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**JOHN WAYNE  
AIRPORT**

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**ORANGE COUNTY**

**AIRPORT RULES AND REGULATIONS**  
Effective  
March 1, 2019

Approved by:

A handwritten signature in blue ink, appearing to read 'Barry A. Rondinella', is written over a horizontal line.

**Barry A. Rondinella**  
Airport Director

**Supersedes Airport Rules & Regulations**  
With Effective Date  
September 1, 2018

## RECORD OF REVISIONS

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## **SECTION ONE GENERAL PROVISIONS**

### **1.1 PURPOSE**

The purpose of this manual is to disseminate Rules and Regulations for Airport-approved operating procedures and safety and security requirements at John Wayne Airport. Nothing in these Rules and Regulations shall limit or constrain the legitimate authority of the Airport Director or designee.

### **1.2 COMPLIANCE**

The Transportation Security Administration (TSA) approved Airport Security Plan (ASP) for John Wayne Airport requires the control of access to each air operations area to prevent the entry of unauthorized persons and ground vehicles and to control the movement of authorized persons and ground vehicles. The Federal Aviation Administration (FAA) approved Airport Certification Manual (ACM) for John Wayne Airport outlines provisions for safety standards at the Airport. These Rules and Regulations contain select provisions of the Airport Security Plan and the Airport Certification Manual that pertain to safety and security requirements while also providing for additional operating procedures. Should conflict exist between these Rules and Regulations and provisions in the ASP and ACM, the TSA-approved ASP and the FAA-approved ACM shall take precedence.

### **1.3 AUTHORITY**

This manual complies with applicable portions of TSA Regulations Parts 1540 and 1542, Federal Aviation Regulation (FAR) 14 CFR Part 139, FAA Advisory Circulars, the State of California Uniform Fire Code and the provisions of Title 2, Division 1, Section 2-1-1 et seq. of the Orange County Codified Ordinances (OCCOs).

The Orange County Codified Ordinance (OCCO), Division 1 (AIRPORTS), Article 4 regulates commercial activities at John Wayne Airport. Section 2-1-40 (General Provisions), item (c) states that “No person shall engage in any business or commercial activity on the Airport without a lease, operating agreement, license, permit or contract approved by the County, or a sublease from a duly authorized master lessee.”

The Orange County Board of Supervisors appoints the Airport Director at John Wayne Airport. OCCO Title 2, Division 1, Section 2-1-12 authorizes the Airport Director:

- “To issue such rules, regulations, orders, and instructions as are necessary in the administration of the Airport.”
- “To withhold permission to use the Airport from any person in violation of applicable rules, regulations, orders, directives, or from any person who is in default of any license, lease, or agreement permitting operations on the Airport.”

### **1.4 ADMINISTRATION AND ENFORCEMENT**

The Orange County Sheriff’s Department Airport Police Services and Airport Operations Personnel shall administer and enforce the provisions of this manual.

Violations of these Rules and Regulations may constitute infractions or misdemeanors punishable as set forth in Title 2, Division 1, Section 2-1-66 of the Orange County Codified Ordinance and may constitute any of the following penalties: 1) suspensions against



individuals and/or operators, 2) infractions or misdemeanors as set forth in Orange County Codified Ordinance Title 2, Division 1, Section 2-1-66 (enforcement as misdemeanor or infraction), or 3) revocation of Airport-issued badges, licenses, permits, or operating agreements as may become necessary.

Repeated violations may lead to a lengthy suspension penalty and ultimately to permanent termination of a badge, license, operating agreement, permit, or contract issued by the Airport. Suspensions will be imposed when the Airport has previously warned the offender of a violation by the issuance of a Notice of Violation (NOV). The Airport Director may, at his/her sole discretion, determine whether or not a tenant, company, driver, or agent can be reinstated subsequent to termination of operating or access privileges.

Some Airport Rules and Regulations are also in other ordinances and statutory form as County, State, and/or Federal law. Those violations may be enforced through arrest and/or citation, with adjudication through the Criminal Justice System and the courts. Persons operating on Airport property shall comply with these Rules and Regulations and all other applicable County, State and Federal laws, ordinances and regulations.

## **1.5 NOTICE OF VIOLATION (NOV) / CONSEQUENCES**

Violations of these Rules and Regulations may result in the issuance of a written Notice of Violation (NOV) by Airport Operations or Law Enforcement Personnel. The violation may also result in the issuance of a separate criminal or traffic citation by the Orange County Sheriff's Department/Airport Police Services. The NOV will contain at a minimum: date/time of violation, name of violator, applicable Section and/or item number being violated, and the signature of the issuing party. NOV copies will be distributed to the violator, the employer (when applicable), and one copy kept in the operator's file at the Airport. (See also Sections 5.6 and 12.9)

## **1.6 SUSPENSION OR TERMINATION OF BADGE OR OPERATING LICENSE AGREEMENT**

The Airport reserves the right to suspend or terminate any badge or license agreement. Hearing rights are not guaranteed to an operator where the Airport seeks to terminate any operating agreement. The Airport Director will make the final decision on any termination matter.

## **1.7 NO OPERATIONS WHILE SUSPENDED**

Any firm, operator, driver, or agent that is issued a Notice of Violation (NOV) involving a suspension from the Airport, or revocation of a badge or license shall not enter or operate at the Airport.

## **1.8 RULES AND REGULATIONS**

The Airport Director or designee may adopt or amend any Rules and Regulations as may be necessary to carry out the provisions of this manual.

## **1.9 FORMS**

All forms, cards, decals, hangtags, and identification media are as prescribed by the Airport Director.

## **1.10 PEACE OFFICER AUTHORITY**

Sheriff's Deputies have peace officer power as outlined in Section 830.1 of the California Penal Code. Sheriff's Special Officers assigned to the Airport Police Services have peace officer powers as outlined in Section 830.33(d) of the California Penal Code. Both are empowered to enforce the provisions of California State laws, Orange County Codified Ordinances (OCCOs), and John Wayne Airport Rules and Regulations. Airport Police Services officers also assist in the investigation of violations of TSA and/or FAA Regulations for the purpose of reporting to Federal Authorities.

## **1.11 AIRPORT POLICE SERVICES**

The office of the Orange County Sheriff Airport Police Services is located in the Thomas F. Riley Terminal Building of John Wayne Airport.

## **1.12 RIGHT OF EXAMINATION**

Anyone entering Airport property shall allow all Law Enforcement Officers, including TSA, FAA and Airport Operations staff members and authorized Airport Administration Officials to examine required documents, trip tickets, waybills, vehicle transponders, and any other written or electronic evidence of authorization to operate at the Airport. The Airport also reserves the right to conduct random, unannounced vehicle inspections to determine compliance with all federal, state, and local laws as well as Airport Rules and Regulations contained within this manual.

## **1.13 RECORDS**

- a. The Airport Operations I.D./Access Control Office shall maintain a record of all applications for identification badges and driver validations.
- b. Airport Police Services personnel will maintain records regarding vehicle ramp permits, and all correspondence or reports pertaining to the provisions of this manual.
- c. The Airport Operations Tiedown Administration Office will maintain records regarding tiedown/hangar spaces, based aircraft, and transient aircraft.

## **1.14 CONSTRUCTION OF GENDERS**

The masculine gender as used in this manual includes feminine.

## **1.15 "SHALL" AND "MAY"**

Wherever used, "shall" is mandatory, and "may" is permissive.

## **1.16 DEFINITIONS**

### **a. AIR OPERATIONS AREA (AOA)**

The Air Operations Area "AOA" includes any part of the Airport used or intended for use in landing, takeoff, or surface maneuvering of aircraft. Additionally, all areas inside the Airport fence line shall be considered an Air Operations Area for the purposes of these Rules and Regulations. The Air Operations Area of John Wayne Airport is divided into three areas:

1. **RUNWAYS AND TAXIWAYS** – This area includes both RWY 02L-20R and RWY 02R-20L, and all connecting and parallel taxiways/taxilanes.
2. **COMMERCIAL/AIR CARRIER RAMP** – This area is adjacent to the main terminal building and the North and South Remain Overnight (RON) areas; and is restricted to air carriers/commuters operating under lease agreements with the Airport.
3. **GENERAL AVIATION AREAS** – All areas on the Airport used for maneuvering, servicing or parking of general aviation aircraft, of which some are under Fixed Based Operator (FBO) control and some are under the jurisdiction of the Airport.

**b. AIRCRAFT**

Any machine, either fixed-wing, rotary-wing or lighter-than-air, capable of atmospheric flight.

**c. AIRCRAFT TRANSIENT PARKING AREA**

Ramp areas located in the Air Operations Area designated for the parking of non-based visiting aircraft.

**d. AIRPORT**

All land and improvements located within the geographical boundaries of John Wayne Airport/Orange County, California.

**e. AIRPORT CERTIFICATION MANUAL (ACM)**

Federal Aviation Administration (FAA)-approved document outlining certification and operating requirements for John Wayne Airport pursuant to Federal Aviation Regulation (FAR) Part 139.

**f. AIRPORT SECURITY PLAN (ASP)**

Transportation Security Administration (TSA)-approved document outlining security requirements for John Wayne Airport pursuant to TSA Regulations Parts 1540 and 1542.

**g. AIRPORT TRAFFIC CONTROL TOWER (ATCT)**

The FAA control tower facility, including personnel, located on the west side of the Airport. ATCT personnel are responsible for controlling all aircraft, vehicle, and pedestrian traffic on runways, taxiways, movement areas and air traffic in the local airspace around John Wayne Airport.

**h. COMMERCIAL AIRCRAFT OPERATION**

The operation of an aircraft for hire, lease, charter or flight training lessons involving remuneration, as well as air carrier/commuter carrier operations.

**i. COUNTY T-HANGAR**

County-owned hangar storage facilities for light general aviation aircraft located on the east side of the Air Operations Area.

**j. COUNTY TIEDOWN**

County-owned aircraft parking ramp areas available under license for light general aviation aircraft, with accommodations for securing aircraft to the ground with chain and/or cable. County tiedown areas are located on the east, southwest, and west sides of the Airport.

**k. ENVIRONMENTAL BEST MANAGEMENT PRACTICES (BMPs)**

Activities and practices that prevent or reduce the pollution of waters of the United States. BMPs include proper storage and handling of fuel and other hazardous substances, containment measures, operating procedures, and practices to control spills, leaks, and disposal of wastes such as sumped fuel. BMPs include any type of pollution prevention and pollution control measure necessary to achieve compliance.

**l. F.O.D.**

Foreign Object Debris or Damage: Foreign Object Debris includes trash, and any item on the ramp or airfield that is out of place and potentially hazardous to aircraft operation. Foreign Object Damage is any damage caused to an aircraft by foreign object debris.

**m. GENERAL AVIATION (GA)**

That segment of aviation that includes all aircraft except commercial air carriers and military aircraft.

**n. HAZARDOUS SUBSTANCE**

Any hazardous or toxic substance, material or waste which is regulated by a governmental entity, including but not limited to County acting in its governmental capacity, the State of California or the United States Government. Any material or substance which is (i) defined or listed as a "hazardous waste," "extremely hazardous waste," "restrictive hazardous waste" or "hazardous substance" or considered a waste, condition of pollution or nuisance under any environmental law; (ii) petroleum or a petroleum product or fraction thereof; (iii) asbestos or asbestos-containing materials; (iv) flammable or explosive substances; (v) mold, mold spores or fractions thereof; and/or (vi) substances designated by any governmental entity to cause cancer and/or reproductive toxicity.

**o. ISOLATION AREA**

An Airport-designated area located at the southwest corner of the Air Operations Area, accessed by aircraft off the departure end of Runway 20R via a taxilane. The Isolation Area has been established primarily for use by any aircraft that is suspected of carrying or has received a threat that it is carrying any bomb, explosive device, or any hazardous material. The Isolation Area is also utilized for maintenance run-ups of jet aircraft with prior approval from Airport Operations (See also Section Seven of these Rules and Regulations).

**p. SELF REFUELING**

A tiedown tenant/aircraft owner or operator who wishes to refuel his own aircraft on his assigned tiedown with petroleum products supplied by an off-airport supplier.

**q. SIDA**

The Security Identification Display Area (SIDA) is the portion of the Air Operations Area that requires continuous display of Airport-issued/approved personal and vehicle identification media, unless under an Airport-approved escort. This area includes the Commercial Ramp, the North and South Remain Overnight (RON) ramps and the commercial jet fuel farm.

**1.17 TELEPHONE NUMBERS**

Airport Emergencies .....	(949) 252-5000
Airport Airside Operations.....	(949) 252-5256
Airport Landside Operations .....	(949) 252-5244
Airport Operations I.D./Access Control Office .....	(949) 252-5076
Airport Operations Tiedown Office .....	(949) 252-5258
Airport Facilities/Maintenance Service Desk .....	(949) 852-4004
Airport Police Services (OCSD-Sta. 18).....	Emergency: (949) 252-5000
Airport Police Services (OCSD-Sta. 18).....	Business: (949) 252-5261
Airport Customer Relations Associate - Information.....	(949) 852-4000

(Operator can contact Airport personnel for messages or incoming calls)

## **SECTION TWO PERSONNEL AND VEHICLE IDENTIFICATION**

### **2.1 PERSONNEL REQUIRED TO POSSESS AND WEAR AN IDENTIFICATION BADGE**

All personnel acting in an official capacity within the SIDA, Secured Area, Air Operations Area or Sterile Area, shall have in his possession a valid government-issued I.D. and wear a valid authorized Airport Identification Badge issued by the Airport Operations I.D./Access Control office (See also Paragraph 2.7 of this Section—DISPLAY OF BADGE).

Airlines flight crews and mechanics without Airport-issued I.D. must be in company uniform and display current and valid company airline I.D. Personnel movements are restricted to the shadow area of the company aircraft and from the aircraft to/from the airline operations areas. Off-site airline mechanics (those not primarily assigned to JWA-based companies) must make arrangements with Airport Operations or Airport Police Services prior to working unescorted anywhere on the AOA.

FAA Aviation Safety Inspectors without Airport-issued I.D. must display FAA Identification Form 110-A Credential and Badge while conducting their duties within the SIDA.

### **2.2 APPLICATION FOR IDENTIFICATION BADGE**

All persons applying for an Airport Identification Badge must complete the Criminal History Records Check process (where applicable), a Security Threat Assessment, and have a completed application signed by the company's authorized signatory. Those individuals with signatory authority for a company must complete the CHRC process, complete a Security Threat Assessment, attend an Airport-provided Signatory Authority training program and an Airport-provided SIDA training class, if appropriate. Applications for Airport Identification Badges must be submitted to the Airport Operations I.D./Access Control Office.

### **2.3 SIDA TRAINING**

All persons applying for an Airport Identification Badge who will be operating in the SIDA or Secured Area are required to attend and complete a TSA-approved SIDA training class conducted by Airport Operations or by other approved personnel.

### **2.4 TERMINAL STERILE AREA TENANT TRAINING**

All Terminal Sterile Area tenants requiring unescorted access to the freight elevator, concession storage areas and/or Terminal trash compactor area are required to attend and complete an Airport-provided Sterile Area Training class. (See also Section 14 of these Rules and Regulations.)

### **2.5 ADMINISTRATIVE FEE**

An administrative fee is required with each I.D. Badge application and CHRC (fingerprinting) process.

## **2.6 COLOR CODED IDENTIFICATION BADGES**

A complete description of the Airport Identification Badge is contained in the Airport Security Plan (ASP). Computerized access levels are encoded onto the badge and will determine which portals/doors/gates the badge will access. Seven unique badge types are utilized and are distinguished by a color code as follows:

- a. Red: authorizes the holder unlimited access to all Air Operations Areas.
- b. Blue: authorizes the holder access to the SIDA, select Secured Areas, and to the General Aviation areas only.
- c. Yellow: authorizes the holder access to the General Aviation and Fixed Base Operator areas only.
- d. Green: authorizes the holder access to the Terminal Sterile Area and within ten feet from the exterior walls.
- e. Gray: authorizes the holder unlimited access to all Air Operations Areas (TSA).
- f. White: authorizes the holder access to the Terminal Sterile Area via the passenger security screening points only.
- g. Orange (white with orange band) authorizes the holder access to the Terminal Sterile Area, freight elevators, Terminal trash compactor area and non-public tenant storage areas.

## **2.7 DISPLAY OF BADGE**

With the exception of those persons indicated in Paragraph 2.16 of this Section, each person shall display a valid Airport Identification Badge issued to him while he is in any part of the SIDA, Air Operations Area or Sterile Area. The badge shall be worn above the waist on the outermost garment with the photograph visible from the front of the individual. Airline flight crewmembers without an Airport I.D. Badge shall display their airline I.D. in the same manner while in the SIDA.

## **2.8 UNAUTHORIZED USE OF BADGE**

Under no circumstance shall an Airport Identification Badge be worn or used by anyone other than the person identified on the badge. Identification Badges are not transferable. Each individual Airport Identification Badge holder shall use his own badge at all appropriate card-readers upon entering any SIDA, Secured Area or restricted area. "Piggy-backing", follow-throughs or unauthorized access to restricted areas is strictly prohibited.

## **2.9 DISPLAYING FALSE OR FORGED ID BADGE**

Under no circumstance shall any person display a false, altered or forged ID Badge, hangtag, or temporary hangtag for the purpose of gaining access to or being in the Air Operations Area, Secured Area, SIDA or any other access-controlled and/or

restricted Airport area. Intentionally defacing any Airport-issued access media or hangtag is prohibited.

## **2.10 BADGE INSPECTION**

Airport Police Services, Airport Operations and/or TSA personnel may, at any time, inspect an individual's Airport Identification Badge for the purpose of determining the holder's identity and validity of said badge.

All persons entering the SIDA or the AOA through any vehicle gate or controlled access portal may be subject to a physical inspection conducted by TSA personnel.

## **2.11 CHALLENGE RESPONSIBILITY**

All badge holders are required to challenge and/or report all unidentified and/or suspicious persons or activities observed within an Air Operations Area, SIDA, Secured Area or Sterile Area.

## **2.12 INVALIDATION OF BADGE**

Intentional mutilation or alteration in any form of an Airport Identification Badge shall invalidate the badge and will result in revocation of said ID Badge.

## **2.13 LOST OR STOLEN BADGE**

Any person who loses an Airport I.D. Badge, or suspects his I.D. Badge has been stolen, shall immediately notify both Airport Police Services (949-252-5000) and his employer. A Lost Badge Verification Form shall be filed with either Airport Operations or Airport Police Services and submitted to the Airport Operations ID/Access Control office before a replacement is issued. An administrative fee will be charged for replacing each lost or stolen badge.

## **2.14 ESCORT OF NON-BADGED PERSONNEL**

An authorized badge holder shall continuously escort non-badged personnel granted permission to enter, under their custody and control, any SIDA, Secured Area, Sterile Area or Air Operations Area. Only persons who have a legitimate business-related purpose may be escorted. Airport Management reserves the right to determine the appropriateness of any non-badged personnel escorting activity. Any authorized badge holder that provides escort assumes full responsibility for their visitors and shall be able to control all activities of the escorted person(s) at all times while they remain in the controlled areas listed above. Holders of Red, Blue, Green, Gray and Orange ID Badges who are authorized to provide escort shall have the letter "E" printed on their ID badge. Individuals with Yellow badges may provide escort only within the general aviation portion of the Air Operations Area (non-SIDA). Yellow badges do not feature the letter "E" described above.

The ratio of escorts to persons being escorted shall be sufficient such that the escort(s) can reasonably maintain complete control over all persons they are escorting. Airport Management reserves the right to determine the appropriate escort ratio in any circumstance.



At no time shall an aircraft owner or operator escort persons into the SIDA or other restricted area without proper authorization and/or a valid Airport-issued or approved Identification Badge.

## **2.15 REVOCATION OF IDENTIFICATION BADGE**

Any person who fails to comply with all the provisions outlined in Section Two (2) of this manual, or with the Airport Security Plan, is subject to the forfeiture of their Airport Identification Badge and suspension or revocation of access privileges. Retraining as appropriate, in the form of attending the SIDA, Sterile, Driver, and/or Signatory Authority class may be required to regain access privileges.

At no time shall any person who has had his Airport Identification Badge suspended or revoked be allowed to enter the SIDA, Secured Area, Air Operations Area or Sterile Area, without prior permission of, or without specific escort authorization from, the Airport Director or designee.

## **2.16 IDENTIFICATION BADGE DISPLAY EXEMPTION**

An aircraft owner or operator based at JWA is exempt from displaying an Airport Identification Badge in General Aviation (GA) Areas. He/she must have their ID Badge in their possession along with a valid Airport-issued vehicle hangtag, current FAA Airman Certificate and a valid state driver license. Transient operators in GA areas must have in their possession a current FAA Airman Certificate and valid state driver license.

Airport Police Services, Airport Operations or TSA personnel may, at any time, inspect an aircraft owner or operator's identification as listed above.

## **2.17 SURRENDER OF IDENTIFICATION BADGE**

Airport Identification Badges issued by the Airport Operations ID/Access Control Office shall be returned to that office immediately when an individual resigns, is terminated, is transferred, leaves the employment of an operator on the Airport or terminates his tenant status.

## **2.18 VEHICLE REGISTRATION DECAL**

- a. Vehicles permanently assigned and authorized to operate on John Wayne Airport shall have an Airport Vehicle Registration Decal affixed to it, except as provided in Paragraph 2.26 of this Section.
- b. All vehicles authorized to operate on the Commercial Ramp and/or SIDA shall have a **red** Airport Vehicle Registration Decal affixed to it. Vehicles with a **red** Vehicle Registration Decal are authorized to operate in non-SIDA portions of the Air Operations Area as well.
- c. Those operators who operate vehicles in non-SIDA portions of the Air Operations Area will be identified with a **yellow** Airport Vehicle Registration Decal affixed to it, except as provided in Paragraph 2.26 of this Section. Vehicles with a **yellow** Vehicle Registration Decal are not authorized to operate in the SIDA.

- d. Applicants for either a red or yellow Vehicle Registration Decal must:
  1. Provide proof of financial responsibility.
  2. Receive approval from Airport Management.
  3. Must satisfactorily pass a vehicle equipment inspection.
  4. Properly display Company Logo/Name on each side of the vehicle.

## **2.19 APPLICATION FORM FOR VEHICLE REGISTRATION**

Application forms may be obtained from Airport Police Services between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday.

## **2.20 FINANCIAL RESPONSIBILITY**

Applicants requesting a Vehicle Registration Decal shall be required to produce an acceptable insurance policy, for public liability and property damage, from a company or companies authorized to do business in the State of California, with a minimum coverage of \$1,000,000.00 combined single limit per occurrence.

## **2.21 VEHICLE MARKING**

All motorized equipment operating on the air carrier ramp must be identified by being painted with the established company colors and the recognized company logo and/or name on the vehicle (except authorized official vehicles of County, State or Federal Agencies).

## **2.22 VEHICLE EQUIPMENT INSPECTION**

- a. All vehicles receiving a **red** or **yellow** Airport Vehicle Registration Decal must meet the following safety standards: the vehicle will have tires, brakes, and lighting all in good working order. The vehicle will also function as designed and shall meet the appearance requirements listed in Paragraph 2.21 of this Section. Prior to the issuance or renewal of a registration decal, all vehicles are required to undergo an equipment inspection conducted by Airport Police Services personnel. The inspection is conducted to ensure that the vehicle is in a safe operating condition. Any noted defects shall be corrected before a registration decal is issued.
- b. In addition to the above equipment inspection, all aviation fuel tenders and refueling vehicles are required to undergo an equipment inspection conducted by a member of the Orange County Fire Authority/ARFF Station 33 staff before issuance of the Vehicle Registration Decal.

## **2.23 DECAL CERTIFYING COMPLIANCE (continued on next page)**

- a. An officer of the Airport Police Services shall place, upon a vehicle that he has inspected, a registration decal (sticker) certifying the compliance of such vehicle with all of the pertinent requirements imposed upon such vehicle by this manual.
- b. Under no circumstances shall a registration decal be removed for the purpose of being transferred to another vehicle.

## **2.24 TERM OF DECAL**

Vehicle registration decals are valid for one year from the month of issue. Vehicle decals are issued with two numbers on the face of the decal. The number on the bottom left and right sides of the decal indicates the expiration date. (Example: A number "8" on the lower left side indicates the month of August; a number "12" on the lower right side indicates the year 2012). For example, a decal issued any time in the month of August 2012 is valid through the end of August 2013, at which time the vehicle must be re-inspected by Airport Police Services and a new number must be affixed to the lower right side.

## **2.25 SUSPENSION OF DECAL**

At any time that a vehicle is found to have an equipment defect or is otherwise found to be unsafe, the registration decal shall be removed from the vehicle by Airport Police Services or Airport Operations personnel, and a notice shall be issued to correct the defect before a new registration decal is issued.

## **2.26 EXEMPTION FROM VEHICLE REGISTRATION DECAL**

- a. Vehicles operating solely on an FBO leasehold will either:
  - (1) Obtain and properly display a yellow hangtag which will be placed on the rear-view mirror so that it can be easily seen, or
  - (2) Be under escort by FBO personnel.
- b. Unescorted vehicles operating in, or left unattended on, the commercial ramp or within other areas of the SIDA on a temporary basis shall obtain and properly display a red temporary hangtag, which will be issued by Airport Operations or Airport Police Services. All temporary red hangtags issued by either Airport Operations or Airport Police Services shall be returned upon expiration. Vehicles with a temporary red hangtag are authorized to operate in non-SIDA portions of the Air Operations Area as well.
- c. All other vehicles operating in, or left unattended on non-SIDA portions of the AOA that are not required to have a Vehicle Registration Decal issued by John Wayne Airport must meet the following conditions: be street legal, have a current valid state registration and license plate, be in good operational condition; or be approved by John Wayne Airport to operate on the Airport, and obtain and properly display a yellow hangtag or a yellow temporary hangtag provided by Airport Operations. These hangtags will be issued by Airport Operations and shall be suspended from the rear-view mirror whenever the vehicle is inside the security fencing of the Airport. Aircraft owners or operators associated with a

Fixed Base Operator, Hangar Operator or with a Flying Club shall obtain the vehicle identification hangtag from their respective organizations.

Unescorted vehicles without an Airport-issued Red Vehicle Registration Decal or Red Temporary Hangtag shall not operate or park on the commercial ramp or in the SIDA.

- d. Drivers of transient or temporary vehicles operating on the AOA do not require Airport-issued identification media, however they must obtain authorization from Airport Operations, Airport Police Services or Airport Facilities and be escorted by an authorized driver/vehicle the entire time that the vehicle is on the AOA. The escort shall remain in the immediate vicinity of any escorted vehicles left parked and/or unattended that do not have any Airport-issued identification media.
- e. Emergency vehicles
- f. Official Airport vehicles
- g. Official Federal Aviation Administration or Transportation Security Administration vehicles that display government license plates.
- h. Airport personnel in possession of a current Airport-issued ID badge with Airfield Driver validation and authorization by the Airport Director or designee may utilize a blue hangtag to access any portion of the AOA in their personal vehicle.

## **SECTION THREE VEHICLE AND EQUIPMENT OPERATIONS**

### **3.1 PERMIT (DRIVER VALIDATION) REQUIRED**

Except as provided in Paragraph 3.10 of this Section, no person shall drive a vehicle on any Air Operations Area unless that person holds a valid John Wayne Airport Identification Badge with Driver Validation (the words “**DRIVER NON-MOVEMENT AREA**” or “**DRIVER MOVEMENT AREA**” appearing on the I.D. Badge) issued under the provisions of this Section. The privilege to operate a vehicle on the Air Operations Area may be suspended or revoked at any time by the Airport Director or designee with or without cause.

### **3.2 OFFICE OF ISSUANCE**

Airport Identification Badges with Driver Validation are issued by the Operations I.D./Access Control Office located in the Terminal. Badging information and office hours may be obtained by calling (949) 252-5250.

### **3.3 STATE DRIVER LICENSE**

A person applying for an Airport I.D. Badge with Driver Validation must possess a valid Class A, B, or C, California Driver License or a valid driver license from another state, in accordance with California Vehicle Code (CVC) provisions; and must present the license to the Operations I.D./Access Control Office before a Driver Validation will be issued. The driver license must be in the person’s possession while operating a vehicle on the Air Operations Area.

### **3.4 TERM OF DRIVER VALIDATION**

The term of the Driver Validation is the same as the expiration date of the person’s Airport Identification Badge.

### **3.5 WRITTEN EXAMINATION FOR ISSUANCE/RENEWAL**

All applicants applying for a new or renewal Airport I.D. Badge with Driver Validation shall be required to pass a written examination. The examination is conducted to test the applicant’s knowledge and understanding of the provisions of this manual, as they pertain to the operation of motor vehicles on the Air Operations Area.

### **3.6 FUEL DRIVER WRITTEN EXAMINATION**

Every person who operates a fuel tender or refueling truck, in addition to the provisions of Paragraph 3.6 of this Section, shall be required to attend, and to successfully complete, the Airport “Fueler Safety Course”, including both written and practical examinations given by Aircraft Rescue & Firefighting (ARFF) personnel.

### **3.7 REFUSAL TO ISSUE DRIVER VALIDATION (continued on next page)**

The Airport Operations I.D./Access Control Office shall not issue or renew an Airport I.D. Badge with Driver Validation to any person who is unable to pass an examination as provided in Paragraph 3.6 of this Section.

### **3.8 POSSESSION OF AIRPORT I.D. BADGE WITH DRIVER VALIDATION**

The driver shall have the Airport I.D. Badge with Driver Validation that is issued to him, as well as a valid state driver license in his immediate possession at all times when driving a motor vehicle on any Air Operations Area. The driver shall present I.D. Badge and valid state driver license for examination on demand of Airport Police Services or Airport Operations personnel.

### **3.9 DRIVER VALIDATION EXEMPTIONS**

- a. Drivers who operate transient or temporary vehicles entirely within the confines of a Fixed Base Operator lease area will not be required to obtain an Airport Driver Validation.
- b. When prior permission has been granted by Airport Management or their designated representatives or by Airport Police Services, drivers of temporary or transient vehicles may drive on an Air Operations Area without having to obtain an Airport Driver Validation. All such drivers shall be escorted on and off the Air Operations Area by a representative of the Airport, an agent or contractor hired by the Airport (either directly or indirectly), or by an employee of a company based on the Airport having an Airport-issued I.D. Badge with Driver Validation, or by a tiedown tenant in possession of a valid Airport-issued AOA access I.D. badge.
- c. When they are required to have access to an Air Operations Area, drivers of emergency vehicles are exempt. Such vehicles shall be escorted onto and off of the Air Operations Area by personnel possessing valid and authorized Airport-issued ID badges.

### **3.10 VEHICLE OPERATIONS ON AOA**

- a. Violation of any of the Rules and Regulations in this Section may lead to temporary suspension or permanent revocation of the privilege to operate a motor vehicle on the Airport. It is the intent of the Airport, through its enforcement activities, to encourage drivers to operate in an orderly and safe manner by complying with the Rules and Regulations contained herein.
- b. No person shall drive a vehicle on the Air Operations Area in violation of the laws of the State of California, the Orange County Codified Ordinances, or the Rules and Regulations promulgated and posted by the Airport Director.
- c. No person shall operate any vehicle on the Airport Operations Area in a careless, negligent or reckless manner.

### **3.11 CONDITION OF VEHICLES**

All vehicles operated on Airport property shall be in good working condition. No person shall drive a vehicle on the Air Operations Area if it is constructed, equipped, or loaded so as to endanger any persons or property. No vehicle shall be driven if found to have technical, mechanical or safety defects which may pollute the environment or impair the safe or efficient operation of said vehicle. Vehicles/equipment leaking fluid shall be immediately removed from service and all fluids leaked onto Airport property shall be appropriately cleaned up and properly disposed without delay.

### **3.12 SPEED LIMITS**

- a. All drivers shall obey all posted speed limits. Speed limits are shown by roadway markings and/or posted signs. In the absence of a posted speed limit, no person shall drive a vehicle at a speed greater than ten (10) mph. In all cases, the maximum speed limit on the commercial ramp is ten (10) mph.
- b. No person shall operate a tug, trailer or other vehicle towing a train of baggage or cargo carts at a speed in excess of ten (10) mph on the Air Operations Area except that when such operations are in the immediate vicinity of an aircraft, when such equipment shall not be operated in excess of five (5) mph.
- c. The maximum speed limit in any baggage make-up area is five (5) mph.

### **3.13 VEHICLE OPERATIONS AROUND AIRCRAFT**

- a. At all times, and under all conditions, aircraft shall have the right-of-way. All vehicles shall pass to the rear of an aircraft whose engine(s) is (are) running. A minimum distance of one hundred (100) feet shall be maintained when passing to the rear of a jet aircraft when its engines are running. When a vehicle cannot pass to the rear of the aircraft, the driver shall stop and wait until the aircraft passes in front of him, or until the pilot motions for him to pass to the front of his aircraft.
- b. No person shall drive a vehicle under any portion of an aircraft unless the person is in the act of servicing the aircraft.
- c. No person shall drive a vehicle, other than those vehicles being used for aircraft servicing functions, in such a manner as to create a hazard to the fuel truck, aircraft or airport hydrant system during fuel servicing operations.
- d. No person shall drive a vehicle between an aircraft and a departure/arrival gate when passengers are enplaning or deplaning an aircraft at a gate.
- e. No person shall drive any vehicle directly under any aircraft passenger loading bridge.
- f. No person shall drive a vehicle across the immediate path of a taxiing aircraft.

- g. Vehicles traveling from one location on the air carrier ramp to another shall do so by using the perimeter road, unless such travel is confined to and associated with the immediate servicing area (shadow) of an aircraft at a gate location.
- h. Vehicles entering the perimeter road shall yield to other vehicular traffic in the immediate vicinity already established on the perimeter road.

### 3.14 RESTRICTED DRIVING ON AIRPORT MOVEMENT AREAS

- a. No person under any circumstances (including emergency situations) shall drive a vehicle across any movement area markings (any active runways or taxiways) without complying with all of the following: (1) being authorized by the Airport Director or designee, (2) possessing an Airport I.D. Badge with “**DRIVER MOVEMENT AREA**”, printed on the Badge and (3) receiving permission from the Air Traffic Controller during hours of Tower operation, using a two-way radio on the Ground Control Frequency of 120.8 MHz (or Common Traffic Advisory Frequency of 126.8MHz when Tower is not operational).
- b. Drivers possessing I.D. Badges printed with “**DRIVER NON-MOVEMENT AREA**” who are requesting access to movement areas must contact Airport Operations at (949) 252-5256 or via radio to obtain approval or escort, except as provided in Paragraph 3.15 (c) of this Section. Vehicles without Ground Control Frequency shall be escorted by Airport Operations personnel, or by an authorized representative of the Airport with a ground control radio. During times when the FAA Tower is not operating, all vehicles will be escorted by appropriate authorized Airport personnel.
- c. Drivers will remain on established perimeter roadways while driving from the east side of the Airport to the west side, or from the west side to the east side. No person except as authorized by Airport staff shall drive across the Runway Protection Zones (RPZ) immediately north or south of the runways.
- d. Air carrier personnel possessing an Airport-issued I.D. Badge printed with “**DRIVER NON-MOVEMENT AREA**” who have received both tow and push-back training from their air carrier employer and who are in the process of relocating an aircraft or pushing-back an aircraft from a terminal gate and/or Remain Overnight (RON) parking position may cross the movement area markings only after receiving permission from the Air Traffic Controller during hours of Tower operation, using a two-way radio on the Ground Control Frequency of 120.8 MHz. During times when the FAA Tower is non-operational, such appropriately badged and trained air carrier personnel may cross the movement area markings only after announcing their intentions using a two-way radio on the Common Traffic Advisory Frequency of 126.8 MHz.

### 3.15 VEHICLE ESCORT

Vehicles and operators not possessing a valid vehicle registration decal or authorized I.D. Badge with driver validation issued or approved by the Airport must be under continual escort by an official County/State/Federal agency vehicle or authorized tenant vehicle, with prior authorization from Airport Operations or Airport



Police Services, while on the Commercial Ramp/Air Operations Area. Tenant vehicles may only be used to escort in areas where the driver's I.D. Badge and vehicle's registration decal or hangtag authorizes said operator/vehicle to access. Drivers must also possess a valid Airport Driver Validation (Also see Paragraph 2.18: Vehicle Registration Decal; Paragraph 3.10: Driver Validation Exemptions; and Paragraph 6.8: Escort by Fuel Vehicles Prohibited). The person providing the escort assumes full responsibility for the visitors. The person (s) authorized to escort shall be able to control all activities of the escorted vehicle at all times while they remain on the Air Operations Area.

### **3.16 PASSENGER SEATING**

No person shall drive or ride in/on a vehicle unless that person occupies a seat intended for that use.

### **3.17 USE OF HEADLIGHTS**

No person shall drive a vehicle after sunset, before sunrise, or during restricted visibility without the use of headlights.

### **3.18 ALCOHOL AND DRUGS**

No person shall drive a vehicle while under the influence of alcohol, drugs or any controlled substance on any Airport property, including the Air Operations Area.

### **3.19 UNNECESSARY DRIVING**

Unnecessary driving on the Air Operations Area is prohibited. Drivers shall utilize the outer public streets to their fullest extent. The Airport Director or designee shall designate the access and egress points for all persons driving on the Air Operations Area and all drivers shall utilize approved routes.

### **3.20 VEHICLE MAINTENANCE**

No person shall repair any mechanical defect to a vehicle on the Air Operations Area except those minor repairs required for removing a disabled vehicle from Airport property.

### **3.21 UNATTENDED VEHICLES**

No person shall leave a vehicle: (1) standing unattended while its engine is running; (2) parked with the emergency brake not engaged; and (3) with the wheels not chocked if the vehicle is equipped with chocks.

### **3.22 PARKING**

- a. As provided in OCCO 2-1-52 (K) (12), Airport Police Services may remove and store, at the owner's expense, any vehicle that is parked on the Air Operations Area in violation of the Orange County Codified Ordinances. The vehicle shall be subject to a lien for the cost of removal.

- b. No person shall park any motorized ground equipment or vehicle near any aircraft in such a manner so as to prevent it or other ground equipment or vehicle from being readily driven or towed away from the aircraft in case of an emergency. Ramp equipment shall be parked in designated storage/staging areas when not in use, and shall not be left unattended outside of these designated storage/staging areas.
- c. No person shall park any motorized ground equipment or vehicle in 1) an area that is marked and/or posted a no parking area, or 2) an aircraft safety envelope when no aircraft is present.
- d. Except as provided in Section 9, Paragraph 9.8 of these Rules and Regulations, no person shall park any motorized ground equipment or vehicle in such a way as to block access to any aircraft hangar door or designated aircraft tiedown space.

### **3.23 BAGGAGE CARTS/TRAILERS**

- a. At no time shall there be more than five (5) individual baggage carts/trailers connected together in a train on the Air Operations Area – either parked, stored, or in tow – unless specifically authorized by the Airport Director or designee.
- b. When not in use, baggage carts/trailers shall be stored in a manner so as not to impede the safe movement of pedestrians, vehicles, or aircraft. Baggage carts/trailers shall not be stored on any active Airport movement area unless specifically authorized by the Airport Director or designee.
- c. Baggage carts/trailers shall be maintained in good repair while on the Air Operations Area or shall otherwise be removed from Airport property by the owner/operator.

### **3.24 LAVATORY WASTE DISPOSAL**

Aircraft lavatory waste is hazardous to human health and the environment and must be handled with care to prevent spills and/or equipment leaks. Lavatory waste shall only be collected in equipment specifically designed for such purposes. When disposing of lavatory waste on Airport property, disposal shall only be done at Airport sites designed and intended for the purpose of such disposal. Operators using Airport lavatory waste disposal sites shall ensure all waste is flushed into the drains provided and that equipment carrying waste is properly rinsed at the disposal site after it has been emptied. Any accidental discharge of lavatory waste shall be considered hazardous material and shall be immediately collected and disposed of properly.

### **3.25 BICYCLES**

Bicycles are only permitted to operate on the Air Carrier Commercial ramp, north RON and south RON areas, Fixed Base Operator leasehold areas and must comply with all applicable vehicle code regulations. Adequate headlights and reflectors shall be used on bicycles operated after sunset, before sunrise, or during restricted

visibility. Bicycles are prohibited from transitioning into or out of the SIDA or operating in the general aviation areas of the airfield. Bicycles shall not be locked, secured, stored, or positioned anywhere on Airport property in such a manner as to impede the intended use of any door, walkway, staircase, sidewalk or vehicle and/or aircraft operating area.

### **3.26 PROHIBITED VEHICLES**

Any unregistered motorized scooter, a two- or three-wheeled device that has handlebars, a floorboard designed to stand on, or a seat, and is powered by a motor, is not permitted to be utilized on the AOA.

### **3.27 SIGNS & ROADWAY MARKINGS**

All drivers shall obey all signs and roadway markings. Roadway markings shall be considered as traffic enforcement signs. The word “stop” along a white limit line shall be considered as a stop sign.

### **3.28 FEDERAL REGULATIONS**

Any person operating vehicles/equipment on the Air Operations Area shall, in addition to these Rules and Regulations, abide by all applicable Federal Aviation Administration, Transportation Security Administration and other governmental agency rules and regulations.

### **3.29 ACCIDENT REPORT**

The driver of any motor vehicle which is in any manner involved in an accident, originating from the operation of the motor vehicle, that has resulted in: (1) any damage to County Property or to other property of more than \$500; (2) in bodily injury to or in the death of any person; or, (3) any damage that involves any aircraft, shall make a full report immediately to Airport Police Services.

### **3.30 ACCIDENT INVESTIGATION**

Officers of the Airport Police Services may investigate accidents that occur on any part of the Airport; and may gather evidence for the purpose of determining if any violation of a law or an ordinance contributed to the occurrence of such accident.

### **3.31 AIRFIELD ACCESS**

Only one vehicle at a time shall access any portion of the Air Operations Area via an airfield gate unless the subsequent vehicle(s) is/are under Airport-authorized escort. The vehicle gate must be activated by a valid Airport-issued I.D. Badge. The user must ensure the vehicle gate cycles completely (closes) prior to proceeding and there shall be no unauthorized vehicles allowed to follow through an open gate. Vehicles exiting the AOA through an airfield gate shall, upon exiting, stop and wait to ensure the gate closes completely prior to departing the area. When multiple vehicles are exiting an airfield gate at the same time, the last vehicle to exit shall stop and wait for the gate to close completely prior to departing the area. An Airport

tenant shall only enter and/or exit the Air Operations Area through those access gates they are authorized to use.

### **3.32 USE OF CELL PHONES WHILE OPERATING VEHICLES**

- a.** All persons are prohibited from operating any vehicle, motorized or non-motorized, on the Air Operations Area/Commercial Ramp while using a wireless telephone unless that telephone is specifically designed and configured to allow hands-free listening and talking, and is used in that manner while driving.
- b.** All persons are prohibited from operating any vehicle, motorized or non-motorized, on the Air Operations Area/Commercial Ramp while using any personal electronic device.
- c.** This Section does not apply to a person using a wireless telephone for emergency purposes, including, but not limited to, an emergency call to a law enforcement agency, health care provider, fire department, or other emergency services provider or agency.
- d.** Public agency personnel and emergency service providers (i.e. Airport Police Services, Orange County Sheriff Department, Fire Authority/Fire Department, official Airport Department personnel, etc.) operating official vehicles during the course of employment are exempt from these prohibitions while operating on the Air Operations Area/Commercial Ramp.

**SECTION FOUR**  
**AIR CARRIER RAMP/MOVEMENT AREA: OPERATIONS**

**4.1 PASSENGER ENPLANING/DEPLANING**

- a. Air Carrier personnel are responsible for adhering to these Rules and Regulations for all of their ramp/apron operations.
- b. All aircraft shall be loaded or unloaded, passengers enplaned or deplaned, in pre-designated areas unless otherwise permitted by the Airport Director or designee. All passengers shall be channeled through designated routes to and from the terminal building and aircraft.
- c. Airline Customer Service Agents (CSA) shall be stationed to assist and direct passengers during ground level enplaning and deplaning. There shall be **no** ground level enplaning or deplaning of passengers from aircraft while the aircraft engine(s) are operating.
- d. No pedestrian traffic is allowed to cross any active Runway/Taxiway without clearance from the FAA Airport Traffic Control Tower (ATCT) and without an escort that is authorized by Airport Operations, Airport Police Services, or Fire Authority personnel. The authorized escort shall maintain direct radio communications with the FAA Airport Traffic Control Tower (ATCT) while in the movement area.
- e. All loading bridge doors that provide ramp access shall be staffed and monitored by appropriate personnel in possession of Airport-issued I.D. Badges at all times while open or when they could be opened by unauthorized persons. All loading bridge doors shall be closed and locked when not in use and when not needed for active enplaning or deplaning.
- f. Only authorized personnel who have been appropriately trained on their use will operate loading bridges.
- g. Loading bridges shall be properly stowed (i.e. the wheels of the bridge shall be positioned within the appropriate surface-painted equipment box) when not in use.

**4.2 AIRCRAFT PARKING, POSITIONING AND MOVEMENT**

- a. There shall be only one aircraft parked at a terminal gate at a time, and the aircraft shall be parked at a terminal gate in a manner so as to remain within any aircraft limit lines painted on the ramp specified for that particular aircraft.
- b. All turbojet powered air carrier/commuter aircraft must push back via aircraft tug; power-back operations are prohibited. Aircraft being pushed back shall be aligned (stopped) parallel to and no more than 20 degrees off the taxilane centerline.

- c. Aircraft parking positions/boarding gates at the north and south commuter hold rooms (Gates 1A/B/C and 22A/B/C) shall be used by commuter aircraft only.
- d. Aircraft shall not be taxied, towed or pushed on any Runway/Taxiway until specifically cleared to do so by the FAA ATCT. Clearance from the ATCT must be received prior to pushback/tow onto Taxiway "Alpha". During hours when the ATCT is not in service, the aircraft operator shall make traffic broadcasts over the Common Traffic Advisory Frequency (CTAF; 126.8MHz) pertaining to aircraft maneuvering.
- e. No aircraft shall taxi between an airside terminal gate and an aircraft engaged in a pushback operation.
- f. One or more ramp personnel (wing walkers) shall be positioned on the Airport perimeter road while an aircraft is being pushed back. One or more ramp personnel (wing walkers) shall also be positioned on the Airport perimeter road during Airport Operations- or Airport Police Services-approved idle engine runs at the gate.
- g. Any air carrier requiring an additional parking position for an aircraft experiencing delays due to mechanical conditions, air traffic control, air crew coordination, or any other anticipated or unanticipated reason shall contact Airport Operations for approval/coordination prior to using any remote aircraft parking position.
- h. In the event an air carrier operator needs an additional parking position for an extra Remain Over Night (RON) aircraft, the air carrier shall contact Airport Operations for approval/coordination of parking as soon as the extra RON situation is anticipated.
- i. Authorized Airport Operations personnel must approve/coordinate the use of any Airport-controlled areas that are not part of the commercial ramp space, including the Emergency Isolation Area.
- j. In the event that Airport Operations personnel request an air carrier to move/relocate an aircraft from its current parking location to an alternate parking location, the air carrier shall do so without undue delay.
- k. Any aircraft parked on a commercial ramp RON parking position situated such that the tail of the aircraft faces, and is in close proximity to, an Airport parking structure shall not operate the onboard aircraft auxiliary power unit (APU); ground power units shall be used in lieu of the APU.

#### **4.3 USE OF RAMP**

- a. Requests for utilization of any non-leased ramp area shall be coordinated with Airport Operations.
- b. No surface painting or marking of the ramp or gate areas by a tenant is allowed without approval from the Airport Director or designee.

- c. Each air carrier operator is responsible for the condition of any aircraft parking position occupied by their company aircraft, and shall ensure it is free from safety hazards, fuel, oil or other hazardous material spills, F.O.D. and unused ramp vehicles/equipment. Hazardous material spills shall be immediately and appropriately addressed, and all waste materials shall be properly handled and disposed of.

#### **4.4 GENERAL AVIATION USE OF COMMERCIAL RAMP**

General aviation private, business, or corporate aircraft shall not enter or use commercial ramp parking positions or terminal area gates, or remote air carrier parking areas (NRON and SRON), without prior permission from Airport Management. The owner and/or operator making the request for such entry or use assumes full and sole responsibility for the safety and security of all aircraft located on the commercial ramp during times of said use.

**SECTION FIVE**  
**AIRPORT ACCESS CONTROL**  
**AND**  
**SECURITY VIOLATION PROGRAM**

**5.1 GENERAL**

The Airport Director or designee exercises the sole authority for controlling Airport-issued Identification Badges, hangtags, keys, and/or any other media that provides access to any restricted area of the Airport. Identification Badges, hangtags, gate cards, keys, and/or any other media which provide access are the property of the Airport and may be issued to Airport tenants, sub-tenants, employees of tenants and sub-tenants, and to owners and operators of based aircraft at John Wayne Airport. No person shall manufacture, duplicate, copy, or in any other way replicate or use any access media issued under this Section except as approved by the Airport Director or designee.

**5.2 PURPOSE**

To develop and maintain a program to promote airport security awareness and maintain a high level of compliance among badged Airport employees, tenants, vendors, and contractors who have access to restricted areas of the Airport. This Section is designed to enhance the Airport's ability to maintain a high level of compliance with applicable Federal Aviation Regulations, Transportation Security Administration Regulations, and the Airport Security Plan. Nothing in this Section precludes or limits in any way alternative actions or consequences determined by the Airport Director or designee, including a "zero tolerance" for any violation. Airport Police Services personnel may issue citations in lieu of, or in addition to, any actions taken pursuant to this program.

**5.3 APPLICABILITY AND RESPONSIBILITY**

- a. All persons in possession of an Airport-issued Identification Badge (I.D.) or other access media as outlined in the Airport Security Plan.
- b. Each Airport tenant holding a lease of Airport premises, as well as their employees, shall be responsible for ensuring that all gates on such premises remain closed and locked except when in actual use and/or under conditions that will provide the access by authorized persons only. Each Airport tenant shall be responsible for the issuance of, accountability for, and prompt return upon demand by the Airport, of I.D. Badges, hangtags and/or keys issued to their respective employees and sub-tenants.
- c. All persons provided I.D. Badges, hangtags and/or keys, which permit access to Air Operations Areas, shall be responsible for their custody and control. I.D. Badges, hangtags and/or keys shall be used for the access to restricted Airport areas for authorized purposes only. In the event that an I.D. Badge, hangtag and/or key is lost or stolen, the person responsible for it shall notify Airport Police Services immediately, at **(949) 252-5000**.



- d. All tenants, sub-tenants, employees, and other persons, who have been issued I.D. Badges, hangtags and/or keys, shall surrender them to Airport Police Services or the Airport Director or designee, upon demand.

#### **5.4 SCOPE**

- a. The Access Control and Security Violation Program is designed to address non-compliance of security regulations by individuals/companies as specified in the Transportation Security Regulations Parts 1540 and 1542 and as specified in the Airport Security Plan. This program is an alternative to the formal OCCO/CVC/CPC citation process.
- b. Personnel of the John Wayne Airport Operations Division or Airport Police Services may issue a written Notice of Violation (NOV).
- c. A copy of the violation will be given to the employee, the employer (where applicable), and a third copy will be kept on file at the Airport Operations/Airport Police Services administration offices. A computerized database will be maintained and violations will be tracked by individual badge holders, not by employers. The written violation will contain, at a minimum, the date of violation, the violator's name, employer, location of violation, type of violation (applicable paragraph and/or item number), and a signature of the individual who issued the violation.
- d. This program may be modified or suspended at any time by the Airport Director or designee with or without prior notification.

#### **5.5 ADMINISTRATIVE PROCEDURES**

- a. Responses to Notices of Violation (NOV) and/or warning letters must be made in writing by the employee and/or employer within 14 calendar days of issuance. The response must outline what measures will be taken by the employee and/or employer to ensure that a violation will not be repeated. This document will be kept on file at the Airport Operations/Airport Police Services administration offices along with a copy of the original NOV.
- b. Any individual/company receiving four NOVs involving any violation listed in Paragraph 5.6 of this Section may be subject to permanent revocation of a valid Airport-issued SIDA I.D. Badge and/or Air Operations Area driving privilege. Airport Management will review all potential revocations on a case-by-case basis prior to making a final determination.
- c. Suspension or revocation of an Airport-issued I.D. Badge or SIDA I.D. Badge does not prohibit an employee from being assigned work outside restricted areas (red, blue, green, gray, white, orange, or yellow access areas).
- d. When SIDA class retraining is required as a result of one or more violations, the employee must successfully complete the SIDA class and successfully pass the required written test.

- e. Access Control/SIDA violation consequences vary based on the type of violation, circumstances surrounding a violation, and the number of violations previously issued to an individual and/or company.

## 5.6 SIDA, SECURED AREA, STERILE AREA, AOA VIOLATIONS AND ASSOCIATED CONSEQUENCES

Examples of SIDA, SECURED AREA, STERILE AREA and/or AOA-related violations and their typical consequences are outlined in the chart below. **Note:** Actual consequences may differ from those listed and will be imposed at the sole discretion of the Airport Director or designee. Any violation may result in immediate confiscation of Airport-issued I.D. Badge pending an investigation by Airport personnel.

SECTION	ITEM	OFFENSE		
		FIRST	SECOND	THIRD
2.1	Failure to possess a valid SNA I.D. Badge in SIDA/Sterile Area/AOA (badge not on person)	Warning	5-day Badge suspension JWA SIDA or Sterile Area class retraining	10-day Badge suspension
2.7	Failure to properly display a valid SNA I.D. Badge in SIDA/Sterile Area	Warning	3 day Badge suspension; JWA SIDA or Sterile Area class retraining	5-day Badge suspension
2.8	Allowing unauthorized access to the AOA, Sterile Area and/or the SIDA	Warning	10-day Badge suspension JWA SIDA or Sterile Area class retraining	21-day Badge suspension
4.1	Failure to secure passenger loading bridge salon door	Warning	3 day Badge suspension; JWA SIDA or Sterile Area class retraining	5-day Badge suspension
2.8	Lending one's own SNA I.D. Badge to another person or using another individual's SNA I.D. Badge	<b>Badge revocation</b> <b>12-month waiting period for new JWA SIDA I.D. Badge</b>		
2.8	Improper entrance into a restricted area or AOA – piggybacking or tailgating	Warning	5-day Badge suspension JWA SIDA or Sterile Area class retraining	10-day Badge suspension
2.9	Displaying false, altered or forged ID Badge or hangtag	<b>Badge revocation</b> <b>12-month waiting period for new JWA SIDA I.D. Badge</b>		
2.11	Failure to challenge unauthorized individual(s) in the SIDA/Sterile/AOA	Warning	3-day Badge suspension JWA SIDA or Sterile Area class retraining	5-day Badge suspension
2.14	Improper personnel escort procedures	Warning	5-day Badge suspension JWA SIDA or Sterile Area class retraining	10-day Badge suspension
2.15	Entering SIDA or Sterile Area unescorted while Badge is suspended	<b>Badge revocation</b> <b>12-month waiting period for new JWA SIDA I.D. Badge</b>		
2.18	AOA vehicle registration and permit violation	Warning issued to company. Vehicle not to be used on AOA until registered with JWA	Vehicle may not be used until registered with JWA	Vehicle may not be used until registered with JWA

<b>3.8</b>	Driving on AOA without State-issued driver license and/or SNA I.D. Badge with driver endorsement on person	Warning	2-day suspension JWA SIDA/driver training class retraining	5-day Badge suspension
<b>3.14</b>	Driving on movement area without I.D. Badge movement area endorsement	Warning	2-day suspension JWA SIDA/driver training class retraining	5-day AOA driving privilege suspension
<b>3.15 3.31</b>	Improper vehicle escort procedures (permitting tailgate entry, abandoning escort, moving from AOA gate prematurely)	Warning	2-day suspension JWA SIDA/driver training class retraining	5-day AOA driving privilege suspension

## **SECTION SIX AIRCRAFT FUELING**

### **6.1 PROHIBITED FUELING OPERATIONS**

Aircraft fueling/de-fueling operations shall not take place when:

- a. The aircraft engine(s) is/are running, in the process of starting up, or is/are being warmed up by the application of external heat;
- b. The aircraft is in a hangar;
- c. Passengers are in the aircraft, unless a passenger loading ramp is in place at the cabin door, the door is open, and a cabin attendant is at or near the door; or
- d. The aircraft is in an area posted or marked indicating that fueling operations are prohibited in that area.

### **6.2 LOCATION OF AIRCRAFT**

Fuel servicing shall be accomplished out-of-doors, and a minimum of:

- a. 50 feet from the Terminal Building, T-hangars or service building; or
- b. As far away as is practical from any building that may house sources of ignition.

### **6.3 POSITION OF FUEL VEHICLES**

No fuel-servicing vehicle shall be positioned in such a manner that it cannot be readily moved away from any aircraft during an emergency; or positioned in a manner so as to prohibit the movement of aircraft or ground service/emergency equipment.

### **6.4 USE OF ELECTRICAL EQUIPMENT**

Battery chargers shall not be connected, operated, or disconnected and ground power units shall not be connected or disconnected within the immediate vicinity of fuel-servicing operations.

### **6.5 DISPLAY NO SMOKING SIGNS**

A "NO SMOKING" sign shall be displayed prominently on each side (left and right side, front and rear) as well as inside the cab of each aircraft fuel-servicing vehicle.

### **6.6 OPEN FLAMES**

Open flames shall not be allowed within fifty feet (50) of fuel servicing equipment. Open flames include, but are not limited to:

- a. Lighted cigarettes, cigars, pipes, etc.

- b. Exposed flame, heaters, stoves, or barbeques (liquid, solid or gaseous fueled devices, including portable and wheeled gasoline or kerosene heaters, stoves or barbeques).
- c. Welding or cutting torches, blowtorches, etc.
- d. Flare pots or other open flame lights.

## **6.7 HOSES AND EQUIPMENT**

Each hose, funnel, or appurtenance used in the fueling or de-fueling of an aircraft shall be maintained in a safe, sound, and non-leaking condition; and each must be properly grounded so as to prevent the ignition of volatile liquids and/or vapors.

## **6.8 ESCORT BY FUEL VEHICLES PROHIBITED**

No person shall drive a fuel-servicing vehicle for the purpose of escorting a vehicle or aircraft of any type.

## **6.9 PERSONNEL ON FUEL VEHICLE**

No person shall stand on the running board or fender of a fuel-servicing vehicle while the vehicle is in motion. The driver shall remain properly seated behind the controls of the vehicle whenever it is in motion.

## **6.10 FIRE EXTINGUISHER ON FUEL VEHICLE**

Each fuel-servicing vehicle shall have adequate portable fire extinguisher(s) as part of the vehicle's typical installed and/or assigned onboard equipment and be readily accessible. Portable fire extinguisher equipment shall be inspected in conformity with the National Fire Protection Association's requirements and regulations. Tags showing the date of the last such inspection shall be left attached to each fire extinguisher unit.

## **6.11 FUEL SPILLS**

- a. Each person engaged in fueling or de-fueling shall exercise care so as to prevent the overflow of fuel.
- b. Any fuel spill of approximately fifty square feet (50) or more, or ten (10) feet or more in any direction, or any leak that continues to flow is extremely hazardous. Airport Police Services personnel shall be notified immediately when such a spill occurs, who will then dispatch ARFF and Airport Operations personnel.
- c. Individuals responsible for a fuel spill shall ensure the immediate notification of Airport Police Services via an emergency call box phone or by calling 949-252-5000 and all pilots in the immediate area that a hazardous condition exists and shall advise them not to start any aircraft or motor vehicle engines.

- d. Individuals shall follow the established safe fueling procedures included within this Section as well as those that are contained within the California State Fire Code - Article 24-Aviation Facilities. Individuals found not following the established safe fueling procedures shall be considered neglectful in their duties and could be held liable for any damages that occur due to such neglect.

## 6.12 BONDING PROCEDURES

No person shall fuel or de-fuel an aircraft unless the proper bonding procedure has been performed. During over-wing fueling it is impossible to avoid the presence of flammable vapors near the fuel tank opening. Therefore, the following bonding procedure shall be used, step-by-step, in the alphabetical order indicated:

- a. Connect a bonding cable from the service vehicle to the aircraft. (Conductive type fuel hose is not a satisfactory method of bonding.)
- b. Connect a bonding cable from the fuel nozzle to the aircraft **BEFORE THE TANK COVER IS OPENED**. This bond is most essential; and it must be maintained throughout the fueling operation until the fuel tank has been closed.

**NOTE:** Disconnect in the reverse order: B, A

## 6.13 SELF REFUELING

- a. These procedures do not allow for, or apply to commercial fueling, when someone other than the actual operator of the aircraft is providing a fueling service of any kind. Another person may assist the owner/operator during the self-refueling process as long as the other party is not compensated in any manner for assistance or supplies.
- b. A method of self-dispensing a Class I flammable liquid into a privately owned aircraft is allowable under applicable codes. This method requires the utilization of D.O.T. approved portable safety container(s) of 5-gallon capacity or less.
- c. The Orange County Fire Authority will continue to enforce the following safety precautions upon individuals who elect to self fuel their aircraft utilizing D.O.T. approved 5-gallon safety container(s):
  1. Safety container(s) shall be of an approved type and shall be designed and constructed in accordance with nationally recognized standards and be D.O.T. approved. Maximum capacity of safety container(s) shall not exceed 5 U.S. gallons. Transportation of Class I flammable liquids shall not exceed a total quantity of 50 U.S. gallons or exceed the gross vehicle weight of the transport vehicle.
  2. Safety container(s) shall be adequately secured during transport and smoking will not be allowed inside of, or within 25 feet of, the transport vehicle.
  3. Dispensing shall not be performed where the public is invited or where there is unusual exposure to life and property.

4. Dispensing will not be permitted within 15 feet of any building, any combustible material, or any storage of Class I, II or III flammable or combustible liquids, and shall be at least 25 feet from any opening in a building, property line, street, alley, or public way.
  5. Dispensing shall be gravity fed from individual 5-gallon safety containers, with other full or empty containers stored at least 15 feet from the dispensing area.
  6. Smoking, open flame, or other sources of ignition shall be prohibited within 25 feet of the dispensing area.
  7. Empty flammable liquid safety containers shall be treated as if they were full, until they are purged of flammable vapors by an approved method.
  8. An approved portable fire extinguisher, having a minimum classification of 40-B, shall be provided and maintained within 50 feet of the operation for the extinguishment of fires.
  9. An approved means shall be provided to control and recover spilled fuel, such as an approved absorbent material. The person fueling shall promptly and thoroughly clean up all such material. All contaminated absorbent material will be considered hazardous waste and disposed of in accordance with Local, State and Federal laws, and none shall be left on Airport property.
- d. Any request to fuel aircraft by means other than those outlined above, or by means other than from specifically designed, inspected, and JWA-permitted aircraft refueler vehicles, must be submitted in writing to the Orange County Fire Authority/Fire Prevention Bureau, and to John Wayne Airport Administration for review.

## SECTION SEVEN AIRCRAFT ENGINE RUN-UP AND ISOLATION AREA USE

### 7.1 APPLICABILITY

- a. This Section sets forth the procedures governing the maintenance engine run-up of all turbo-fan, turbo-jet and medium and large sized turbo-prop aircraft at John Wayne Airport. It applies to all jet aircraft, and to other aircraft having engine ratings of greater than 1000HP per engine.
- b. Static run-ups for aircraft with less than 1000HP shall be held to a minimum consistent with operational requirements, and may only be conducted in designated areas unless prior approval is obtained from the Airport Operations Division for use of alternate areas.
- c. This Section is not intended to govern normal pre-flight run-ups made prior to takeoff. For the purposes of these Rules and Regulations, a maintenance engine run-up is defined as any procedure requiring a power setting higher than idle-power. The power required for normal ramp movement is not governed by this definition.

### 7.2 POLICY

It is the policy of John Wayne Airport that all aircraft operations at the Airport shall be conducted in such a manner so that the noise impact on the community is minimized and to preclude the possibility of undue nuisance or damage to persons or property.

### 7.3 ISOLATION AREA DESCRIPTION

An Airport-designated Isolation Area has been established for use by any aircraft that is suspected of carrying, or has received a threat that it is carrying a bomb, explosive device, or any hazardous material. With Airport approval, the area may be utilized for engine run-ups and service checks by turbo-fan/turbo-jet aircraft and medium and large multi-engine turbo-prop aircraft. The Isolation Area is a paved 200-foot diameter delineated circle located in the southwestern-most quadrant of the Airport, angled approximately 1,340 feet off the departure end of Runway 20R.

### 7.4 PROCEDURES

- a. Prior to any aircraft engine maintenance run-ups or service checks being performed, the operator must obtain approval from Airport Operations or Airport Police Services. The aircraft operator shall contact Airport Operations at (949) 252-5256 between the hours of 0530 and 2330. Airport Operations personnel can also be reached via the Airport operator at (949) 852-4000. Run-ups during the period of 2330 and 0530 shall be coordinated with Airport Police Services at (949) 252-5000. No run-ups shall be performed in the Isolation Area without prior permission from Airport Operations or Airport Police Services personnel. **No run-ups shall be performed in the Isolation Area outside of the permissible conditions or hours of operation, as listed in this Section.**



- b. Between the hours of 0615-2300, the aircraft operator shall contact Airport Traffic Control Tower (ATCT) personnel on Ground Control Frequency (120.8 MHz) for taxi clearance **prior to aircraft movement**. The aircraft operator must continuously monitor Ground Control Frequency (120.8 MHz) during the run-up.
- c. During hours when the ATCT is not in service (2300hrs to 0615hrs), **the aircraft operator shall make traffic broadcasts over the Common Traffic Advisory Frequency (CTAF; 126.8 MHz) pertaining to aircraft positioning. The aircraft operator shall monitor the CTAF during the entire run-up procedure.**
- d. Engine run-ups shall be conducted only at the following locations:
  - 1. Between the hours of 0700-2200 Monday through Saturday and 0800-2200 Sunday, the Isolation Area will be used only as directed by Airport Operations or Airport Police Services personnel.
  - 2. Between the hours of 2200-0700 Monday through Saturday and 2200-0800 Sunday, Taxiway "A" between Taxiways "L" and "H" will be utilized as directed by Airport Operations or Airport Police Services personnel. **Aircraft shall face nose to the south, parallel to and on the taxiway centerline.**
- e. Run-ups during Runway 02L operations shall be performed at an alternate location, which will be determined by Airport Operations and coordinated with ATCT personnel. Runway 02R/20L or Taxiway "B", south of "J", may be designated as an alternate run-up location. No run-up shall be performed at any time when a potential traffic conflict or other hazard is created by the run-up. **The Isolation Area shall NOT be used for run-ups or any other maintenance checks during Runway 02L operations.**
- f. Proper positioning of aircraft during run-ups is imperative to minimize noise impact or impact on facilities, based aircraft in the vicinity, or other jet/prop blast hazards. Aircraft utilizing the Isolation Area for run-ups shall be positioned on the lead-in line provided, with the nose gear of the aircraft in the "painted box" surface marking, **regardless of wind direction**. Airport Operations personnel shall coordinate and monitor the positioning of all aircraft approved to use the Isolation Area.
- g. Air carrier aircraft must be maneuvered by tug to turn around and must be towed to the Isolation Area runway hold lines when exiting the area: **AIR CARRIER AIRCRAFT MAY NOT TURN UNDER POWER WHILE IN THE ISOLATION AREA**. From the runway hold lines, aircraft may taxi out under power, as directed by ATCT personnel. All other aircraft, when turning within the Isolation Area under power, must turn in a **CLOCKWISE FASHION UNDER MINIMAL POWER TO AVOID DAMAGING AIRCRAFT, VEHICLES, PERSONNEL OR STRUCTURES IN THE VICINITY**.
- h. Aircraft must be staffed with properly authorized and trained personnel. If the aircraft is not capable of being taxied, a tug and tow bar must remain connected

for immediate evacuation in case of an emergency (i.e., Bomb Threat, Hijacking, etc.) at all times. **Air carrier aircraft in the Isolation Area for maintenance/repairs must remain connected to a tug at all times.** Aircraft may not be left unattended at any time, unless prior approval for a specific time period has been obtained from Airport Operations personnel.

- i. Personnel conducting run-ups above idle power must record the **EXACT** times of engine startup and shutdown and report this information to Airport Operations.
- j. Unless operational procedures require, no more than one engine shall be run above idle power at any time during the run-up or maintenance check. Power applied shall be held to the minimum level required for conducting the maintenance check.
- k. In the event of an emergency requiring the use of the Isolation Area for its primary purpose, all aircraft, ground support equipment and personnel not directly involved with the emergency must vacate the area in a safe and expeditious manner. **The Airport Director or designee may terminate use of the Isolation Area for run-ups at any time.**
- l. The aircraft operator shall be responsible for the immediate clean up of any spills, leaks, or debris coming from the aircraft or ground equipment.

**ALL TIMES INDICATED ARE 24-HOUR CLOCK TIMES**

## **SECTION EIGHT TRANSIENT AIRCRAFT PARKING**

### **8.1 PROHIBITED USE**

The use of Transient Aircraft Parking Areas for conducting scheduled air carrier operations or for the display, demonstration, or sale of new and used aircraft in connection with a business or commercial enterprise is prohibited.

### **8.2 AIRCRAFT OPERATIONS**

- a. Transient Aircraft Parking Areas are provided primarily for use by transient (non-based) aircraft.
- b. Transient area parking shall be operated on a first-come, first-served basis. Spaces may not be reserved.
- c. All aircraft, when left unattended, must have a wheel chock properly positioned on at least one main tire and/or nose gear tire. Where provisions are available to tie down aircraft or secure in another manner, all fixed-wing aircraft will be properly tied down at all times when parked in the Transient Areas.
- d. Rotary wing aircraft (helicopters) shall park only on spaces designated for their use.
- e. No aircraft shall be parked or positioned in such a manner that the aircraft creates a hazard or otherwise interferes with the safe and efficient flow of other aircraft. No person shall park an aircraft in any designated "No Parking Area".
- f. No aircraft or portion of an aircraft shall be positioned in such a manner that creates a hazard to vehicles or encroaches upon vehicle roadways.
- g. No aircraft shall be parked on, or positioned over, any portion of the commercial ramp without prior approval by the Airport Director or designee.
- h. No aircraft shall be parked closer than three (3) feet from any portion of another aircraft; nor shall overlap any structural member of another aircraft.
- i. No aircraft shall be parked or positioned in other than a designated space, or interior taxilane, for the purpose of fueling, or for the enplaning or deplaning of passengers or cargo.
- j. Rotary wing aircraft must air taxi to and from taxiway aiming points and designated parking spaces within the Transient Aircraft Parking Areas. Direct approaches or departures to and from parking spaces are prohibited.

### **8.3 GROUND VEHICLE OPERATION (continued on next page)**

- a. No vehicle shall be parked or positioned in such a manner that the vehicle creates a hazard, or otherwise interferes with the safe and efficient movement of aircraft to and from the Transient Aircraft Parking Areas.
- b. Private vehicles, including rental cars, shall not be parked or left unattended on any Transient Aircraft Parking Area.
- c. No vehicle equipped to carry more than ten (10) passengers shall be admitted to any Transient Aircraft Parking Area without the prior approval of the Airport Director or designee.
- d. Only those fuel trucks and other ramp support vehicles that are either manned or are being used for direct support of transient aircraft operations are allowed on any Transient Aircraft Parking Area. All vehicles not in use or not needed must be parked on leased premises.

#### **8.4 TRANSIENT AIRCRAFT PARKING AREAS**

- a. Fixed Wing Aircraft:
  - 1. Transient Aircraft Parking Areas are located on the east side of the Air Operations Area. One area is located north of the Signature Flight Support FBO leasehold; one is located south of the Atlantic Aviation FBO leasehold.
  - 2. No aircraft with a maximum gross weight certification heavier than the rated pavement stresses for respective Transient Parking Areas shall occupy said Parking Areas unless approved by the Airport Director or designee. Rated pavement stress data may be obtained by contacting Airport Operations.
- b. Rotary Wing Aircraft (helicopters):
  - 1. Helicopter parking spaces adjacent to the Transient Aircraft Parking Areas shall be left unobstructed at all times and be available for use only by helicopters.
  - 2. In the event that all designated helicopter parking spaces are occupied, the Airport Director or authorized representative may designate an alternate parking location.

#### **8.5 FUELING OPERATIONS**

Aircraft fueling or de-fueling operations shall be conducted in a safe manner subject to, and in accordance with, all applicable Federal, State, and County Rules, Regulations, and Codes (see Airport Rules and Regulations Section 6).

#### **8.6 TRANSIENT AREA TIEDOWN FEES**

Use of the Transient Aircraft Parking Areas is subject to the payment of fees adopted by the Board of Supervisors of Orange County as well as applicable facility use fees charged by an FBO operating a Transient Aircraft Parking Area.

## **8.7 MAINTENANCE OF AIRCRAFT ON TRANSIENT PARKING AREAS**

No aircraft maintenance shall be conducted on Transient Aircraft Parking Areas except that which is of an emergency nature; and which is absolutely necessary to allow safe movement (towing) of the aircraft. Once an aircraft can be safely moved, it shall be relocated to a maintenance shop or area designated by the aircraft operator for the completion of repairs.

## **8.8 AIRCRAFT PARKING TIME LIMITATIONS**

- a. Transient aircraft shall not be permitted to park on transient areas for more than thirty (30) days in any sixty (60) day period without written permission from the Airport Director or designee.
- b. Based aircraft are limited to a maximum of two (2) hours parking, within any twenty-four (24) hour period, unless the Airport Director or designee has given prior approval.

## **8.9 OVERFLOW CONDITION**

Respective Transient Parking Area operators are instructed to notify the FAA Airport Traffic Control Tower when such areas are filled to capacity, and again when space becomes available.

## **8.10 FEES AND CHARGES ADENDUM**

- a. Small aircraft (12,500 lbs. or less) fees:
  1. \$5.00 for each day up to 14 days
  2. For each day after, there is an escalator of:
    - 50% more for the 15<sup>th</sup> consecutive day to the 29<sup>th</sup> (\$7.50)
    - 100% more for the 30<sup>th</sup> consecutive day to the 59<sup>th</sup> (\$10.00)
    - 200% more for the 60<sup>th</sup> consecutive day on up (\$15.00)
- b. Large aircraft (greater than 12,500 lbs.) fees:
  1. \$15.00 for each day up to 14 days
  2. For each day after, there is an escalator of:
    - 50% more for the 15<sup>th</sup> consecutive day to the 29<sup>th</sup> (\$22.50)
    - 100% more for the 30<sup>th</sup> consecutive day to the 59<sup>th</sup> (\$30.00)
    - 200% more for the 60<sup>th</sup> consecutive day on up (\$45.00)
  3. The fee schedule listed above has been adopted by the Board of Supervisors of Orange County and does not include any applicable facility use fees charged by a respective FBO operating a Transient Aircraft Parking Area.

- c. On a regular basis, the Airport Tiedown Administration Office submits two lists to each Fixed Base Operator (FBO). One list is a daily record of all the aircraft registration numbers recorded on the Transient Aircraft Parking Areas operated by a respective Fixed Base Operator (FBO). The second list is a monthly compilation of all aircraft registration numbers recorded on the Transient Aircraft Parking Areas operated by a respective FBO.

**SECTION NINE  
GENERAL AVIATION POLICIES AND PROCEDURES**

**9.1 AIRCRAFT TIEDOWN/HANGAR WAITING LIST**

- a. Eligibility for the waiting list is unrestricted.
- b. Waiting list positions are non-transferable.
- c. Parties on the waiting list are restricted to one application. Upon assignment of a tiedown/hangar space, a party may re-apply for a second tiedown/hangar.
- d. Applicants are eligible for any size tiedown/hangar space when initially placed on the waiting list (hangar spaces are only available in 40' spaces). If assignment of a space is declined, the applicant shall no longer be eligible for the space declined; but the applicant shall remain eligible for other spaces when made available.
- e. Dissolution of organizations, corporations, partnerships, flying clubs, etc. shall result in removal from the tiedown/hangar waiting list. Joint applicants shall be treated as a partnership. "Dissolution" is defined as a joint agreement, by all of the involved parties, to terminate the group relationship.
- f. A deposit in the sum set forth in Paragraph 9.6 of this Section will be required with the hangar application. Upon assignment of a space, the deposit will be applied to fees beginning with the first (1<sup>st</sup>) month. The deposit is refundable for applicants who withdraw, or who are removed from, the waiting list.
- g. Tiedown/hangar licensees have the option to give up assigned spaces and to be placed at the front of the waiting list for a period of six (6) months and be eligible for all size spaces.

During the six (6) month period, the tiedown/hangar licensee may decline spaces offered and may remain on the waiting list. If no space is assigned during the six (6) month period, the period will be extended until such time that a space of at least the same size as the one given up is offered. The tiedown/hangar licensee who gave up the space will be dropped from the waiting list if during the extended period a space of at least the same size as the one given up is declined.

- h. Applicants shall keep Airport Tiedown Administration advised of their current address/telephone number(s). Applicants who cannot be contacted at the address/phone number(s) provided shall be removed from the waiting list.
- i. Applicants who violate either the Orange County Codified Ordinances (OCCOs) or the Airport Rules and Regulations may be removed from the waiting list.

## **9.2 ASSIGNMENT OF TIEDOWN/HANGAR SPACES**

- a. Assignments of tiedown/hangar spaces are made from the waiting list when applicable. If there is no waiting list for a particular size tiedown/hangar space, then assignment will be made on a first come, first served basis.
- b. Tiedown/Hanger spaces are not transferable.
- c. From the date of notification of space availability for assignment, ten (10) working days are allowed to execute the tiedown/hangar license. Requests for an extension must be made in writing to Airport Tiedown Administration. Fees will accrue from the fifth (5<sup>th</sup>) day after notification of space availability.
- d. For space assignments to organizations, partnerships, corporations, flying clubs, etc., dissolution shall result in tiedown/hangar license cancellation.
- e. Tiedown/hangar spaces may not be sublet or assigned by the licensee.
- f. Violation of the Orange County Codified Ordinances, the Federal Aviation Regulations (FARs), or the Airport Rules and Regulations, may result in tiedown/hangar license cancellation.

## **9.3 CONDITION OF TIEDOWN/HANGAR SPACE OCCUPANCY**

- a. An aircraft shall be registered with Airport Tiedown Administration for each assigned tiedown/hangar space. A copy of the aircraft's current FAA annual inspection, registration certificate, and insurance shall be provided to Airport Tiedown Administration upon assignment of a tiedown/hangar space.
- b. Only aircraft that are registered for the space shall occupy the space. Prior arrangements must be made with Airport Tiedown Administration in the event an aircraft other than that which is registered for the space is to occupy said space on a short-term, temporary basis.
- c. Registered aircraft shall be of a size compatible with the space. Space and aircraft size restriction information is available through the Airport Tiedown Administration office.
- d. Only one aircraft at a time shall occupy any assigned County tiedown or T-hangar space.
- e. Dissolution of organizations, corporations, partnerships, flying clubs, etc., shall result in the cancellation of tiedown/hangar license agreement. Joint applicants shall be treated as a partnership.
- f. Liability insurance shall be maintained for registered aircraft in the amounts specified in Paragraph 9.10 of this Section. Proof of current insurance shall be provided to Airport Tiedown Administration annually.



- g. Aircraft shall be maintained in an airworthy condition, and shall have a current annual inspection in accordance with Federal Aviation Regulation Part 43, and shall be certified to be in airworthy condition. Proof of current annual inspection shall be provided to Airport Tiedown Administration upon request, where proof may be evidenced by, but not limited to, the Federal Aviation Regulation required annual inspections, and inspections of the aircraft and engine logbooks.
- h. Aircraft that occupy spaces without a valid license, or that are not registered for the spaces are subject to citation, removal, and disposition by Airport Tiedown Administration.
- i. Violation of Federal, state or local regulations/ordinances, or the Airport Rules and Regulations may result in tiedown/hangar license cancellation.
- j. Licensees will immediately notify Airport Tiedown Administration upon permanent removal of aircraft assigned to spaces. The licensee has sixty (60) days to register a replacement aircraft and to re-occupy the space. Failure to replace aircraft shall result in license cancellation.
- k. Trash containers (not specifically provided by the County) shall be covered, shall be the sole responsibility of the licensee, shall be adequately secured to the tiedown anchor cables, and shall be emptied periodically as necessary. No person shall store uncovered trash containers at any tiedown area.

#### **9.4 GENERAL AVIATION AIRCRAFT OPERATIONS**

- a. No person shall run an aircraft engine(s) or taxi any aircraft on the Airport in a place where the propeller/exhaust blast is likely to cause personal injury and/or property damage. Engine run-ups shall be conducted in designated areas only.
- b. No person shall move or operate an aircraft in a careless, negligent or reckless manner.
- c. No person shall taxi an aircraft into or out of any tiedown space that is not specifically designed for such operations. Information regarding taxi in/out spaces may be obtained at the Airport Tiedown Administration Office.
- d. All aircraft must be properly parked and tied down by the owner/operator when left unattended.
- e. No aircraft shall be parked or positioned in such a manner that the aircraft creates a hazard or otherwise interferes with the safe and efficient flow of other aircraft. No person shall park an aircraft in any designated "No Parking Area".
- f. General aviation private, business, or corporate aircraft shall not enter or use commercial ramp parking positions or terminal area gates, or remote air carrier parking areas (NRON and SRON), without prior permission from Airport Management. The owner and/or operator making the request for such entry or use assumes full and sole responsibility for the safety and security of all aircraft located on the commercial ramp during times of said use.

## 9.5 COMMERCIAL OPERATIONS

- a. No person shall engage in any business or commercial activity on the Airport without a lease, operating agreement, license, permit or contract approved by the County, or a sublease from a duly authorized master lessee.

## 9.6 FEES AND CHARGES

- a. Tiedown/hangar space fees accrue from the date of assignment, in amounts established by the County Board of Supervisors.
- b. Fees are due on the first (1<sup>st</sup>) of the month, payable in advance, and will be considered late if not received by the tenth (10<sup>th</sup>) of the month.
- c. Late payments are subject to a charge in an amount established by County Airport Policy.
- d. A charge, in the amount established by current County Airport Policy, will be assessed for each replacement ID badge, hangtag or key that is provided to licensees for access to tiedown/hangar areas.
- e. Licensees are subject to charges, equivalent to the actual cost of repairs, for damages to Airport property, beyond normal wear and tear, for which they are responsible.
- f. Parties who occupy spaces without a valid license agreement, or with aircraft not registered for the spaces, are subject to charges for storage, removal and/or disposal of the aircraft.
- g. Tiedown/Hangar Fees: Fees associated with the various tiedown hangar and spaces can be obtained by contacting the Airport tiedown Administration office.
- h. Waiting List Deposit for Hangers: Information regarding any required deposit for tiedown and/or hangar space waiting list may be obtained by contacting the Airport Tiedown Administration office.
- i. Airport Tiedown Maintenance Area Fee  
  
Over thirty (30) consecutive days - \$2.25/day.
- j. Late Payment of Tiedown/Hangar Fee  
  
1.5% of the unpaid balance
- k. Fees for ID badges, Hangtags and Keys: Applicable fees will be charged for new and/or replacement Airport-issued ID badges, hangtags and keys as well as for the submission of a required Security Threat Assessment (STA) associated with the issuance of each initial ID badge (see also Section 13 of these Rules and Regulations). A list of current applicable fees is available at the Airport Operations Tiedown Administration office.

## 9.7 MAINTENANCE

- a. Aircraft maintenance at John Wayne Airport that is conducted commercially (for remuneration) is restricted to those persons holding an approved permit, license, lease, or sublease with the County and/or Airport.
- b. Tiedown/hangar licensees who engage in unauthorized commercial maintenance operations may have their space assignments canceled.
- c. An aircraft owner/operator possessing a valid FAA Airman's Certificate (pilot license) may perform the following work on his aircraft within his tiedown/hangar space or in a designated County maintenance area:
  1. Removal, installation, and repair of landing gear tires.
  2. Replacing elastic shock absorber cords on landing gear.
  3. Servicing landing gear shock struts by adding oil, air, or both.
  4. Servicing landing gear wheel bearings, such as cleaning and greasing.
  5. Replacing defective safety wiring or cotter keys.
  6. Lubrication not requiring disassembly other than removal of nonstructural items such as cover plates, cowlings, and fairings.
  7. Making simple fabric patches not requiring rib stitching or the removal of structural parts or control surfaces.
  8. Replenishing hydraulic fluid in the hydraulic reservoir.
  9. Refinishing decorative coating of fuselage, wings, tail group surfaces (excluding balanced control surfaces), fairings, cowling, landing gear, cabin, or cockpit interior when removal or disassembly of any primary structure or operating system is not required. **NOTE:** Spray painting is limited to the use of self-contained, hand-held pressurized cans and coverage of an area 12 inches square, or less. Fabric patching is limited to patches of 12 inches square, or less, and doped by paintbrush.
  10. Applying preservative or protective material to components where no disassembly of any primary structure or operating system is involved and where such coating is not prohibited, nor is contrary to good practices.
  11. Repairing upholstery and decorative furnishings of the cabin or cockpit interior when the repairing does not require disassembly of any primary structure or operating system; nor interferes with an operating system, nor affects any primary structure of the aircraft.
  12. Making small simple repairs to fairings, nonstructural cover plates and cowlings; making small patches and reinforcements that do not change the contour so as to interfere with proper airflow.
  13. Replacing side windows, where that work does not interfere with any primary structure or any operating system such as controls, electrical equipment, etc.
  14. Replacing safety belts.
  15. Replacing seats or seat parts with replacement parts approved for the aircraft, not involving disassemble or any primary structure or operating system.
  16. Trouble shooting and repairing broken circuits in landing light wiring circuits.
  17. Replacing bulbs, reflectors, and lenses of position and landing lights.

18. Replacing wheels where no weight and balance computation is involved.
  19. Replacing any cowling not requiring removal of the propeller or disconnection of flight controls.
  20. Replacing or cleaning spark plugs and setting of spark plug gap clearance.
  21. Replacing any hose connection except hydraulic connections.
  22. Replacing prefabricated fuel lines.
  23. Cleaning fuel and oil strainers.
  24. Replacing batteries and checking fluid levels and specific gravity.
  25. Removing and installing glider wings and tail surfaces that are specifically designed for quick removal and installation and when the pilot/owner/operator can accomplish such removal and installation.
- d. An aircraft owner/operator may perform aircraft maintenance and repair work on the aircraft registered for the assigned tiedown/hangar space or in a designated maintenance area under the following conditions:
1. The aircraft owner must possess a current A&P or I.A. certificate consistent with the type of work he personally performs.
  2. Individuals who assist or perform work for the aircraft owner may not do so for hire, compensation or reward. This restriction applies to the performance, supervision or the signing off of work when the aircraft owner does not hold an appropriate A&P or I.A. certificate for the level of work performed.
  3. The removal or replacement of major airframe components or engines must be performed in a designated maintenance area only.
- e. Spray painting, spray doping, open flame torch work, arc welding, sand blasting, paint stripping, de-fueling, fuel tank repairs/removal and the use of highly flammable solvents or other fluids for cleaning purposes are prohibited in any County tiedown/hangar area. **NOTE:** Touch up painting using a self-contained, hand-held pressurized can and doping of fabric areas is allowed, as long as either area does not exceed 12"x12" in size.
- f. Use of a designated maintenance area is limited to thirty (30) days. After thirty (30) days, the aircraft shall be relocated to its tiedown spot for no less than seven (7) days. After this time the aircraft may be relocated back to the designated maintenance area for another thirty (30) days if space is available. After the second thirty (30) day period, the aircraft shall again be relocated to its assigned tiedown space and may not use another designated maintenance spot for at least thirty (30) days unless prearranged through the Tiedown Administration Office. Aircraft exceeding this time limit will be subject to a \$2.25 per day charge.
- g. Use of a designated maintenance area will be on a first come, first served basis. Designated maintenance areas are for the use of based County tiedown/hangar tenants only.

- h. All loose material and components that may be hazardous to other persons or aircraft must be removed from the County maintenance spots upon completion of maintenance work every day.
- i. Refuse or waste products must be removed or deposited in containers provided for that purpose. Oil drip pans must be used to prevent oil from dripping on the ground.

## **9.8 ACCESS AND MOTOR VEHICLES**

- a. Access to John Wayne Airport tiedown and hangar areas, and the operation of motor vehicles within the Air Operations Area, is subject to the TSA-approved Airport Security Plan. (See also Sections 2 & 3 of the Airport Rules and Regulations).
- b. Appropriate access media (ID badges, hangtags and/or keys) are issued to tiedown/hangar licensees for vehicle access to the tiedown/hangar areas (see Section 2 of the Airport Rules and Regulations).
- c. Licensee(s) is responsible, under the Airport Security Plan, for the custody and control of access media (ID badges, hangtags and/or keys) issued to them. Licensees must ensure that access media is used only by individuals whose access is related to the operation of the licensees' aircraft with the licensees' approval, or who are known to have a legitimate need to enter the Airport. Misuse of any access media is a violation of Transportation Security Administration Regulations and may result in the confiscation of said media.
- d. When a registered aircraft is absent from its tiedown space, the licensee may occupy that space with one motor vehicle only displaying an Airport-issued vehicle hangtag. All other motor vehicles must also display an Airport-issued vehicle hangtag and shall be parked in the Airport-designated parking areas or off the airfield.
- e. When a registered aircraft is absent from its hangar, the licensee may occupy that hangar with a vehicle. Vehicles shall be parked so as to not interfere with any aircraft operations. Hangars shall not be used for the storage of personal vehicles, equipment or personal belongings not related to the use and maintenance of the stored aircraft.
- f. Motor vehicle maintenance and washing is prohibited everywhere on the airfield.

## **9.9 EXEMPTIONS**

Requests for exemptions to this Section of these Rules and Regulations shall be submitted on the form provided by Airport Tiedown Administration. Airport Tiedown Administration action on such requests shall be recorded by endorsement on the request form.

## **9.10 INSURANCE (continued on next page)**

- a. A registered aircraft owner/operator with a licensed tiedown/hangar space at John Wayne Airport must maintain the following aircraft insurance minimum amounts: \$1,000,000 combined single limit bodily injury and property damage liability; \$100,000 each person passenger liability.
- b. The required insurance shall be acceptable to the Airport Director or designee and shall be in full force and effect from the first (1<sup>st</sup>) day, and throughout the term of the Tiedown License.
- c. The insurance policy required under this license shall contain the following three clauses:
  1. "This insurance shall not be canceled, limited in scope of coverage or non-renewed until after 30 days written notice has been given to the Airport Director, John Wayne Airport, 3160 Airway Avenue, Costa Mesa, CA 92626; Attention: "Airport Tiedown Administration."
  2. "The County of Orange is added as an insured with respect to the operation of the named insured at or from the license area occupied and used by the named insured pursuant to the tiedown license issued by the County of Orange."
  3. "It is agreed that any insurance maintained by the County of Orange will apply in excess of, and not contribute with, insurance provided by this policy."
- d. The licensee agrees to provide certificates of insurance necessary to satisfy the Airport Director that the insurance requirements of this license have been met. The Airport Director shall have the right to periodically review the coverage, form, and amount of the insurance required.
- e. Failure to maintain the required insurance may result in cancellation of the Tiedown License.

## **9.11 STORAGE CONTAINERS**

- a. For the purpose of this Section of these Rules and Regulations, a storage container is any container located on an aircraft parking/tiedown space.
- b. The number of storage containers allowed on each registered parking/tiedown space shall not exceed one (1).
- c. The outside dimensions of a storage container shall not exceed 24 inches high, 24 inches wide and 54 inches long.
- d. The storage container should be secured to the tiedown cable, or be secured in such other manner that it is prevented from moving when subjected to high winds, prop-wash, rotor-wash or jet blast.
- e. Storage containers must be maintained in good repair.

- f. Storage containers should be waterproof and shall not leak oil or any hazardous fluids onto the ground.

#### **9.12 Canopy and/or Shade Structures**

- a. All canopy or shade structures installed/erected on or over any registered tiedown space shall be approved in writing by the Airport Director or designee prior to being installed and/or erected.
- b. Only equipment, options, or attachments featured in the original canopy or shade structure designs approved by the Airport Director or designee shall be installed and/or erected. Any additional equipment, option(s) or attachment(s) to be added to any canopy or shade structure must first be approved by the Airport Director or designee in writing prior to being installed and/or erected.
- c. Disassembly of, or modification to, any installed canopy or shade structure is prohibited unless specifically allowed as part of the terms of a valid lease or license agreement, or without prior written approval from the Airport Director or authorized designee.
- d. This section is not intended to restrict the use of lightweight, portable and temporary canopies used by a licensee, aircraft owner/operator, or associate while present at the registered tiedown space where it is being used.

## **SECTION TEN RULES OF PERSONAL CONDUCT**

### **10.1 GENERAL**

No person shall enter into any SIDA or Secured, Sterile, restricted, or limited access areas of the passenger terminal without being in compliance with one or more of the following provisions:

- a. Successfully complete all required portions of the Transportation Security Administration passenger pre-boarding inspection process including: submitting any and all personal property to screening; appropriately pass through a security screening checkpoint lane position staffed by Transportation Security Administration personnel, and remain only in authorized locations maintained for passenger enplanement and deplanement.
- b. Have authorization to be in the area that will be accessed, on duty for appropriate and authorized Airport-related business, in appropriate company attire, and possess and properly display a valid Airport-issued or Airport-authorized I.D. Badge and be an authorized Airport employee, Airport tenant, or other authorized person acting in compliance with all applicable rules, regulations, ordinances and policies of the Airport and the Transportation Security Administration-approved Airport Security Plan. Flight crews without Airport-issued I.D. must be on-duty, in appropriate company uniform, and must properly display current, validated air carrier I.D.
- c. Be under continuous escort by another person meeting all of the criteria listed in paragraph “b” above, and shall comply with all rules, regulations, ordinances and policies of the Airport and the Transportation Security Administration-approved Airport Security Plan.

### **10.2 PEDESTRIAN ACCESS TO AIRPORT MOVEMENT AREAS**

- a. No person under any circumstances (including emergency situations) shall walk across any movement area markings or any active runways or taxiways or safety areas without first: (1) being authorized by the Airport Director or designee and (2) receiving permission from the Airport Traffic Control Tower during hours of Tower operation, using a two-way radio on the Ground Control Frequency of 120.8 MHz. Pedestrians requesting access to movement areas must contact Airport Operations at (949) 252-5256 or via radio to obtain approval or escort. During times when the FAA Tower is not operating, no person under any circumstances shall walk across an active runway or taxiway without being escorted by appropriate authorized Airport personnel.
- b. Flight instructors in the process of monitoring student pilots during first solo flights may stand at the intersection of Taxiway “C” and Taxiway “J” adjacent to the Runway 2R/20L hold short bars only if prearranged with the Airport Traffic Control Tower and while in possession of a hand held radio that maintains continuous contact with Tower personnel and the student pilot.



### 10.3 PROHIBITED CONDUCT

- a. No person shall deliberately tamper with, alter, move or otherwise affect any perimeter fence, gate, gate tracking device, security equipment, CCTV camera, PIN pad access control device, lock, electromagnetic locking device or other such implement.
- b. No person shall deliberately activate any security device or cause a security alarm when no actual threat to security or emergency condition exists.
- c. No person shall deliberately interfere with or obstruct the duties of any duly authorized and appointed security personnel, Airport employee, official representative of the Airport, or Airport tenant employee, actively engaged in performing duties regarding Airport security.
- d. Only authorized Airport personnel shall drive, ride or use any motorized scooter, motor-driven cycle, moped or motorized personal transporter within the terminal building, parking structures, parking lots, or on the sidewalks at the Airport.
- e. No person shall engage in horseplay, be knowingly reckless, or act in such a way that may cause harm to others at any time while on Airport property.
- f. No person shall pass or throw any object through or over any portion of the Air Operations Area perimeter fence to anyone inside the perimeter fence.
- g. Smoking is prohibited within 20' of all terminal doors, inside the terminal building, and is prohibited on the commercial ramp and in baggage make-up/break areas (Reference OCCO Section 4-7-1). Smoking is allowed only in designated areas of the AOA.
- h. All persons on the AOA shall, when necessary, utilize a designated restroom facility.
- i. No person shall allow a domestic animal to be on the AOA without being attached to a leash, in a secured cage or otherwise appropriately contained.
- j. No person shall be in possession of any prohibited item (as designated by the Transportation Security Administration) while in any Sterile Area, SIDA, Secured Area or Air Operations Area, where applicable, unless that person has been issued an appropriate Airport-issued I.D. badge pursuant to the Airport Security Plan and has demonstrated a legitimate work related need for the item. It is the responsibility of the individual to ensure that any such item is controlled so as not to be available to any unauthorized persons.

## **SECTION ELEVEN EMPLOYEE PARKING POLICIES AND PROCEDURES**

### **11.1 GENERAL**

Persons authorized to use the Employee Parking Lots are: Personnel of Terminal tenants whose workplace is John Wayne Airport; Airport employees of the County of Orange whose workplace is John Wayne Airport; and certain public officials designated by the Airport Director or designee.

All users of Employee Parking Lots must park in designated parking stalls and occupy only one designated parking stall per vehicle. Oversized vehicles and storage of vehicles is not permitted. Only authorized users may occupy parking stalls designated as 'reserved.' **Violators are subject to cite and/or tow at the vehicle owner's expense.**

### **11.2 GATE ACCESS CARDS – EMPLOYEE PARKING LOTS**

- a. Users of Employee Parking Lots are required to use their Airport-issued Gate Access Card upon entry into, and exit out of, the Employee Parking Lot. Gate Access Cards shall only be issued to those individuals/organizations as authorized by the Airport Director or designee.
- b. Holders of Employee Parking Gate Access Cards who allow their cards to be used by any person(s) not authorized to use Employee Parking Lots are subject to the loss of Employee Parking Lot privileges.

### **11.3 VEHICLE IDENTIFICATION HANGTAGS**

- a. Persons authorized to use the Employee Parking Areas located in Parking Structures A2 or C will also be assigned a numbered parking space as well as a Vehicle Identification Hangtag associated with said space assignment. The assigned hangtag shall be displayed in user's vehicle at all times while parked in assigned Employee Parking Area spaces. Persons whose vehicles are parked in Employee Parking Area spaces other than those they are assigned are subject to citation and/or tow-away at vehicle owner's expense.
- b. Assigned numbered hangtags shall be hung from the vehicle's rear view mirror and/or shall be fully visible through the front windshield. Persons failing to display assigned hangtags while parked in assigned Employee Parking Area spaces are subject to citation and/or tow-away at the vehicle owner's expense.

### **11.4 LOST OR STOLEN GATE ACCESS CARDS / HANGTAGS**

Lost or stolen Gate Access Cards or Hangtags shall be reported without delay to the Parking Office at 949-252-6260 or Airport Operations at (949) 252-5000.

### **11.5 SPECIAL PROVISIONS (continued on next page)**

- a. Temporary Parking Permits may be issued, with approval from Airport Management, to persons authorized to park in the assigned Employee Parking Area spaces who do not otherwise have an authorized Vehicle Identification Hangtag.

#### **11.6 PARKING GARAGE VEHICLE RAMPS**

Pedestrians are strictly prohibited from using active vehicle ramps within any of the multi-level parking garages. Pedestrians must use available stairwells and/or elevators when transitioning from one level of a garage to another. A citation of up to \$500 may be issued by Airport Police Services to violators of this provision.

**SECTION TWELVE  
COMMERCIAL GROUND TRANSPORTATION  
RULES AND REGULATIONS**

**12.1 PURPOSE**

The purpose of this Section is to disseminate Commercial Ground Transportation Rules, Regulations and operating procedures for all Operators providing Commercial Ground Transportation Services at John Wayne Airport. Types of Commercial Ground Transportation Services include but are not limited to charter party carriers, passenger stage corporation service providers, transportation network company charter operators, authorized off-airport rental car, parking operator, hotel courtesy vehicles, scheduled bus services, and authorized taxicab operators. These Rules and Regulations govern the operation of Commercial Ground Transportation Services upon the Airport premises including the roadways, parking facilities and all other surface areas of the Airport. All persons engaged in any phase of the provision of a Commercial Ground Transportation Service at the Airport shall at all times comply with the provisions of these Rules and Regulations and any applicable license, permit or operating agreement, entered into with the County. The Airport reserves the right to add, delete, or modify any rule and regulation through written approval of the Airport Director. **The Airport Director or designee reserves the right to immediately suspend any party who is disrupting Airport Operations.**

**12.2 DEFINITIONS**

**Note:** With respect to this Section, all definitions pertaining to vehicle classification and operating authority, as well as regulatory policies and procedures currently found in California Public Utilities Commission (CPUC) regulations and general orders, Orange County Taxi Administration Program (OCTAP) regulations, and/or as defined in the California Vehicle Code (CVC), will be applied to this Section.

**Airport:** John Wayne Airport, including all its facilities, structures, roadways, parking facilities, and commercial vehicle holding lots.

**Airport Director:** The Director of John Wayne Airport, County of Orange, or Director's designee, or upon written notice to Operator, such other person or entity as shall be designated by the Board of Supervisors.

**Board of Supervisors:** The Board of Supervisors of the County of Orange, as governing body of the County and proprietor of the Airport through its Airport Director, or designees, as appropriate.

**Cell Phone Lot:** Meeter/Greeter holding area designated by the Airport for use by private parties.

**Commercial Ground Transportation Services:** Transport of passengers for hire by charter party carriers, passenger stage corporation service providers, transportation network company charter operators (TNCs), authorized off-airport rental car agencies, parking operators, hotel courtesy vehicles, scheduled bus services, authorized taxicab operators, and other similarly situated ground transportation providers. Note: Free Courtesy Vehicle services are included in this definition.

**Commercial Vehicle:** Any vehicle that requires a class A or class B license, or a class C license with an endorsement issued pursuant to the requirements of the California Vehicle Code. **Note:** For purposes of interpreting these Rules and Regulations, while TNCs provide Commercial Ground Transportation Services, they are not included in the definition “Commercial Vehicle”.

**Commercial Vehicle Holding Lot:** A Commercial Vehicle holding area designated by the Airport for use by authorized Commercial Vehicles.

**County:** The County of Orange, a political subdivision of the State of California.

**Courtesy Vehicle:** A Commercial Vehicle operated on behalf of a hotel, motel, rental car agency, or authorized off-airport parking lot operator normally provided at no direct cost to customers.

**CPUC:** The California Public Utilities Commission or its successor agency.

**Customer Service Representative:** An employee or agent of an Operator or consortium of Operators authorized by the Airport to engage in Commercial Ground Transportation Service, ticket sales, vehicle dispatch, curbside control and monitoring of vehicles, and passenger loading assistance.

**Driver:** An employee, agent, or independent contractor of an Operator that provides Commercial Ground Transportation Services pursuant to an Airport issued license, permit or operating agreement.

**General Order:** A General Order is a set of rules and regulations published by the California Public Utilities Commission.

**Geo-Fence Tracking Area:** An electronic fence defining a specified geographic area around the Airport, including but not limited to the Terminal roadways, approved by the Airport Director, which tracks applicable Driver ingress, egress, pick-up and drop-off activity within the Geo-Fence Tracking Area for purposes of assessing per-trip pick up fees and monitoring vehicle operations on Airport property.

**Ground Transportation Center (GTC):** The Commercial Vehicle loading area consisting of three traffic lanes on the east side of the Lower Level Roadway, between Parking Structures A-2 and B-2. The contract taxi, scheduled bus

services (except OCTA), courtesy vehicles, parking lot shuttles, and door-to-door shuttles are all assigned to pick up passengers via this facility.

**OCTAP:** The Orange County Taxi Administration Program (OCTAP) is the Agency responsible for regulating Taxicab operations in the County of Orange.

**Operator:** A company, independent contractor, or employee of a company who is authorized by the Airport to provide Commercial Ground Transportation Services at the Airport pursuant to the terms of a written license, permit or operating agreement.

**Permit:** A written license, permit or operating agreement signed by the Airport Director authorizing the Operator to provide Commercial Ground Transportation Services at the Airport.

**Permittee:** A Company, individual, or Operator authorized to provide Commercial Ground Transportation Services pursuant to an Airport issued license, permit or operating agreement.

**Scheduled Service:** Commercial Ground Transportation Services to be provided to specific places at specific time intervals as authorized by the Airport and as set forth in the CPUC Certificate of Public Convenience and Necessity issued to the Operator providing the scheduled service. Scheduled services do not pick-up or drop-off at private residences.

**Solicitation:** The uninvited initiation, by an Operator or Driver, with any potential customer for the purpose of enticing or persuading the potential customer to use any Commercial Ground Transportation Service provided at the Airport.

**Taxicab:** A Commercial Vehicle equipped with a fare-metering device and authorized by the Orange County Taxi Administration Program (OCTAP).

**TNC Application:** The device used by TNC Drivers and their prospective passengers to arrange for transport (e.g.; a mobile smart phone application, "TNC App", or "App").

**TNC Trade Dress or Vehicle Trade Dress:** Trade Dress that makes a TNC vehicle readily identifiable within fifty (50) feet as being operated by a permitted Operator. Vehicle Trade Dress shall include but not be limited to symbols and/or signs on vehicle doors, roofs, side mirrors and/or grill, which can be readily identifiable within fifty (50) feet. Trade Dress and location must be approved by the California Public Utilities Commission ("CPUC").

**Transponder:** An electronic device issued by the Airport for all applicable ground transportation vehicles. This device is encoded with unique vehicle identification information and is used by the Airport to record operator activity and to generate monthly billing data.

**Transportation Network Company (TNC) Charter Operator:** A company or organization, whether a corporation, partnership, sole proprietor or other form, operating in California pursuant to a California Public Utilities Commission (CPUC) TNC Permit, that provides prearranged transportation services using an Online-Enabled Platform, Mobile Device or Application to connect passengers with drivers using personal vehicles not displaying TCP numbers.

**Unattended Vehicle:** A vehicle is considered unattended when the Driver of that vehicle is outside of the vehicle and is not actively loading passengers and/or luggage.

**Waybill:** Documentary or electronic evidence that a ride was prearranged. Waybills shall comply with Permit terms, California law and regulation and shall, at a minimum include: The name of at least one passenger; the point of origin (TNCs shall provide the GPS coordinates of the Driver when the pick-up was arranged.); the destination of the passenger or travelling party; and information as to whether the transportation was arranged by telephone, written contract, or electronic communication.

### **12.3 COMPLIANCE**

The Orange County Codified Ordinance (OCCO), Division 1 (AIRPORTS), Article 4 regulates commercial activities at John Wayne Airport. Section 2-1-40 (General Provisions), item (c) states that “No person shall engage in any business or commercial activity on the Airport without a lease, operating agreement, license, permit or contract approved by the County, or a sublease from a duly authorized master lessee.”

### **12.4 AIRPORT DIRECTOR POWERS AND DUTIES**

The Orange County Board of Supervisors appoints the Airport Director at John Wayne Airport. OCCO Title 2, Division 1, Section 2-1-12 authorizes the Airport Director:

- “To issue such rules, regulations, orders, and instructions as are necessary in the administration of the Airport.”
- “To withhold permission to use the Airport from any person in violation of applicable rules, regulations, orders, directives, or from any person who is in default of any license, lease, or agreement permitting operations on the Airport.”

### **12.5 ADMINISTRATION AND ENFORCEMENT**

The Orange County Sheriff’s Department/Airport Police Services and the Airport Operations Division shall administer and enforce all the provisions of this Section.

## **12.6 LAWFUL ORDERS**

Operators and Drivers shall obey the lawful orders and directions of all Airport Police Services and/or Airport Operations personnel, and authorized Airport Administration officials.

## **12.7 RIGHT OF EXAMINATION**

Operators and Drivers shall allow all Law Enforcement Officers, Airport Operations staff members and authorized Airport Administration Officials to examine trip tickets, Waybills, vehicle Transponders, TNC mobile devices/Apps, and any other written or electronic evidence of authorization to operate at the Airport. The Airport also reserves the right to conduct random, unannounced vehicle inspections to determine compliance with all federal, state, and local laws as well as applicable Airport Rules and Regulations.

## **12.8 GENERAL POLICY STATEMENT**

Violations of any Airport Rules and Regulations and/or Orange County Codified Ordinances may constitute any of the following penalties: 1) suspensions against Drivers and/or Operators, 2) infractions or misdemeanors as set forth in Orange County Codified Ordinance Title 2, Division 1, Section 2-1-66 (enforcement as misdemeanor or infraction), or 3) revocation of Airport-issued licenses, Permits, or operating agreements as may become necessary. Repeated violations may lead to a lengthy suspension and ultimately to permanent termination of a license, operating agreement, Permit, or contract issued by the Airport.

It is the intention of the Airport through its enforcement activities to encourage providers of Commercial Ground Transportation Services to operate in an orderly and safe manner by complying with federal, state, and local laws and the Airport Rules and Regulations contained herein.

Some Airport Rules and Regulations are also in other ordinances and statutory form as County and State law. Those violations may be enforced through arrest and/or citation, with adjudication through the Criminal Justice System and the courts.

## **12.9 NOTICE OF VIOLATION (NOV) / CONSEQUENCES**

Violations of these Rules and Regulations shall result in the issuance of a written Notice of Violation (NOV) by Airport Operations or Law Enforcement Personnel. The violation may also result in the issuance of a separate criminal or traffic citation by the Orange County Sheriff's Department. The NOV will contain at a minimum: date/time of violation, name of violator, applicable Section and/or item number being violated, and the signature of the issuing party. NOV copies will be distributed to the violator, the Operator, and one copy kept in the Operator's file at the Airport.



The following system will be applied toward the violator of any John Wayne Airport Rule or Regulation. Recorded violations (NOVs) are cumulative and kept on file indefinitely. All NOVs count toward consequences as outlined below. A violator may be an Operator, Driver and/or agent. The Airport Director may, at his/her sole discretion, determine whether or not an Operator, Driver or agent can be reinstated subsequent to termination of operating or access privileges. Except as provided in Section 12.19, the consequences vary for each, as follows:

**Driver/Agent Consequences:**

- 1<sup>st</sup> offense (any rule/reg) .....NOV, warning only**
- 2<sup>nd</sup> offense (same rule/reg as 1<sup>st</sup> offense).....NOV, 5-day suspension**
- 2<sup>nd</sup> offense (different rule/reg).....NOV, warning only**
- 3<sup>rd</sup> overall offense (any three rules/regs).....NOV, 7-day suspension**
- 3<sup>rd</sup> offense (same rule/regulation as 1<sup>st</sup> and 2<sup>nd</sup> violations); or**
- 4<sup>th</sup> offense (any four rules/regulations with no time limit).....Driver/agent banned from John Wayne Airport Ground Transportation Program via written notification. Individual may petition Airport Director for reinstatement.**

**Operator Consequences:**

- 1<sup>st</sup> offense.....NOV, warning only**
- 2<sup>nd</sup> offense (same rule/reg).....NOV, 3-day suspension**
- 2<sup>nd</sup> offense (different rule/reg).....NOV, warning only**
- 3<sup>rd</sup> offense (different rule/reg).....NOV, warning only**
- 3<sup>rd</sup> or more offense (same rule/reg).....NOV, 5-day suspension (each offense)**
- Any six offenses in one calendar year.....Airport permit/license revocation (Permitee/Licensee may petition Airport Director for reinstatement)**

**Note:** Operators with more than five commercial fleet vehicles are allowed one additional offense each calendar year for every 10 additional fleet vehicles (in excess of the first five vehicles) regularly used to serve JWA passengers (Example: 15 to 24 total fleet vehicles = seven offenses permissible in one calendar year. 25 to 34 vehicles = eight offenses permissible in one calendar year).

## **12.10 SUSPENSION OR TERMINATION OF OPERATING LICENSE AGREEMENT**

The Airport reserves the right to suspend or terminate any Commercial Ground Transportation Permit. Hearing rights are not guaranteed to an operator where the Airport seeks to terminate any operating agreement. The Airport Director will make the final decision on any termination matter.

## **12.11 NO OPERATIONS WHILE SUSPENDED**

Any Operator, Driver or agent that is issued a Notice of Violation (NOV) involving a suspension from the Airport, a suspension or revocation of a CPUC certificate, or does not possess authority to operate under the Orange County Taxi Administration Program (OCTAP), as applicable to taxi companies and drivers, shall not operate at the Airport. Continued operation during the period of suspension may lead to citation, fine, permanent termination of an Operator's Permit or a Driver or Customer Service Representative's right to provide service to John Wayne Airport patrons.

## **12.12 CIRCUIT COUNTING DEVICE (TRANSPONDER)**

Commercial Ground Transportation Service providers shall allow the Airport to install an electronic circuit counting device (transponder) in or on all Commercial Vehicles. The licensee shall maintain the transponder in a fixed location on each vehicle used to transport passengers. Transponders issued by John Wayne Airport are the property of the Airport. The Operator shall return the transponder to the Airport upon termination of the license agreement or when a vehicle is retired, sold, or replaced. **Commercial Ground Transportation Service providers shall not operate a vehicle without a valid transponder or transfer a transponder from one vehicle to another vehicle without prior approval from Airport Operations.**

## **12.13 COMMERCIAL DISPATCH AND CURB MANAGEMENT**

Passenger Stage Corporation (PSC) Operators, Drivers, and Customer Service Representatives participating in the Curb Coordinator and Ground Transportation Program shall obey all the applicable rules, regulations and provisions of that program as specified in the applicable Permit and as contained in these Rules and Regulations.

## **12.14 GROUND TRANSPORTATION VEHICLE OPERATING REQUIREMENTS**

All Commercial Ground Transportation vehicles used to transport passengers at the Airport shall be operated in compliance with all California legislative and regulatory requirements including but not limited to:

- (A) Commercial Vehicles:** A valid commercial vehicle registration and license plates (or a temporary permit) issued by the California Department of Motor Vehicles (DMV).

- (B) Private Vehicles (TNCs): A valid license and vehicle registration.
- (C) Safe mechanical condition as required by California Public Utilities Commission (CPUC) regulations and California Vehicle Code (CVC).
- (D) Valid insurance policies in the forms and amounts required by the County of Orange for the type of operation conducted.
- (E) A valid operating agreement, license, Permit, or contract issued by the Airport for the type of operation conducted.
- (F) Vehicles operated under California Public Utilities Commission (CPUC) authority shall have current and valid CPUC status for the type of operation conducted and be in compliance with all CPUC regulations and General Orders.

### 12.15 VEHICLE LOADING ZONES (Passenger Pick-ups)

Commercial Vehicles (except for TNC's) are required to pass through the lower level roadway for passenger pick-ups. TNCs shall only use the upper roadway and pick up passengers in the Airport-designated areas on level 3 of the A2, B2, and C parking structures. **Note:** Drivers of Commercial Vehicles are exempt from the requirements of these loading zones when:

- Picking up disabled, handicapped or elderly passengers who specifically request to be picked up at a Terminal curb: any lower level white curb may be used for loading these passengers. Operators must seek approval from the Orange County Sheriff Department/Airport Police Services or Airport Operations staff prior to picking up passengers at a Terminal white curb-loading zone.
- Picking up authorized air carrier personnel on designated crew transit carriers at designated locations as approved by the Airport Director.

Drivers and Operators of ground transportation vehicles shall not stop their vehicles at any loading zone other than those listed below, unless specifically authorized by the Airport Director or designee:

- (A) **Private Charter Busses:** Lower level roadway white curb zones.
- (B) **OCTA Public Busses:** Lower level roadway at the designated OCTA stop. **Note:** OCTA Access busses may drop-off passengers on the upper level roadway.
- (C) **Scheduled Busses (except OCTA):** Designated curb-loading zone in the Ground Transportation Center

- (D) Door-to-Door Shuttles:** Designated curb-loading zone in the Ground Transportation Center.
- (E) All Parking Lot Shuttles:** Designated curb-loading zones in the Ground Transportation Center and Terminal C.
- (F) Charter Limousines:** Lower level roadway white curb zones or parking lot facilities. Vehicles marked as described in 12.19(S) of this Section must pickup in the Ground Transportation Center.
- (G) Courtesy Vehicles:** Designated curb-loading zone in the Ground Transportation Center.
- (H) Irvine Shuttle:** Lower level roadway at the designated I-Shuttle stop.
- (I) Airport Employee Shuttle:** Designated curb-loading zones at Terminal A, B, and C.
- (J) Taxicabs (Airport contracted service only):** Designated curb-loading zone in the Ground Transportation Center and at Terminal C.
- (K) Transportation Network Company (TNC) Charter Operators:** Designated areas of level 3 of the A2, B2, and C parking structures.

## **12.16 VEHICLE UNLOADING ZONES (Passenger Drop-offs)**

Drivers and Operators shall only unload (drop-off) passengers on the Airport's upper level roadway white curb zones, except as otherwise authorized by the Airport Director or designee.

## **12.17 GROUND TRANSPORTATION VEHICLE DRIVER REQUIREMENTS**

All Drivers and Operators providing Commercial Ground Transportation Services at the Airport shall:

- (A)** Have a valid Driver License as required under the California Vehicle Code for the type of vehicle being operated.
- (B)** Be under the direct control and supervision of the Permit holder or Operator.
- (C)** Have a working knowledge and understanding of all applicable Permit terms and John Wayne Airport Rules and Regulations.
- (D)** Have a working knowledge and understanding of all CPUC regulations for the type of service conducted.

## 12.18 USE OF GROUND TRANSPORTATION VEHICLES

Operators and Drivers providing Commercial Ground Transportation Services shall use their vehicles in compliance with the sub-sections listed below:

- (A) No unattended vehicles are permitted at any Airport loading or unloading zone.
- (B) No vehicles shall be used to unreasonably block, cut off or restrict the movement of another vehicle.
- (C) No vehicles shall stop in any Airport crosswalk.
- (D) Drivers authorized to load in the Ground Transportation Center shall, to the extent possible, stop their vehicles at a position as far forward of the appropriate curb-loading zone as possible. Customer Service Representatives (Curb Coordinators) may ask Drivers to reposition vehicles as necessary within a loading zone to accommodate those vehicles that are in the immediate process of loading or unloading passengers.
- (E) Drivers shall obey all posted speed limits, traffic signs and signals found on Airport property.
- (F) Drivers shall not load passengers away from any designated curbed section of their authorized loading zone.

## 12.19 GENERAL RULES FOR ALL GROUND TRANSPORTATION OPERATORS AND THEIR DRIVERS

Airport Operations and Airport Police Services personnel may issue a half-day or full day suspension to mitigate any problems without the prior issuance of a Notice of Violation (NOV) or Citation. Ground Transportation Operators and their Drivers conducting business upon Airport premises shall abide by the following rules of operation and conduct, as listed below:

- (A) **CPUC/OCTAP/CVC Violations:** Operators and Drivers shall abide by all applicable OCTAP regulations, CPUC regulations and General Orders, and California Vehicle Code (CVC) requirements. A violation of any applicable law or regulation is a violation of this Section and the Airport Rules and Regulations.
- (B) **Vehicle Transponder Required:** A trip-counting electronic device (transponder) must be located on every Commercial Vehicle used to pick-up passengers from the Airport.
  - **Exception to Vehicle Transponder Required:** Each Driver operating for an authorized Transportation Network Company (TNC) Permittee shall be assessed an approved Trip Fee charged to the Permittee for each pick-up

trip made by said Driver. A Geo-Fence Tracking Area shall be employed as the means for assessing said fees and monitoring vehicle operations on Airport property.

- (C) Operator Courtesy:** Operators, Drivers and agents shall not use profane or vulgar language, and shall be courteous to all members of the general public, all Airport Law Enforcement Personnel, Airport Operations staff members and other Airport officials.
- (D) Customer Service Representatives:** Customer Service Representatives shall not be posted at any loading zone or in any part of the passenger terminal unless pre-approved by the Airport Director or designee. Drivers may not be simultaneously employed as Customer Service Representatives for the purposes of vehicle dispatch or loading except as otherwise authorized by the Airport Director or designee. **Note:** Private charter tour bus operators may provide Customer Service Representatives in Terminal baggage claim areas for the sole purpose of gathering private charter passengers.
- (E) Deception of the Public:** No Operator, Driver, or agent shall deceive or attempt to deceive the public through false or misleading representations concerning its prices or services, or those of another provider.
- (F) Unfair Competition:** No Operator, Driver or agent shall entice or attempt to entice any person possessing a ticket, voucher, coupon or reservation with a competing carrier to switch services, or seek a refund from their original carrier.
- (G) Solicitation:** No Operator, Driver, or agent shall solicit any person for the purpose of seeking or trying to obtain passengers for Commercial Ground Transportation Services. **Note:** Authorized Curb Coordinators of the Ground Transportation Program are exempt from this rule when engaged in customer relations under the Rules for Passenger Loading, as listed in the Curb Coordinator Rules and Regulations.
- (H) GTC Ten (10) Minute Stopping Rule:** No Operator, Driver or agent shall stop vehicle in the Ground Transportation Center for a period longer than ten (10) minutes. **Note:** Drivers of parking lot shuttles, airport contracted taxicab companies, and scheduled bus services are exempt from this rule except when they impede loading curb access of other operators who share the same designated loading zone.
- (I) Eating, Smoking, and Littering:** Operators, Drivers and agents are not permitted to eat, smoke, or litter while in the GTC or their authorized loading zone.
- (J) Unauthorized Parking:** Operators, Drivers and agents shall not park any vehicle in the GTC or other authorized loading zone. Overnight parking in the

Commercial Vehicle Holding Lot is prohibited. When demand for Commercial Vehicle Holding Lot space is high, Commercial Vehicles anticipating the need to hold for more than 30 minutes will be required to vacate the holding area.

**Note:** Airport-contracted taxi companies are exempt from the 30-minute hold lot limit in the taxi holding lot only.

- (K) False Documents:** Operators, Drivers and agents shall not distribute or display any Waybill, tariff, or timetable that is misleading, false, or invalid. Violation of this provision may result in permanent revocation of ground transportation permit or driving privileges on Airport property.
- (L) Advertising:** Operators, Drivers and agents shall not post or distribute any signs, business cards, flyers or any other advertisements anywhere on the Airport without prior written approval from the Airport Director or designee.
- (M) Prohibited Conduct:** Operators, Drivers and agents shall not engage in gambling, game playing, horseplay, fighting or display of any physical threat to another individual while on Airport property.
- (N) Disorderly Conduct:** Operators, Drivers and agents shall not be disorderly, obnoxious, indecent, or commit any act of nuisance on the Airport.
- (O) Exiting of Vehicle:** Operators, Drivers and agents shall only exit their vehicle to actively assist in the loading of passengers and luggage. Drivers must remain with their vehicle at all other times.
- (P) Gratuities:** Operators, Drivers and agents shall not actively seek gratuities from passengers.
- (Q) Sleeping or reclining:** Operators, Drivers and agents shall not sleep or sit in a reclined position in any ground transportation vehicle while on Airport property.
- (R) Vehicle Maintenance Prohibited:** No Operator, Driver or agent may conduct vehicle maintenance while on Airport property without prior approval of the Airport Director or designee. All disabled vehicles shall be removed in a timely manner by their operators. Disabled vehicles which block pedestrian or motor vehicle access anywhere on Airport property and/or are not removed in a timely manner, as determined by Orange County Sheriff/Airport Police Services or Airport Operations personnel, shall be towed as soon as possible. If an Operator for any reason delays towing after receiving a verbal notice to remove a vehicle, the Airport may elect to initiate a call for tow service. Towing and storage expenses will be passed on to the Operator.
- (S) Vehicle Advertising:** All permitted Commercial Vehicles advertising their company services, rates, destinations, company name/logo on any part of the vehicle are required to pick up passengers in the GTC, unless otherwise authorized by the Airport Director or designee.

**(T) Cell Phone Lot:** No Operators, Drivers, or agents of Commercial Ground Transportation Services shall park/stage any vehicle in the Cell Phone Lot.

## **12.20 CHARTER PARTY CARRIER (TCP) RULES**

Operators and Drivers of Charter Party Carriers shall, in addition to the Rules and Regulations previously stated, operate under the following Rules and Regulations:

- (A) Prearranged Loading Only:** Operators and Drivers of Charter Party Carriers (TCP) shall not enter the terminal roadways or any parking structure for the purpose of picking up passengers without a Waybill as required by CPUC regulations and/or General Orders.
- (B) Unauthorized Passenger Pick up:** Operators and Drivers shall not travel the terminal roadways, parking structures or any other Airport loading zone with the intent of securing or soliciting non-reservation passengers.
- (C) Charter (TCP) Shuttle Operations:** TCP shuttles that load passengers in the Ground Transportation Center shall not enter the Airport prior to their reservation's expected flight arrival time and must depart immediately after loading. Drivers who are not immediately ready to load passengers may be asked by Curb Coordinators or any Airport Representative to reposition vehicles along the loading curb to accommodate other vehicles. The ten (10) minute rule will be enforced when curb space is no longer available to other operators.

## **12.21 PASSENGER STAGE CORPORATION (PSC) DOOR-TO-DOOR SHUTTLES**

Drivers and operators with Passenger Stage Corporation (PSC) authority shall, in addition to the Rules and Regulations previously stated, operate under the following Rules and Regulations:

- (A) Authorized Destinations and Tariffs:** Operators and Drivers shall only transport passengers under PSC authority to areas and destinations specifically approved by the CPUC. Drivers shall not solicit a fee for transportation that is not authorized by their current tariff information on file with the CPUC.
- (B) Non-Reservation (free call or walkup) service:** Non-reservation passenger transportation is only made available to authorized operators with PSC authority on a rotational list and who are members of the Curb Coordinator Program approved by the Airport. Non-members of the Curb Coordinator Program shall not load or transport non-reservation (walk-up) passengers.  
**Note:** Those shuttle companies that have PSC authority but elect to conduct only reservation (TCP) business are not required to be a member of the Curb Coordinator Program. Scheduled bus services are exempt from this rule.



- (C) Reservation Service:** Operators and Drivers using only TCP authority shall enter the Airport for the purpose of passenger pick-up only when a Waybill as required by CPUC regulations and/or General Orders is in possession of the Driver. Drivers will not be allowed to enter the loading zone of the Ground Transportation Center prior to the expected flight arrival time. Drivers must depart the loading zone immediately after loading passengers.
- (D) Solicitation of Rates on Vehicle:** Operators and Drivers shall not post any rates on the vehicle's exterior or window of any fleet vehicle unless specifically approved by the Airport Director or designee.
- (E) Unauthorized Access to GTC:** PSC operators that are required participants of the Shuttle Curb Coordinator Program may not drive a van into the GTC without having first been dispatched to the GTC by an Airport authorized Customer Service Representative (Curb Coordinator). All PSC vans must report to the Commercial Vehicle Holding Area prior to being called into the GTC for passenger pickup. **Note:** PSC vans may be called into the GTC for passenger pickup by a Customer Service Representative (Curb Coordinator) without having first reported to the Commercial Vehicle Holding Area only when they will be picking up strictly prearranged reservation passengers waiting in the GTC and immediately departing thereafter. Non-reservation (walkup) passengers are not included in this exemption.

## 12.22 COURTESY OPERATORS

- (A) Vehicle Identification:** Courtesy Vehicle Operators shall have the name of the company offering courtesy transportation clearly visible on the exterior of the vehicle. Courtesy limousines or sedans are encouraged to use door placards or other means of company identification for customer recognition and convenience.
- (B) Rates and Advertising:** There shall be no advertising of rates or other business services on the exterior of any courtesy vehicle. Each vehicle is required to have appropriate commercial license plates.

## 12.23 TAXICABS

- (A) OCTAP Authority:** the Orange County Taxi Administration Program (OCTAP) regulates Taxicabs. Taxicabs are required to be in full compliance with all current OCTAP regulations.
- (B) Only Airport-contracted Taxicab companies are authorized to pick-up passengers on Airport property. All Taxicabs are required drop-off on the upper (departure) level roadway.**

## **12.24 TRANSPORTATION NETWORK COMPANY (TNC) CHARTER OPERATORS**

Operators and Drivers operating under a TNC Permit issued by the County shall, in addition to all applicable Rules, Regulations and Operating Permit requirements, comply with the following:

- (A)** Use of Ground Transportation Center (GTC) Prohibited: TNC Drivers and Operators are prohibited from using the GTC.
- (B)** Use of the Cell Phone Lot Prohibited: TNC Drivers and Operators are prohibited from using the Cell Phone Lot.
- (C)** TNC Drivers and Operators using personal vehicles with Trade Dress are prohibited from using the Commercial Vehicle Hold Lot.
- (D)** Approved Vehicle Trade Dress shall be displayed at all times while providing TNC services on Airport property.
- (E)** Each TNC Operator or Driver providing TNC services shall ensure their individual TNC Application is activated AT ALL TIMES while on Airport property.

## **12.25 SPECIAL EVENT GROUND TRANSPORTATION SERVICES**

Special event transportation services include those ground transportation services provided in conjunction with tours, conventions, or other special events that occur from time to time in the greater Southern California region. Vehicles may include shuttle vans, chartered coaches, or even school buses. All special event transportation services that may significantly impact Airport Operations must be coordinated in advance through the Airport Operations Landside Office. Temporary loading/unloading zones or staging areas may be designated by the Airport Director or designee, as needed.

## **12.26 MONTHLY FEES**

The Airport Director is authorized to assess and collect fees on a per-trip basis under the authority of the Board of Supervisors of Orange County at a rate of \$3.00 per trip. (See Resolution No. 18-084.)

Trip fees are calculated each time a Permittee's Commercial Vehicle enters the Airport's roadway and makes a passenger pick-up and/or drop-off and are due on a monthly basis pursuant to the terms of an Operator's Permit.

TNC trip fees are calculated each time a TNC vehicle makes a passenger pick-up and/or drop-off and are due on a monthly basis pursuant to the terms of the TNC Permit.

**SECTION THIRTEEN  
ACCESS CONTROL FEES  
FOR AIRPORT-ISSUED ACCESS MEDIA**

**13.1 PURPOSE**

The purpose of this Section is to promulgate the policies and procedures for the administration of restricted area access media (I.D. badges, access hangtags and keys).

**13.2 AUTHORITY**

This Section complies with Title 2, Division 1, Article 2, Section 2-1-12 of the Orange County Codified Ordinances (Airport Director powers and duties.).

**13.3 POLICIES AND PROCEDURES**

- a. Pursuant to Federal Regulations (49 CFR PART 1542-Airport Security), airports are mandated to promulgate, implement, and carry out policies and procedures to protect airport facilities and passengers from unauthorized access and to maintain control and accountability over any issued media that allows access to non-public areas.
- b. The Transportation Security Administration (TSA) holds the Airport accountable for properly issuing access media and for maintaining an acceptable level of loss. Prior to exceeding the loss ratio or percentage deemed acceptable by the TSA, the Airport must reissue all applicable access media.
- c. The cost for initial and ongoing access media issuance is supported by fees charged for all access media that is issued. The cost for the TSA-mandated re-issuance of any group/series/color of Airport-issued I.D. badges will be offset by fees imposed for issuance of replacement media. The fees for both initial issuance and replacement are based on costs for material, labor, and administration and are not punitive.
- d. The following fee schedule and procedure is effective January 2010.
  1. Initial issuance and renewals upon expiration of Airport-issued I.D. badges shall be \$10 badge fee, \$11 Security Threat Assessment (STA) fee, and \$27 Criminal History Records Check (CHRC) fee (where applicable) for each occurrence. I.D. badges will only be issued or reissued during regular Badging Office hours. **Employees who have lost their I.D. badge shall not be escorted into the SIDA or Secured Areas to work until a replacement badge is issued.**
  2. First Lost Badge: \$31 fee with the I.D. Badge being replaced during badging hours on the first business day following the filing of a Lost Badge Report with Airport Police Services by calling 252-5000. A \$20 refund\* will be made if the "lost" I.D. badge is found and returned to the Badging Office.

3. Second Lost Badge: \$56 fee with a two-day waiting period from date of filing of Lost Badge Report before reissuance. **The employee may not be escorted into the SIDA or restricted/Secured Areas in order to perform work during the two-day waiting period.** A \$30 refund\* will be made if the “lost” I.D. badge is found and returned to the Badging Office.
4. Third Lost Badge: \$106 fee with a three-day waiting period from date of filing of Lost Badge Report before reissuance. **The employee may not be escorted into the SIDA or restricted/Secured Areas in order to perform work during the three-day waiting period.** A \$40 refund\* will be made if the “lost” I.D. badge is found and returned to the Badging Office.
5. There will be a mandatory waiting period of twelve months from date of reporting of the loss of a fourth I.D. badge to the issuance of a new I.D. badge. **No more than four lost I.D. badges will be replaced. During this waiting period, individuals may not be escorted into the SIDA, Secured Areas, or other restricted areas in order to perform work.**
6. I.D. badges are issued to individuals and the individual is responsible for its proper use and security. Tracking of lost I.D. badges is based on the individual regardless of the company or organization for which he/she works and all lost I.D. Badges will be counted without consideration of time limits. Individuals will be assessed for a lost I.D. badge even if the I.D. badge is later located and returned.
7. Initial issuance or replacement of Airport-issued hangtags shall be \$10 for each occurrence. Hangtags will only be issued or replaced during regular Badging Office hours.

**\*Note:** Refunds for the return of an I.D. badge reported as “lost” will only be applicable when the “lost” I.D. badge is returned to the Badging Office within 30 days of the reported loss.

## **SECTION FOURTEEN STERILE AREA TENANTS**

### **14.1 ID BADGE RESPONSIBILITIES**

All Sterile Area tenants shall comply with, and will be held accountable for, all the provisions outlined in this Section and those that are applicable within Section Two (2) of the Airport Rules and Regulations.

### **14.2 WHITE ID BADGES**

All persons applying for a White Sterile Area Airport Identification Badge will be issued a White ID badge following a successful completion of the Security Threat Assessment (STA) and Criminal History Records Check (CHRC/fingerprinting) processes.

### **14.3 ORANGE ID BADGES**

All persons applying for an Orange Sterile Area Airport Identification Badge will be issued an Orange ID badge upon the completion of the Security Threat Assessment, CHRC (fingerprinting) process and the Airport-approved training class.

### **14.4 GREEN ID BADGES**

All persons applying for a Green Sterile Area Airport Identification Badge will be issued a Green ID badge upon the completion of the Security Threat Assessment, CHRC (fingerprinting) process and the Airport approved SIDA class.

### **14.5 ID BADGE POSSESSION**

Sterile Area Tenant employees must possess a valid Airport-issued ID badge in order to work in the sterile areas of the passenger terminals. Badged Sterile Area Tenant employees may not escort non-badged or expired badge employees in restricted areas for the purposes of allowing the non-badged or expired badge employee to perform routine duties.

### **14.6 FREIGHT ELEVATOR ACCESS**

Sterile Area Tenant employees who possess a valid Green SIDA or Orange ID badge and who have first passed through an open screening checkpoint may thereafter utilize the freight elevators to bring supplies and product into the sterile areas from the non-public storage areas, the non-public loading dock, and adjacent non-public corridors only. Said employees (with a letter "E" on their ID badge) may also escort employees with White ID badges (who are assisting with product delivery or other appropriate business related tasks) to and from the sterile areas and non-public storage areas and/or loading dock via the freight elevators but only after the White badged employee has first passed through an open screening checkpoint. Employees with White ID badges may not be escorted into the sterile areas via the freight elevators when the screening checkpoints are closed.

## **14.7 PRODUCT AND SUPPLY INSPECTIONS**

Prior to bringing product or supplies into the terminal and/or sterile areas, the Green or Orange badged Sterile Area Tenant employee must ensure (through appropriate inspection, review of invoices, bills of lading, and products) that the supplies, product, or product containers do not include any items that are prohibited or could present a threat to the Airport, aircraft, or patrons. Any suspicious items must not be brought into the terminal, and Airport Police Services should be contacted immediately to investigate suspicious items. White badged employees may not inspect product or supplies.

## **14.8 AFTER HOUR ESCORTS OF BADGED EMPLOYEES**

Sterile Area Tenants with White ID badges may be escorted out of the sterile areas when the screening checkpoints are closed via the freight elevator by an employee with a Green or Orange badge for purposes of securing their shift for the day only.

## **14.9 SECURITY SCREENING REQUIREMENTS**

Sterile Area Tenants with Green, Orange, or White ID badges who enter or step into any public area, including the terminal curb area where deliveries are made, must re-enter the sterile areas via an open screening checkpoint. Sterile Area Tenants with Green or Orange, but not White ID badges may enter the sterile area via the freight elevators only when the screening checkpoints are closed.

## **14.10 ESCORT OF NON-BADGED INDIVIDUALS**

Sterile Area Tenants in possession of a valid Green or Orange ID badge may escort service, contractor, or maintenance personnel who have tools that include prohibited items necessary to their job function, into the Terminal Sterile Areas via the freight elevators accessed from non-public areas (loading dock). The escort must ensure that no unnecessary tools, firearms, explosives, or other prohibited items are brought into the Sterile Areas and they must continuously and directly monitor and control the escorted personnel. They must also ensure that no prohibited items are accessible to the public or remain in the sterile areas.

Service personnel or other people who have a legitimate company related business need to enter the sterile area may only be escorted by a Green or Orange badged Sterile Area Tenant employee (with a letter "E" on their ID badge) through the passenger screening checkpoints and must be continuously monitored by a Green or Orange badged Sterile Area Tenant employee (with a letter "E" on their ID badge). Sterile Area Tenants with White ID badges may not escort under any circumstances.