

Salt Lake City Department of Airports

Rules and Regulations



Updated: April 2020

Salt Lake City Department of Airports Rules and Regulations
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1. INTRODUCTION

1.1 Purpose

These Rules and Regulations and any amendments hereto, are designed to protect the public health, safety, interest, and general welfare at Salt Lake City International Airport (SLCIA/Airport), and to restrict or prevent any activity or action that would interfere with the safe, orderly, and efficient use of the Airport by its passengers, operators, tenants, and authorized users.

1.2 Administration and Responsibility

The Rules and Regulations apply to activities, operation, and use of Salt Lake City International Airport. Copies may be obtained during normal business hours at the Airport's administrative offices, located on the second floor of Terminal One at 776 North Terminal Drive, Salt Lake City, UT 84116 or by accessing the following link: <http://www.slairport.com/rules.asp>. Every Person and entity doing business at the Airport is responsible for maintaining a current knowledge of and complying with the Rules and Regulations and companion documents referred to in the document. The companion documents are posted at the link above.

1.3 No Pre-emption

To the extent of any irreconcilable conflict between these Rules and Regulations and any federal, State, and local statutes, ordinances, policies and procedures, these Rules and Regulations will be subordinate to such other laws and policies.

It is not the intent of these Rules and Regulations to excuse any entity from the performance of any obligation it may have under any agreement with the City and/or Salt Lake City Department of Airports, whether the agreement is in existence on the date of the adoption of these Rules and Regulations or entered into at any time thereafter. Tenant contracts with the SLCDA may include additional requirements and/or cover these Rules and Regulations in further detail.

1.4 No Actual or Implied Contract

These Rules and Regulations do not create an actual or implied contract between the City and/or the Airport and any Person, including, without limitation, employees, vendors, service providers, tenants, Airport users, or any other entity or Person with respect to any matter or issue.

1.5 Changes to Rules and Regulations

The Rules and Regulations may be changed by the Executive Director who will give notice to Airline Airport Affairs Committee (AAAC) on matters pertinent to the airlines and as required by the Airline Use Agreement (AUA).

1.6 Enforcement

The SLCDA may remove or evict from the Airport any Person, who violates any rule or regulation prescribed herein, or any rule or regulation by federal, State, or local government. Any individual who enters or is present at the Airport in violation of these Rules and Regulations, or any applicable federal, state or City laws, may be directed to leave the Airport by a law enforcement officer, the Airport Executive Director, or by any authorized Airport employee. Failure to comply with a direction to leave the Airport may result in the individual being arrested and charged with trespass under Salt Lake City Code § 11.36.130 or other applicable law.

1.7 Variance or Waiver

The SLCDA may vary from the provisions of these Rules and Regulations from time-to-time when circumstances may require.

1.8 Nondiscrimination

Any individual and/or entity for itself, its heirs, personal representatives, successors in interest, and assignees, shall comply with all federal requirements imposed pursuant to nondiscrimination in federally assisted programs of the United States Department of Transportation, and as said regulations may be amended.

1.9 Authority of the Executive Director

The Executive Director is authorized to enforce these Rules and Regulations as required to assure the convenience and safety of the traveling public and others using the Airport. In addition to these Rules and Regulations, the Executive Director is empowered to issue other guidelines to ensure the safety and well-being of Airport users or as otherwise determine to be in the best interest of the SLCDA. The Executive Director may prohibit use of the Airport or any part thereof by any Person in violation of these Rules and Regulations. The Executive Director may use any legal remedy or recourse to aid the enforcement of the provisions contained in these Rules and Regulations.

Appeals or resolution processes other than those regulated by applicable law will be heard by the Executive Director.

2. DEFINITIONS

Any terms not defined in this section shall have the meaning set forth in applicable federal, State, and local laws.

2.1 Aeronautical Activities

Any activity or service that involves, makes possible, facilitates, is related to, assists in, or is required for the operation of aircraft or another aeronautical activity or which contributes to or is required for the safety of such operations.

The following activities, without limitation, which are commonly conducted on airports, are considered aeronautical activities within this definition: aircraft charter, pilot

training, aircraft rental, sightseeing, aerial photography, aerial spraying and agricultural aviation services, aerial advertising, aerial surveying, air carrier operations (passenger and cargo), aircraft sales and service, sale of aviation fuel and oil, aircraft maintenance, sale of aircraft parts, and any other activity which, in the sole judgment of the SLCDA, because of its direct relationship to the operation of aircraft or the Airport, can be appropriately regarded as an aeronautical activity.

2.2 Air Operations Area (AOA)

All Airport areas where aircraft can operate, either under its own power or while being towed. The Air Operations Area includes runways, taxiways, and apron areas.

2.3 Air Traffic Control (ATC)

The Federal Aviation Administration (FAA) air traffic control system and/or tower.

2.4 Aircraft Design Group

A grouping of aircraft based upon wingspan or tail height as designated by the FAA. Where an airplane is in two categories, the most demanding category shall be used. The groups are as follows:

Group I: Up to, but not including, 49 feet wingspan or tail height up to but not including 20 feet.

Group II: 49 feet up to, but not including, 79 feet wingspan or tail height from 20 up to but not including 30 feet.

Group III: 79 feet up to, but not including, 118 feet wingspan or tail height from 30 up to but not including 45 feet.

Group IV: 118 feet up to, but not including 171 feet wingspan or tail height from 45 up to but not including 60 feet.

Group V: 171 feet up to, but not including, 214 feet wingspan or tail height from 60 up to but not including 66 feet.

Group VI: 214 feet up to, but not including, 262 feet wingspan or tail height from 66 up to but not including 80 feet.

2.5 Aircraft Maintenance

Aircraft maintenance is considered to be the repair, maintenance, alteration, preservation, or inspection of aircraft (including the replacement of parts). Major maintenance includes major alterations to the airframe, power plant, and propeller as defined in federal regulations. Minor maintenance includes normal, routine annual inspection with attendant maintenance, repair, calibration, or adjustment of aircraft and its accessories. Aircraft assembly is included within the definition of aircraft maintenance.

2.6 Airframe and Power Plant Mechanic (A and P Mechanic)

Someone holding an FAA authorized aircraft mechanic certificate with both airframe and power plant ratings.

2.7 Airline Use Agreement (AUA)

The Airline Use Agreement (AUA) is a contract between the Salt Lake City Department of Airports and the airlines operating at Salt Lake City International Airport.

2.8 Airport

Airport refers to the land and improvements generally known and designated as the Salt Lake City International Airport. The improvements on the land consist of the runways, aircraft taxiways and parking aprons, the passenger and freight terminal buildings, hangars, vehicle roads and parking facilities, and all other improvements on such land. The term Airport shall also include any adjacent or nearby land hereafter acquired for purposes of the Airport and all improvements hereafter constructed on such land. Refer to Salt Lake City Code 5.01.2.2 for additional definition.

2.9 Airport Emergency Plan (AEP)

The Federal Aviation Administration's required emergency plan that governs actions during an emergency or disaster as specified in federal regulations.

2.10 Airport Layout Plan (ALP)

The plan of an airport showing the layout of existing and proposed facilities.

2.11 Airport Security Program (ASP)

The ASP is a document describing the Airport's plan to comply with provisions required by federal security regulations. The program is reviewed and approved by the Transportation Security Administration (TSA).

2.12 Apron

The apron is a surface in the Air Operations Area (AOA) where aircraft park and are serviced, refueled, loaded with cargo, and accessed by passengers.

2.13 Baggage Areas

The baggage claim and baggage make-up areas located at the Airport.

2.14 Based Aircraft

Any aircraft utilizing the Airport as a base of operation (other than occasional transient purposes) and registered at the Airport with an assigned tie-down or hangar space on the Airport or adjoining property that has direct taxiway access to the Airport.

- 2.15 Code of Federal Regulations (CFR)
The Code of Federal Regulations.
- 2.16 Commercial
That which promotes or makes possible earnings, income, revenue, compensation, profits, exchanges (including change of services), trading, buying, hiring, or selling of commodities, goods, services, or tangible or intangible property of any kind, whether or not such objectives are accomplished.
- 2.17 Common Use Gates
Any gate not assigned by the SLCDA for preferential use by a Signatory Airline.
- 2.18 Concessionaire
A business entity with an active agreement paying the Airport either a percentage of revenue, a fixed sum, or other amount or fee for the ability to conduct business at the Airport.
- 2.19 Department of Homeland Security (DHS)
The Department of Homeland Security.
- 2.20 Directors
The Directors of the various Salt Lake City Department of Airports Divisions or a designee (i.e. the Director of Airport Operations).
- 2.21 Environmental Laws
Environmental Laws shall mean and include all federal, State, and local laws, statutes, ordinances, regulations, resolutions, decrees, or rules now or hereinafter in effect, as may be amended from time to time, and all implementing regulations, directives, orders, guidelines, and federal or state court decisions, interpreting, relating to, regulating or imposing liability (including, but not limited to, response, removal, remediation and damage costs) or standards of conduct or performance relating to industrial hygiene, occupational health and/or safety conditions, environmental conditions, or exposure to, contamination by, or clean-up of, any and all hazardous materials including, without limitation, all federal or State environmental liens or environmental clean-up statutes.
- 2.22 Executive Director
The Executive Director of the Salt Lake City Department of Airports or a designee.
- 2.23 Federal Aviation Administration (FAA)

An agency of the United States Department of Transportation with authority to regulate and oversee all aspects of civil aviation. The Federal Aviation Administration created by the Federal government under Public Law 89-670 and Executive Order 11340 dated March 30, 1967, or to such other governmental agency, which may be successor thereto or be vested with the same or similar authority.

2.24 Federal Inspection Services (FIS) Facility

The Federal Inspection Services facility currently housed in the Airport's International Terminal including United States Customs.

2.25 Fixed Base Operator (FBO)

As defined in Salt Lake City Code, Title 16, "Fixed Base Operator" means firms or Persons, subject to the provisions of a lease with the City, engaging in the selling, servicing, renting or leasing of new and/or used aircraft, parts, aircraft accessories and hardware; custom repair, overhauling and modification of general accessories and hardware; overhauling and modification of aircraft and/or aircraft equipment; and includes the conducting of charter flight services, aerial photography, advertising, mapmaking, aerial firefighting or crop dusting services.

2.26 Foreign Object Debris (FOD)

Any object located in an inappropriate location in the Airport environment that has the capacity to injure Airport or airline personnel and damage aircraft.

2.27 Fuel Handling

The transporting, storage, delivering, fueling, or draining of fuel or fuel waste products.

2.28 Ground Service Operators

All firms or Persons operating on the Airport under a contract with an air carrier to provide ground handling support service to aircraft including, without limitation: aircraft fueling (includes into- plane agents), loading/unloading aircraft baggage, mail and cargo, aircraft movement (includes towing), aircraft maintenance, interior/exterior aircraft cleaning, and aircraft water, lavatory, and deicing services.

2.29 Hazardous Waste

Hazardous waste is material known to be harmful to human health and the environment when not managed properly (regardless of concentration). A list of material considered to be hazardous waste is in federal code under the Environmental Protection Agency section, Title 40, CFR 261.2 Subpart D.

2.30 Hazardous Wildlife

Species of wildlife (birds, mammals, reptiles), including feral animals and domesticated animals not under control, that are associated with aircraft strike problems, are capable of

causing structural damage to Airport facilities, or act as attractants to other wildlife that pose a strike hazard.

2.31 Leafleting, Leaflet

The repetitive or continuous distribution of non-profit printed or written material.

2.32 Master Plan

Documents and drawings illustrating the potential development of the Airport.

2.33 Movement Area (MA)

The runways, taxiways, and other areas of the Airport under the control of air traffic control towers, which are used for taxiing or hover taxiing, air taxiing, takeoff, and landing aircraft, exclusive of loading ramps and aircraft parking areas.

2.34 Non-Movement Area

Taxi lanes, aprons, and other areas not under the control of air traffic control towers.

2.35 Non-profit or Non-profit Activity

Activities undertaken not for profit, but for a philanthropic, religious, charitable, benevolent, humane, public interest, or similar purpose.

2.36 Non-Signatory Airline

Non-Signatory Airline shall mean any air transportation company that has not entered into an Airline Use Agreement (AUA) with the SLCDA.

2.37 Operator(s)

Any Person, business, or entity doing business or conducting activity at the Airport.

2.38 Person

Any individual, firm or organization, air carrier co-partnership, corporation, company, association, joint stock association, or body politic, and includes any trustee, receiver, assignee, or other representative thereof.

2.39 Picket, Picketing

The display of placard signs as part of participation in a picket line as a picket or taking part in any labor or other form of demonstration, protest, or expression of non-profit speech. Picketing does not include any commercial activity, including without limitation commercial solicitation.

2.40 Preferential Use Gate

A gate assigned by the SLCDA for preferential use by a Signatory Airline.

2.41 Public Areas

Public Areas consist of all non-sterile areas on Airport property, including without limitation terminals, public parking lots and garages, Utah Transit Authority (UTA) facilities, and all sidewalks, corridors, elevators, escalators, pedestrian bridges, tunnels and walkways connecting the Terminals, public parking garages and lots, and UTA facilities.

2.42 Refueling Vehicle

Any vehicle used for fuel handling, including, without limitation, fuel servicing hydrant vehicles and hydrant carts.

2.43 Regulatory Measures

Federal, State, county, local, SLCDA laws, codes, statutes, ordinances, orders, policies, rules and regulations in effect and as amended.

2.44 Release

Release means any spilling, leaking, pumping, pouring, emitting, emptying, discharging, injecting, escaping, leaching, dumping, or disposing into the environment (including the abandonment or discarding of barrels, containers, and other closed receptacles) of any toxic chemical.

2.45 Restricted Access Area

Non-public areas of the Airport that cannot be accessed without proper identification. These areas include the Airport Operations Area, Security Identification Display Area, sterile, and secure areas, and in general terms, all areas inside the perimeter fence and those portions of buildings that provide access subject to security or operational restrictions.

2.46 Rules and Regulations

Rules and Regulations developed by the Salt Lake City Department of Airports that govern Airport operations. This includes any future amendments or supplements to the existing document.

2.47 Run-up

Aircraft engine operation above normal idle speed, the purpose of which is engine maintenance or testing, including engines operating for purposes of preparing for and taking off.

2.48 Salt Lake City Corporation

This reference includes Salt Lake City Corporation and its Departments including the Department of Airports.

- 2.49 Salt Lake City Department of Airports (SLCDA)
The Salt Lake City Department of Airports.
- 2.50 Security Identification Display Area (SIDA)
Areas of the Salt Lake City International Airport where everyone is required to continuously display an Airport-issued identification badge on their outermost garment unless under Airport-approved escort. These areas are identified in the Airport Security Plan.
- 2.51 Signatory Airline
Signatory Airline refers to an air transportation company that is a party to the Airline Use Agreement (AUA) with the Salt Lake City Department of Airports.
- 2.52 Solicit, Solicitation, Soliciting
The oral or written request for funds, signatures, or anything of value, conducted by a person to or with a passerby in a repetitive manner, including without limitation money, written pledges of future donations, orders to sell any goods or property, services, or memberships in formal or informal groups or organizations, for either commercial or non-profit purposes.
- 2.53 Sterile Area
That portion of the Airport defined in the Airport Security Program that provides passenger access to boarding aircraft and to which access is generally controlled by the Transportation Security Administration through the screening of people and in accordance with federally required and approved security procedures and programs.
- 2.54 Taxi lane
The portion of the aircraft parking area used for access between taxiways and aprons and not within the movement area.
- 2.55 Taxiway
A defined path over which aircraft can taxi from one part of an airport to another (excluding the runway) and which is within the movement area.
- 2.56 Terminal
Terminal shall mean the passenger terminal buildings and the terminal aircraft aprons.
- 2.57 Terminal Desks
Designated areas in each terminal for use by organizations to coordinate large groups at the Airport, or for use by permit holders conducting temporary commercial activities or non-profit activities, leafleting, or other free-speech activities on terms established by the

SLCDA. The location of the terminal desks may change from time to time, depending on operational and construction needs and constraints.

2.58 Third Party Operators

Entities that have contracts or agreements with tenants of the Salt Lake City Department of Airports to conduct work or commercial activity at the Airport. Third party operators also include tenant and contractor subs, vendors, and any and all invitees performing any commercial service on their behalf. Tenants are required to notify the SLCDA of any Third-Party Operators conducting work or commercial activity on the Airport. The Third-Party Operator must have a permit issued by the SLCDA.

2.59 Through-the-Fence Access

Access to the public landing area by aircraft based on off-Airport land adjacent to the Airport property.

2.60 Ticket Counters

Those areas made available by the SLCDA for use by air carriers for ticketing passengers, receiving baggage, and similar activities.

2.61 Toxic Chemicals

A chemical or chemical category as listed in federal Environmental Protection Agency regulations.

2.62 Transient Aircraft

Any aircraft utilizing the Airport for occasional transient purposes and is not based at the Airport.

2.63 Transportation Security Administration (TSA)

The Transportation Security Administration.

2.64 Vehicle Service Road or Perimeter Road

A designated road for vehicles in the non-movement area.

2.65 Vehicles for Hire

Broadly defined as a fee-based, commercial vehicle. Detailed definitions are listed in applicable Salt Lake City Ordinances.

2.66 Wildlife Attractants

Wildlife attractants are considered to be any human-made structure, land-use practice, or human-made or natural geographic feature that can attract or sustain hazardous wildlife within the landing or departure airspace or the Airport's Air Operations Area. These attractants can include architectural features, landscaping, waste disposal sites,

wastewater treatment facilities, agricultural or aquaculture activities, surface mining, or wetlands.

3. GENERAL RULES AND REGULATIONS

3.1 Abandoned or Derelict Property

Property shall not be abandoned on the Airport. Abandoned, derelict, or lost property at the Airport includes, without limitation, aircraft, vehicles, equipment, machinery, baggage, or personal property. Property unclaimed by its proper owner or items for which ownership cannot be established will be handled in accordance with standard procedures and applicable law.

3.2 Accidents or Incidents

Accidents or incidents resulting in damage to property, injury requiring medical treatment, or interference with Airport operations shall immediately be reported to Salt Lake City Department of Airports Control Center at 801-575-2401.

3.3 Advertising Privileges

Advertising in the terminal area or on the Airport is regulated by an exclusive contract with an advertising concessionaire selected in a competitive process. No third-party advertising is permitted. The SLCDA has the sole discretion to determine the locations, type and content of the advertising displays. The SLCDA may also permit temporary display privileges which are not considered to be advertising.

3.4 Airport Liability

The SLCDA assumes no responsibility for loss, injury, or damage to people or property on the Airport or using the Airport facilities.

3.5 Automated External Defibrillators

Automated External Defibrillators (AEDs) are located for use by Airport first responders in and around the terminal complex. AEDs are stored in marked locations in the lobbies, concourses, and in several first responder vehicles. The locations of all tenant owned AEDs must be reported to the Airport Control Center at 801-575-2401.

3.6 Cleanliness of Airport

Tenant shall refer to its lease agreement for details regarding the maintenance and cleaning services that the SLCDA provides, and those tasks for which the tenant is responsible. Leased areas will be periodically inspected by SLCDA representatives to determine the acceptability, cleanliness, and general upkeep. Discrepancies will be noted and prompt corrective measures required of the tenant.

No Person shall place any solids in, or pour any liquid other than water down, floor drains, manholes, storm water drains or sewer connections.

Foreign Object Debris (FOD) containers shall be used only for disposal of foreign object debris found on the airfield.

3.7 Clear Zone

A four-foot clear zone must be maintained on the public side of the perimeter fence. The fencing will be a minimum of eight feet high with three strands of barbed wire along the top of the fence. These specific areas are identified in the Airport Security Plan, which defines the perimeter fence enclosing the Air Operations Area. All vehicles, equipment and material must be located at least four feet from the fence line.

3.8 Commercial Activities

No person shall occupy or rent space, carry on any business, commercial activity or enterprise, including without limitation, commercial soliciting, promotional activities, or any form of revenue-producing activity at the Airport, without first obtaining a written contract, permit, license, lease, or other form of written authorization from the SLCDA and paying all required fees. Such written authorization may not be assigned or transferred and shall be limited solely to the approved activity. Commercial activities on Airport property may be allowed at the sole discretion of SLCDA to promote the best interests of the Airport. While engaging in any commercial activity at the Airport, all persons shall carry, and upon request produce for inspection, written authorization from SLCDA to engage in such activity.

3.9 Commercial Photography/Filming

No person, except representatives of the media during official assignments, shall take still photographs, video, or film for hire or for any commercial purposes at the Airport without the express written permission of the SLCDA. While engaging in any commercial photography, videoing, or filming at the Airport, all persons shall carry, and upon request produce for inspection, written authorization from SLCDA to engage in such activity.

3.10 Compliance with Regulatory Measures

All Persons or entities occupying or using, engaging in an aeronautical activity on, or developing Airport land or improvements shall comply, at the Person's or entity's expense, with all applicable regulatory measures including, without limitation, those of the federal, State, and local government and any other agency having jurisdiction over the Airport, the businesses operating at the Airport, and the activities occurring at the Airport including the United States Department of Transportation (USDOT), the United States Department of Homeland Security (DHS), the Transportation Security Administration (TSA), the Federal Aviation Administration (FAA), the State of Utah (State), Salt Lake County (County), Salt Lake City (City), the Salt Lake City Department of Airports (SLCDA) including all as may be in effect and amended from time- to -time.

3.11 Construction and Alteration

All construction and alteration work requires the review and written approval of the SLCDA. To obtain approval, tenants shall submit required documents and follow the requirements stated in the Tenant Improvement Guidelines which are available from the Administration and Commercial Services Division. In general, all proposed construction and alteration work must be compliant with all applicable federal, State, and local regulations; have all required permits; and be compliant with the SLCDA Tenant Improvement Guidelines. In addition, for all construction and alteration work, the proponent must submit to the SLCDA as-built drawings in the required format within 30 days of project completion.

3.12 Cooking Appliances

Tenants and their employees are prohibited from placing and operating barbeque grills and other similar appliances (including deep fat fryers) on the ramp or in break areas. Microwave ovens and other reasonable cooking appliances (electric skillets, crock pots, etc.), monitored by the tenant, are the only permissible personal cooking appliances allowed for use by tenant employees. These appliances are to be used in designated break areas only and the tenant is solely responsible for their safe operation.

Permission may be granted to tenants for special events involving barbeque grills. These special events are to be limited to company-wide activities that include employee recognition, specific company-based milestones, or charitable fund-raising activities. Such special events should include the attendance of tenant leadership.

To request permission, tenants must submit a written request at least two weeks in advance to the Department of Airports via the Tenant Relations Coordinator. The request will specify the nature of the event and the proposed date, time, and location. Advanced written permission is required prior to the event and approval will be provided in a timely manner. All tenant requests will conform to the following criteria:

- Events will occur at specially designated outdoor locations on the ramp. Event activities will occur outside the view of Airport customers and will not impact regular Airport operations.
- No permanent or long-term storage of any barbeque grill is allowed on the ramp.
- Barbeque grills and other supplies may be transported to the designated location two hours before the start time for the event. All barbeque grills, supplies, and debris are to be removed from the designated location within ninety minutes after the event ends.
- At least one 20# ABC fire extinguisher and a water source (hose or water bucket) will be kept at the designated location during the event.
- Additional requirements and restrictions may be set based on the type of event according to the discretion of the Airport.
- The Airport reserves the right to change details of the special event or rescind permission at any time based on operational or safety requirements of the Airport.

The Airport also encourages tenants to use the picnic pavilion north of the airport complex which is equipped with picnic tables and a barbeque grill. Advance written permission is also required to use this space.

3.13 Cost Recovery for Property Damage and Personal Injury

The SLCDA shall recover expenses incurred from any Person causing injury or property damage of any kind.

The liable party will be billed for charges to repair Airport property damage including the cost of labor. Payment will be guided by standard accounting procedures.

3.14 Emergency Operations

Actions pertaining to emergency or disaster operations will be governed by the Airport Emergency Plan (AEP) as amended and on file with the SLCDA Operations Division. The Airport also has a Family and Friends Assistance Support Plan on file designed to support the airlines and involved agencies during major aircraft accidents.

3.15 Energy Management Program

The Airport has instituted an Energy Management Program to promote energy conservation in the design and operation of its facilities. Tenants and other users of the Airport are urged to establish energy conservation measures within their leased area and to support the Airport's program. The program minimizes the energy consumed for heating, cooling, lighting, etc. and reduces annual building operation costs. The program operates without a detrimental reduction in service.

The Airport's Maintenance Division deploys energy conservation initiatives, conducts energy conservation studies, monitors use and develops procedures to conserve as much energy as possible in Airport facilities.

3.16 General Conduct and Use of Public Areas.

In order to ensure the safety, security, health, and convenience of airline passengers, employees, and contractors working at the Airport, Persons may not enter or be present in the Public Areas of the Airport, except for Persons who can demonstrate they fall within one or more of the following:

- (1) Ticketed airline passengers;
- (2) Individuals meeting, accompanying, or assisting ticketed passengers on an arriving or departing flight;
- (3) Individuals whose employment requires their presence in one or more Public Areas; and
- (4) Other individuals who have been authorized by Airport officials to enter and be present in one or more Public Areas.

No Persons shall use or otherwise conduct themselves upon any portion of the Airport in any manner contrary to the intended use or posted directions applicable to that area. No Persons shall use, keep, or permit the Airport to be occupied or used in a manner

offensive or objectionable to the SLCDA or other users for any reason, or interfere in any way with other occupants or those conducting business at the Airport.

3.17 Insurance Certificates

Airport tenants, users, vendors, contractors, subcontractors, and all other commercial operators on Airport property shall provide the SLCDA with a Certificate of Insurance demonstrating the required insurance limits are in place. Without exception, all insurance certificates and the policies they represent shall list the Salt Lake City Corporation as an Additional Insured.

3.18 Licenses, Permits, Certifications and Ratings

Operators shall obtain and comply with the requirements of all necessary licenses, permits, certifications, or ratings for the conduct of operator's activities at the Airport as determined by the SLCDA or any other duly authorized agency prior to engaging in any activity at the Airport. Upon request, operators shall provide copies of such licenses, permits, certifications, or ratings to the SLCDA within five business days or as contractually specified. Operators shall keep in effect and post in a prominent place all necessary or required licenses, permits, certifications, or ratings. Tenant or operator will additionally refer to individual lease agreements with the SLCDA for further requirements, if applicable.

No air carrier shall conduct scheduled operations at the Airport without entering into a Non-Signatory Agreement or Signatory Agreement with the SLCDA and providing documentation of a current insurance policy and security, all in accordance with the SLCDA's specifications. A Non-Signatory agreement may be held by any air carrier holding the necessary certificates from federal or State agencies having jurisdiction to provide air transportation of passengers, mail or cargo at the Airport and who elects not to become a Signatory Airline.

3.19 Lost and Found

Anyone finding a lost, misplaced, or abandoned article in the public area shall turn it in to the Lost and Found office or to a SLCDA representative. The Lost and Found office is open Monday - Friday from 8:00 a.m. to 5:00 p.m. and can be reached at (801) 575-2427. During other hours, Lost and Found can be reached by calling the Control Center at (801) 575-2400/2401. People seeking lost items can reclaim them at the SLCDA's Lost and Found office. Items not claimed are dealt with according to Salt Lake City Ordinance.

3.20 Media Response

Media inquiries will be managed by the SLCDA Communication and Marketing Director or a designee. Media inquiries involving tenant oriented or related issues will be forwarded to the tenant for response.

In order for the media to gain access beyond the security screening checkpoints, the Department of Airports, the Transportation Security Administration and the sponsoring tenant (i.e., airline, concessionaire) must approve a plan submitted in advance of the activity. All security access procedures must be followed.

3.21 Painting and Doping

Doping processes, painting, or paint stripping shall be performed only in those facilities approved for such activities and in compliance with applicable law, without limitation, and the Airport's Storm Water Pollution Prevention plan.

3.22 Preservation of Property

No one shall destroy or cause to be destroyed, injure damage, deface, or disturb, in any way, property of any nature located on the Airport. Anyone causing or responsible for such injury, destruction, damage or disturbance to Airport-owned property shall report such damage to the Operations Division and shall reimburse the SLCDA the full amount of repair and replacement of property.

No Person shall take or use any aircraft, aircraft parts, instruments, tools owned, controlled, or operated by any Person while on the Airport or within its hangars, except with the written consent of the owner or operator thereof. No individual or group shall prevent the lawful use and enjoyment of the Airport by others. Any activity which results in littering, environmental pollution, or vandalism on the Airport is not permitted and violators are subject to arrest. Prosecution and fines are determined by applicable law. Any individual or group observing damage, destruction or disturbance on the Airport should contact the SLCDA Control Center at (801)575-2401.

3.23 Payment of Rents, Fees, and Charges

Airport users shall pay the rents, fees, or other charges specified by the SLCDA for engaging in activities. Users' failure to remain current in the payment of any and all rents, fees, charges, and other sums due to the SLCDA shall be grounds for revocation of any agreement or approval authorizing the conduct of activities at the Airport.

3.24 Radio and Wireless Communications

All Airport users at the Airport using any types of radio frequency systems and equipment shall comply with the following:

- a. Prior to any equipment installation and system startup, any use of a radio frequency spectrum shall be reviewed by the SLCDA.
- b. Tenant shall operate any and all of its communications equipment (wired or wireless) in a manner that will not cause interference with operations of the Airport. Upon notification from the SLCDA, the FAA, the Airport SLCPD Airport Bureau or Fire Department of any interference caused by operator or lessee, tenant shall cease all communications operations, transmissions, and uses on the Airport. Tenant may not resume communications until the SLCDA has so notified the user.
- c. All systems and equipment shall be compliant with all applicable federal, State, local, and SLCDA's regulations. Operators are required to hold a valid license from the Federal Communications Commission (FCC) for the right to use the radio frequency spectrum.

- d. The Airport retains the right to terminate the use of a radio frequency system or interfering equipment if it impacts Airport operations or services.

3.25 Releasing Copies of Public Records

It is the policy of the SLCDA, in accordance with the Utah Government Records Access and Management Act (GRAMA), to make available public records and reports upon written request. The request should include the requesting person's name, mailing address, daytime telephone number, and a description of the record requested that identifies the record with reasonable specificity, along with any other pertinent information. The written request is acceptable via facsimile, email, or letter. A form is available from the SLCDA Administration and Commercial Services Division, and may also be obtained at: www.slcairport.com, About the Airport, Doing Business with the Airport, GRAMA.

3.26 Third Party Use of Select Space at the Airport

- a. Airport Conference rooms, Board Room, International Terminal Lobby, ATAC
The Salt Lake City Department of Airports permits existing tenants to rent certain Airport conference rooms, board room, the International Terminal lobby space, and ATAC for a fee, which is at the sole discretion of the SLCDA. Use of the International Terminal shall be compatible with and subject to the operational needs of the building, including passenger processing, activation of the security screening checkpoint, and the work of the U.S. Customs and Border Patrol.

Such space rental is available for a minimum of four consecutive hours per day, with a maximum of five consecutive calendar days. Additional days may be added after any person on the waiting list for such space has had the opportunity to use the space on a first-come, first-serve basis for the same time periods set forth above. Information technology support, tables, chairs, and set-up are available for an additional charge. A complete fee schedule and rental form is available from Airport Operations-Permits. At least 10 days advance notice is required. The tenant will be billed after the space is used and payment is due within 30 days.

- b. Airport Terminal Desks

The Salt Lake City Department of Airports rents select desk space in the terminals to organizations coordinating the arrival or departure of large groups, such as convention delegates, and to other permit holders in conjunction with Salt Lake City Department of Airports Rules and Regulations 3.8 (Commercial Activities), and also 3.23 (Solicitations, Demonstrations and Free Speech), which space is available on a limited basis as the sole discretion of SLCDA. All rental fees must be paid in full prior to usage. A rental agreement applications and fee schedule are available from Airport Operations Permits.

1. The Terminal Desks are available on a first-come, first-served basis for a maximum of five calendar days. At the end of each five-day period, applicants may, upon request, be added to the wait list for Terminal Desk space for additional periods of use.
2. A maximum of two people are allowed per desk.
3. A maximum of two chairs may be used in conjunction with each desk. Chairs may be supplied by the Airport, if available.

4. All desks must be staffed by a representative of the entity renting the desk who is over the age of 21 years. The desks must be staffed at all times during the period of use and may not be left unattended at any time.
5. No eating, drinking, or smoking is allowed at the desks.
6. Signs must comply with the following requirements and be approved by SLCDA in advance:
 - a. Signs may be no larger than a standard poster board (22" x 28").
 - b. Signs must be on a white background.
 - c. Lettering must be machine stenciled or press-on letter. No freehand signs will be permitted.
 - d. Signs may be attached only to the front of the desk using only masking tape.

3.27 Response to Public Input

It is the policy of the SLCDA to respond promptly to public input with the intent to enhance public relations, learn from the public's experiences, improve customer service and share feedback with employees. The SLCDA will act promptly on suggestions and will correct situations encountered by the public as determined feasible. The SLCDA will forward input from the public on tenant-oriented topics to the tenant for response.

3.28 Restricted Access Areas

No one shall enter any restricted area posted as being closed to the public, except those assigned to duty therein, authorized by the Executive Director, authorized under federal regulation and all applicable security directives, and passengers under appropriate supervision or entering the apron area for the purposes of enplaning and deplaning.

3.29 Sanitary Sewer System

The only material authorized to be discharged into the Airport's sanitary sewer system is waterborne waste that can be treated at the Salt Lake City wastewater treatment plant operated by Salt Lake City Public Utilities. Refer to Salt Lake City Code Title 17.

All personnel using the triturators shall be properly trained and shall follow the directions on posted signs.

3.30 Storm Drainage System

In compliance with the Airport's Utah Pollutant Discharge Elimination System (UPDES) permit, the only material authorized to be discharged into the Airport's storm drainage system is non-contaminated storm water runoff. No other material may be intentionally or accidentally placed, poured, spilled, flushed, or by any other method, introduced into any storm water grate, inlet, or pipe.

It is unlawful for anyone to place into the storm drainage system any waste or other substances in such a way as will be or may become offensive. This includes unnatural deposits, floating debris, oil scum, etc. It also includes nuisances such as color, odor, taste or conditions which produce undesirable effects on aquatic organisms or in

concentrations or combinations of substances which produce undesirable physiological responses in desirable resident fish or aquatic life, or undesirable human health effects, as determined by bioassay or other tests performed in accordance with standard procedures.

The following substances are permitted in the storm drainage system: discharge from fire fighting activities, fire hydrants, potable water, irrigation drainage, lawn watering, external building washing which does not involve detergents or other compounds, pavement wash waters where spills or leaks of toxic or hazardous material have not occurred and where no detergent or other compounds have been used, air conditioning condensate, springs, uncontaminated ground water and foundation or footing drains where flows are not contaminated.

Tenants engaged in activities subject to regulation by the Airport's UPDES permit shall develop and maintain as current, a Storm Water Pollution Prevention Plan (SWPPP) as outlined in the permit. Such a plan shall be submitted to the Airport for approval and will be part of the Airport's SWPPP.

3.31 Sign and Graphic Standards

The SLCDA strictly controls sign appearance, messaging, quality and placement. The SLCDA manages signage in order to: increase the ease of movement throughout its facilities, eliminate clutter, guarantee uniformity and insure visual appeal and appropriate content.

The SLCDA manages the appearance and placement of all interior and exterior signs displayed in and around the Airport. This applies to signs requested by employees, tenants, agencies, contractors and other Airport users. Signs must be of a professional quality. No handwritten or poorly manufactured signs will be permitted.

The SLCDA requires that tenants submit sign design and plans for approval prior to construction and installation. The Customer Tenant Relations Coordinator in the Administration and Commercial Services Division will review and approve sign proposals.

Tenants are responsible for the design, fabrication, installation, and cost of signs in their leased areas. The SLCDA reserves the right to remove non-compliant or unauthorized signs and charge the cost of the removal and associated repairs to the tenant.

The SLCDA will provide interior and exterior signs within public areas and certain leased areas visible to the general public. The cost of design, manufacturing and installation is charged to the appropriate cost center.

3.32 Solicitation, Demonstrations, Free Speech

Certain Activities Incompatible with Transportation Uses of Airport—Airport Not a Public Forum for First Amendment Activities

Solicitation, demonstrations, and other free speech activities will not be permitted on the Airport property, except in certain identified locations. The Airport is designed and utilized as an air transportation facility. The Airport was neither designed nor intended to be used as a place traditionally used for public assembly and is not a place intentionally open for public discourse or other First Amendment activities. The Airport's restrictions on the exercise of religious, charitable, political and other First Amendment activities are necessary to preserve and promote the health, security, and safety of the passengers, other patrons, and employees using Airport facilities, to promote and maintain the high aesthetic and interior design qualities of the Airport, to avoid visual blight and clutter, to avoid disruption of the activities and operation of the Airport, and to maintain and enhance the efficient operation of the Airport by maximizing passenger and pedestrian traffic flow and avoiding congestion, in keeping with the primary purpose of the Airport and consistent with its design and intended function as a facility for air travel. The Airport is a security sensitive environment and as a result, the security and safety of Airport customers, employees and tenants while in the terminals, on the curbsides, in the parking lots, or anywhere on Airport property is of paramount concern. Therefore, the regulation of certain activities at the Airport is necessary to preserve the ability to utilize the Airport for transportation purposes.

Airport passengers have a need to proceed quickly and freely from their automobiles or other modes of ground transportation to the ticket counters or baggage check-in to their departing aircraft, and from their arriving aircraft to their baggage and/or to their ground transportation. With regard to those activities, time is of the essence. Because of this, it is extremely important for pedestrians as well as vehicle operators not to be distracted by Persons or situations that may impact their safety or that may delay or distract them while walking or driving.

Unfettered use of the Airport to Leaflet, Solicit, proselytize, or demonstrate would prevent the intended use of the Airport as a transportation center and potentially endanger the health and safety of passengers and employees using the Airport. Moreover, such activities would impede and cause unreasonable hazards during construction activities at the Airport.

The use of the Airport for the purpose of exercising rights of free expression and communication, Picketing, demonstrating, displaying signs, or Soliciting will not be permitted to restrict or impair the transportation function of the Airport or construction. Passengers are susceptible to fraud or unfair treatment by solicitors because of their being unable, due to time constraints, to study requests for donations, or because of language or cultural differences.

B. The following apply to the use of the Airport for the activities discussed in sub-part A, above:

1. Written Permit

No Person may engage in Solicitation, demonstration, Leafleting, Picketing, or other face-to-face discussions without the express, written authorization of the SLCDA. Those desiring to use the Airport for such purposes must submit a written request to the SLCDA, which may issue a permit authorizing such activities and shall control time, place, and manner of activities conducted on Airport property. While engaging in any Commercial activity on the Airport, all Persons shall carry and upon request produce for inspection written authorization from SLCDA to engage in such activity.

2. Content Neutral

The regulation of religious, charitable, and political activities shall be content neutral and shall apply and be enforced without regard to the identity of the individuals or organizations seeking to engage in such activities or the content of the message sought to be communicated.

3. Peaceful and Orderly

All activities on Airport premises shall be conducted:

a. In the peaceful and orderly manner contemplated by law, without physical harm, threat, or harassment of other Persons, and without obscenities, violence, breach of the peace, damage to property, or other unlawful conduct; and

b. Without obstructing the use of the Airport by the public and without hindrance to or interference with the proper, safe, orderly, and efficient movement of passengers and users of the Airport or operation of the Airport and the activities conducted thereupon, and without interference with the rights of others.

4. Leafleting

Leafleting in the Airport is not permitted except upon compliance with the procedures contained herein and shall be limited to Non-Profit printed material. The SLCDA has determined that only certain designated areas of the Airport provide a reasonable opportunity for Leafleting, while not preventing the use of the Airport for its intended purpose of providing safe, orderly, and efficient flow of pedestrian and vehicle traffic. The SLCDA will maintain a map designating those areas where Leafleting may be conducted.

5. Picketing or Other Face to Face Discussions

Picketing or other face-to-face discussions in the Airport are not permitted except upon compliance with the procedures contained herein. The SLCDA has determined that only certain designated areas of the Airport provide a reasonable opportunity for Picketing or other face-to-face discussions, while not preventing the use of the Airport for its intended purpose of providing safe, orderly, and efficient flow of pedestrian and vehicle traffic. The SLCDA will maintain a map designating those areas where Picketing or other face-to-face discussions may be conducted.

Picket signs may not be attached to clubs, poles, or other hard objects, must be carried or otherwise attached to the individuals engaged in Picketing activities, and must not interfere with the use of Airport Facilities for their intended purpose.

6. Soliciting

No Person shall conduct or participate in any Solicitation activities except upon compliance with the procedures contained herein. The SLCDA has determined that only certain designated areas of the Airport provide a reasonable opportunity for Soliciting, while not preventing the use of the Airport for its intended purpose of providing safe, orderly, and efficient flow of pedestrian and vehicle traffic.

7. Designated Areas; Prohibited Areas

SLCDA will maintain a map designating those areas where Soliciting, Leafleting, Picketing and other face-to-face discussion in the Airport may be conducted. Where

necessary to preserve the use of the Airport by the public for transportation purposes, the SLCDA may reduce or change the size, number, or location of the designated areas from time to time to take into account changes in pedestrian flow, construction, alterations to the terminal, emergency conditions, or other unforeseen circumstances. Soliciting, Picketing, Leafleting, or other face-to-face discussions are prohibited in the following areas, since such activities would interfere with and prevent the use of the Airport for its intended purpose of providing a safe, orderly and efficient flow of pedestrian traffic:

- a. Air operations areas, secured areas, and sterile areas, including any areas beyond the security checkpoints through which passengers and visitors are required to pass when moving toward aircraft gate positions;
- b. Roadways and thoroughfares for vehicles;
- c. Except where expressly allowed, curbsides or curbs at which passengers load or unload from vehicles, and staging areas for ground transportation vehicles;
- d. Within 30 feet of any security checkpoint;
- e. Within 10 feet of any area leased exclusively to a tenant of the airport;
- f. Within 10 feet of any stairwells, doorways, escalators, moving walkways, or baggage conveyance bins or equipment;
- g. In any areas reserved for particular uses, such as parking areas, restroom facilities, restaurants, ticket counters, or baggage claim areas;
- h. Within 50 feet of any construction site or construction equipment; and
- i. Within Construction Areas.

8. Registration and Permitting Process

- a. In order that adequate precautions may be taken by the SLCDA to protect the public health, security, safety, and order; to assure efficient and orderly use of Airport property for its primary purpose; and to assure equal opportunity for freedom of expression, at least 7 days prior to any Person engaging in any Soliciting, Leafleting, Picketing, or other face-to-face discussions at the Airport, such Person must submit a request for permit to:

Airport Operations - Permits
Salt Lake City Department of Airports
P.O. Box 145550
Salt Lake City, UT 84114-5550
(801)575-2894

- b. The request for a permit shall state:
 - i. The full name, mailing address, and telephone number of the Person requesting the permit, and if the requestor is an organization sponsoring, conducting, or promoting the activity, the full name, mailing address, and telephone number of the organization, and the full name, mailing address, and telephone number of a responsible officer or agent of such organization;
 - ii. A description of the proposed activity, stating the type of communication to be involved (e.g., Soliciting, Picketing, or other face-to-face activity) and the size and number of Leafleting materials to be handed out or the signs being utilized for the activity;
 - iii. The date, hour, and anticipated duration of such activity;
 - iv. The number of individuals planning to participate in such activity; and
 - v. A statement from the Person sponsoring or conducting the proposed activity whether the purpose for the proposed activity is for charitable, religious, or political purposes.

- c. If the number of permits issued by SLCDA to Persons seeking to engage in permitted activities on any given day exceeds the number of available locations on such day, permit holders will be assigned locations on a first come, first served basis. Those permit holders not receiving a designated location will be placed on a waiting list and, when a permit holder departs, the next permit holder on the waiting list will be assigned a location for its permitted activities.
- d. Any Person may apply for a permit with the SLCDA on any Monday through Friday that is not a holiday between 9:00 a.m. and 3:00 p.m. by providing the information described above. The SLCDA shall review the application for sufficiency of information and shall promptly issue a permit or notify the applicant in writing why issuance of a permit is delayed or denied.
- e. The activities referred to herein shall be conducted strictly in conformity with the terms and conditions set forth in the permit issued by the SLCDA and these Rules and Regulations.
- f. No more than the number of individuals designated by the SLCDA may engage in the permitted activity at one time.
- g. If a Person desires to use a desk in the terminals in connection with a permit hereunder, such Person shall comply with the requirements set forth in Airport Rules and Regulation paragraph 3.26.b.

9. Prohibited Conduct

The following activities are prohibited at the Airport, with or without a permit:

- a. The conduct of a game of chance;
- b. The sale, distribution, exchange, or handing out of any type of food, drink (including pre-packaged water), or other goods, or services of any kind on the Airport, except printed materials previously approved by SLCDA in connection with a permit by any Person engaged in Leafleting;
- c. The conduct of any polls, questionnaires, or surveys on the Airport without the express written permission of the SLCDA;
- d. Any attempt to pin, tie, or attach any item or symbol to the clothing, luggage, or vehicle of any Person without the Person's consent; to assail, coerce, threaten, physically disturb, assault, or commit battery on any other Person; to touch any Person without his or her consent; or to obstruct and interfere with the conduct of authorized business at the Airport;
- e. The use of any noise-making device, musical instrument, sound or voice amplifying apparatus, including any other activity that could reduce the effectiveness of the public address system or that could interfere with the functions of the Airport;
- f. The placement of a table, bench, podium, rack, display stand, easel, chair, sign, stove, fire, warming or cooling device, or other paraphernalia or item on Airport property, unless expressly permitted in writing by the SLCDA;
- g. The distribution of literature, other printed matter, or the display of signs at the Airport without a permit or after the required permit shall have been terminated or expires;
- h. Littering or disposing of trash, except in properly marked containers;
- i. Failure to abide by all applicable local, state, and federal laws, statutes, ordinances, policies, rules, and regulations while on Airport property;
- j. Any conduct that shall physically impede, obstruct, or interfere with the free movement of any Airport passenger, user, tenant, or employee, including any

activity that constitutes a danger to Persons or property or which interferes with the orderly formation and progression of waiting lines, or interferes with any of the following: pedestrian or vehicular travel; the issuance of tickets, boarding passes, or other documents for air or ground transportation; luggage, cargo movement, or handling; entry to or exit from vehicles, elevators, escalators, doorways, or passageways; activities by authorized Airport tenants; security procedures; government inspection procedures; cleaning, maintenance, repair, or construction operations;

- k. Any conduct that indicates or attempts to indicate to the public that an individual conducting any activities pursuant to a permit issued by the SLCDA is a representative of the Airport or the City;
- l. Any conduct that misrepresents the identity of the individual or organization for which the individual is performing the permitted activities;
- m. Failure to cooperate in the investigation of any complaint received by the SLCDA regarding the conduct of any participant in connection with a permit.

10. Activities During Emergencies

Any Person Leafleting, Picketing, Soliciting, or otherwise engaging in activities in an area affected by an emergency declared by the SLCDA shall promptly follow the instructions from authorized SLCDA personnel, security officers, law enforcement officers, or others authorized to act in the event of emergency, which may include the cessation of any permitted activities for the duration of the emergency. As soon as the SLCDA announces an end to the emergency, permit holders in possession of current permits may resume their permitted activities.

11. Accidents

If any participant is involved in an accident or other incident in which any Person is injured or property is damaged, a participant or the participating organization shall notify SLCDA immediately as follows:

- a. To summon medical assistance, dial (801) 575-2911.
- b. To report property damage, dial (801) 575-2401.

12. Violations

Violations of the provisions of the permit or these Rules and Regulations by any Person or representative of an organization may cause the termination of the permit under which such Person is operating. Such termination shall be effective immediately upon notice, which may be provided by SLCDA to permit holders as follows: (i) If the nature of the violation is such that the activity must be stopped immediately, SLCDA may communicate verbally or in writing to participants that the permit has been revoked and participants must cease all activities on Airport property; (ii) if the activity presents no immediate need to cease, SLCDA may place in first class mail, certified mail, or courier notice of termination to the holder of the permit, to the address shown on the permit, indicating the reason for the termination. If the violations are not corrected in a timely fashion, depending on the nature of the violation, the Person or organization shall not be eligible for a new permit for a period of six months.

3.33 Smoking

In accordance with the Utah Indoor Clean Air Act, smoking is prohibited except in designated areas in front of the terminals and 25 feet from a public door. Smoking is strictly prohibited while fueling aircraft.

3.34 Special Events

Special events require coordination, regulation, and authorization of the SLCDA. Request for authorization shall be in the form of a letter to the Executive Director. Certain activities shall require an executed lease, operating agreement or permit with the Airport. The SLCDA reserves the right to decline events or activities that will interfere with operations or intended use of its property.

3.35 Tenant Signage/Advertisements

Tenants desiring to advertise new routes and other airline or tenant-specific promotions shall request permission from the SLCDA through the Customer and Tenant Relations Coordinator. Upon approval, the SLCDA will permit new route advertisements to be displayed not earlier than 30 days before the new service begins, and not longer than 30 days after it has begun, unless a written exception is provided by the SLCDA.

Written advertisements, signs, notices, circulars or handbills may be posted or distributed only with the prior written permission of the SLCDA.

The SLCDA has the right to remove any sign, placard, picture, advertisement, banner, or notice in any such manner as the SLCDA may designate.

Signage installed on the Airport must meet the specifications approved by the SLCDA.

Tenants will be billed by the SLCDA for new signs and changes to existing signs. New airlines starting service at Salt Lake City International Airport will be reimbursed for these charges if the airline is actively operating at the Airport after one year. Airlines or other tenants requesting changes to signs due to marketing initiatives, voluntary relocations, name changes, etc. must pay for the changes. Costs for changes due to airline mergers, airlines that leave the market or go out of business will be borne by SLCDA. The Airport's sign fabrication department will review requested sign changes or additions, provide cost information and ensure consistency with the Airport's sign system. Tenants will contact the Airport's Customer and Tenant Relations Coordinator to initiate this process including requesting sign changes, additions and a quote for associated costs.

3.36 Third Party Operators

A permit from the SLCDA must be obtained and prior approval given before a third-party operator conducts any commercial activity at the Airport.

3.37 Through-the-Fence Access

Through-the-fence access is prohibited at the Airport. The SLCDA does not permit access to the public landing area by aircraft or for other aeronautical activities from land adjacent to, but not part of, the airports it manages.

3.38 Trash and Other Waste Containers

The SLCDA shall designate areas to be used for garbage receptacles. Tenants, operators and other users of the Airport shall not move or otherwise relocate SLCDA's placed trash and waste containers. Garbage, empty boxes, crates, trash, papers, refuse, or litter of any kind shall not be placed, or deposited on the Airport, except in the receptacles provided specifically for that purpose. The burning of garbage, empty boxes, crates, trash, papers, refuse, or litter of any kind on the Airport is prohibited. Trash and other waste containers at the Airport shall only be used for trash generated on Airport property. Trash and other waste container areas shall be kept clean and sanitary at all times.

Tenant trash and waste containers shall be emptied with sufficient frequency to prevent overflowing and shall be cleaned with sufficient frequency to prevent the development of offensive odors.

3.39 Use of Roads and Walks

Travel on the Airport other than on designated roads and walks are prohibited. Nothing, including vehicles or objects, shall block any designated road or walk unless required for maintenance or Airport operational need.

3.40 Use of South Perimeter Path

Because of its proximity to the airfield and associated equipment, access to the South Perimeter Path (SPP) is restricted and controlled by the Airport's Operations Division. During periods of increased security threat levels, the south perimeter path gates may be locked, and access may be denied.

Path users are required to have sanctioned Airport identity badges issued through the Access Control department to open gates during their locked hours. Individuals that have an identity badge in relationship to their employment can request access to the path be added.

For those who do not hold a badge in relationship to their employment, there is a one-time fee of \$15. A passport, a certified birth certificate, a driver's license or other proof of identity as determined by Access Control is required with an application.

Pedestrian gates to the path are locked except from April 1 – September 30 when they are open from 5:00 a.m. to 10:00 p.m. and from October 1 – March 31 when they are open from 7:00 a.m.-7:00 p.m.

Vehicle gates are locked at all times and access is provided based on operational need.

3.41 Wildlife Hazard Management Plan

The Airport's Wildlife Hazard Management Plan is administered by the Airport Operations Division in coordination with other Airport Divisions and federal, State and local agencies.

The comprehensive approach outlined in the plan is aimed at eliminating hazardous wildlife in the Airport environment. Actions are centered on habitat elimination, hazing

and lethal control. Another main facet is logging, reporting and tracking hazardous wildlife in order to learn their patterns, report statistics and measure the program's effectiveness.

Habitat management techniques include: control of the use of water and standing water, landscaping requirements, fence installation and maintenance, management of existing plants, insect and rodent control and disruption of roosting and nesting areas.

Hazing activities include the use of pyrotechnic cracker shells and cartridges, spotlights, sirens, paint ball guns and noise emitting cannons on the airfield. Species are discouraged to loiter on Airport property and are sometimes physically relocated.

The Airport has a permit to conduct lethal control of wildlife and follows federal, State and local regulations when conducting this preventive measure.

An Airport Operations Officer is assigned to wildlife control 12-hours a day from dawn until dusk. In tandem, all Airport Operations Officers on the airfield and adjacent areas conduct wildlife control as a part of their assigned duty. The Airport also employs a wildlife biologist to assist in administering the program.

4. SAFETY, SECURITY, AND AIRPORT ACCESS CONTROL

4.1 Restricted Areas

No one shall enter any restricted area except those:

- a. Directly engaging in work or an aviation activity that must be accomplished therein
- b. Having prior authorization of SLCDA through its Access Control program
- c. Under appropriate escort
- d. Employed by or representing the FAA, TSA, or DHS

4.2 Role of the Transportation Security Administration (TSA)

The TSA is responsible for checkpoint security screening, including passengers, employees and baggage, at the Airport. The SLCDA will work closely with the TSA and Airport tenants to promote a secure environment.

4.3 Weapons, Explosives, and Incendiaries

Possession and use of any weapons, explosives or incendiaries on the Airport shall be in compliance with all applicable regulatory measures, including those of TSA regarding the transport of weapons on aircraft.

Only law enforcement officers, authorized air carrier or Airport employee, or member of an armed force of the United States on official duty, shall carry or transport any firearm,

explosive device, or similar weapon in the Airport restricted area unless it is unloaded and secured within a locked carrying case or container, or is otherwise protected from discharging or being discharged by an industry-approved trigger lock or other safety device.

Only law enforcement officers, members of an armed force of the United States, a correctional officer, authorized air carrier employee, authorized Airport employee, or other specifically authorized under applicable law, shall carry any weapon in the Airport terminal unless the weapon is unloaded, in a locked carrying case, brought for the purpose of transport and declared to the airline. Upon request of a law enforcement officer, weapons that are carried by unauthorized individuals but not intended for transport shall be removed from the terminal or placed in the custody of the SLCPD Airport Bureau.

Discharge of any weapon on the Airport is prohibited, except in the performance of official duties or in the lawful defense of life or property.

Except for firearms belonging to authorized law enforcement officers, firearms may not be stored within the restricted area or sterile area unless approved.

4.4 Access Control and Enforcement

The SLCDA imposes rules pertaining to security to provide for the safety and security of people and property traveling through the Airport and in order to comply with legal requirements mandated by the U.S. Department of Homeland Security by and through its Transportation Security Administration.

Failure to comply with the security rules, the Airport Security Program, and applicable federal regulations may result in TSA civil penalties and enforcement action by the SLCDA. The Airport Security Coordinator reserves the right to exercise reasonable discretion in determining the enforcement action prescribed based on the circumstances of the security violation. The severity of the offense will be noted on the letter to the individual committing the offense.

Anyone found in violation of the security rules is subject to the following:

First Offense:

- a. The identification badge will be confiscated until security retraining has been completed.
- b. A \$50 badge reinstatement fee will be assessed to the individual. The company will be notified of the violation and will be required to provide details on their planned actions to preclude future violations.
- c. SLCPD Airport Bureau will take appropriate actions to address the offense, which may include issuing a criminal citation.

Second Offense (within a two-year period):

- a. The identification badge will be confiscated until security retraining has been completed.
- b. A \$100 badge reinstatement fee will be assessed to the individual.
- c. The individual will be suspended from working in a restricted area for three days.
- d. The company will be notified of the violation and will be required to provide feedback on actions taken to preclude future violations.
- e. SLCPD Airport Bureau will take appropriate action to address the offense, which may include issuing a criminal citation.

Third Offense (within a two-year period)

- a. The identification badge will be revoked and the individual will lose his or her ability to hold an Airport-issued identification badge.
- b. SLCPD Airport Bureau will take appropriate action to address the offense, which may include issuing a criminal citation.

4.5 Keys and Locks

The SLCDA controls locks and keys in Airport-owned facilities, including tenant leased premises and complies with the TSA key and lock program standards. Requests for the issuance of keys must be made following an application process through the Access Control Office. After the request has been processed, keys will be available for distribution at the Access Control Office.

All Airport-owned space is required to be fully accessible to the SLCDA. If extraordinary security is required to a specific area beyond that expected of ordinary workspace, an “off-system” key will be made as long as the SLCDA has access to it during emergencies.

Only tenants who are contractually tied to the Department of Airports will be issued keys to rented space. Their subcontractors, suppliers or subleases will be required to go through the tenant for access. If the tenant desires to supply keys for joint use, they must seek prior approval from the SLCDA. The approval does not relieve the tenant of the responsibility to maintain the security of the space as outlined in federal, State and local regulations.

The SLCDA may change the key and lock system at its discretion to prevent a security compromise.

Tenants apply for keys with the SLCDA’s Operations Division with designated forms by an authorized tenant representative. The representative must submit a list of all of the individuals to be provided with keys. The Airport will require these individuals to sign for the keys. The tenant is responsible for tracking the keys and insuring their return to the SLCDA when their employee no longer requires the key. Keys may not be transferred from tenant employee to tenant employee. Keys may not be duplicated. Each new

recipient is required to submit a request and sign for a key. A charge for each non-returned key will be assessed to the tenant.

Replacement fees for keys will be assigned as follows:

Fee Assessed to Individual:

Lost Key Replacement \$10.00

Fees Assessed to Company:

Key not returned upon termination: \$10.00

Re-key of door: \$50.00 for core and \$10.00 per key

Refund for returned lost/stolen key: \$5.00

4.6 Airport Security Badge Fees

The Access Control Office issues airport identification/access badges, provides fingerprinting services for the purpose of obtaining criminal history records, and submits biographical information for the TSA-required security threat assessment for qualified applicants. The primary responsibility for controlling and returning airport issued identification badges rests with the designated company authorized signer.

The Department of Airports has established the following fee structure for badging services. Fees are non-refundable unless noted otherwise.

Fingerprint/Security Threat /Assessment Fees

\$30.00 Fee for TSA-required background check (fingerprints and security threat assessment)

\$ 9.00 Fee for individuals requiring a security threat assessment only

Companies are invoiced on a monthly basis for all fingerprints/threat assessments conducted for their employees.

Ground Transportation Driver Fees

\$65.00 Badge Fee (no charge for renewal)

General Aviation Hangar Tenant Fees

\$00.00 No Charge for First Two Badges per Hangar Tenant

\$25.00 Each Additional Badge

Bike Path Fees

\$15.00 Initial Badge Fee

\$15.00 Replacement Fee for a Lost/Stolen Card

Replacement Fees for Lost/Stolen Badges

\$50.00 (No charge assessed on a stolen badge if police report is submitted)

\$25.00 Refund for returned lost/stolen badge (if returned prior to expiration)

Non-Returned Badge Fees

\$100.00 per badge not returned when no longer needed

The non-returned badge fee is assessed to the company. The \$100.00 fee will be refunded if the badge is returned prior to the expiration date.

Contractor (Construction) Badges

A badge deposit is required on each construction project based on the project cost as shown in the following table. The full deposit amount must be submitted before badges and vehicle ramp permits may be issued. At the completion of the project, a \$250 fee for each non-returned badge, \$50 fee for each non-returned vehicle ramp permit, and \$100 for each non-returned key will be deducted from the deposit and the remaining balance refunded. The deposit must be submitted by the General Contractor.

<u>Contract Value</u>	<u>Required Deposit Per Project</u>
\$0 to \$500,000	\$5,000
\$500,001 to \$1,000,000	\$10,000
\$1,000,001 to \$5,000,000	\$15,000
\$5,000,001 to \$10,000,000	\$20,000
\$10,000,001 to \$25,000,000	\$25,000
\$25,000,001 to \$50,000,000	\$50,000
\$50,000,001 to \$100,000,000	\$75,000
Over \$100,000,000	\$100,000

The deposit is in addition to the \$30.00 non-refundable fee to conduct the TSA-required fingerprint check and security threat assessment (STA). These fees are invoiced to the general contractor on a monthly basis as background checks are processed throughout the duration of the project.

5. AIRCRAFT OPERATIONS

5.1 Compliance to Rules and Regulations

No Person shall navigate, land, service, maintain, or repair any aircraft on the Airport, fly from the Airport, or conduct any aircraft operations on or from the Airport other than in conformity with current Federal Aviation Administration and all federal, State, local, and other applicable rules and regulations.

Aircraft operators shall obey all pavement markings, signage, and lighted signals unless instructed otherwise by the ATC or the SLCDA.

Operating an aircraft constructed, modified, equipped, or loaded as to endanger, or be likely to endanger people or the property of any entity, is prohibited.

5.2 Requirements for Aircraft

No aircraft shall land at or take-off from the Airport unless it is equipped with a properly functioning two-way radio capable of communicating with the ATC. If an aircraft is being towed, two-way radio communication must be maintained except in tenant-leased areas.

5.3 Clearance May be Refused

The Executive Director may suspend or restrict any or all aircraft operations on the Airport whenever such action is deemed necessary in the interest of safety.

5.4 Taxiing

While taxiing on the airfield:

- a. Aircraft shall travel at speeds that will ensure complete control at all times.
- b. While awaiting take-off clearance, aircraft shall not taxi past the holding lines painted on the taxiway.
- c. No aircraft shall execute 180-degree turns on runways and taxiways.
- d. Aircraft will not taxi between a gate or building and another aircraft being pushed back or powered back except under the guidance of someone on the ground and wing walkers.
- e. Aircraft other than those of tenant operators will not have access to leased areas except with prior approval coordinated by the lessee through the Airport Duty Manager.
- f. Aircraft not granted access to leased areas will be directed to the Transient Aircraft parking area.
- g. Aircraft power back operations are not authorized at the Airport without the express approval of the Airport Duty Manager.

5.5 Gate Use Management Procedures

Requests to use common use gates will be forwarded to Airport Operations. A common use gate master schedule will be maintained. Airport Operations will review the master schedule at the beginning of each shift to determine the availability for the use of common use gates. When an airline needs to use a common use gate on a temporary basis, an airline representative must contact Airport Operations to schedule the use of the gate. Gate approvals are given on a first-come, first-served basis. When an airline needs a common use gate on a regular scheduled basis (not leased), the airline must send a request to Airport Operations who will approve or disapprove the request. The airline is then advised. The period of use and scheduling of gates is at the discretion of the SLCDA.

Preferential use gates will be allocated as dictated in the most recent Airport Use Agreement. Preferential use gates will be available for use by other airlines during time periods that the gate is not in use by the Signatory Airline.

Routine requests for the use of a preferential gate will be forwarded to Airport Operations. Airport Operations will coordinate gate use with the preferred airline and approve or disapprove the request as appropriate. If the request is approved, the use will be noted on the master gate

schedule and both airlines will be notified. Unscheduled or emergency use of a preferential gate by other airlines will be coordinated through Airport Operations.

Routine parking of aircraft off the assigned gate must be requested in writing and approved by Airport Operations. If approved, Airport Operations will coordinate the location and add the flights to the master gate schedule.

Non-routine or emergency parking of more than one aircraft at a gate must be requested through and approved by the Airport Duty Manager. If approved, Airport Operations will coordinate the location and add the flights to the master gate schedule

- a. When an Airline stacks aircraft beyond the bounds of each leased terminal apron, the airline shall pay fees as designated in the Airport Use Agreement according to aircraft size.
- b. All overnight parking (RON) of aircraft on non-leased areas must be approved by the Airport Operations Division in writing. Parking approvals are given on a first-come, first-served basis. Overnight parking will be recorded by Airport Operations personnel at 3:00 a.m. daily and fees will be charged as designated in the Airport Use Agreement.

5.6 Passenger Loading Bridge Operation and Maintenance

The Airport will carefully coordinate preventive bridge maintenance and damaged bridge repair with the airlines and contractors.

The airlines that operate at the Airport are responsible for the following:

- a. Insuring that only airline employees or airline representatives may operate passenger loading bridges.
- b. Training passenger loading bridge operators including orientation to the manufacturers' guidelines and Airport requirements.
- c. Monitoring the condition of all bridges. An authorized representative must promptly notify the Airport of maintenance, janitorial or repair work via the Control Center at (801) 575-2401.
- d. Directing requests in excess of standard maintenance to the Airport's Customer and Tenant Relations Coordinator at (801) 322-6549.
- e. Coordinating with the Airport and contractors to facilitate work on passenger loading bridges.
- f. Determining if an aircraft may remain at the gate during passenger loading bridge maintenance and repair.

5.7 Aircraft Parking and Storage

Aircraft shall be parked only in those areas designated for such purpose and shall not be positioned in such a manner so as to block a runway, taxiway, taxi lane or fire hydrant, or obstruct access to terminal gates, loading bridges, hangars, parked aircraft, or parked vehicles in accordance with Salt Lake City Code, Title 16 and established Airport policies.

Aircraft operators shall ensure parked and stored aircraft are properly secured as set forth in federal regulations.

Remote ground service equipment storage areas may be made available on an as needed or pro-rata basis and will be designated by the Executive Director.

5.8 Disabled Aircraft or Aircraft Involved in an Accident

Any aircraft or parts thereof interfering with the normal runway or taxiway traffic shall be removed from such runway or taxiway. If the owner, pilot, or agent fails to comply with such request and the Executive Director finds such aircraft or parts interfering with the safe operation of the Airport, the Executive Director or designee may cause removal of such aircraft or parts at their discretion and as they deem appropriate under the circumstances. The full risk and expense of such removal shall be assessed against the owner without liability of any nature to the Airport, the Executive Director.

- a. An aircraft involved in an accident on the Airport may not be removed from the scene of the accident until authorized by the SLCDA who shall receive authorization to remove the aircraft from the FAA or NTSB, when applicable.
- b. Once authorization to remove the aircraft has been issued, the aircraft operator shall be responsible for the safe and prompt removal of disabled aircraft and parts to a non-movement area.
- c. If immediate arrangements are not made (so that the Airport can return to full operational status without unreasonable delay), the SLCDA may have the aircraft removed at the aircraft operator's risk and expense without liability for damage arising from or out of such removal.
- d. Disabled aircraft shall be removed as soon as possible.

5.9 Aircraft Accident and Incident Reports

- a. Aircraft operators involved in aircraft incident or accident on the Airport resulting in injury or death or damage to property shall make a full and prompt report of the accident to the SLCPD Airport Bureau and Airport Operations, complete any necessary reports or forms, and comply with all applicable provisions of Federal Aviation Administration (FAA) and National Transportation Safety Board (NTSB) Regulations. Damage to property includes damage to a runway, taxiway, taxi lane, apron, signage, or navigational aid, light, or fixture.
- b. Copies of incident reports may be obtained from the Airport by submitting a written GRAMA request.

5.10 Aircraft Assembly, Cleaning, Maintenance, and Repair

- a. Aircraft assembly constitutes maintenance and is permitted only in areas designated for that use, and in hangars approved for that activity.
- b. Aircraft Cleaning
 - 1) Aircraft cleaning shall be performed only in areas designated for such use.
 - 2) Tenants performing aircraft cleaning must obtain a discharge permit for vehicle washing effluent from the Salt Lake City Department of Public Utilities
 - 3) Cleaning practices using flammable materials are prohibited. Cleaning practices using combustible materials are prohibited within any building or within 50 feet of any building, aircraft, vehicles, fuel storage facility, or fueling operation.
 - 4) Use of any Class 1-A liquid (as defined in federal regulations) is prohibited.
- c. Aircraft Maintenance and Repair
 - 1) Aircraft maintenance and repair is permitted only in areas pre-approved by the SLCDA.
 - a) With exception of preventive maintenance, repair and maintenance of general aviation aircraft shall be confined to designated areas within an FBO's leased premises.
 - b) Preventive maintenance may be performed on aircraft located on tie downs and in T-hangars if appropriate measures are taken to collect and store any fluids that may be released.
 - c) Minor maintenance of air carrier aircraft may be performed at the gate positions in the passenger terminal area if appropriate measures are taken to collect and store any fluids that may be released. For all other work, the aircraft must be moved to the air carrier's maintenance area or to an area designated by SLCDA.
 - 2) Aircraft painting may only be performed in buildings approved for that activity.

5.11 Helicopter Operations

- a. All helicopters at the Airport shall take-off, land, or taxi only from established, Airport approved, parking pads, designated ramps or Airport taxiways and runways.
- b. Helicopters shall park or operate only in the areas designated for such operations.
- c. Helicopters shall not be operated within 200 feet of any area where light aircraft are parked or operating, unless such area is specifically established for helicopter operations.
- d. Helicopters shall not be taxied, towed, or otherwise moved with rotors turning unless there is a clear area of at least 40 feet in all directions from the outer tips of the rotors.

- e. Helicopters are prohibited from landing, taking off, or air taxiing between structures less than 120 feet apart.
- f. Over-flight of a structure on the airfield by helicopters must be conducted without hazard to people or property.
- g. Trailers or dollies shall be utilized to tow helicopters to parking pads for flights. Helicopter tow vehicles and trailers shall not be left at the SLCDA public use parking pads.
- h. Helicopter owners, operators towing vehicles or trailers being utilized at the Airport must make prior arrangement with Airport Operations for approval and location of towing equipment.

5.12 Noise Abatement Procedures

- a. Aircraft operators based at the Airport shall become familiar with, and adhere to, the noise abatement measures outlined in the Airport's Noise Compatibility Program and Federal Aviation Regulations (FAR) Part 150 Study.
- b. Copies of the Airport's Noise Compatibility Program are available at the SLCDA administrative offices.
- c. Aircraft operators shall use procedures that result in minimum noise to areas surrounding the Airport. This includes, but is not limited to, avoiding low altitude maneuvers. Optimum power settings and operating altitudes shall be maintained consistent with safe operating procedures for the aircraft.
- d. Flights overpopulated areas shall be avoided to the extent consistent with safety.

5.13 Specialized Aeronautical Activities

- a. Hot air balloon operations, parachute drops, banner or glider towing, ultra-light aircraft and similar operations are prohibited at Salt Lake City International Airport.
- b. Such specialized activities may be approved on a special events basis with prior written approval from the SLCDA and with coordination with the FAA.

5.14 Air Traffic Rules

The air traffic rules as established by the FAA and currently in effect are hereby adopted by reference and made a part of these rules as fully as if the same and each and all of them were set forth herein.

6.0 AIRCRAFT FUELING AND HANDLING

Only authorized personnel trained in the safe operation of the equipment used and in procedures required shall fuel aircraft. Fueling equipment shall be maintained in safe operating condition and in compliance with federal, State and local regulations and fire codes.

Operators will be required to indemnify the SLCDA and Salt Lake City Corporation for all loss, claim or damage incurred as a result of the operator's handling and dispensing of fuel on the Airport.

6.1 Fueling Permits

Fuels (quantities greater than five gallons) shall only be stored and dispensed on the Airport by those entities having a permit with the SLCDA authorizing the fueling operation and approving the employee fueling endorsements, the fuel storage facilities, refueling vehicles, and related equipment.

- a) Fueling permits shall be used by Airport Operations for a 12-consecutive calendar month period, pending continuous compliance with applicable regulations, and shall be renewed with the Airport on an annual basis.
- b) Fueling permit applications shall include supporting documentation as required by Airport Operations, including, but not limited to, the following:
 1. A current copy of each supervisory fuel safety training certificate complying with FAA Advisory Circular 150/5230-4B.
 2. A complete list of initial or recurrent training dates for all fueler-endorsed badge holders.
 3. A letter stating that all training requirements of FAR 139.321 are met for the permit year.
 4. Payment of the Fueling Permit fee, payable to Salt Lake City Department of Airports, at the following rates:
 - a. Fueling Permit fee per company is \$50
 - b. Certification fee per fueler-endorsed badge holder is \$10.

6.2 Third Party Operators

Third Party Operators contracted to do fueling will be held responsible for the entire operation. Tenants must notify the SLCDA, in advance, regarding Third Party Operators conducting any commercial activity at the Airport. The Third-Party Operators must have a permit from the SLCDA before operating on the Airport.

6.3 Fueling Operations

All fueling operations will be conducted in accordance with applicable federal, State, and local rules and regulations and fire codes.

- a. Transferring Fuel
 - 1) No flammable or combustible liquid shall be dispensed into or removed from the fuel system of an aircraft within aircraft hangars.
 - 2) No flammable or combustible liquid shall be dispensed into or removed from a container, tank, vehicle, or aircraft except in a location approved by the SLCDA Fire Chief or a designee.
- b. Smoking is prohibited during fueling activities.
- c. Bonding (Grounding) Requirements

- 1) All fuel transfer apparatus shall be metallicly interconnected with the tank, chassis, axles, and springs of every aircraft fueling unit.
- 2) Every aircraft fueling unit is required to have substantial heavy-duty cable of sufficient length to service the aircraft.
- 2) No Person shall transfer fuel into or out of any aircraft without bonding that fueling or defueling vehicle to the aircraft.

d. Lightning Notification

SLCDA will notify fueling operators when lightning is detected within the immediate vicinity of the airport. Fueling operations shall be suspended when lightning is detected within the immediate vicinity of the airport. Resumption of fueling operations shall be determined by fueling operators based upon company and customer written procedures.

e. Fuel spill prevention and procedures

Any Person involved in the fueling or draining of aircraft shall exercise care to prevent overflow or spillage of fuel.

6.4 Fuel Spill Notifications/Requirements/Responsibility

Each fueling operator is responsible for keeping supplies including approved absorbent material, a vacuum or other mechanical device in close proximity to possible spill areas.

The operator is also responsible for training anyone involved in fueling to mitigate a spill.

The handling and removal of fuel contaminated material is under the direction of the SLCDA and will be in accordance with all applicable federal, State and local regulations.

In the event of a fuel spill, regardless of the amount spilled, the operator must immediately stop fueling, take steps for containment of the spill and notify the Airport Control Center at (801) 575-2401 or via two-way radio. The fueling may not continue until Airport Operations has determined that it is safe to do so.

Primary responsibility for the prevention of fuel spills rests with the airline, refueling operator, FBO or other entity that caused the spill. They are also responsible for the clean-up of fuel spills including the proper disposal of any contaminated material used in the process.

Disposal of pre-flight testing fuel is to be disposed of in compliance with all federal, State and local regulations and in containers designated for this purpose. It is the responsibility of the airline or entity performing pre-flight fuel testing to provide such containers and train personnel in their use.

Violations will be issued for failure to comply with fueling rules and regulations including the removal of individual's Airport issued ID badges.

6.5 Operation of Fueling Equipment

- a. Compatible with design, during fueling operations, there shall be adequately trained personnel available to quickly shut off the flow of fuel from the servicing equipment in an emergency. Locking of self-closing nozzles or automated shutoffs in an open position, even momentarily, shall be prohibited. Kinks and short loops in fueling hoses shall be avoided. The fuel nozzle shall never be allowed to drag along the ground.
- b. Refueling vehicles, fueling pumps, meters, hoses, nozzles, funnels, fire extinguishers, and bonding devices used during fueling operations shall be maintained in safe operating condition and in good working order and repair.
- c. Operators shall have on hand at all times accessible and sufficient spill control equipment including containment booms, socks, pillows, pads, etc. to control spills and releases occurring in their leased area. The operator is responsible for cleaning up fuel and other spills and releases. Operators shall store contaminated spill control material and equipment in containers in accordance with federal regulations until they are properly disposed.
Operators are required to insure that:
 - 1) Each refueling vehicle has a “first responder” spill kit.
 - 2) Each fuel storage facility maintains a spill kit with the following items as a minimum: 50 ft. long – three-inch diameter spill sock, five pillows, 50 pads, 25 wipes, five disposable bags with ties, and a United States Department of Transportation (USDOT) approved container. All spill control items shall be rated for hydrocarbon use.
 - 3) They do not install self-service fueling islands, except as approved by the Executive Director.

6.6 Maintenance and Storage of Refueling Equipment and Facilities

- a. Maintenance and servicing of refueling vehicles shall be performed outdoors or in a building that is approved by the SLCDA and the Fire Department specifically for this purpose. Operators shall document and maintain vehicle maintenance and agency inspection records. These records shall be made available to the SLCDA upon request.
- b. Refueling vehicles shall be stored outside and not less than 50 feet from a building or other structure, storm water conveyances, drains, catch basins, or ditches. Refueling vehicles shall be parked in a manner that provides a minimum of ten feet of separation between vehicles and any other vehicle or aircraft and a minimum of 20 feet from a storm water inlet. Unless otherwise authorized by the Fire Department, no more than five gallons of fuel may be stored in fuel cans, and all fuel cans shall be spring-loaded, self-closing approved containers.

6.7 Fuel Flowage Fees

- a. A fuel flowage fee set in Salt Lake City Code; Title 16 is payable to the SLCDA for all aviation fuel (not including motor vehicle fuel delivered to operators at the Airport).
- b. Each operator shall pay the fuel flowage fee for all fuel delivered to its premises, trucks, and/or storage tanks, excluding fuel delivered by the SLCDA.

- c. Operators shall furnish to the SLCDA on or before the 15th day of the next succeeding month, a written statement setting forth the total number of gallons of fuel delivered to its premises, trucks, and/or storage tanks during the preceding month. The format for reporting must be in a form acceptable to the SLCDA. Operators shall pay the fueling fees determined to be owed no later than ten days after the date of the SLCDA statement.
- d. Operators shall keep and maintain adequate books and records to establish and verify the accuracy of the fuel volumes reported to the SLCDA. The SLCDA's authorized representative shall have the right, to examine, inspect or audit an operator's books and records for the purpose of verifying the accuracy of the fuel volumes reported by an operator.

6.8 Off-Premises Fueling

Fueling activities shall be limited to an operator's leased premises unless the following conditions are met:

- a. Operator's lease use or other agreement or fueling permit expressly permits off-premises fueling.
- b. Operator's levels of insurance are sufficient to cover the increased liability associated with off premises fueling, as determined by the SLCDA.

6.9 Training

- a. All personnel engaged in fueling operations shall be trained in accordance with federal regulations and the Airport's Airport Certification Manual.
- b. Records of training and qualifications of everyone engaged in fueling operations shall be maintained as required by federal regulation. Training records shall be made available for review and/or inspection by the SLCDA, the Airport Fire Department, or the SLCPD Airport Bureau at any time.

6.10 Transient Fueling Operations

The SLCDA reserves the right to inspect and approve transient fueling operations (such as seasonal firefighting). They will pay applicable fuel flowage charges and are required to fuel aircraft only in designated areas.

7. SNOW AND DEICING OPERATIONS

7.1 Snow Removal

The Airport is responsible for snow removal operations except within tenant leased areas. Snow removal operations will be conducted in accordance with the Airport's FAA approved Snow and Ice Control Plan.

7.2 Deicing Fluid Storage

Aircraft deicing fluids shall only be stored and dispensed on the Airport by those entities having received authorization from the Airport. Operators will be required to indemnify the SLCDA and Salt Lake City Corporation for all loss, claim or damage incurred as a result of the operator's handling and dispensing deicing fluids on the Airport.

7.3 Aircraft Deicing Operations and Procedures

- a. Aircraft deicing will be conducted in accordance with the Salt Lake City International Airport Deice Plan. Management of bulk aircraft deicing fluid (ADF) shall be conducted in compliance with SLC Rules and Regulations, the Fire Code of the City and County of Salt Lake, and all applicable federal, State, local laws and regulations.
- b. Aircraft shall be positioned in such a manner that the spray from performing deicing does not contaminate other vehicles or people. Aircraft shall be positioned on the pads in a manner which ensures that all runoff of ADF applied to the aircraft will fall within the ADF collection system.
- c. Airlines conducting deicing operations with engines running must follow their established company procedures as described in written company manuals.
- d. Primary and secondary aircraft deicing is only allowed on established SLCDA's approved deice pads as depicted in the most current Airport Deice Plan.
- e. Limited deicing is allowed for emergency snow removal from engine cowlings at the gate if it is required to deice the cowlings prior to engine start. All limited gate deicing will be preapproved by the Airport Duty Manager. Fluid generated by limited deice operations will be collected by a glycol recovery vehicle.
- f. Exceptions to the Airport's Deice Plan must be approved by Airport Operations and the Airport Environmental Divisions. Costs of alternatives will be the responsibility of the requesting aircraft operator or tenant.
- g. Only propylene glycol-based fluids shall be used for aircraft deicing at the Airport. No other products are permitted.
- h. Spills of any type or size (e.g., ADF, fuel, hydraulic fluid) must be reported immediately to the SLCDA Control Center at (801) 575-2401. Spills must be contained and cleaned up by the responsible party in accordance with all applicable federal, State, and local laws and regulations.
- i. The disposition of unused or "out-of-spec" fluids from deice vehicles is the responsibility of the airlines and must be handled in accordance with all federal, State, and local laws and regulations.
- j. Deicing vehicles and support equipment shall be parked in designated parking places and will not be parked in aircraft operating areas unless actively engaged in deice operations or in support of aircraft in the gate. Parking locations shall be approved by Airport Operations.

7.4 Transient Deicing Operations

Transient de-icing operations will be conducted by Airport approved and authorized deicing service providers in accordance with the Airport's most current deice plan.

7.5 Usage Reporting

Each carrier applying deicing fluid shall submit a monthly report detailing the type and amount of fluid applied. The SLCDCA will provide the form to each ADF applicator. If an FBO performs this service, the FBO will submit the report on behalf of the carrier.

8. MOTOR VEHICLE OPERATIONS

8.1 General Provisions (in addition to the provisions in Salt Lake City Code, Title 16)

- a. Vehicle operations on the Airport in a careless, negligent, unsafe, or reckless manner; in disregard of the rights and safety of others; without due caution and care; or at a speed or in a manner which endangers or is likely to endanger people or property, are prohibited.
- b. Unless otherwise posted, on-street vehicle parking is not allowed.
- c. Vehicles shall not be operated at a speed greater than posted or is reasonable and prudent under the conditions and having regard for actual and potential hazards, traffic, use of the street or road, or so as not to endanger people or property.
- d. Vehicle operators shall provide proper signals and obey all traffic lights, signs, mechanical, or electrical signals, and pavement markings unless directed otherwise by the SLCPD Airport Bureau.
- e. Tugs and baggage carts shall be returned to designated storage areas immediately following unloading. No more than five carts may be towed at one time. During high winds, single carts must be attached to a tug, another cart or otherwise secured.

Baggage carts and other equipment left outside of designated storage areas are subject to relocation at the tenant's expense and a fine. The tenant will be charged \$200 per vehicle or piece of equipment each day that it remains in violation. If equipment is found to impede operations of another tenant or the Airport, the DOA will relocate it and charge the tenant for costs of removal and storage. The DOA will issue a warning before assessing fines or relocating equipment.

The tenant is responsible for tugs, baggage carts and other equipment brought on the airfield by employees, guests, clients, patrons, contractors, subtenants, approved licensees, contractors etc.

The tenant may request written permission from the DOA to park or store equipment on a temporary basis outside of the designated storage areas.

- f. Except in case of emergency or operational necessity, no vehicle shall leave paved areas.
- g. Airport employees or users may not ride any self-propelled vehicle device such as bicycles, skateboards, long boards, roller skates/blades, scooters, ATVs, and three-wheelers in the Airport secure area, terminals, buildings, facilities, terminal front sidewalk or covered walkway. Employees using these vehicles or devices will disembark

and walk them into an assigned work area. An exception is made for SLCPD Airport Bureau and wheelchairs for those with disabilities, and with written permission for construction and other special projects.

- h. Traffic on perimeter roads, enplaning and deplaning drives, public thoroughfares, and parking areas of the Airport is limited to those vehicles properly licensed to operate on public streets and highways. The operation of baggage tugs and other ramp equipment in these areas is prohibited.
- I. No ground service operator shall provide services on the Airport without successfully passing the Airport's Basic Drivers Training providing documentation of a current insurance policy meeting the Airport's specifications and having paid the appropriate fees or charges.
- j. Operators of vehicles, which because of design or function restrict operator visibility to sides and rear of vehicles, shall utilize someone else for guidance while backing up.
- k. Use of cell phones and electronic music devices is strictly prohibited when driving on the Aircraft Operation Area (AOA). Drivers must fully stop their vehicle in a safe manner away from aircraft and vehicle traffic to conduct cell phone conversations. Hands-free devices may be used as long as the driver can control distraction and they don't interfere with driving. Texting, operating electronic music devices or any other distracting activity while driving on the AOA is prohibited. Listening to music, using earphones or headphones while driving or working on the airfield is prohibited.
- l. Operators of motor vehicles shall avoid idling.
- m. Remote ground service equipment (GSE) space will be designated and fees assessed in accordance with the Airline Use Agreement (AUA).

8.2 Vehicle Licensing and Equipment

- a. Except for vehicles that are exclusively used on the AOA, all vehicles shall meet proper State licensing, registration and inspection requirements.
- b. Vehicles shall not be operated on the Airport unless they are in sound mechanical condition, with working lights, horn, brakes and other equipment suitable to the task.
- c. Vehicles operating or parking inside the security fence shall be registered with the SLCDA and clearly display a current vehicle permit or sticker. Non-traditional vehicles are not required to have a vehicle permit or sticker. These are defined as a vehicle, through original design, intent or manufacture that was not intended for use on public streets. This includes motorized aircraft tugs, belt loaders, ATV's, forklifts, golf carts, and similar vehicles. However, these vehicles must be identified with the name of the company or organization operating it.

8.3 Vehicle and Equipment Washing, Cleaning and Maintenance

- a. Tenant owned vehicles and equipment are required to be washed, rinsed and maintained in a manner consistent with environmental regulations. Therefore, cleaning and maintaining vehicles and equipment is allowed only in facilities designated by the SLCDA for these purposes. A tenant must have the SLCDA's approval prior to the installation and operation of alternative facilities.
- b. Putting a solvent, detergent or other cleaning substance on a vehicle or piece of equipment and then taking it to a rinsing area is prohibited.
- c. Contractors may construct temporary facilities to rinse vehicles prior to leaving the Airport if such rinsing is to reduce fugitive dust emissions. This type of facility and those used to rinse ready mix concrete trucks require the approval and monitoring of the SLCDA.
- d. The SLCDA reserves the right to suspend vehicle or equipment rinsing.
- e. Vehicle and equipment maintenance must be conducted in areas equipped to capture any fluids that may be released. Under no circumstance is maintenance to be done over soil, storm drains or unprotected asphalt.
- f. Materials and waste generated by vehicle and equipment maintenance shall immediately be removed from the area and disposed of in an environmentally protective manner.
- g. Temporary maintenance sites require the prior approval from the SLCDA and will be monitored.

8.4 Terminal Area

- a. Anyone operating equipment or vehicles within the passenger terminal building area will abide by all posted speed regulations in these areas with the exception of emergency vehicles responding to an incident.
 - a. Anyone operating equipment prior to entering into or exiting from any area where vision is impaired, shall bring the equipment to a complete stop and verify that it is safe to proceed before continuing.
- b. All vehicles operated in the terminal building shall be maintained in good condition at all times and be free of oil and gas leaks. Battery-type vehicles shall be recharged in well-ventilated areas designated by Airport Operations. Each operator shall keep areas clean of vehicle liquid spills.
- c. Permanent parking of internal combustion engine-driven vehicles is prohibited in any of the terminal buildings. Storage of surplus or infrequently used vehicles is prohibited. The parking of tugs or towing vehicles while baggage carts are loaded is permitted. This regulation is not intended to prohibit the normal operation of airline baggage handling.

8.5 Air Operations Area

- a. All vehicles operating on the AOA must display clear identification as to the company, tenant, or contractor with which they are affiliated.
- b. Vehicle operators shall always yield the right-of- way to aircraft, emergency vehicles (or equipment) and pedestrians. Vehicles shall not be driven under passenger loading bridges.
- c. Vehicles shall not be operated in such a manner or within such proximity of an aircraft as to create a hazard or interfere with the safe operation of the aircraft.
- d. Prior to operating vehicles on the AOA, all vehicles operators shall attend and pass the Airport Basic Drivers Training Program.
- e. The SLCDA may restrict vehicles to a certain portion or segment of the AOA. Such restrictions shall prohibit vehicle operations outside designated areas.

8.6 Aircraft Movement Area

- a. No vehicles (including refueling vehicles) are permitted on runways and taxiways without specific approval from the SLCDA and ATC.
- b. All vehicle operators with approval for unescorted access into the movement area must successfully complete the Airport's Movement Area Drivers' Training program (Red Badge Training).
- c. All vehicles and equipment operators and personnel shall obtain clearance from ATC prior to entering the movement area and shall comply with instructions issued while on the movement area.
- d. Upon receiving clearance, vehicle operators shall ensure that no aircraft is approaching before entering the movement area.
- e. All vehicles operating in the movement area shall be equipped with a functioning two-way radio capable of communicating with the ATC. All other vehicles require a SLCDA escort.
- f. In the event a vehicle in the movement area experiences radio failure, the vehicle must vacate the area utilizing perimeter roads or other non-controlled routes. If exit via non-controlled route is not possible, the vehicle operator shall indicate radio failure by facing the vehicle towards the FAA control tower and flashing the vehicle's headlights. Thereafter, the vehicle operator shall operate the vehicle in accordance with the standard colored light signal directions given by ATC. The operator can request to be escorted out of the movement area by contacting Airport Operations via radio or cell phone.
- g. Evidence of valid title or current rental or lease agreement for the vehicle shall be kept in the vehicle and available for inspection.

8.7 Safety Enforcement Policy

- a. **Scope/Purpose:** This policy identifies safety violations on the Airport Operations Area (AOA), assigns progressive points based on the severity of the violation, and provides corrective actions for ID badge holders who have multiple or severe violations. This policy applies to all individuals who have an airport issued ID badge. The points will accumulate on an individual's record over a rolling 24-month period. Offenders will receive progressively stronger penalties as they reach certain point thresholds.
- Driving a vehicle on the SLCDA AOA is only offered to individuals on an as needed basis and is not a right. This policy provides a process to increase the safety on the AOA through identifying unacceptable and unsafe behavior. It allows SLCDA Operations a method to track violations and provides an opportunity for the Airport to correct these individual hazardous and unsafe behaviors.
- b. **Assigning and Tracking Points:** Violations will be reported to SLCDA Control Center. The Control Center will look up the offender's record to identify previous violations and points accrued within the accumulation window. The points and previous offenses will be reported to the individual issuing the citation and that individual will take the appropriate actions for the situation. Control Center staff will log the new citation and assign the appropriate amount of points to the offender's record.
- c. **Notifications:** Violation reports will be tallied on a weekly basis. Tenant representatives will be sent information on their employees' violations. Tenant representatives will also be sent statistics on overall violations—without employee information—to show trends throughout the airport. It is the tenant's responsibility to identify and provide the airport with the contact information of the representatives to receive the reports.
- d. **Appeal Process:** A person who has had his/her Airport ID badge revoked may request an appeal within 7 days of the revocation. The request must be in writing and submitted to the Airport Security Coordinator (ASC) in the Airport Access Control office no later than 7 days from the revocation. The ASC will forward the appeal request to the Airport Operations Manager to manage the appeal process. An ID badge revocation review panel of three SLCDA representatives will evaluate the facts and rule on the appeal. The Executive Director, or her/his designee, will head the panel and select the two panel representatives. The panel will review the appeal and issue a decision within 14 days of the request.
- e. **Point Thresholds and Penalties:**
4 points: Remedial training within 7 calendar days of offense
6 points: One day (24 hours) suspension of airport issued ID badge
9 points: Three day (72 hours) suspension of airport issued ID badge
12 points: Revocation of Airport-issued ID badge. The person may request an appeal by submitting a written request within 7 days of the violation. A person who has had an ID badge revoked and has either declined to appeal or who has had the revocation upheld on the appeal, may not apply for an Airport ID badge for two years.
- f. **Offenses and Associated Points:**

Offense	Description	Points
Physical impairment	Confirmation of positive drug/alcohol test through SLCPD Airport Bureau.	12
Runway incursions	Any unauthorized intrusion onto a runway or within the runway safety area	9
Walking across aircraft movement areas (AMA)	Walking across an active runway or taxiway without proper clearance	6
Cutting off / blocking aircraft	Impeding the path of taxiing or towed aircraft (cut-off) or blocking the path with parked equipment, tugs, materials or vehicles. This includes parking equipment/vehicles in a taxi lane/taxiway object free area	4
Failure to report accident	Leaving the scene of an accident without reporting it to Airport Control Center	4
Height restrictions	Driving vehicle under height restricted objects / terminal buildings	4
Not following ATCT/Ramp Tower instructions	Failure to obtain proper authorization from ATCT or Delta Ramp Tower prior to an operation requiring such authorization. All personnel conducting operations on the AMA and Ramp Tower Area must be properly trained.	4
Reckless driving	Operation of a vehicle in a manner which could cause harm or injury to persons or property and/or excessive speed	4
Taxiway incursions	Any unauthorized intrusion onto a taxiway or within the taxiway safety area	4
Texting / cell phones / electronic devices - distracted driving	Texting or use of cell phones while driving a vehicle on the AOA is prohibited. (some operational need may be exempt) Music players and other electronic devices are also prohibited while operating vehicles or equipment.	4
Walking across non movement areas	Walking across taxi lane (concourse to concourse) without authorization	4
Not yielding right of way to emergency vehicles	Failure to yield right-of-way to responding emergency vehicles.	3
Bikes, skates, skate boards	Riding bikes, scooters, skates, skateboards, or other unauthorized mode of transportation on the AOA, in the terminals, or on sidewalks in front of terminals	2
Chocking and brakes	Failure to properly prevent wheeled vehicles and equipment from rolling when parked.	2

Conducting operation without proper license, certification, or authorization	Operating a vehicle on the AOA with a suspended or revoked driver's license; towing aircraft without proper certification; and operating a vehicle on Limited Access Routes without authorization	2
General safety violations	Horseplay, or other unsafe behavior not associated with work	2
Headlights	Driving at night or in inclement weather without head lights	2
Jaywalking	Crossing a designated vehicle roadway without using a recognized crosswalk	2
Not obeying signs, markings, instructions	Failure to obey lawful signals of SLCDA employees or comply with posted signs, markings, or traffic signals. This includes not driving within the roadway markings on the ramp.	2
Seatbelt use	Not using the seatbelt/restraint system or other safety equipment on a vehicle equipped with these items	2
Smoking in unapproved area	Smoking in an area on the airfield not specifically designated as smoking area	2
Speeding	Driving over the recognized speed limit, or driving at unsafe speeds for the driving conditions	2
Towing/safe loads	Exceeding authorized tow limits, number of bag carts / dollies (5 or less), and unsafe loads.	2
Unauthorized passengers	Exceeding the vehicle or equipment's designed passenger capacity. Passengers must have a seat and seatbelt if seatbelts are installed on equipment/vehicle.	2
Courteous and Respectful Behavior	Disrespecting or not showing courtesy to individuals enforcing airport rules and regulations, security standards, or other airport compliance standards	1-3
FOD	Creating FOD hazard by not picking up FOD, leaving dumpster lid open, leaving wildlife attractant, or other FOD producing activity	1
Parking	Improper parking of vehicles or equipment around aircraft parking gates/areas. Staging or storing ground support equipment or vehicles in unauthorized areas / designated no parking areas	1

8.8 Vehicle Maintenance

Except for minor repairs that are necessary to remove such vehicle(s) from the Airport, and except as expressly provided otherwise in an agreement with SLCDA, private vehicles shall not

be cleaned or maintained anywhere on the Airport. Vehicles operated by commercial operators or lessees shall be cleaned or maintained only in areas designated by the SLCDA.

8.9 Operator Licensing and Permits

- a. Vehicle operators must have a valid Utah vehicle operator's license of the class needed for the vehicle being operated and evidence of insurance (as required by State law and the SLCDA) to operate a vehicle on the Airport.
- b. Evidence of valid title or current rental or lease agreement for the vehicle shall be kept in the vehicle and available for inspection.
- c. No Person shall operate a vehicle or motorized equipment in the restricted areas of the Airport without a SLCDA identification badge and other such authorization as may be required.

8.10 Ground Transportation

- a. Definitions:

Airport: The Salt Lake City International Airport.

Airport Shared Ride Vehicle: Any authorized Ground Transportation Vehicle operating under contract with the Department of Airports to provide airport shared ride service to and from the Salt Lake City International Airport.

Applicant: An individual who has submitted an application to the Department to obtain a Ground Transportation Vehicle Operators Badge.

Authorized Ground Transportation Business: Any Business operating any Ground Transportation Vehicle, which has a current, valid Business license as required by the City and which:

- 1) Registers the Business in accordance with the requirements established by the Department, and
- 2) Is current with all fees or charges imposed by the Department and City.

Automobile: Any motor vehicle with passenger seating for five (5) persons or less, not including the driver.

Bus: Any licensed motor vehicle operated on the streets and highways for hire on a scheduled or nonscheduled basis with a seating capacity of twenty-five (25) or more passengers, not including the driver.

Bus Plazas: Airport parking lots used for loading and unloading passengers and baggage traveling by chartered Bus, and for other vehicles as permitted by the Department.

Business: A voluntary association legally formed and organized to carry on a Business in Utah in the legal name of the association, including without limitation a corporation, limited liability company, partnership, or sole proprietorship.

Business License Office: The division of building services and licensing of Salt Lake City Corporation, or its successor.

Car Rental Load/Unload Curbs: Traffic lanes serving Airport car rental facilities.

City: Means the governmental agencies and geographical landmass of Salt Lake City, Utah.

Civil Notice: A written notice of a ground transportation violation as provided under this chapter.

Courtesy Vehicle: Any motor vehicle regularly operated on Salt Lake City streets for transportation of customers and/or baggage without making a specific separate charge to the passenger for such transportation.

Delivery Areas: Areas at the airport designated by the Department for use by vehicles making deliveries.

Department: The Salt Lake City Department of Airports.

Department Automated Vehicle Identification (AVI) Tag: An electronic transponder used to identify vehicles and provide the Department with vehicle data and billing information.

Department Director: The Executive Director of the Salt Lake City Department of Airports.

Department Inspection: An inspection of a Ground Transportation Vehicle by the Department to verify that the vehicle meets the standards set by the Department Director, Department Rules and Regulations, applicable contracts, and applicable City ordinances, including without limitation the exterior and interior of the vehicle and all associated vehicle licensing, safety, and insurance requirements.

Department Inspection Seal: A sticker or seal issued by the Department to signify that a Ground Transportation Vehicle has passed the required Department Inspection. These Department Inspection Seals are non-transferable, and no Ground Transportation Vehicle may be operated without such seal.

Department Rules and Regulations: Rules and regulations developed and adopted by the Department Director to govern commercial ground transportation operations within the City.

Fixed Schedule: Ground Transportation Service operating on a regular time schedule previously announced as to time of departure and arrival between definitely established and previously announced points along definitely established and previously announced routes regardless of whether passengers or freight are to be carried.

Ground Transportation Appeal Committee: A committee established by the Department Director to hear and rule on appeals, suspensions, and other matters related to ground transportation in and connected with the City.

Ground Transportation Business: Any Business operating any Ground Transportation Vehicle.

Ground Transportation Desks: Desks located within the Airport terminal buildings for use as a point of contact with customers when authorized.

Ground Transportation Service: The transportation of passengers by a Ground Transportation Business.

Ground Transportation Vehicle: Any motor vehicle used for the transportation of persons using Salt Lake City streets for commercial purposes regardless of whether a fee or fare is collected, which includes, but is not limited to, any Airport Shared Ride Vehicle, Automobile, Bus, Courtesy Vehicle, Hotel Vehicle, Limousine, Minibus, Special Transportation Vehicle, Specialty Vehicle, Taxicab, Van, or Trailer being towed by a Ground Transportation Vehicle.

Hearing Officer: A Hearing Officer of the Salt Lake City Justice Court.

Hotel Vehicle: Any motor vehicle regularly operated by a Ground Transportation Business under contract to or directly by a motel, hotel, or other lodging Business, to provide transportation of customers and/or baggage for the contracted establishment for which transportation the customer is charged a separate fee or fare, and which is subject to a contract filed with the Department providing for operating the vehicle.

Limousine: Any vehicle described by its manufacturer or aftermarket manufacturer as a Limousine or a luxury vehicle such as, but not limited to, a Cadillac Escalade, Chevrolet Suburban, Lincoln Town Car, or Mercedes Benz, with a driver furnished, who is dressed in professional Business attire or a chauffeur's uniform. A Limousine may be deemed a Hotel Vehicle if the service provided is prearranged and minimum fare is charged as provided in this chapter.

Minibus: Any motor vehicle with a passenger seating capacity of thirteen (13) to twenty-four (24) persons, not including the driver.

Model Year: The age of a motor vehicle based upon the manufacturer's date of manufacture. The year shall be calculated as beginning January 1 of the Model Year, regardless of the month of manufacture, purchase, or licensing with the City.

New Ground Transportation Vehicle: A vehicle which is of the most recent Model Year and with less than 1000 miles on the odometer.

Off-Airport Parking Shuttle: Authorized Ground Transportation Vehicles used for the transport of passengers and their luggage to and from car rental facilities that are based off airport properties.

Parking Garage Through Lanes: Traffic lanes through the Airport's short-term parking Garage without entering parking areas or paying a parking fee.

Persons with Disabilities: Those persons who are not acutely ill, who do not require the services of an ambulance, and who need or desire special transportation equipment or accommodation for physical or mental infirmities.

Scheduled Service: Transportation provided by an Authorized Ground Transportation Business on a Fixed Schedule posted with and approved by the Department in advance of such transportation.

Special Transportation Vehicle: Any motor vehicle for hire, other than an Airport Shared Ride Vehicle, ambulance, or Taxicab, which vehicle is designed, equipped, and used for the transportation of Persons With Disabilities.

Specialty Vehicles: Any vehicles that are unique in their design, or built for a specific purpose, including but are not limited to, special conversion vehicles and classic or collector Automobiles, but excluding Special Transportation Vehicles.

Staging Facilities: Parking lots where Authorized Ground Transportation Vehicles may park and drivers may wait for customers at the Airport as further described in these commercial ground transportation rules.

Starter: A person appointed by and representing a Ground Transportation Business who is responsible for managing the coordination of vehicles and passenger transportation for that Business.

Taxicab: A motor vehicle with a seating capacity of five (5) passengers or less, not including the driver, or a Van with a passenger seating capacity of six (6) to twelve (12), not including the driver, used in the on-demand, for hire transportation of passengers or baggage over public streets and not operated over a fixed route or upon a Fixed Schedule, but which is subject for contract hire by persons desiring special trips from one point to another, as provided under Chapter 5.72 of this title, or its successor chapter, and authorized to operate in Salt Lake City by contract with the Department.

Temporary Operations: A ground transportation business that operates on a limited or temporary basis within the City according to a written waiver executed by the Department Director according to Salt Lake City ordinance 5.71.160.

Terminal of Transportation: A facility or location having the primary purpose of facilitating Ground Transportation Services, such as, but not limited to, the Salt Lake City Intermodal Hub.

Trailer: A wheeled vehicle designed to be pulled by a motor vehicle for the transportation of freight, luggage, or other items.

Van: Any licensed motor vehicle other than those designated as a Limousine with a passenger seating capacity of six (6) to twelve (12), not including the driver.

Vehicle Operators Badge or Operators Badge: An identification badge issued by the Department to an individual to signify that the individual has met the requirements to operate a Ground Transportation Vehicle.

- b. State and City Registration and Licensing. All Ground Transportation Businesses must be registered by the state of Utah and licensed by the City.
 - 1) Businesses must register with the Utah Department of Commerce.

Department of Commerce
Heber Wells Building
160 East Broadway
Salt Lake City, Utah 84111
801-530-6646

- 2) Businesses must obtain a Salt Lake City Business license.
Salt Lake City Department of Business Licensing
451 South State Street #225
Salt Lake City, Utah 84111
801-535-6644
 - 3) After completion of steps a. and b., above, Businesses must register with the City, obtain Department Inspection Seals from the City and obtain Vehicle Operators Badges for all drivers from the City.
Salt Lake City Department of Airports
Department of Ground Transportation
PO Box 145550
Salt Lake City, Utah 84114-5550
801-908-7205 or 801-908-7204
www.slairport.com/badging
 - 4) All Department Automated Vehicle Identification (AVI) Tags, Department Inspection Seals and Operator or Starter badges are the property of the Department and must be surrendered upon termination or demand by the Department.
- c. Fees. No Person shall operate a Ground Transportation Business within the City without first having paid all applicable fees. Ground transportation fees are established using the full cost recovery method. Depending on the service, fees are calculated as a combination of costs, including without limitation direct costs incurred by Airport personnel, facility and operating expenses, supplies and equipment costs, and allocated administrative costs. Current fees shall be set forth in a published Ground Transportation Fee Schedule. Fees will be reviewed and adjusted if necessary by Airport personnel on an annual basis.
- d. Ground Transportation Vehicle Requirements.
- Minimum vehicle inspection requirements:
- 1) Vehicles must meet all ordinance required age, mileage and salvage / branded title restrictions and requirements.
 - 2) Exteriors of vehicles must be clean.
 - 3) Vehicles, including bumpers and body molding, must be straight and aligned and free of all exterior damage, except for dents no larger than six inches (6") in diameter and rust spots no larger than one inch (1") in diameter.
 - 4) Windshields must be free of cracks and chips larger than one inch (1") in diameter or length that are within the acute area as defined by the State of Utah.

All other glass and mirrors shall be free of cracks and chips larger than one inch (1") in diameter or length.

- 5) The foot brake pedal must not be capable of being depressed beyond a point one inch (1") from the floor of the car.
- 6) Free play in the steering mechanism shall not exceed standards established by the State of Utah.
- 7) Vehicle exterior paint shall be maintained in good condition and repair, with no faded, oxidized, or non-matching paint.
- 8) Vehicle wheels shall have matching wheel covers, or be equipped with matching custom wheels.
- 9) Tire tread depth shall be not less than one-sixteenth $\frac{2}{32}$ " of an inch for rear tires, nor less than one-eighth $\frac{4}{32}$ " of an inch on any front tire when measured on any portion of the tire's tread grooves, with no cuts or breaks in sidewalls. Measurements shall not be made where any tie bar, hump, or filet is located. No re-grooved, recapped, or retreaded tires shall be used on the front axles of the vehicle, but may be used on the rear axles.
- 10) Engine and engine compartment shall be clean and free of uncontained combustible materials.
- 11) All fluid leaks shall be repaired immediately.
- 12) Vehicle suspension system shall be maintained so that there are no sags due to weak or broken springs and no excessive motion when the vehicle is in operation because of weak or defective shock absorbers.
- 13) All parts affixed to the undercarriage of the vehicle shall be permanently affixed and in good repair.
- 14) Vehicle interiors shall be clean and sanitary, and free of dirt, oil, litter, or offensive odors; all seats and other interior surfaces shall be in good repair and free of tears, springs and sharp objects. Dashboard covers may be used, but shall be professionally manufactured.
- 15) Vehicle trunks or luggage storage compartments shall at all times be maintained free of oil, dirt, debris and personal property, except for property belonging to a current passenger or property used by the driver in connection with operating a Ground Transportation Vehicle.
- 16) All equipment used for the ease, convenience or safety of drivers and passengers, including, but not limited to, signage, doors, windows, carpets, door and window handles, ashtrays, heaters, air conditioners, radios and seatbelts, shall be maintained in a good and operable condition.

- 17) Special Transportation Vehicles are subject to additional inspection requirements set forth in Salt Lake City Code Sections 5.71 and 5.76.
- e. Signage. All Ground Transportation Vehicles with exterior signs or color schemes used for identifying purposes, whether such identifying information is placed on such vehicle voluntarily or in accordance with applicable ordinances or statutes, shall meet the following requirements:
- 1) Signs and other identifying information shall comply with all applicable ordinances or statutes.
 - 2) Signs shall be professionally produced and permanently affixed on both sides of the vehicle, and shall identify the name of the Authorized Ground Transportation Business with which the vehicle is associated and other information as required by law. In cases of companies that operate vehicles for separate Business locations with the same name, the vehicle signage shall include the location of the Business being served by each particular vehicle. No sign may be handwritten.
 - 3) Lettering size shall be no smaller than one inch (1") in height. The color of the lettering shall contrast with the background color.
 - 4) All vehicles shall be properly and adequately numbered and identified in conformance with this chapter and other applicable statutes and ordinances. Identifying signage shall be in good repair.
- f. Temporary Operations
- 1) Every Ground Transportation Vehicle operating on a temporary basis must have a copy of the written authority to operate as granted by the Department Director in the vehicle at all times.
 - 2) Application for temporary operations or exemptions must be made in writing to the Department Director and must include stated reasons for the request and any supporting documentation the petitioner wants to be considered.
- g. Drivers and Starters. All persons operating a Ground Transportation Vehicle must have a valid Vehicle Operators Badge issued by the Department.
- 1) Applications for a Vehicle Operators Badge may be made to the Salt Lake City Department of Airports Ground Transportation Office during Business hours. Application forms are available at the office or online at: <http://www.slairport.com/badging>
 - 2) The Applicant must sign a statement acknowledging receipt of a copy of applicable Salt Lake City ground transportation ordinances and rules and regulations.
 - 3) Previous to the issuance of a Vehicle Operators Badge, the applicant will be required to successfully demonstrate:
 - a) The applicant's knowledge of the city and map reading capabilities.

- b) The applicant's ability to understand, read, write and speak basic English.
 - c) The applicant's understanding of principles of common courtesy.
 - d) The applicant's understanding of how to address the needs of disabled passengers.
- 4) Submission of an application for a Vehicle Operators Badge constitutes the Applicant's consent to a background check and any associated investigative efforts by the City and the City's right to discuss and divulge any findings or recommendations to the Applicant's employer.
 - 5) No refund of monies will be made once application for a Vehicle Operators Badge has been made and the applicant has paid the required fee.
 - 6) The Applicant must be twenty-one (21) years old or older.
 - 7) The Applicant must not be an individual required to register pursuant to the Utah penal code, section 77-27-21.5, Utah Code Annotated, sex offender registration, or its successor section.
 - 8) The Applicant must have a current motor vehicle license with all required endorsements.
 - 9) The Applicant must submit written evidence that an Authorized Ground Transportation Business will employ or retain the Applicant upon issuance of an Operators Badge.
 - 10) The Applicant must submit two (2) forms of identification, at least one of which must have been issued by a government authority and includes a photo.
 - 11) Submission of an application for a Vehicle Operators Badge constitutes the Applicant's consent to a background check and any associated investigative efforts by the City and the City's right to discuss any findings or recommendations with the Applicant's employer.
 - 12) No Applicant shall be issued an Operators Badge if such background check for the Applicant demonstrates that the Applicant has a disqualifying criminal offense, as defined below.
 - 13) If an Applicant's criminal record discloses an arrest for any disqualifying criminal offense without indicating a disposition, the Department must determine, after investigation that the arrest did not result in a disqualifying offense before issuing an Operators Badge.
 - 14) Before making a final decision to deny an Operators Badge, the Department must advise the Applicant that the FBI criminal record discloses information that would disqualify him or her from receiving such Operators Badge and provide the Applicant with a copy of the FBI record if he or she requests it in writing.
 - 15) An Applicant whose criminal record discloses a disqualifying criminal offense may seek to complete or correct information contained in his or her criminal record by contacting the local jurisdiction responsible for the information and the

FBI. Within thirty (30) days after being advised that the criminal record received from the FBI discloses a disqualifying criminal offense, the Applicant must notify the Department in writing of his or her intent to correct any information that he or she believes to be inaccurate. The Department must then receive a copy of the revised FBI record or a certified true copy of the information from the appropriate court prior to granting the Operators Badge. If the Department receives no such notification within thirty (30) days that the Applicant intends to seek a correction, the Department may make a final determination based on the information available to the Department.

- 16) Criminal record information provided by the FBI pursuant to this chapter may be used only to carry out the background check requirements in this chapter. The Department shall maintain criminal history background check records and other information of a personal nature in a confidential manner. The FBI criminal record shall be maintained until one hundred eighty (180) days after the termination of a Vehicle Operators Badge, including any subsequent renewals, and the FBI criminal record shall then be destroyed.
- 17) Any person with a valid Vehicle Operators Badge has a continuing obligation to disclose to the Department within twenty-four (24) hours any disqualifying criminal offense.
- 18) If the Department determines to deny the application of any Applicant, the Department shall inform Applicant in writing of the reason(s) for such denial, including any disqualifying criminal offenses in the Applicant's criminal record.
- 19) An Applicant has a disqualifying criminal offense if the Applicant has (A) been convicted of, (B) found not guilty by reason of insanity or (C) plead guilty to, (D) entered a plea of no contest, (E) or entered into a plea in abeyance with the courts in any jurisdiction in connection with any of the offenses listed below, or of a conspiracy or attempt to commit any such offenses, during the five (5) years before the date of the Applicant's application for an Vehicle Operators Badge:
 - a) Murder.
 - b) Assault or aggravated assault.
 - c) Kidnapping or hostage taking.
 - d) Rape, aggravated sexual abuse or other sex crimes, including, but not limited to, unlawful sexual activity with or sexual abuse of a minor, enticing a minor over the internet, unlawful sexual intercourse or conduct, object rape or sodomy, forcible sexual abuse, aggravated sexual assault, sexual exploitation of a minor, incest, lewdness or obscene acts, sex acts for hire, or soliciting.
 - e) Stalking.
 - f) Urinating in public or other disorderly conduct at a time when the Applicant was engaged in operating a Ground Transportation Business.
 - g) Unlawful possession, use, sale, distribution, or manufacture of an explosive or weapon.
 - h) Extortion.
 - i) Robbery, burglary, theft or bribery.
 - j) Distribution of, or intent to distribute, a controlled substance.
 - k) Felony arson.

- l) Felony involving a threat.
 - m) Felony involving willful destruction of property.
 - n) Felony involving dishonesty, fraud, or misrepresentation.
 - o) Possession or distribution of stolen property.
 - p) Felony involving importation or manufacture of a controlled substance.
 - q) Illegal possession of a controlled substance punishable by a maximum term of imprisonment of more than one year.
 - r) Reckless driving, driving while under the influence of alcohol or a controlled substance, or being in or about a vehicle while under the influence of alcohol or a controlled substance with the intent of driving.
 - s) Felony involving a driving offense.
 - t) Aircraft registration violations under 49 USC section 46306.
 - u) Interference with air navigation under 49 USC section 46308.
 - v) Improper transportation of hazardous material under 49 USC section 46312.
 - w) Aircraft piracy under 49 USC section 46502.
 - x) Interference with flight crew members under 49 USC section 46504.
 - y) Crimes aboard aircraft under 49 USC section 46506.
 - z) Carrying a weapon or explosive aboard an aircraft under 49 USC section 46505.
 - aa) Conveying false information and threats under 49 USC section 46507.
 - bb) Aircraft piracy outside the United States under 49 USC section 46502(b)
 - cc) Lighting violations involving transporting controlled substances under 49 USC section 46315
 - dd) Unlawful entry into an aircraft or airport area contrary to security regulations under 49 USC section 46314.
 - ee) Destruction of an aircraft or aircraft facility under 18 USC section 32.
 - ff) Violence at airports under 18 USC section 37.
 - gg) Espionage, sedition or treason.
- h. Appeals. Request for appeal of revocation, suspension, or denial of renewal of an operator's badge, AVI tag or inspection seal.
- 1) Request for an appeal must be made in writing to the Department Director at:

Salt Lake City Department of Airports
 Department of Ground Transportation
 PO Box 145550
 Salt Lake City, Utah 84114-5550
 - 2) The request must state the following:
 - a) Whether applicant desires an expedited appeal, which shall be reviewed by the department director on an expedited basis or whether applicant desires to appeal directly to the Ground Transportation Appeal Committee;
 - b) Reasons why the Applicant believes he or she has complied with the applicable requirements;
 - c) Reasons why the department's action is in error.
 - 3) The appellant must file the request for appeal within fourteen (14) calendar days from the date the department takes the action being contested. The Ground

Transportation Appeals Committee will only consider an appeal which is properly and timely filed.

- 4) If appellant requests an expedited appeal, the department shall investigate the facts and the department director shall issue a written decision to appellant within 3 business days of the receipt of the request for appeal that meets the requirements set forth herein. If the department director does not reverse the action that is the subject of the appeal, the department director shall impanel a Ground Transportation Appeals Committee within 3 business days of the decision not to reverse the action.
- 5) If appellant requests an appeal directly to the Ground Transportation Appeals Committee or if a Ground Transportation Appeals Committee is impaneled as set forth in paragraph D, above, the following procedures shall be followed:
 - a) Within five (5) days from receipt of a request for appeal, the department director shall impanel a Ground Transportation Appeals Committee that consists of three (3) persons selected by the department director to hear the specific appeal. The Ground Transportation Appeals Committee will set a hearing date which will allow it to hear the matter in a reasonable time frame.
 - b) Appellant may appear in person before the Ground Transportation Appeals Committee designated to hear the appeal and may be represented by a person of his or her choice, confront any witness whose testimony is to be considered, and examine the evidence the committee will consider in making its decision.
 - c) The Ground Transportation Appeals Committee shall hear the appeal and determine whether the appellant has shown by a preponderance of the evidence that the action being appealed was erroneous and should be reversed. The Ground Transportation Appeals Committee may not take action beyond a determination whether to uphold or reverse the action that is the subject of the appeal.
 - d) The Ground Transportation Appeals Committee is not required to follow the Utah Rules of Civil Procedure or the Utah Rules of Evidence.
 - e) The hearing will be open to the public and recorded. The Ground Transportation Appeals Committee may close a hearing if it complies with the Utah Open and Public Meetings Act.
 - f) The decision of the Ground Transportation Appeals Committee shall be filed no later than five (5) days after the date of the hearing.
 - g) The decision of the Ground Transportation Appeals Committee is the final internal appeal in the City.
- i. Appearance Standards for Drivers and Starters. Drivers of Ground Transportation Vehicles and Starters representing commercial Ground Transportation Businesses within the city shall adhere to the following standards.
 - 1) Clothing and uniforms standards must be industry accepted business casual or greater.
 - 2) Must wear enclosed shoes or boots or sandals with socks.

- 3) Must maintain hair, beards or mustaches in a clean and groomed condition.
 - 4) Must maintain clothes in a clean and repaired condition.
 - 5) Must be free from offensive odor.
 - 6) Must at all times display the Department issued badge of the company they represent.
- j. Behavior and Conduct Standards for Drivers and Starters. The drivers of Ground Transportation Vehicles and Starters representing commercial Ground Transportation Businesses within the city shall adhere to the following standards of conduct.
- 1) Drivers and Starters shall refrain from conduct, language and behavior that is insulting, offensive, threatening, disruptive or disturbing to passengers or others.
 - 2) Within the constraints of operations as outlined in ordinance, when Ground Transportation Vehicles are available for transport, drivers shall provide transportation to paying passengers and their property.
 - 3) Drivers and Starters shall obey all applicable rules, regulations, laws and ordinances, and shall maintain all appropriate licenses.
 - 4) Drivers shall not carry animals or nonpaying riders while transporting passengers in their vehicles, except that by the request of a passenger, drivers may carry service animals or animals enclosed in a carrier or other enclosure. Drivers may carry nonpaying passengers when so requested by driver's employer for training or other job-related purposes.
 - 5) Drivers shall transport any paying passengers who present themselves for transport in nonelectric wheelchairs and shall offer reasonable assistance to such passengers, except that if a passenger must be lifted into the vehicle, the driver may request the passenger to contact a Special Transportation Vehicle.
 - 6) Drivers shall furnish a receipt for payment of a fare.
 - 7) Drivers shall follow any transportation routes predetermined by the driver's employer, or if such routes are not predetermined, drivers shall either take the shortest reasonable route to a destination, or shall follow a specific route requested by a passenger.
 - 8) At Terminals of Transportation, Starters or other Ground Transportation Company employees may only solicit for business at locations approved by the Department Director.
 - 9) Persons providing meet and greet services must be employees of a licensed Authorized Ground Transportation Business and have with them the name of the passenger or group being met. This information must be provided to any Department official requesting it. Representatives of Ground Transportation Businesses must not solicit any passengers other than those they are scheduled to

meet. Meet and greet services must be conducted in a manner that will not obstruct the normal flow of pedestrian traffic.

- 10) Handheld signs must have the name of the passenger, group, or company being met and may not exceed twenty-four inches wide or eighteen inches in height. Signs must meet standards of professionalism accepted in the industry. For example: black board with attachable lettering / white board with company name attached and with the ability to write in the passenger or group name below / paper signs must be computer generated or professionally produced and may not be handwritten.
 - 11) Representatives of Ground Transportation Businesses must not engage a passenger who is in the process of speaking to another Ground Transportation Business's representative and may address the traveling public only when approached. The practice of calling out to potential passengers to draw them to the representative's location is strictly prohibited.
- k. Petition for Exemption, Waivers, or Temporary Operations. All petitions for exemption, waiver, or Temporary Operations must be made in writing addressed to the Department Director at:

Salt Lake City Department of Airports
Department of Ground Transportation
P.O. Box 145550
Salt Lake City, Utah 84114-5550

The Department Director will review petitions for exemption, waiver or temporary operations and will provide a written decision to the petitioner within a reasonable time.

- l. Hotel Vehicle Contracts. Authorized Ground Transportation Companies performing services as a Hotel Vehicle must file and maintain a copy of the contract for each contracted establishment with the Department and inside each vehicle operating as a hotel vehicle.
 - 1) Each contract must be signed by the manager or principal of the contracted establishment and must include a full description of the services contracted.
 - 2) The Department will review each contract for content necessary to establish that a business relationship has been formed that would constitute the Authorized Ground Transportation Company being granted authority to operate as a Hotel Vehicle.
- m. Airport Commercial Ground Transportation Operations – General Requirements
 - 1) No vehicle for hire shall load or unload passengers at the Airport in any place other than that designated by the Department Director.
 - 2) Placing, throwing, or dropping of waste, refuse, or rubbish upon any taxi or Bus stand, roadway, street, or adjacent sidewalk thereto is strictly forbidden.

- 3) Ground transportation employees shall refrain from feeding birds and other animals within a 5-mile radius of the Airport.
- 4) The owners or operators of all vehicles for hire, their employees, invitees, and those doing business with them shall conduct themselves in a professional, orderly and proper manner at all times.
- 5) No owner or operator of a vehicle for hire or any Person at any time, while on the Airport, by words, gestures, or otherwise shall solicit, persuade, or urge any Person to use or hire any vehicle for hire or other means of transportation or conveyance at the Airport.
- 6) Any driver of a vehicle for hire who violates any of these Rules and Regulations shall be subject to immediate expulsion from the Airport and will not be allowed to re-enter the Airport without the permission of the Department Director. Also, such driver's Vehicle Operators Badge or Starters Badge may be revoked and / or the driver's permission to operate a Ground Transportation Vehicle with the City.
- 7) Any Ground Transportation Business failing to comply with these Rules and Regulations or which permits, encourages, or allows any of its representatives to violate these Rules and Regulations shall be subject to exclusion from the Airport and/or cancellation of the permit to operate on the Airport.
- 8) Ground Transportation Businesses shall render all possible cooperation to the SLCDA in enforcing Salt Lake City Code and these Rules and Regulations.

n. Commercial Lanes

- 1) Authorized Ground Transportation Businesses must use the Commercial Lanes unless otherwise directed by the Department.
- 3) Drivers must remain with vehicles at all times. Signs and markings must be strictly obeyed. Loading and unloading must take place in designated areas. No loading or unloading of passengers shall be conducted in a through lane. All vehicles must use areas along the Commercial Lanes that correspond to the following colored zones:

Green / Blue	Department of Airports Buses only – Load
Yellow	Taxicabs only - Load
Orange	Courtesy Vehicles / Hotel Vehicles / Vans / Limousines / Minibuses and Taxi's – Load/Unload

- 3) Double Parking is prohibited in all areas at all times. Vehicles must be parked parallel to the curb, providing a through lane at all times. All loading and unloading must take place on the curb or in designated areas.

o. Staging Facilities

- 1) Unless otherwise approved by the Department, the Staging Facilities are the only location that Ground Transportation Vehicles may park while staging at the airport.
- 2) Ground Transportation Vehicles are to wait in the Staging Facilities area, and proceed to the Commercial Lanes, Bus Plazas or other authorized areas only when customers are ready to actively load or unload.
- 3) All Authorized Ground Transportation Businesses may use the Staging Facilities. The Department may designate Parking areas for different types of vehicles. Authorized Ground Transportation Businesses may use these areas when drivers and vehicles must wait for their group or party to arrive, or when making deliveries, or when directed by the Department.
- 4) Drivers must remain in the Staging Facility area at all times except when meeting a customer, or when making a delivery.
- 5) The areas set aside and designated by signs as the pick-up and drop-off points for the Airports parking lot shuttle bus are to be used only by the Airport shuttle bus; no other vehicle may use this area at any time.
- 6) Persons using the Staging Facility will leave the facility clean and shall not be disruptive or abusive to other users.
- 7) The Staging Facility area is designed for short-term use. Staging in this area or on any other Airport property is limited to one hour due to the limited space and accommodations, unless posted otherwise.
- 8) Drivers must park vehicles in designated Parking stalls only. Each Authorized Ground Transportation Business shall have equal access to the Parking locations. All Parking stalls may be used by one such Business. However, each time a vehicle of another authorized user arrives, the operator with the most vehicles in the Parking area must relocate one vehicle to make room for the other user(s). This procedure shall be followed until all Parking spaces are filled.
- 9) Fees may be established and charged for the use of Staging Facilities or other areas of the Airport grounds.

p. Bus Plazas

- 1) Authorized Ground Transportation Vehicles may use Bus Plazas to load and unload passengers.
- 2) No Staging is authorized in the Bus Plazas.
- 3) No Parking is permitted unless specifically directed or authorized by the

Department.

r. Delivery Areas

- 1) Only delivery vehicles shall use these facilities. The Department may designate separate Delivery Areas to accommodate different kinds of deliveries, such as tenant deliveries and other deliveries.
- 2) Tenant deliveries and others as directed by the Department may use Delivery Areas located at loading docks adjacent to the terminals. In these areas, drivers shall remain with the vehicle. Only active loading and unloading is permitted.
- 3) Non-tenant deliveries and others as directed by the Department shall use Delivery Areas located at the Staging Facility area. In this area, the driver may park in the designated Delivery Area and proceed to the terminals on foot. Parking is only allowed in the Delivery Area located in the Staging Facility area when needed for purposes of making a delivery.

s. Taxicabs

- 1) All Taxicabs entering the Airport for the purpose of obtaining a fare shall proceed to the Taxicab Staging area until there is an available slot open at one of the designated Taxicab stands.
- 2) When a slot becomes available at one of the Taxicab stands, the Taxicab first in line shall proceed to the Taxicab stand and occupy the open slot.
- 3) Should there be no other Taxicab waiting in the Taxicab Staging area and an open slot at one of the Taxicab stands, the driver may proceed directly from the Taxicab Staging area to the open slot at such Taxicab stand.
- 4) No more than the approved number of Taxicabs may stage at the Taxicab Staging area. Taxicabs that are in excess of the approved maximum number will be required to immediately leave the Airport property.
- 5) When permitted under prevailing security requirements, there are established Taxicab stands at the Airport that are designated exclusively for Taxicabs entering the Airport for the purpose of obtaining a fare. Such stands shall be marked by signs and the use of the stands shall be subject to the following rules:
 - Drivers shall stay within ten feet (10') of their Taxicabs while parked at any of the Taxicab stands.
 - No more Taxicabs shall occupy any Taxicab stand at any one time than there are designated slots (marked by signs). The number of Taxicab slots at each Taxicab stand may be changed from time to time by the Department.
- 6) All Taxicabs must use the restricted Commercial Lanes.
- 7) Taxicabs may unload on the curb in the Commercial Lanes (orange zone) and may upon customer request unload in the car rental plaza or Parking Garage

Through Lanes. Taxicabs must load in designated taxi stands only (yellow zone).

- 8) The Taxicab driver must remain with the vehicle.
- 9) A Taxicab driver may only leave the vehicle unattended in the Staging Facility area.

t. Limousines / Hotel / Motel Courtesy Shuttles / Hotel Vehicles / Scheduled Service Providers / Off-Airport Parking Shuttles

- 1) Must use the restricted Commercial Lanes and follow any direction given by Airport personnel.
- 2) May unload on the curb in the Commercial Lanes (orange zone) and may upon customer request unload in the car rental plaza or Parking Garage Through Lanes.
- 3) May load in the Bus Plazas and on the curb in the Commercial Lanes.
- 4) Tenant providers with a Ground Transportation Desk may load in areas assigned to these tenants in the commercial lanes.
- 5) The driver must remain with the vehicle.
- 6) The driver may only leave the vehicle unattended in the Staging Facilities area. Special needs requests will be accommodated, if possible and need to be pre-arranged with a Landside Operations Supervisor at 801-575-2401.

u. Buses

- 1) Must use the public drop off lanes and follow any direction given by Airport personnel.
- 2) Must load / unload on the curb of the public drop off lanes
- 3) May load / unload in Bus Plazas upon request and approval of a Landside Officer.
- 4) Bus Plazas are for active loading and unloading only.
- 5) The driver must remain with the vehicle.
- 6) The driver may only leave vehicle unattended at the Staging Facility area.

v. Utah Transit Authority (UTA)

- 1) Must load and unload in Department designated UTA zones only.
- 2) The driver must remain with the vehicle.

- w. Off-Airport Rental Car Companies
 - 1) Must load and unload on the Car Rental Load/Unload Curb area of the Parking Garage or in other locations as directed by the Department.
 - 2) The driver must remain with the vehicle.
 - 3) Special needs requests will be accommodated, if possible and need to be pre-arranged with a Landside Operations Supervisor at 801-575-2401.
 - 4) No Staging or Parking is permitted.
- x. Special Transportation Vehicles
 - 1) Must use the restricted Commercial Lanes.
 - 2) Must load / unload in a Bus Plaza or elsewhere as directed.
 - 3) The driver must remain with the vehicle.
 - 4) Special needs requests will be accommodated if possible and need to be pre-arranged with a Landside Operations supervisor by calling 801-575-2401.
 - 5) The driver may only leave the vehicle unattended at the Staging Facility area.
- y. Delivery Vehicles
 - 1) Must use a designated Delivery Area.
 - 2) Tenant deliveries may use the Delivery Areas adjacent to the terminals, and must remain with the vehicle.
 - 3) Non-tenant deliveries may use Delivery Area near the Staging Facility area, and may park and leave the vehicle unattended.
 - 4) The driver must adhere to all regulatory signs.
 - 5) The Department may direct deliveries in other locations.
- z. Ground Transportation Desks. Ground Transportation Desks within the airport are for use by the tenants assigned to the desks under Department contract only. In addition to any contractual obligations, the following restrictions apply to the use of these desks:
 - 1) Only Ground Transportation Business representatives displaying a current Department issued Ground Transportation Starter or loader badge are authorized to use Ground Transportation Desk.
 - 2) Desks may not be used to provide pamphlets, advertising or for any other purpose than to coordinate ground transportation operations with the public and the authorized ground transportation company.

- 3) Ground Transportation Desks are the only location that fares, rates, and services may be discussed with the traveling public.
 - 4) Desks are to be kept clean and empty when not in use. Businesses must display a message board that advises their customers of where to call for information or reservations and provide a telephone for customer use when a representative is not present. The display must meet the graphic standards of the Department and may not include any rates, tariffs, or destinations.
 - 5) Signs identifying exclusive contracted groups may be displayed at the Ground Transportation Desks after providing the Landside Operations Manager with a letter from the contracted group signifying that the Authorized Ground Transportation Business has an exclusive contract for transportation with the group or organization, and receiving approval from the Landside Operations Manager. Signs are limited to information necessary to identify groups. Signs may be displayed on the overhead sign display only.
 - 6) Authorized Ground Transportation Businesses must use only their assigned desk locations. Businesses may enter into contracts with other Authorized Ground Transportation Businesses or other entities to handle ground transportation Starter services for the contracted party. Any such agreement must be in writing and a copy must be filed with the Department.
 - 7) Authorized Ground Transportation Business representatives and drivers are to call groups of passengers by name and not by destination only. This is to prevent the inadvertent loading of another Authorized Ground Transportation Business's passengers.
- aa. Accessing Daily Desks. In addition to the Ground Transportation Desks made available through bid contracts, the airport may provide Ground Transportation Desks to others for use on a temporary basis. The following procedures apply:
- 1) Requests must be made no sooner than thirty (30) days and no later than seven (7) days before the time when the user wants to obtain access. Users must request use on the form provided by the Department.
 - 2) Daily Desk use will be authorized for no more than seven (7) days in any thirty (30) day period. The Department may authorize longer periods of use when it is determined that it is in the best interest of the Airport or its passengers.
 - 3) Users must provide the Department a current copy of all tariffs, Scheduled Service times and destinations, and a copy of any contracts for groups or Business transportation services.
 - 4) The Department may require that an assigned user share a Daily Desk, or vacate the Daily Desk, in order to accommodate the needs of the Airport.
 - 5) Daily Desk users may not permit use by any other party.
 - 6) The fee for use of a Daily Desk will be established by the Department. The fee must be paid no less than three (3) Business days in advance of the time of use,

or no use will be allowed. No refunds will be given for cancellation of an approved occupancy.

8.11 Parking and Standing

- a. Vehicles shall be parked only in those areas designated for such purpose.
- b. Vehicles shall not be parked or stopped:
 - 1) In such a manner so as to obstruct a parking lot, driveway, road, walk, crosswalk, fire lane, runway, taxiway, taxi lane, etc. They cannot obstruct access to hangars, parked aircraft or other vehicles.
 - 2) In any space marked for parking in such a manner that the vehicle occupies more than one marked space
 - 3) Within a bus stop, taxicab, or commercial vehicle zone (except for vehicles authorized by the SLCDA to use such areas)
 - 4) On the side of a road or within four feet of either side of a security fence
 - 5) On the roadside of any stopped or parked vehicle (double parking)
 - 6) Within 15 feet of a fire hydrant or within a fire lane or restricting the access to or from the fire lane
- c. Service vehicles (including utility company, government owned, delivery, etc.) shall park in specially reserved and marked areas or areas designated for such purpose.
- d. Automobiles, motorcycles, boats, jet skis, snowmobiles, dune buggies, race cars, recreational vehicles, trailers, etc., may not be abandoned, stored or improperly parked on Airport property.
- e. Vehicles that have been abandoned, stored or improperly parked on Airport property are subject to impoundment.
- f. Tenant employee parking regulations are outlined in the Airport Use Agreement.

8.12 Impoundment of Motor Vehicles

No vehicle shall be impounded from a public roadway except under the direction and coordination of SLCPD Airport Bureau and Airport Operations. When an unattended vehicle is impounded because it is used in violation of a traffic code, a traffic violation ticket must first be attached to such vehicle. In all other cases where the SLCPD Airport Bureau has ordered a vehicle to be held for investigative, evidentiary, or other purposes, the officer must attach to each impounded vehicle an impounding ticket, signed by the towing contractor as a witness, indicating the reason for impounding, the location from which it is removed and the time of removal. Vehicles may be impounded from areas off the public roads in accordance with State law.

9. TERMINAL OPERATIONS

9.1 General Conduct

No person shall ride, walk, sit, or stand on a baggage conveyor system (or any part thereof). Escalators are intended for the safe transport of passengers and baggage. Skycap baggage dollies, freight, strollers, wheelchairs, oversize baggage and furniture shall not be taken on escalators. Elevators are provided for transporting these and similar items. Children shall not be left unattended or allowed to play on escalators, elevators, or baggage devices.

9.2 Terminal Maintenance

- a. The responsibility for the maintenance of Airport space is specified in each lease agreement as referenced in the Airport Use Agreement (AUA).
- b. If the SLCDA responds to a maintenance emergency, the tenant or operator will be billed.

9.3 Trash Disposal and Recycling

- a. All tenants are required to properly handle, recycle, and dispose of their own refuse in the Terminal, unless otherwise stated in the tenant's lease agreement. Tenants shall refer to their lease agreements for further details. Tenant employees are required to have SIDA badges to access refuse disposal and recycling containers.
- b. Food and beverage concession facilities must install and maintain used cooking oil liquid grease collection equipment. Concessionaires are solely responsible for all costs associated with the interception, collection, and appropriate disposal of fats, oils, and grease generated by their operations on the premises, and for compliance with all related laws.

If a grease spill occurs, the concessionaire is required to immediately report the spill to the responsible Commercial Manager and Environmental Specialist. Concessionaires will be billed for all clean-up costs incurred by the SLCDA for cleaning up grease spills. The SLCDA has the specific right to conduct inspections, without notice, of all grease interception, collection and transport systems and equipment to ensure that the required level of maintenance is being provided. The results of these inspections will be provided to the concessionaires in writing. Subject to the notice requirement set forth below, if the SLCDA determines that a concessionaire is not adequately maintaining its grease interception and collection systems and equipment, the SLCDA will have the right to hire a third party to undertake the maintenance and repair of concessionaire's grease interception and collection systems and equipment, at concessionaire's sole cost, for the remainder of the concessionaire's lease term. Notwithstanding the foregoing, the SLCDA will provide up to 2 written notices in any year to a concessionaire, with a time for cure, before it may exercise its option to contract with a third party to perform maintenance of concessionaire's grease interception and collection systems and equipment. The SLCDA also reserves the right to recover the cost of repair or maintenance of its grease waste, sanitary waste, sanitary sewer and other facility systems that are damaged or adversely impacted by a concessionaire's failure to properly maintain its equipment or properly dispose of fats, oils, or grease as required above.

- c. Recycling Program.

- 1) The SLCDA maintains a centrally located solid waste and cardboard recycling center with trash and recycling. Refuse from tenant operations, deliveries, and storage areas shall be contained in a designated area. Tenant managers will advise employees on how, where, and what to recycle to ensure compliance with the SLCDA recycling program. Temporary storage or disposal of refuse in places other than the designated solid waste and recycling bins is not permitted. Placing recyclable materials into waste compactors bound for the landfill is prohibited. Dumping of boxes, pallets, or other materials, particularly in or near storage rooms and access hallways, is considered a life and safety hazard, and is prohibited.
- 2) It is the responsibility of the tenant to store and dispose of oversized items that cannot be disposed of or recycled using the standard containers provided by the SLCDA. The SLCDA may occasionally host special events to collect, salvage and recycle items that cannot be easily placed into the compactor or recycling containers. Tenants will be alerted to these events.
- 3) For questions and/or information about recycling, call the SLCDA's Environmental Programs Manager.

9.4 Concession and Service Privileges

The SLCDA will develop concession solicitations, agreements and practices that result in a customer service-oriented environment providing variety and quality products and services to customers. Contracts will be granted on a competitive, non-exclusive basis. Lease terms will typically be awarded on a five to ten-year basis.

The SLCDA has established an Airport Concession Disadvantaged Business Enterprise (ACDBE) program in accordance with regulations of the U.S. Department of Transportation (USDOT), 49 CFR Part 23. It is the policy of the SLCDA to ensure that ACDBEs, as defined in Part 23, have an equal opportunity to participate in concession opportunities. A complete policy statement is available from the SLCDA's Liaison Officer, Paul Marshall, at: paul.marshall@slc.gov.com.

To ensure that Airport concession facilities are built and maintained to appropriate standards, concessionaires will be required to invest minimum amounts as part of the solicitation process. The investment will, whenever practical, be depreciated by the concessionaire over the agreement term. Improvement buy-outs, either by the SLCDA or by a successor concessionaire, will be limited.

9.5 Concessions Hours of Operation and Conduct

Concessionaires requiring a temporary closure of their concession for audit, store remodeling, maintenance work, inventory, or other purposes, must advise the SLCDA in writing, at least 3 days in advance of the closure and receive the SLCDA's approval. This written notice should include the proposed date for closure and purpose of the closure, as well as the specific date set for re-opening. If closure is approved by the SLCDA, a professionally produced sign must be placed in public view advising Airport customers of the closure and the date for re-opening.

Retail and food and beverage concessions are expected to be open at all times during the designated hours specified in the lease. Concessionaires should make every effort to be open on

time and stay open during inclement weather, or other emergency situations, in order to provide services to the traveling public, especially if delayed flights are involved.

If concession operations call for closure or curtailment of hours because of an emergency, strike, lockout, or other cause, notification of such an event should be made immediately to the SLCDA Control Center at (801) 575-2401.

The SLCDA maintains high standards for its own employees and encourages concessionaires to employ personnel eager to assume a high standard of service to the public. Employees are expected to be courteous at all times and shall refrain from acting in a loud, boisterous, or otherwise improper manner. Concessionaires are encouraged to include extensive customer service training for employees, as well as a thorough orientation of the Airport, so that employees can correctly answer Airport customer questions regarding Airport facilities, directions, etc. Complaints received by the SLCDA concerning a concessionaire's employee or employees will be forwarded to concessionaire for response. The concessionaire will respond in a timely and appropriate manner in coordination with the SLCDA. Appropriate dress, grooming and hygiene are required of all employees who serve the public.

9.6 Vending Machines

Vending machines exist in Airport public areas and are available to the public and employees. Tenants desiring to install vending machines within their leased space may do so with the SLCDA approval. Tenants are responsible for ensuring that the machines are removed from the premises when vacating them and for any utility upgrades or improvements that may be necessary for the installation of such machines.

9.7 Decorations

Tenants requesting to display decorations of any type including holiday decorations within the public area of their leasehold must submit a written request to the SLCDA for prior approval. Natural Christmas trees, boughs, wreaths, or other natural decorations are a fire hazard and are not permitted.

All decorations shall be either fire retardant or treated with fire retardant. Decorations must be placed safely and in accordance with all fire prevention practices. Decorative lighting shall conform to uniform fire and electrical code requirements. Representatives of the Fire Department will be available to review proposed decorations to determine if they comply with the requirements of the rules.

9.8 Advertising, Promotions, Signage

- a. The SLCDA maintains a separate advertising contract for advertising and promotional displays throughout the Airport. If an individual tenant is interested in advertising in the public areas of the terminals or on the concourses, the SLCDA's advertising concessionaire should be contacted directly regarding available spaces. Contact information for the SLCDA's advertising concessionaire can be obtained from the Commercial Manager and is posted on the Airport web site. All other tenant advertising and promotion requests shall be made in writing to the Airport's Customer and Tenant Relations Coordinator.

- b. Individual concessionaires are encouraged to hold in-store promotions. Promotional displays or merchandise considered objectionable by the SLCDA must be taken down or removed upon notice from the Concessions Operations Manager. Promotional material for concessionaire's other stores (e.g., flyers, brochures, posters etc.) are only allowed within their leased area(s), unless otherwise approved, in writing, by the SLCDA.
- c. Concessionaires are encouraged to creatively merchandise and display their products. Displays considered objectionable or not proprietary by the SLCDA must be taken down or removed upon written notice from the Commercial Manager.
- d. Airport customers should have clear access to merchandise. Access is defined as an individual's clear and unobstructed entry into and through the concession without barriers or obstacles. All concessionaires are required to comply with the Americans with Disabilities Act (ADA).
- e. Concessionaires may use music systems in their leased space. Music must be licensed in accordance with the law. Volume levels should not be audible outside the concession at any time or compete with the Airport paging system, or other audio systems.
- f. Staffed exhibits or sales promotions are prohibited.
- g. Adhesive stickers and temporary and/or hand-written signage in the public areas of the Airport, unless approved by the Executive Director, are strictly prohibited. Tenants shall not allow adhesive stickers, bumper stickers, and decals to be placed anywhere in tenant leased space. Labels for tenant inventory purposes on tenant-owned equipment must be placed out of public view.

9.9 Animals at the Airport or on leased property

Animals within the terminals must be in a crate or kennel, or other approved container, except for the working law enforcement animals or service animals that are trained (or being trained) and to assist people with disabilities.

a. Injured Animals

For assistance with injured or lost animals, please call the Airport Control Center at 801-575-2401.

b. Domestic Animals and Animals in Transport

With the exception of working law enforcement animals or service animals that are trained to assist people with disabilities, it is not acceptable for employees at the Airport to bring domestic animals to work. Airline personnel handling animals in transport should ensure that crates and/or carriers are properly secured, and under no circumstances should animals in transport be allowed out of the carrier on the Airfield. Animals should also not be left unattended in the crate or carrier. Carriers should be kept under close supervision and in climate-controlled environments. However, if an animal escapes from the crate or carrier, an immediate call to the Airport Control center is required.

c. Relief Areas

In accordance with federal regulation, the SLCDA provides animal relief areas for service animals that accompany passengers who are departing, connecting, or arriving at the Airport. Locations adjacent to gate hold areas require escort by airline or Airport personnel. Additional service animal and pet relief areas are provided in front of the terminals at 3 locations that can be accessed without escort. Animal owners are responsible for the immediate removal and disposal of animal waste.

d. Feeding Non-Domesticated Animals

Feeding birds or other non-domesticated animals on Airport property or in the vicinity is not permitted.

e. Pets including dogs, cats, fish and other domesticated animals are not permitted in offices or other areas leased from the Department of Airports. An exception is made for law enforcement and service animals.

9.10 Placement of Coin Operated News Racks

The SLCDA regulates the time, place and manner of the placement of coin operated news racks. No news racks will be placed in the Airport without prior permission from the SLCDA. News racks are not allowed in unsecured terminal areas. Installation of news racks at approved sites shall be at the sole cost and maintenance of the distributor and must conform to SLCDA's standards regarding safety, security, traffic flow and aesthetics.

The distributor shall endeavor to keep the news racks full and will post a sign indicating the publication can be purchased at the concessions if the rack is empty. The distributor will also post a notice indicating how customers can recover money lost while using the news rack.

It is required that publications in the news racks adhere to a "content neutrality" standard. The SLCDA may prohibit the distribution of any materials through the news racks which are considered to be pornographic, objectionable or harmful to minors.

The SLCDA reserves the right to remove or relocate news racks at its discretion and will do with advance notice to the distributor. Distributors will be charged a fee and will be required to maintain specified insurance coverage and have documentation to that effect.

10. TENANT RULES AND REGULATIONS

10.1 Landscaping Requirements

Landscaping around Airport facilities can attract wildlife that is hazardous to aircraft operations. Wildlife hazards can be reduced by using plant varieties and spacing that is less attractive to hazardous wildlife species. The SLCDA has an FAA approved wildlife hazard management plan. This plan requires incorporating reduction of wildlife attractions in landscape design by reducing the number of trees planted and selecting species least desirable to wildlife. All tenant landscape alterations and/or improvements must conform to this plan. A copy of the Wildlife Hazard Management Plan can be obtained by calling the Airport Operations.

10.2 Tenant-to -Tenant Access

Tenants will coordinate access to each other's space with each other. Those desiring access may be asked to park in an alternative area and be required to walk to the work area. The Airport Operations Division will assist tenants where disputes cannot be managed between them.

10.3 Tenant Accident and Incident Reporting Requirements

Tenants must immediately report property damage, accidents and incidents to the SLCDA via the Control Center at (801) 575-2401. Neglecting this duty may result in enforceable action up to and including a class B misdemeanor citation. Those involved must also immediately notify their supervisor and follow company accident reporting guidelines.

The party that makes contact with the Control Center must remain at the scene of the reportable situation until a SLCDA representative responds, documents the event and completes a report.

10.4 Hangar and Fixed Base Operator Inspections

It is the policy of the SLCDA to inspect aircraft storage hangars on a regular basis with sufficient notice to tenants. The SLCDA also reserves the right to conduct inspections of any hangar at any time to verify compliance with safety practices and lease requirements. Tenants will be officially notified of any violations discovered and will be given 30 days to correct the situation.

10.5 Ownership of Tenant Improvements

Fixtures, installations, additions, alterations and improvements made by the tenant on Airport premises becomes the property of the SLCDA upon the termination or expiration of the tenant contract without compensation to the tenant. The tenant may remove trade fixtures and equipment ten days prior to the contract end provided that damage to the infrastructure that may occur in the process is immediately repaired.

Tenants shall not remove or demolish, in whole or in part, any improvements to the premises without prior consent from the SLCDA. The SLCDA may require the tenant to replace whatever is removed. Tenants should refer to their lease agreement with the SLCDA for other contract termination requirements.

10.6 Employee Parking

The SLCDA will make best efforts to provide employee parking for terminal tenant employees at a rate consistent with actual cost recovery. Tenant employees must be based or work at Salt Lake City International Airport.

11. FIRE REGULATIONS

Fire regulations at Salt Lake City International Airport are in accordance with, but not limited to, all federal, State, and local laws, standards, rules, regulations, policies, procedures, recommendations and fire codes, etc.

11.1 General Provisions

- a. The Salt Lake City Fire Department conducts regular inspections of all tenant space, including storage areas, for the purpose of fire prevention and to ensure compliance with fire safety practices. An inspection report will be issued to the tenant after each inspection containing information relating to findings of non-compliance and/or recommendations by the inspector with a date of re-inspection to ensure that the required corrections have been completed. The tenant is responsible for responding with corrective action to items identified during the inspection that are within the tenant's premises, within the timeframe identified on the inspection report. The Salt Lake City Fire Department will work with the tenants to ensure compliance with the fire safety practices and codes. The Salt Lake City Fire Department levies fines for non-compliance with fire code requirements. Tenants can report potential fire code problems, or concerns about fire safety to the Fire Department.
- b. The Rules and Regulations shall not be construed as granting any form of exclusion from any fire codes and/or building codes. All fire codes and ordinances must be obeyed.

11.2 Hazardous Materials

- a. All tenants, shippers, individuals and others, who handle, store, transport or use hazardous materials at Salt Lake City International Airport must comply with the applicable law, fire codes, and FAR 139 Title 49 of the Code of Federal Regulations.
- b. The SLCDA retains the right to limit or exclude any types, quantity or use of hazardous materials at the Airport.
- c. The SLCDA reserves the right to inspect all premises where any hazardous material is handled, stored, or used without limitation.

12. **FIBER OPTIC INFRASTRUCTURE AND TELECOMMUNICATIONS**

- a. Fiber optics and associated equipment and space will be regulated, managed, and monitored by the SLCDA. SLCDA owns and manages all conduit routes, cable trays, and raceway routing outside tenant's exclusive leased space.
- b. All authorized tenant cabling installations outside of leased space is for the sole use of said tenant. No sub-letting (with or without compensation) to other parties will be permitted without written authorization from the Executive Director.
- c. No tenant, lessee or other Airport user shall make any telecommunications modifications or connections of any nature within the Airport complex without prior written authorization from the Executive Director. This directive also applies to the existence of equipment and facilities of any kind in telecommunications rooms, nodes or spaces.
- d. Airport telecommunications systems include, but are not limited to, all copper, coaxial, and fiber optic cabling, fiber optic backbone, station cabling and termination systems (wire line and/or wireless based), DSL, Local Area Networks (LAN), voice, data, video systems and elements owned and operated by SLCDA or its telecommunications operators and/or concessionaires.

- e. This directive applies to but is not limited to: fire alarm systems, security access systems, closed circuit television systems (CCTV), and the voice paging system, the public wireless network (Wi-Fi), the Parking and Revenue Control System (PARCS) and the Building Automation System (BAS).
- f. Tenants or others desiring to make wiring, cabling or any nature of telecommunications infrastructure changes/improvements must formally request permission and approval with a Tenant Work Permit from the SLCDA Administration and Commercial Services Division.