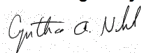


Sacramento County Department of Airports

Airport Rules & Regulations: Sacramento Executive 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	2022-09-22	<ul style="list-style-type: none">• Initial Release of Airport Rules and Regulations
01	2023-08-24	<ul style="list-style-type: none">• Added Revision Log• Section 2.7: Aircraft Parking; added language regarding securing unattended aircraft.• Section 4.4: Aircraft Cleaning/Washing; added additional language regarding designated aircraft wash racks usage.• Added Section 4.7: Aircraft Deicing• Section 4.8: Emergencies and Incidents; renumbered for sequencing and added/updated language.

Introduction

The statements contained herein express the policy of Sacramento County Department of Airports (Department), duly adopted as the Sacramento Executive Airport (Airport) Rules and Regulations, and are intended to ensure the safe and efficient operations of the 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 (County) through its Board of Supervisors.

Purpose

These rules and regulations specify the requirements that must be fully complied with by any entity engaging in aeronautical activities at the Airport. These rules and regulations shall apply to any new agreement, existing agreement, Permit, or any amendment to any existing agreement or Permit relating to the leasing, occupancy, or activity related to all activities and aeronautical operations 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 (Director), 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. The Director or an authorized representative of the Director shall have the authority to suspend flying operations when in his or her opinion, the conditions of the landing field is in a condition that makes Airport operations unsafe, or when directed to do so by the Federal Aviation Administration or Transportation Security Agency or any other governing agency.

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

Acceptance and Obligation to Abide

The use of the Airport or any of its facilities in any manner shall constitute acceptance of these Rules and Regulations, and shall create an obligation of every user to abide by these Rules. By publication of these Rules by the Department, all Airport users will be deemed to have knowledge of these Rules. The office of the Director and the Airport's website shall provide access to copies of these Rules and Regulations.

All Fixed-Based Operators (FBO) operating on the grounds of the Airport shall conspicuously post a copy of the Rules in their places of business and are available for reference upon request by employees, invitees, guests and owners and operators of Aircraft that may be using the Airport.

In addition to these Rules, all users of the Airport are required to abide by all applicable rules, regulations, ordinances or laws promulgated by any local, State or federal entity, including but not limited to the Sacramento County, Cal Trans, TSA and the FAA.

It shall be prohibited for any Person to enter or to gain access to the Airport by Aircraft, Vehicle, walking or any other means, in locations specifically prohibited or restricted for such access, unless specific authorization is granted by the Airport prior to the access.

It shall be prohibited for any Person to ignore or otherwise fail to comply with any safety directive of a law enforcement officer, fire fighter, the Airport Director, or other local, State or federal officer.

Abbreviations and Definitions

Abandoned Aircraft: Any Aircraft that is left unattended on Airport property in an inoperable condition or under such circumstances that it is the owner/operators intent to voluntarily surrendered, relinquish or disclaim the Aircraft. Any Aircraft left in an unleased space for 30 days or longer shall be considered abandoned and is subject to removal from the Airport.

Abandoned Motor Vehicle: A motor Vehicle will be deemed as abandoned if the Vehicle is left unattended under the following conditions:

- A. Vehicles with no plates affixed and with expired plates for more than 72 hours
- B. If Vehicle is parked in a non-designated parking space for more than 8 hours
- C. Is parked in an area required to have a parking Permit.
- D. Parked in any parking lot for more than 72 hours without a parking Permit

Advisory Circular: means the following publications by the United States Department of Transportation, Federal Aviation Administration (FAA): and future amendments to or replacements of such Advisory Circulars.

Aeronautical activity: Any activity which involves, makes possible, or is required for the operation of Aircraft, or which contributes to or is required for the safety of such operations, such as air taxi, cargo and charter operations, scheduled or nonscheduled air carrier services, pilot training, Aircraft rental, Flying Clubs, aerial photography, crop dusting, aerial advertising and surveying, Aircraft sales and service, Aircraft storage, sale of aviation petroleum products, repair and maintenance of Aircraft, sale of Aircraft parts, avionics, parachute activities, ultralight activities, etc.

Aeronautical Service: Any service which involves, makes possible or is required for the operation of Aircraft, or which contributes to or is required for the safety of Aircraft operations commonly conducted at the Airport by a Person who has a Lease, license, or Permit to provide such services.

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 Accident: Any occurrence associated with the operation of an Aircraft, which takes place between the time any Person boards the Aircraft with the intent of flight and all such Persons have disembarked, and in which any Person suffers death or serious injury, or in which the Aircraft receives Substantial Damage.

Aircraft Emergency: A problem or condition involving an Aircraft in flight or on the ground that could endanger lives or property.

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.

Aircraft Maintenance: The repair, adjustment or inspection of an Aircraft by a pilot, owner or mechanic other than the routine cleaning, upkeep and servicing of an Aircraft in preparation for flight. Minor repairs are characterized as normal, routine annual inspection with attendant maintenance, repair, calibration or adjustment of Aircraft and their accessories. Major repairs are characterized as major alterations to the airframe, power plant, propeller, and accessories as defined in Title 14 CFR Part 43.

Aircraft Operation: An Aircraft takeoff, landing, touch and go, stop and go, low approach or missed approach.

Aircraft Support and Service Vehicles: Those motor Vehicles routinely used on the AOA for service, maintenance and Aircraft support such as maintenance trucks, fuel trucks, and Aircraft towing Vehicles. Privately owned Vehicles operated by Persons with based Aircraft are excluded.

Airport: All land and improvements located within the geographical boundaries of the Sacramento Executive Airport, Sacramento County, California as such boundaries currently exist and may be modified in the future.

Airport Manager: – The authorized representative of the Director of Airports.

Air Operations Area (AOA): That area of the Airport used or intended to be used for landing, takeoff, or surface maneuvering of Aircraft. The AOA includes the active runways, taxiways, Taxilanes, Aprons, Ramps and turf areas. Part, or all, of the AOA may be within restricted and/or Secured Areas.

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

Apron / Ramp: An area of the Airport designated for Aircraft surface maneuvering, parking, fueling, servicing, loading / unloading of cargo, and enplaning / deplaning of passengers.

APU: Auxiliary Power Unit allows the Aircraft to operate autonomously without reliance on ground support equipment

Air Traffic Control Tower (ATCT): The facility from which the FAA, or FAA contract personnel provide air traffic control services.

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.

Caltrans: California Department of Transportation

CFR: Code of Federal Regulations is the codification of the general and permanent rules published in the Federal Register by the executive departments and agencies of the Federal Government.

Communications Center: The section of the County Airport System that has a centralized physical location, at Sacramento International Airport, where multiple organizations work together to develop a comprehensive representation of all aspects of Airport operations. It is a 24/7 run department whose emergency contact number is 916-929-5000.

Commercial Operation: Any Person or entity engaged in the transfer of goods, operations or services performed for compensation, monetarily or otherwise, which is conducted on or based at the Airport, excepting those activities specifically designated herein as noncommercial activities.

Commercial Operator Permit: The legal agreement between the County of Sacramento and a commercial aviation business provider that may or may not be a tenant of the Airport that authorizes the commercial aviation firm to conduct business on Airport and identifies the parameters, conditions, rates and charges due for that right.

County Airport System: Sacramento International Airport, Sacramento Executive Airport, Mather Airport and Franklin Field; and any other aviation facility as may be from time to time owned or operated and designated by the County of Sacramento to be part of the Airport System. For the purposes of these Rules and Regulations, Sacramento Executive Airport is listed as the "Airport."

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.

Emergency Vehicles: Vehicles that are painted, marked, lighted or escorted and used by law enforcement (Sheriff, Police, Highway Patrol) or security offices, Fire Department, ambulance, military, Cal Trans or other Airport officials to carry out their daily duties of used in response to an emergency situation.

Engine Run-up: The operation of an engine at power settings in excess of those needed for normal taxiing of the Aircraft. Engine Run-ups are usually conducted at relatively high power settings in order to determine if the performance of an Aircraft engine.

Escorting: When an authorized Person accompanies an unauthorized Person(s) and / or Vehicle(s) onto the airfield.

FAA: Federal Aviation Administration operates within the Department of Transportation charged with regulating air commerce.

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.

Flying Club: A noncommercial organization established to promote flying, develop skills in aeronautics, including pilot raining, navigation, and awareness of aviation requirements and techniques.

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.

Fuel Handling: The storage, transportation, delivery, dispensing, fueling, de-fueling, and draining of aviation or motor Vehicle fuel or waste aviation or motor Vehicle fuel products.

Fuel Storage Area: Those locations on the Airport designated in writing by the Airport System or Airport Manager as areas in which aviation or motor Vehicle fuels or any other type of fuel may be stored and used for the delivery of bulk fuels by a wholesaler or reseller of fuels.

Fueling Agent / Supplier: A business licensed and authorized to dispense fuel into an Aircraft storage facility or to accept delivery of fuel from a major oil company, fuel wholesaler or reseller at the fuel tank storage facility farm as approved by the Airport Manager. At the fuel storage facility, the Fueling Agent will further dispense fuel from the fuel storage tanks into mobile fuel servicing Vehicles usually associated with an Airport fuel facility approved by the Airport.

Hazardous Material: Any substance or material which has been determined to be capable of posing risk or injury to health, safety or property, including petroleum products, and including all of those materials and substances designated as hazardous or toxic, presently or in the future, by the U.S Environmental Protection Agency; the California Water Quality Control Board; the U.S. Department of Labor; the California Department of Industrial Relations; the California Department of Health Service; the California Health and Welfare Agency in connection with the Safe Water and Toxic Enforcement Act of 1986; the U.S. Department of Transportation; the U.S. Department of Agriculture; the U.S. Consumer Product Safety Commission; the U.S. Department of Health, Education and Welfare; the U.S. Food and Drug Administration; and any other governmental agency authorized to regulate materials and substances in the environment. Without limiting the foregoing, the term "Hazardous Materials" shall include all of those materials and substances defined as "Toxic Materials" in Section 66680 through Section 66685 of Title 22 of the California Code of Regulation, Division 4, Chapter 30, as the same may be amended from time to time.

General Aviation: Private and corporate Aircraft not operating under FAR part 121 or 135.

Landside: All buildings and surfaces on the Airport used by surface vehicular and pedestrian traffic that are located outside of the Airport security fence.

Lease / Sublease: An agreement granting occupation or use of property during a certain period or term in exchange for a specified rent.

Lessee: Any Person, firm, general or limited partnership, corporation, company, organization, trust, or association leasing or using any land or facility at the Airport.

Movement Area: Those areas of the Airport under the control of the ATCT including runways, taxiways, and heliports designated and made available for the landing, takeoff, and taxiing of Aircraft and which require a clearance from the ATCT prior to entering those areas.

Non-movement Area: Those areas of the Airport where Aircraft taxi, or are towed or pushed without radio contact with the ATCT or with other Aircraft.

NOTAM: Notice to Airmen as issued by a representative of the Airport Manager, FAA, ATCT or other authorized official.

NTSB: National Transportation Safety Board is in charge with determining the probable cause of transportation accidents and promoting transportation safety, and assisting victims of transportation accidents and their families.

Permit / Temporary Use Permit: Written authorization from the Airport System to engage in certain specific activities or the temporary use of certain areas or facilities at the Airport for a specified period of time and at a specified rental rate.

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.

Restricted Area: Those portions of the Airport closed to access by the general public.

Secured Area: The portion of the Airport inside the perimeter fence

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.

Sac PD: Sacramento City Police Department

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

Shade Hangar: An individual Aircraft hangar designated for the storage of an active Aircraft.

T- Hangar: An individual Aircraft hangar designated for the storage of active Aircraft.

Taxilane: An area of the Airport developed and improved for the purpose of maneuvering Aircraft and used for access between taxiways, Ramps, Aprons, and Aircraft parking positions.

Terminal: The primary facility or facilities at an Airport through which Persons enter and exit the AOA.

Tiedown: An open-air Aircraft storage space.

Transient Aircraft: Any Aircraft not permanently based at the Airport.

Transportation Security Administration (TSA): An operating Administration within the Department of Homeland Security charged with governing civil aviation security and checkpoint screening.

Vehicle: All motorized and non-motorized conveyances, except Aircraft.

SECTION 1 – General Provisions

1.1 Sacramento Executive Airport Closure

The Airport Manager or designee shall have the authority to close the Airport or any portion thereof as appropriate when the Airport, or any portion thereof, is unsafe for Aeronautical Activity.

1.2 Abandoned, Derelict, or Lost Property including Aircraft and Vehicles

Abandoned, derelict, or lost property found in public areas at the Airport including and without limitation, Aircraft, Vehicles, equipment, machinery, baggage or parts thereof, should be reported and turned in to Airport Operations. Property to which the owner or finder is not entitled to lawful possession of shall be forfeited to the Airport Manager or law enforcement agency for proper disposal.

- **Lost and Found Articles**

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.

No Person shall abandon any personal property on the Airport. Property found on the Airport and unclaimed by the proper owner within 30 days shall be deemed abandoned and shall be disposed of in manner prescribed as follows:

- The property shall be secured for safekeeping by the Airport.
- The property shall have a sign on the hangar/Aircraft notifying the owner to see the Director of Airports or designee for details.
- The Airport Properties Section will send a certified letter to the property owner.
- The property will be auctioned off for the Airport to recover its cost.

- **Removal Due to Immediate Danger**

The Airport Manager may immediately remove any Vehicle, Aircraft, equipment or other property from any area of the Airport, including Leased premises following appropriate written notice which causes or reasonably appears to cause or constitute an immediate or imminent danger to the safety and health of Persons using the Airport.

Any expenses associated with the removal, such as towing and storage fees, shall be chargeable to the owner of said Vehicle, Aircraft, equipment or other property in accordance with Sacramento County ordinance.

- **Removal Due to Nuisance**

The Airport Manager may direct the removal of any Vehicle, Aircraft, equipment or other property from any area of the Airport, including Leased premises which causes or constitutes a nuisance or which is disabled,

abandoned or derelict, but which does not cause or constitute an imminent or immediate danger to the safety and health of Persons using the Airport.

Any expenses associated with the removal shall be chargeable to the owner of said Vehicle Aircraft, equipment or other property in accordance with Sacramento County ordinance.

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.

1.3 Commercial Activities

- **Advertisement/Signage**

No Person or entity shall post, distribute, or display signs, advertisements, circulars, handbills, printed, painted or written matter at the Airport except as approved in advance by the Airport Manager.

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 requestor'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 hand written 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.

- **Demonstrators and Solicitation**

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.

No Person shall solicit funds, goods, donations or pledges at the Airport without written approval 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.

- **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 photos and/or video imagery related to emergency response incidents to social media is prohibited without advance written permission of the Director.

1.4 Marketing/Media Policy

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.

All media 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.

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.

Prior to any filming or photography of an Aircraft the media must obtain approval from the aircraft owner and/or the Airport.

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

- **Parking**

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

- **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.

1.5 Preservation of Property

No Person shall destroy damage, deface, disturb or tamper with any building, Vehicle, sign, equipment, landscaping, fixture or any other structure or property on the Airport.

No Person shall interfere or tamper with any Aircraft or put in motion the engine of such Aircraft, or use any Aircraft, Aircraft parts, instruments or tools without specific permission of the owner/ operator.

No Person or entity shall allow any sale by auction on the Airport unless approved, in writing, in advance, by the Airport Manager.

Any property destroyed or damaged by the negligence or willful conduct of any Person shall be paid for in full by the Person(s) responsible for such destruction or damage.

1.6 Animals and Wildlife

Excluding Americans with Disabilities Act (ADA) and law enforcement requirements, no animals, birds, reptiles, or insects are permitted on the AOA unless it is being transferred or shipped. Animals must be under the control of their owner or handler by leash, harness, strap(s), or cage. Owners or handlers are responsible for the immediate removal and proper disposal of animal waste.

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.

- **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 Executive 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 Department, 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.

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.

- **Feeding and Hunting of Wildlife**

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 leave 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.

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.

- **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 to the FAA strike database. Department staff and aircraft owner/pilots should be 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.

1.7 Environmental Rules and Regulations

Any Person, firm, corporation, or other business entity operating on the Airport shall comply with all federal, State, and local environmental requirements, regulations, and directives.

- **Recycling**

All employees are required to clean up after themselves, participate in the Airports Recycling Program, and are encouraged to reuse materials when possible. Adherence to the program is consistent with Airports' goals of reducing waste disposal and purchasing costs, conserving natural resources, and complying with the 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. 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 policy and violators of this policy are subject to corrective action.

- **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

- **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 Resources Board (CARB) for a number of years. Airport tenants at Executive Airport 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. Airport tenants 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>
<http://www.arb.ca.gov/msprog/ordiesel/ordiesel.htm>

The Sacramento Metropolitan Air Quality Management District (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/>

- **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 sections for Airports. This Permit and the accompanying SWPPP outline all activities on the Airport that can affect storm water runoff.

- **Cleanup**

After deicing, the chemical deicing fluid must be collected from pavement and the residue removed with clean rinse water within a reasonable timeframe. When deicing several Aircraft in a continuous line, cleanup is not required between Aircraft as long as fluid on the pavement remains contained/ controlled.

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 operator's expense. FBO, tenants and airport users are responsible for arranging for a qualified environmental contractor to clean up contaminated storm drains and

unpaved areas. They are also responsible for all regulatory penalties. The Airport will notify regulatory agencies that a Hazardous Material spill has occurred.

- **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.

Contact the Maintenance Help Desk at (916) 874-0311 or air-supportstaff@saccounty.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 (Section 3.25).

1.8 Prohibited Activities

No Person shall commit any disorderly, obscene, indecent, or unlawful act, or commit any nuisance on the Airport.

No Person shall possess an open container containing any alcoholic beverage nor consume any alcoholic beverage on any portion of the Airport accessible to the public, except by Permit issued by the Airport Manager.

No Person shall engage in gambling or gaming activity or aid in or abet the conduct of gambling in any form at the Airport.

No Person or entity shall allow any sale by auction on the Airport unless approved, in writing, in advance, by the Airport Manager.

No Persons shall engage in any non-aviation activities or operations (e.g. basketball, football, Frisbee, etc.) on any part of the AOA without prior approval from Airport Operations.

Smoking

No Person shall smoke or use e-cigarettes inside an Aircraft hangar, public building, or any place at the Airport where it is specifically prohibited by law or by the Director.

Smoking or the use of e-cigarettes on the Airside portion of the Airport is prohibited.

No smoking is permitted within 50 feet of any Aircraft, fuel facility, or fuel truck, nor on any Aircraft parking Apron or Ramp.

Smoking is not permitted within 20 feet of the entrances to any public or Leased or Subleased buildings or any other place as specifically prohibited by the Airport Manager.

1.9 Violations

Any Person operating or handling any Aircraft, 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. Any penalties set forth by the federal, State or local authorities will be strictly enforced. The Director may take other measures as permitted by law to enforce these Rules and Regulations including trespassing.

Persons or entities may appeal penalties in writing to the Deputy Director of Operations and Maintenance of the Sacramento County Airport System.

1.10 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, Tiedown 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.

In the event that interpretation of any part of these Rules and Regulations is needed, the Airport will render the interpretation. These Rules and Regulations are not intended to amend, modify or supersede any provisions of federal, State, or local law.

SECTION 2 – Aeronautical Operations

2.1 General

No Person shall operate or maintain any Aircraft at the Airport except in strict conformity with all ordinances, rules and regulations of the County of Sacramento and the regulations of the Federal Aviation Administration and TSA.

All Aircraft shall be operated in accordance with air traffic patterns established by the County of Sacramento and the Federal Aviation Administration.

Unusual performance tests, functional test flights, or similar shall be conducted in accordance with FAA regulations.

The Airport is a public use Airport. The runways, taxiways, Aprons and Ramps are open to Aircraft in accordance with rules and regulations governing the operation of Aircraft and the conduct of pilots as promulgated by the appropriate agencies of the United States, the State of California, and the County of Sacramento.

Only Aircraft and Persons properly licensed or otherwise authorized by the FAA or United States law shall operate on the Airport.

The Director may delay or restrict any flight or other operations at Sacramento Executive Airport 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.

2.2 Noise Abatement

Pilots are encouraged to use the fly quiet procedures and practices as outlined in the Aircraft Owners and Pilots Association (AOPA), National Business Aircraft Association (NBAA), Sacramento County Airport Systems website <https://qa.sacramento.aero/scas/environment/noise> or Aircraft pilot operating handbook noise abatement procedures consistent with safe flight operational procedures, as well as, the noise abatement procedures identified and established for the Airport and those new and modified procedures that may be adopted.

2.3 Aircraft Accidents and 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 or designee unless required to delay such action by the FAA or NTSB. 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.

Accidents and incidents shall be reported immediately or as soon as possible to the Airport Manager.

No Person shall disturb, move, or remove any Aircraft parts or other equipment found on the Airport as a result of an Aircraft Accident until release of the Aircraft or parts thereof by the NTSB or FAA and the Airport Manager or designee.

2.4 Aircraft Maintenance and Engine Start Up / Run Up

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 impact normal business operations. 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.

- **Engine Start Up / Run Up**

Engine runs for maintenance purposes may be performed provided that the engine is not run above ground idle power in locations designated by Airport Operations. All engine runs must have prior approval from Airport Operations and in some instances Airport Fire personnel and equipment may be required to standby during the procedure. The Airport Manager may approve other areas on Aprons on a case by case basis.

A Person trained in said engine start up shall attend the Aircraft and engine controls during engine start and run-up.

Aircraft engines shall not be operated within any Aircraft storage structure.

Aircraft brakes shall be applied, or the Aircraft shall be appropriately secured before and during engine start and run-up.

All aircrafts shall not be operated in a hangar or Aircraft storage structure. These Aircraft may require a tow to an appropriate area for such activity.

Minimum power shall be used when operating an Aircraft in the vicinity of people, hangars, buildings, and other Aircraft.

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 Building. Airport Operations is authorized to establish and designate engine run areas.

2.5 Landings and Takeoffs

All Aircraft shall land and take off only on designated runways unless specifically authorized by the Airport Manager.

2.6 Taxiing Operations

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

Fixed-wing Aircraft taxiing operations are restricted to the designated paved runways, taxiways, Aprons and Ramps.

Aircraft shall not be taxied into or out of any hangar.

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 in/out of hangars under any circumstances.

It is highly recommended that all Aircraft operate with navigation lights and landing lights on during low visibility conditions.

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 ATCT. Aircraft shall be taxied in accordance with the prescribed taxiing patterns established by the Department for the Airport. If it is not possible to taxi in compliance with the above, then the engine(s) must be shut down and the Aircraft towed to the approved location.

2.7 Aircraft Parking

Aircraft parking shall be restricted to approved areas as designated by the Airport Manager. Designated areas on the Aprons may be managed by a FBO or Leased or Subleased. The area(s) managed by the FBO may be changed from time to time.

No Aircraft shall be left unattended within Airport Taxilanes, taxiways, marked service roads, fire lanes, between hangars, or in such a manner as to interfere with the movement of Aircraft or Emergency Vehicles or hinder access to any building or structure.

Parking of a derelict Aircraft is prohibited on Leasehold premises.

Aircraft with APU running or 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.

No Person shall leave their Aircraft in the transient parking area for more than seven consecutive days. The Aircraft operator shall notify Airport Operations if the Aircraft will be parked in the transient parking area for more than 3 days.

Unattended aircraft must be locked or rendered inoperable as well as secured with proper tie downs.

2.8 Private Charters

For private charters handled on FBO property, all arrangements will be made directly between the Aircraft operator and the FBO. Airport 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 Communication Center.

The FBO shall notify and coordinate with the Airport for all VIP charters or any others that may involve the media.

SECTION 3 – Airport Properties

All property within the Airport, including land, facilities and storage areas, must be used or be available for use for aeronautical purposes, support of aeronautical purposes and such aviation-related purposes as approved by the Airport prior to use.

Approval of non-aeronautical use of any Airport property may be authorized at the discretion of the Airport Director and only if the Airport has obtained FAA approval for non-aeronautical use of the property. The decision to request approval of a non-aeronautical use of Airport property is within the discretion of the Airport.

3.1 Hangar Buildings

Non-commercial hangar buildings are to be used for the storage of active Aircraft and supplies and equipment necessary for Aircraft Operations and maintenance. Storage of non-aeronautical items may only be permitted if:

- A. It is incidental to the storage of aeronautical items.
- B. The hangar is otherwise primarily used for aeronautical purposes and the storage of non-aeronautical items does not interfere with the aeronautical use of the hangar.
- C. Hangars may be used for the final assembly of Aircraft under construction. Non-commercial construction of amateur-built or kit-built Aircraft is also permitted.

Each hangar must have at least one fire extinguisher with a minimum rating of 2A-10BC, inspected & tagged not more than one year old. It must be mounted chest high on the wall by the exit forward of the wing.

An Airport-issued lock must be used on all hangar doors. Any other lock used in conjunction with Airport lock must have prior approval by the Airport. The Airport may in its sole discretion and without notice to Tenant, enter the Tenant's hangar for inspections, regardless of whether such entry and inspection requires the removal or destruction of any lock or locking mechanism. Any damage resulting from the Airport's entry for inspection shall be borne solely by Tenant.

Any lock that has not been issued by the Airport may be removed and or destroyed by the Airport. The Airport is not responsible for any loss or damage items due to unauthorized locks.

Tenants shall return all locks issued to them when their Lease is terminated or pay \$75.00 per lock.

No Aircraft, equipment, or other vehicle may be parked or left on the pavement or taxiway within 120 feet of a hangar door in a manner which in any way restricts,

interferes with, or obstructs access to any hangar. Vehicles driven to the Airport by a hangered Aircraft pilot, crew, or passengers must be parked inside the hangar or in an approved parking space when the Aircraft is away from the Airport. Airport Operations must be notified if the vehicle will be on Airport property for more than 24 hours, if the vehicle is parked outside of a hangar. Failure to notify Airport Operations or parking in approved parking spaces may result in the vehicle being towed at the owners expense.

- **Limitations**

- Hangars cannot be used as storage areas for non-aviation items.
- No heaters of any type will be allowed inside the hangars.
- No spray painting or welding will be allowed in or near the hangars.
- No painting or welding equipment is to be stored in the hangars.
- Tenant shall not store any materials outside of the hangar.
- Tenant shall not allow trash or debris to accumulate in the hangar.
- Any electrical units or appliances must be elevated at least 18" off the floor.
- No electrical cords or units will be left plugged in pulling high power.
- There will be no tampering or jamming on of the hangar light switches.
- Extension cords will only be used in authorized wall fixtures; not from any overhead lights.
- No open containers of flammable mixtures will be allowed in the hangars, mixtures must be held in an approved safety can not to exceed 5 gallons.
- A drip pan for each engine to catch and contain fluid leakage or debris.
- Accessing hangars shall be by the appropriate hangar road, not via the Ramp or taxiways.
- The dumpsters provided are for trash generated on the Airport.
- "No parking" and "Stop" signs shall be observed.
- Speed limit on main Airport roads is 25 mph.
- Speed limit in hangar area is 10 mph.
- Overnight sleeping in hangars is prohibited

3.2 Conference Room Use

Conference rooms owned and operated by the Airport will be available for commercial tenants only. Priority for use of Department conference rooms will be given to the Airport; any reservation for use by a commercial tenant is subject to cancellation at any time if the reserved conference room is needed for Department business. An admin fee may be charged for each use.

3.3 Modifications/ Alterations to Facilities

Modifications to any Airport facility including hangars without written permission from the Director is strictly prohibited. Disconnecting, by-passing or otherwise compromising any control or safety device on any Airport facility is prohibited. Any such action shall be considered valid reason to terminate any Lease, Permit or agreement with the County and/or deny Persons use of the Airport.

- **Airport Infrastructure**

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

- **Maintenance Service Requests**

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

3.4 Entry and Inspection by County

Tenant shall allow County to enter Leased premises at the Airport at all times to determine tenant's compliance with Airport Rules and Regulations, federal, State and local laws, ordinances, post notices, survey the land, exercise any of the County's rights under a Lease or written agreement, and for all other lawful purposes. Should it be necessary for County to enter and remove any unlawful or dangerous debris that might be left in or upon Airport premises more than thirty (30 days) after the tenant has been notified in writing to remove the same, tenant shall pay to the County any costs that are incurred.

Tenant shall allow County to enter and inspect Leased premises at the Airport for all reasonable purposes, including annual fire safety inspection made pursuant to County or Airport Rules and Regulations. Upon receipt of a notice of correction from County, the tenant shall, at his/her own expense, make any and all corrections as may be required within such parameters as may specified in such notice of correction. If tenant is unresponsive to the County's attempts to schedule a fire safety inspection, the County may in its sole discretion and without further notice to tenant, enter the hangar and complete the inspections, regardless of whether such entry and inspection requires the removal or destruction of any lock or locking mechanism. Any damage resulting from the County's entry for inspection shall be borne solely by tenant.

3.5 Fees

Airport tenants shall pay all applicable taxes (including, but not limited to, property taxes), assessments, license fees, regulatory fees and other charges imposed by any other governmental authority arising from tenant's use or occupancy, for whatever term deemed applicable to tenant by that governmental authority. Tenant shall pay these amounts without deduction or set-off against rent to be paid to the County.

SECTION 4 – Safety and Environmental Protection

4.1 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.

- **Fire Hazards**

All operations on the Airport shall be conducted in accordance with National Fire Protection Association (NFPA) standards, applicable federal, State, and local fire codes and ordinances. The Department Fire Marshall or his/her duly authorized representatives, Airport Properties, and Airport Facilities will annually inspect all buildings and premises as allowed by applicable regulations. The following specific activities which may create fire hazards are prohibited:

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 Person shall operate or use a charcoal or propane type barbeque within 50 feet of any Aircraft, fuel facility, or fuel truck.

Keeping or storing flammable liquids, gases, fuels, oils, signal flares, or other similar materials in the hangars or in any building on the Airport except that such materials may be kept in an Aircraft in the proper receptacles installed in the Aircraft for such purpose, or as may be kept in rooms, containers or receptacles specifically designed and approved for storage of such materials. Oils, Aviation Fuels or unleaded gasoline may be stored in approved containers in quantities permitted by federal, State, and local regulations provide such fuel is for the exclusive use of either the Aircraft or GSE associated with that facility. 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

Excluding Airport operations, repair of Airport facilities, operating a flame or spark producing devise on any part of the Airport except in approved areas is prohibited, unless authorized in advance by the Airport Manager. No open flame or fire shall be authorized within any Aircraft hangar, any on- or off-Airport fuel storage facility located on County Airport System property, or

upon any components of the fuel distribution system unless the work is required for the repair of such areas. Where and when such repair is required, all appropriate federal, State, and County Permits and approvals must be obtained prior to the repairs. 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.

- **Holiday Decoration Policy**

- "Real" 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 at all times 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
- 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.

- **Fire Equipment**

No Person shall tamper with any fire extinguisher equipment or Airport fire protection systems or use the same for any purpose other than firefighting or fire prevention.

4.2 Aircraft Fueling Operations – General

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" including the issued Fueling/Self-fueling permit. Only authorized personnel who have been trained in the safe use of equipment shall fuel or defuel Aircraft at the Airport.

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 150/5320-15A, *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 plan for their fueling operations. A copy of this plan shall be on file with the Airport. All service facilities and equipment must be properly equipped with two adequate fire extinguishers, and trained personnel to operate such emergency response equipment.

Fueling service facility inspections will be conducted quarterly. Follow up inspections will be conducted when unsatisfactory conditions are found.

Fuel Flowage Fees Reports shall be submitted to the Airport System as required by the applicable fueling Permit.

- **Fueling**

No Person may operate a fuel truck or transfer Vehicle unless the Vehicle complies with federal, State, and local regulations. Per California DMV, certain fuel trucks may not be required to have Vehicle license plates. This will be determined at the time of application to fuel.

Wingtip of Aircraft being fueled shall not be less than 50-feet from any building and required fire extinguishers for the fueling operation shall not be more than 75 feet from an active fueling operation. Following completed fueling operation; fuel truck shall withdraw from Aircraft and return to the parking area designated for the truck.

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.

The operator shall perform a pre-check on each compartment shortly after fuel flow has started to ensure the automatic shut off is operational.

No Person may fuel or defuel an Aircraft on the Airport while the Aircraft is in a closed hangar or an enclosed space.

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

No Person may start the engine of an Aircraft on the Airport if there is any measurable Aircraft fuel or other volatile flammable liquid on the ground underneath the Aircraft that may pose a hazard.

During fueling and defueling of an Aircraft, no Person shall be, within 50 feet of that Aircraft, or use any material that is likely to cause a spark or be a source of ignition.

Each hose, funnel, or appurtenance used in fueling or defueling an Aircraft on the Airport shall be maintained in accordance with federal, State, and local regulations in a safe, sound, non-leaking condition and shall be properly bonded or grounded to prevent ignition of volatile liquids.

Each fueling facility, station, or Vehicle shall maintain spill / absorbent material as required by federal, State, and County regulations.

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

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

Staging area for the fuel truck shall be determined by the Fire Inspector and an exhibit prepared.

Fuel truck shall be clearly labeled with company name and company contact information.

Use of radio transmitter or receiver during fueling or defueling is prohibited.

Fueling shall occur on concrete or asphalt protected with approved cover.

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

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.

All fueling operations cease when lightning discharges occur within five (5) miles of the Airport.

The Aircraft parking brake is set, at least one wheel is chocked, or the Aircraft is secured by a minimum of two wing tie-down points.

- **Passenger 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 jetway, 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 Director.

- **Mobile Fuelers Training**

No person may operate a fuel truck or transfer vehicle unless that person meets qualifications mandated in federal, State, and local regulations.

Mobile refueler inspections will be conducted quarterly.

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.

Training of Person(s) engaged in the fueling or defueling of Aircraft must be maintained and documented to ensure proper measure are being used. Logbook containing the training must be available to County, State, and federal Environmental inspectors.

All Fueling Agents engaged in handling and dispensing fuel will certify to Airport Fire, by letter prior to January 1 of each year, documentation of training certification for supervisors and employees.

- **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 Fueling 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.

4.3 Hazardous Spills, Storage and Cleanup

- **Hazardous Material**

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 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.

- **Hazardous Material Spill Reporting and Clean Up**

The Fixed Based Operator/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. The Airport Communications

Center staff will notify the appropriate department responders. Department staff will call and report the spill information to the appropriate federal, State, and local agencies.

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.

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 clearly 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 Material liquid storage are to be stored in secondary containment trays. Storage of Hazardous Materials must meet all local, State, and federal requirements.

- **Proper Disposal of Petroleum Products, Chemicals and Pollutants**

No Person shall dispose of any oils, fuels, solvents, chemical products, or any other toxic substance at the Airport except in receptacles specifically designed for that purpose. In no case shall these products be allowed to enter the storm water or sewer drainage systems.

Disposal of Hazardous Materials in any trash receptacles provided by the Airport is prohibited. Hazardous Materials include but are not limited to oils, solvents, batteries, paint, and tires.

All the Airport users shall dispose of all Hazardous Materials in full compliance with all laws and regulations of federal, U.S. Environmental Protection Agency, State, County and local environmental requirements.

- **Fuel Spills – Spill Prevention Control and Countermeasures Plan**

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.

Small spills less than ten feet (10') in any dimension or not over fifty square feet (50 ft²) and not of continuous flow shall have a Person stand by with a 20 BC fire extinguisher while the area is cleaned with absorbent materials.

Airport Operations must be notified if a spill covers over ten feet (10') in any direction or over fifty square feet (50 ft²) or is of continuous flow; or is otherwise a hazard to Persons or property.

Aircraft fueler and all other mobile equipment shall be left "as is" until the spill area is made safe. If a vehicle is running inside a spill area, do not shut it off until Metro Fire 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 Airport Fire.

The operator of a fuel truck is responsible for immediate action to ensure containment, cleanup, and environmental protection. 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.

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.

All fuel or other hazardous / flammable liquid spills must be controlled and cleaned up in accordance with applicable federal, State, local regulations, and the *Hazardous Materials Spill / Release Reporting & Cleanup Policies* promulgated by the Sacramento County Airport System. This document applies to all staff, tenants, and contractors performing any and all work at the Airport.

- **Reporting Fuel Spills**

To report these spills, releases, or threatened releases, immediately call 911 and (916) 929-5000, or 916-874-0456 the Airport System's 24-hour Communications Center.

4.4 Aircraft Cleaning/Washing

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.

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.

No Aircraft shall be wet washed on any Ramps, tie down spots, Shade Hangars except for designated areas. Dry washing and polishing of Aircraft is permitted provided the Ramp remains clean and free of debris from this operation.

Designated aircraft wash racks may be used to clean ground support equipment assigned to the Airport. Cleaning of personal vehicles at aircraft wash racks is prohibited.

4.5 Aircraft Doping and Painting

Aircraft doping and painting processes shall be conducted only in accordance with all applicable federal, State, and Local laws, Ordinances, and rules and regulations.

All painting of Aircraft in hangars, including Aircraft parts and interior panels, is expressly prohibited.

4.6 Sanitation, FOD and Refuse

No Person shall dispose of any garbage, papers, rags, refuse, trash, or any other material at the Airport except in receptacles designed and provided for that purpose.

Any Person becoming aware that such designated container is full, shall immediately report the condition and location of said container to the Airport Operations (916) 875-9035 or Communications Center (916.929.5411) for action.

Each individual working at the Airport shall be responsible for the proper disposal of FOD on Ramps, 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.

No Person shall dispose of materials such as fill and building materials on the Airport. Some trash receptacles are provided by the Airport for the convenience and use of the Airport tenants and shall be used only for the disposal of refuse generated on the Airport by activities approved in a Permit, license agreement, Lease or Sublease.

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, AOA, 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.).

4.7 Aircraft Deicing

Deicing is permitted on paved areas, all spent fluid must be collected once deicing is complete, and the fluid must not be allowed to enter any storm drains or unpaved areas. Aircraft Deicing must abide by state regulations as well as Storm Water Pollution Prevention Plan, all of which prohibit the discharge of any non-stormwater liquids.

4.8 Emergencies and Incidents

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. All Airport tenants 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.

- **Safety Inspection and 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 five years.

Airport tenant 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.

The Airport Manager, Safety & Risk (ASR), shall be immediately notified whenever a Cal/OSHA Compliance Inspector is at an Airport owned, rented, or leased facility. The ASR Manager (or designee) must accompany the inspector during the inspection. The ASR Manager 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 ASR Manager arrives at the worksite. In the event that the County ASR Manager is not at the worksite within one hour of the Compliance Inspector's arrival, the tenant representative shall accompany the Compliance Inspector throughout the inspection process.

All Airport tenant employees shall comply with these requirements.

- **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 include projected abatement completion. Details of the abatement plan shall be communicated with exposed Airport tenant employees.
- **Incident Investigation**
Any incident, occupational injury or illness shall be investigated, analyzed, and documented in a timely manner to identify contributing factors that will prevent reoccurrence.
- **Emergency Response Plan**
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 Airport tenant and employee are familiar with their employer specific response plan.

- **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 building.

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.

Sacramento County Department of Airports

Sacramento Executive Airport- Driving Regulations

Appendix A

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DRIVING REGULATIONS

SECTION 1 – Driving Privileges

1.1 Scope

These driving rules and regulations specify the requirements that must be fully complied with by any entity engaging in any driving activities at the Airport. Any persons with the privilege to drive on the Airport must abide by the following:

- Personnel are only allowed to drive on the Sacramento Executive Airfield when they have an operational need and authorization.
- No person shall operate motorized equipment or a vehicle of any kind on the Airport unless in possession of a valid operator's license, when required.
 - Exceptions:
 - Driver is under escort ([Section 3.3](#)) by the County or a tenant authorized in that area.
 - Driver is in an emergency vehicle responding to an emergency or mutual aid request.

1.2 Obtaining Driving Privileges

To obtain airfield driving privileges at Sacramento Executive Airport, applicants must:

- Have an operational need to drive a vehicle on the Airfield.
- Possess and maintain a valid motor vehicle license recognized by the State of California.
- Be able to demonstrate proof of current insurance.
- Be given an orientation by their employer about their work area and vehicles that will be driving.

1.3 Revocation of Driving Privilege

Driving in the secured area is a privilege that may be revoked for failure to comply with the regulations. The Airport Manager or designee has authority to prohibit a person from operating a vehicle if such an operation would be hazardous to persons or property.

SECTION 2 – Authorized Operators and Vehicles

2.1 General Requirements

○ **Vehicles**

The number and types of vehicles authorized to be driven in the secured area will be restricted to those required to meet operational needs and requirements.

- Vehicles owned and operated by the County that have an operational need to operate on the secured area do not require special authorization from Airport.
- Tenants who are permanently assigned to the airport and are required to operate in the secured area are approved to operate within their leased and/or managed areas without special authorization from Airport. Such authorization may be changed without notice.
 - This authorization does not apply to the aircraft movement areas. Unescorted vehicle operation on the movement areas requires specific training and authorization from Airport Operations.
- No persons shall operate a vehicle on the Airport unless the vehicle is in sound mechanical order, has operational lights, horn, brakes, and clear vision from the driver position.
- All motor vehicles operated on the Airport must have a valid State license and registration.
- Military vehicles, aircraft support vehicles and GSE, such as fuel trucks and aircraft tugs, may be exempt from DMV registration in accordance with Federal and State laws, rules and regulations.
- All motor vehicles operated on the Airport must be covered by insurance as required by DMV, County Risk Management regulations, and as required by lease or sublease.
- All vehicles are subject to inspection by Airport Operations, SSD and TSA personnel. Vehicles with expired license plates (or expired registration) will be denied access onto the AOA.

○ **Operators**

- 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.
- The use of entertainment headsets, 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.
- No person shall operate motorized equipment or a vehicle of any kind on the Airport unless in possession of a valid operator's license, when required.
 - Exceptions:
 - Driver is under escort (Section 3.3) by the County or a tenant authorized in that area.

- Driver is in an emergency vehicle responding to an emergency or mutual aid request.
- 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 piece of 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.
- 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.

○ **Powered Industrial Trucks and Ground Service Equipment**

The Department 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 Department 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 Department 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.

2.2 Vehicle Safety Requirements

It is the driver's responsibility to ensure that all vehicles and equipment operated in the secured area are maintained in safe operating condition and repair. At a minimum, all vehicles and equipment shall be equipped with the safety equipment specified in this regulation. Requests for exceptions to this regulation must be submitted in writing to the Airport Operations office.

- **Vehicle Identifiers**

Each vehicle (County, tenant, contractor, FAA, etc.) operated by FBOs and airport aviation business's that are authorized to operate **unescorted** on the secured area must be permanently marked or painted (magnetic signs or removable signs are not acceptable) with the company logo/name such that it is readily identifiable on each side of the vehicle. Exceptions may be granted by Airport Operations on a case by case basis.

Government (Federal, State, County, City, etc.) vehicles that display a government license plate do not require any additional markings.

- **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.

- **Lights**

It shall be a violation of this regulation to operate a vehicle on a runway, taxiway, aircraft parking space or terminal apron area during periods of darkness, low visibility, or when the airport rotating beacon is on, without displaying all of the following:

- **Vehicles**

Motorized vehicles shall be equipped with normal operating headlights and taillights. A vehicle with inoperative lights, must be taken out of service until it has been repaired.

- **Low-Lighting Conditions**

Headlights and taillights must be illuminated at all times during low-light conditions, including but not limited to, the hours between sunset and sunrise and during fog or other adverse weather conditions. However, drivers should be mindful of shining bright lights directly toward aircraft cockpits. It is permissible for vehicle operators to use only parking lights within aircraft parking areas and servicing aircraft.

- **Non-motorized Equipment**

Trailers, cargo carts and other equipment (GPUs, airstairs, ladders, etc.) operated on aircraft movement and parking areas must display two reflectors on each side,

two amber reflectors on the front and two 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 in addition to a rotating beacon.

- **Overhead Beacon**

Each vehicle operating on the movement area of the airfield shall operate an amber (red or red/yellow/blue for emergency vehicles) overhead rotating beacon or strobe light visible from all directions. **(See Figure 1)** Use of amber overhead beacon is preferred on all areas of the AOA but mandatory on the movement areas.



Figure 1

- **Mirrors**

Vehicles must be equipped with a rear view mirror(s) as intended by the manufacturer for the safe operation of the vehicle. Exception: Tugs, carts, belt loaders or power units being towed do not need to be equipped with a mirror.

- **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.

- **Two-Way Radio**

All aircraft operating into or out of the Airport must be equipped with two-way radios and aircraft shall establish radio contact with FAA ATCT prior to taxiing, moving, landing, or taking off. In the event of radio equipment failure, the ATCT may use light gun signals for communication. If the vehicle is not equipped with an operable two-way radio appropriate for communication with ATCT, an approved escort must be used.

- **Occupancy Limits**

The number of passengers allowed in or on a vehicle is limited to the number of properly installed seats. Each passenger should wear a seatbelt whenever the vehicle is equipped with seat belts. 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.

2.3 Privately Owned Vehicles (POV)

POVs are not authorized on the secured area unless approved by the tenant or by Airport Operations. POV's authorized to operate on the AOA by a tenant however, are restricted to the tenants leased and/or managed areas. POV's outside of the tenants leased/managed areas must be escorted ([Section 3.3](#)) by the tenant in an approved vehicle.

2.4 Vehicle Removal

The Airport may cite, tow away or otherwise remove any motor vehicle on the Airport that is in violation of the Operating Rules and Regulations, County Code or other regulations if the Airport Manager determines that is a nuisance or hazard. This includes disabled, abandoned, unserviceable, parked vehicles, or any vehicle that presents a problem with Airport Operations and/or security. Costs associated with the movement, removal, or storage of the vehicle will be the responsibility of the vehicle owner.

Unauthorized vehicles found unattended or parked within the Airside area are subject to citation and tow at the owners expense.

Towing one vehicle with another is strictly prohibited.

SECTION 3 – Vehicle Operations

Each driver is responsible for the safe operation of his/her vehicle. If a vehicle is operated in an unsafe manner, the driver may be cited and privilege suspended or revoked. A vehicle shall only be operated in the secured area when its operation is required for, and related to, an aviation activity authorized by the County.

3.1 Traffic Rules

Vehicles with authorized access to the secured area must comply with all vehicle requirements ([Section 2](#)) and shall be operated in a manner that does not create an unreasonable risk of harm to persons or property.

- **Right of Way**

- Aircraft, including that under tow, and pedestrians shall have the right of way over vehicle traffic.
 - All vehicles shall pass to the rear of moving aircraft maintaining a distance of not less than 50 feet.
- Any person operating a vehicle on any portion of the Airport shall immediately yield the right of way to a sheriff, police, fire, ambulance or other emergency vehicle giving an audible or visual signal that it is on an emergency call.

- **Speed Limits**

- No person may operate a motor vehicle above **15 MPH** on any aircraft apron, ramp, or taxiway. The maximum speed allowed is 25 MPH.
- No person shall drive any vehicle at a speed greater than is reasonable or prudent having due regard for weather, visibility, traffic, and surface condition of area driven on and in no event at a speed which endangers the safety of persons or property. This limit will be reduced in the following conditions:
 - When posted otherwise.
 - During emergency situations.
 - Within 15 feet of a parked aircraft (the speed limit is 5 miles per hour).
 - Between 15 to 25 feet of a parked aircraft (the speed limit is 10 miles per hour).
 - During high-risk driving situations (i.e. wet surface conditions or limited visibility).

- **Driving in Reverse**

While backing vehicles transporting fuel or any vehicle where the driver's seat does not provide a 360-degree view, a second person must be outside and behind the vehicle (in full view of the driver) to direct movement. This person must be in a position so as to ensure that no ground equipment can pass between him/her and the fuel truck.

○ **Roadways and Walkways**

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.

○ **Inclement Weather Operations**

Poor weather conditions (fog, rain, etc.) may obscure traffic signs, markings, and other visual cues. 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 parking spots.

3.2 Runways and Taxiways

No vehicle may be operated on or across an active runway or taxiway unless it is equipped with flashing amber (red or red/yellow/blue for emergency vehicles) or rotating beacon and is in continuous two-way radio communication with the Air Traffic Control Tower (ATCT). To operate on the movement area, the operator must:

1. Obtain authorization from Airport Operations prior to operation **AND**,
2. Obtain authorization from the ATCT for **each** operation. If the vehicle is not radio equipped, the vehicle must obtain an escort vehicle (refer to [Section 3.3 Escorting](#)) with the capability of direct radio contact with the ATCT. **A mobile phone may not be used to contact the Control Tower for routine runway/taxiway clearance.**

Please contact Airport Operations for authorization and training prior to entering the movement area.

3.3 Escorting Duties

Each person providing escort for unmarked vehicles will remain with the driver and vehicle and be responsible for the actions of the escorted driver until the vehicle leaves the secured area or escort duties are transferred to another person authorized to conduct the escort. The person performing the escort duties is also responsible for ensuring the proper gate procedures are followed, refer to [Section 4.1 Gate Closing Procedures](#).

Unauthorized vehicles found unattended or parked within the airside area may be towed. See [Section 2.4 Vehicle Removal](#).

3.4 Storage and Parking

○ **Landside**

- The Airport Manager may reserve public parking areas and any other areas not under lease or permit for special event use and indicate any parking restrictions by appropriate markings and/or signs.
- 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 reserved parking area shall prominently display the identifying permit inside the vehicle within full view from the outside. Vehicles parked in unauthorized areas or not in parking stalls will be subject to citation and may be towed at owners’ expense.
- 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.
- 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.
- Any vehicle parked in a designated parking area shall be parked at the owner’s sole risk.

○ **Airside**

- Vehicles and other equipment operating on the secured area should be returned to their designated storage/parking area(s) immediately after being used.
- Aircraft refueling vehicles shall park only in those areas as approved by the Airport Manager and as permitted by the County codes and approved plans. Fueling vehicles shall not block taxilanes or drive lanes.
- FBO ramp and apron vehicles and support equipment shall be parked on those areas of the apron designated as managed or leased by the FBO.
- Vehicles must not be parked or left unattended on the secured area if they interfere with the use of a facility by others, prevent movement of aircraft, prevent free movement of emergency vehicles or interfere with the access routes of refueling vehicles.
- 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
- No person other than Airport Operations shall direct or authorize the parking of aircraft or vehicles on an active taxiway or drive lane

3.5 Service and Repair

Vehicles may only be serviced, repaired or overhauled in the area(s) approved by the County. Immediate, minimum repairs, required to move a stalled vehicle, are permitted as long as they are not in conflict with [Section 3.4 Storage and Parking](#).

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 or to remove it from the driving lanes.

3.6 Ground Vehicle/ Equipment/ Aircraft Accidents

If involved in an accident, the driver should first assess the situation and call 911 if she/he needs emergency services. 911 calls from a cell phone are routed to the CHP. Be prepared to be transferred to the appropriate emergency dispatch call center.

After calling 911 or if it is determined that emergency services are not needed, drivers involved in an accident must immediately notify Airport Operations, by calling Operations (916) 875-9035 or the Communications Center at (916) 929-5000, or (916) 874-0456. Unless further injury, damage or disruption to airport operations is imminent, motor vehicles involved in the accident shall not be moved until authorized by Airport Operations, Metro Fire or Law Enforcement.

3.7 Emergencies

When an aircraft or medical emergency is declared, emergency vehicles will proceed to the incident or specified staging positions. Traffic may be halted, detoured or diverted by the County. Metro Fire and emergency vehicles have the right of way while responding to emergencies. Portions of the Airport may be closed during emergency situations but will be reopened as they are cleared or determined that they are not in any danger from vehicles or the incident.

Accidents, emergencies, spills, suspicious activity, and incidents that require immediate attention must be reported to the Airport Communications Center by calling 911, (916) 929-5000 or (916) 874-0456.

SECTION 4 – Drive-Through Gate Access

Each driver is responsible for ensuring that all procedures outlined in this section are followed.

4.1 Gate Closing Procedure

A broken yellow line is painted on the ground on the inside and outside of each drive-through gate. When entering or exiting these gates, the driver or pedestrian 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.

- **More Than One Vehicle Exiting**

If more than one vehicle is exiting at one time, the lead vehicle is responsible for gate closure until the trailing vehicle activates the gate sensor and triggers the gate open. The last vehicle in the series is responsible for ensuring that the gate is closed before driving away.

4.2 Remote Access Gate

Residents whose property surrounds the airport have Residence through The Fence Agreements to access airport property for the purpose of movement of aircraft, through the remote access gate at Fullertown.

- **Agreements**

Residents may have an active or inactive agreement. With active agreements the residents are required to pay an annual fee, depending on the location of their property, and are granted access to the Access Area for sole purpose of the movement of their aircraft. With inactive agreements the residents are required to pay an annual fee to maintain the property value of their residence, and are not allowed entree to the Access Area. Only Active Licensees are permitted in the Access Areas, if they are in accordance with the Permitted Usage, listed below.

- **Permitted Usage**

As authorized by the County, the Active Licensee is authorized under the agreement:

- To use the Access Area for the movement of aircraft
- With prior approval from the Director, access for:
 - i. Towing of Active Licensee's aircraft
 - ii. Airport authorized aircraft maintenance to provide FAA required airworthiness and safety of flight maintenance to Active Licensee's aircraft on Property; and
 - iii. Required maintenance of the Access Area; and
 - iv. Other aviation related activity as approved by the Director

No other use of the Access Area is permitted. Vehicle usage to and from the Active Licensee's residence is prohibited.

- **Revocation and Relocation of Access**

The County reserves the authority to:

- i. Revoke access if, in its reasonable sole discretion, County determines that access to the Airport and use of the Access Area poses a risk to the safety and efficient operation of the Airport; and
- ii. Relocate Access Area upon (60) sixty days' written notice to the Active Licensee, for the purpose of accommodating airport development, third parties or others whom County allows access.

4.3 Key Locked Gates

Any authorized driver entering the secured area 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. See Sacramento Executive Airport Security Plan (Appendix B) for more information.

4.4 Heightened Security

These policies and procedures are subject to change without notice in response to heightened security threat levels. See Sacramento Executive Airport Security Plan (Appendix B) for more information.

SECTION 5 – Unauthorized Personnel and Vehicles

5.1 Pedestrians

Pedestrian traffic is discouraged on the AOA. Individuals with an operational need may walk on the AOA. Examples of acceptable pedestrian traffic are: employees within their work area (tenants' leased/managed areas) and pilots walking from the FBO to their aircraft. Although authorized in the above examples, pedestrians are advised to always use extreme caution and wear appropriate personal protective equipment (PPE's.)

Pedestrian traffic is not authorized outside of the tenant's leased/managed areas.

5.2 Other Privately Owned Vehicles and Devices

Motorcycles, bicycles, tricycles, scooters, skateboards, and other similar devices shall not be operated on the AOA. Permitted operator must comply with all Airport vehicle traffic rules. Refer also to [Section 2.3 Privately Owned Vehicles](#) for more information.

Sacramento County Department of Airports

Sacramento Executive Airport- Security Plan

Appendix B

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AIRPORT SECURITY PLAN

SECTION 1 – General Information

1.1 Disclosure Statement / Security Responsibilities

Distribution of these Security Procedures should be restricted to individuals with a legitimate operational need for access to them.

The Airport Manager or designee is responsible for the development and maintenance of the Airport Security Plan. Airport Operations staff is responsible for enforcement of the Plan.

1.2 Introduction, Development and Purpose

The Sacramento Executive Airport Security Plan (ASP) serves to provide security rules, regulations and protocols for Executive Airport and its tenants. The development of the ASP is derived from the TSA Information Publication *Security Guidelines for General Aviation Airports* (IP A-001). The format uses the TSA GA Airport Security Procedures template and its content is derived from the Airport Characteristics Measurement Tool. The security procedures set forth in this document are intended to follow TSA guidelines and suggestions yet provide security procedures that are unique to Executive Airport and practical for personnel and tenants at this Airport.

1.3 Airport Activities

- **Airside**
Airport aircraft activities include general aviation, cargo, maintenance (transient), military and other specialized aircraft operations.
- **Landside**
Landside tenant activities may include a variety of government and commerce activities.

1.4 Emergency Phone Numbers

- All Emergencies call 911 – State the location and nature of emergency
 - 911 calls from cell phones are directed through CHP dispatch. Be prepared to be transferred to appropriate emergency dispatch.
- CHP non-emergency dispatch: 916-835-5247
- Sacramento City Police Department non-emergency dispatch: 916-265-5471
- Sacramento Metro Fire non-emergency dispatch: 916-566-4000
- Airport Communications Center: 916-929-5000
- FBI Sacramento Field Office: 916-481-9110
- TSA Airport Watch Hot-Line: 866-427-3287

1.5 Surveillance and Tenant Owned and Operated CCTV Systems

The Department owns and maintains a video surveillance system covering designated areas of the airport. Airport users and tenants must gain airport approval prior to augmenting the Department's system with their own cameras.

SECTION 2 – Administration Information

2.1 Airport Operator

Questions regarding this security plan should be directed to the Airport Operations during normal business hours, 8:00 a.m. to 4:00 p.m. Monday through Friday at 916-875-9035.

- Address:
Sacramento County, Executive Airport
6151 Freeport Blvd Suite 177,
Sacramento, CA 95822

2.2 Individuals Responsible for Airport Security

Airport security depends upon a pro-active partnership between public and private entities. It is the responsibility of staff to develop and maintain the security plan; it is the responsibility of all parties to successfully implement the plan.

Any tenant or tenant subcontractor who fails to control unauthorized access into the airfield/AOA through doors located in tenant-leased or permitted space is in violation of the Airport Security Rules and Regulations.

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 responsibilities include: access control within the tenants leased and managed areas, challenging unknown and/or unauthorized individuals on the AOA, reporting suspicious activity, personnel security training, etc. Refer to [Section 4.4 Access and Control](#).

Any person who knowingly violates security rules or regulations may be subject to financial penalties.

SECTION 3 – Aircraft Movement Area / Security Control

3.1 Aircraft Movement Area

The Movement Area consists of all runways, taxiways, and safety areas used for the movement of aircraft under the control of the ATCT.

3.2 Movement Area Incursion

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.

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 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 (if applicable).
- 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.

3.3 Perimeter/Access Control

Restricted areas are established for safety and security reasons. All entry points shall be positively controlled at all times. 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. The general public is restricted from all areas of the Airport posted as RESTRICTED or SECURED.

The restricted area controls at Airport consists of:

- Fencing
- Gates – electronic and swing
- Buildings (as barriers)
- Lock and Key Control System

3.4 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' 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.

SECTION 4 – Airport Security Procedures

4.1 Gates

- All AOA access gates shall be marked with a gate number on both sides of the gate and the gate shall be signed indicating “Restricted Area” on the non-AOA side of the gate.
- Responsibility for access control of all airfield access gates shall be assigned to each tenant or agency that has an access lock on the gate. All locks shall be marked to readily identify who it belongs to.
- Authorization to install a lock on an access gate at the Airport requires prior approval from Airport Operations. Requests for gate/lock access require the following information:
 - Gate(s) requested
 - Reason for access
 - Exact locations on the Airport where access is needed.
 - Duration of access
- Upon approval, the lock(s) and key(s) will be brought to Airport Operations to be identified and marked. Airport Operations will place the lock(s) on the authorized gate(s) after they have been properly marked. Unmarked locks found on gates may be removed by Airport Operations without notice.
- All access gates shall remain in the closed & locked position. When opened for access to the AOA, the gates shall be physically guarded until it has been secured in the closed and locked position. Access locks on security gates found unlocked will be removed and revocation of access authorization will be considered.
- The County shall perform routine gate/perimeter security inspections.
- Contact Airport Operations for assistance regarding gate/lock issues.

4.2 Driving/Parking/Vehicle Access

- Access and driving on the AOA is a privilege and can be revoked at any time. Drivers must comply by the Executive Airport Driving Regulations and always operate in a safe, sane and courteous manner. Refer to the Executive Airport Driving Regulations (Appendix A) for further information regarding driving regulations.
- Unescorted vehicles authorized within the AOA and outside the leased and/or managed areas shall be only those vehicles with a permanently displayed company logo, insignia or company name. (Magnetic signs are prohibited). To the extent practical, all other authorized unescorted Ground Support Equipment and/or service vehicles shall be marked so they are readily identifiable.
- When entering or exiting electronically operated gates, the driver must stop and observe that the gate has completely closed behind them (Gates 1E, 2E, 3E, 4E, 5E, 6E, 7E and Fullertown Gate.) Tenants are responsible for compliance at gates within their lease/managed areas. In the event that a customer fails to comply, tenant employees are required to “cover” the gate to ensure no breach occurs.
- Tenant employees are not authorized to drive or park personal vehicles within the AOA unless authorized by the tenant using approved County procedures. If the tenant approves an employee to use his/her vehicle, the vehicle is restricted to tenants’ leased/managed areas. POV’s are not allowed on the AOA except in the tenants’ leased/managed areas. POV’s outside the tenants’ leased/managed areas must be

under escort and escort be provided by the tenant. Exceptions may be made on a case by case basis. Requests for exceptions must be provided, preferably in advance and in writing, to Airport Operations. Airport Operations will maintain a list of authorized exceptions. Vehicle operators without permission to operate on the AOA may be escorted off until such permission is granted.

- Owners or operators of general aviation aircraft are not authorized to park unattended personal vehicles at, or in the vicinity of, aircraft tie-down positions.
- Unmarked customer, contractor or service providers, shall be under escort while on the AOA. Escort of customer, contractor or service provider vehicles is the direct responsibility of the tenant.
- Customer and service contract vehicles may be parked and unattended only within the tenant's leased and/or managed areas, and only upon specific authorization and responsibility of the tenant. Tenants shall be required to positively identify owner/operator/user of an unattended vehicle if challenged by an authorized representative of the County or other government agency.
- Tenants shall be responsible for notifying the County of tenant subcontractors who have been given ramp access authorization.
- Tenant contractors, sub-contractors, service providers and/or any other agency that will have unescorted access on the AOA are required to be briefed on airport security and safety by Airport Operations. Please provide as much advance notice as is possible.

4.3 Access Control

- Tenant responsibility for ramp access security and control shall include: tenant occupied building doors (personnel doors, roll-up doors, aircraft hangar doors, etc.,) vehicle gates, pedestrian gates, and other access control devices between the AOA, airport airside and landside areas.
- Access to the AOA must be restricted to individuals with a legitimate operational need.
- Airport tenants contracting with private security firms to provide tenant specific security services at the airport shall notify the Airport Operations.
- It is the responsibility of all parties with AOA access to challenge individuals that are not known to have an operational need to be on the AOA. Additionally, it is the responsibility of all parties to report suspicious behavior on and off the AOA.
- Securing of aircraft is the responsibility of the aircraft owner and/or tenant, as appropriate.
- Pedestrians, including pilots, aircraft owners and passengers, are not allowed on the AOA except in cases of operational necessity. For example, walking from the FBO to the aircraft within the leased/managed area is acceptable.

4.4 Access Procedures for Utility Providers

- Utility service providers require access to the AOA. This plan communicates the basic procedures for utility crews that require access to the AOA.
- Access is to be coordinated with Airport Operations in advance whenever possible. If advance notice is not possible (i.e. emergency response), the response crew must call as soon as possible. In all cases, the crew must advise Airport Operations prior to accessing the AOA and provide the following: gate accessed, location on field the crew

will be working, estimated duration of access, notification of any hazards, outages and any/all other pertinent data.

- In some cases, the crew may have to wait for the arrival of Airport Operations personnel for escort. When it is determined that an escort is required, the crew must wait for the escort in the interest of safety of the crew and/or the public.
- Failure to follow these procedures may result in lock removal, restricted access to AOA and/or any other procedure that will ensure compliance of this regulation and the safety and security of the public.

SECTION 5 – Identification of Vehicles

Each vehicle (County, tenant, contractor, ATC, etc.) authorized to operate **unescorted** on the secured area must be permanently marked or painted (magnetic signs or removable signs are not acceptable) with the company logo/name such that it is readily identifiable. Exceptions to this rule are permitted within the tenants leased/managed areas, when under escort by a properly marked vehicle and when exception is specifically granted by Airport Operations. Other exceptions may be made on a case by case basis. Exemption request must be made to Airport Operations. Refer to Executive Driving Regulations (Appendix A) for Vehicle Requirements.

SECTION 6 – Law Enforcement and Security

- Sacramento City Police Department provides law enforcement coverage for Executive Airport. For large events and/or incidents, other agencies may provide supplemental services.
- 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.
- ATC, TSA, Sacramento City Police Department, and other local, State, and federal law enforcement officers have the power and authority to enforce applicable laws, ordinances, rules and regulations within the airport boundaries.
- When conditions require aircraft security guards or police officers, the aircraft owner/operator should coordinate these activities with the Airport Manager. Any costs associated with the aircraft security is the responsibility of the aircraft owner/operator.

SECTION 7 – Increased Security Threats

Homeland Security Advisory System threat level increase may result in increased security measures at Executive Airport. Increased security measures may impose increased duties and obligations on the part of the Airport Operator and tenants. Increased security measures will be assessed based upon the threat level and any and all relevant threat based information. All parties must be prepared to provide increased airport security related duties in the event of an increased security threat level.

- Exhibits:
 - A. [Sacramento Executive Airport Gates and Locations](#)
 - B. [Movement Area Map](#)
 - C. [Revision Log](#)

EXHIBIT A – Sacramento Executive Airport Gates and Locations

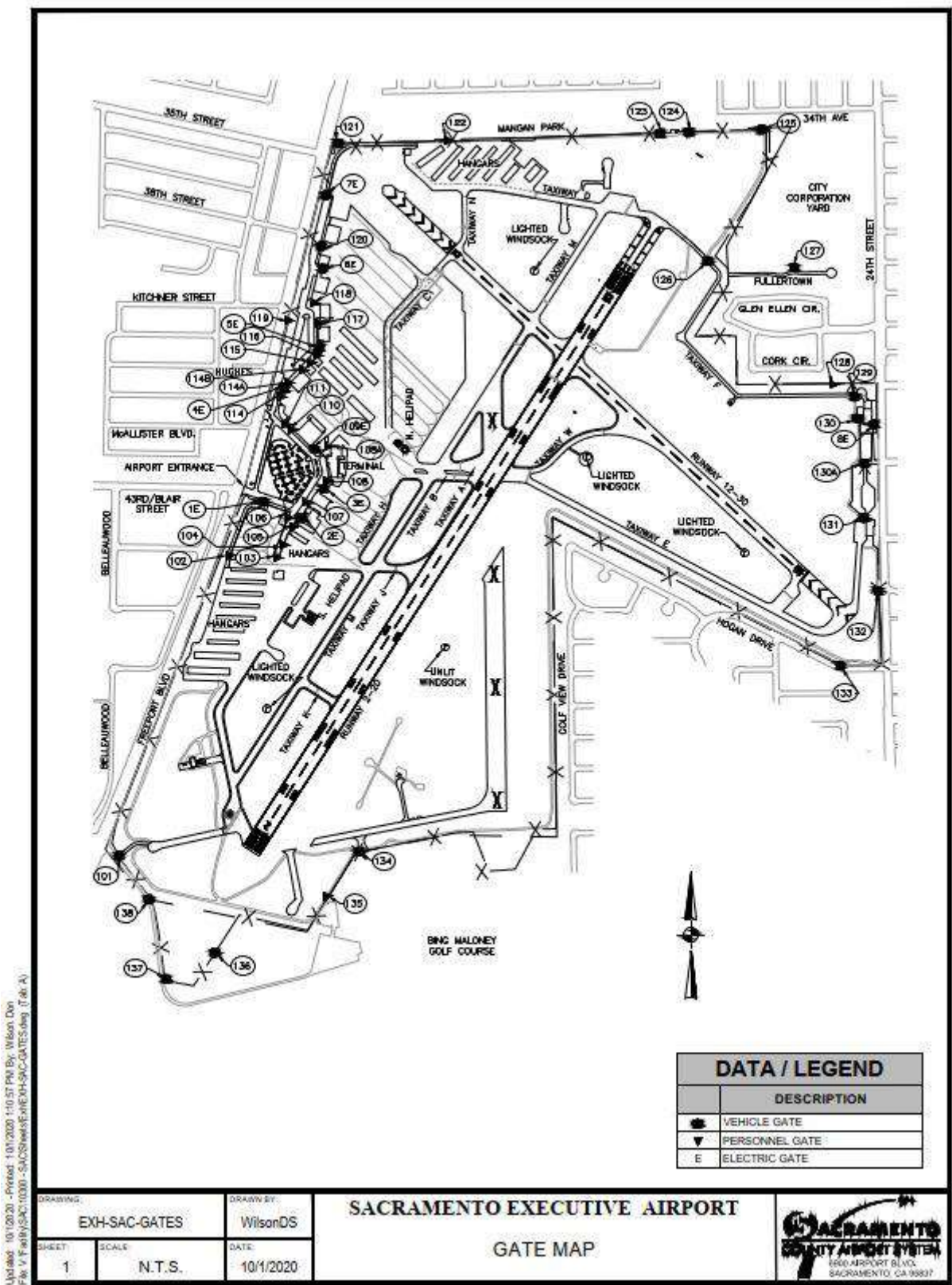
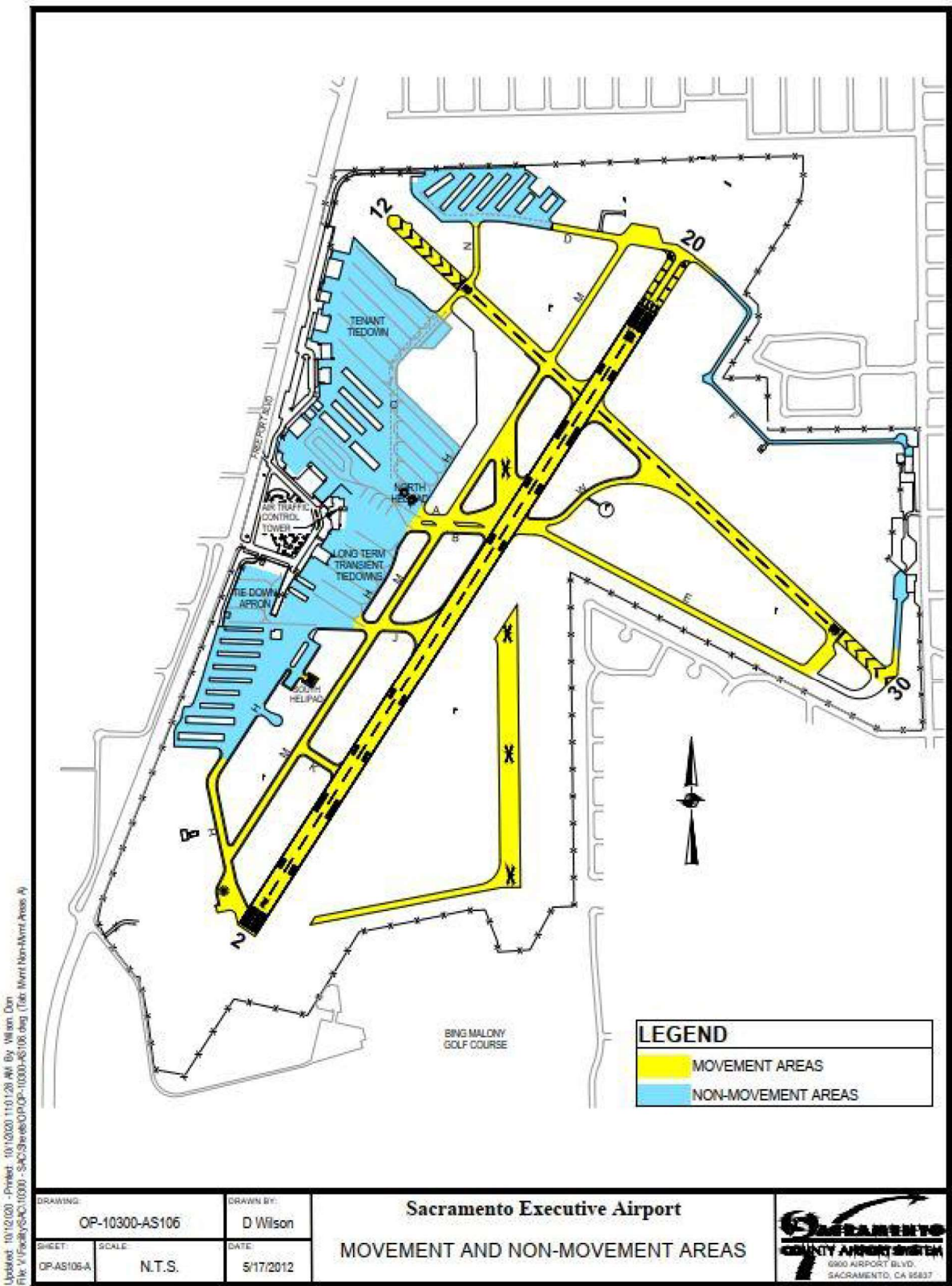


EXHIBIT B – Movement Area Map

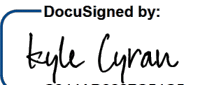



HAZARDOUS MATERIALS SPILL/RELEASE REPORTING & CLEANUP POLICIES



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

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

Prepared by:	<div>DocuSigned by:  C944AD9887C54C5...</div> <hr/> Kyle Cyran, Environmental Specialist Planning & Environment	<div>9/6/2023</div> <hr/> Date
Approved by:	<div>DocuSigned by:  B3C06C236F67462</div> <hr/> Glen Rickelton, Airport Manager Planning & Environment	<div>9/8/2023</div> <hr/> Date

**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:

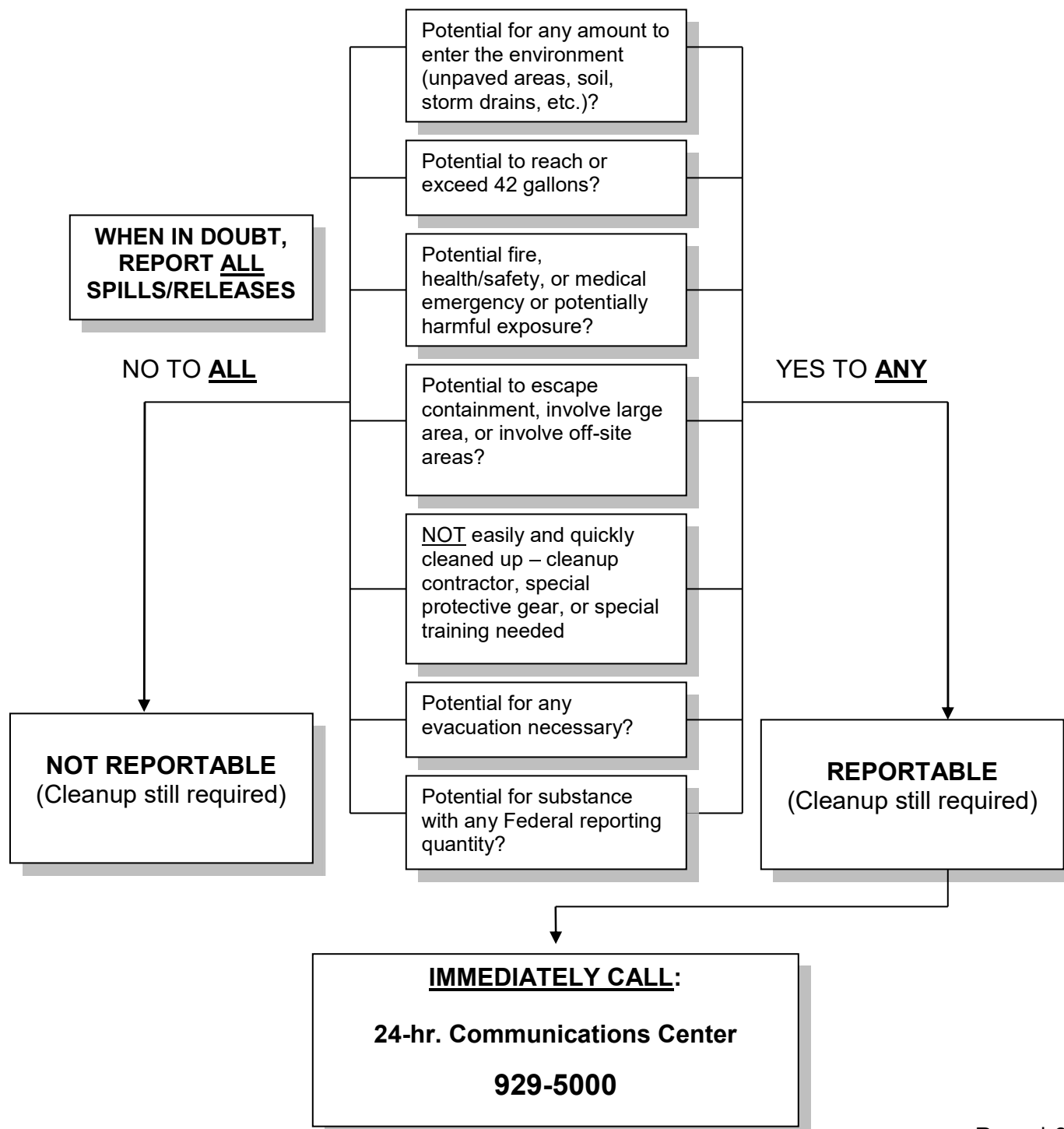
IMMEDIATELY CALL:

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:

- 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:**

911

AND

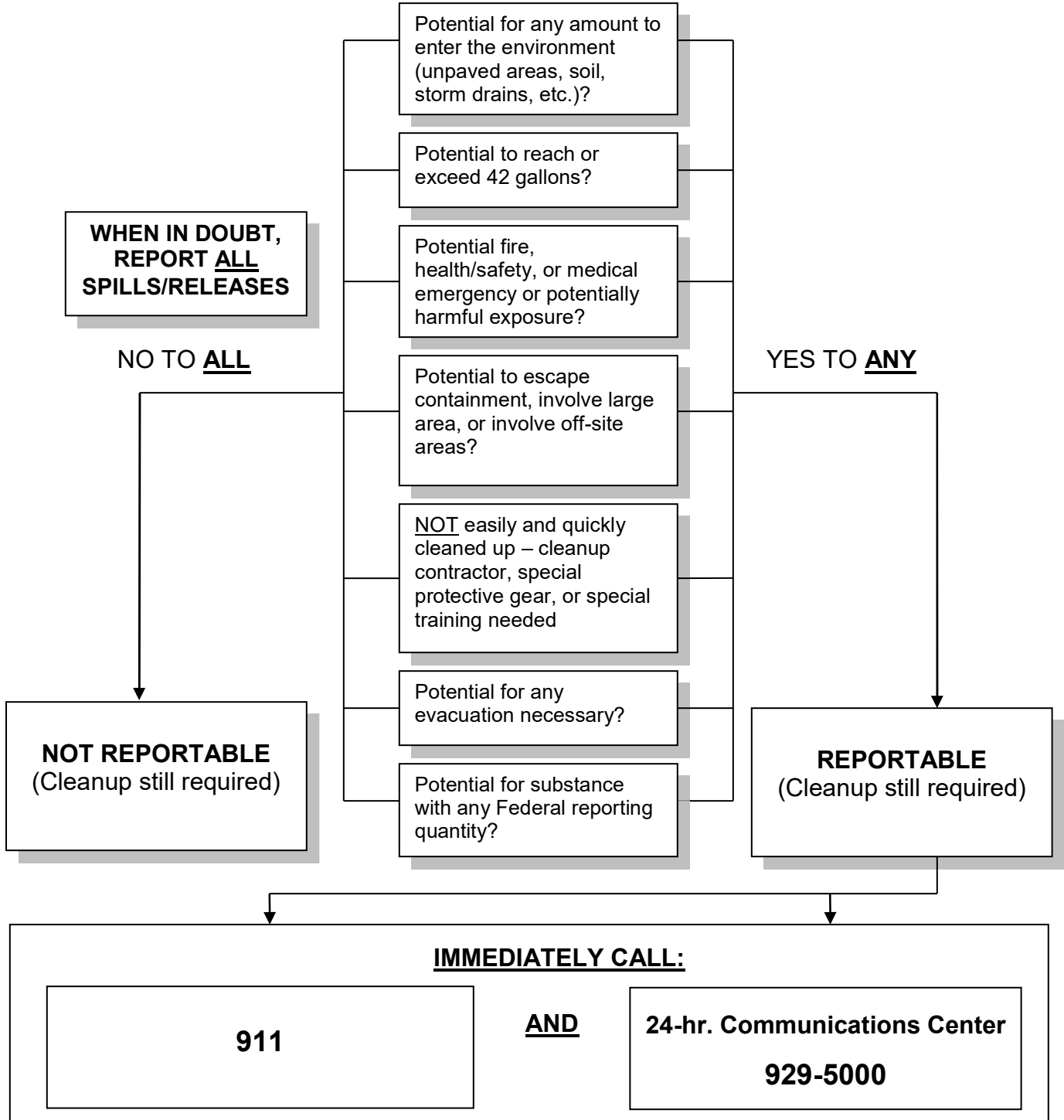
24-hr. Communications Center

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.

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
(916) 875-3080 (office) or (916) 874-9554 (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		
Report to additional agencies below if determined necessary:			
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

