work with Airlines and the Airport AODB service provider to ensure accurate Terminal Resource usage information is captured in the AODB and / or reported by the Airlines.

**SACRAMENTO COUNTY DEPARTMENT OF AIRPORTS  
SACRAMENTO INTERNATIONAL AIRPORT  
TERMINAL RESOURCE ACCESS AND ASSIGNMENT POLICY**

## **10 Terminal Resource Optimization**

Terminal Resource needs and availability will change over time. As noted in Section 5, the Airport may optimize Terminal Resource usage by reassigning, upgrading, replacing, adding, or decommissioning Terminal Resources. SCDA shall work with Airlines and others to optimize resource utilization to meet the Airport's operational needs.

**SACRAMENTO COUNTY DEPARTMENT OF AIRPORTS  
SACRAMENTO INTERNATIONAL AIRPORT  
TERMINAL RESOURCE ACCESS AND ASSIGNMENT POLICY**

**11 AODB Training**

Resource Management Staff shall provide AODB training to Airline staff to ensure they are knowledgeable and can manage their flights at gates and RONS. In addition, Resource Management Staff shall provide Airline BSO agents in how to shift flights from one carousel to another as need during contingency operations.

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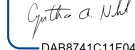
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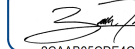
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Browsers:	Final release versions of Internet Explorer® 6.0 or above (Windows only); Mozilla Firefox 2.0 or above (Windows and Mac); Safari™ 3.0 or above (Mac only)
PDF Reader:	Acrobat® or similar software may be required to view and print PDF files
Screen Resolution:	800 x 600 minimum



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