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# Rules and Regulations

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**Salt Lake City International Airport (SLC)**

**South Valley Regional Airport (U42)**

**Tooele Valley Airport (TVY)**

*Updated: January 2025*

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## 1. INTRODUCTION

### 1.1 Purpose

These Rules and Regulations are designed to protect the public health, safety, interest, and general welfare at the Salt Lake City International Airport (SLCIA), South Valley Regional Airport (SVRA), and Tooele Valley Airport (TVY), 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 the activities, operation, and use of Salt Lake City International Airport, and as applicable, to South Valley Regional Airport, and Tooele Valley Airport. Copies may be obtained during normal business hours at the Airport's administrative offices, located on the third floor of the Terminal at 3920 West Terminal Drive, Salt Lake City, UT 84122 or by accessing the following link: <https://slcairport.com/business-services/rules-and-regulations/>. Every Person and Operator doing business at the Airport is obligated to comply with these Rules and Regulations, and any applicable federal, state, or local requirements.

### 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 or 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 Person or Operator from the performance of any obligation it may have under any agreement with the City and/or the SLCDCA, whether the agreement is in existence on the date of the adoption of these Rules and Regulations or entered into at any time thereafter. Such agreements may include requirements, terms, or conditions in addition to or more restrictive than these Rules and Regulations.

### 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 or authorized law enforcement agency 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.

Persons directed to leave the Airport for the following violations may receive a trespass notice banning entry to the Airport without a valid airline ticket for the time specified.

- a. Returning or refusing to leave the Airport as specified under Rule 3.16, General Conduct and Use of the Airport – Three (3) months
- b. Vandalizing or defacing Airport facilities or property – Three (3) months
- c. Engaging in the theft of goods, services, or personal property at the Airport – Six (6) months
- d. Threatening or assaulting Airport employees or other authorized users – Six (6) months
- e. Involvement in the commission of a misdemeanor at the Airport – Six (6) months
- f. Entering or breaching of a secured area by a non-employee – One (1) year
- g. Causing an aircraft to divert or return to a gate at the Airport – One (1) year
- h. Involvement in the commission of a felony at the Airport – One (1) year

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. The trespass notice may be appealed as set forth in Section 3.44.

**1.7 Variance or Waiver**

As authorized by the Executive Director, 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 other applicable federal regulations or conditions of funding, 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 designate authorized designees to enforce these Rules and Regulations and 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 that are identified in these Rules and Regulations other than those regulated by applicable law or specified herein 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.

### **Aeronautical Activity**

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, that 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 Department of Airports, because of its direct relationship to the operation of aircraft or the Airport System, can be appropriately regarded as an aeronautical activity.

### **Air Carrier**

The aircraft and associated operator of commercial scheduled aircraft operating under a FAR Part 121 Air Carrier Certificate.

### **Air Operations Area (AOA)**

Any area of the Airport System used or intended to be used for the landing, takeoff, or surface maneuvering of aircraft, including all movement areas, runways, taxiways, and apron areas where aircraft are parked, services, refueled, loaded with cargo, or accessed by passengers, including the areas surrounding hangars, navigation equipment and communication facilities.

### **Air Traffic Control (ATC)**

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

### **Aircraft**

A device that is used or intended to be used for flight in the air.

### **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.

### **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, powerplant, and propellers as defined in federal regulation (14 CFR Part 43). 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.

### **Aircraft Movement Area (AMA)**

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.

### **Aircraft Operations**

An aircraft arrival at or departure from the Airport System, with or without FAA airport traffic control service.

### **Aircraft Owner**

The FAA registered owner of an aircraft, or their authorized designee.

**Aircraft Parking Area**

The area or areas of the Airport System set aside and designated for the parking of aircraft.

**Aircraft Rental**

The commercial operation of renting or leasing aircraft to the public or another Operator for compensation.

**Aircraft Sales**

The sale of new or used aircraft through brokerage, ownership, franchise, distributorship, or licensed dealership.

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

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

**Airline Use Agreement (AUA)**

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

**Airport**

Airport refers to the land and improvements generally known and designated as the Salt Lake City International Airport, and as applicable, the South Valley Regional Airport, and the Tooele Valley 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.

**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.

**Airport Layout Plan (ALP)**

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

### **Airport Security Plan (ASP)**

The plan required by the Transportation Security Administration which defines how the Airport Sponsor will adhere to and maintain the security requirements of 49 CFR Parts 1542 and 1544.

### **Airport System**

All property owned and operated by the City and controlled through its Department of Airports, including the Salt Lake City International Airport, and any regional or reliever airport owned by the City as applicable, as the property now exists or as may hereafter be expanded or improved, together with all the appurtenant facilities, and includes all areas shown in the FAA-approved airport layout plans.

### **Airworthy**

The aircraft must conform to its type design and be in a condition for safe operation. This refers to the condition of the aircraft relative to wear and deterioration (e.g., skin corrosion, window delamination/crazing, fluid leaks, and tire wear).

### **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.

### **Baggage Areas**

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

### **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.

### **Central Receiving and Distribution Center (CRDC)**

A pass-through facility for all goods entering the secure areas of the Airport, used for screening, sorting and distribution to Airport tenants and other users, that enhances the logistics, security, and consolidation of receivables to the Airport.

### **City**

“City” means and has reference to Salt Lake City Corporation, a municipal corporation of the state of Utah.

### **Code of Federal Regulations (CFR)**

The Code of Federal Regulations.

### **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 such objectives are accomplished or not.

### **Common Use Facilities**

Facilities that SLCDCA does not lease for preferential use by a Signatory Airline and may be utilized by all airlines servicing the Salt Lake City International Airport.

### **Concessionaire**

A non-aeronautical 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.

### **Consortium**

The SLC Fuel Company LLC, or its successor, comprised of contracting airlines, associate/affiliate airlines, non-contracting users, and itinerant users of the fuel system owned by the City and leased to the Consortium.

### **Day Use Areas**

Designated areas in the Airport are available 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 SLCDCA. The location and rules of use of the Day Use Areas may change from time to time, depending on operational and construction needs and constraints.

### **Delivery Areas**

Areas at the Airport designated by the Department for use by vehicles making deliveries.

### **Demonstration**

An organized event, not including an athletic event or entertainment event, having as its primary purpose the exercise of expressive activities, including, but not limited to,

speechmaking, picketing, protesting, marching, demonstrating, or debating public issues on any city street or other city property.

**Department of Homeland Security (DHS)**

The Department of Homeland Security.

**Directors**

The Directors of the various Salt Lake City Department of Airports Divisions or a designee (e.g., the Director of Airport Operations).

**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.

**Executive Director**

The Executive Director of the Salt Lake City Department of Airports or a designee.

**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.

**Federal Aviation Regulations (FAR)**

Regulations published by the FAA that govern the operation of aircraft, airways, airports, and airmen.

### **Federal Inspection Services (FIS) Facility**

All areas designated by the Airport and US Customs and Border Patrol for the purpose of processing passengers, crew, their baggage and effects arriving from international flights.

### **First Amendment Activities**

Activities constitutionally protected under the First Amendment to the United States Constitution and/or article I, section 15, of the Constitution of the State of Utah, including, without limitation, such activities as leafleting, picketing, making speeches, circulating petitions and other similar activities, consistent with the time, place and manner regulations outlined below and other applicable State, Federal, County or City laws or regulations.

### **Fixed Base Operator (FBO)**

A commercial aeronautical service provider of aircraft refueling, maintenance, servicing and storage authorized to engage in the secondary activities of flight training, aircraft sales and rental, aircraft charter, avionics sales and service, and commercial hangar operations.

### **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.

### **Fuel Handling**

The delivery, storage, transport, transfer, or draining of fuel and fuel waste products in any capacity or quantity.

### **Gateway**

The Gateway area is located between the parking garage and the terminal. Functions include rental car counters and remote airline check-in and bag drop.

### **General Aviation**

All phases of aviation other than aircraft manufacturing, military aviation, and scheduled or non-scheduled commercial Air Carrier operations. May also generally refer to the operation of small/private or business/corporate aircraft of any type.

### **Ground Support Equipment (GSE)**

GSE shall mean ground support equipment to include belt loaders, baggage tugs, and push back tractors that are used primarily to facilitate airline operations at the gate or to transport baggage within or from the bag room and among arriving and departing aircraft.

### **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.

### **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.

### **Hazardous Waste**

Hazardous waste is material known or becomes 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.

### **Hazardous Wildlife**

Species of wildlife (birds, mammals, reptiles), including feral and domesticated animals not under control, that are associated with aircraft strike problems, can cause structural damage to Airport facilities, or act as attractants to other wildlife that pose a strike hazard.

### **Hours of Operation**

The opening and closing time as designated by the Executive Director.

### **Leafleting, Leaflet**

The repetitive or continuous distribution of printed or written material for noncommercial purposes.

### **Master Plan**

Documents and drawings illustrating the potential development of the Airport.



**Motor Vehicle**

Any vehicle propelled by an internal combustion or electric motor.

**Non-Movement Area**

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

**Non-profit or Non-profit Activity**

Activities undertaken not for profit, but for a philanthropic, religious, charitable, benevolent, humane, public interest, or similar purpose and designated under IRS Code as a 501(c)(3) entity.

**Non-Signatory Airline**

Non-Signatory Airline shall mean any Air Carrier that has not entered into an Airline Use Agreement (AUA) with the SLCDCA.

**Non-Sterile Areas**

Non-Sterile Areas of the Airport consist of all areas on Airport property that do not meet the definition of the Sterile Area, including without limitation Terminals, parking garages and lots, platforms and facilities utilized by the Utah Transit Authority (UTA), and all sidewalks, corridors, elevators, escalators, pedestrian bridges, tunnels and walkways connecting the Terminals, parking garages and lots, and facilities utilized by UTA. Non-Sterile Areas are only open to ticketed airline passengers; individuals meeting, accompanying, or assisting ticketed airline passengers on an arriving or departing flight; individuals whose employment requires their presence in one or more Non-Sterile Areas; and other individuals who have been authorized by Airport officials to enter and be present in one or more Non-Sterile Areas. Non-Sterile Areas are not public forums for First Amendment purposes.

**Operator(s)**

Any Person, business, or entity doing business or conducting Commercial Aeronautical Activity or Aeronautical Service at the Airport.

**Person**

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

**Picket, Picketing**

The stationing or posting of one or more persons to apprise the public, vocally or by standing or marching with signs, banners, sound amplification devices, or other means, of an opinion or a message.

**Preferential Use Gate**

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

**Ramp**

A paved area of the airport normally used for the parking and taxiing of aircraft.

**Refueling Vehicle**

Any vehicle used for fuel handling, including tanker and hydrant vehicles, trailers, carts, or cabinets.

**Regulatory Measures**

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

**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 hazardous substance, toxic chemical, or other waste such as food grease.

**Restricted Access Area**

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.

**Rules and Regulations**

The requirements the Airport has established, and which apply to the activities, operation and use of Salt Lake City International Airport, as applicable, to South Valley Regional Airport and Tooele Valley Airport. Every Person and Operator doing business at

the Airport is obligated to comply with Rules and Regulations, and any applicable federal, state, and local requirements.

**Run-up**

Aircraft engine operation above low idle speed for the purposes of maintenance and testing, or for preparation for flight.

**Salt Lake City Corporation**

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

**Salt Lake City Department of Airports (SLCDA)**

The Salt Lake City Department of Airports.

**Salt Lake City Police Department (SLCPD)**

The Salt Lake City Police Department.

**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.

**Signatory Airline**

Signatory Airline refers to an Air Carrier that is a party to the Airline Use Agreement (AUA) with the Salt Lake City Department of Airports.

**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.

**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.

### **Surface Movement Guidance and Control System (SMGCS)**

A system of technology and operations which facilitate the safe movement of aircraft and vehicles on the AOA when visibility is less than 1,200 feet runway visual range (RVR).

### **Taxilane**

The portion of the aircraft parking area used for access between taxiways and aprons and not within the movement area.

### **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.

### **Tenant**

Any person or business with an active lease agreement with the Salt Lake City Department of Airports for the renting of space at the Airport, including but not limited to, Concessionaires, rental cars and airlines.

### **Terminal**

Terminal shall mean the main terminal structure, all concourses, connector bridges and tunnels, and other attached facilities used by the traveling public and/or employees of the Airport.

### **Third Party Operators**

Entities that have contracts or agreements with Tenants of the SLCDCA 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.

### **Through-the-Fence Access**

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

### **Ticket Counters**

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

**Toxic Chemicals**

A substance defined by the U.S Environmental Protection Agency which may be harmful to the environment or hazardous to health if inhaled, ingested or absorbed through skin or other pathways.

**Transient Aircraft**

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

**Transportation Security Administration (TSA)**

The Transportation Security Administration.

**Unmanned Aircraft System (UAS)**

An unmanned aircraft and the equipment to control it remotely.

**Vehicle**

A device in, upon or by which any Person or property is or may be propelled, moved, transported, hauled, or drawn upon any roadway within the Airport System.

**Vehicle Service Road or Perimeter Road**

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

**Wildlife Attractants**

Wildlife Attractants are considered to be any human-made structure, land use practice or natural geographic feature that can attract or sustain Hazardous Wildlife within the landing, departure, and surrounding airspace, including the Airport Operations Area. These attractants can include architectural features, landscaping, waste disposal sites, wastewater treatment facilities, agricultural or aquaculture activities, surface mining, wetlands, or golf courses.

### **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. Owners of abandoned or derelict property may be subject to storage fees and other amounts that must be paid before SLCDCA releases the property.

#### **3.2 Accidents or Incidents**

Accidents or incidents resulting in damage to Airport or tenant property, significant injury, or interference with Airport operations shall immediately be reported to Salt Lake City Department of Airports Control Center at 801-575-2401 or 801-575-2911 for emergencies.

#### **3.3 Advertising Privileges**

Advertising in or at the Airport is regulated by a contract between SLCDCA and an advertising concessionaire selected in a competitive process. No third-party advertising is permitted. The SLCDCA has the sole discretion to determine the locations, type and content of the advertising displays.

#### **3.4 Airport Liability**

The SLCDCA 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, tenants and passengers in the airport terminal and the surrounding complex. AEDs are stored in marked locations in the terminal, concourses, and in 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 SLCDCA provides, and those tasks for which the tenant is responsible. Leased areas will be periodically inspected by SLCDCA 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 use the Airport System, or any portion thereof, for any Commercial Aeronautical Activity, or any business or revenue producing non-aviation commercial activity, without first obtaining a written contract, permit, license, lease or other form of written authorization from the Department for such activity, in compliance with any applicable Rules and Regulations and Minimum Standards, and paying the established or market rates, as applicable, and charges prescribed for such use. No Person not so authorized shall operate, service or repair aircraft or carry on any business of any nature on the Airport System property. All commercial activities on the Airport System property may be allowed at the sole discretion of the Department for the purpose of promoting the best interests of the Airport System.

### **3.9 Commercial Photography/Filming**

No person, except representatives of the media during official assignments, shall take still photographs, video, or film for hire for any commercial purposes at the Airport without the express written permission of the SLCDCA. 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 SLCDCA to engage in such activity. In no event shall permitted activities impede the safe, orderly, and efficient operation of the Airport or of passenger and pedestrian traffic flow.

### **3.10 Compliance with Regulatory Measures**

All Persons or entities occupying, using, or 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), and 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 Real Estate & Commercial Development 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 tenant 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 fundraising 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 SLCDA 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:

- a. 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.
- b. No permanent or long-term storage of any barbeque grill is allowed on the ramp.
- c. 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.
- d. 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.
- e. Additional requirements and restrictions may be set based on the type of event according to the discretion of SLCDCA.
- f. SLCDCA 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.

SLCDA 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 SLCDCA may 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 SLCDCA's 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 SLCDCA 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 and Planning Divisions deploy energy conservation initiatives, conduct energy conservation studies, monitor use and develop procedures to conserve as much energy as possible in Airport facilities.

### **3.16 General Conduct and Use of the Airport**

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 Airport, except for Persons who can demonstrate they fall within one or more of the following categories:

- a. Ticketed airline passengers;
- b. Persons meeting, accompanying, or assisting ticketed passengers on an arriving or departing flight;
- c. Persons whose employment requires their presence in one or more areas of the Airport; or
- d. Persons who have been authorized by Airport officials to enter and be present in one or more areas of the Airport.

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, or interfere in any way with other occupants or those conducting business at the Airport.

Any Person not falling within one of the categories of authorized use 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.

Persons who violate the general rules of conduct on more than one occasion or manipulate the use of an airline ticket beyond its intended flight may receive a trespass notice from the airport property regardless of ticket status.

Notwithstanding Section 3.16, General Conduct and Use of the Airport, persons who receive a trespass notice from the airport are prohibited from being at the airport during the term of their trespass notice.

Any person who receives a trespass notice may appeal it as set forth in Section 3.44.

### **3.17 Insurance Certificates**

Unless waived in writing by SLCDA, 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. 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**

Tenants and 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, Tenants and 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. Tenants and/or Operators will additionally refer to individual lease agreements with the SLCDA for further requirements, if applicable.

No air or passenger 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 airport public area shall turn it in to the Airport's Lost and Found office or to an SLCDA

representative. Items found inside an aircraft shall be turned into the airline's baggage service office. Bags left on a baggage carousel and not retrieved by the owner shall be picked up by an airline representative and placed in the associated baggage service office. The Lost and Found office is open Monday - Friday from 8:00 a.m. to 4:30 p.m. (Closed Holidays) and can be reached by going online to [slcairport.com](http://slcairport.com), then clicking on Lost and Found to file a lost item claim. People seeking lost items can reclaim them at the SLCDA's Lost and Found office or have their item shipped at owner's expense. Items not claimed are dispositioned according to Salt Lake City Ordinance 2.10.130.

### **3.20 Media Response**

Media inquiries will be managed by the SLCDA Communication and Marketing Director or an authorized 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 (SWPPP).

### **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 SLCDCA 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 SLCDCA 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 SLCDCA.
- 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 SLCDCA, the FAA, the SLCPD Airport Division or the Salt Lake City 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 SLCDCA has so notified the user.
- c. All systems and equipment shall be compliant with all applicable federal, state, local, and SLCDCA'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 Public Records Requests**

It is the policy of the SLCDCA, in accordance with the Utah Government Records Access and Management Act (GRAMA), to make available public records and reports upon written request. The request may be submitted online according to the instructions listed on the [Salt Lake City Recorder's website](#).

### **3.26 Third Party Use of Select Space at the Airport**

- a. Airport Conference Rooms, Board Room, ATAC

The Salt Lake City Department of Airports, in its sole discretion, rents certain Airport conference rooms, board room, and the Airport Training and Activity Center (ATAC) for a fee.

Space rental requires at least 10 days advance notice and is available for a minimum of two 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 rent the space on a first-come, first-serve basis. Information technology support, tables, chairs, and set-up are available for an additional charge. A complete fee schedule and rental form is available from the SLCDCA. Existing Airport tenants will be billed after the space is used and payment is due within 30 days. Rental fees from all other users must be fully paid in advance.

b. Day Use Areas

The Salt Lake City Department of Airports, in its sole discretion, rents select space in the Airport on a limited basis to organizations coordinating the arrival or departure of large groups, such as convention delegates, and to other permit holders in conjunction with the SLCDCA Rules and Regulations 3.8 (Commercial Activities), and 3.32 (Solicitations, Demonstrations and Free Speech). The location of the Day Use Areas may change from time to time, depending on operational and construction needs and constraints. All rental fees must be fully paid in advance. A rental agreement application and fee schedule are available from the SLCDCA.

- 1) The Day Use Areas 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 additional periods of use.
- 2) A maximum of two people are allowed per Day Use Area.
- 3) A maximum of two chairs may be used in conjunction with each Day Use Area. Chairs may be supplied by the Airport, if available.
- 4) All Day Use Areas must be staffed by a representative of the entity renting the area who is over the age of 21 years. The Day Use Areas 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 Day Use Areas.

- 6) Signs must comply with the following requirements and be approved by SLCDCA in advance:
  - a) Signs must be 22" x 28" and be rigid sufficient to remain upright and displayed in a SLCDCA provided freestanding sign stanchion. Signage must remain within the Day Use Area.
  - b) Signs must be on a white background.
  - c) Lettering must be machine stenciled or press-on letter. No freehand signs will be permitted.

### **3.27 Response to Public Input**

It is the policy of the SLCDCA 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 SLCDCA will act promptly on suggestions and will correct situations encountered by the public as determined feasible. The SLCDCA 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 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 groundwater 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 review and will be part of the Airport's SWPPP.

### **3.31 Signage and Graphic Standards**

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

The SLCDCA 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, Operators, contractors and other Airport users. Signs must be of a professional quality. No handwritten or poorly manufactured signs will be permitted.

The SLCDCA requires that tenants submit sign design and plans for approval prior to construction and installation. The Tenant Relations Coordinator in the Real Estate & Commercial Development Division will review and approve sign proposals.

Tenants are responsible for the design, fabrication, installation, and cost of signs in their leased areas. The SLCDCA 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 Non-Sterile 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**

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

The Airport property is not a public, designated, or limited 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 and during the Airport's regular Hours of Operation and unless previously authorized in writing by the SLCDA. 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, film, engage in photography, record, 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 and the safe, orderly, and efficient operation of 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, filming, engaging in photography, recording, 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 SLCDCA. Those desiring to use the Airport for such purposes must submit a written request to the SLCDCA, 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 SLCDCA 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 SLCDCA 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 SLCDCA 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 SLCDCA 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 SLCDCA 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 and vehicle 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  
801-575-2491
  - 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 SLCDCA 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 SLCDCA 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 SLCDCA 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 SLCDCA and these Rules and Regulations.
  - f) No more than the number of individuals designated by the SLCDCA may engage in the permitted activity at one time.
  - g) If a Person desires to use a desk in the terminal 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 SLCDCA 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 SLCDCA;
- 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 SLCDCA;
- 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 SLCDCA 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 SLCDCA 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 SLCDCA shall promptly follow the instructions from authorized SLCDCA 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 SLCDCA 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 SLCDCA 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 SLCDCA to permit holders as follows: (i) If the nature of the violation is such that the activity must be stopped immediately, SLCDCA 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, SLCDCA may place in first class mail, certified mail, email, 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 terminal. Smoking, vaping, or the use of electronic cigarettes is strictly prohibited while fueling aircraft or anywhere within the Air Operations Area. The AOA includes runways, taxiways, and apron areas, including where aircraft park and are serviced, refueled, loaded with cargo, and accessed by passengers.

**3.34 Special Events**

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

### **3.35 Tenant Compliance**

Tenants are obligated to submit proposed tenant improvements using the current Tenant Design Standards Guidelines and submit a Tenant Improvement Application to the SLCDCA Tenant Relations Coordinator and follow the approval process.

Tenants are to familiarize and comply with any Maintenance Matrix guidelines associated with their lease agreements.

### **3.36 Tenant Signage/Advertisements**

Tenants desiring to advertise new routes and other airline or tenant-specific promotions shall request permission from the SLCDCA through the Tenant Relations Coordinator. Upon approval, the SLCDCA 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 SLCDCA.

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

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

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

Tenants will be billed by the SLCDCA for new signs and changes to existing signs with the exception of temporary signs as noted above which remain the responsibility of the tenant. 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 SLCDCA. 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 Tenant Relations Coordinator to initiate this process including requesting sign changes, additions and a quote for associated costs.

### **3.37 Third Party Operators**

A permit from the SLCDCA may be required and prior approval given by the SLCDCA before a Third Party Operator conducts any commercial activity at the Airport.

Third Party Operators may contact the Airport's Tenant Relations Coordinator with questions about requirements to operate.

### **3.38 Through-the-Fence Access**

Through-the-fence access is prohibited at the Airport. The SLCDCA 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.

### **3.39 Trash, Recycling and Other Waste Containers**

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

Tenant trash, recycling and other waste containers shall be emptied with sufficient frequency to prevent overflowing and shall be cleaned with sufficient frequency to prevent attracting pests or the development of offensive odors.

### **3.40 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.

### **3.41 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 as outlined in the Rate Schedule on the Airport's website. 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 February 1 – September 30 when they are open from 5:30 a.m. to 10:00 p.m. and from October 1 – January 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.

### **3.42 Protection of Finishes**

When materials, products, and equipment are transported, all finishes are to be protected, including but not limited to, terrazzo, carpet and tile flooring, and walls. Airport users will ensure all proper safety requirements are in place. All delivery or transport carts must be approved by SLCDCA and be equipped with nylon, neoprene or pneumatic wheels to prevent marking or scuffing of corridor floors. Laying plywood or other heavy-duty floor for protection may be required. Users will be responsible for any damage to any existing finishes, fixtures or any other damages it causes.

### **3.43 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 mitigating hazardous wildlife in and around the Airport environment. Actions are centered on habitat modification, trapping, hazing, and lethal control. An important component of the plan is logging control efforts, completing regular surveys to learn seasonal wildlife patterns, and reporting statistics to measure the Plan's effectiveness.

Habitat management techniques include mitigating standing water, implementing, and monitoring landscape requirements, fence installation and maintenance, management of existing plants, insect and rodent control, and disruption of structural areas identified as roosting and nesting habitat.

Hazing activities include the use of pyrotechnics, sirens, air horns, and portable scare devices. Species are discouraged from loafing in and around the Air Operations Area. In addition to hazing efforts, Raptors are also trapped and relocated from the Airfield.

The Airport has a permit to conduct lethal control of wildlife, and follows federal, state, and local regulations.

Airport Wildlife Specialists are scheduled to provide dedicated Wildlife control during seasonal daylight hours, dawn to dusk. In addition to a dedicated Wildlife Division, who performs lethal control, and trapping operations, all Airport Operations Specialists are equipped, and trained annually in the use of pyrotechnics, and hazing techniques. Airfield Specialists are on the field during all hours of operation, continuing wildlife monitoring, and control efforts when necessary. The Airport also contracts a Wildlife Biologist employed by USDA to assist in administering the program.

### **3.44 Trespass Appeals**

- a. Any person who is prohibited from entering Airport property pursuant to a trespass notice may appeal the notice to the Executive Director within 10 days of issuance of the trespass notice. The written appeal shall be mailed (P.O. Box 145550, Salt Lake City, Utah 84114-5550), emailed (airportinfo@slc.gov), or hand-delivered to the Airport business office on Level 3 of the terminal.
- b. A trespass appeal that is not postmarked, emailed, or hand-delivered within 10 calendar days shall not be considered and the right to a hearing shall be forfeited.
- c. The Executive Director shall designate an individual to serve as the hearing officer. The hearing officer is not required to have legal expertise, but should have some familiarity with local government administration and airport operations.
- d. The written trespass appeal shall include the following information:
  - 1) The name, address, and phone number of the person appealing the trespass notice;
  - 2) Email address of the person appealing if they wish to receive correspondence and notices via email;
  - 3) The date of the trespass notice; and
  - 4) A concise statement of reasons that the trespassed person believes the trespass notice was issued in error.
- e. Following receipt of the trespass notice appeal, the Executive Director or their designee shall schedule a hearing on the appeal. The hearing shall be scheduled within 30 days of receipt of the written appeal unless the parties agree otherwise.

- f. A notice of hearing shall be mailed (or emailed if an email address has been provided) to the appellant at the address listed on the appeal submission.
- g. At the hearing officer's discretion, the appeal hearing may be conducted in person or virtually.
- h. Hearing procedure and decision:
  - 1) The appeal hearing is less formal than what is typical in court proceedings. Principles of fairness and proper decorum should be observed.
  - 2) Each party may be represented by legal counsel if they wish.
  - 3) The order of presentations and rebuttals shall be determined by the hearing officer.
  - 4) Both the Airport and the appellant shall be given adequate time to present arguments to the hearing officer and both parties shall be allowed to submit documentation and any other relevant evidence.
  - 5) The Airport bears the burden of proving that issuance of the trespass notice was proper by a preponderance of the evidence.
  - 6) The hearing officer shall determine whether the trespass notice was proper in light of the facts and applicable rules and regulations, and shall render a written decision on the appeal reasonably soon after the hearing (typically within 14 days).
  - 7) The hearing officer may also find that the trespass notice was proper but may reduce the amount of time the appellant is trespassed from Airport property as may be equitable under the circumstances.
  - 8) The hearing officer's written decision shall be deemed a final administrative action.

## 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

- a. Possession, transport and use of any weapons, firearms, ammunition, 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.
- b. No persons, except authorized law enforcement officers, members of the armed forces of the United States on official duty, authorized air carrier employees, authorized Airport employees, or others specifically authorized under applicable law, shall possess or store any weapons, firearms, or explosives in the Airport Restricted Access Area at any time.
- c. Discharge of any weapon, firearm, or explosive on the Airport is prohibited, except in the performance of official duties or in the lawful defense of life or property.
- d. Pursuant to Utah Code § 76-10-529(6)(d), the Salt Lake City Department of Airports prohibits the Salt Lake City Police Department from utilizing the procedure identified in Utah Code §76-10-529(6)(a)(i) if a firearm is located in the Airport Restricted Access Area. Any person who possesses, transports, or uses a firearm in the Airport Restricted Access Area or attempts to do so in violation of Utah Code § 76-10-529(2)(a) or any other Federal, State, or Local law or regulation, in addition to being subject to actions allowed under law, shall immediately have the firearm

taken into the custody by the Salt Lake City Police Department as provided in Utah Code § 76-10-529(2)(a)(ii). Dangerous weapons other than firearms are not subject to the prohibition on the procedure identified in Utah Code § 76-10-529(6)(a)(i), but are still subject to state and federal law and regulation and shall be confiscated, when appropriate, by TSA in accordance with federal laws and regulations.

- e. Any person who is required to surrender custody of a firearm in accordance with Section 4.3 shall not be permitted to exit the Airport Restricted Access Area with the confiscated firearm.
- f. In accordance with Utah Code 76-10-529(6)(b), the owner of a firearm surrendered under Section 4.3 may request its return from the Salt Lake City Police Department no sooner than three business days after its surrender.
- g. The owner of a dangerous weapon that is not a firearm that is surrendered to TSA under Section 4.3 is subject to any applicable federal laws, regulations, and policies with respect to the surrendered item.

#### **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 SLC identification badge will be confiscated for 24 hours and security retraining has been completed by the individual.
- b. A \$100 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. SLCDA will take appropriate actions to address the offense, which may include a criminal citation issued by the SLCPD Airport Division.

Second Offense (within a two-year period):

- a. The SLC identification badge will be confiscated for three days and security retraining has been completed by the individual.
- b. A \$200 badge reinstatement fee will be assessed to the individual.
- c. The company will be notified of the violation and will be required to provide feedback on actions taken to preclude future violations.
- d. SLCDA will take appropriate action to address the offense, which may include a criminal citation issued by the SLCPD, Airport Division.

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 SLC Airport-issued identification badge.
- b. SLCDA will take appropriate action to address the offense, which may include a criminal citation issued by the SLCPD Airport Division.

#### **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 SLCDCA'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 ensuring their return to the SLCDCA 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.

Fees for replacement keys, re-keying doors, and keys not returned upon termination are outlined in the Rate Schedule on the Airport's website.

#### **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 a fee structure for badging services which is outlined in the Consolidated Fee Schedule available on the Airport's website. Fees are non-refundable unless noted otherwise.

##### **a. Contractor (Construction) Badges**

A badge deposit is required on each construction project based on the project cost as shown in the Rate Schedule. The full deposit amount must be submitted before badges and vehicle ramp permits may be issued. The deposit must be submitted by the General Contractor.

The deposit is in addition to the 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 or their designee 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 Operations 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 Operations Manager.

### **5.5 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. Ensuring 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 Tenant Relations Coordinator.
- 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.

### **5.6 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, taxilane 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.

#### **5.7 Overnight Parking (RON)**

All overnight parking (RON) of aircraft on non-leased areas must be approved by the Airport Operations Division. Parking approvals are given on a first-come, first-served basis. Long-term parking (more than 24 hours) must be requested and approved in writing. 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 and the rate schedule published on the Airport's website.

#### **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 City.

- a. An aircraft involved in an accident on the Airport may not be removed from the scene of the accident until authorized by the SLCDCA 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 SLCDCA 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 Division and/or 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, taxilane, 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 SLCDCA.

- 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 SLCDCA 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 in overpopulated areas shall be avoided to the extent consistent with safety.
- e. Aircraft engine run-ups may only be conducted in locations approved by SLCDA.
  - 1) Aircraft engine run-ups must be coordinated with Air Traffic Control.
  - 2) Aircraft engine run-ups must be conducted with the aircraft positioned to direct engine exhaust forces away from the taxiway, runway, or adjacent ramps and roadways.
  - 3) Aircraft engine run-up locations are limited to the following:
    - a) Taxiway K1 / Runway 35 run-up area (daylight hours only)
    - b) Taxiway K9 / Runway 17 run-up area
    - c) Taxiway Q / Runway 14 run-up area
    - d) Taxiway A11 / Runway 16R run-up area
  - 4) Aircraft engine run-ups in a location other than those indicated in 5.12.e.3 must be coordinated in advance with the Airport Duty Manager.

### **5.13 Specialized Aeronautical Activities**

- a. Hot air balloon operations, parachute drops, banner or glider towing, ultralight aircraft and similar operations are prohibited at the 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.

#### **5.15 Unmanned Aircraft Systems (UAS)**

##### **a. UAS Operations at SLCDA Airports**

UAS operations at the three SLCDA operated airports require prior coordination with the Airport Operations Division.

- 1) Operations at Salt Lake City International Airport require:
  - a) Approval from the Assistant Director of Operations-Airfield
  - b) Approval from the FAA Air Traffic Control Tower
  - c) Approved need to support airport functions
  - d) At least five days' notice
- 2) Operations at South Valley Regional Airport require:
  - a) Approval from the General Aviation Manager
  - b) Approved need to support airport functions
  - c) At least three days' notice
- 3) Operations at Tooele Valley Airport require:
  - a) Approval from the General Aviation Manager
  - b) Approved need to support airport functions
  - c) At least three days' notice

##### **b. UAS Pilot Standards**

UAS pilots must have the following qualifications and follow these standards:

- 1) UAS pilots/operators must be FAA Part 107 certified.
- 2) UAS pilots must use a visual observer.

c. UAS System Standards

UAS systems must have the following minimum operating standards:

- 1) Ability to immediately land in an emergency or conflict
- 2) Ability to immediately land in lost communication event
- 3) Ability to tether if appropriate for the operation

d. UAS Insurance Standards

UAS operations on SLCDA property require insurance coverage appropriate to the level of operation as determined by the SLCDA Real Estate & Commercial Development Division.

**5.16 Taxiing**

- a. No aircraft shall be moved into or out of any hangar with an engine running.
- b. No aircraft shall be taxied on the airport where the exhaust blast is likely to cause injury to persons or damage to property, runways, aprons, or the airfield. If it is impossible to taxi aircraft without causing such damage, engines must be shut down and the aircraft towed to its destination.

## 6. COMMON USE GATE POLICIES AND PROCEDURES

The Salt Lake City Department of Airports (SLCDA) is committed to providing adequate common use and remain overnight (RON) facilities to the extent it can accommodate airlines with existing operations at Salt Lake City International Airport (SLC), and also new airline entrants seeking to enter the SLC market. These policies and procedures are intended to maximize the efficient use of common use and remain overnight (RON) facilities, while also endeavoring to treat all airlines that serve or may serve SLC equitably.

SLCDA's Airport Operations Division shall manage the scheduling and approval of designated common use gates, hardstand positions, and RON facilities for scheduled and non-scheduled flight operations by all carriers in the best interests of airport operations.

SLCDA will utilize this procedure when considering different types of scheduling and air service requests. This procedure will establish priority among airlines requesting accommodation at a common use gate, in an effort to accommodate as many types of airlines as possible under varying circumstances. No airline may use a common use gate, hardstand position, and RON facility without the prior written approval from SLCDA, in the sole discretion of SLCDA. Written approval provided by SLCDA shall be via email. SLCDA cannot guarantee the availability of any common use gates, hardstand positions, or RON facilities.

Prioritization of common use gates shall be managed by SLCDA Airport Operations, with support and coordination with SLCDA's Real Estate & Commercial Development management staff.

Preferential use gates are governed by the established Airline Use Agreement (AUA) between the SLCDA and the relevant Signatory Airline, and applicable FAA regulations. Where there is a conflict between this document and the AUA, the AUA will govern.

SLCDA shall meet internally every 90 days to assess the performance of this program and will adjust as necessary. Modifications by SLC shall be at the reasonable sole discretion of the Executive Director and will be effective upon 90-day notice to airlines.

### 6.1 Common Use Facility Minimums

For the benefit of all airlines, the SLCDA will maintain the following minimum common use facilities. These minimums shall not decrease, unless in the sole discretion of the Executive Director, decreasing such minimums are for the benefit of the Airport and all airlines:

- a. At least four contact gates and two hardstand positions, of which one gate shall be capable of wide-body aircraft operations

- b. At least 10 ticket counter positions on Level 3 of the Terminal
- c. At least 2 ticket counter positions at the Level 1 Check-in
- d. At least 4 ticket counter positions at the Gateway Check-in
- e. At least 2 ticket counter positions at the International Recheck
- f. At least one 1 common use self-service check-in kiosk per common use ticket counter position at all common use ticket counter areas
- g. At least 2,000 square feet of airline terminal office (ATO) space
- h. At least 1 baggage service office (BSO) suitable for operation by a third party for the benefit of common use and other air carriers
- i. At least 1,000 square feet of level 1 operations space on each end of Concourse B near common use contact gates (2,000 square feet total)
- j. At least 100 square feet of level 2 concourse space for the storage of common use airline gate signage and equipment at each end of Concourse B near common use contact gates (200 square feet total)

## **6.2 Advance Gate Allocation**

The following advance allocation procedures govern airline requests for gate usage.

### **a. Primary Advance Allocations and Deadlines**

Requests that meet the requirements set forth below receive highest consideration and first opportunity for approval for advance requests. These requests must comply with the following:

- 1) **Airline Requests:** Requests for Advance Allocation must be submitted with all required information no later than the 1st of each month to be considered by SLCDCA for flights scheduled two months later. During extraordinary events impacting the entire airline industry (i.e. epidemic, pandemic, major economic events, etc.), SLCDCA will attempt to accommodate airlines submitting requests less than two months in advance; however, earlier requests will receive priority. Carriers shall make every effort to submit advance allocation requests based on anticipated needs.
- 2) **SLCDCA Response:** SLCDCA will respond with a proposed allocation plan as soon as is possible but in no event later than the 15th of

each month for flights scheduled the following month. Any request(s) approved or denied by SLCDCA will be clearly indicated in SLCDCA’s response to individual carriers. See chart below for monthly deadlines.

- 3) Airline Confirmation: SLCDCA will assume requesting airlines have reviewed and accepted any proposed advance allocation(s) unless said carrier responds via email no later than the 25th of the month prior to the effective schedule month requesting to rescind or modify any requests.

b. Secondary Advance Allocations and Deadlines

Any requests made after the deadline for Primary Advance Allocation will be considered on a first- come, first-serve basis only after all Primary Advance Allocations have been awarded. Secondary Advance Allocation requests must be made no later than ten (10) calendar days prior to flight operation. SLCDCA will respond with an approval or denial to an airline’s request for Secondary Advance Allocations as soon as practicable but no later than twenty-four (24) hours prior to flight operation.

c. Non-Allocated Requests

Any request made for a common use gate less than ten (10) calendar days of operation will be handled as a Non-Allocated Request and may be made no sooner than ninety (90) minutes prior to needed gate occupancy.

*Table 1: Deadlines for Advance Allocation Requests*

Deadline		For Flights Scheduled
Advance Allocation Requests from	January 1	February
Response from SLCDCA	January 15	
Advance Allocation Requests from	February 1	March
Response from SLCDCA	February 15	
Advance Allocation Requests from	March 1	April
Response from SLCDCA	March 15	
Advance Allocation Requests from	April 1	May
Response from SLCDCA	April 15	
Advance Allocation Requests from	May 1	June
Response from SLCDCA	May 15	
Advance Allocation Requests from	June 1	July
Response from SLCDCA	June 15	
Advance Allocation Requests from	July 1	August
Response from SLCDCA	July 15	

Deadline		For Flights Scheduled
Advance Allocation Requests from	August 1	September
Response from SLCDCA	August 15	
Advance Allocation Requests from	September 1	October
Response from SLCDCA	September 15	
Advance Allocation Requests from	October 1	November
Response from SLCDCA	October 15	
Advance Allocation Requests from	November 1	December
Response from SLCDCA	November 15	
Advance Allocation Requests from	December 1	January
Response from SLCDCA	December 15	

Requests that carry over into subsequent months will not be considered until after the deadline for the month an operation is scheduled.

### 6.3 Submitting Primary and Secondary Advance Allocation Requests

To request an advanced allocation, airlines must submit the following information to SLCDCA. All advance allocation requests shall be in a format compatible with SLCDCA’s scheduling software or other required format communicated and sent to SLCDCA via email to [AirportGateManagement@slc.gov](mailto:AirportGateManagement@slc.gov).

- a. For each request, clearly indicate the following for each operation:
  - 1) All scheduled or otherwise anticipated flights for the SLC station for the effective schedule month, in addition to flights requested at a Common Use Gate
  - 2) IATA airline identifiers and flight number
  - 3) Aircraft type and model series
  - 4) City pairs
  - 5) Arrival and departure times shown in local time for origin and destination
  - 6) Scheduled beginning and ending dates
  - 7) Day(s) of operation
  - 8) Any special requests (such as a request for a specific gate) the operation is a turn, originating in SLC, or terminating in SLC
  - 9) For turns, indicate which flight is the inbound and which is the outbound

#### **6.4 SLCDA Advance Allocation Priorities**

For operations not requiring use of Customs facilities, the order of priority for each flight operation for Primary and Secondary Allocation requests is as follows:

- a. Scheduled (operated four or more times per week)
  - 1) Wide-body Aircraft
  - 2) Narrow-body Aircraft
  - 3) Regional Aircraft
- b. Scheduled (seasonal and/or operated less than four times per week)
  - 1) Wide-body Aircraft
  - 2) Narrow-body Aircraft
  - 3) Regional Aircraft
- c. Non-Scheduled/Charter/Itinerant Flights
  - 1) Wide-body Aircraft
  - 2) Narrow-body Aircraft
  - 3) Regional Aircraft

For the purposes of this procedure, a wide-body aircraft is any commercial service aircraft with two or more passenger aisles; a narrow-body aircraft is any commercial service aircraft with more than 76 passenger seats and single passenger aisle; a regional aircraft is any aircraft with 76 passenger seats or less.

A seasonal flight shall be considered a route with a duration longer than three months but less than 12 months of continuous scheduled operations.

SLCDA requires at least twenty (20) minutes between a scheduled departure and the next scheduled arrival at a common use gate, except for back-to-back usage of the same common use gate by the same air carrier. SLCDA may at its sole discretion include larger time periods between scheduled operations of two different airlines when generating common use gate plans.

#### **6.5 Priority Consideration for Airlines with Concurrent Operations**

The intent of this policy is to ensure that an air carrier's preferential use gates are utilized in the most effective and efficient manner, and common use gates

are used only when necessary to ensure highest and best use of the common use gates and to not unduly limit competition at SLC. If an airline submits a request during a timeframe that said airline will have a preferential use gate of their own available to use, other competing requests may be given higher consideration for allocation priority unless adequate justification is provided by the airline to SLCDCA along with the request.

When an airline is faced with a flight schedule that exceeds their ability to accommodate all operations at their own preferential use gates and a request is made for a common use gate, the operation with the lowest priority should be requested for the common use gate or provide justification to SLCDCA why the higher priority aircraft should be scheduled at a common use gate. Requests that fail to provide justification when such situation is questioned will receive the lower priority among concurrent operations when being considered for advance allocation.

#### **6.6 Priority within Levels**

In the event the SLCDCA receives competing flight operation requests within the same priority level at similar operating times, SLCDCA at its sole discretion, shall determine priority based on several factors to ensure the highest and best use of the common use gates and overall operation of the airport. All factors will be considering when determining the approved schedule and SLCDCA will endeavor to apply transparency and be available for consultation, as necessary. Factors include but are not limited to the list below.

- a. Availability of preferential use gates
- b. Aircraft making turns vs. aircraft terminating in SLC (aircraft making turns shall take priority)
- c. Aircraft characteristics (size, capabilities, etc.)
- d. Number of passengers and/or type of operation(s)
- e. International flights that were pre-cleared before arriving at SLC
- f. Other factors as determined by SLCDCA in the best interest of the overall operation at SLC (i.e., special considerations, seasonality, prior common use gate usage, etc.)

#### **6.7 Non-Scheduled Flight Operations and Emergencies**

Aircraft experiencing an onboard emergency shall supersede all other requests or allocations if a common use gate be needed. In the event a scheduled operation with prior gate approval is impacted as a result of accommodating



another aircraft with an onboard emergency, SLCDCA will provide re-accommodation in accordance with this procedure. All charter, itinerant, and all other non-scheduled flight operations will be accommodated at a lowest priority as facilities are available and in accordance to the policies set forth in this procedure.

#### **6.8 Non-Allocated Requests for Common Use Gates**

Any requests for common use gates later than ten (10) calendar days of operation will be handled as a Non-Allocated Request. Airlines requesting a common use gate outside of previously determined advance allocations must contact the Airport Operations Gate Manager on-shift at 801-575-2460 no earlier than ninety (90) minutes prior to anticipated gate occupancy. SLCDCA will approve requests based on the most efficient use of the gate during the requested period with the attempt to meet the needs of all requesting airlines. SLCDCA cannot guarantee the availability of any gate, common use or other.

#### **6.9 Remain Overnight (RON)**

Remaining Overnight (RON) at common use gates is generally not pre-approved and airlines must be able to tow away aircraft from common use areas during overnight hours, extended ground times, or otherwise by the time depicted on the published common use schedule or directed by Airport Operations.

Airlines with aircraft scheduled as the last terminating flight on a common use gate and scheduled to be the first flight out the following day at the same gate may request to RON at said gate. These requests shall be made to the Airport Operations Duty Manager on the day of operation and only after the aircraft has occupied a common use gate that was previously approved. Approval to RON at a common use gate shall be given to other live flights that may need a gate as well as the potential for irregular operations and emergencies.

#### **6.10 Irregular Operations**

SLCDCA recognizes the operational complications airlines may experience such as weather impacts, delays, or other issues and the need to utilize a common use gate. SLCDCA will exercise reasonable effort to accommodate airline requests for common use gates during such irregular operations as long as previously determined gate use allocations and approvals will not be affected. If SLCDCA is unable to accommodate such requests during irregular operations due to the previously established schedule, airlines that have previously been approved to use a common use gate, but are unable to adhere to the scheduled time, may be required to use hard stand operations, or wait for contact gate availability.

### **6.11 Gate Occupancy Period**

Unless otherwise approved by SLCDCA, an airline authorized to utilize a common use gate shall be permitted to occupy the assigned gate for the occupancy periods set forth below.

- a. 76 seats or less: 60 minutes
- b. Narrow body: 90 minutes
- c. Wide body: 2 Hours

A complete operation will be considered one of the following:

- a. An aircraft relocating from another parking spot prior to a scheduled departure
- b. A scheduled flight arriving then towed away to another parking spot after deplaning
- c. A scheduled flight arriving then remaining at a gate for a scheduled departure

Aircraft permitted to stay at the gate beyond the occupancy

periods listed above will be subject to additional usage fees or any other applicable fees as outlined in the Airport Rate Schedule. Any airline required to vacate a gate and use a remote parking location will be subject to any applicable ramp use fees as outlined in the current Airport Rate Schedule. If direction is given to vacate a common use gate, reasonable effort will be made to provide an alternative gate or a hardstand position to conduct flight operations.

Penalties for failing to adhere to the allocated occupancy period without approval from Airport Operations is covered in section 6.18.

### **6.12 Terminating and Originating Operations (Non-Turns)**

When scheduling advance gate allocations, SLCDCA will require any terminating flights to be towed away from the gate within forty-five (45) minutes of arrival to make the gate available for other requests, unless otherwise approved by SLCDCA. To ensure additional capacity for irregular operations and non-allocated requests any originating flight approved to use a common use gate may occupy the gate no sooner than the time indicated on the common use schedule, or if not indicated, no sooner than sixty (60) minutes prior to the scheduled departure time unless otherwise approved by SLCDCA. Approvals by SLCDCA shall be made on a case-by-case basis.

### **6.13 Cancellation or Modification of Gate Use Requests**

When operational needs dictate, airlines may, without requiring additional approval from Airport Operations, substitute a previously allocated or approved gate use with another flight of the same airline so long as the allocated occupancy times do not vary more than fifteen (15) minutes beyond the approved occupancy period. Airlines are responsible for ensuring aircraft meet the compatibility requirements for any gate used. To make modifications to existing pre-approved allocations:

- a. Pre-Approved Allocation Request Changes/Cancellations (Non-Operational Day)

To make modifications to existing pre-approved allocations, airlines shall notify the SLCDA by email at [AirportGateManagement@slc.gov](mailto:AirportGateManagement@slc.gov) as soon as a change is known. Changes made after the advanced allocation deadline(s) as outlined in Section 6.2 will be considered at a lower priority and subject to availability.

- b. One-Time Changes or Cancellations (Operational Day)

Airlines are required to notify the on-duty Airport Operations Gate Manager by calling 801-575-2460 if a previously approved gate allocation is not needed for the day.

If an airline anticipates a deviation from what is depicted on the day's common use schedule, where the anticipated change is greater than fifteen (15) minutes, or if the required 20-minute buffer between two flights of two different airlines cannot be maintained, coordination and approval from the on-duty Airport Operations Gate Manager is required by calling 801-575-2460. Airport Operations may either grant additional time on the common use gate or direct the airline to vacate the gate. An airline will only be directed to vacate a gate if another airline's operations or other circumstances warrant such direction.

### **6.14 No Availability at Common Use Gate**

If Airport Operations is unable to accommodate a request to use a common use gate, notification will be given to the airline as soon as possible. The requesting airline shall then make a reasonable effort to work with other airlines to secure gate usage at one of their preferential use gates. After all options to secure a gate are not successful, Airport Operations will provide a remote ramp parking spot for the airline to conduct a hardstand operation.

### **6.15 Common Use Gate Usage Prompting Preferential Use Gate Status**

In the sole discretion of the SLCDCA, in the event an airline with established common use gate scheduling results in an airline turning at least six (6) times in a twenty-four (24) hour period for at least ninety (90) days, the common use gate may be converted to that airline's preferential use by removing the common use gate from the program at the sole discretion of the SLCDCA. The airline must also demonstrate that all its preferential use gates are also turning 6 times per twenty-four (24) hour period in the last ninety (90) days. In the event a gate is converted to Preferential Use and the usage decreases below six (6) turns in a twenty-four (24) hour period over the course of ninety (90) days, the gate will return to common use. In no event will there be less than four common use gate at any given time.

### **6.16 Standard Provisions**

The SLCDCA will endeavor whenever possible to assign a Common Use gate adjacent to or across from an airlines preferential use gate for operational efficiency and passenger experience related purposes.

Prior to and after use of a common use gate, each airline has the obligation to ensure the gate area is properly configured for use by its aircraft and in a safe operating condition for use by others. This includes removal of all ground support equipment, foreign object debris, air hoses and power cords from ramp areas, and any temporary signage or equipment from gate hold areas and counters.

In the event a preferential use gate(s) is returned to SLCDCA as a common use gate, it shall remain common use during the phasing of the ARP for the benefit of all carriers serving SLC, at the sole discretion of the Executive Director.

To ensure sufficient coordination, airlines intending to use common use areas will be required to furnish a phone number to SLCDCA which can be used for gate use and operational coordination. The number shall remain consistent (not subject to change depending on the time or day) and shall be answered by a representative of the airline (or designated ground handler) authorized to coordinate airline gate activities. The phone number shall be staffed any time said airline occupies a common use gate or hardstand and at least ninety (90) minutes prior to any departure or sixty (60) minutes prior to any arrival scheduled at a common use gate or hardstand.

### **6.17 Fees and Charges**

All fees and charges will be assessed as indicated by the SLCDCA Rate Schedule for the current fiscal year. Airlines will be charged for gate usage on a per-use basis

in accordance with the AUA and found in the most current Consolidated Fee Schedule. Fees for non-compliance are covered in section 6.18.

### **6.18 Non-Compliance and Penalties**

It is the responsibility of all air carriers to ensure compliance with the policies and procedures set forth in this document. Air carriers are expected to cultivate best practices with employees responsible for coordinating and/or using common use areas. This includes maintaining effective communication with SLCDCA Airport Operations. All steps should be taken to avoid creating potential conflicts in the common use schedule, especially those that could impact other air carriers. Failure to do so, whether intentional or unintentional, will be considered a violation. The SLCDCA will use the following process to document and apply penalties to airlines violating these Gate Management Procedures.

- a. Each violation shall be reported to the Operations Manager overseeing the Airport's Gate Management program. Violations will be documented with the date, time, airline(s) involved, gate/hardstand involved, and explanation of the violation.
- b. Upon determining the nature of the violation, the Operations Manager overseeing the Airport's Gate Management program will notify the airline's leadership of the violation.
- c. The Operations Manager overseeing the Airport's Gate Management program will keep track of historical violations for each airline and review any prior violations within the previous 90 days.
- d. The Operations Manager overseeing the Gate Management program will notify an airline if it incurs three or more violations in a 90-day period. Said airline's requests for pre-approved common use allocations will be considered at the lowest priority after all other requests for the next month's scheduling period.
- e. If an airline fails to take steps to correct any issues that may be contributing to the violations, and if said airline accumulates six or more violations in a 180-day period, the Airport may impose a suspension upon the airline's use of the airport's common use gates for a period of one month.
- f. All violations will be reviewed by the Operations Manager overseeing the Airport's Gate Management program on a rolling basis.

### Penalties for Aircraft Occupancy Beyond Approved Times

An airline that occupies a common use gate without approval from Airport Operations, or exceeds the approved time that has been depicted on the common use gate schedule (beyond the 15-minute grace period), or exceeds the time verbally approved by Airport Operations (in the case of day-of requests), said airline will be subject to penalty fees set forth below:

- a. \$500 for every 30-minute period of aircraft occupancy until the aircraft is moved and the gate is made available for use.

Violations of the Gate Management Procedures include but are not limited to:

- a. Occupying a common use gate outside the approved allocated time by more than the 15-minute grace period.
- b. Using a common use gate or another airline's preferential use gate without prior approval.
- d. Failure to cancel a previously arranged use of a common use gate or another airline's preferential use gate when it is no longer needed.
- e. Any other action or inaction by an airline which prevents a common use gate from being used to its full potential.

## 7. AIRCRAFT FUELING AND HANDLING

Only persons authorized by the Airport and trained in aircraft fuel servicing procedures and safe operation of fueling equipment shall provide aircraft fuel services. Fuel storage facilities and fueling equipment shall be maintained in safe operating condition and in compliance with federal, state, and local regulations.

Operators will indemnify and hold harmless the Salt Lake City Department of Airports and Salt Lake City Corporation for all loss, claim, or damage incurred as a result of Operator's handling and dispensing of fuel on the Airport.

### 7.1 Fueling Permits

A Fueling Permit from the SLCDCA is required for any entity which stores (in quantities greater than five (5) gallons) and/or dispenses fuel. The permit shall be renewed annually and may be suspended or revoked by the SLCDCA for failure to comply with applicable regulation.

Fueling Permit applications shall include supporting documentation as required by the SLCDCA, including, but not limited to, the following:

- a. A current copy of each supervisory fuel safety training certificate complying with FAA Advisory Circular 150/5230-4B or equivalent.
- b. A complete list of initial or recurrent training dates for all fueler-endorsed badge holders.
- c. A letter stating that all FAR 139.321 training requirements are met for the permit year.
- d. Payment of the Fueling Permit fee, payable to Salt Lake City Department of Airports, at the following rates:
  - 1) Annual Fueling Permit fee per company is \$50.
  - 2) Annual certification fee per fueler-endorsed badge holder is \$10.

Following training approved by the SLCDCA in fire safety and fuel handling, all persons who provide aviation fuel services shall receive authorization from the SLCDCA to perform such services. Such approval will be indicated by the addition of an icon to the person's SIDA badge issued by the SLCDCA, which must be properly displayed during provision of fuel services, and as required to comply with security procedures.

Tenants must notify the SLCDA in advance of conduct of commercial activity by a Third-Party Operator at the Airport. The Third-Party Operator contracted to provide fuel services will be held responsible for the entire operation.

## **7.2 Inspection**

Fuel storage facilities and fueling equipment are subject to inspection by the SLCDA for compliance with applicable regulations and standards, to include Federal Aviation Regulation, National Fire Protection Association, International Fire Code, and federal, state, and local regulations.

The SLCDA must inspect and approve of any fuel storage facility and/or fueling equipment prior to construction, assembly, or utilization on the airport.

The SLCDA shall conduct inspections of fuel storage facilities and fueling equipment no less than once each three consecutive calendar months. Facilities and/or equipment unavailable for inspection, or failing to comply with inspection standards, shall be removed from service until compliance is assured by inspection.

Training records complying with the SLCDA Airport Certification Manual shall be inspected by the SLCDA no less than once annually and shall be provided to the SLCDA in requested format.

The SLCDA shall conduct Regularly Scheduled and Continuous Surveillance inspections of fueling operations to comply with Federal Aviation Regulation.

## **7.3 Operations**

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.

No flammable or combustible liquid shall be dispensed into or removed from the fuel system of an aircraft within an aircraft hangar.

Regulation regarding smoking prohibition in fueling operations shall include non-traditional smoking media, such as vapor or electronic cigarettes. Smoking is prohibited within fifty feet (50') of fuel storage and transfer facilities, fueling equipment, and aircraft fuel tank vents. Smoking materials are prohibited in fuel storage and transfer facilities, in fueling equipment, and on the person of anyone handling or transferring fuel.

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.

Off gate fueling of air carrier aircraft with passengers on board shall meet NFPA requirements and shall include a means of passenger egress (aircraft stairs or mobile stair units deployed) and ARFF presence during the fueling process.

#### **7.4 Spill Prevention and Response**

A Storm Water Pollution Prevention Plan and a Spill Prevention Control and Countermeasures plan shall be provided by all fuel service providers to the SLCDCA as required.

Primary responsibility for prevention, timely and appropriate response, and proper disposal of fuel spills rests with the party that caused the spill. The handling and removal of fuel contaminated material shall be under the direction of the SLCDCA and shall be in accordance with applicable federal, state, and local regulations.

In the event of a fuel spill, regardless of size, the operator must immediately stop the flow of fuel, contain the spill, and notify the Airport Control Center (801.575.2911). Fuel service provision shall not resume until Airport Operations has determined it is safe to do so.

Training in fuel spill prevention, response, and disposal is the responsibility of the fuel service provider and shall be documented and available for review upon request.

Individual failure to comply with applicable regulation regarding fuel spill prevention, response, and disposal may result in citation and/or revocation of SIDA badge.

The fuel service provider is responsible to maintain an adequate supply of fuel spill response material, including absorbent material, approved vacuum equipment, or other mechanical device, in close proximity to possible spill areas.

Aviation fuel removed from an aircraft during pre-flight inspection shall be disposed of in compliance with all federal, state, and local regulations, in containers designated for such purpose. The entity performing the pre-flight inspection is responsible to provide such containers and train personnel in their use.

#### **7.5 Maintenance and Staging**

Maintenance and servicing of fueling equipment shall be performed outdoors or in a facility that is approved by the SLCDCA specifically for this purpose.

Fueling equipment maintenance and inspection records shall be maintained by the fuel service provider and shall be made available upon request.

Tanker and hydrant fueling equipment shall be stored outside and parked not less than fifty feet (50') from a building or other structure, storm water conveyance, drain, catch basin or ditch.

Tanker fueling equipment shall be parked in a manner that provides not less than ten feet (10') separation between the equipment and any other vehicle or aircraft. A minimum of twenty feet (20') from a storm water inlet shall also be maintained from parked tanker and hydrant fueling equipment.

Unless authorized by the SLCDA, 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.

## **7.6 Fuel Flowage Fees**

- a. A fuel flowage fee, set in the Salt Lake City Consolidated Fee Schedule, is payable to the SLCDA for all aviation fuel. The fee does not apply to motor vehicle fuel delivered to operators at the Airport.
- b. Each operator shall pay the fuel flowage fee for all fuel delivered to the operator's premises, storage facility tanks, or tanker fueling equipment, excluding fuel delivered by the SLCDA.
- c. Operators shall furnish to the SLCDA on or before the 15<sup>th</sup> day of the next succeeding month, a written statement setting forth the total number of gallons of fuel delivered to the operator's premises, storage facility tanks, or tanker fueling equipment 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 accounting and records to establish and verify the accuracy of the fuel volumes reported to the SLCDA. The SLCDA shall have the right to examine, inspect or audit an operator's records for the purpose of verifying the accuracy of the reported fuel volumes.

## **7.7 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 SLCDCA.

#### **7.8 Transient Fueling Operations**

The SLCDCA reserves the right to inspect and approve transient fueling operations (such as seasonal firefighting). Such operators shall provide fuel services only in designated areas and shall pay applicable fuel flowage fees.

## **8. SNOW AND DEICING OPERATIONS**

### **8.1 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.

### **8.2 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.

### **8.3 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 SLCDCA 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.

#### **8.4 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.

#### **8.5 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.

## 9. MOTOR VEHICLE OPERATIONS

### 9.1 General Provisions (in addition to the provisions in Salt Lake City Code)

- 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. Non-essential vehicles, as determined by Airport Operations, will be restricted from the AOA while the Airport is operating under 600 feet RVR SMGCS conditions.
- e. 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 Division.
- f. Tugs and baggage carts shall be returned to designated storage areas immediately following unloading. No more than five conveyances 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 SLCDCA will relocate it and charge the tenant for costs of removal and storage. The SLCDCA 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 SLCDCA to park or store equipment on a temporary basis outside of the designated storage areas.

- g. Except in case of emergency or operational necessity, no vehicle shall leave paved areas.
- h. Airport employees or users may not ride any self-propelled vehicle device such as bicycles, skateboards, long boards, roller skates/blades, scooters, ATVs, three-wheelers, e-bikes, hoverboards, and motorized rideable luggage in the Airport secure area, terminal, concourses, buildings, facilities, parking garage, or terminal front sidewalks. Airport employees or users using these vehicles or devices will disembark and walk them into an assigned work or terminal area. An exception is made for SLCPD Airport Division, Salt Lake City Fire Department, and wheelchairs for those with disabilities, and with written permission for construction and other special projects.
- i. 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.
- j. 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.
- k. 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.
- l. Use of cell phones and electronic music devices is strictly prohibited when driving on the Air Operations Area (AOA). Drivers must fully stop their vehicle in a safe manner away from aircraft and vehicle traffic to conduct cell phone conversations. 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.

Exemptions:

- 1) SLCPD Airport Division, Salt Lake City Fire Department, and SLCPD Operations representatives, may use cellular devices when operating equipment, while responding to an emergency.

- 2) Airfield Operations Managers may use hands free cellular devices, while operating equipment on the AOA, to meet all airfield operational needs.
- m. Operators of motor vehicles shall avoid idling.
- n. Remote ground service equipment (GSE) space will be designated, and fees assessed in accordance with the Airline Use Agreement (AUA).

## **9.2 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.

## **9.3 Ground Support Equipment**

- a. All ground support equipment (GSE) accessing or parking in the bag room and under any covered part of the terminal and concourses, except tug tunnels, must be electric powered.
- b. Electric Ground Service Equipment (EGSE), including without limitation baggage tugs, belt loaders, pushback tractors, or any other EGSE, must:
  - 1) Have lithium-ion or lead acid batteries, Battery Monitor, and Identifier Modules (BMIDs) installed and;
  - 2) Pass a safety inspection conducted by Airport Operations or designee prior to being put into service and annually thereafter.
- c. Equipment charged in the bag room must have a non-emitting lithium-ion battery. All other battery types must be charged outdoors.



- d. Equipment charged under any covered part of the terminal and concourses should have lithium-ion batteries, but current fire suppression systems allow for charging of equipment with lead acid batteries.
  - 1) The preferred locations for charging equipment with lead acid batteries are external uncovered charging stations.
- e. All equipment that is identified for use in the bag room is subject to inspections by Airport Operations or designee prior to being put into service and annually thereafter to ensure proper battery type. Additional information about the inspection process may be found in the EGSE Inspection Procedures document.
- f. In accordance with the Salt Lake City International Airport Airline Use Agreement (AUA), all GSE must transition to EGSE by June 30, 2024.
  - 1) All EGSE equipment put into service (either new or transferred) at SLC after January 1, 2024, must have a lithium-ion battery. Lithium-ion batteries must also be used when replacing batteries in existing EGSE that can access and/or charge in the bag room.

#### **9.4 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 SLCDCA for these purposes. A tenant must have the SLCDCA'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 SLCDCA.
- d. The SLCDCA 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.

#### **9.5 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.
- b. 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.
- c. 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.
- d. 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.
- e. Vehicle parking under the Terminal and Concourses is prohibited except for approved EGSE.

#### **9.6 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 SLCDCA may restrict vehicles to a certain portion or segment of the AOA. Such restrictions shall prohibit vehicle operations outside designated areas.
- f. Non-essential vehicles, as determined by Airport Operations, will be restricted from the AOA while the Airport is operating under 600 feet RVR SMGCS conditions.

**9.7 Aircraft Movement Area**

- a. No vehicles (including refueling vehicles) are permitted on runways and taxiways without specific approval from the SLCDCA 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 SLCDCA 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.

## 9.8 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 SLCD 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 SLCD AOA 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 SLCD AOA 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 SLCD AOA 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:

*Table 2: Offenses and Associated Points*

<b>Offense</b>	<b>Description</b>	<b>Points</b>
Physical impairment	Confirmation of positive test drug/alcohol through SLCPD Airport Division	<b>12</b>
Runway incursions	Any unauthorized intrusion onto a runway or within the runway safety area	<b>9</b>
Possessing or distributing illegal paraphernalia or restricted substances	Possessing or distributing illegal paraphernalia and/or restricted substances under Utah state law, federal law or guidance, or SLCPD policy.	<b>6</b>
Walking across aircraft movement areas (AMA)	Walking across an active runway or taxiway without proper clearance	<b>6</b>
Surface incident	Any unauthorized intrusion onto a taxiway or within the taxiway safety area	<b>6</b>
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 taxilane/taxiway object free area. The number of points will be determined, in SLCPD's sole discretion, depending upon the severity of the infraction. Severe infractions include aircraft flight crews or operators initiating hard braking or evasive maneuvers to prevent an accident.	<b>4-6</b>

Salt Lake City Department of Airports Rules and Regulations

<b>Offense</b>	<b>Description</b>	<b>Points</b>
Failure to report accident	Leaving the scene of an accident without reporting it to Airport Control Center	<b>4</b>
Height restrictions	Driving vehicle under passenger boarding bridges and other height restricted areas	<b>4</b>
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.	<b>4</b>
Reckless driving	Operation of a vehicle in a manner which could cause harm or injury to persons or property and/or excessive speed	<b>4</b>
Smoking	Smoking within the AOA	<b>4</b>
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, the use of earphones/headphones, and other electronic devices are prohibited while on the AOA.	<b>4</b>
Walking across non movement areas	Walking across taxilane (concourse to concourse or hardstand to hardstand) without authorization	<b>3</b>
Not yielding right of way to emergency vehicles	Failure to yield right-of-way to responding emergency vehicles.	<b>3</b>
Regulation violation	Any violation of Airport Rules and Regulations in this document not specified in this table.	<b>3</b>
Music devices/speakers	Music devices and/or speakers are not allowed to be broadcast in any location inside any bag room (inbound or outbound) or within the AOA.	<b>2</b>
Bikes, skates, skateboards	Riding bikes, scooters, skates, skateboards, or other unauthorized mode of transportation on the AOA, in the terminal, in the parking garage, or on sidewalks in front of terminal	<b>2</b>

Salt Lake City Department of Airports Rules and Regulations

<b>Offense</b>	<b>Description</b>	<b>Points</b>
Charging equipment indoors	Charging equipment in bag room, under concourse, or indoors that are not using non-emitting lithium-ion batteries. All other battery types must be charged outdoors.	<b>2</b>
Chocking and brakes	Failure to properly prevent wheeled vehicles and equipment from rolling when parked.	<b>2</b>
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	<b>2</b>
Gas-powered vehicles in restricted areas	Operating a gas-powered vehicle in an area deemed EGSE access only.	<b>2</b>
General safety violations	Horseplay, or other unsafe behavior not associated with work	<b>2</b>
Headlights	Driving at night or in inclement weather without head lights	<b>2</b>
Jaywalking	Crossing a designated vehicle roadway without using a recognized crosswalk	<b>2</b>
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.	<b>2</b>
Seatbelt use	Not using the seatbelt/restraint system or other safety equipment on a vehicle equipped with these items	<b>2</b>
Speeding	Driving over the recognized speed limit, or driving at unsafe speeds for the driving conditions	<b>2</b>
Towing/safe loads	Exceeding authorized tow limits, number of conveyances (5 or less), and unsafe loads.	<b>2</b>

<b>Offense</b>	<b>Description</b>	<b>Points</b>
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.	<b>2</b>
High-visibility vests/clothing	Failure to wear a company issued high visibility vest or garment when outside a vehicle, outside designated walkways/crosswalks, or beyond 50 feet of a building or structure while working on the AOA, AMA or ramp areas.	<b>2</b>
Courteous and Respectful Behavior	Disrespecting or not showing courtesy to individuals enforcing airport rules and regulations, security standards, or other airport compliance standards	<b>1-3</b>
FOD	Creating FOD hazard by not picking up FOD, leaving dumpster lid open, leaving wildlife attractant, or other FOD producing activity	<b>1</b>
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	<b>1</b>

### **9.9 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 SLCDCA, 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 SLCDCA.

### **9.10 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 SLCDCA) 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 SLCDCA identification badge and other such authorization as may be required.

#### **9.11 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, taxilane, 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 SLCDCA 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 road side 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.

**9.12 Impoundment of Motor Vehicles**

No vehicle shall be impounded from a public roadway except under the direction and coordination of SLCPD Airport Division 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 Division 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.

**9.13 Electric Vehicle Charging**

Parking in a dedicated electric vehicle charging space is only allowed while the vehicle is plugged in. Offenders will be towed.

## 10. TERMINAL OPERATIONS

### 10.1 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.

### 10.2 Terminal Maintenance

- a. The responsibility for the upkeep and maintenance of leased space at the Airport is outlined in each lease agreement in effect between the responsible tenant and SLCDCA.
- b. If SLCDCA responds to a maintenance emergency involving a tenant's leased space, the tenant or operator will be billed for the labor and other associated costs incurred.

### 10.3 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 removal equipment for extracting used cooking oil to be pumped to designated collection containers on the ramp. 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. Residual fats, oils and grease that cannot be effectively collected and disposed of in the restaurant, and end up in a grease waste line, will be collected in grease waste interceptors located underground on the ramp. The SLCDCA will contract for cleaning and maintenance of all grease interceptors and bill concessionaires proportionally for the ongoing expense. Costs associated with the buildup of grease in any plumbing fixture or pipe that exits a restaurant will be the responsibility of the concession tenant.

Any attempts to move cooking oil and/or grease through the facilities is strongly discouraged. If a grease spill occurs, the concessionaire is required to immediately report the spill to the SLCDAs Commercial Manager and Environmental Specialist. Concessionaires will be billed for all clean-up costs incurred by the SLCDAs for cleaning up grease spills. The SLCDAs has the specific right to conduct inspections, without notice, of all food and beverage 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 SLCDAs determines that a concessionaire is not adequately maintaining its grease interception and collection systems and equipment, the SLCDAs 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 SLCDAs 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 SLCDAs 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 SLCDAs 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 SLCDAs 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 oversize items that cannot be disposed of or recycled using the standard containers provided by the SLCDAs. The SLCDAs 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 SLCDCA's Environmental Programs Manager.

#### **10.4 Concession and Service Privileges**

The SLCDCA 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 SLCDCA 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 SLCDCA to ensure that ACDBEs, as defined in Part 23, have an equal opportunity to participate in concession opportunities. A complete DBE Policy Statement is available on the Airport's website.

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 SLCDCA or by a successor concessionaire, will be limited.

#### **10.5 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 SLCDCA in writing, at least 3 days in advance of the closure and receive the SLCDCA'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 SLCDCA, 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 SLCDCA Control Center at 801-575-2401.

The SLCDCA 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 SLCDCA 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 SLCDCA. Appropriate dress, grooming and hygiene are required of all employees who serve the public.

#### **10.6 Vending Machines**

Vending machines may exist in Airport Non-Sterile areas and may be available to the public and employees. Tenants desiring to install vending machines within their leased space may do so with the SLCDCA 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. All vending deliveries must be made to the CRDC.

#### **10.7 Decorations**

Tenants are not permitted to install decorations in the Non-Sterile area.

Any exceptions to be considered shall be made with a written request to the SLCDCA's Tenant Relations Coordinator. At a minimum, 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 Salt Lake City Fire Department will be available to review proposed decorations to determine if they comply with the requirements of the rules.

#### **10.8 Advertising, Promotions, Signage**

- a. The SLCDCA maintains a separate advertising contract for advertising and promotional displays throughout the Airport. If an individual tenant is interested in advertising in the Non-Sterile areas of the terminals or on the concourses, the SLCDCA'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 website. All other tenant advertising and promotion requests shall be made in writing to the Airport's 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 Commercial 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 unless approved in writing by the SLCDA.
- g. Adhesive stickers and temporary and/or hand-written signage in the Non-Sterile areas of the Airport, unless approved by the Executive Director, are strictly prohibited. Unless authorized by the SLCDA in writing. 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.

#### **10.9 Animals at the Airport or on Leased Property**

No person shall enter Airport property with a dog or any other animal, except a service animal, therapy dogs specifically permitted by Airport management, an animal that is to be or has been transported by air and in preparation for shipping or receiving, an animal accompanying a person meeting or assisting a passenger, or an animal accompanying a law enforcement agency. All animals on

Airport property must be restrained by a leash or otherwise confined so as to be completely under control whether or not such animal is to be or has been transported by air or is a service animal. Individuals may be asked to remove an animal from Airport property if the animal poses a health or safety risk to itself, other animals, or persons.

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. The areas are located inside the concourses at various locations and are self-serve and accessible to all. It is recommended that only one animal and handler use the area at one time. Animal handlers/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. Wildlife are attracted to the presence of a food source, which can be in the form of food waste not properly disposed of. It is imperative that tenants do not intentionally or unintentionally feed any wildlife present on or near the Air Operations Area.



- 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.

#### **10.10 Single Airline Contracted Wheelchair Provider**

For the benefit of the traveling public, efficiency of operations, and space requirement considerations, the SLCDCA will permit only one contracted wheelchair provider for all airlines serving SLC. The sole provider shall be hired and managed by the airline consortium. Airlines desiring to use their own customer service employees for mobility impaired customers may use their internal staff and leased space to provide wheelchair services.

#### **10.11 Electric Carts for Persons with Reduced Mobility**

- a. Electric passenger carts are permitted for operation in the concourse(s) and tunnel(s) of the airport only. Electric carts are provided primarily for use by persons with limited mobility or endurance to transverse the concourse(s) and tunnel(s) at the airport.
- b. Electric carts may only be charged and used in approved areas as permitted in writing by the SLCDCA. Carts shall not access any other area of the Terminal without the written permission of SLCDCA.
- c. The procurement and operation of electric passenger carts shall be at the cost and expense of the airlines through their Airline Consortium. The Airline Consortium must contract with an experienced, insured, and properly permitted company to operate the carts.
- d. Pedestrians shall have the right of way at all times. Devices that announce the presence of carts are prohibited.
- e. Carts shall operate no faster than three (3) miles per hour, which is the average walking speed of a human. The carts must feature and operate using speed regulator/governor devices to limit the speed regardless of pedestrian presence.
- f. Carts will only stop at the designated cart stop locations approved by SLCDCA in writing.
- g. Use of electric carts by passengers shall be complimentary/free of charge at all times.
- h. Damage to the Airport due to the use of electric carts shall be billed to the responsible party.

- i. The Airline Consortium or Airline Consortium Vendor will be required to have an approved safety plan on file with Airport Operations; the safety plan will be reviewed at a minimum once a calendar year, after a significant event or change to plan, or when requested by Airport Operations.
- j. The SLCDA may, at any time and with reasonable notice, prohibit the temporary or permanent use of electric carts in the airport concourse(s) or tunnel(s) in its sole discretion, which may be due to congestion related to passenger increases at the Airport, unsafe operation by cart operators, property damage, or injury to persons.

#### **10.12 High Visibility Vests/Clothing**

All employees working on the AOA, AMA, or ramp areas are required to wear a company issued high visibility vest or garment when outside a vehicle, outside designated walkways/crosswalks, or beyond 50 feet of a building or structure. Special events approved by the SLCDA are exempt from this requirement.

#### **10.13 Drug-Free Workplace**

In compliance with the Drug-Free Workplace Act of 1988, SLCDA prohibits the unlawful use, distribution, manufacture or possession of illegal drugs, alcohol or other controlled or mind-impairing substances, which affects or potentially affects the safety and welfare of others at the Salt Lake City International Airport.

## **11. TENANT RULES AND REGULATIONS**

### **11.1 Landscaping Requirements**

Landscaping around Airport Facilities has the potential to attract hazardous wildlife. Wildlife Hazards related to landscaping, can be reduced by using plant varieties and spacing that is least desirable. Recommendations for landscaping include:

- a. Proper spacing between vegetation, as not to create cover for small mammals, and nesting birds.
- b. Not using vegetation types that produce fruit.
- c. Not using vegetation types with dense foliage that will create cover areas for roosting, and loafing birds.

All tenant landscape alterations and/or improvements must conform to this plan. A copy of the Wildlife Hazard Management Plan can be obtained by contacting Airport Operations.

### **11.2 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.

### **11.3 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, or 801-575-2911 in emergency situations. Failure to report may result in enforceable action up to and including a class B misdemeanor citation. Those involved must remain at the scene of the reportable incident; immediately notify their supervisor; and follow company accident reporting guidelines. An SLCDA representative will respond to document the reportable event and complete a report.

### **11.4 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.

### 11.5 Ownership of Tenant Improvements

Unless otherwise provided in a lease agreement, fixtures, installations, additions, alterations and improvements made by the tenant on Airport premises becomes the property of the SLCDCA upon the termination or expiration of the tenant contract without compensation to the tenant. The tenant may remove trade fixtures and equipment as specified in the Tenant's agreement with the SLCDCA 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 SLCDCA. The SLCDCA may require the tenant to replace whatever is removed. Tenants should refer to their Agreement with the SLCDCA for other contract termination requirements.

### 11.6 Employee Parking Program

Salt Lake City International Airport (SLCIA) Employee Parking Program ('the Program') provides active airport tenant or qualified SLCIA-based ('domiciled') employees the ability to park their vehicle in the designated employee parking lot for a monthly fee. SLCIA based airline crew employees that present a company letter, along with a company issued ID badge, indicating that the employee is domiciled at the SLCIA will be eligible for employee parking and pay the applicable parking rate.

Qualified SLCIA Non-Domiciled employees may also utilize the designated employee parking lot. To be qualified, the non-domiciled employee will need to provide a company letter, along with a company issued ID badge, indicating they are an active employee with a tenant having current operations or a codeshare relationship with a tenant that with current operations at SLCIA. Qualified non-domiciled employees will pay the established monthly non-domiciled parking rate.

Rates are adjusted annually.

Courtesy shuttle service is available in the employee parking lot 24 hours a day, 7 days a week.

#### a. Employee Parking Rules

- 1) **Term.** The term of a parking permit is monthly and is subject to policies and procedures promulgated by SLCDCA, which may change from time to time, subject to Director's review. SLCDCA has the right to modify the Rules and Regulations.

- 2) **'First Come, First Served' Policy.** All parking shall be on an unreserved, 'first come, first served' basis, and no guarantee that parking will be available.
- 3) **Access Card (Key Card).** Employees will be issued a parking access card and will be solely responsible for maintaining and insuring proper use. The parking access card must be used upon entry and exit of the parking facility unless instructed differently by SLCDCA or the parking provider. In the event parking access equipment is not working, employee may use the HELP button at the gate for assistance.
- 4) **License to Park, Non-Transferable.** A parking access card is issued to an employee as a license to park only; no bailment created. Employee is granted the parking permit to park one automobile at a time. Parking access cards are not transferable and intended solely for the use of the employee on the application.
- 5) **Parking Time Limit.** Each parking permit allows employees to park in a designated parking lot in a single stall for work purposes. Long-term or commuter storage parking is prohibited. Those found in violation are subject to towing at the sole cost and expense of the employee.
- 6) **Lost, Stolen, Damaged Key Cards.** Lost, stolen, or damaged parking access cards must be reported to the parking provider immediately. A 'service charge' for lost, stolen, or damaged parking access card of \$25 will be assessed.
- 7) **Assignment or Sub-Lease.** Employee shall not assign or sub-lease any parking space. SLCDCA may terminate an employee's parking permit in the event of any such assignment or sublease.
- 8) **Cheating or Fraud.** Cheating or fraud of any kind shall result in deactivation of parking access card and termination of parking permit. Parking privileges of employees discovered to be sharing a parking access card with others will be revoked.
- 9) **Vehicle Piggybacking.** Under no circumstances is piggybacking allowed at entry or exit of any employee parking facility. Piggybacking will result in termination of parking permit.
- 10) **Airport Tenant Company Vehicles.** Airport tenant company vehicles shall not be parked or stored in the employee lot. If any company owned, operated or leased vehicle is found parked or

stored in any lot, the vehicle shall be cited and/or towed at owner's sole cost and expense.

- 11) **Facility Closures.** SLDIA reserves the right to temporarily close the facility, or certain areas therein, to perform necessary repairs, maintenance or improvements. SLCDIA will post notice in the facility of such closures. SLCDIA may conduct emergency closures without prior notification.
- 12) **Repairs.** Repairs and installations (including, but not limited to, windshield chip repairs, cell phone or stereo installation) are not permitted under any circumstances in SLCDIA parking areas.
- 13) **RVs / Oversized Vehicles.** RVs, campers, oversized trucks, vehicles with trailer and limousines are not allowed to park in the employee lots.
- 14) **Leaves of Absence.** Employees must notify the parking provider 15 days prior to any leaves of absence to avoid billing.
- 15) **Termination of Employment.** Parking access cards must be surrendered to the parking provider once employment has been terminated. Access cards paid and directly provided by the employer must be returned to same employer upon termination of employment.
- 16) **Bicycles.** Bicycles must be operated in a responsible and courteous manner while in the parking lots. Riders should always use bicycle racks to protect property. Bicycles will be confiscated if parked in specifically prohibited parking areas or attached to or rested against fences, light poles or signage poles. No bicycle access is allowed through vehicle access gates.

b. Parking Lot Regulations

- 1) **Safety First.** Employees shall use the parking facility in a manner not to endanger or cause a hazard, injury, or a safety issue to others and/or their vehicles. Anyone using parking facilities in a reckless manner will be cited and their parking privilege revoked.
- 2) **Parking Stalls.** Vehicles shall be parked within marked stalls. Compact stalls are for compact cars only. Parking in unmarked spaces is a violation and is subject to ticketing and towing at owner's expense.

- 3) **Fire, Theft, Damage or Loss.** Employees should lock their vehicles when parked at the employee lot. SLCDCA and the parking provider shall not be responsible for fire, theft, damage to, or loss of, such vehicle or any items of personal property left therein. Employees shall indemnify and hold SLCDCA harmless from and against all loss, damage and liability, including reasonable counsel fees and costs, from, pertaining to or related in any way to the presence or use of any vehicle or contents thereof in or about the subject parking facility.
- 4) **Speed Limit and STOP Signs.** Employees should observe the maximum speed limit (10 MPH) inside the parking lots and observe all STOP signs.
- 5) **Handicap Parking.** Usage of handicap stalls is strictly monitored by law enforcement and airport operations. Vehicles without proper handicap placard may be cited and/or towed at the owner's expense.
- 6) **Oil Spills and Repairs.** Employees will be responsible for cleanup of persistent excessive oil spills from individual vehicles parked in the lot. Employee is responsible for the cost of any repairs for damages incurred in the parking facility due to employee's negligence.
- 7) **Electric Vehicle Charging.** Electric vehicle charging stalls are to be used by electric vehicles only and while the vehicle is plugged in.

#### **11.7 Storage or Placement of Equipment in Unauthorized Areas**

Storage of tenant-owned wheelchairs, signage, stanchions, or other equipment must be within the leased boundaries of said tenant or in an approved and designated area for such equipment.

No person shall allow equipment to obstruct an emergency egress route or public right-of-way or otherwise hinder the functionality or operation of the space in question.

The SLCDCA may remove and dispose of any tenant-owned equipment that is located or stored outside of leased boundaries in accordance with applicable law.

#### **11.8 Satellite Dishes and Antennae**

All satellite dishes and antennae required for Tenant operations shall only be installed at the designated antenna farm locations in the terminal and

concourses, or as otherwise permitted by the SLCDCA. Individual antenna for Tenant spaces and operations outside of the antenna farm locations are prohibited. Tenants are prohibited from installing or allowing to be installed, equipment on the Airport roofs that is not reviewed and approved by the SLCDCA in writing.

**11.9 Central Receiving and Distribution Center**

- a. All deliveries to the terminal and concourse areas of the Airport, including parcels via FedEx, UPS, USPS, etc., must occur through the Airport's CRDC located at 3619 West 510 North. This includes, but is not limited to, all concessionaire deliveries and returns to be processed back to vendors, vending machine deliveries, deliveries to airline leased spaces, and materials to be placed in the sterile areas of the airport.
- b. The SLCDCA shall designate a third-party operator to manage the operation, maintenance, and coordination of CRDC operations with SLCDCA tenants, and recover the cost of operations through relevant tenant agreements.
- c. Failure of tenants to use the CRDC may result in penalties, including default under associated permits and agreements.
- d. All goods and materials delivered to the CRDC will be unloaded, screened, inventoried, sorted, and delivered to the tenant's leased space at the Airport by the designated third-party operator as selected by SLCDCA.



## **12. 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.

### **12.1 General Provisions**

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 pre-citation and business license renewals for non-compliance with fire code requirements. Tenants can report potential fire code problems, or concerns about fire safety to the Salt Lake City Fire Department.

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.

### **12.2 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 SLCDCA retains the right to limit or exclude any types, quantity or use of hazardous materials at the Airport.
- c. The SLCDCA reserves the right to inspect all premises where any hazardous material is handled, stored, or used without limitation.

### **12.3 Fire Prevention**

- a. Every person using the airport or its facilities in any way shall use the utmost caution to prevent fire.

- b. Every building on the airport and every repair shop, doping or welding room shall be equipped with adequate fire extinguishers and first aid equipment approved by the city fire marshal. Such extinguishers and equipment shall be maintained according to the most current and adopted International Fire Code, and it shall be the duty of the director to designate some person to examine the same and report their condition to the director as frequently as the director shall require.
- c. All heating equipment and fuel burning appliances installed in any structure shall be in accordance with the provisions of these Rules and Regulations, applicable laws, and all applicable fire codes relating to such installation.
- d. All lessees shall keep the floors of hangars, shops, storerooms, aprons and areas adjacent thereto leased by them, free of all grease, waste or other flammable material.
- e. Metal receptacles with self-closing covers shall be provided for the disposal of oil waste, rags and other rubbish, and the contents thereof shall be removed at least daily.
- f. Aircraft fuel and other flammable liquids shall be stored in accordance with the requirements of these Rules and Regulations, applicable laws, and all applicable fire codes.
- g. No person shall keep or store lubricating oils in or about the hangars unless stored in closed containers.
- h. No person shall keep any aircraft stored in a hangar or tied down on any ramp, without providing for the containing of leaking fuel or oil. Repairs of any damage resulting from failure to observe proper containment of such leaks shall be made at the expense of the aircraft owner.
- i. No person shall use flammable and/or volatile materials in the cleaning of any aircraft, aircraft engine, propeller or appliance unless such cleaning operations are conducted in open areas, as designated outside buildings and a safe distance from the same or other aircraft, or in a room specifically set aside for that purpose, which room must be properly fireproofed and equipped with adequate and readily accessible fire extinguishing apparatus.
- j. No welding operations, nor the use of any appliance with an open flame or highly heated part shall be allowed except in shop space designated for such purpose by the director.

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- k. No person shall conduct any open flame operations in any hangar or building, or part thereof, unless specifically authorized by the director.
- l. No person shall heat oil in any manner except with steam, hot water, hot air or electric heaters.
- m. No person shall store or stock material or equipment in such a manner as to constitute a fire hazard.
- n. No boxes, crates, rubbish, paper or other litter shall be permitted to accumulate in, about or around any hangar, and all oil, paint and varnish cans, bottles or other containers shall be removed from the hangar immediately upon being emptied.
- o. No person may enter or exit through or activate any alarmed emergency fire escape door for other than its intended use without the prior permission of the director.

### **13. FIBER OPTIC INFRASTRUCTURE AND TELECOMMUNICATIONS**

Fiber optics and associated equipment and space will be regulated, managed, and monitored by the SLCDCA. SLCDCA owns and manages all conduit routes, cable trays, and raceway routing outside tenant's exclusive leased space.

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.

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.

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 SLCDCA or its telecommunications operators and/or concessionaires.

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).

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 SLCDCA Real Estate & Commercial Development Division.

## **14. GENERAL AVIATION HANGAR USE**

### **14.1 Purpose**

The purpose of this section is to ensure compliance with the FAA *Policy on the Non-Aeronautical Use of Airport Hangars*, effective July 1, 2017.

### **14.2 General**

This section applies to all users of aircraft hangars, including the Airport, municipalities, and other public entities, regardless of whether a user is an owner or lessee of the hangar.

### **14.3 Administration**

The Real Estate & Commercial Development and Airport Operations Divisions or its designee are responsible for the administration and management of hangar use.

### **14.4 Aeronautical Use of Hangars**

Hangars will be used for an aeronautical purpose, or be available for use for an aeronautical purpose, unless otherwise approved by the FAA.

The following aeronautical purposes are allowed in SLCDA hangars, subject to the provisions of Salt Lake City Municipal Code and Airport Rules and Regulations:

- a. Storage of Active Aircraft
- b. Final assembly of Non-Commercial Amateur-Built or Kit-Built Aircraft
- c. Maintenance, Repair or Refurbishment of Aircraft
- d. Storage of Aircraft handling equipment
- e. Special use as specifically authorized under an applicable lease agreement

### **14.5 Storage of Aircraft**

Hangars will be primarily used for the storage of active aircraft, final assembly of amateur-built or kit-built aircraft, or an aircraft that is in the process of being made active as specified herein.

- a. An active aircraft:
  - 1) Is currently registered with the FAA,
  - 2) Has undergone an annual inspection within the preceding 12 calendar months and been approved for return to service. (FAR 91.409(a)), and
  - 3) Is in an operational and airworthy condition.
- b. Final Assembly of Amateur-Built or Kit-Built Aircraft

Hangars may be used for the final assembly of amateur-built or kit-built (home-built) aircraft as follows:

- 1) Tenant must request and receive written approval by the Airport. The request must include a written construction plan that contains progress target dates outlining the anticipated time frame for completing the construction of the airplane.
- 2) The Airport will conduct periodic inspections of the hangar and the aircraft to ensure the aircraft shows continual signs of progress in the construction.
- 3) The construction must be completed and the aircraft airworthy and operable within 12 months, unless extended in writing by SLCDA.

#### **14.6 Maintenance, Repair or Refurbishment of Aircraft**

Maintenance, Repair, or Refurbishment of Aircraft is allowed in hangars in accordance with the provisions of the lease agreement and Section 5.10 *Aircraft Assembly, Cleaning, Maintenance, and Repair* of the Airport Rules and Regulations.

#### **14.7 Storage of Aircraft Handling Equipment**

A limited and reasonable amount of aircraft handling equipment, tow bars, workbenches, tools, materials, and other items used in the servicing, maintenance, repair or outfitting of aircraft may be stored in general aviation hangars provided the hangar is used primarily for the storage of an aircraft and so long as it does not impede access to the aircraft.

#### **14.8 Special Use of Hangar**

The authorized use of airline, military and FBO hangars shall be for an aeronautical purpose as prescribed in writing by the Airport.

#### **14.9 Indefinite Storage of Non-Operational Aircraft**

Hangars are not to be used for the indefinite storage of non-operational or non-airworthy aircraft.

- a. A non-operational aircraft under construction, repair, refurbishment or otherwise non-airworthy, or major structural parts of an aircraft, may be stored in a hangar for a period of 6 months to allow the tenant time to make the aircraft operational and airworthy.
- b. Tenant may request an extension if the aircraft is expected to be out of service for more than 6 months due to factors beyond the tenant's control, such as unexpected maintenance requirements, availability of parts, or extended length of time needed to make the aircraft airworthy.
- c. Approval of the request is solely at the discretion of the Airport. The Airport may request a written plan that contains progress target dates outlining the anticipated time frame for making the airplane operational and airworthy.

#### **14.10 Commercial Construction of Aircraft**

Commercial construction of aircraft, including final assembly, is allowed only in facilities designated for the commercial construction of aircraft and authorized in writing by the Airport.

#### **14.11 Designated Aircraft**

The hangar lease agreement designates the aircraft authorized to occupy a general aviation hangar.

- a. The designated aircraft is the only aircraft allowed to be stored in the hangar. No other aircraft may be stored in the hangar unless approved in writing by the Airport's Real Estate & Commercial Development or Operations Divisions.
- b. The tenant is responsible to advise the SLCDCA immediately if there any changes to the designated aircraft, including ownership in said aircraft.

- c. In the event that a tenant sells the designated aircraft, tenant will have 120 days to acquire another aircraft before the hangar lease agreement is terminated.
- d. Any exceptions to the above must be approved in advance by the Airport.

#### **14.12 Ownership of Stored Aircraft**

The lessee of a general aviation hangar must be the registered owner, or part owner, or lessee of all aircraft stored in the lessee's hangar.

If the lessee is the aircraft owner, lessee must:

- a. Hold legal title to the aircraft or legally own an equal or majority interest in the aircraft, and
- b. Be listed as an owner on the FAA Aircraft Registration or Application for Registration.

If the lessee is leasing the aircraft, lessee must have legal possession of, and control of, the aircraft pursuant to a signed, written lease agreement with a minimum term of twelve months.

#### **14.13 FAA Aircraft Designation**

All aircraft stored in a hangar must be currently registered with the FAA.

Tenants may request in writing a temporary exemption to this requirement if there is reasonable cause as to why the aircraft is not registered. A short-term exemption may be granted at the sole discretion of the Airport.

#### **14.14 State of Utah Aircraft Registration**

Aircraft based in Utah must be currently registered with the State of Utah Division of Aeronautics and proof of registration must be kept in the aircraft as prescribed by the State.

#### **14.15 FBO Hangars**

FBO hangars must be used for an aeronautical purpose as designated and authorized in the FBO Agreement. The designated aircraft and ownership requirements do not apply to FBO hangars.

#### **14.16 Corporate Hangars**

Corporate Hangars must be used for an aeronautical purpose as designated and authorized in the hangar lease agreement. The SLCDA may allow one-time non-



aeronautical events to occur in a tenant's Corporate Hangar, upon written approval from the Executive Director or their designee.

**14.17 Non-Aeronautical Use of SLCDCA Owned T-Hangars and Shade Hangars**

The SLCDCA will not consider any requests to use a hangar for non-aeronautical use.

**14.18 Storage of Non-Aeronautical Items**

Provided the hangar is used primarily for aeronautic purposes, a limited amount of non-aeronautical items may be stored in the hangar provided the items do not interfere with the aeronautical use of the hangar.

- a. Items must not impede the movement of the aircraft in and out of the hangar.
- b. Items must not impede access to the aircraft or other aeronautical contents of the hangar.
- c. Items must not displace the aeronautical contents of the hangar.
- d. A vehicle may be parked in the hangar while the vehicle owner is using the aircraft.
- e. A working refrigerator, air conditioner, fans and similar devices are allowed so long as they do not require the use of extension cords.

**14.19 Prohibited Use of Hangars**

The following uses of a hangar are prohibited:

- a. Unless approved by the Executive Director, storage of items not necessary or routine to the maintenance, operation or storage of an aircraft.
- b. Unless approved by the Executive Director, and pursuant to permitted commercial activities through permit, agreement, or otherwise, commercial aeronautical business or activities such as, but not limited to, aviation maintenance or flight instruction.
- c. Operation of or activities associated with a commercial, non-aeronautical business.
- d. Municipal agencies may not use or store non-aeronautical items in a hangar, including inventory of parts, supplies and other items.

- e. Appliances, except a working refrigerator, air conditioner, fans or similar devices, used by the tenant.
- f. Propane canisters and other hazardous materials.
- g. Hangars may not be used as a residence. Sleeping, overnight stays and other activities normally associated with a residence are not allowed.
- h. Use of the hangar for purposes other than those authorized in the lease agreement.

#### **14.20 Insurance**

Tenants shall be required to procure insurance covering the tenant's activities in and about the hangar in an amount and type to be specified in the hangar lease agreement. It is the tenant's responsibility to keep said insurance in effect throughout the term of the lease agreement.

Tenant must provide proof of insurance as required by the Airport.

Tenant must provide insurance to cover all items stored in the hangar including personal property of the tenant and others.

#### **14.21 Hangar Inspection Program**

The Airport shall conduct hangar inspections at least twice yearly to verify compliance with all applicable federal, state, and local rules and regulations including the Airport Rules and Regulations, and the terms and conditions of the lease agreement.

#### **14.22 Miscellaneous**

This policy and all provisions herein are subject and subordinate to the terms and conditions of any existing or future agreement entered into between the Airport and the United States of America for the improvement or operation and maintenance of the airport(s), the execution of which has been or may be required as a condition precedent to the transfer of federal rights or property to City for airport purposes, or the expenditure of federal funds for the improvement or development of airport; any laws which have been, or may hereafter be adopted pertaining to airport; any lease agreement or permit entered into between the Airport and a third party, except those provision that are not in accordance with the objectives of this policy and the requirements of the *FAA Policy on the Non-Aeronautical Use of Airport Hangars*.