



RULES AND REGULATIONS

September 2020

This Page Intentionally Blank

TABLE OF CONTENTS

SECTION 1 - PREFACE	1-1
1.1 Authority:	1-1
1.2 Purpose:.....	1-1
1.3 Contents:	1-1
1.4 Compliance:	1-1
1.5 Enforcement:	1-2
1.6 Deviations:	1-2
SECTION 2 - GENERAL.....	2-1
2.1 Right of ONT CEO to Control the Airport:	2-1
2.2 Labor Disputes:	2-1
2.3 Commercial Activity:	2-2
2.4 Soliciting:	2-2
2.5 Loitering:.....	2-2
2.6 Lost and Found Articles:	2-2
2.7 Litter and Refuse:.....	2-2
2.8 Dogs and Other Animals:	2-3
2.9 Smoking:	2-3
2.10 Commercial/Non-Commercial Filming, Student Filming and Photography:	2-4
2.11 Advertisements:	2-4
2.12 Airport Signs:	2-4
2.13 Passenger Elevators and Escalators:	2-4
2.14 Tenant Conduct Regarding Unauthorized Activities:.....	2-5
2.15 Tenant Construction Requirements:.....	2-6
2.16 Airport Construction and Obstruction Control:	2-6
2.17 Damage to Airport Property:	2-6
2.18 Bird Hazard Reduction - Wildlife Hazard Management:	2-6
2.19 Plastic Covers:.....	2-7
2.20 Unmanned Aircraft Systems (Drones):	2-7
SECTION 3 - AIRCRAFT OPERATIONS.....	3-8
3.1 Definitions:	3-8
3.2 Compliance:	3-9
3.3 Aircraft Incident/Accident Reporting:	3-9
3.4 Disabled Aircraft:	3-9
3.5 Protection of Aircraft:	3-10

3.6	Aircraft Parking Responsibility:	3-10
3.7	Aircraft Repairs/Maintenance:	3-11
3.8	Starting or Running of Aircraft Engines:.....	3-12
3.9	High Power Run of Aircraft Engines (Run-up):	3-13
3.10	Air Traffic Rules:.....	3-14
3.11	Aircraft Movement on Air Operations Area (AOA):	3-15
3.12	Intersection Departures:.....	3-17
3.13	Helicopter Operations:	3-17
3.14	Use of Unsafe Areas:.....	3-17
3.15	Aircraft Power-Back Operations:	3-18
3.16	Small Aircraft:	3-18
3.17	Taxiing Into or Out of Hangars:.....	3-18
3.18	Aircraft Lighting During Hours of Darkness:.....	3-18
3.19	Aircraft Operations in Low Visibility and Adverse Weather Conditions:.....	3-18
3.20	Flight Training and Student Pilots:	3-19
3.21	Charter and Itinerant Aircraft:	3-19
3.22	Into-Plane Refueling:	3-20
3.23	Markings, Signs and Signals:	3-20
3.24	Washing of Aircraft:.....	3-20
3.25	Painting Guidelines for Aircraft Aprons, Cargo Ramps, Taxiways and Taxilanes:.....	3-20
3.26	Aircraft Movement Area Lighting:	3-20
3.27	Fees:	3-21
SECTION 4 - AIRPORT FACILITIES, AIRCRAFT PARKING AND PASSENGER TERMINAL GATE USE.....		4-22
4.1	General Aviation (GA) Aircraft Parking Restrictions:.....	4-22
4.2	Air Carrier (Airline) Aircraft Parking:	4-23
4.3	Aircraft Parking Positions - Maximum Aircraft Size Limitations:.....	4-24
4.4	Ground Support Equipment (GSE) Parking and Storage:	4-29
4.5	Passenger Enplaning and Deplaning:.....	4-30
4.6	Diverted Aircraft and Alternate Airport Operations:	4-31
4.7	Screening Procedures for Charter Operations:	4-31
4.8	Maintenance or Repair of Aircraft:.....	4-31
4.9	Starting Running, High Power Run of Aircraft Engines:	4-31
4.10	Passenger Terminal Gate Assignment Guidelines:	4-31
4.11	Passenger Boarding Bridge (PBB) Operation:	4-34
4.12	Washing of Aircraft:.....	4-37
4.13	Passenger Terminal Aircraft Gate and Apron Pavement Cleaning:.....	4-37

4.14	Transportation and Transfer of Livestock:	4-37
4.15	Freight Forwarding:	4-38
4.16	Aircraft Gate Hold Procedures:	4-38
SECTION 5 - AIRCRAFT NOISE MITIGATION OPERATING PROCEDURES AND RESTRICTIONS		5-1
5.1	Operational Responsibilities:	5-1
5.2	Reporting and Implementation Responsibilities:	5-2
5.3	Runway Use Procedures:	5-2
5.4	Starting, Running, and High Power Run of Aircraft Engines:	5-2
5.5	Engine Run of Aircraft Engines in Test Cells:	5-3
5.6	Helicopter Operating Procedures:	5-3
SECTION 6 - FIRE SAFETY		6-1
6.1	Fire Inspector:	6-1
6.2	Handling of Explosives and Other Hazardous Materials:	6-1
6.3	Fire Extinguishers and Equipment:	6-3
6.4	Open Flames (WELDING):	6-4
6.5	Reporting Fires:	6-4
6.6	Litter and Cleaning of Allotted Space:	6-4
6.7	Cleaning Ramps and Other Surfaces:	6-5
6.8	Control of Contaminants:	6-5
6.9	Fueling Operations:	6-5
6.10	Fuel Spills:	6-10
6.11	Aviation Fuel Delivery Permits:	6-10
6.12	Tenant Fueling Agents:	6-10
6.13	Aircraft Parts Cleaning Materials:	6-11
6.14	Paint, Varnish, and Lacquer Use:	6-11
6.15	Sewage, Industrial Waste, Toxic and Hazardous Waste:	6-11
6.16	Methanol Storage:	6-11
SECTION 7 - Airport Security		Pages 1 - 27
SECTION 8 - AIRPORT OPERATING PERMITS AIRCRAFT LANDING AND TERMINAL USE FEES		8-1
8.1	Definitions:	8-1
8.2	Permit for all Carriers:	8-2
8.3	Single Use Operating Permit (SUOP):	8-2
8.4	Air Carrier Operating Permit (ACOP):	8-3
8.5	Operating Use and Terminal Lease Agreement (ULA):	8-3
8.6	Charges and Fees	8-3
8.7	Revenue Landing Charges:	8-4

8.8	Terminal Rental Rates and Facility Use Fees:.....	8-5
8.9	Security Deposit Policy:	8-6
8.10	Aircraft Landing and Parking Reporting Requirements:.....	8-6
8.11	Non-Exclusive License Agreements (NELA):.....	8-7
8.12	Fueling Permit.....	8-9
8.13	License Terms and Fees Due Reporting Requirements:.....	8-8
SECTION 9 - MOTOR VEHICLE OPERATIONS		9-1
9.1	Operation of Motor Vehicles:	9-1
9.2	Reserved, Posted or Restricted Parking Areas:	9-1
9.3	Curb Markings:	9-2
9.4	Cell Phone Waiting Lot:	9-2
9.5	Emergency Suspension of Parking:	9-3
9.6	Authorized Vehicles on ONT Air Operations Area (AOA):	9-3
9.7	AOA Motor Vehicle Operating Permit (MVOP):.....	9-4
9.8	Insurance Requirements:.....	9-4
9.9	AOA Vehicle Identification:.....	9-4
9.10	Vehicle Licensing:.....	9-5
9.11	AOA Restricted Area Driver Permit Program:	9-5
9.12	Movement of Aircraft by Other than Pilot in Command:.....	9-7
9.13	AOA Escort of Vehicles/Drivers Without Restricted Area Driver Permit and/or Motor Vehicle Operating Permit:	9-7
9.14	Vehicle Roadworthiness:	9-8
9.15	Emergency and Special Purpose Vehicles:	9-8
9.16	Actions in Case of an Accident:	9-9
9.17	Intoxicants and Drugs:	9-9
9.18	Right-of-Way:	9-9
9.19	Use of AOA Roadways:	9-10
9.20	Speed Limits:.....	9-11
9.21	Traffic Signs, Directions, Signals and Markings:	9-11
9.22	Special Safety Rules:	9-12
9.23	AOA Driving Area Definitions:.....	9-12
9.24	Aircraft Movement Area (AMA):.....	9-15
9.25	Stopping, Parking and Unattended Vehicles/Equipment:.....	9-15
9.26	Driving Under Aircraft:.....	9-16
9.27	Reversing and Driving Backwards:	9-16
9.28	Driving Behind Aircraft Engines:	9-17

9.29	Driving Between Aircraft and Passenger Terminal or Bus Loading Gates:.....	9-17
9.30	Pedestrian Movement:	9-18
9.31	Motorcycles and Bicycles:.....	9-18
9.32	Electric Carts:	9-18
9.33	Towed Vehicles:.....	9-18
9.34	Trailers and Baggage/Cargo Carts and Container Dolly Restrictions:	9-19
9.35	Vehicle Lights/Reflectors:	9-19
9.36	Passenger and Employee Transportation:	9-19
9.37	Freight/Cargo Transportation:	9-19
9.38	In-flight Kitchen/Cabin Service Trucks:	9-20
9.39	Transportation of Dangerous Goods and Hazardous Material (HAZMAT):	9-20
9.40	Traffic Obstructions:	9-20
9.41	Special Weather and Roadway Conditions:	9-21
9.42	Maintenance of Vehicles and Ground Servicing Equipment:.....	9-21
9.43	Authorization to Move Vehicles - Vehicle Impound:	9-22
9.44	Vehicle Traffic and Air Operations Area (AOA) Access Control:.....	9-22
9.45	Contractor Vehicle Operations:	9-23
9.46	Construction Vehicle Flag Requirements:.....	9-24
9.47	Compliance and Enforcement of Motor Vehicle Operations Rules and Regulations:	9-25
SECTION 10 - AIRPORT SIGN POLICY		10-1
10.1	General Rules and Definitions:	10-1
10.2	Airline Signs - T2/T4 Building Exterior, Curbside Check-in and Roadways	10-2
10.3	Airline Signs - T2/T4 Building Interior, Ticket Counters, Check-in and Baggage Claim Areas:....	10-3
10.4	Concessionaire Signs in the Passenger Areas:	10-3
10.5	Submitting Sign Requests:	10-4

APPENDICES

APPENDIX 1 – LVO/SMGCS PLAN

APPENDIX 2 – ENVIRONMENTAL

APPENDIX 3 – DISABLED AIRCRAFT OPERATIONS

APPENDIX 4 – SECURITY BADGE PROGRAM

APPENDIX 5 – SECURITY and AIRFIELD ENFORCEMENT PROGRAM (SAFE)

APPENDIX 6 – TARMAC DELAY PLAN

APPENDIX 7 – A380 OPERATIONAL PLAN & IRREGULAR OPERATIONS

APPENDIX 8 – PASSENGER TERMINAL EVACUATION PLAN

SECTION 1 - PREFACE

1.1 **Authority:**

The Rules and Regulations Manual for Ontario International Airport (ONT) is published under authority of the Ontario International Airport Authority (OIAA) to make rules and regulations governing the use and control of ONT subject to the powers of the United States respecting commerce and empowers the ONT Chief Executive Officer (CEO) or his/her authorized representative, to enforce all Rules and Regulations adopted by the OIAA.

United States Federal Government Code of Federal Regulations Title 14 (14 CFR) Part 139; and, Title 49 (49 CFR) Transportation Security Regulation (TSR) Parts 1540 and 1542, requires Airport management to establish operational safety and security procedures to meet Department of Transportation - Federal Aviation Administration (FAA) and Department of Homeland Security - Transportation Security Administration (TSA) certification requirements for ONT.

1.2 **Purpose:**

The purpose of this manual is to provide Airport users with a single document representing a compendium of rules, regulations, procedures, and general information governing their activities at ONT. The objective of the manual is to promote the safe and efficient use of ONT as an integral part of the National Airspace System (NAS).

1.3 **Contents:**

The regulatory provisions of this manual are established by City of Ontario Ordinances, including number 1775, which is incorporated herein by this reference, Municipal Codes and Resolutions adopted by the OIAA, directives issued by the OIAA, and provisions of 14 CFR Part 139 and 49 CFR Parts 1540 and 1542.

1.4 **Compliance:**

The importance of compliance with all Airport rules and regulations cannot be emphasized too strongly. City of Ontario Ordinances number 1775 states that any person violating or failing to comply with regulations established by the OIAA for control of the conduct of persons and ground operations on the Airport shall be guilty of a misdemeanor and

upon conviction thereof shall be punishable by a fine of not more than \$500.00 or by imprisonment for a period of not more than six months, or by both such fine and imprisonment.

1.5 Enforcement:

The ONT CEO or his/her authorized representative, is assigned the overall responsibility of enforcing compliance with Airport Rules and Regulations. Ontario City Ordinance number 1775 authorizes any law enforcement officer of ONT or the City of Ontario, to issue a citation to any person violating the Airport Rules and Regulations. Under certain circumstances, assistance of other law enforcement agencies may be requested.

Successful enforcement, however, depends to a great extent on the full and active cooperation of all Airport users. This requires a thorough knowledge and understanding, through safety training programs, of applicable Airport Rules and Regulations on a continuing basis.

1.6 Deviations:

The ONT CEO or an authorized representative may approve, in writing, deviations from ONT Rules and Regulations when in their judgment, action is necessary to maintain established standards of operational safety and airport security, or in contingency situations affecting life and/or property in areas under the jurisdiction of the OIAA.

SECTION 2 - GENERAL

This Section establishes conditions, limitations and restrictions on commercial activities, personal conduct and behavior applicable to all persons, relating to the use of ONT. Written operating procedures issued by the ONT CEO or an authorized representative are considered addendum to these Rules and Regulations.

2.1 Right of ONT CEO to Control the Airport:

The ONT CEO or his/her authorized representative shall have the right at any time to close the Airport in its entirety or any portion thereof to air traffic, to delay or restrict any flight or other aircraft operation, to refuse takeoff permission to aircraft, and to deny the use of the Airport or any portion thereof to any specified class of aircraft or to any individual or group, when any such action is considered necessary and desirable to avoid endangering persons or property and to be consistent with the safe and proper operation of ONT. In the event the condition of the Airport, or any part thereof, is considered to be unsafe for landings or takeoffs, a Notice to Airmen (NOTAM) shall be issued, or cause to be issued, closing any affected area, or the entire Airport.

2.2 Labor Disputes:

ONT is owned and operated by the OIAA. As a public enterprise for the benefit of the residents of the Inland Empire region and the general traveling public. In order that these facilities function properly in a safe and efficient manner and that free access to and from these facilities be maintained at all times, the following rules are established regarding picketing and other strike activities on Airport premises:

- a. Companies and organizations desiring to picket on Airport premises shall contact the ONT CEO, (909) 544-5300, at least two working days in advance in order to discuss the feasibility of the proposed activities. Scope of the picketing and the area which it can be permitted will be discussed. In this regard, security regulations prohibit this type of activity within the restricted or air operations areas of the Airport.
- b. The conduct of pickets and the display of printed material must be reviewed in order that the picketing group will clearly understand the restrictions which the Airport must set in order to fulfill its primary responsibility to the traveling public.

2.3 Commercial Activity:

No person shall enter or remain on Airport property and buy, sell, peddle, or offer for sale or purchase any goods, merchandise, property or perform services (including surveys) of any kind whatsoever, on or from Airport property, without the express written consent of the ONT CEO, (909) 544-5300.

2.4 Soliciting:

No person shall solicit funds for any purpose at the Airport without permission from the OIAA.

2.5 Loitering:

No person who is unable to give satisfactory explanation of their presence at the airport shall loiter in or about any area or facility of ONT.

2.6 Lost and Found Articles:

Any person finding lost articles at ONT shall deposit them with ONT Lost and Found. Articles unclaimed by the owner after 45 days will be turned over to the finder thereof, unless found by OIAA employees.

2.7 Litter and Refuse:

No person shall place, discharge or deposit in any manner, paper, trash, rubbish, or other refuse anywhere at ONT except in receptacles and other places prescribed by the ONT CEO or his/her authorized representative.

Any deposit of trash, debris, or refuse in unauthorized locations must be cleaned up immediately in an effective manner by the tenant, company, agent or party responsible for same.

- a. All litter and refuse must be covered when transported in vehicles, and all receptacles for same must have covers and liners to ensure against leaking, dripping, sifting, or otherwise escaping of materials and liquids. Receptacles, containers, carts and vehicles equipped with liners, barriers and/or seals help protect against contaminating ground water runoff, storm drains and water tables. See **Appendix 2, Environment Services.**
- b. ONT prohibits sorting of recyclables on aircraft aprons and aircraft parking positions. Tenants of ONT with Operating Agreements are

specifically required to adhere to the Rules and Regulations contained herein.

2.8 Dogs and Other Animals:

No person shall enter any terminal building with any animal, except a guide dog, or one properly confined or ready for shipment. Animals are permitted in non-air operations areas of the Airport if on a leash or restrained in such a manner as to be under control.

2.9 Smoking:

It is the purpose of this Sub-Section to regulate smoking at the Airport in the same manner and extent as provided in Section 7-1.503 of the Ontario Municipal Code. The provisions of this Sub-Section shall be interpreted and applied in the same manner as said in Section 7-1.503.

a. Air Operations Areas (AOA). No person shall smoke any product including e-cigarettes or carry lighted cigars, cigarettes, pipes, matches, or any naked flames in or upon any fuel storage area, aircraft movement area, passenger terminal gate, cargo ramp or apron area, aircraft parking position, or any open deck, gallery or balcony contiguous to or overlooking of any such area, or in any other place where smoking is specifically prohibited by signs. Designated AOA Smoking Areas are established as follows:

- 1) Terminal 2; adjacent Gate 211 apron/ramp level; and,
- 2) Terminal 4; adjacent Gate 402 and north of Gate 410, ramp level.
- 3) Air Cargo Center; between buildings 540 and 550.

b. Workplace. It is unlawful to smoke inside any enclosed area of a structure, or within 20 feet of any structure entrance (door) at ONT, including any structure leased by the OIAA.

c. Public Lounges, Airline Boarding/Waiting Areas and Ticketing Lines. It is unlawful to smoke in Airport ticket lines, public circulation areas, public waiting room areas, or within 20 feet of any structure entrance (door). Designated public smoking areas are located outside at the east and west ends of ONT Passenger Terminal Facilities.

d. Restaurants and Bars. It is unlawful to smoke in restaurants and bars located in ONT passenger terminals.

2.10 Commercial/Non-Commercial Filming, Student Filming and Photography:

The ONT Film Desk has the responsibility of coordinating and supervising filming activities as mandated by the OIAA. All entities, including tenants, must contact the ONT Film Desk, prior to conducting any filming (feature film, television show, or television news magazine), video (music or training), or photographic project at ONT.

- a. Film Production companies, airport tenants, students and others requesting to film, photograph, or videotape projects of a commercial, promotional or training nature at ONT must obtain a Film Permit in advance of the proposed production date. See **ONT Filming**.
- b. An ONT Film Permit does not constitute a contract. Film Permits are conditional, subject to ONT security and operational requirements, the needs of its tenants, and the traveling public.
- c. Filming activity is permitted only in locations approved by the ONT Film Desk, and requires a production location scout, or technical scout, prior to filming. Filming is not allowed on any lessee's premises or lessee's facilities, unless specifically stated as a permitted use in the lease agreement, or unless individual permission is granted by the ONT CEO or his/her authorized representative.

2.11 Advertisements:

No person shall post, distribute, or display signs, circulars, printed or written matter of an advertising nature at the Airport without the express written consent of the ONT CEO or his/her authorized representative and in such manner as may be prescribed.

2.12 Airport Signs:

No signs exposed to public view shall be installed at the Airport without prior approval from the ONT CEO or his/her authorized representative. Sign installations shall conform to the requirements of **Section 10, the Ontario International Airport Sign Code**,

2.13 Passenger Elevators and Escalators:

Public elevators and escalators are to be used by passengers and airport employees only. Freight and tenant supplies are restricted to service elevators located outside of public view.

In the event the main passenger elevator in Terminal 2 or 4 becomes inoperative, the following passenger handling procedures will be implemented:

Terminal 2: Outbound passengers will be routed to the service elevator via ACAM doors T2-1203 and T2-1205 to the concession's hallway via ACAM door T2-2211 to the TSA screening checkpoint via ACAM door T2-2287.

Inbound passengers will be directed to the area adjacent gate 204, and then escorted through ACAMs door T2-2205 to the service elevator for first floor access via ACAM doors T2-1205 and T2-1203.

Terminal 4: Outbound passengers will be routed to the service elevator via ACAM doors T4-1203 and T4-1205 to the concession's hallway via ACAM door T4-2211 to the TSA screening checkpoint via ACAM door T4-2287.

Inbound passengers will be directed to the area adjacent gate 405, and then escorted through ACAMs door T4-2205 to the service elevator for first floor access via ACAM doors T2-1205 and T4-1203.

In the event main elevators in Terminal's 2 or 4 become inoperative, the following passenger handling procedures will be implemented:

TSA will perform passenger screening prior to access to ACAMs doors.

Terminal 2: Outbound and inbound passengers will be escorted through ACAM door T2-1396 east of baggage carousel 3 to ACAM door T2-1540 to the elevator at gate 211.

Terminal 4: Outbound and inbound passengers will be escorted through ACAM door T4-1396 east of baggage carousel 3 to ACAM door T4-1438 to the elevator at gate 410.

Elevators located at T2 gate 203 and T4 gate 402 may be used in the unlikely event elevators at T2 gate 211 and T4 gate 410 become inoperative at the same time main elevators are out of service.

2.14 Tenant Conduct Regarding Unauthorized Activities:

ONT tenants, tenant employees, or any other employee authorized to perform functions at the Airport, shall not assist, in any way, any person engaging in unauthorized activities as identified by: Federal Government Transportation Security Order (TSO); and/or, the ONT CEO or his/her authorized representative.

2.15 Tenant Construction Requirements:

All tenant construction must receive prior written consent from the OIAA and conform to the requirements as contained in the tenant's OIAA – Facility Use Agreement, Improvements and Alterations.

2.16 Airport Construction and Obstruction Control:

Conduct of any construction, alteration, or other modification of Airport premises requires prior review and Letter of Construction Approval or Notice to Proceed issued by the OIAA. ONT Airside Operations oversees construction safety specifications and precautions affecting air operations.

2.17 Damage to Airport Property:

No person shall destroy, or cause to destroy, injure, damage, deface, or disturb in any way, property of any nature located on the Airport, nor willfully abandon any personal property on the Airport. Any person causing or responsible for such injury, destruction, damage, or disturbance shall report such damage immediately to the OPD Airport Bureau (909) 986-6711 and, upon demand by the ONT CEO or his/her authorized representative, shall reimburse the Airport for the full cost of damages incurred by the OIAA. Any person causing or failing to report and/or reimburse the Airport for injury, destruction, damage, or disturbance of Airport property, may be refused the use of any facility until and unless said report and/or reimbursement has been made.

2.18 Bird Hazard Reduction - Wildlife Hazard Management:

- a. In general, wildlife which may impact aircraft, including birds, not only create a hazard to the wildlife involved; but can adversely affect the safety of aircraft flight, and the safety of the traveling public who use ONT. For this reason, Ontario Airside Operations manages an FAA approved ONT Wildlife Hazard Management Plan (WHMP) assisted by a contract USDA Wildlife Biologist.
- b. ONT Airside Operations monitors the Air Operations Area for the presence of wildlife. When bird(s) or other wildlife is observed to be a hazard to flight operations, ONT Airside Operations staff shall report to FAA ONT Air Traffic Control Tower (ATCT) controllers the following: the type and approximate location of the wildlife hazard; if involving birds, report the estimated number(s) and direction of flight above ground level (AGL); and, when the wildlife no longer presents an operational hazard.

- c. It is FAA policy for ONT ATCT controllers, who observe or receive a wildlife hazard report, to advise aircraft pilots of the wildlife activity until the hazard potential is abated.
- d. To the greatest extent practicable, as operationally safe, ONT Airside Operations, (909) 214-7682 or (909) 214-7683, conduct bird dispersal activities to discourage birds from flocking or nesting on ONT AMA.
- e. ONT, in coordination with other ONT WHMP participants, conduct ongoing wildlife habitat mitigation with emphasis to eliminate conditions that create a habitat attracting bird populations at ONT.
- f. In accordance with FAA Regulations, and the ONT WHMP, no person shall: feed, provide habitat, introduce, encourage, or attract the introduction of wildlife on the Airport.

2.19 Plastic Covers:

Plastic covers shall not be used in any portion of the AOA, except to cover pallets or containers and only where such covered pallets or containers are completely secured by netting. Plastic covers shall not be disposed of in any exterior waste containers within the boundaries of the Airport.

2.20 Unmanned Aircraft Systems (Drones):

The use of unmanned aircraft systems or drones is not permitted on, over, or adjacent to airport property.

SECTION 3 - AIRCRAFT OPERATIONS

This Section identifies aircraft operational procedures, restrictions, prohibitions and policies at ONT, Air Operations Area (AOA).

3.1 **Definitions:**

Airport: Is Ontario International Airport (ONT or KONT), in the City of Ontario, California. ONT is owned and operated by the Ontario International Airport Authority (OIAA).

Air Operations Area (AOA): All areas of the Airport located inside the Airport Security Perimeter Fence. The ONT AOA includes; Aircraft Movement Areas (runways, taxiways, and safety areas), aircraft aprons, cargo ramps, public aircraft parking positions, passenger terminal gates, leased areas, and ground vehicle roadways.

Aircraft: A powered fixed wing airplane or rotor wing helicopter controlled by an onboard pilot.

Air Traffic Control Tower (ATCT): Federal Aviation Administration (FAA) Air Traffic Control Tower at ONT.

Aircraft Movement Area (AMA): Located in the AOA, the Aircraft Movement Area is all runways, taxiways, and areas of ONT used for taxiing, takeoff, and landing of aircraft under control of the FAA ONT ATCT. The AMA excludes aircraft aprons, cargo ramps, leased areas, and public aircraft parking positions.

Non-Movement Area: Located in the AOA, aircraft non-movement areas include taxilanes, aircraft aprons, cargo ramps, leased areas, and public aircraft parking positions not normally under control of the FAA ONT ATCT. Aircraft non-movement areas exclude all runways, taxiways, and areas of an airport used for takeoff, and landing of aircraft,

Aircraft Surface Movement Program (ASMP): The ONT ASMP is a one (1) day class providing non-pilot aircraft operators (mechanics and tow crews) familiarization of ONT facilities and operating procedures; designed to enhance operational safety and awareness on ONT Aircraft Movement Areas (AMA). For further ASMP information, see **Appendix 4, Security Badge Office**.

Taxi: Movement of an aircraft under engine power. Personnel conducting aircraft taxi operations at ONT shall be licensed pilot(s); or certified Airframe

and Power-plant mechanic(s) who have successfully completed the ONT Aircraft Surface Movement Program (ASMP) course, as indicated by an ASMP icon on their ONT Security Photo Identification Badge.

Tow: Movement of an aircraft by an external source such as an aircraft pay-mover, tractor, tug or other piece of ground support equipment (GSE) specifically designed to move and tow aircraft.

3.2 **Compliance:**

The ONT CEO or his/her authorized representative shall have authority to deny the use of the Airport to any aircraft or pilot violating OIAA, TSA or FAA Regulations, whether at ONT or elsewhere.

3.3 **Aircraft Incident/Accident Reporting:**

The operator of any aircraft involved in an incident/accident causing personal injury or property damage shall, in addition to all reports required to be made to other agencies, make a prompt and complete report concerning said incident/accident to the ONT CEO or his/her authorized representative through **ONT Police Bureau Dispatch, (909) 986-6711 and ONT Airside Operations, (909) 214-7682 or (909) 214-7683.**

3.4 **Disabled Aircraft:**

- a. Any owner, lessee, operator or other person having the control, or the right of control of any disabled aircraft on the Airport shall be responsible for the prompt removal and disposal thereof, and any and all parts thereof, subject, however, to any requirements or direction of: the NTSB, the FAA, the ONT CEO or his/her authorized representative at ONT, that such removal or disposal be delayed pending an investigation of an accident.
- b. Any owner, lessee, operator or other person having control, or the right of control, of any aircraft does, by use of the Airport, agree and consent, notwithstanding any provision in any agreement, lease, permit or other instrument to the contrary, that the ONT CEO or his/her authorized representative at ONT, may take any and all reasonable and necessary action to affect the prompt removal or disposal of disabled aircraft that obstructs any part of the Airport utilized for aircraft operations; that any costs incurred by or on behalf of the Airport for any such removal or disposal of any aircraft shall be paid to the OIAA; that any claim for compensation against the OIAA and any of its officers, agents or employees, for any and all loss or damage sustained to any such disabled aircraft, or any part thereof, by reason of any such removal or

disposal is waived, and that the owner, lessee, operator or other person having control, or the right of control, of said aircraft shall indemnify, hold harmless and defend the OIAA and all of its officers, agent and employees, against any and all liability for injury to or the death of any person or for any damage to any property arising out of such removal or disposal of said aircraft.

- c. Air carrier airlines, and owners of aircraft based at ONT, can assist the Airport in the recovery of disabled aircraft by submitting, to ONT Airside Operations, a completed Disabled Aircraft Recovery Operations Questionnaire (DARO). For DARO forms, see **Appendix 3, Disabled Aircraft Recovery Operations Questionnaire**.

3.5 Protection of Aircraft:

- a. All persons shall navigate, land, service, maintain and repair aircraft in conformity with Federal Aviation Administration (FAA), Transportation Security Administration (TSA), and National Transportation Safety Board (NTSB) laws and regulations; California State Department of Transportation - Division of Aeronautics Rules and Regulations; and, ONT Rules and Regulations contained herein.
- b. No person shall interfere or tamper with any aircraft at the Airport or start the engine of such aircraft without the operator's consent; nor shall any employee of the OIAA move or handle such aircraft, except in cases of emergency.
- c. No person shall enter an aircraft without the consent of the owner or representative in-charge; excluding emergency response personnel actively responding to an aircraft emergency.
- d. Unattended aircraft shall have all doors closed, and methods of boarding (boarding bridges, stairs and ladders) removed from providing access to aircraft doors. For further information, see **Section 7, Airport Security**.

3.6 Aircraft Parking Responsibility:

- a. Direct approval from ONT Airside Operations, (909) 214-7682 or (909) 214-7683, is required prior to an aircraft using any public aircraft parking position or passenger gate.
- b. Unless previously authorized by ONT Airside Operations, no person shall park, or leave an aircraft positioned on any ONT aircraft movement area, safety area, aircraft apron, cargo ramp, or other area in such a way that any portion of an aircraft protrudes:

- 1) Onto a runway, taxiway or taxilane;
 - 2) Beyond an aircraft parking position safety clearance envelope marking (red/white);
 - 3) Into a vehicle roadway, or other area designated unsafe for aircraft parking by ONT.
- c. The ONT CEO or his/her authorized representative may instruct the operator of any aircraft parked, or stored, at ONT to be moved from its current parked or stored position. If the aircraft operator refuses to comply with such directions, the ONT CEO or his/her authorized representative may order such aircraft moved at the expense of the owner or operator, and without liability for the damage, which may result in the course of such moving.
- d. See **Section 4, Airport Facilities, Aircraft Parking and Passenger Gate Use**, for specific information regarding aircraft parking position use and size limitations.

3.7 Aircraft Repairs/Maintenance:

- a. All maintenance of aircraft including engines performed on ONT public aircraft parking positions, or passenger terminal gates, must be approved by ONT Airside Operations, (909) 214-7682 or (909) 214-7683. Aircraft engine and system fluid checks and replenishment, minor adjustments, and emergency repairs may be performed on aircraft parking positions, or ramps, when such repairs can be safely accomplished, and in compliance with the following instructions:
- 1) No inconvenience to other Airport tenants or personnel.
 - 2) All aircraft repairs on public aircraft parking positions, or passenger terminal gates, must be completed within originally scheduled airline flight arrival and departure times.
 - 3) High power run (for maintenance or testing) of aircraft engines is prohibited at all aircraft parking positions.
 - 4) Any aircraft being repaired on aircraft parking positions shall be moved immediately upon the request by ONT Airside Operations, (909) 214-7682 or (909) 214-7683.

3.8 **Starting or Running of Aircraft Engines:**

- a. Aircraft engine start, and engine run is permitted on public aircraft parking positions, provided following conditions are met:
 - 1) The aircraft engine(s) are run at minimum idle power.
 - 2) The aircraft is properly parked with fuselage longitudinally centered over the lead line and nose gear on top of the parking position painted nose block marking.
 - 3) The aircraft operator has sufficient ground/ramp safety personnel positioned, at each side and aft of the aircraft, to stop vehicle traffic from passing behind the aircraft.
 - 4) The aircraft operator advises ONT ATCT prior to starting engine(s).
 - 5) Minimum power idle engine runs are limited to five (5) minutes in duration, unless otherwise approved by ONT Airside Operations, (909) 214-7682 or (909) 214-7683.
- b. Auxiliary Power Units (APU) are run only as required to accomplish necessary maintenance or preflight operations.
- c. No aircraft engine shall be started, or run, unless a licensed pilot or certified Airframe and Power Plant mechanic is attending the aircraft controls. To deter movement, wheel chocks equipped with ropes, or other suitable means of chocking aircraft wheels, shall be placed in front of the main landing gear wheels before starting engine(s), unless the aircraft is secured in position by functioning locking brakes.
- d. Aircraft engines shall be started and run in Airport approved locations, including leased premises, designated by the ONT CEO or his/her authorized representative as coordinated by ONT Airside Operations, (909) 214-7682 or (909) 214-7683.
- e. All aircraft shall be pushed back from its parking position with its fuselage longitudinally centered over, and parallel to, a taxiway centerline before commencing engine start.
- f. Pilots and mechanics are prohibited from running an aircraft engine unless reasonably necessary for the maintenance, testing or repair of such engine, the instruction of mechanics or pilots, the moving or the

flight operation of the aircraft, and complies with **Section 5, ONT Noise Management Procedures**.

- g. Turbo-jet and turbo-fan cross-bleed engine air-start of multi-engine aircraft may be conducted on taxiways provided the following conditions are met:
 - 1) The aircraft Auxiliary Power Unit (APU) is inoperative.
 - 2) The aircraft operator advises ONT ATCT prior to starting engines.
 - 3) Cross-bleed engine start procedure is conducted while the aircraft is longitudinally centered over and parallel to a taxiway centerline before engine start is performed.
- h. Aircraft flights delayed on public aircraft parking positions are prohibited from running engine(s). Aircraft power supply must be provided by: Passenger Boarding Bridge, APU, or other Ground Power Unit (GPU).
- i. The starting or operating of aircraft engines inside a hangar or within 25 feet of a building or other structure is prohibited.
- j. No aircraft engine exhaust, blast, and/or propeller wash shall be directed in such a manner as to cause injury, damage, or hazard to any person, structure, or property. If it is impossible to run aircraft engines or taxi aircraft without compliance of the above limitations, the engine(s) must be shut off and that aircraft towed.
- k. Aircraft engines shall not be operated during refueling or defueling operations, or during a fuel spill, unless otherwise approved by the OFD Station 10 Captain in Charge. For further information, see **Section 6, Fire Safety**.

3.9 High Power Run of Aircraft Engines (Run-up):

- a. High power run of aircraft engines is prohibited on all ONT aircraft gates and parking positions.
- b. Aircraft operators must obtain location approval and instructions from ONT Airside Operations, (909) 214-7682 or (909) 214 -7683, before conducting sustained run of any aircraft engine above minimum idle power; high power engine operation, or engine run. In most cases, an

Airside Operations aircraft escort is required to/from the assigned engine run location.

- c. If more than one engine is to be run, each engine should be checked separately; however, if required for airframe and power loading requirements, more than one (1) engine can be run simultaneously with prior notification to and approval from ONT Airside Operations, (909) 214-7682 or (909) 214 -7683.
- d. To the greatest extent possible, high power engine runs are to be operated at minimum time required to accomplish necessary maintenance or preflight checks.
- e. ONT prohibits high power run of aircraft engines for maintenance, or test purposes, on both leased and non-leased areas between the hours of 2200-0700 local time. During these hours, the aircraft APU shall only be operated for maintenance and preflight operations. For further information on ONT noise management, see **Section 5, Aircraft Noise Mitigation Procedures**.

3.10 **Air Traffic Rules:**

- a. Aircraft classified as ultralight, unmanned, motorless (gliders) and towed; including aircraft that tow banners, are prohibited at ONT.
- b. Formation takeoffs and landings involving multiple aircraft on any active runway at the same time are prohibited at ONT. Exceptions may be approved on a case by case basis by ONT Airside Operations at (909) 214-7682 or (909) 214-7683.
- c. Ram-jet and rocket-assisted or any other type of assisted takeoffs are prohibited at ONT.
- d. Touch and go landings conducted by turbo-jet and turbo-fan aircraft are prohibited at ONT; turbo-prop aircraft excepted.
- e. No person shall land on or takeoff from any runway during the time that said runway is closed to operations by order of the ONT CEO or his/her authorized representative except in cases of emergency.
- f. No person shall land or takeoff or attempt to land or takeoff any aircraft from any runway, which is at the time being used by another aircraft, except in cases of emergency as instructed by ONT FAA ATCT.

- g. Aircraft landing at the Airport shall make the landing runway or touchdown area available to others by exiting the runway or touchdown area as promptly as possible.
- h. No aircraft having an actual gross weight (including passenger, cargo, fuel, equipment, etc.) in excess of the FAA Certificated maximum gross weight for such aircraft shall land, takeoff, or taxi at the Airport without permission of the ONT CEO or his/her authorized representative.

3.11 Aircraft Movement on Air Operations Area (AOA):

- a. An FAA ONT ATCT issued clearance is required prior to any aircraft being flown, taxied, towed, or otherwise moved on ONT Aircraft Movement Areas (AMA).
- b. All aircraft operators who taxi, tow, or move aircraft at ONT shall be thoroughly familiar with the location of all runways, taxiways, aircraft parking positions, and navigational aids, prior to conducting aircraft movement operations at ONT.
- c. Aircraft operators who fly, taxi, or tow aircraft at ONT shall be familiar with the most current U.S. Department of Transportation, National Aeronautic Charting Office, Civil Flight Information Publication, FAA Chart Supplement, Southwest U. S. published for ONT.
- d. Non-pilot personnel towing aircraft and intending to cross any active ONT runway require escort by ONT Airside Operations, (909) 214 -7682 or (909) 214 -7683.
- e. Non-pilot personnel moving aircraft on ONT AMA shall successfully complete the ONT ASMP prior to taxi or towing an aircraft.
- f. Airport tenants who operate aircraft at ONT are responsible for ensuring their personnel are trained in and familiar with, the proper methods and procedures for the operation of aircraft, aircraft systems, and aircraft Ground Support Equipment (GSE); including proper Pilot/Controller communication procedures and VHF radio operation. The Airport also requires said tenants to have and use UHF radio (two-way air-to-ground), Aircraft communications addressing and reporting system (ACARS), or other method of direct communications between their ONT ramp/operations personnel and the aircraft to ensure the safe and fluid movement of aircraft to include, but not limited to, assignment of aircraft parking assignments.

Ramp/Operations personnel need the ability to communicate directly with flight crew (Pilots) of aircraft operating under their direction at ONT to establish and confirm assigned parking positions to inbound aircraft prior to the aircraft reaching passenger terminal gates or other assigned parking areas at ONT.

- g. No aircraft at ONT shall be taxied, towed, parked, or otherwise moved on any closed, deactivated, or restricted Aircraft Movement Area, aircraft apron, cargo ramp or aircraft parking position, unless authorized by ONT Airside Operations, (909) 214-7682 or (909) 214-7683.
- h. Aircraft operators at ONT must ensure the safe movement of their aircraft, proceeding only after verifying no danger of collision with persons or property is present.
- i. Aircraft under taxi, tow, or otherwise being moved on ONT runways, taxiways, taxilanes, aircraft aprons and cargo ramps, or other ONT owned property, requires a qualified person to continuously attend all aircraft controls; and monitoring of designated ONT FAA ATCT frequencies. In the event of radio equipment failure (lost communication) ATCT controllers may use an ALDIS Lamp (light gun) for communication; or dispatch ONT Airside Operations to provide escort to the aircraft in question.
- j. No aircraft shall be operated, taxied, towed, or otherwise moved at ONT in a careless or negligent manner in disregard of the rights and safety of others; at unusual attitude or speed which endangers persons or property. Aircraft are not permitted to make arrival or departure turns which cause the over-flight of ONT passenger terminals.
- k. Aircraft under power shall not execute 180° turns, in position, on ONT aircraft aprons, cargo ramps, and taxiways; except, when authorized by ONT ATCT controllers having prior approval from ONT Airside Operations, (909) 214-7682 or (909) 214-7683.
- l. No aircraft at ONT shall be moved, pushed-back, or towed, except by a vehicle type (pay-mover, tractor or tug) recommended or approved for such a purpose. All aircraft GSE and vehicles are subject to Airport Safety inspections, and are restricted to routes, by use, as prescribed by ONT Airside Operations, OPD Airport Bureau, and OFD Station 10 personnel.

- m. No aircraft at ONT shall be towed, or otherwise moved on any AMA, apron or ramp, without an operational aircraft braking system, unless under control of specialized tow equipment designed to tow aircraft without requiring the operation of aircraft brakes.

3.12 Intersection Departures:

Turbojet and turbofan powered aircraft intersection departures are prohibited at ONT; except departures on runway 08L, from taxiway D and on runway 26R at taxiway V. Propeller driven aircraft intersection departures are permitted during official daylight hours, upon pilot request, for improved air traffic efficiency.

3.13 Helicopter Operations:

- a. ONT does not have official heliport or helipad markings. All helicopter landing and takeoff operations shall be to/from Fixed Base Operator (FBO) leased premises, unless otherwise permitted by the ONT CEO or his/her authorized representative through ONT Airside Operations, (909) 214-7682 or (909) 214-7683.
- b. Helicopter arrivals and departures at ONT shall always operate under the direction of the FAA ONT ATCT. No helicopter may land or takeoff at ONT unless it is equipped with VHF radio to maintain communications with the FAA ONT ATCT.
- c. Parked helicopters shall have braking devices or rotor mooring tie-downs applied to the rotor blades. Helicopters shall not be taxied, towed or otherwise moved with rotors turning unless there is a clear area of at least 25 feet in all directions from the outer tips of rotor blades.
- d. No helicopter shall be left running unless a certificated helicopter pilot or a certificated mechanic is at the controls.

3.14 Use of Unsafe Areas:

No aircraft shall park, tow, taxi, land or takeoff on ONT AMA (runways, taxiways and taxilanes) or other parts of the AOA (aircraft gates, aprons, or cargo ramps) when considered unsafe, closed, or identified as unavailable for use. The boundaries of unsafe, unavailable, or closed areas may be marked by vehicles equipped with yellow or red beacons/strobes, a lighted or surface painted yellow movement area closure 'X'; or, as identified by an end of taxiway sign, barricades, delineators, or high intensity red lights. An

appropriate NOTAM shall be issued by ONT Airside Operations for all closures and unsafe conditions.

3.15 Aircraft Power-Back Operations:

Aircraft power-back operations are not permitted at ONT unless approved by ONT Airside Operations (909) 214-7682 or (909) 214-7683.

3.16 Small Aircraft:

The FAA classifies small aircraft as weighing less than 12,500 pounds. Operators of small aircraft are cautioned to keep safe distance from aircraft blast created by Large, Heavy and Super-Heavy aircraft operated at ONT.

3.17 Taxiing In or Out of Hangars:

No aircraft shall be taxied into or out of a hangar under its own power.

3.18 Aircraft Lighting During Hours of Darkness:

- a. Every aircraft parked on unlighted ramp or apron areas shall have navigational/position lights illuminated or wingtips marked by delineation between the hours of official sunset and sunrise, or during periods of low visibility, except in areas designated by ONT Airside Operations such as ramp and apron areas which are properly illuminated during these hours.
- b. All aircraft being taxied, towed or otherwise moved on the ramp, apron or taxiways shall proceed with navigational lights illuminated or approved alternative lighting between the hours of official sunset and sunrise, and during periods of low visibility. Aircraft unable to provide operational navigational lights require (dark tow) escort by ONT Airside Operations, (909) 214-7682 or (909) 214-7683.

3.19 Aircraft Operations in Low Visibility and Adverse Weather Conditions:

ONT has an FAA approved Low Visibility Operations/Surface Movement Guidance and Control System (LVO/SMGCS) Plan for aircraft movement during periods of low visibility and adverse weather; i.e., fog, precipitation, smoke and haze. The ONT LVO/SMGCS Plan provides safe routes for aircraft taxiing to/from the runway environment.

- a. In low visibility weather conditions (Runway Visual Range (RVR) at or below 1200 feet horizontally) FAA ONT ATCT controllers and ONT Airside Operations shall determine the need to activate the ONT

LVO/Surface Movement Guidance and Control System (LVO/SMGCS) Plan.

- b. In LVO/SMGCS conditions, all ground vehicle traffic, construction, and maintenance activity are prohibited in aircraft movement areas. Exempt are ONT Airside Operations vehicles with FAA ATCT clearance and vehicles responding to an emergency or other special needs situation.
- c. All non-essential vehicle operations not directly supporting aircraft servicing will be restricted when the ONT LVO/SMGCS Plan is in effect. Individual airlines shall decide which vehicles are essential for use during LVO/SMGCS conditions. For further information, see **Appendix 1, Low Visibility Operations/Surface Movement Guidance and Control System (LVO/SMGCS) Plan**; and, **Section 9, Motor Vehicle Operations**.

3.20 Flight Training and Student Pilots:

Designated as FAA Class 'C' Airspace, ONT is available to pilot familiarization and training flights. ONT ATCT may be unable to provide services to training flight activity during periods of high-volume air traffic.

3.21 Charter and Itinerant Aircraft:

- a. Airlines with an Air Carrier Operating Permit (ACOP) are required to notify the OIAA, through ONT Airside Operations, (909) 214-7682 or (909) 214-7683, in advance, as practicable, of any deviation from schedule, extra-section or chartered aircraft operation.
- b. Airlines without an ONT Air Carrier Operating Agreement (ACOA) intending to operate a charter or itinerant flight at ONT must notify the ONT CEO through ONT Airside Operations, (909) 214-7682 or (909) 214-7683, at least 48 hours in advance of any aircraft operation. For further information, see **Section 8, Airport Operating Permits**.
- c. ONT tenants, airlines or FBO, who contract handling services with an itinerant or charter airlines shall notify ONT Airside Operations, (909) 214-7682 or (909) 214-7683, prior to flight operations.
- d. Access to the AOA shall adhere to escort procedures as outlined in **Section 9, Motor Vehicle Operations**, and subject to prior approval by ONT Airside Operations, (909) 214-7682 or (909) 214-7683.
- e. Charter aircraft operators, personnel, equipment and vehicles, under escort, may only ingress and egress the AOA via an ONT Secured Area Access Point (SAAP), or via FBO exclusive area leaseholds.

- f. ONT FBO and air carriers shall provide positive control of all charter and itinerant passengers at their facilities; all FBO(s) must ensure non-screened charter passengers are not allowed to intermingle with screened passengers, per current Transportation Security Order(s) (TSO) as issued by DHS-TSA mandate.

3.22 Into-Plane Refueling:

All aircraft refueling must be performed by authorized ONT tenants with properly trained personnel. Hydrant refueling systems are not currently available at ONT.

3.23 Markings, Signs and Signals:

The pilot in command (PIC) or other person(s) engaged in the operation of any aircraft must, always, comply with any lawful order, signal, and instruction of the ONT CEO or his/her authorized representative as subject to the direction of FAA ONT ATCT personnel. When the operation of aircraft is controlled by lights, signs, signals, and markings; all lights, signs, signals, and markings shall be obeyed, unless otherwise directed by the ONT CEO or his/her authorized representative.

3.24 Washing of Aircraft:

No aircraft shall be wet washed at ONT. Dry washing and polishing of aircraft at terminal gates and aircraft parking positions is permitted provided the ramp remains clean and free of debris from this operation.

Non-storm water (rain) discharge into storm drains is forbidden. For further information, see **Appendix 2, Best Management Practices (BMP) and Storm Water Pollution Prevention Plan.**

3.25 Painting Guidelines for Aircraft Aprons, Cargo Ramps, Taxiways and Taxilanes:

All surface painted markings require the approval of the OIAA and ONT Airside Operations, (909) 214-7682 or (909) 214-7683. All Taxiway, taxilane, and aircraft parking position lead-in/nose block surface painted markings are yellow.

3.26 Aircraft Movement Area Lighting:

ONT is equipped with two (2) parallel runways: 26L-08R and 26R-08L. Runways 26L, 26R and 08L are equipped with FAA Instrument Landing Systems (ILS); exclusive of runway 08R, a visual approach only runway. As necessary, FAA ONT ATCT approves ILS Category II/IIIb low visibility approaches to ONT Runway 26L when Runway Visual Range (RVR)

values are below 1800 feet and above 600 feet horizontal visibility. More information on low visibility aircraft operations is identified in **Appendix 1, ONT LVO/Surface Movement Guidance Control System (LVO/SMGCS) Plan.**

- a. AMA lighting supporting the runway environment includes runway edge, centerline, and touchdown zone lighting systems; and, a system of lighting, and signs, which help to provide guidance to pilots on taxiways leading to/from active runways, they include: lighted signs, runway hold position guard lights, taxiway edge, and taxiway centerline lighting installed at every runway intersection and on every major taxiway at ONT.

3.27 **Fees:**

The payment of fees and charges relating to aircraft use of Airport premises and facilities shall be made prior to an aircraft operator or air carrier (passenger or cargo) departing ONT. In lieu of such payments, the pilot operator or owner of an aircraft shall make satisfactory credit arrangements with the OIAA.

Without prior approval of credit, Faithful Performance Guarantee, or payment arrangement, ONT Airside Operations, (909) 214-7682 or (909) 214-7683, is authorized to collect all Airport use fees, in cash or captain's check, prior to an aircraft operated for hire departing ONT.

General Aviation (GA) aircraft operating under 14 CFR Part 91 are exempt from landing fees; however, where applicable, fees for services and facilities apply whether incurred at an FBO and Airport facilities, including use of public aircraft parking positions.

ONT tenants' having Facility Use Agreements (FUA) may prohibit tenants' ability to provide future service(s) to any air carrier operator failing to pay landing fees due and payable upon request of the Airport. ONT rate schedules are published in **Section 8, Operating Permits and Fees.** Failure to pay ONT-TEC fees and charges could restrict use of terminal facilities where applicable.

SECTION 4 - AIRPORT FACILITIES, AIRCRAFT PARKING AND PASSENGER TERMINAL GATE USE

Questions and concerns regarding Airport Facilities, Aircraft Parking and Passenger Terminal Gate use should be directed to the ONT CEO, (909) 544-5300. After normal business hours (nights, weekends and holidays) questions and concerns regarding Airport Operations can be addressed by ONT Airside Operations personnel at (909) 214-7682 or (909) 214-7683.

Real time assignment of non-preferential aircraft parking positions and passenger terminal gates are authorized by ONT Airside Operations, (909) 214-7682 or (909) 214-7683.

4.1 General Aviation (GA) Aircraft Parking Restrictions:

- a. General Aviation (GA) is operators of private, business, or corporate aircraft operating under 14 CFR, Part 91 FAA regulations, or military aircraft. GA aircraft are prohibited from entering or using ONT passenger terminal area gates and public aircraft parking positions. GA aircraft, or military aircraft, are limited to Fixed-Base Operator (FBO) facilities for services and overnight parking. Airport security regulations require an FBO representative be physically present to receive GA, or military, aircraft upon landing ONT:
 - 1) If FBO services are not available GA aircraft must contact Airside Operations, (909) 214-7682 or (909) 214-7683, prior to landing at ONT.
 - 2) GA aircraft may be granted use of public aircraft parking positions, case by case, as available; requests must be initiated by an FBO who cannot fully accommodate GA aircraft intended to be parked. Approvals may be granted for an extended duration based upon then current airfield operational conditions and availability of aircraft parking areas. Public aircraft parking fees apply to all GA aircraft not parked on FBO leased property.
 - 3) All GA aircraft/flight servicing; i.e., passenger loading or unloading, refueling, and catering, shall be performed on FBO leased property unless alternate plans were approved by ONT Airfield Operations.

4.2 Air Carrier (Airline) Aircraft Parking:

- a. Use of ONT Passenger Terminal (Terminal 2, Terminal 4, and International Arrivals Terminal) and Remote Aircraft Parking positions require prior approval from ONT Airside Operations, (909) 214-7682 or (909) 214-7683.
- b. Airline(s) shall notify ONT Airside Operations, (909) 214-7682 or (909) 214-7683, of any flight delays or cancellations that could impact another airline(s) operation.
- c. Upon request of the ONT CEO or his/her authorized representative the operator of any aircraft disabled, parked or stored at the airport shall move said aircraft. If the operator refuses to comply with such directions, the ONT CEO or his/her designated representative, may order said aircraft moved at the expense of the owner, or operator, without liability for damage(s) that may result from moving said aircraft.
- d. Aircraft parking is limited to size and type of aircraft, as published for each aircraft parking position in paragraph 4.03, herein.
- e. ONT public aircraft parking positions (aircraft aprons, cargo ramps, and passenger terminal gates) exclude tenant and FBO leaseholds, and the private property of United Parcel Service (UPS) Company.
- f. Unattended aircraft shall have all doors closed, and other methods of aircraft access (boarding bridges, stairs and ladders) removed, thereby preventing unauthorized access to the aircraft. For further information, see **Section 7, Airport Security**.
- g. No aircraft shall be parked in a manner which allows that aircraft to overlap the path and safe parking of aircraft using an adjacent aircraft parking position.
- h. ONT Airside Operations, (909) 214-7682 or (909) 214-7683, direct approval is required prior to an aircraft using Non-preferential public aircraft parking positions or passenger gates.
- i. Unless previously authorized by ONT Airside Operations, no person shall park, or leave an aircraft positioned on any ONT aircraft movement area, safety area, aircraft apron, cargo ramp, or other area in such a way that any portion of an aircraft protrudes:

- 1) Onto a runway, taxiway or taxilane;

- 2) Beyond an aircraft parking position safety clearance envelope marking (red/white);
 - 3) Into a vehicle roadway, or other area designated unsafe for aircraft parking as instructed by the ONT CEO or his/her authorized representative.
- j. During pushback, all aircraft are to be pushed back with its fuselage longitudinally centered over, and parallel to, a taxiway centerline.
 - k. Properly parked, all ONT public aircraft parking positions are designed to allow an individual to walk around the aircraft without being forced to walk under any portion of another aircraft. For further information, see **Section 3, Aircraft Operations**.

4.3 Aircraft Parking Positions - Maximum Aircraft Size Limitations:

The FAA has issued ONT a Modification of Standards (MOS) to accommodate Airbus A380 aircraft. The FAA has designated the A380 as a "Super Heavy" aircraft requiring special consideration for FAA Airport Design Group (ADG) VI standards. Diverted, itinerant, non-scheduled, and alternate airport ADG-VI aircraft may operate at ONT, they include the following: A380, AN124-100, B747-800 and Military C-5A aircraft. Parking of ADG-VI aircraft requires direct assistance and approval from ONT Airside Operations, (909) 214-7682 or (909) 214-7683.

ONT public aircraft parking positions are designed to accommodate a fleet mix of FAA ADG-III, ADG-IV and ADG-V aircraft. Most aircraft parking positions allow aircraft operators to power into a parking position, unless otherwise stated below.

Following is a list of all aircraft parking positions and passenger terminal gates by facility location, number, nose face direction, maximum aircraft size, parking use instructions and Passenger Boarding Bridge (PBB) utility information (if available, PBB utilities normally include ground power, potable water, and pre- conditioned air):

- a. **Terminal 1 (T-1) Aircraft Parking:** T-1 passenger facilities are permanently closed; however, aircraft parking can be assigned for scheduled cargo operations, itinerant and charter flights, and alternate aircraft operations.
- b. Passenger air carriers operating at T-1 are required to use buses for deplaning and enplaning of passengers which may also include

military charters accessing the USO at ONT.

<u>Number</u>	<u>Nose Faces</u>	<u>Max Acft Size</u>	<u>Position Use and Utility Information</u>
1	North	B767-300 EWR	Taxi in/out Twy G; No PBB or utilities
2	North	B767-300 EWR	Taxi in/out Twy G; No PBB or utilities
3	North	B767-300 EWR	Taxi in/out Twy G; No PBB or utilities
4	North	B767-300	Taxi in/out Twy G; No PBB or utilities
5	North	B767-300 EWR	Taxi in/out Twy G; No PBB or utilities
6	North	B767-200	Taxi in/out Twy G; No PBB or utilities
7	North	B767-300	Taxi in/out Twy G; No PBB or utilities
8	North	B767-200	Taxi in/out Twy G; No PBB or utilities
8A	North	B767-300	Taxi in/out Twy G; No PBB or utilities Use of gate 8A closes gates 8 and 9
9	North	B737	Taxi in/out Twy G; No PBB or utilities

- c. **International Arrivals Terminal (IAT):** The International Arrivals Terminal (IAT) facility is operated by ONT. The IAT is intended to benefit air carriers who have scheduled international arrivals at ONT. Prior to arriving ONT, all international air carriers are required to coordinate with U. S. Customs and Border Protection service supervisor, (310) 568-7547 or (310) 568-7501, to schedule processing for international passengers at ONT.

Although International flights arrive at the IAT, they normally depart from domestic passenger Terminals 2 and 4. Should aircraft gates not be available for boarding at Terminal 2 or 4, air carriers may bus passengers to IAT to enplane a flight.

RULES AND REGULATIONS

<u>Number</u>	<u>Nose Faces</u>	<u>Max Acft Size</u>	<u>Position Use and Utility Information</u>
31	South	B737- 900WG	Taxi in/out Twy G; No PBB or utilities
32	South	B737-900WG	Taxi in/out Twy G; No PBB or utilities
32A	South	B747-400	Taxi in/out Twy G; No PBB or utilities NOTE: B747 on 32A closes 32 and 33
33	South	B737-900	Taxi in/out Twy G; No PBB or utilities
33A	South	B747-400	Taxi in/out Twy G; No PBB or utilities NOTE: B747 on 33A closes 32 and 33
34	South	B737-900	Taxi in/out Twy G; No PBB or utilities
35	South	B767-300	Taxi in/out Twy G; No PBB or utilities
35A	South	B747-400	Taxi in/out Twy G; No PBB or utilities NOTE: B747 on 35A closes 34 and 35
36	North	B777-300ER	Taxi in/out Twy G; No PBB or utilities

- d. **Terminal 2 (T-2) - Passenger Terminal Gates:** T-2 is only available for use by air carriers with current ONT FUA and ACOP agreements.

<u>Number</u>	<u>Nose Faces</u>	<u>Max Acft Size</u>	<u>Position Use and Utility Information</u>
201	North	B737-900WG	Taxi in/push back tail east on Twy N-1; equipped with PBB and utilities
202	North	B757-300WG	Taxi in/push back tail east on Twy N-1; equipped with PBB and utilities
203	North	B757-200WG	Taxi in/push back tail east on Twy N-1; equipped with PBB and utilities
204	North	B737-700	Taxi in/push back tail east on Twy N-1; equipped with PBB and utilities
205	North	B737-900	Taxi in/push back tail east on Twy N-1; equipped with PBB and utilities

RULES AND REGULATIONS

206	North	B737-900WG	Taxi in/push back tail east on Twy N-1; equipped with PBB and utilities
207	North	B737-800WG	Taxi in/push back tail east on Twy N-1; equipped with PBB and utilities
208	North	B757-200WG	Taxi in/push back tail east on Twy N-1; equipped with PBB and utilities
209	Northwest	B737-800WG	Taxi in/push back tail east on Twy N-1; equipped with PBB and utilities
210	North	B737-800	Taxi in/push back tail east on Twy N-1; equipped with PBB and utilities
211	North	B757-200WG	Taxi in/push back tail east on Twy N-1; equipped with PBB and utilities
212	North	B777-300ER	Taxi in/push back tail east on Twy N-1; equipped with PBB and utilities

- e. **300 Series Aircraft Parking Positions:** 300 series aircraft parking positions are assigned to RON, charter and alternate airport air carrier operations; no PBB or aircraft utilities are available.

<u>Number</u>	<u>Nose faces</u>	<u>Max Acft. Size</u>	<u>Position Use and Utility Information</u>
301	North	B737-800	Taxi in/out on Twy N-1; No PBB or utilities B777-300ER on 212 closes gate 301
302	North	B737-800	Taxi in/out on Twy N-1; No PBB or utilities
303	North	B757-300 B767-300	Taxi in/out on Twy N-1; No PBB or utilities B767 on 303 closes 302 and 304
304	North	B737-800	Taxi in/out on Twy N-1; No PBB or utilities
305	North	B737-900	Taxi in/out on Twy N-1; No PBB or utilities
306	North	B757-200	Taxi in/out on Twy N-1; No PBB or utilities B757WG -Not Included
307	North	B737-800	Taxi in/out on Twy N-1; No PBB or utilities
308	North	B737-800	Taxi in/out on Twy N-1; No PBB or utilities
309	North	B737-800	Taxi in/out on Twy N-1; No PBB or utilities

- a. **Terminal 4 (T-4) - Passenger Terminal Gates:** T-4 is only available for use by air carriers with current ONT ULA and ACOP agreements.

<u>Number</u>	<u>Nose Faces</u>	<u>Max Acft Size</u>	<u>Position Use and Utility Information</u>
401	North	B737-8WG	Taxi in/push back on Twy N-1; Equipped with PBB and utilities
402	North	B737-8WG	Taxi in/push back on Twy N-1; Equipped with PBB and utilities
403	North	B737-8WG	Taxi in/push back on Twy N-1; Equipped with PBB and utilities
404	North	B737-8WG	Taxi in/push back on Twy N-1; Equipped with PBB and utilities
405	North	B737-8WG	Taxi in/push back on Twy N-1; Equipped with PBB and utilities
406	North	B737-8WG	Taxi in/push back on Twy N-1; Equipped with PBB and utilities
407	North	B737-8WG	Taxi in/push back on Twy N-1; Equipped with PBB and utilities
408	North	A321-200	Taxi in/push back on Twy N-1; Equipped with PBB and utilities
409	North	B757-200	Taxi in/push back on Twy N-1; Equipped with PBB and utilities NOTE: B757 on 409 and 410 simultaneously require tow on or wing walkers present
410	North	B757-200	Taxi in/push back on Twy N-1; Equipped with PBB and utilities NOTE: B757 on 409 and 410 simultaneously require tow on or wing walkers present
411	North	B757-200	Taxi in/push back on Twy N-1; Equipped with PBB and utilities
412	North	B737-7WG	Taxi in/push back on Twy N-1; Equipped with PBB and utilities
413	North	B747-400	Taxi in/push back on Twy N-1; Equipped with PBB and utilities
414	North	A320-200	Taxi in/push back on Twy N-1; Equipped with PBB and utilities

- b. **Taxilane F**: Taxilane F, **located south of Taxiway S**, is not visible to the ONT ATCT. Areas not visible to the ATCT are non-movement areas. Non-Visibility Area clearances issued by ONT ATCT are advisory in nature; aircraft operators use these (non-vis) areas at their own risk. Aircraft operators shall give advisories to ONT ATCT prior to commencing movement on Taxilane F. Taxilane F is flanked by Federal Express to the east and west; Guardian Jet Center FBO to the south.

4.4 Ground Support Equipment (GSE) Parking and Storage:

Use of GSE at aircraft parking positions and passenger terminal gates is as follows:

- a. Prior to, and following, the use of any ONT aircraft parking position, passenger terminal gate and Passenger Boarding Bridge (PBB), all aircraft operators (airlines) shall ensure the parking position (gate) is left clean and free of Foreign Object Debris (FOD), Fluid Spills, and Ground Support Equipment (GSE).
- b. ONT Airside Operations, (909) 214-7682 or (909) 214-7683, must be notified of any unsatisfactory or hazardous condition prior to an aircraft occupying an aircraft parking position or passenger terminal gate. Aircraft parking positions with FOD or hazardous material fluid spills are unsafe and are subject to closure by ONT Airside Operations.
- c. The last aircraft operator (airline) to use an ONT public aircraft parking position, or passenger terminal gate, shall be held responsible for any non-routine clean-up or damaged Airport equipment and facilities.
- d. All aircraft operators and contract ground service companies are prohibited from staging GSE, to be used for a flight, more than 30 minutes prior to the flight arrival. All GSE shall be removed as soon as the flight departs. The only exception to this rule is for successive flights by the same airline; however, GSE should not be left on an unoccupied aircraft parking position overnight.
- e. Only GSE required for the servicing of aircraft are permitted to be positioned at aircraft gates. GSE not necessary for the daily servicing of aircraft must be stored in each airline or tenant leased areas. Aircraft gates include preferential use and unassigned OIAA controlled gates at ONT.

- 1) Disabled GSE is prohibited from being stored or having repair work performed on any unauthorized or common use area of ONT unless specifically approved by the ONT Airside Operations, (909) 214-7682 or (909) 214-7683.
 - 2) Disabled GSE positioned on any unauthorized or common area of ONT must be immediately removed upon notification by OPD Airport Bureau or ONT Airfield Operations. GSE not removed will cause the airport to impound the GSE at the expense of the company responsible.
- f. GSE and vehicle(s) shall not be parked between buildings (passenger terminals and hangars) and concrete wheel stops, blocks, bollards, or posts. Posts and wheel blocks are intended to protect buildings from becoming damaged GSE or vehicles.
 - g. Washing GSE and vehicles is permitted only at the wash rack located west of the North Secured Area Access Point (SAAP) and airport beacon tower building. This area is designated by the City of Ontario as having a proper clarifier system for discharge into the Chino Basin storm drain system.
 - h. Only lavatory carts may be cleaned at aircraft lavatory dump and servicing stations (located near T-2 gate 201 and T-4 gate 414).

4.5 Passenger Enplaning and Deplaning:

All aircraft shall be loaded, unloaded and passengers enplaned/deplaned in designated areas, unless otherwise permitted by ONT Airside Operations, (909) 214-7682 or (909) 214-7683

- a. All passengers shall be directed through designated routes to and from the terminal buildings; airline personnel are required to be stationed to assist and direct passengers during ground level enplaning and deplaning.
- b. Enplaning or deplaning of passengers on the ramp when aircraft engines are operating is prohibited.
- c. All pedestrian traffic is prohibited from crossing taxiways, taxilanes, aircraft aprons and cargo ramps; including the crossing of adjoining aircraft parking positions and passenger terminal gates.

4.6 Diverted Aircraft and Alternate Airport Operations:

ONT is open to air carrier operations 24/7; as such, ONT is used as a domestic and international airline alternate airport for aircraft which divert from originally scheduled SoCal destination airports.

As stated herein, ONT historically has experienced large scale diverted aircraft operations. The airport currently has a limited number of aircraft parking positions to accommodate unscheduled aircraft by airlines that may consider ONT as their alternate airport. Therefore, aircraft parking for diverted flights to ONT are assigned available parking positions on a first come basis. ONT airlines and their scheduled flight operations shall have aircraft parking priority over all diverted aircraft.

Airlines who consider ONT as their primary alternate airport, should contact ONT Airside Operations, (909) 214-7682 or (909) 214-7683, prior to diverting any flight to ONT.

International Airlines who use ONT as their alternate airport are cautioned that Federal Inspection Services (FIS) and contract air carrier services (provided by ONT tenants) are limited in capability and vary based upon the time of day services are being requested. ONT tenants may choose to provide service to diverted aircraft as deemed necessary. Airlines who use ONT as a primary alternate airport, are encouraged to review the Ontario International Airport, Irregular Operations Plan (IROP) in **Appendix 6**.

4.7 Screening Procedures for Charter Operations:

For further information, see **Section 7, Airport Security**.

4.8 Maintenance or Repair of Aircraft:

See **Section 3, Aircraft Operations**.

4.9 Starting, Running and High-Power Run of Aircraft Engines:

See **Section 3, Aircraft Operations**.

4.10 Passenger Terminal Gate Assignment Guidelines:

The OIAA Commercial Department, assigns passenger terminal preferential gates and non-preferential gates to passenger air carriers (airlines) under the provisions outlined in the: (1) Operating Use and Terminal Lease Agreement (ULA); and, (2) Air Carrier Operating Permit (ACOP) and Facility Use Agreement (FUA) with the following guidelines:

- a. Air carriers with ONT Operating Use and Terminal Lease Agreements are called Signatory Airline(s) or Signatory Carriers and shall have the priority right to passenger terminal gate(s) under preferential use, which are assigned by the OIAA in its ULA (preferential Gate). Signatory Airlines shall make its preferential gate(s), when not in active use, available for secondary use by other Airlines. Signatory Airlines shall have the right to assess ONT approved charges to such secondary users.
- b. Signatory Airlines shall establish a Gate Use Committee to develop any necessary criteria (including gate use fees) for the availability and use of Preferential gates by secondary users and the resolution of any unsatisfied request for secondary use of Preferential gate(s). The OIAA shall retain the right to make a final decision regarding any Gate Use Committee action.
- c. When an air carrier is unable to obtain use of a passenger terminal gate(s) from a Preferential Gate lessee, or from the Airport, it shall request use of a gate(s) from the Gate Use Committee. If unsatisfied, the air carrier may appeal any decision, or indecision, of the Gate Use Committee to the Airport Airline Affairs Committee for resolution. If still unsatisfied, the air carrier may appeal to the OIAA for final resolution. If the Airport directs a secondary use, it shall collect the appropriate fees and credit same to the preferential gate lessee.
- d. An Airline with an Air Carrier Operating Permit (ACOP) is referred to as a Non-Signatory Airline or Non-Signatory Carrier. Non-Signatory Airlines may utilize a Preferential Gate solely at the discretion of the carrier leasing the gate. Coordination for such use will be strictly between the air carriers involved.
- e. ONT Airside Operations, (909) 214-7682 or (909) 214-7683, will coordinate scheduling of all passenger terminal Non-Preferential Gates using the following guidelines:
 - 1) Gate assignments are made to maintain balance of terminal use.
 - 2) Non-Signatory Airlines may request specific ONT gates if the gate is adjacent to another air carrier to whom they have contracted for ground handling.

- 3) Request for additional gates by air carriers for unforeseen circumstances, such as flight delays, weather conditions etc., are referred to ONT Airside Operations, (909) 214-7682 or (909) 214-7683. ONT Airside Operations will have the final decision on all ONT gate assignments.
- 4) A single use fee will be imposed for use of ONT aircraft gates, except for pre-assigned gates, for remain overnight (RON) aircraft. This fee applies to all aircraft operations such as an arrival and departure, an arrival only or a departure only. All fee rates are established by the OIAA and may be adjusted semi- annually.
- 5) Departures occurring more than three (3) hours after the arrival will be assessed aircraft parking fees in accordance with the OIAA.
- 6) Non-Signatory Airlines may be assigned scheduled use of a Non-Preferential Gate in their Facility Use Agreement, or temporary use of a Common Use or Unassigned Gate by ONT Airside Operations. The following restrictions will apply to such use:
 - i. Any installation of information technology devices and cabling of customer service equipment (ticker printer, computer reservations terminals, and other technology hardware) is optional, and are subject to approval by the OIAA.
 - ii. All removable company logos, signs, and boarding displays must be removed from ONT common use boarding gates and podiums if no flight is scheduled within the next three hours unless previously approved by the OIAA in writing.
 - iii. Airline customer service equipment must be removed within six (6) hours of being notified by the OIAA.
 - iv. Permanent installation of any equipment requires the submission of appropriate construction approval request documentation to the OIAA.
(<https://www.flyontario.com/corporate/project-request>)

- v. Signatory Carriers may request use of an additional passenger gate(s), and aircraft parking positions, for aircraft which remain overnight (RON), or need parking for more than 3 hours, when those aircraft cannot be accommodated on their preferential gate(s). These gate assignments will be assigned by ONT Airside Operations, (909) 214- 7682 or (909) 214-7683, on a first-come, first-served basis.

4.11 Passenger Boarding Bridge (PBB) Operation:

- a. General: All ONT Passenger Boarding Bridge(s) (PBB) are owned by the OIAA. PBB's are operated by each airlines personnel or ground handling agent and maintained by a third-party maintenance provider under contract with the Airline Consortium Group ONT-TEC. PBB maintenance and repair includes preconditioned air, potable water and attached ground power units. The ONT-TEC PBB contractor JBT Aero Tech can be contacted at (909) 937-8888. Should a PBB become inoperative, or require immediate repair, airlines or ground service companies using the PBB shall notify ONT-TEC Dispatch, (909) 544-5395, ONT Airside Operations, (909) 214-7682 or (909) 214-7683, to report the operational irregularity or outage.
- b. Training Responsibility: ONT tenant airlines and aircraft ground service companies are solely responsible to ensure the proper training of employees who operate ONT PBB(s). Questions about ONT PBB capabilities can be answered by JBT Aero Tech service technicians. JBT Aero Tech service technicians will demonstrate PBB operational features to tenants; however, JBT Aero Tech is not held responsible for the actions of persons who dock a PBB with aircraft. The OIAA shall be held harmless from any and all damage to airline property, or to the PBB, when such damage has been found to be the result of negligent or improper use by the PBB operator.
- c. PBB Operating Conditions:
 - 1) PBB(s) shall not be operated, moved or repositioned while passengers occupy bridge tunnels.
 - 2) PBB(s) shall not be docked to a moving aircraft. Aircraft must be fully stopped and have its wheel chocks in place prior to the PBB operator approaching and connecting to the aircraft.
 - 3) The operator shall not move a PBB while personnel are on the exterior access stairs or catwalk.

- 4) The operator shall verify all bridge mounted ground power cables and pre-conditioned air hoses are clear of aircraft and stored in proper storage locations prior to moving a PBB. Ground power cables, preconditioned air and potable water hoses, shall not remain on the ground following PBB use.
- 5) The operator shall confirm the area under and around a PBB is clear of personnel and equipment prior to moving a PBB.
- 6) The operator shall raise the control cab roll up door to its fullest open extent prior to moving a PBB; close and secure the roll up door upon completion of use.
- 7) Miscellaneous equipment, such as wheelchairs, baggage, airline supplies, food catering and other equipment, shall not be stored on PBB interiors, exteriors, stairs and catwalk.
- 8) Surface painted (red) clear zones are located at each PBB passenger gate; PBB(s) shall remain clear of all ground support equipment, vehicles, wheelchairs, baggage, airline supplies, food catering, and other equipment at all times.

d. PBB Exterior and Interior Signage:

- 1) Only pre-approved signage may be displayed on the exterior and interior of a PBB at ONT. All requests for installation of signage shall be submitted to the OIAA in writing. Airline and company logos, identification or advertising materials shall not be affixed on the door or interior/exterior of the PBB.
- 2) ONT will provide all required signage, decals and placards for emergency procedures, telephone numbers, fire extinguisher locations and PBB identification.
- 3) ONT contracted PBB technician(s) shall maintain lighted exterior mounted gate number identification signage.

e. PBB Condition Reporting:

- 1) PBB operators shall immediately report any damage or mechanical problems to ONT-TEC Dispatch, (909) 544-5395, and ONT Airport Operations, (909) 214- 7682 or (909) 214-7683. ONT-TEC and or Airside Operations staff shall notify JBT Aero Tech PBB technician(s), at (909) 937-8888, for inspection and/or repair of PBB(s).

- 2) Unreported PBB damage, and associated repair costs, shall be assigned to the last airline that utilized the damaged PBB.
 - 3) Airlines shall not operate any PBB that has been reported out of service due to mechanical problems or damage.
 - 4) When a PBB is non-serviceable due to required mechanical repairs, ONT-TEC Dispatch will notify ONT Airside Operations and the affected airline(s). JBT technician(s) shall place a "Do Not Operate" tag on the control panel of the PBB. When all repairs are completed, ONT-TEC Dispatch will notify Airside Operations and the affected airline(s) when the non-serviceable PBB is returned to service; ensuring the "Do Not Operate" tag is removed.
 - 5) Passenger Terminal Gate(s) with non-serviceable PBB(s) shall remain available to airline(s) using adjoining gate emergency staircases and GSE aircraft stair units.
- f. Operation of Passenger Boarding Bridges in High Wind Conditions:
- 1) All ONT PBB(s) are certified operationally safe by the manufacturer for use in high wind conditions, up to and including 60 MPH (52 KNOTS). PBB(s) shall be deemed non-operational, without exception, when winds exceed 60 MPH (52 KNOTS) or ONT Airside Operations is able to determine wind conditions present a potential hazard to life and/or property. Upon notification from ONT Airside Operations, ONT-TEC Dispatch shall notify all airlines affected to undock the PBB from aircraft parked at passenger terminal gates during unsafe high wind conditions.
 - 2) JBT Aero Tech shall then position PBB(S) in their fully lowered and retracted positions. All PBB(s) must be tied down and secured when winds exceed 90 MPH (78 KNOTS). Only authorized personnel shall tie down and secure PBB(s).
 - 3) ONT Airside Operations shall notify ONT-TEC Dispatch when PBB operations may resume.
 - 4) During extreme high wind conditions all PBB power systems and pre-conditioned air hoses shall be disconnected and stored in proper storage receptacles.

- 5) While PBB(s) are deemed non-operational due to high wind conditions, no airline personnel or passengers are to enter a PBB for any reason without receiving prior approval from ONT Airside Operations.
- g. Passenger Boarding Bridge Operations for Regional Jets: Regional Jet (RJ) aircraft have a lower passenger entry door (sill) height above the ground that precludes normal PBB use for passenger operations.
 - 1) Therefore, RJ aircraft using an ONT PBB must use an appropriate PBB adapter to ensure the safety of passengers crossing to/from RJ aircraft docked to a PBB.

4.12 Washing of Aircraft:

Wet washing of aircraft on ONT property (aircraft aprons, cargo ramps, aircraft parking positions, and tenant leaseholds) is prohibited. ONT does permit dry washing and polishing of aircraft provided all aircraft aprons, cargo ramps, aircraft parking positions, and tenant leaseholds remain clean and free of debris resulting from the washing and/or polishing process.

4.13 Passenger Terminal Aircraft Gate and Apron Pavement Cleaning:

- a. Passenger terminal pavement inclusive of aprons and aircraft gates at Terminal 2 and Terminal 4 are policed for Foreign Object Damage (FOD) and debris three (3) times per week on Mondays, Wednesdays and Fridays. Gates with yellow FOD receptacles (barrels) are emptied during the cleaning process.
- b. Concrete cleaning/scrubbing of T2 and T4 aircraft gates is performed on a regular basis with each gate scrubbed two times each month. Hard-stand 300 series aircraft parking positions located between T2 and T4 are cleaned two times each month. Other non-passenger terminal remote or hard-stand aircraft parking positions are scrubbed on an as needed basis.

4.14 Transportation and Transfer of Livestock:

To assure positive containment of livestock during transfer operations at ONT, the following handling procedures shall be followed:

- a. Loading or unloading livestock into transport trailers, or shipping containers, shall be conducted on cargo ramps remote to passenger terminal gates.

- b. Livestock transport trailers and shipping containers must be structurally sound to prevent escape of livestock.
- c. Aircraft livestock transferred from aircraft directly to transport trailers must be loaded and unloaded utilizing a ramp between the vehicle and the aircraft. The ramp is to be constructed in such a manner as to prevent livestock escape.
- d. Livestock ramps must be securely fastened to both the aircraft and vehicle to prevent separation during transfer operations.
- e. Leakage of urine, feed, straw, or other debris shall not contaminate cargo ramps or aircraft parking positions and must be cleaned up and removed immediately.
- f. Airlines or aircraft ground handlers must notify ONT Airside Operations, (909) 214-7682 or (909) 214-7683, prior to commencing livestock loading/unloading activities.

4.15 Freight Forwarding:

Vehicles (box trucks and vans), not designed to carry passengers, which transport baggage or freight only, shall not load or unload at ONT passenger terminal building curbs. For security reasons, freight-forwarders and airline bag delivery service companies shall utilize appropriate freight/cargo facilities for the transfer of baggage or freight. Airlines not having freight/cargo facilities are encouraged to make prior arrangement with airline and cargo handlers for the use of their facilities.

4.16 Aircraft Gate Hold Procedures:

The FAA has sole responsibility for the safe and efficient flow of air traffic movement. The OIAA and ONT Airside Operations do not control gate hold or ground stop procedures. FAA National Air Traffic Management shall determine when ground stop procedures (arrivals and departures) effect ONT. The FAA ONT Air Traffic Control Tower (ATCT) may implement gate hold procedures for departures whenever any of the following conditions exist:

- a. When ONT weather or traffic conditions impose departure delays.
- b. When excess aircraft are holding on AMA awaiting takeoff, FAA ONT ATCT will broadcast gate hold instructions on FAA Automated Terminal Information Service (ATIS) 124.25 MHz.

- c. The OIAA and ONT Airside Operations requires aircraft on FAA
ONT ATCT gate hold to do so with all engines shut down.

SECTION 5 - AIRCRAFT NOISE MITIGATION OPERATING PROCEDURES AND RESTRICTIONS

This section identifies the OIAA Aircraft Noise Mitigation Program (ANMP), and noise Mitigation procedures, in use at Ontario International Airport (ONT).

All aircraft operators shall comply with Federal Aviation Administration (FAA) regulations and procedures for noise abatement and noise emission standards and with all rules, policies, procedures, resolutions and ordinances established by the OIAA relative to noise mitigation. Air Traffic Control (ATC) is used in this section as a common term for all pertinent U.S. DOT FAA Air Traffic Control, including but not limited to, at the ONT Air Traffic Control Tower (ATCT) and Southern California Approach Control Facility (TRACON).

It is not intended nor should it be implied, that any air traffic flight regulation or ANMP procedure contained herein, shall, in any manner, abrogate the authority and responsibility of the pilot in command to assure the safe operation of their aircraft.

5.1 **Operational Responsibilities:**

By FAA Letter of Agreement (LOA), ONT ATCT shall employ the noise abatement preferential runway use procedures specified herein and recognizing that under certain conditions it may be necessary to prescribe deviations because of aircraft emergencies, adverse weather, or field construction and maintenance work. Nothing in these procedures shall limit the discretion of either ONT ATCT or the pilot with respect to the full utilization of the airport facilities in an unusual situation.

- a. Pilots of all turbo-jet and turbo-fan powered aircraft who are given a preferential runway assignment by ONT ATCT shall use that runway unless the pilot determines that in the interest of safety another runway shall be used, except as provided in paragraph 4 this section, Traffic and Flight Procedures (Contra-Flow Operations).
- b. Airline maintenance managers are to ensure that their personnel observe the maintenance restrictions set forth in **Sub-Section 5.06**, Maintenance Restrictions, herein this Section.
- c. ONT Airside Operations (909) 214-7682 or (909) 214-7683 monitor all aircraft engine maintenance and Auxiliary Power Unit (APU) operations; and, as necessary, shall stop maintenance operations that are not in compliance with the maintenance restrictions set forth in Sub-Section's 5.04 and 5.05 herein.

5.2 Reporting and Implementation Responsibilities:

- a. OIAA will track aircraft operations deviating from Sub-section 5.03 herein. OIAA will contact, as appropriate, ONT Airside Operations, the FAA, aircraft owners, pilots, airline officials, community complainants or others concerning such deviations. ONT Airside Operations will record all reported and observed operational deviations identified in Sub-section 5.03, 5.04 and 5.05 of this Section.
- b. Information regarding the ONT Airport Noise Operations and Management System (ANOMS), the monitoring of airport noise, and noise complaints can be found online at: www.flyONTairport.com; or, noise complaints can be filed by telephone, (909) 395-2400.
- c. The OIAA will, in cooperation with the FAA, airline and pilot user groups, prepare and, as necessary, revise the Aircraft Noise Mitigation Operating Procedures and Restrictions set forth herein.

5.3 Runway Use Procedures:

- a. Normal prevailing winds at ONT are from the west; in westerly operations, aircraft arrive and depart to the west on runways 26L and 26R. When weather conditions require (prevailing tailwind velocities of 8 knots or more, in dry runway conditions; or, more than 3 knots in wet runway conditions, aircraft operations are reversed, and aircraft arrive and depart to the east; in easterly operations, aircraft arrive and depart on runways 08L and 08R.
- b. Between the hours of 2200 and 0700, aircraft operate in accordance with preferential runway use procedures known as "Contra-flow."
- c. During Contra-flow operations, aircraft arrive on runways 26L and 26R and depart on runways 08L and 08R. Contra-flow procedures shall be discontinued when atmospheric conditions (wind and low cloud ceilings), or when aircraft operations and construction activities require.
- d. Turbojet and turbo-fan aircraft are prohibited from runway intersection departures, except from runway 08L at taxiway D intersection and from runway 26R at taxiway V.

5.4 Starting, Running, and High-Power Run of Aircraft Engines:

See **Section 3, Aircraft Operations.**

5.5 Engine Run of Aircraft Engines in Test Cells:

- a. Maintenance or test running of jet engines NOT MOUNTED on an aircraft is prohibited.

5.6 Helicopter Operating Procedures:

- a. Helicopter operators arriving or departing ONT shall utilize the flight routes designated by the FAA for Visual Flight Rules (VFR) and Special Visual Flight Rules (SVFR) operations.
- b. When possible, helicopter operators shall use noise abatement approach and departure flight techniques.
- c. ONT does not have a marked heliport or helipad. Additionally, **taxilane F south of Twy S** is not visible to FAA ONT ATCT controllers, as such, is a non- movement area. Helicopters landing or departing on **taxilane F south of Twy S** do so at their own risk.

SECTION 6 - FIRE SAFETY

All fire and fire related safety provisions of these Rules and Regulations, including hazardous materials, shall be in accordance with applicable sections of Code of Federal Regulations (CFR), California Fire Code, and/or the National Fire Protection Association (NFPA) Codes and Standards; including, all applicable laws, rules, and regulations as enforced by the City of Ontario Fire Department Inspector assigned to ONT as coordinated by OFD Station 10 command staff.

6.1 **Fire Inspector:**

- a. It shall be the duty of the City of Ontario Fire Code Official to enforce all applicable sections of these Rules and Regulations pertaining to fire protection, fire prevention and fire spread control at ONT.
- b. All buildings, structures and premises shall be inspected periodically by a City of Ontario, Fire Code Official, or his/her duly authorized representative, to ensure compliance with these Rules and Regulations.
- c. In addition, any representative of OFD Station 10, OPD Airport Bureau, or Airside Operations, is authorized by the ONT CEO or his/her authorized representative to conduct inspections for fire hazards or flammable conditions on airport property.

6.2 **Handling of Explosives and Other Hazardous Materials:**

- a. Class 1.1 explosives and any explosives not acceptable for transportation under applicable federal regulations are not permitted at ONT, unless a written waiver authorizing such materials is granted by the ONT CEO or his/her authorized representative.
- b. No person shall transport Class 1.3 explosives in or upon the Airport unless in compliance with the following:
 - 1) The FAA ONT Air Traffic Control Tower (ATCT), OFD Station 10, OPD Airport Bureau, and ONT Airside Operations are notified in advance of the type and amount whenever these explosives are in transit through the Airport.
 - 2) All federal, state and city laws are adhered to by the operator of the aircraft.
 - 3) Aircraft with an in-flight malfunction shall attempt to land at a military installation before continuing to ONT for landing.

- 4) No person shall store explosives at ONT, unless a prior written waiver authorizing the storage of such materials is granted by the ONT CEO or his/her authorized representative.
 - 5) No person shall store, keep, handle, use, dispense, or transport, in, or upon the Airport, any explosives, blasting agents, flammable liquids, combustible liquids, flammable solids, oxidizers, organic peroxides, corrosive materials, flammable gases, nonflammable gases and poisons.
- c. Poisons B, irritating materials (ORM A, B, C, D and E), or cryogenic liquids shall not be stored, kept, handled, used, dispensed or transported, in, or upon the Airport at such time or place or in such a manner or condition as to endanger unreasonable or as to be likely to endanger unreasonable persons or property. For purposes of this hazardous class scheme, the U.S. Department of Transportation (DOT) definitions as contained in 49 CFR, Parts 171-177, as amended, shall be utilized.
- d. Hazardous Materials regulated at ONT shall include, but not be limited to, those materials enumerated in:
- 1) Regulations of the U. S. Department of Transportation published in 49 CFR, Parts 100 through 199, as amended.
 - 2) The Director's List, as amended, issued by the Director of the California Department of Industrial Relations in Title 8, California Code of Regulations, Section 339.
 - 3) Sections 66680 and 66685 of Title 22 of the California Administrative Code, as amended, as a hazardous and/or extremely hazardous material or hazardous and/or extremely hazardous waste or non-waste form.
 - 4) The list of Environmental Protection Agency (EPA) pollutants, 40 CFR, Section 401.15, as amended.
 - 5) A list of hazardous materials prepared by the San Bernardino County Director of Health pursuant to the SBSO Health Code. Hazardous materials regulated shall also include any material which has been determined to be hazardous based upon any appraisal or assessment by or on behalf of the party storing this material in compliance with the requirements of the EPA or the California Department of Health Services, or which should

have been but was not determined to be hazardous due to the deliberate failure of the party storing the material to comply with the requirements of the EPA and/or the Department of Health Services.

- e. All applicable regulations governing explosives, which are acceptable for transportation, must be strictly adhered to. Any other material subject to federal or state regulations governing hazardous materials must be handled in strict compliance with those regulations and any other more restrictive regulations that the ONT CEO or an authorized representative might deem necessary to impose. Any waiver of such regulations or any part thereof by the FAA or by any other competent authority shall not constitute, or be construed to constitute, a waiver of this rule.
- f. Advance notice of at least twenty-four (24) hours shall be given to the ONT CEO or his/her authorized representative through OFD Dispatch, (909) 983-5911, for any operations requiring permission pursuant to this rule.
- g. Permission may be given for the movement of radioactive materials only when such materials are packaged, marked, labeled and limited as required by regulations applying to transportation of explosives and other dangerous articles and which do not create undue hazard to life or property at ONT. OFD Station 10 shall provide the ONT CEO or his/her authorized representative with information relative to the hazards of any material subject to this Section.
- h. All Airport tenants involved with the handling of hazardous materials must provide the Airport with a Hazardous Materials Removal Plan. The plan will include the name of the company used for removal of hazardous materials and the names and 24-hour telephone numbers of tenant staff authorized to handle such removals. The plan will be updated annually.

6.3 Fire Extinguishers and Equipment:

- a. Fire extinguisher equipment at ONT shall not be tampered with at any time, nor used for any purpose other than firefighting or fire prevention. All such equipment shall be inspected for conformity with NFPA Codes. Tags showing the date of the last inspection shall be left attached to each unit.
- b. Fully charged and currently inspected fire extinguishers, of the type recommended by the NFPA Codes for specific materials, are required at all locations handling flammable materials.

- c. At all re-fueling facilities (farms), fuel cut off valves are conspicuously located and marked for use during emergencies involving underground fuel flow systems.
- d. Airport fire protection systems and equipment shall not be tampered with at any time. No person other than authorized employees or representatives of the OIAA shall turn such equipment on and off, or operate any other Airport equipment except for testing, maintenance or repair only. Tenants in their respective leaseholds shall turn such equipment on and off for testing, maintenance or repair only. OFD Dispatch, (909) 983-5911, must be notified anytime a fire protection system is not operating.

6.4 Open Flames (WELDING):

- a. Prior to commencing open flame welding at passenger terminal gates, aircraft parking positions, or buildings, OFD Station 10, (909) 544-5490, and ONT Airside Operations, (909) 214-7682 or (909) 214-7683, must be notified at least 12 hours in advance.
- b. A fireguard is always required during welding.
- c. Open flame welding within 50 feet of aircraft refueling operations, or refueling facilities, is prohibited.
- d. A fire extinguisher must be present at the site during welding operations.

6.5 Reporting Fires:

Any person observing any unattended or uncontrolled fire on the Airport premises shall immediately report it directly to OFD Dispatch (909) 983-5911. No person shall make any regulation or order, written or verbal, requiring any person to take any unnecessary delaying action prior to reporting a fire to OFD Station 10 or City of Ontario Fire Department.

6.6 Litter and Cleaning of Allotted Space:

- a. Each tenant at the Airport shall keep their allotted space, or leasehold, are policed and free from rubbish and debris. Flammable materials shall be stored only in approved containers in or about tenant areas and all floors shall be clean of fuel, oil and litter.

- b. The use of volatile or flammable solvents for cleaning floors is prohibited. Approved metal receptacles with tight-fitting, self-closing covers shall be used for the storage of oily waste rags and similar materials. The contents of these receptacles shall be removed daily. Clothes lockers shall be constructed of metal or fire-resistant materials.

6.7 Cleaning Ramps and Other Surfaces:

Any spillage or dripping of fuel, oil, grease or any other material which may be unsightly, unsafe to personnel and/or property or detrimental to the pavement in any area on the Airport shall be removed immediately by suitable procedures in a manner satisfactory to the ONT CEO or his/her authorized representative. The responsibility for the immediate removal of such fuel, oil, grease or other material shall be assumed by the operator of the equipment causing the spillage.

6.8 Control of Contaminants:

- a. No fuel, oil, grease, flammable liquids, or contaminants of any kind; including, detergents, polishing compounds or metal etching agents, used to dry wash aircraft or other surfaces, shall be allowed to flow into or be placed in any sewer system, storm drain, or open water area, not equipped with an OIAA permitted separator, clarifier, or industrial waste system.
- b. Equipment used to scrub pavement surfaces must have the capability of picking up all cleaning water for disposal at a location equipped with a permitted clarifier authorized for such use.

6.9 Fueling Operations:

As part of the OIAA Stormwater Pollution Prevention Program (SWPPP), the OIAA has developed Best Management Practices (BMP) related to aircraft, vehicle, and equipment fueling, they are:

- a. Aircraft refueling is prohibited when the aircraft being refueled engine(s) are running. Aircraft Auxiliary Power and Ground Power Units are exempt.
- b. Per NFPA Section 407 guidelines for fueling operations during lightning activity, refueling operations shall be discontinued when lightning ground strike frequency and intensity occurring within 5

statute miles of ONT indicates refueling safety is compromised, as determined by ONT Airfield Operations, (909) 214-7682 or (909) 214-7683.

- c. During aircraft refueling operations, the refueling vehicle and aircraft must be properly bonded in order to prevent the possibility of ignition of the fuel.
 - 1) Prior to any transfer and during refueling or defueling process, the fueling equipment and the aircraft shall be bonded, thus providing a conductive path to equalize the potential between the fueling equipment and the aircraft.
 - 2) The bond shall be maintained until fueling connections have been removed, allowing separated charges that could be generated during refueling operations to reunite. Bonding of an under-wing refueling nozzle to the aircraft is not required when a metal clamping contact between the nozzle and the filler connection is adversely affected.
- d. "Earth" grounding (earthing) is not required during the fueling of an aircraft. However, this does not preclude electrical earthing requirements for other operations being conducted; If ground support equipment is connected to the aircraft, or if other operations are being conducted that require electrical earthing, separate connections must be made for this purpose.
- e. No refueling vehicle shall be parked, stored, repaired or operated within 50 feet of a building or hangar, other than a refueling service area, or within 10 feet of any other refueling vehicle, in order to maintain defensible space for firefighting purposes.
- f. During fuel handling operations in connection with any aircraft, at least one 2-wheel type fire extinguisher meeting the requirements of NFPA shall be immediately available for use.
- g. No person shall perform any act or use any material which is likely to cause a spark within five (5) feet of any aircraft while the fueling process is being conducted.
- h. No airborne radar equipment shall be operated, or ground tested on any passenger ramp, apron area, or any area when the directional beam of high intensity radar is within 300 feet or the low intensity beam (less than 50kw output) is within 100 feet of another aircraft, an

aircraft refueling operation, an aircraft refueling truck or a flammable liquid storage facility.

- i. During fuel handling in connection with any aircraft, no passenger shall be permitted to remain in such aircraft or to enter or depart from such aircraft unless a qualified attendant is at each door that is in use for this purpose, and unless means of safe egress is in position in the event that such device is required for the safe and rapid debarkation of the passengers.
- j. During fuel handling operations in connection with any aircraft, no person shall allow any motorized ground equipment to be positioned under such aircraft's wing tip. Aircraft fuel tanks are vented through the wing tips, which may produce a dangerous and explosive mixture. Fueling operations shall immediately be terminated should anyone position a vehicle under a wing tip.
- k. Persons engaged in aircraft fuel handling shall exercise care to prevent overflow of fuel.
- l. All operators of aircraft at ONT, who receive aviation fuel, including all persons who supply aviation fuel, shall use aviation fuel storage areas, and delivery facilities (fuel farms), designated by the ONT CEO or his/her authorized representative for such use.
- m. If for any period during which these facilities are not available, the operators may make other arrangements with their suppliers of aviation fuel for deliveries thereof to their aircraft, provided that such other arrangements shall be subject to the approval of the ONT CEO or his/her authorized representative from the standpoint of safety, traffic control and similar matters.
- n. The transfer of bulk aircraft or commercial fuel from one refuel service vehicle to another is prohibited within the boundaries of the Airport without prior approval and presence of OFD Station 10 personnel.
- o. Automotive and ramp equipment other than refueling service vehicles and tank vehicles shall be refueled by fuel service contractors authorized by the ONT CEO or his/her authorized representative and only at prescribed locations and from dispensing systems approved by the ONT CEO or his/her authorized representative.
- p. The presence of unsafe tank vehicles and refueling service vehicles at ONT, is likely to endanger persons or property in or upon the

Airport and render the use of the Airport unsafe. Therefore, no such tank vehicle and/or refueling service vehicle shall be allowed in or upon any area of the Airport unless it conforms to the rules and regulations provided in this section, in addition to all other rules and regulations for the use of the Airport.

- q. No tank vehicle or refueling service vehicle shall be used for transportation of flammable liquids at ONT unless registered, inspected and approved by OFD Station 10 personnel.
- r. Every fueling unit shall be provided with signs visible from the outside and showing the name of the firm or corporation operating the unit and the type of fuel contained therein, and in accordance with DOT and NFPA Section 407.
- s. All fueling vehicles operating on ONT AOA shall be properly equipped and maintained and must meet the requirements established by the ONT CEO or his/her authorized representative.
- t. All fueling vehicles operating on ONT AOA are subject to on-the-spot inspection, by the ONT CEO or his/her authorized representative to determine if the vehicle meets OIAA requirements for safe operating conditions.
- u. Smoking by any person on or within fifty feet of a tank vehicle or refueling service vehicle is prohibited.
- v. The delivery of fuel shall always be under the control of the vehicle attendant, through the use of approved flow controlling devices operated by the attendant, designed to shut off automatically upon release of hand or foot pressure. Latching or fastening devices onto fuel control units is not permitted.
- w. The driver, operator or attendant of any refueling vehicle shall be in attendance with the vehicle at all times when the vehicle is refueling an aircraft.
- x. During the filling of fuel storage tanks, no compartment shall be completely filled and the driver, operator, or attendant, shall be present at the vehicle at all times. The fuel tank vehicle, the tank truck filling rack, and the flammable liquid discharge piping shall all be grounded to a point of zero electrical potential.

- y. All fueling vehicles shall be equipped with at least two chock blocks. The parking brake shall be engaged, and wheel chocks shall be placed in such a manner as to prevent the forward or backward motion of the vehicle whenever it is parked, left unattended by the driver, or during loading and unloading operations.
- z. When parked, refueling tank vehicles shall be positioned for immediate drive away, or towing, and a clear space of not less than ten (10) feet shall be maintained between any parked refueling tank vehicle and any similar or other parked or moving vehicle. In addition to the foregoing, where five (5) or more vehicles are parked, there shall be 150-pound dry chemical wheel-type fire extinguishers positioned so one or more units will be located no more than 100 feet from any vehicle. Tank vehicles and refueling service vehicles shall not be parked in any public area, except as designated by the ONT CEO or his/her authorized representative.
- aa. The motor of a refueling tank vehicle shall not be run during the filling of the truck storage tank, while making or breaking fuel filling connections, or during repairs to the fuel handling system. The propulsion motor for refueling service vehicles shall not be run during the fuel transfer and while making and breaking hose connections.
- bb. During refueling or defueling, tank vehicles shall be so placed as to be readily removable in event of fire, to permit direct driving away from the loading or refueling position. Not more than one refueling vehicle shall be positioned to refuel each wing of an aircraft. When high capacity aircraft are refueled, additional refueling vehicles shall not be parked or positioned within 100 feet from the aircraft served and then only in areas approved by the ONT CEO or his/her authorized representative.
- cc. When it is deemed not feasible to dispense automotive fuel from underground tanks with a fixed fueling system, the ONT CEO, or her/his duly authorized representative, may permit fuel to be dispensed by an approved automotive fuel dispensing vehicle operated by an authorized fueling service contractor at an approved site. Such operations shall comply with the protective requirements and restrictions as designated by the ONT CEO or his/her authorized representative.
- dd. Automotive fuel dispensing vehicles shall not dispense fuel unless properly bonded.

- ee. Automotive fuel dispensing vehicles shall always carry a sufficient quantity of absorbent material, of a type approved by the ONT CEO or an authorized representative, to contain accidental fuel spills.

6.10 **Fuel Spills:**

- a. **In the event of a fuel spill of any type** (Jet A, 100 Octane Low Lead gas, or Automobile Gasoline), **in any amount**, the fueling operator, or individual responsible, shall **immediately notify OFD Dispatch, (909) 983-5911**; additionally, the individual (company) shall also immediately notify ONT Airside Operations, (909) 214-7682 or (909) 214 -7683.
- b. Should passengers evacuate an aircraft while at a passenger terminal due to a fuel spill, passengers shall not be re-admitted to the Passenger Boarding Bridge or the aircraft until permitted by OFD Station 10 personnel.
- c. In the event of fuel spillage, when there is no apparent presence of fire, fuel delivery units shall not be moved until the spillage is dispersed or removed. Spilled fuel must be cleaned up immediately and the area secured. No aircraft or vehicular movement shall be allowed in the area until authorized by OFD Station 10 personnel.

6.11 **Aviation Fuel Delivery Permits:**

All Petroleum Product delivery companies or brokers, who engage in fuel delivery (by hydrant or tanker truck) to the OIAA and tenants' storage facilities or buy and sell fuel from storage facilities, shall be required to obtain a Fuel Delivery Permit. All companies who provide into plane fueling are required to obtain a Non-Exclusive License Agreement issued by the ONT CEO or his/her authorized representative, through the OIAA. See **Section 8, Operating Permits/Fees.**

6.12 **Tenant Fueling Agents:**

- a. ONT Tenants, who perform Fueling Agent services, must have for their employees, an approved training program conforming to FAA, Part 139.321, regulatory standards.
- b. At least one Fueling Supervisor, employed onsite by an ONT permitted Fueling Agent, must have completed an FAA certificated aviation fuel training course, in fire safety, prior to commencing fueling operations.

Recurrent supervisory training, in aviation fuel fire safety, must be completed within every 24 calendar months.

- c. ONT Fueling Agents must provide annual written certification to the ONT CEO or his/her authorized representative, through OFD Station 10, (909) 544-5490, that all required training within this Section has been accomplished.

6.13 Aircraft Parts Cleaning Materials:

Cleaning of aircraft parts and other equipment shall be done preferably with non-flammable cleaning agents. When flammable combustibles must be used, only liquids having flash points in excess of 100 degrees Fahrenheit, (38 degrees Celsius) shall be used and special precautions shall be taken to eliminate ignition sources in compliance with good practice recommendations of the uniform fire code and the NFPA.

6.14 Paint, Varnish, and Lacquer Use:

For paint, varnish, or lacquer spraying operations, the arrangement, construction, ventilation, and protection of spraying booths and the storing and handling of materials shall be in accordance with the standards of the California State Fire Code, Air Resources Board - Air Quality Management District regulations.

6.15 Sewage, Industrial Waste, Toxic and Hazardous Waste:

- a. Tenants shall comply with the requirements of OIAA Hazardous Materials Management Policy regarding the discharge of sewage and industrial waste.
- b. No person shall generate, store, keep, handle, transport, treat or dispose of hazardous waste (as defined by the Resource Conservation and Recovery Act, Title 40, CFR Part 261 or succeeding legislation) in or upon the Airport.

6.16 Methanol Storage:

- a. Methanol shall be treated in the same manner as automobile gasoline.
- b. A maximum of two containers of methanol may be stored at gate positions in areas not in or under buildings or stairways.
- c. The bulk storage of methanol will be on leaseholds only.

SECTION 7 - AIRPORT SECURITY

Section	Pg.
A. General	3
B. Participant	3
C. Authorized Signatory	4
<i>Eligibility</i>	4
<i>Primary Responsibilities</i>	5
D. Protection of Sensitive Security Information (SSI)	6
E. Airport Issued Security Badges	6
<i>Terminal ID</i>	7
<i>Secured Area Badges</i>	7
F. Airport Approved Security Badges	7
<i>Aircraft Operator Security Badges</i>	7
<i>FAA Form 110A</i>	8
<i>FAA/TSA Credentials</i>	8
<i>FBI Special Agents/Federal Law Enforcement Officers</i>	8
<i>Other Approved Security Badges</i>	8
G. Responsibilities of Security Badgeholders/Other Persons	8
<i>Transportation Security Regulations</i>	8
<i>Civil Penalties Imposed by TSA</i>	9
<i>TSA Investigations</i>	9
<i>Official Business Only</i>	9
<i>Airport Approved Non-Business Purpose</i>	9
<i>Security Badge Use and Display</i>	10
<i>Duty to Challenge</i>	10
<i>Escorting</i>	11
<i>Security Badgeholders with Multiple Employers</i>	11
<i>Unauthorized Use of Security Badge</i>	11
<i>TSA Security Screening/Bypassing</i>	11
<i>Badgeholders on Long Term Leave</i>	12
<i>Duty of Authorized Signatories</i>	12
<i>Leaves of Uncertain Duration</i>	12
<i>Re-entry Following Extended Leave</i>	12
<i>Subject to Search</i>	13
<i>Unauthorized Individuals and Vehicles</i>	13
<i>Unauthorized Use or Duplication of Security Keys</i>	13
<i>Unauthorized Use of Security Codes</i>	14
<i>Security Violation Enforcement</i>	14
<i>General Security Violation Penalties</i>	14
<i>Airport Security Testing</i>	15
<i>Restricted Area Limitations on Personal Bag Size</i>	16
<i>Authorization to Enter Airport Restricted Areas</i>	16
<i>Passenger Terminals</i>	16

<i>Airport Operations Area</i>	16
H. General Access Control Requirements and Prohibitions	16
<i>Access Media</i>	16
<i>Expiration of Operational Need</i>	17
<i>Lost Security Badge/Security Key</i>	17
<i>Stolen Security Badge/Security Key</i>	17
<i>Receipts for Returned Airport Badges/Security Keys</i>	18
<i>Administrative Fines – Lost Security Badges</i>	18
<i>Reporting Subsequent Disqualifying Criminal Convictions</i>	18
<i>Piggybacking</i>	18
<i>Securing Doors and Gates</i>	19
<i>Door Alarms - Duty to Notify</i>	19
<i>Door Alarms - Duty to Respond</i>	19
<i>Vehicle Gates</i>	19
<i>Vehicle Gates/Pedestrian Prohibition</i>	20
<i>Motor Vehicle Operating Permits (MVOP)</i>	20
<i>Use of Airport Federal Inspection Services (FIS) Facilities</i>	20
<i>Damage to Security Systems</i>	21
<i>Forcing Open Security Doors or Gates</i>	21
<i>Reporting Malfunctions</i>	21
<i>Security Keys</i>	21
I. Restricted Area Drug and Alcohol Prohibition	21
J. Firearms and Explosives	22
K. Armed Guards, Armored Vehicles, Armed Courier	23
L. Prohibited Items	23
<i>Airport Approved Prohibited Items</i>	24
M. Unattended Baggage and Articles	24
N. Passenger Terminal Deliveries	24
<i>Delivery Testing</i>	25
O. Tenant Video Monitoring and Recording Devices	25
<i>Remote Viewing and Authorization</i>	25
<i>Inventory of Video Monitoring/Other Devices</i>	26
P. Restricted Area Photography	26
Q. Restricted Area Clear Zone	26
R. Perimeter Facilities	26
S. General Notification Requirements	27

A. GENERAL

This section includes those non-Sensitive Security Information (SSI) requirements set forth in the Airport Security Program (ASP), issued by the Chief Executive Officer (CEO) under 49 Code of Federal Regulations (CFR) Part 1542 – Airport Security.

The requirements of this section are critical to the safe and secure operation of the Airport, our first priority, and implemented in furtherance of the Airport's responsibility to ensure compliance with airport security regulations required by the laws of the United States and regulations of the Transportation Security Administration (TSA).

For the purpose of this section only, any areas described as Secured Area, Sterile Area, Restricted Area, Security Identification Display Area (SIDA), or Air Operations Area (AOA), whether within a building, terminal, or on the airfield, shall be referred to collectively as the "Restricted Area."

All personnel working and doing business on Airport property must always comply with this section and model the significance of safety and security for co-workers, passengers, and members of the public. No person or vehicle may enter or be present within any Restricted Area unless the entry and presence is performed in accordance with this section and/or the ASP.

All security badgeholders have an affirmative duty to maintain a secure airport. Tenants, contractors, and permittees are responsible for ensuring that their employees, suppliers, contractors, subcontractors, and all other businesses and entities providing services on Airport property comply with these requirements.

Any person who violates a security requirement, compromises Airport Security, or otherwise creates or engages or participates in any unsafe, unsecure, or hazardous condition or activity at the Airport, may have his/her access privileges immediately revoked on a temporary or permanent basis at the sole discretion of the Airport. The offender(s) shall also be responsible for remediation of property damage or personal injury and any resulting cost, including any fine imposed by the Airport and/or regulatory agency.

B. PARTICIPANT

Each air carrier, licensee, tenant, vendor, or contractor requiring Security Badges shall become a "Participant" in the Airport Rules and Regulations, the ASP, and remain in good standing to retain airport privileges.

Any new licensee, vendor, or contractor requesting security badges must be sponsored by an existing Participant. The sponsorship requirement shall establish the licensee, vendor, or contractor has a legitimate operational need for the requested access.

The licensee, vendor, or contractor requiring security badges must obtain an enrollment packet from the Security Badge Office to initiate their company's enrollment process. Enrollment packets, to include: 1) Letter of Intent, 2) Letter of Verification, 3) Letter of Authorization, and 4) Insurance Requirements, and/or other requirements, may be obtained on a walk-in basis at the Security Badge Office, or requested via email, at ontsecuritybadgeoffice@flyontario.com.

A company sponsoring a Participant must immediately notify the Security Badge Office when that sponsorship is terminated.

Each Participant is required to designate an Authorized Signatory to act as the Participant's SAFE Program Coordinator. The Authorized Signatory shall be designated in writing by the Participant.

C. AUTHORIZED SIGNATORY

The Authorized Signatory's primary responsibility is to ensure the Participant's willful and sustained compliance with this section, Appendix 4 – Security Badge Program, Appendix 5 - Security and Airfield Enforcement Program (SAFE), and the specific requirements set forth in the Authorized Signer Manual administered by the Security Badge Office. The Authorized Signatory is the primary point of contact between the Participant, the Security Badge Office, and other Airport Officials, and shall be directly involved with security violation mitigation and associated corrective action efforts.

As directed by the Airport Security Coordinator (ASC) or designee, the Authorized Signatory shall disseminate and effectively implement applicable security measures for the Participant, as adopted and/or revised by the Airport.

The Authorized Signatory is responsible for various security responsibilities, to include the authorization of all employee fingerprinting and badging applications, applicant identity verification, security badge accountability, access changes, security key user agreements, vehicle permits and driving privilege requests.

Unless specifically approved by the ASC or designee, each Participant shall designate a minimum of two (2) Authorized Signatory's, to include one (1) Primary, and one (1) Alternate. The Primary Authorized Signatory shall be the responsive individual for all security badge and/or security key audits performed by the Security Badge Office.

Eligibility

Unless specifically approved by the ASC or designee, and, in coordination with the Security Badge Office, each Authorized Signatory must be a direct employee of the organization; and

- 1) Designated on a Letter of Authorization (LOA) from the highest-ranking local

official of the organization. If the Authorized Signatory changes, a new LOA must be immediately provided to the Security Badge Office; and

- 2) Pass a Security Threat Assessment (STA) and Criminal History Records Check (CHRC). Participant's designating the Authorized Signatory are not required to complete an STA or CHRC if they do not have the authority to request a security badge on behalf of their employees, or otherwise do not require a security badge; and
- 3) Maintain an active security badge; and
- 4) Complete Authorized Signatory Training and Annual Recurrent Training for the access-controlled area for which applicants shall be sponsored to receive a security badge. For example, an Authorized Signatory only sponsoring applicants for a sterile area security badge will only be required to complete sterile area training; and
- 5) Submit and maintain an active Authorized Signatory Designation Form.

Primary Responsibilities

Each Authorized Signatory is required to effectively implement the following security requirements as they apply to the Participant; failure to follow these requirements may result in revocation of Authorized Signatory privileges and/or suspension or revocation of the Authorized Signatory's security badge.

- 1) Airport Rules and Regulations
- 2) Sponsorship Requirements
- 3) Authorized Signatory Manual
- 4) CHRC and STA Background Check Procedures
- 5) Security Badge Training
- 6) Escort Procedures and Training
- 7) Vehicle Search Procedures and Training
- 8) Motor Vehicle Operating Permit (MVOP) Procedures
- 9) Driver's Training and Permit Procedures
- 10) Security Key / Access Code / Security Badge Issuance, Accountability, and Audit Procedures
- 11) Security Badge and Key Termination and Recovery Plan
- 12) Security and Airfield Enforcement Program (SAFE)
- 13) Stop List Procedures

Additionally, each Authorized Signatory is required to perform the following:

- 1) Promptly notifying the highest-ranking local official when removed as an Authorized Signatory and ensuring the required documents have been

submitted and received by the Security Badge Office; and

- 2) Maintain required records in accordance with Security Badge Office policies and procedures; and
- 3) Actively review information and keep abreast of changes in the Security Badging Program; and
- 4) Provide the Security Badge Office with written notice of any changes to the Participant's contact information, or changes impacting the information reflected on security badges, to include mergers, corporate name changes and entity separations; and
- 5) Provide immediate notification to the Security Badge Office when there is reason to believe an applicant or current security badgeholder poses a security threat or does not have lawful presence in the United States.

D. PROTECTION OF SENSITIVE SECURITY INFORMATION (SSI)

Sensitive Security Information (SSI) is information that, if publicly released, would be detrimental to transportation security, as defined by 49 CFR. Parts 15 and 1520.

Any person creating or receiving SSI in order to carry out airport security responsibilities is considered a "covered person" under the SSI regulations and has a special obligation to protect this information from unauthorized disclosure pursuant with 49 CFR. Parts 15 and 1520, to include not divulging any security source documents or information (SSI) to any individual, unless the individual has a specific and valid need to know such information.

In addition to 49 CFR. Parts 15 and 1520, all security badgeholders must comply with the Airport's SSI Control Plan administered by the Airport Security Coordinator.

E. AIRPORT ISSUED SECURITY BADGES

Individuals with unescorted access authority entering a secured area shall, in accordance with this section, display an airport issued and/or airport approved security badge at all times. Individuals with unescorted access authority entering a Passenger Terminal must be in possession of their airport issued and/or approved security badge at all times.

Airport issued security badges are issued in varying access levels based upon operational need. Badge colors indicate general areas of authorization based upon an individual's job function. A badge color does not determine access point privileges; rather, the individual's company, job title, and operational need will determine what access control profile is provided.

Certain badge icons may be affixed to security badges indicating additional authorization in

direct correlation with the employee's job function (e.g., escort privileges, airfield driving privileges, federal inspection services area access).

Unless revoked, suspended, or expired, the following classes of security badges, when properly used or displayed by the person to whom they are issued, are recognized as airport-issued and valid:

Terminal ID

Issued to those persons authorized unescorted access to Passenger Terminals for employment purposes only, but not authorized for unescorted access to the secured area. The Terminal ID is issued only to those persons who have passed TSA-mandated background checks.

Secured Area Badges

Secured area badges are issued to those persons authorized unescorted access to all or part of the secured area. Secured area badges do not authorize airfield driving privileges and are issued only to those persons who have passed TSA-mandated background checks.

F. AIRPORT APPROVED SECURITY BADGES

In addition to a valid airport-issued security badge issued by the Security Badge Office, the following unexpired security badges and credentials, when used and/or displayed by the person to whom they are issued, are recognized as airport-approved and valid:

1. Aircraft Operator Security Badges – Flight Crew, Cabin Crew and Mechanics

Security badges issued and controlled by Aircraft Operators pursuant with their TSA approved Airport Operator Standard Security Program (AOSSP) and 49 CFR Part 1544, or Model Security Program (MSP) and 49 CFR Part 1546.

Passenger Terminals: Airline identification badges issued to flight crew, cabin crew members, and transient aircraft mechanic personnel not based at ONT, authorize unescorted access to the Passenger Terminals; and authorize unescorted movement in the following portions of the secured area:

- The immediate vicinity of the aircraft to which the flight crews and cabin crew are assigned;
- Flight crew and cabin crews operations/flight office or the equivalent;
- Those areas of a secured area between the areas described above.

Flight crew and cabin crew members must be in uniform and display their airline-issued

identification on the outermost garment, at waist level or above.

2. FAA Form 110A

FAA Form 110A - Aviation Safety Federal Credential is recognized as authorizing FAA Aviation Safety Inspectors unescorted access to a Restricted Area when conducting official business.

3. FAA/TSA Credentials

FAA Agents and TSA Officials in possession of their respective federal credentials, to include TSA Inspectors, Federal Security Directors, Deputy Federal Security Directors, and Assistant Federal Security Directors, are approved for unescorted presence in Restricted Areas when conducting official business.

4. FBI Special Agents / Federal Law Enforcement Officers

Federal Bureau of Investigations Special Agents and federal law enforcement officers with official credentials, issued by the respective federal agency, are approved for unescorted access to Restricted Areas when conducting official business.

5. Other Approved Security Badges

Other security badges may be temporarily approved by the ASC. The acceptance of other security badges or identification media by the Airport does not give the bearer(s) permission to be in any part of a Restricted Area unless access is for official business.

G. RESPONSIBILITIES OF SECURITY BADGEHOLDERS AND OTHER PERSONS

1. Transportation Security Regulations

All persons in possession of a security badge, applying for a security badge, and those with authority to authorize the application or possession of a security badge for use at the airport, must comply with applicable provisions of 49 Code of Federal Regulations (CFR) Parts 1500-1699, which may be obtained through the ASC, or accessed online at Electronic Code of Federal Regulations (e-CFR), at <https://ecfr.io/Title-49/chapterXII>.

Security Responsibilities of employees and other persons while employed or conducting business at the Airport, require that no person may:

- Tamper or interfere with, compromise, modify, or attempt to circumvent any security system, measure, or procedure implemented under the ASP and TSA Regulations; or

Responsibilities of Security Badge Holders and Other Persons

- Enter or be present within a Restricted Area without complying with the systems, measures, or procedures being applied to control access, as defined in the ASP; or
- Use or allow to be used any airport-issued access medium or identification system that authorizes the access, presence, or movement of persons or vehicles in a Restricted Area in any unauthorized manner.

Civil Penalties Imposed by Transportation Security Administration (TSA)

Any Participant shall be responsible for payment or reimbursement to the Airport for any civil penalties imposed by the TSA for individual security violations by their employees for violations under Title 49 CFR Part 1542. An employee may be personally subject to civil penalties imposed by the TSA for individual security violations they commit under Title 49 CFR Part 1542.

TSA Investigations

If ONT is made aware a security badge holder is under investigation by the TSA for an individual security violation(s), the security badge may be suspended until such time the Security Badge Office is provided with formal documentation from TSA advising the investigation is complete and resolved.

2. Official Business Only

Security badge holders are strictly prohibited from accessing any Restricted Area of the airport unless the access, to include the escorting of any individual, is performed in accordance with official duties of the Participant, or, for non-business purposes, with prior written approval from the Participant and the ASC or designee. Security badge holders accessing any Restricted Area for non-business purposes without such approval, are subject to immediate suspension and/or revocation of access privileges.

3. Airport Approved Non-Business Purpose – Passenger Terminal Access Only

Security badge holders approved by the Participant and the ASC or designee to access a passenger terminal of the airport for non-business purposes must: 1). Enter using the TSA Checkpoint, 2). Present their person and accessible property for TSA screening, 3). Not access areas of the airport otherwise inaccessible to the public, and 4). Not use their security badge for access purposes. The security badge may only be used for identification and verification purposes at the TSA Checkpoint. Security badge holders failing to enter the passenger terminal using the TSA

Responsibilities of Security Badge Holders and Other Persons

Checkpoint for non-business purposes are subject to immediate suspension and/or revocation of access privileges.

4. Security Badge Use and Display

Each unescorted person within a Security Identification Display Area (SIDA) must continuously display their unexpired airport-issued or airport-approved security badge on their outermost garment and above waist level. Any person within a SIDA without a security badge must be escorted as described in this section and the ASP.

5. Duty to Challenge

Any individual issued a security badge has the responsibility to challenge unescorted individuals not clearly displaying a security badge within a secured area and/or other area designated a SIDA.

Badged personnel must conscientiously observe for the presence of a security badge on other employees. Persons performing a security badge challenge must approach and require the person they are challenging to present their security badge. If a security badge is presented, the challenger will ensure:

- (1) Badge is valid for area of use;
- (2) Badge has not expired;
- (3) Photograph on badge matches person holding badge; and
- (4) As to any individual failing to produce a security badge or is not under proper escort, badged personnel shall immediately contact and provide a detailed description to the Ontario Police Dispatch at 909-986-6711, or call 911. Badged personnel must not attempt to physically restrain any individual; they must make every effort to keep such individual under visual observation until Airport Officials/Law Enforcement personnel arrive.

If the challenger has reason to fear for their personal safety, or otherwise uncomfortable with performing a direct challenge of unbadged individuals (i.e. requesting security badge), the duty to immediately report the incident to the Ontario Police Dispatch and to make every effort to keep such individual under visual observation until Airport Officials/Law Enforcement personnel arrive remains.

Responsibilities of Security Badge Holders and Other Persons

6. Escorting

All escorting must follow TSA Regulations, which mandates strict control over anyone being escorted into and within a Restricted Area. It is the responsibility of the badged employee acting as the escort to ensure all rules are followed. Failure to do so may result in loss of escorting privileges for two (2) years and possibly other penalties.

Escorting is only authorized by Airport-issued security badge holders with escort privileges; who may only escort in those areas authorized by his or her access control profile and must keep individuals under his or her escort, in view and under control at all times.

Escorting of Employees and Security Badge Applicants: The maximum number of days an airport tenant employee or potential employee may be escorted before the individual must apply for a security badge is ten (10) business days. Until such time the security badge application process is complete, individuals who have applied for a security badge must have an identification access control receipt provided by the Security Badge Office in their possession while being escorted within the secured or sterile areas.

Escorting of Individual or Group: The person(s) being escorted must have a valid government-issued photo identification in their possession. Preferably, no more than three (3) persons may be escorted by one badged individual; up to five (5) is allowed under certain circumstances, as long as control is assured. Requests to escort more than five (5) people must have approval from the ASC or designee.

7. Security Badge Holders with Multiple Employers

Security badge holders employed by multiple employers must use and display the proper company security badge when representing each company. The security badge is not interchangeable.

8. Unauthorized Use of Security Badge

It is strictly prohibited to lend or share a security badge, or to use a security badge by anyone other than the person originally issued the security badge.

9. TSA Security Screening/Bypassing

When traveling as a passenger, or when the intent is to travel as a passenger during off-hours or upon completion of airport work, a security badge holder must enter the Passenger Terminal through a TSA Screening Checkpoint or TSA approved process

Responsibilities of Security Badge Holders and Other Persons

(including Known Crew Member doors for eligible flight crew members) with any accessible property intended to be carried onboard an aircraft. The screened security badge holder must remain in the Passenger Terminal. If a screened security badge holder exits the Passenger Terminal, they must exit the Passenger Terminal with any accessible property intended to be carried onboard the aircraft and be re-screened at a TSA Screening Checkpoint. Any attempt to enter the Passenger Terminal with accessible property through an airport-controlled portal will be considered bypassing the screening process and result in the immediate confiscation of the individual's security badge.

10. Badge Holders on Long Term Leave

Every badged individual engaging a leave of absence for thirty (30) consecutive days or more shall surrender his/her security badge and security keys to their Authorized Signatory. This requirement applies to every type of leave, including, but not limited to, medical leave, workers' compensation leave, leave under the Family Medical Leave Act, military leave, jury duty, temporary furlough, compensatory time off, and vacation.

Duty of Authorized Signatories: Authorized signatories shall collect and secure all security badges and security keys before badged individuals commence extended leaves of absence. Airport security badges and security keys shall be provided to the Security Badge Office within two (2) calendar days of leave commencement. Authorized Signatories shall also submit an Employee Extended Leave form to the Security Badge Office.

Leaves of Uncertain Duration: Where a badged individual commences a leave of fewer than thirty (30) consecutive calendar days and the leave is extended beyond thirty (30) consecutive calendar days, the Authorized Signatory shall notify the Security Badge Office by the 30th day that a leave has been extended and shall complete the Badge holder Extended Leave form within three (3) calendar days. The Security Badge Office shall immediately suspend security access, and the Authorized Signatory shall return Airport property (security badge, keys) to the Security Badge Office within two (2) calendar days of such notification.

Re-entry Following Extended Leave: When a security badge holder returns to work from an extended leave, the Authorized Signatory shall contact the Security Badge Office to reactivate the individual's security badge and advise when the individual will retrieve the badge and keys (if applicable). In the event a badge has expired while an individual is on leave, or in cases where the leave exceeds one-hundred and eighty (180) days, the affected employee must successfully complete 1). a criminal history records check, 2). A security threat assessment administered by the Transportation

Responsibilities of Security Badge Holders and Other Persons

Security Administration, and 3). Security training administered by the Security Badge Office.

Every individual who fails to surrender their security badge and keys upon request will be subject to immediate and permanent badge revocation.

11. Subject to Search

All persons, except for Law Enforcement Officers and TSA management and regulatory inspectors, as assigned by the ONT Federal Security Director, are subject to inspection/screening by Airport Officials, Law Enforcement, or TSA, when accessing, or present within Restricted Areas of the Airport.

- The inspection/screening may extend to both the individual and accessible property to determine whether the individual impermissibly possesses any explosive materials or other prohibited item in the Restricted Area.
- All employees with a security badge may be subject to such inspection/screening, and acknowledge that consent to such an inspection/screening is a condition for the Airport to issue a security badge, and agree to submit to and cooperate with such an inspection/screening upon request.
- Failure to submit to, or cooperate, with such an inspection/screening, may result in the immediate suspension and revocation of an individual's security badge. Badged personnel are strictly prohibited from circumventing or avoiding security inspections. Any badged individual who does not submit to an inspection while entering or within a Restricted Area is subject to citation, immediate suspension of his/her security badge, and removal from the Restricted Area.

12. Unauthorized Individuals and Vehicles

Unidentified or unauthorized personnel and/or vehicles in the Restricted Area may be removed by Airport Officials at the owner's expense.

13. Unauthorized Use or Duplication of Security Keys

It is strictly prohibited to duplicate or allow the duplication of a security key; or to lend or share a security key, or to use a security key by anyone other than the person originally issued the security key.

Responsibilities of Security Badge Holders and Other Persons

14. Unauthorized Use of Security Codes

It is strictly prohibited to lend or share a security code, or to use a security code by anyone other than the person issued the security code.

15. Security Violation Enforcement

As further described in the Security and Airfield Enforcement (SAFE) Program (Appendix 4), Airport Officials conduct daily inspections, tests, respond to airport incidents, and enforce identified violations.

All permittees and security badge-holders are subject to enforcement action when reasonable grounds exist to believe that a violation has occurred, either by commission or omission, of the following: 1). All Security Violations; 2). All Motor Vehicle and Pedestrian Safety Violations involving ground movement and the safety of personnel, aircraft, vehicles, aircraft fueling, and fuel storage/handling occurring within the Airport Operations Area (AOA); and 3). All Landside and/or Ground Transportation violations involving commercial vehicle operators, owners, and drivers transporting or offering to transport passengers, pursuant with the Ground Transportation Rules and Regulations, at flyontario.com.

The ASC and/or designee reserves the right to deny, suspend, revoke, or limit the scope of an individual's security badge, endorsements or privileges based upon reasonable grounds and giving due consideration to the nature of the offense. No enforcement decision shall establish precedent, and every instance of noncompliance is considered independently.

16. General Security Violation Penalties

Suspension or Revocation of Access Privileges: Upon either suspension or revocation of a security badge holder's access privileges, the Airport will deactivate and confiscate any security badge issued to the affected security badge holder. The security badge holder must not enter any Airport Restricted Area and must surrender the security badge to the Security Badge Office, the Ontario Police Department, or other requesting Airport Official. Violators may be subject to arrest for criminal trespass (Exception: Individual is in possession of a valid airline ticket with an arrival or departure time scheduled within four (4) hours of Sterile Area entry).

Suspension or Revocation of Company Access Privileges: Upon either suspension or revocation of an employee's access privileges, the Airport may deactivate and/or confiscate any or all security badges held by the affected employer, including the security badge of all employees, contractors, and agents whose access privileges

Responsibilities of Security Badge Holders and Other Persons

were authorized by that employer. All affected employees must immediately surrender any security badge authorized by the employer to the Security Badge Office, the Ontario Police Department, or other Airport Official. If a security badge holder is within a Restricted Area of the Airport, they must immediately depart that area. The Airport may also cancel the affected employer's ability to request the issuance of security badges, unless waived by the ASC.

Reauthorization of Unescorted Access Privileges: In all cases, if a security badge holder's access privileges have been revoked and the ASC has authorized the access privileges to be reinstated, the security badge holder must pay all associated fees, and meet all other re-issuance requirements directed by the Security Badge Office and 49 CFR Part 1542.

Escort Prohibition: It is strictly prohibited for any security badge holder to knowingly escort into a Restricted Area any person whose access privileges have been suspended or revoked, or anyone who has failed the required background checks, a security threat assessment, or criminal history records check.

Applicants with Disqualifying Conviction: Participants must ensure security badge applicants who fail the TSA-mandated fingerprint-based criminal history background check, as described in the Security and Airfield Enforcement Program (Appendix 4), and specified in 49 CFR §1542.209, and/or fail the security threat assessment, are prohibited from accessing a Restricted Area, with or without an escort (Exception: Individual is in possession of a valid airline boarding pass with an arrival or departure time scheduled within four (4) hours of Sterile Area entry).

17. Airport Security Testing

Testing of airport security measures may only be performed by those individuals authorized by 49 CFR §1540.105(b). Upon written request, the ASC may approve testing authorization to tenants or other operators. The request must specify: 1). time period for testing, 2). specific measures to be tested, and 3). testing methodology. All authorized testing must be consistent with airport approved testing methodologies.

Prior to commencing with any ASC approved internal testing, tenants must notify OPD Dispatch at (909) 986-6711. Notice must be given at least two (2) hours prior to testing. OPD Dispatch must be advised of the date and time of the testing period, the location where the testing will take place, the type of test (e.g. badge challenge), and when the testing has been completed.

Responsibilities of Security Badge Holders and Other Persons

18. Restricted Area Limitations on Personal Bag Size

All persons issued a security badge and having access to Restricted Areas of the airport, shall have in his/her custody or control no more than two (2) total accessible personal items (bags, purses, backpacks, totes, messenger bags, computer bags, luggage, fanny packs, briefcases, coolers, boxes or any other type of container or combination thereof), unless the bags are: 1). Required for official business purpose; or 2). Required to transport medically necessary items.

Each bag may not be larger than 8"x12"x21", unless the bag is: 1). Required for official business purpose; or 2). Required to transport medically necessary items. Items not meeting these requirements must be screened as a delivery by Airport Officials or screened at the TSA security checkpoint.

19. Authorization to Enter Airport Restricted Areas

Passenger Terminals

In accordance with this section, the ASP, and applicable federal, state and city laws and regulations, only ticketed passengers, non-traveling persons in possession of an airline-issued or airport-issued authorization, airport-issued security badge holders, escorted individuals, airport-approved security badge holders, and airport-approved credentialed personnel, are authorized by the airport to enter passenger terminals.

Air Operations Area

In accordance with this section, the ASP, and applicable federal, state and city laws and regulations, only airport-issued security badge holders, escorted individuals, airport-approved security badge holders, and airport-approved credentialed personnel, are authorized by the airport to enter the Air Operations Area.

H. GENERAL ACCESS CONTROL REQUIREMENTS AND PROHIBITIONS

Security badge holders must control access to the Restricted Area in accordance with ASP approved procedures implemented to control such access and must engage in the careful use of any door or gate under their control.

1. Access Media

Each security badge holder entering the Restricted Area through any door or gate, must use the security badge, security key, or security code issued specifically to them. Only one (1) security badge holder may access the Restricted Area through

*General Access Control
Requirements and Prohibitions Continued*

any door or gate at one (1) time.

All security badge holder's and those security badge holders issued a security key are responsible for safeguarding his/her respective security badge and issued security key and for returning both to the Security Badge Office when the operational need is no longer required.

All security badge holders issued a security badge access code or security lock code by the Security Badge Office must ensure the code is kept in his or her immediate control to prevent unauthorized use. The security badge holder shall not write or verbally announce in a public manner the security code(s).

2. Expiration of Operational Need

When a security badge and/or security key is no longer required, to include the expiration of the security badge, the Authorized Signatory must retrieve the security badge and security key and immediately notify the Security Badge Office in person, by phone, or by whatever means possible to ensure that the security badge is immediately deactivated. The Authorized Signatory must deliver the surrendered security badge and/or security key(s) to the Security Badge Office during business hours within two (2) business days of the change in status. A receipt providing proof of the return will be provided upon request. The receipt will provide sufficient proof to avoid any potential penalties for unreturned controlled items. Security badges and security keys may be mailed in, with the understanding that it is the responsibility of the employee and/or company to provide specific proof of return to avoid any associated penalties. Additional security badges or security keys may not be issued to the employer until the security badge or security key is returned.

3. Lost Security Badge or Security Key

If a security badge and/or a security key is lost, the security badge holder must immediately notify the Security Badge Office in person, by phone, or by whatever means possible to ensure that the badge is immediately deactivated. The individual may be subject to a seventy-two (72) hour waiting period for re-issuance, in addition to any monetary fines and fees. All parts and labor costs associated with a lost security key, to include the replacement of locks and associated security equipment, shall be assessed to the employer responsible for the lost security key.

4. Stolen Security Badge or Security Key

When a security badge or security key is reported stolen, the security badge holder

*General Access Control
Requirements and Prohibitions Continued*

must immediately notify the Security Badge Office by phone to ensure the security badge is immediately deactivated. Replacement badges are issued by the Security Badge Office; the security badge holder must submit a new badge application, provide a police report demonstrating the theft was reported and under investigation, pay all associated fine and fees, and meet all other re-issuance requirements directed by the Security Badge Office and 49 CFR Part 1542. All parts and labor costs associated with a stolen security key, to include the replacement of locks and associated security equipment, shall be assessed to the employer responsible for the lost security key.

5. Receipts for Returned Airport Security Badges and/or Security Keys

The Security Badge Office will provide a receipt when a security badge and/or a security key is returned. Receipts should be retained as proof of the returned item(s).

6. Administrative Fines – Lost Security Badges

Administrative fines are determined by the number of security badges lost by an employee during a rolling two (2) year period beginning with the date of the first reported lost security badge. Fines may be refunded if the lost badge is located within seven (7) calendar days from date of loss. If a badge is located between eight (8) and thirty (30) days, the employee may apply to the ASC or designee to have the fine returned. The ASC may uphold the fine or decide to return all or a portion of the fine, depending on circumstances and the number of occurrences. If two (2) or more security badges are lost, no further badges will be issued for a period of two (2) years. The ASC may deviate from this policy using evidence of extenuating circumstances or other contributing factors.

7. Reporting Subsequent Disqualifying Criminal Convictions

Any individual possessing a security badge must report to his/her supervisor or Authorized Signer within twenty-four (24) hours if he/she has been convicted, given a deferred sentence, found not guilty by reason of insanity, or has been arrested and awaiting judicial proceedings for any felony charge in accordance with 49 CFR 1542.209.

8. Piggybacking

It is strictly prohibited for any individual to follow, allow another to follow, or access a Restricted Area in any way through a controlled access point, unless during authorized escorting. "Piggybacking" occurs when a security badge holder fails to ensure a door or gate closes behind the security badge holder and an unescorted

*General Access Control
Requirements and Prohibitions Continued*

person gains access to the Restricted Area by bypassing the means to prevent such unauthorized access.

9. Securing Doors and Gates

After each entry and exit, security badge holders must ensure Restricted Area access doors and gates are closed and secured. Before leaving the vicinity of an open Restricted Area Door, to include baggage belt doors and jet-bridge doors, the attending badged personnel shall take deliberate action to ensure the door is properly closed and secured. Under no circumstance should the attending individual leave the immediate vicinity of an open door until it is properly closed and secured.

10. Door Alarms – Duty to Notify

Badged personnel are required to immediately report any self-activation of a door alarm. When an audible alarm sounds at a door the security badge holder has opened, the security badge holder must immediately close and secure the door, contact the Ontario Police Dispatch by phone, and remain at the door until arrival of response personnel.

11. Door Alarms - Duty to Respond

Any security badge holder in the vicinity of an access control point emitting an audible alarm shall assess the immediate area for unauthorized personnel. After completing the assessment, the security badge holder must ensure the door is secured and immediately notify the Ontario Police Dispatch at 909-986-6711, or by dialing 911.

12. Vehicle Gates

Only one vehicle may enter through a vehicle gate unless the security badge holder gaining access is escorting other vehicles. The driver must have a valid security badge indicating they are authorized to access and drive within the Restricted Area. Passengers in the vehicle with a security badge must exit the vehicle and present their security badge for inspection. Passengers in the vehicle without a security badge must present a government-issued photo ID for inspection. The security badge holder entering or exiting the vehicle gate, must ensure the gate is completely closed prior to driving away. If exiting from the secured area with other vehicles, the security badge holder driving the last unescorted vehicle is responsible for ensuring the gate closes and secures before driving away.

*General Access Control
Requirements and Prohibitions Continued*

13. Vehicle Gates / Pedestrian Prohibition

Authorized security badge holders (pedestrians) may only access Restricted Areas through pedestrian doors and prohibited from accessing Restricted Areas through any vehicle gate without prior authorization from the ASC or designee.

14. Motor Vehicle Operating Permits (MVOP)

All vehicles operating in the AOA, except for vehicles driven solely on Airport property and not required to be licensed by the State of California (e.g., baggage tugs), must display an MVOP which is visible from the exterior of the vehicle.

- MVOP applications must be completed and signed by an Authorized Signatory. The Authorized Signatory certifies by his or her signature that the vehicle for which the permit is requested has the insurance coverage required by the Airport.
- MVOP requests are processed, reviewed, and verified by Airport Officials prior to their issuance.
- An MVOP may not be transferred between vehicles. Lost or stolen MVOP decals must be reported immediately to the Security Badge Office.

15. Use of Airport Federal Inspection Services (FIS) Facilities

All security badge holders within the FIS facilities during international flight processing must have an FIS seal displayed on their security badge or have a pre- approved exception by Customs and Border Protection (CBP) to be in the facility without a seal. All individuals must have a demonstrated, work-related need to be in the FIS facilities.

- No individual shall open an FIS access point door which would provide access out of the FIS Sterile Area during an international flight.
- No FIS doors may be propped open at any time, except for the emergency exit doors entering the international nodes.
- The FIS seal does not authorize escort privileges. Specifically, the escort privileges provided to a security badge holder by the Airport does not extend to the FIS facility. An on-duty CBP Supervisor may authorize an escort if deemed appropriate.

General Access Control Requirements and Prohibitions

- Any individual who has no badge access to the FIS facilities must be escorted by CBP, or other authorized personnel approved by CBP, always while in the FIS facilities.
- Bag belts may not be used as a means of entering the FIS facilities.
- It is the Participant's responsibility to ensure all employees requiring access to the FIS facilities, or who work international flights, have FIS seals on their badges. All security badge holders requiring an FIS seal must complete the CBP's application process.

16. Damage to Security Systems

Under no circumstances may an individual engage in defacing, damaging, hacking, or interacting with any Airport Security System in any manner.

17. Forcing Open Security Doors or Gates

All persons are prohibited from forcing open a door or gate providing access to an airport Restricted Area.

18. Reporting Malfunctions

Security badge holder's discovering a malfunctioning alarm or locking mechanism must immediately report the malfunction to the Ontario Police Dispatch.

19. Security Keys

Security keys are strictly controlled by the Security Badge Office. Loss of a security key may result in the re-keying of numerous doors/locks to ensure the sustained security integrity of the airport. Costs for re-keying associated to lost keys shall be billed to responsible party(s).

I. RESTRICTED AREA DRUG AND ALCOHOL PROHIBITION

As provided under FAR Part 91.11, no pilot or other member of the flight crew of an aircraft in operation on the Airport, or any person attending or assisting in any aircraft operation on the Airport, shall be under the influence of intoxicants (alcohol or drugs), nor shall any person under the influence of intoxicants be permitted to board any aircraft, excluding medical patient(s) under care. The ONT CEO or designee has the sole discretion to deny any person violating this Section.

No individual may transport into the Restricted Area any alcohol, or any drug identified by the United States Drug Enforcement Agency (DEA) as a “Schedule I” drug, nor may any individual with a security badge ingest alcohol or a Schedule I drug eight (8) or fewer hours before work or while at work, including breaks. Schedule I drugs include: heroin, LSD, marijuana, ecstasy, methaqualone, and peyote. See <https://www.dea.gov/druginfo/ds.shtml>.

No individual may transport into any Restricted Area any of the following substances unless the individual has a prescription: Any drug identified by the DEA as a Schedule II, III, IV, or V drug.

Prescription Drugs: Individuals with a current prescription for Schedule II-V drugs must have in their possession the medication in the original prescription bottle, with a legible label showing the name of the individual.

Working under the Influence: No individual may enter or remain in a Restricted Area if the individual is in any way impaired as a result of ingesting substances referenced in this rule, including prescription drugs.

J. FIREARMS AND EXPLOSIVES

Reference Subsection 6.2 - Handling of Explosives and Other Hazardous Materials.

Possession: No persons, except authorized law enforcement officers, authorized wildlife control personnel, Federal Flight Deck Officers, U.S. Post Office and Customs and Border Protection Officers, members of the armed forces of the United States on official duty, and persons under escort by a City of Ontario Police Officer, may possess any firearms or explosives within an airport Restricted Area without written permission from the CEO or designee.

All persons other than those in the excepted classes shall, while at the Airport, surrender all such objects in their possession to a City of Ontario Police Officer (909) 986-6711. Requests for permission to possess firearms or explosives shall be submitted in writing to the CEO or designee, who has the sole discretion in granting or denying such requests. Failure to comply with this requirement may result in civil and criminal charges.

Storage: Except for firearms and explosives belonging to authorized law enforcement officers, firearms and explosives may not be stored within the secured or sterile area of the airport, unless a TSA or OIAA approved storage and safety plan is on file in the Office of the CEO or designee. Failure to comply with this requirement may result in civil and criminal charges.

All law enforcement officers and Federal Flight Deck Officers (FFDO) accessing the Passenger Terminal must enter through an approved TSA security checkpoint and follow TSA established credential verification and sign-in procedures. Armed, on-duty local and state Law Enforcement Officers on official business may be escorted into the Restricted

Area by a badged OPD Law Enforcement Officer.

K. ARMED GUARDS, ARMORED VEHICLES, ARMED COURIER SERVICES

Tenants using armed guards and/or armored courier services to, for example, transport currency or high value items or to service automated teller machines, must ensure that its service provider complies as follows:

Badge Required: All armed security guards/couriers accessing any area of the Airport – public (non-Restricted) or Restricted – must be in uniform and in possession of a security badge or under proper escort.

Vehicle access: Private armed guards are not permitted on ramps unless specific approval is obtained from the OPD Airport Bureau Supervisor, (909) 986-6711. Armored vehicles entering a Restricted Area for the purpose of picking up or dropping off freight planeside shall enter only through a Vehicle Screening Checkpoint. All drivers must have a non-movement area driving icon displayed on their security badge and must follow all non-movement area driving rules.

Prior to accessing the Restricted Area, armed vehicle drivers must complete the Armored/Courier Vehicle Information Sheet form and provide it to the OPD at the Vehicle Screening Checkpoint. A point of contact with a mobile phone must always be in the vehicle while on the AOA.

- Armed guards are not permitted within the confines of an airplane
- Private guard dogs may not be used in public or common use areas of the airport

Parking: For the International Terminal, armored courier service vehicles must be parked on either end of the terminal roadway. For Terminals 2 or 4, vehicles may be parked anywhere on the curb. Drivers are prohibited from double parking and/or obstructing active passenger loading or offloading areas.

L. PROHIBITED ITEMS

With the exception of Airport Approved Prohibited Items, Security badge holders may not possess or carry items into or within the passenger terminal that are otherwise prohibited by TSA regulation, including through security screening checkpoints. “Prohibited Items” are defined under 49 CFR § 1540.111, and more specifically described on the TSA website, at <https://www.tsa.gov/travel/security-screening/whatcanibring/all>;

Security badge holders may not possess or carry items into or within any Restricted Area that are listed as hazardous materials on the FAA web site at www.faa.gov, or any other item deemed as contraband by local law enforcement authorities, without an approved demonstrated operational need.

Any badged personnel who discovers or comes into possession of unauthorized and/or uncontrolled Prohibited Item must immediately contact OPD Dispatch at (909) 986-6711 to have an officer respond for proper confiscation, disposal, and investigation. Under no circumstances may hazardous items be disposed of in a trash receptacle.

Airport Approved Prohibited Items

A limited list of items may be considered exceptions if job related. All security badge holders, tenants, or contractors requiring Prohibited Items to perform their job duties, or for their business operations in a Passenger Terminal, including but not limited to knives, tools, and/or heavy equipment, must coordinate and obtain prior approval from the Security Badge Office for each prohibited item.

Prohibited items must not be left unattended in the passenger terminal unless, as approved by the ASC or designee, the prohibited items are secured and inaccessible to other individuals, to include screened passengers and/or non-security badge holders. The security badge holder, tenant, or contractor shall demonstrate to Airport Officials how Prohibited Items are secured and be responsible for the proper safeguarding and storage of Prohibited Items and tools during operational and non-operational hours.

All Sterile Area Concessionaire tenants shall audit Airport-Approved Prohibited Item inventories in conformance with the most current version of the Training of Security Responsibilities (TSR) titled "Sterile Area Concessionaire Requirements." Those with a need to know may obtain a copy of this restricted TSR from the Security Badge Office.

M. UNATTENDED BAGGAGE AND ARTICLES

Unattended baggage and/or articles are prohibited in all areas of the Airport and must be reported to OPD Dispatch immediately. If unattended baggage and/or articles are found, they are subject to search and may be confiscated by OPD or TSA personnel and may be destroyed.

N. PASSENGER TERMINAL DELIVERIES

Any merchandise or consumables intended for sale, consumption, and/or use in a Passenger Terminal, whether to be purchased or obtained from a concession tenant, an airline club or lounge, or at a special event, must be inspected by Airport Officials at the respective Passenger Terminal Loading Dock, or by TSA at the Passenger Screening Checkpoint. Using employee bypass doors to transport non-inspected merchandise or consumables into the Passenger Terminal is strictly prohibited.

Inspections may include the person and belongings of any personnel transporting merchandise or consumables into the Passenger Terminal.

Delivery Testing

Delivery and/or badged personnel shall cooperate with official inspections and security testing performed by Airport Officials and/or TSA Inspectors. Any individual refusing to assist with ongoing security inspections or testing in Restricted Areas of the Airport may be subject to citation and suspension of his/her security badge or access privilege.

O. TENANT VIDEO MONITORING AND RECORDING DEVICES

No video monitoring or other recording devices may be installed or removed by any Airport tenant or permittee in or around the Airport premises without prior written authorization from the ASC or designee. To obtain authorization for CCTV camera installation or removal, tenants and permittees must submit an application to the Security Badge Office, specifying the following:

- Field-of View (FOV) screenshots
- Video monitoring/recording device model and specifications
- Recording system and retention time
- Camera layout drawing
- Security infrastructure and plan to prevent unauthorized access

The use of Pan-Tilt-Zoom (PTZ) security cameras by tenants and permittees in any Restricted area is strictly prohibited and no video monitoring and/or recording device may be installed or focused in a manner that depicts/records security checkpoints, or doors that provide access to any area on Airport premises that, in the sole and exclusive discretion of the ASC or designee, is deemed to present a potential risk to Airport security. All subsequent changes or modifications to tenant and permittee video monitoring and/or recording device use must be submitted to Airport Security Coordinator in writing and approved prior to executing modifications.

Remote Viewing and Authorization Access

No video monitoring and/or recording device data may be streamed or otherwise transmitted on a wireless network unless the wireless network is equipped with WPA2 security. Real-time access to all footage must be available to Airport Officials at all times, as designated by the ASC. No tenant or permittee shall release any video monitoring and/or recording device footage from cameras/devices without prior written authorization from the ASC or designee and, if deemed appropriate, the TSA.

Remote access to video monitoring and/or recording devices in secure areas will not be permitted unless explicitly authorized by the ASC. All forms of video footage, whether real-time or stored, must be password protected. Passwords must comply with the Airport's Password policy.

Inventory of Video Monitoring and Other Recording Devices

All tenants and permittees shall provide ASC with an inventory of existing video monitoring and/or recording devices and security plans, including all of the following:

- Device manufacturer, model and specifications
- Field-of-view
- Data retention time
- Placement of video monitoring and/or recording devices
- Remote access usage
- Written security plan detailing how unauthorized access will be prevented

P. RESTRICTED AREA PHOTOGRAPHY

Still or moving photography undertaken by anyone that may reveal the operation or location of access control readers, security measures or secured doors within or leading into or out of Restricted Areas is prohibited.

Q. RESTRICTED AREA CLEAR ZONE

The Airport Perimeter Fence Area shall remain free of vehicles, stored materials, unattended equipment, or other property. The Airport CEO or his/her authorized representative, may remove, or cause to remove, any unidentified or unauthorized vehicle, or other property, parked in posted “no parking” zones along the perimeter fence ten (10) foot clear zone. Clear Zones may be expanded at the discretion of the CEO or his/her authorized representative, as necessary.

R. PERIMETER FACILITIES

Tenants operating from perimeter-based facilities with direct access to the Restricted Area, must abide by all pertinent rules of operation as applicable to the secured area found in 49 CFR Parts 1540-1548. Inspections and audits by the TSA and/or Airport may be conducted on a regular basis. Any deficiencies will be addressed, and associated fines may be assessed.

Tenants are responsible for controlling access to the Restricted Area from the facilities that they occupy, in accordance with security measures implemented by the Airport. This includes areas that are contracted or subcontracted. Any and all parties with a documented interest in a specific area are responsible.

Tenants, subtenants, lessees, permittees, and/or operators are responsible to ensure compliance with all security measures.

Any TSA fines and/or penalties assessed against the Airport for non-compliance with the ASP and/or Transportation Security Regulations (49 CFR Parts 1500-1699) and arising

from the actions of any entity leasing, occupying or using space (including all tenants, subtenants, permittees, licensees, service providers, invitees and/or operators) anywhere in the Airport, will be passed through to the entity, tenant subtenant, lessee, permittee, service provider, individual and/or operator named as the source of the violation and respective TSA fine.

S. GENERAL NOTIFICATION REQUIREMENTS

Immediate notification to the Security Badge Office from a Participant is required whenever a Participant or Authorized Signer becomes aware of any of the following:

- A security badge or security key is lost or stolen
- A security badge holder's employment status changes through termination, retirement, leave greater than 30 days, or any other form of separation from the company
- An employee may be considered a threat to airport security for any reason
- An employee who has a security badge and/or security key is arrested or convicted of a Disqualifying Crime pursuant with 49 CFR §1542.209

The Participant or the Authorized Signer must contact the Security Badge Office to verbally request immediate deactivation of the security badge – as applicable. If the Security Badge Office is closed, or otherwise unavailable, the employer or the Authorized Signer must contact the City of Ontario Police Dispatch to verbally request immediate deactivation of the Security Badge.

SECTION 8 - AIRPORT OPERATING PERMITS AIRCRAFT LANDING AND TERMINAL USE FEES

Commercial aircraft activity at Ontario International Airport (ONT), is subject to certain conditions and restrictions, as specified by the provisions of this section.

8.1 **Definitions:**

- a. Air Carrier - Any person, or persons, including corporations and other legal entities, that undertake, whether directly, indirectly or by lease, or any other arrangement, to engage in air commerce, certified by the Federal Aviation Administration (FAA), and holds a current FAA certificate to transport air passengers or property for hire.
- b. Fees, Rates and Charges - Include, but are not limited to, landing fees, aircraft parking charges, and passenger facility charges.
- c. Landing - The actual landing of an aircraft at an Airport, whether such landing be a planned or an emergency landing but shall not refer to an emergency landing made following takeoff from an airport owned or operated by the OIAA.
- d. Landing Facility - Common (shared) use areas of the Airport, which include but are not limited to the runways, taxiways, taxilanes, service roads, aprons, cargo ramps, public aircraft parking positions and passenger terminal gates; exclusive of leased areas.
- e. Maximum Gross Landing Weight - The FAA Certificated Maximum Gross Landing Weight or actual gross landing weight of aircraft if no such specification exists. In computing fees prescribed herein, except for aircraft weighing less than 25,000 pounds, 500 pounds, or any larger part of 1,000 pounds, shall be counted as if a whole 1,000 pounds and any smaller part shall be disregarded.
- f. Air Carrier Operating Permit – A Permit executed by a non-signatory Air Carrier that transports passengers and or cargo operating more than 6 times in a 12 consecutive month period; or an itinerant Air Carrier not having any agreement to operate aircraft which transport passengers and or cargo to/from ONT for compensation.
- g. Operating Use and Terminal Lease Agreement (ULA) An Agreement executed by a Signatory Air Carrier transporting passenger and or cargo.

- h. Single Use Operating Permit (SUOP) - Issued to non-permitted air carriers on a one-time basis. A single use request **may be utilized no more than six (6) times in a consecutive 12-month period**. After three (3) air carrier landings, SUOP air carriers are required to commence the process to obtain an Air Carrier Operating Permit (ACOP).
- i. Public Aircraft Parking Areas - Those areas designated by the ONT CEO or his/her authorized representative, for the parking of aircraft; subject to changes at any time.
- j. Revenue Landings - All landings of aircraft at the Airport except the following:
 - Landings of general aviation aircraft not for hire;
 - Landings of aircraft owned and operated by agencies of the U.S. Government and;
 - Landings of aircraft without revenue passengers and/or cargo on board as operated for the purpose of positioning (ferrying) an aircraft to enplane passengers and/or cargo for an originating ONT revenue flight.

8.2 Permits for Air Carriers:

- a. No Air Carrier shall operate from ONT unless in possession of a valid ONT Single Use Operating Permit (SUOP), Air Carrier Operating Permit (ACOP), Facility Use Agreement (FUA), or Operating Use and Terminal Lease Agreement (ULA).
- b. Questions regarding any of the Permits or Agreements below should be directed to the OIAA Chief Commercial Officer at (909) 544-5300.

8.3 Single Use Operating Permit (SUOP):

- a. No air carrier shall conduct business at ONT on an on-demand, non-permanent basis, including one-time operations, unless they are in possession of a Single Use Operating Permit for Ontario International Airport.

8.4 Air Carrier Operating Permit (ACOP):

Air carriers that transport passengers and have operated aircraft to/from ONT more than six (6) times in a consecutive 12-month period; or, an itinerant Air Carrier not having any agreement or permit, which transports passengers and cargo for compensation to/from ONT, must execute an Air Carrier Operating Permit (ACOP) for ONT.

8.5 Operating Use and Terminal Lease Agreement (ULA):

Air carriers (Airline) which transport either passengers or both cargo and passengers may execute an Operating Use and Terminal Lease Agreement (ULA).

8.6 Charges and Fees:

- a. The OIAA Commission is authorized to fix, regulate and collect rates or charges for the use of buildings, grounds, facilities, utilities, and structures controlled by the OIAA in accommodation of air commerce.
- b. All charges and fees are subject to periodic review and change.
- c. The payment of rentals, fees, and charges relating to the use of Airport premises and facilities shall be made prior to an aircraft operator or air carrier (passenger or cargo) departing or arriving ONT. In lieu of such payments, the pilot operator or owner of an aircraft shall make satisfactory credit arrangements with the ONT CEO or their authorized representative, through the OIAA.
- d. Without prior approval of credit, FPG, or billing arrangement, *ONT Airside Operations*, (909)214-7682 or (909) 214-7683, is authorized to collect all Airport use fees, prior to an aircraft operated for hire departs ONT. ONT tenant lease agreements may prohibit their ability to provide future service(s) to any air carrier (airline) or air taxi operator who fails to pay landing fees due upon request of the Airport.
- e. Inquiries of current charges and fees should be directed to the OIAA CEO or their authorized representative.

8.7 Revenue Landing Charges:

As provided by Resolution Number 2019-04 of the OIAA Commission, Signatory and non-Signatory Air Carriers are required to pay a landing fee to the OIAA for each aircraft operated at ONT. Landing fees are subject to change pending approval of the OIAA commission.

a. Landing Fee Rates for Signatory Air Carrier with an Operating Use and Terminal Lease Agreement (ULA);

- \$31.00 for each landing of aircraft having a maximum gross landing weight of 12,500 pounds or less.
- \$59.00 for each landing of aircraft having a maximum gross landing weight of more than 12,500 pounds up to and including 25,000 pounds.
- \$1.98 per 1,000 pounds of maximum gross landing weight for each landing of aircraft having a maximum gross landing weight of more than 25,000 pounds.

b. Landing Fee Rates for Non-Signatory - Air Carrier with an Air Carrier Operating Permit (ACOP);

- \$38.00 for each landing of aircraft having a maximum gross landing weight of 12,500 pounds or less.
- \$74.00 for each landing of aircraft having a maximum gross landing weight of more than 12,500 pounds up to and including 25,000 pounds.
- \$2.47 per 1,000 pounds of maximum gross landing weight for each landing of aircraft having a maximum gross landing weight of more than 25,000 pounds.

c. Ramp, Apron and Remote Area Charges;

- \$100.00 for each 15-minute period or fraction thereof after the air carrier has been given notice by the ONT CEO or his/her authorized representative that the aircraft leave the area. The period to be used for calculating this charge shall begin 15 minutes after such notice has been given.
- \$100.00 for each 10-minute period or fraction thereof when aircraft is improperly or in a position other than a regular gate

position and the air carrier has been given notice by the ONT CEO or his/her authorized representative that the aircraft leave the area. The period to be used for calculating this charge shall begin five (5) minutes after such notice has been given.

- \$100.00 for each 15-minute period or fraction thereof in excess of 30 minutes for the cleanup of fuel spills.

d. Aircraft Parking Fee;

- Parking charges shall be \$0.40 per 1,000 pounds of maximum gross landing weight per day. There shall be no charge for the first three hours of the first 24 hours of parking regardless of the number of continuous days parked.
- Air Carriers shall submit a monthly report listing the dates and times their aircraft were parked at ONT. Payment of parking charges shall accompany each report.

e. Non-revenue and air carrier landings and operators of General Aviation (GA) aircraft under Title 14 CFR Part 91; Non-revenue air carrier positioning flights and GA aircraft are exempt from landing fees. GA aircraft may incur fees for services at ONT Fixed Base Operators (FBO).

8.8 Terminal Rental Rates and Terminal Use Fees:

- a. Signatory Air Carriers - \$109.86 per square foot per year for the exclusive use space, preferential use space, and joint use space.
- b. Non-Signatory Airlines and Non-Airline Tenants - \$120.84 per square foot per year for the exclusive use space, preferential use space, and joint use space.
- c. Non-preferential Gate Use Fee - \$280.00 per operations (arrival and/or departure) for the exclusive use space, preferential use space, and use by an airline of a non-preferential (unassigned) gate.
- d. Jet Bridge Utility (Passenger Boarding Bridge - PBB) Use Fee - \$189.00 per operation for use by an airline of ONT utilities while parked at a non-preferential (unassigned) gate.

- e. Ticket Counter/Passenger Queuing Use Fee - \$15.00 per operations (arrival and/or departure) for a Signatory Air Carrier and \$16.85 per operation (arrival and/or departure) for a Non-Signatory Air Carrier or Non-Airline Tenant at common use ticket counters.
- f. Signatory New Entrant Joint Use Fee - \$4.60 per arriving passenger for the first three months, then the fee will be assessed as a pro-rata share, based on the joint use formula provided in the ULA.
- g. Non-Signatory Joint Use Fee - \$5.00 per arriving passenger.
- h. FIS Use Fee - \$10.00 per international deplaned passenger.
- i. Aviramp Use Fee - Unscheduled Diverted Aircraft - \$450 per use (arrival and or departure) These fees will go to a dedicated fund to recover costs of the Aviramp units at ONT.

8.9 Security Deposit Policy:

- a. In order to guarantee the payment of all fees and charges associated with a permit or authorization to operate, air carriers shall remit for the benefit of OIAA, a security deposit in the amount of \$10,000.00 or three times the estimated monthly landing fees for said Air Carrier, whichever is greater, as determined by the ONT CEO or his/her authorized representative.
- b. The deposit shall not be in cash but shall take the form of a non-revocable letter of credit, or other form as approved by the OIAA.
- c. The documents evidencing each deposit must provide that the same shall remain in full force and effect during the term of the permit and for a period of sixty (60) days following the termination as that category of carrier.
- d. The ONT CEO or his/her authorized representative, may review the sufficiency of the amount of each security deposit as needed and increase or decrease the required amount to conform to this policy.

8.10 Aircraft Landing and Parking Reporting Requirements:

All landings, together with the number of aircraft parking days, must be reported on the Monthly Report of Landings by the tenth (10th) day of the month following the end of the calendar month of operations, in the name of

the Air Carrier under whose FAA Operating Certificate the flight is made. In the event that an Air Carrier hires the services of another Air Carrier through a long - or short-term wet lease agreement, in which the hiring carrier agrees to pay the landing and parking fees, the ultimate responsibility for the reporting of landings and parking and the payment of landing and parking fees rests with the Air Carrier under whose FAA Operating Certification the flight is made.

8.11 Non-Exclusive License Agreements (NELA):

A NELA establishes a contractual relationship with all companies providing services at ONT that may not otherwise be bound contractually by a direct contract or lease agreement with the OIAA. Companies providing services to Air Carriers or tenants at ONT and sub-contractors to companies with a standing NELA must obtain a Non-Exclusive License Agreement with the OIAA. These services may include, but are not limited to; into-plane fueling; parking, towing, pushback, loading/unloading of aircraft; ramp services; baggage handling and porter services; aircraft servicing, repairing, and cleaning; servicing, fueling, rental of ground service equipment; catering commissary or food services; passenger ticketing; weather reporting; flight planning; cargo handling; maintenance, janitorial services, and security services.

- a. Non-Exclusive License Agreements (NELA) are handled by the Commercial Department. Requests should be directed to:

Attention: Commercial Department
Ontario International Airport Authority
1923 E. Avion Street
Ontario, CA 91761

- b. Requirements and documentation for obtaining a license include, but are not limited to, the following:
 - Company Information Form.
 - Letter of Intent.
 - Letter(s) of Verification.
 - Business Tax Registration Certificate (BTRC), Vendor Registration Number (VRN), or Letter of Exemption issued from the City Clerk's Office.

- Corporate documentation (i.e., articles of organization or fictitious business name statement).
- Compliance with OIAA contract insurance requirements. Questions relative to insurance should be directed to the OIAA. All insurance underwriters must provide verification of insurance endorsed on OIAA Risk Management forms.
- \$500.00 annual administrative fee for general NELA's and \$1000.00 for fuel delivery company's unless otherwise specified in the agreement.
- Packets containing complete instructions and forms for obtaining a Non-Exclusive License Agreement are available through the ONT Commercial Department.

8.12 Fueling Permit:

All Petroleum Product delivery companies or brokers who engage in the delivery (by underground pipeline, hydrant or tanker truck) of fuel to ONT and tenants' storage facilities or buy and sell fuel from storage facilities shall be required to obtain an ONT fuel delivery permit. Requests or questions should be directed to the Ground Transportation Office at (909) 544-5306.

8.13 License Terms and Fees Due Reporting Requirements:

- a. Permits are issued and will be effective on a month-to-month basis for a term not to exceed five (5) years, subject, however, to prior termination, with or without cause, upon thirty 30 days written notice by either party.
- b. A monthly accounting report and applicable fees shall be transmitted to the OIAA by the tenth (10th) day of the month for the preceding month's activities. Said report shall include each person or entity for which services were provided during the prior month, the gross amount billed or received for said services, and the total amount owed to the Airport, if applicable.

SECTION 9 - MOTOR VEHICLE OPERATIONS

In this Section, the OIAA specifies general operating procedures and requirements for all vehicles at Ontario International Airport (ONT).

Except as prescribed in this Section, or in cases of emergency involving the protection of life and/or property, all motor vehicles shall be operated upon the Airport in accordance with the California Vehicle Code. Specific procedures covering the use of fueling vehicles and equipment for fueling operations are provided in **Section 6, Fire Safety**.

9.1 Operation of Motor Vehicles:

- a. No vehicle shall be operated in or upon any Airport property in a careless or negligent manner or in disregard of the rights and safety of others, or without due caution or circumspection.
- b. No vehicle shall be operated at a speed or in a manner, which endangers unreasonably, or is likely to unreasonably endanger persons or property.
- c. No vehicle shall be operated if such vehicle is as constructed, equipped or loaded as to endanger or be likely to endanger persons or property.

9.2 Reserved, Posted or Restricted Parking Areas:

- a. The ONT CEO or his/her authorized representative, may reserve all or any part of parking lots or other areas not under lease or permit for the sole use of vehicles of ONT and the OIAA, its officers or employees, tenants, or for such visitors to ONT, as he/she may designate, and to indicate such restrictions by appropriate markings and/or signs; designate a parking time limit on any portion of said lots; designate any portion of said lots as a passenger loading zone, designate any portion of said lots as a no stopping, no waiting or no parking area; designate where and how vehicles shall be parked by means of parking space markers; and designate direction of travel and indicate same by means of appropriate signs and/or markings.
- b. When appropriate signs and/or markings have been installed, no person may park or drive a vehicle on any portion of such lots reserved for the exclusive use of any vehicle unless authorized by the ONT CEO or his/her authorized representative.

- c. Vehicles parked in any garage, parking lot or other authorized parking area reserved for public, private or employee use, shall park in such a manner as to comply with all posted and/or painted lines, signs, and rules.
- d. Vehicles displaying either a distinguishing license plate or a placard issued pursuant to Section 22511.5 of the California Vehicle Code may park in designated disabled parking sections as indicated by appropriate signs and/or markings. All others not displaying such license plate or placard shall be towed.

9.3 **Curb Markings:**

All vehicles parked and unattended at ONT are subject to immediate tow and storage at the owner's expense.

- a. Red Zone: No vehicle, whether attended or unattended, shall stop, wait or park in any area adjacent to a curb which is painted red; provided, however, that a scheduled transit bus may park in a red zone designated as a bus zone by a sign or other marking.
- b. White Zone: (TCP Operators) No vehicle shall stop, wait or park in any area adjacent to a curb which is painted white; Exception, vehicles may be stopped at a white zone while actively engaged in the immediate loading or unloading of passengers and/or baggage. No vehicle stopped in a white zone shall be left unattended. Stopping a Limousine in a white zone for the purpose of waiting for passengers and/or baggage is however permitted, provided that the white zone is designated as a Limousine zone by a sign or other marking.
- c. Yellow Zone: (Taxi cab Operators) Taxi cabs are the only vehicles permitted to stop, wait, load and unload passengers at ONT passenger terminals. Taxi cabs may not be left unattended.
- d. Green Zone: Allows government owned vehicles to park for up to 20 minutes.

9.4 **Cell Phone Waiting Lot:**

Vehicles waiting to meet arriving ONT passengers are encouraged to wait in the Cell Phone Waiting Lot, located west of Terminal 2 and Terminal 4 at: 1040 W. Moore Way, Ontario, CA 91761 (east of closed Terminal 1).

9.5 Emergency Suspension of Parking:

- a. The ONT CEO or his/her authorized representative, may prohibit parking or movement of vehicles on any part of the Airport when a traffic congestion or hazard is likely to result from the holding of any assemblage, celebration, or function on Airport property.
- b. The ONT CEO or his/her authorized representative is further authorized to post signs giving notice of such addition to other instructions appearing thereon.

9.6 Authorized Vehicles on ONT Air Operations Area (AOA):

- a. The Air Operations Area (AOA) includes all aircraft movement areas, apron areas, cargo ramps, and other non-leasehold areas located inside the Airport security fence. All vehicles must enter the ONT AOA through an established Secured Area Access Point (SAAP). Primary SAAP's are located at:
 - 1) North SAAP (Post 5) - 590 South Vineyard Ave.
 - 2) South SAAP (Post 6) - 2095 East Avion Street.
- b. Operators of motorized vehicles in the AOA shall have drivers duly authorized and licensed by the California Department of Motor Vehicles, or other state, and possess a current/valid ONT Security Photo Identification Badge with "Restricted Area Driver" permit; with the following exception:
 - 1) ONT does not require Class A or B licenses for drivers in the AOA and private driveways; however, ONT strongly recommends drivers hold valid and appropriate licenses, and medical certificate for the vehicles they are operating.
- c. Approval for tenants to escort vendors or suppliers is determined on a case-by-case basis by ONT Airside Operations, (909) 214-7682 or (909) 214-7683.
- d. Drivers who escort other persons and/or vehicles in the AOA must have an escort icon 'E' and a 'Restricted Area Driver' icon on their ONT Security Photo Identification Badge.
- e. Lightweight specialty vehicles such as golf carts are prohibited from AOA roadways and must remain on passenger terminal aprons, cargo ramps, or on leasehold areas. Use of golf carts must be approved by ONT Airport Operations, (909) 214-7682 or (909) 214-7683.

9.7 AOA Motor Vehicle Operating Permit (MVOP):

- a. Airport tenant vehicles with State issued license and registration authorized to operate on public roadways require an ONT Motor Vehicle Operating Permit (MVOP) prior to entering the AOA, in accordance with OIAA requirements.
- b. Access to the AOA is subject to prior approval by the ONT CEO or an authorized representative.
- c. Vehicles exempt from obtaining an ONT MVOP are: all OIAA, fire department and law enforcement vehicles; and, Ground Support Equipment (GSE) exclusive to use in the AOA.
- d. ONT MVOP can be obtained from the ONT Landside Operations Unit, (909) 544-5302.

9.8 Insurance Requirements:

All vehicles operated on the AOA must have appropriate liability insurance as required by the OIAA.

9.9 AOA Vehicle Identification:

- a. All DMV registered motor vehicles entering the AOA must display a current ONT MVOP decal or be under authorized escort.
- b. All vehicles operating on the ONT AOA are required to have an approved logo or company name displayed on both sides of the vehicle in a location opposite the front seat. For vehicles having front doors, the identification shall be located on the front door panels.
- c. The name of the company or tenant shall be spelled out in letters no less than three (3) inches in height. Company logos or symbols shall be at least 18 inches in diameter when not accompanied by approved lettering. To enhance conspicuity, all markings shall be on a background of sharply contrasting color.
- d. Magnetic or temporary identification panels, and logos, are not permitted without prior approval by ONT Airside Operations at (909) 214-7682 or (909) 214-7683.

- e. Non-Permitted Aircraft Ground Support Equipment must have company name and company equipment number stenciled on two sides of each piece of equipment.

9.10 **Vehicle Licensing:**

A valid California license plate and registration is not required on vehicles or equipment when operated exclusively in the ONT AOA.

9.11 **AOA Restricted Area Driver Permit Program:**

- a. No motor vehicle shall be operated on the AOA unless the driver possesses a valid State of California Driver's license and ONT issued Restricted Area Driver's Permit. It is the responsibility of an applicant's organization to verify and ensure all current and future AOA Restricted Area drivers possess a valid California Driver's license. The temporary use of an out-of-state driver license may be permitted until an out-of-state transferred employee establishes permanent residence in the State of California.
- b. When transporting passengers for hire, drivers must be in possession of an appropriate and valid California driver's license, or other valid out of state license.
- c. Suspension or revocation of any California or other state driver's license must be immediately reported to ONT Security Badge Office, (909) 544-5170. OPD Airport Bureau, SAAP Security personnel and Airside Operations reserve the right to check whether a driver of any motor vehicle holds a valid driver's license while on the AOA.
- d. All persons holding an Airport-issued security badge with a depicted Restricted Area Driver's permit, shall return the security badge to the Security Badge Office (SBO) without being expressly requested to do so, upon termination of employment, revocation or suspension of the person's California, other state, or international driver's license, or when their job no longer includes the driving of a vehicle in the AOA. See **Section 7 – Airport Security**
- e. Training and Testing Requirements for AOA Restricted Area Driver Permits;
 - 1) Every driver/applicant who operates a vehicle on the ONT AOA must be familiar with the pertinent provisions of the State of California Vehicle Code; and, the traffic and licensing Sections

and Subsections of these Rules and Regulations. The driver must have been trained in the vehicle type he/she will operate.

- 2) Airport tenants are responsible to provide proper training for all vehicles and equipment their employee(s) are authorized and required to operate on the ONT AOA.
- 3) A minimum of eight (8) supervised hours of practical driver training (behind the wheel) on the ONT AOA is required prior to the applicant becoming eligible to attend the ONT AOA Restricted Area Driver Permit class. Practical driver training should include daylight and night driving on ONT AOA roadways, access drives, aircraft aprons and cargo ramps. Applicants must be the driver during the required practical training and not a passenger in the vehicle.
- 4) Applicants attending the ONT AOA Restricted Area Driver Permit training class must pass a written (multiple-choice) 25 question test. The class and test will be administered by the applicant's company representative who has completed a Train the Trainer class within the previous two years. The Train the Trainer class is given by ONT Airside Operations, (909) 214-7682 or (909) 214-7683 upon request or as needed to satisfy a request from an airline or tenant at ONT. The class and test cover ONT AOA rules and regulations, safety practices, and facility familiarization. Training Class study materials and notes may be used during the Restricted Area Drivers test. The applicant will fail the class when incorrectly answering three (3) or more test questions; applicants who fail the class may attend the next scheduled course taught by their company. If the applicant fails the second test, it can be re-administered in one month.
- 5) The International Civil Aviation Organization (ICAO) has designated English as the official language of aviation worldwide; the FAA has also adopted English to be used in the United States. ONT AOA Restricted Area Driver Training classes are instructed in English only. Students are welcome to bring a language interpreter, a representative at their own cost and choice, to translate class materials and tests for languages other than English. The ONT AOA Restricted Area Driver Study Guide and exam are available in English only.

9.12 Movement of Aircraft by Other than Pilot in Command:

- a. Any person who operates a push back/tow tractor to move aircraft is required to complete a Surface Movement Training Class for Non-Pilots. The class is also required for the brake rider in the cockpit. The class is given monthly by Airside Operations staff. The class is also required for mechanics that taxi aircraft for maintenance purposes. If there are two mechanics in the cockpit both are required to have the training. The training is valid for one year or until the badge of the employee expires. For information on the class call ONT Airside Operations, (909) 214-7682 or (909) 214-7683.

9.13 AOA Escort of Vehicles/Drivers Without Restricted Area Driver Permit and/or Motor Vehicle Operating Permit:

- a. Every AOA driver must carry, in their personal possession, a valid California, or other state driver license in addition drivers must display an ONT Security Photo Identification Badge with Restricted Area Driver Permit, worn above the waist. ONT Security Photo Identification Badges must be presented to any Airport Police or Airport Operations personnel upon request.
- b. Drivers without an AOA Restricted Area Driver permit shall not drive on the AOA unless guided by an escort vehicle driven by an authorized Restricted Area Driver with an Escort icon ("E") or while training with an authorized Restricted Area Driver in the same vehicle.
- c. ONT tenants shall escort all company and contracted vehicles not having an annual ONT Motor Vehicle Operating Permit (MVOP), and/or vehicles driven by persons without an ONT Security Photo Identification Badge with AOA Restricted Area Driver Permit.
- d. ONT airline and tenants escorting box trucks, tractor trailers, buses, and other high-profile equipment, must have approval from ONT Airside Operations to enter the AOA. Upon arrival at a Secured Area Access Point (SAAP), the attending SAAP Security Officer shall contact Airside Operations, (909) 214-7682 or (909) 214-7683, to verify the escorting tenant, type of equipment, and intended AOA destination of the escort requested.
- e. Tenant vehicle escorts are limited to Two (2) vehicles per escort; or Four (4) vehicles, when the tenant provides both lead and trailing escort vehicles.

- f. Tenants who provide AOA escort to vehicle(s) without a current ONT MVOP accept all legal liabilities for the operator/owner of the vehicle and driver they escort in the ONT AOA.

9.14 **Vehicle Roadworthiness:**

- a. Before operating any motor vehicle on the Airport, the driver must ensure that the vehicle is in roadworthy condition. No vehicle shall be operated which is not in a sound mechanical and safe condition. OIAA reserves the right to inspect and declare unfit for use on Airport property any vehicle or piece of equipment that does not comply with all safety requirements.
- b. It is the sole responsibility of the vehicle owner and driver for ensuring the roadworthiness and operational safety of the vehicle, and shall in no way be reduced, or restricted, by the issuance of an ONT Restricted Area Driver Permit, Annual Motor Vehicle Operating Permit, or by any technical inspections carried out by OIAA personnel.
- c. Vehicles designed to transport special goods (i.e., fuel tanker trucks,) shall comply with all pertinent provisions contained in Department of Transportation Regulations and National Fire Protection Association (NFPA) Section 407 guidelines. See **Section 6, Fire Safety**, for more information regarding the carriage of hazardous materials on the AOA.
- d. Vehicles regularly driven on ONT Aircraft Movement Areas (runways and taxiways) shall be fitted with an operational rotating yellow light or strobe.

9.15 **Emergency and Special Purpose Vehicles:**

- a. All vehicles proceeding with a red rotating beacon or red and blue light bars, and all vehicles guided by them; i.e., OFD Station 10 and OPD Airport Bureau vehicles; and, all OIAA vehicles proceeding with a yellow rotating beacon, i.e., Airside Operations, Airport Passenger Buses and special purpose vehicles, are exempt from the speed limit when responding to an emergency, or other special situation, and may leave the established roadways when necessary and appropriate.
- b. All drivers must exercise special caution when in proximity to these vehicles; do not drive in front of emergency vehicles responding to an emergency, or on scene of an emergency.

- c. All vehicles described in this Subsection must yield the right-of-way to taxiing aircraft.

9.16 Actions in Case of an Accident:

- a. In case of an accident involving injury or death to any person, the following must be notified immediately:
 - 1) OFD Dispatch, (909) 983-5911 or 911.
 - 2) OPD Dispatch, (909) 986-3371 or 911.
 - 2) ONT Airside Operations, (909) 214-7682 or (909) 214-7683.
- b. Any incident or accident involving an aircraft and a vehicle must be reported immediately to OFD Dispatch, (909) 983-5911 or 911, OPD Dispatch, (909) 986-6711 or 911, and ONT Airside Operations, (909) 214-7682 or (909) 214-7683.
- c. Any vehicle involved in an accident shall not be moved until released by the OPD Airport Bureau Officer in charge.
- d. All persons involved in an accident, including accident witnesses, shall remain at the scene of the accident until an OPD Airport Bureau Officer arrives. If witnesses cannot remain at the scene of an accident for reason of other urgent duties, they shall report to the OPD Airport Bureau Office, located at 1923 East Avion Street, Ontario, CA 91761, immediately upon accomplishing their urgent duties.

9.17 Intoxicants and Drugs:

Drivers who operate a motor vehicle or automotive equipment shall not consume intoxicating beverages, drugs or narcotics while on duty; nor shall they have consumed the same within six (6) hours prior to driving on the AOA.

9.18 Right-of-Way:

All vehicles operated in or upon the AOA shall yield the right-of-way as follows:

- a. All aircraft being taxied, towed or otherwise moved, including their towing and guiding vehicles, and ground safety personnel.
- b. Emergency vehicles, equipment and personnel responding to an emergency; i.e., OFD Station 10, OPD Airport Bureau, ONT Airside Operations, City of Ontario Fire and Police Department, Rescue Ambulances, or vehicles which display California Emergency Vehicle exterior lighting including ONT vehicles with yellow rotating beacons.
- c. Vehicles operating on service roadways take precedence over all vehicle traffic in entering roadways from: leased premises, aircraft parking aprons and loading cargo ramps, and other equipment parking areas.
- d. At road intersections or junctions and in all other areas vehicles shall yield to vehicles the right before left principle (right-of-way) shall apply, unless prescribed otherwise by traffic signs.

9.19 Use of AOA Roadways:

Vehicles shall use only designated and marked (surface painted) roadways and access lanes when crossing taxiways and taxilanes, or when entering/exiting aircraft aprons and cargo loading ramps as follows:

- a. If a driver's destination is located off a designated roadway (at passenger terminal gates, aircraft parking positions, or equipment parking areas) the marked roadway shall be used as long as possible. Vehicles entering and exiting aircraft aprons and ramp areas shall use all due care; the shortest route must be taken to/from the roadway. Entrances/exits to access lanes are delineated by elevated red retro-reflective markers.
- b. Access lanes may be used only if it does not hinder or endanger taxiing aircraft traffic. Access lanes must be used with special care and attention and must be cleared immediately if aircraft approach.
- c. Vehicles are prohibited from leaving marked roadways, or driving on Aircraft Movement Areas, unless escorted by ONT Airside Operations, OPD Airport Bureau or OFD Station 10 personnel.
- d. Vehicles are prohibited from driving through aircraft parking positions and passenger terminal gates.

9.20 **Speed Limits:**

Vehicles shall be operated on the ONT AOA in strict compliance with speed limits as follows:

- a. **20 mph** on the main ONT roadway loop, including roadways.
- b. **10 mph** on all access drives to/from aircraft aprons, cargo loading ramps, aircraft parking positions, passenger terminal gates.
- c. **5 mph** on baggage drives, fuel farms, hangars, etc.
- d. **At walking speed** - 3 miles per hour or less where aircraft occupy parking positions and gates.
- e. **Basic Speed Laws;** At no time shall a driver exceed speeds which are reasonable and prudent, consistent with prevailing visibility, and then existing weather conditions such as fog, precipitation, smoke, and respective of available lighting and traffic conditions.

9.21 **Traffic Signs. Directions. Signals and Markings:**

- a. All vehicles operated on any Airport property must always comply with any lawful order, signal, or direction by authorized OPD Airport Bureau, OFD Station 10 or ONT Airside Operations personnel.
- b. The OIAA is authorized to place and maintain such traffic signs, signals, pavement markings, and other Airport property as required to indicate and carry out the provisions of these Rules and Regulations and of the California Vehicle Code to guide and control traffic.
- c. Where traffic is controlled by traffic lights, signs, mechanical or electrical signals, or pavement markings, such lights, signs, signals and markings shall be obeyed.
- d. Airport signs generally conform to the standards set by the California Vehicle Code. In addition, OIAA signs may be posted to alert drivers to special conditions.
- e. Where conditions preclude the use of post-mounted traffic signs, surface painted roadway markings shall have the same validity.

9.22 **Special Safety Rules:**

- a. The use of vehicles on the ONT AOA shall be limited to the absolute minimum required. Unnecessary running of engines is prohibited.
- b. Hydraulic stabilizers on vehicles may be extended only after it has first been ascertained that all persons are clear of the danger area.
- c. The use of forklifts for cargo handling at passenger terminal gate positions is prohibited.
- d. Moving scissors-type vehicles, with scissors extended, is prohibited, except to position the vehicle against an aircraft for servicing. The scissors shall not be extended behind an aircraft with engines running. When scissors are extended, a safety lock is required to prevent injury to personnel due to inadvertent lowering of the scissor's platform.
- e. A guide person is required whenever the vehicle operator's vision is restricted.

9.23 **AOA Driving Area Definitions:**

- a. Roadways; a system of six (6") inch wide white color surface painted parallel markings which demark roadways, access lanes and passage ways or other designated ways intended for the movement of ground vehicle traffic on the AOA. Roadways intersect aircraft taxiways, as such, ground vehicle operators shall stop to visually ensure their vehicle and equipment are safely clear of all aircraft before proceeding across the taxiway intersection; roadway vehicles may cross taxiway intersection(s) after verifying no danger of collision exists for aircraft occupying, approaching, or exiting the taxiway.
- b. Access Lanes; exit and entry points to/from roadways allowing ground vehicles and equipment access to aircraft aprons, cargo ramps, public aircraft parking positions, and passenger terminal gates. Ground vehicles and equipment using access lanes may cross taxilane(s), to gain access to roadways, after the vehicle operator has ensured all equipment can remain safely clear of aircraft occupying, approaching, or exiting the taxilane to be crossed.

- c. Aircraft Parking Positions; an area around an aircraft position designated for public parking and/or servicing of aircraft, as delineated by signs surface painted markings and buildings or hangars.
- 1) Aircraft parking positions are normally bounded by passenger terminals, aircraft aprons, cargo ramps, buildings, perimeter fences or roadways. All public aircraft parking positions are co-located with roadway or access lane (solid white lines), and Aircraft Movement Area boundary markings (one (1) solid and one (1) dashed yellow line), which demark the physical limit of a properly parked aircraft, providing safe separation for aircraft maneuvering on adjacent taxilanes or taxiways. Additionally, aircraft parking positions located at ONT passenger terminal gates are marked with surface painted aircraft safety zones, or envelopes, consisting of two (2) solid red stripes separated by one (1) solid white stripe.
 - 2) No vehicle may operate or park inside the envelope of an aircraft parking safety zone, except to actively service an aircraft.
 - 3) Drivers of ground vehicles must exercise special caution when aircraft are taxiing and maneuvering into, or out of, aircraft parking positions. Drivers can make several observations to help identify when an aircraft will soon occupy or push off an aircraft parking position:
 - a. When an aircraft is about to occupy (taxi into) an empty aircraft parking position, or gate, observe the following indications:
 - i. Passenger Boarding Bridges (PBB) have a lighted amber rotating beacon; the beacon will be lighted and rotating.
 - ii. All ground support equipment is clear of the red/white aircraft safety zone envelope area.
 - iii. Aircraft ground support staff are positioned outside at the top, and sides, of the painted red/white aircraft safety envelope.

- b. When an aircraft is about to depart (pushback) from an aircraft parking position, or gate, drivers should observe the following conditions;
 - i. Aircraft position lights are lighted; GREEN on the right-wing tip and RED on left-wing tip.
 - ii. Aircraft beacons/strobes on the belly and top of the aircraft are flashing RED, the aircraft doors are closed, and the PBB is pulled away from the aircraft.
 - iii. Aircraft wheel chocks have been removed from the landing gear, and vehicles are no longer servicing the aircraft. Use caution, aircraft engine(s) may be running.
- 4) For your personal safety, and the safety of others, aircraft parking position red/white safety zones must be strictly observed. Vehicles stopped/parked inside an aircraft parking position safety zone envelope must always be attended.
- d. Taxiways and Taxilanes: Taxiways are a defined path for the taxiing of aircraft from one part of an airport to another marked by a continuous yellow centerline. Taxilanes are a defined path for the taxiing of aircraft, which provides access from taxiways to aircraft parking positions and other terminal areas marked by a continuous yellow centerline.
 - 1) Taxiways and Taxilanes are reserved for aircraft traffic.
 - 2) Driving of motor vehicles on aircraft taxiways and taxilanes is prohibited, except when crossed at designated roadways and access lanes. Stopping on aircraft taxiways and taxilanes at any time is prohibited.
 - 3) No person or vehicle shall cross taxiways/taxilanes if an aircraft is in the vicinity. Ground vehicles must stop at posted "Stop" signs and yield the right of way to the aircraft whether it is taxiing or under tow.
- e. Ground Support Equipment (GSE) Parking Areas:
 - 1) GSE parking areas are marked by unbroken white boundary lines and/or by fences, buildings and signs.

- 2) GSE parking areas may also be located next to an aircraft parking position safety zone envelope. These surface painted safety zone markings are designed to protect operating and parked aircraft, they are; two (2) red lines separated by a white line. No equipment or vehicle shall be parked inside this aircraft safety envelope unless actively being used to service parked aircraft.

9.24 Aircraft Movement Area (AMA):

The ONT Aircraft Movement Area (AMA) consist of runways, taxiways, and other surfaces of the Airport, including Safety Areas, which surround an AMA to protect aircraft which are taxiing, hover taxiing, or performing takeoff and landing. Aircraft Movement Areas may exclude some taxilanes, but do include all aircraft aprons, cargo ramps, aircraft parking positions and passenger terminal gates at ONT.

- a. The AMA is reserved for flight operations. Walking or driving on active AMA surfaces is prohibited. However, ground vehicles may cross taxiways where required by marked roadways. Approval for AMA access must be obtained from ONT Airside Operations, (909) 214-7682 or (909) 214-7683, and FAA ONT ATCT.
- b. All vehicles operating on the ONT AMA shall be equipped with a lighted, rotating amber beacon or "Light Bars", making vehicle movement clearly identifiable; and be equipped with an operational two-way VHF radio (transceiver) for communications with the FAA ONT ATCT.
- c. All ground vehicle traffic must, always, comply with the directions of ONT Airside Operations, OPD Airport Bureau, and OFD Station 10 personnel.
- d. No vehicle shall cross a runway unless escorted by an ONT Airside Operations vehicle having proper ONT ATCT clearance.
- e. All vehicles approved to access a closed runway shall enter and exit the closed runway from the runway approach or departure end; except when deemed necessary during emergency conditions, or as approved by ONT Airside Operations.

9.25 Stopping, Parking and Unattended Vehicles/Equipment:

- a. Vehicles shall be parked only in OIAA approved parking areas; be

secured against uncontrolled rolling by an engaged handbrake and/or have the wheels blocked with appropriately sized wheels chocks. Ignitions shall be switched off unless required for auxiliary functions.

- b. Parking of vehicles in surface painted restricted areas that surround fire hydrants, or the blocking of access to fire hydrants is prohibited.
- c. No vehicle shall be stopped or parked on any taxiway, taxilane, access service roadway, access lane, or area marked with solid red or red hatched lines. Authorization to park a vehicle in these areas must receive prior approval from ONT Airside Operations, (909) 214-7682 or (909) 214-7683.
- d. No vehicle or equipment shall be stopped or parked in an area that blocks the ingress/egress of emergency vehicles, including vehicles responding to the emergency; i.e., ONT Airside Operations, OPD Airport Bureau, and OFD Station 10.
- e. No person shall stop or park a vehicle, place an object, or perform work blocking another vehicle (equipment) which prevents a forward path free of obstacles. If the vehicle becomes blocked and cannot freely move forward from its parked position, the operator of the blocking vehicle must immediately notify the blocked vehicle owner/operator.
- f. Operators of vehicles and GSE which becomes disabled on AOA roadways must notify the ONT Airside Operations, (909) 214-7682 or (909) 214-7683. The vehicle operator/s must stay with (attend) the disabled vehicle, or GSE, until released by ONT Airside Operations or OPD Airport Bureau personnel.

9.26 Driving Under Aircraft:

No vehicle or equipment operator shall drive a motor vehicle under any portion of an aircraft, except where the vehicle is actively involved in servicing that aircraft. When driving under an aircraft, vehicle operators must drive the slowest speed possible paying strict attention to height limitations. A guide person (marshal) shall be used, even when moving forward, if the drivers view from the vehicle is obstructed. This section shall not apply to fueling operations, which are covered separately by **Section 6, Fire Safety**.

9.27 Reversing and Driving Backwards:

Reversing and driving backwards is permitted only if existing conditions make it impossible to drive forward. When reversing or driving backwards, it

is the driver's responsibility to ensure that the path is free of obstacles. If the vision of the driver of a motor vehicle is obstructed to the rear for any reason, a guide person (marshal) shall assist the driver.

9.28 Driving Behind Aircraft Engines:

Aircraft blast can cause severe injury or death. Safe distances must be maintained when operating vehicles, or when walking, in front of or behind aircraft with engines running. Minimum safe distance behind an operating jet engine (at minimum idle power) is 200 feet. All vehicles, equipment, and persons, shall remain well clear of aircraft running jet engines at high power; such as during maintenance runs, taxi, takeoff, or landing roll, until the high-power run has subsided, or the aircraft has departed:

- a. Due to the potential for aircraft jet blast, drivers of open air and high-profile vehicles are advised not to hold on the following roadways and roadway connectors when B-747, B-777, MD-10, MD-11, A-340 and B-747-8, A-380 or similar Group V and Group VI aircraft are present:
 - 1) On the north-south access lane(s) east of taxiway P, and west of taxiway W, where located between taxiway N and Taxilane N-1 (between Terminal 2 and Terminal 4).
 - 2) On the east-west oriented south vehicle service road at taxiway S intersections: F, S-4, P, K, S-5, W, and taxilane S-1 south of taxiway S (FedEx).
 - 3) On the east-west access lanes of taxiway intersections: Y-1, Y-2 and Y-3 (United Parcel Service - UPS).
 - 4) At the east-west oriented north vehicle service road at taxiway N intersections: P, R, U, V and W (between Terminal 2 and Terminal 4).

9.29 Driving Between Aircraft and Passenger Terminal or Bus Loading Gates:

- a. In aircraft parking areas, vehicle and equipment operators must be especially watchful for pedestrians. At no time shall a vehicle be driven between an aircraft and a passenger terminal gate when passengers are actively using the walkways.

- b. No vehicle shall be driven in any area between a bus and an aircraft, loading gate or building when the area is actively being used as a walkway for passengers.

9.30 Pedestrian Movement:

- a. Pedestrian traffic is prohibited on AOA roadways, access lanes, driveways and between passenger terminals.
- b. Pedestrians on runways, taxiways and taxilanes are strictly prohibited.

9.31 Motorcycles and Bicycles:

The use of two (2) and three (3) wheeled cycles, and motorcycles on AOA roadways, aircraft aprons and cargo ramps are prohibited.

9.32 Electric Carts:

Use of electric carts and recharging stations are subject to approval by the ONT CEO or his/her authorized representative. All requests for the installation of electric vehicle charging stations must be made in writing to the OIAA, and should including specific details of the electric vehicle, location of use, recharging location and method.

9.33 Towed Vehicles:

- a. The maximum length of a vehicle train; inclusive of tractor, trailer, and all other vehicles being towed (except fire safety vehicles), shall not exceed 85 feet; inclusive of the load being towed.
- b. Tractor/tug towed trains, full or empty, shall not exceed five (5) carts or lower deck LD-3 and or other lower deck containers on single wide dollies. Tractor/tug trains shall not exceed four (4), full or empty, when transporting larger lower deck LD-7 or other lower deck containers, main deck M-1 containers, and bulk cargo pallets on double wide dollies. At no time shall the number of towed units exceed that which is safely under control, as indicated by the proper loading and tracking of the vehicles being towed in the train.
- c. No single vehicle, or tractor with semi-trailer, shall exceed 50 feet in length.

9.34 Trailers and Baggage/Cargo Carts and Container Dolly Restrictions:

Trailers, baggage/cargo carts and container dollies shall not be permitted on the AOA unless equipped with reflective markings, an operational positive lock coupling and independent locking brake system so that when disengaged from a towing vehicle, neither aircraft engine blast nor wind will cause the equipment to become free rolling. The yoke and hitch of all trailers, carts, and dollies shall be inspected prior to use, by the owner/operator, for metal fatigue to preclude yoke malfunction and failure.

9.35 Vehicle Lights/Reflectors:

- a. While operating on the AOA from sunset to sunrise, or in limited visibility conditions, a vehicle's lights must be switched on (low-beam lights). All headlights, taillights, turn signal lights and running or clearance lights on a vehicle shall be in proper working order.
- b. Any cart or piece of equipment being towed after darkness must have 3" diameter reflectors, reflective tape or operable lights on both sides and rear.
- c. All vehicles being guided must switch on their low-beam lights.
- d. Driving with parking lights only or high beam headlights is prohibited.

9.36 Passenger and Employee Transportation:

Passengers and employees may be transported only in vehicles equipped for that purpose, provided the driver has been appropriately trained to operate said vehicle. Class A and B licensing is not required when operating on the AOA; however, it is strongly recommended that drivers hold a valid and appropriate license and medical certificate for the vehicles they are operating. If vehicle is equipped with seatbelts they shall be used and fastened.

9.37 Freight/Cargo Transportation:

All freight/cargo must be transported in a manner that prevents spillage. The use of netting, carts with curtains or in the case of oversize cargo payloads, rope or strapping shall be used for such purpose. Prior to transporting, cargo vehicle operators must inspect trailers and dollies to ensure they are properly secured and connected. Inspections by OPD Airport Bureau personnel will be used to enforce these rules. If freight/cargo payloads transported are not secure the tractor trailer train will be detained, then allowed to continue when properly secured.

9.38 In-flight Kitchen/Cabin Service Trucks:

In-flight kitchen and cabin service trucks should be operated in such a manner so that trash bags do not have the potential of falling out or being blown off the vehicle. They should be stored behind closed doors in the vehicle or placed in a trash receptacle before driving in the AOA. Service vehicles are prohibited from having open doors or personnel on the rear landing of the vehicle while in motion. See **Section 2 General**, for further information regarding refuse and litter, and use of plastic at ONT.

9.39 Transportation of Dangerous Goods and Hazardous Material (HAZMAT):

- a. Dangerous Goods and Hazardous Material (HAZMAT) spills can adversely impact airport operations and the overall safety of the traveling public and airport employees alike. Exceptional care must be exercised when transporting HAZMAT at ONT.
- b. Transportation of approved FAA explosives on the ONT AOA requires prior written permission from OPD Airport Bureau. Possession of DOT Class 1.1 explosives are strictly prohibited at ONT and are subject to Federal prosecution and imprisonment.
- c. OFD Station 10, and City of Ontario Fire Department Fire Inspectors, have the right to conduct inspections of all airport property (public, leased and private) for the safe use and storage of HAZMAT. Any HAZMAT violation shall be reported to the OIAA for review and further administrative action.

For further information regarding the Handling of Dangerous Goods, Explosives and Other Hazardous Materials at ONT. Please refer to **Section 6, Fire Safety.** and, **Appendix 2.**

9.40 Traffic Obstructions:

- a. Any found U.S. Mail sack or letter box, airline freight/cargo package, container, and other property observed unattended on aircraft aprons, cargo ramps, aircraft parking positions, or roadways shall be removed and delivered to an OPD Airport Bureau Officer, or to the Secured Area Access Point (SAAP) Security Officer, as recovered property for distribution to the appropriate agency or owner, as practicable.
- b. Any condition which creates a hazard or obstruction to aircraft, or ground vehicle traffic on the AOA shall immediately be reported to

ONT Airside Operations, (909) 214-7682 or (909) 214-7683. Owners of property creating a hazard, when identified, shall remove the hazard soon as possible.

- c. Following the servicing of an aircraft, the aircraft parking position or aircraft safety zone (if marked) must be cleared of all vehicles, equipment, and other obstructions without delay.

9.41 Special Weather and Roadway Conditions:

- a. Special caution is necessary if roadway markings (traffic signs, stop limit lines, etc.) and maneuvering aircraft are not visible because of adverse weather; i.e., fog, precipitation, smoke and haze; including diminished road conditions. All persons operating a motor vehicle shall drive at speeds that are reasonable and prudent under the prevailing conditions.
- b. In low visibility weather conditions (Runway Visual Range (RVR) below 1200 feet horizontally) ONT ATCT and Airside Operations determine the need to activate the ONT Low Visibility Operations/Surface Movement Guidance and Control System (LVO/SMGCS) Plan. In LVO/SMGCS conditions, all ground vehicle traffic, construction, and maintenance activity are prohibited in aircraft movement areas. Exempt are Airside Operations vehicles issued an ONT ATCT clearance to enter the AMA and other OFD Station 10 vehicles responding to emergencies or other special needs situations.
- c. All non-essential vehicle operations not directly supporting aircraft servicing will be restricted when the ONT LVO/SMGCS Plan is in effect. Individual airlines shall decide which vehicles are essential for use during LVO/SMGCS conditions.

9.42 Maintenance of Vehicles and Ground Servicing Equipment:

- a. Repair, dismantling or servicing equipment in any area other than on tenant approved leasehold(s) is prohibited; however, ONT Airside Operations, (909) 214-7682 or (909) 214-7683, may approve repairs to disabled equipment in public areas, as necessary, to maintain the safe and efficient operation of the airport.
- b. Maintenance of vehicles and equipment on public aircraft parking positions and passenger terminal gates; including aircraft aprons and cargo ramps, is prohibited.

- c. For further information regarding hazardous materials and environmental issues involving maintenance and repair of vehicles and equipment at ONT, see **Appendix 2**.

9.43 Authorization to Move Vehicles - Vehicle Impound:

- a. The OIAA and its authorized representative may move or cause to be removed (at the owner's/operator's expense) from any restricted or reserved area, any roadway or right-of-way, or any other area on the airport, any vehicle which is disabled, abandoned, or illegally or improperly parked, or which creates a safety hazard or interferes with airport operations.
- b. Any such vehicle may be removed or caused to be removed to the official vehicle impound area designated by the OIAA. Any vehicle impounded shall be released to the owner or operator upon proper identification of the person claiming such vehicle and upon payment of the towing charge currently in effect and any accrued storage fees. ONT shall not be liable for damage to any vehicle or loss of personal property, which might result from the act of removal.

9.44 Vehicle Traffic and Air Operations Area (AOA) Access Control:

- a. The responsible office for passenger and vehicle traffic control at ONT is the OPD Airport Bureau.
- b. All persons entering the AOA located inside the Airport Security Perimeter Fence (runways, taxiways, infield safety areas, taxilanes, roadways, fuel storage facilities, aircraft aprons, cargo ramps, aircraft parking positions, passenger terminals, buildings and aircraft hangars) identified as restricted areas in the approved ONT DHS-TSA Airport Security Plan (ASP), Security Identification Display Area (SIDA), are required to have a valid ONT Security Photo Identification Badge in their possession at all times; or, be under positive control escort provided by an individual(s) having an "E" escort icon displayed on their Security Photo Identification Badge.
- c. Permits and/or Security Photo Identification badges shall be presented to SAAP guards and at all OPD Airport Bureau inspection stations and control posts upon entry without special request.

- d. OPD Airport Bureau personnel are authorized to check all persons and vehicles in the AOA to determine identity, ensure compliance with these Rules and Regulations, and protect all persons and property in the area.
- e. ONT Airside Operations is responsible for traffic control on aircraft aprons/ramps and authorized to check persons and vehicles within the provisions of the law.
- f. Under emergency conditions and by specific orders of OPD Airport Bureau or ONT Airside Operations personnel, traffic may be detoured, halted or diverted in any manner to maintain safe and efficient operations in the AOA.
- g. OPD Airport Bureau and ONT Airport Operations personnel are authorized to prevent any persons from driving in the AOA whose conduct may endanger persons or property. In such cases, the driver's permit may be confiscated.
- h. All gates or entrances providing access to the AOA must be closed or barricaded immediately after passage by the user. Any gate observed open shall immediately be reported to the OPD Dispatch, (909) 986-3371

9.45 Contractor Vehicle Operations:

- a. Contractor vehicles will not be permitted into ONT Air Operations Areas (AOA) without permission of the OIAA or authorized representative. A Letter of Approval is required prior to any construction, or associated vehicles, being approved on the AOA. Construction vehicles must display a valid Monthly Airfield Access Permit and meet, as a minimum, the following requirements:
 - 1) A FETS Construction Inspector must be present during all phases of OIAA contracted construction activity.
 - 2) Construction activity on ONT Aircraft Movement Areas (AMA) requires daily approval from ONT Airside Operations, (909) 214-7682 or (909) 214-7683, with construction safety briefings conducted daily and prior to starting work on the AMA. Airside Operations personnel escort may be necessary during the hours of construction.
 - 3) Construction contractors working within the AOA, who also need to operate vehicles on the AMA (runways, taxiways), aircraft aprons and cargo ramp areas shall furnish flag

personnel for vehicle traffic signaling as required by ONT.

- 4) Construction contractors working on the airport requiring frequent access to the AOA through gates, not normally granted via ONT Secured Area Access Points, shall furnish guard personnel to control such gates and prevent access to the AOA by unauthorized persons and vehicles.

9.46 Construction Vehicle Flag Requirements:

- a. Contractors shall furnish 3' x 3' orange/white checkered flags affixed to the highest point of all construction-related and oversized vehicles as follows:
 - 1) On all vehicles and/or equipment not equipped with a continuously operating yellow beacon.
 - 2) On all vehicles and/or equipment that are parked or operated adjacent to any runway, taxiway/taxilane, aircraft maneuvering area, aircraft parking position or passenger terminal gate.
 - 3) On all vehicles traveling on ONT approved haul routes and AOA roadways.
 - 4) On all contractors' vehicles utilized to escort sub-contractors on AOA roadways, aircraft aprons and cargo ramps.
 - 5) On all cranes (at highest point) during daylight hours; at night crane owner/operators shall add a steady red light (minimum of 100 watts) atop while the crane boom while raised. Note: all cranes operated within five (5) statute miles of an airport require an FAA 7460-1 Aeronautical Study be conducted and approved prior to operation.
- b. Certain AOA construction vehicles do not require orange/white checkered flags by meeting all of the following conditions: The vehicles are not oversized, are properly marked with company logos on both sides, will travel only on marked roadways to/from aircraft aprons, cargo ramps, and will be parked clear of all aircraft maneuvering areas, aircraft parking positions and passenger terminal gates.

9.47 Compliance and Enforcement of Motor Vehicle Operations Rules and Regulations:

- a. All persons, while on the Airport, shall comply with all lawful orders or directives given by representatives of OPD Airport Bureau and Airside Operations. This obligation also applies to orders issued by persons exercising legal powers within the scope and course of their employment and duties; i.e., OFD Station 10, City of Ontario Police (OPD) and Fire Departments (OFD), and Divisions of the Department of Homeland Security (DHS); including, Federal Aviation Administration (FAA), U.S. Customs and Border Protection (CBP), Transportation Security Administration (TSA), and related DHS Law Enforcement Agencies.
- b. Violations of these Rules and Regulations may lead to temporary suspension or permanent revocation of the privilege to operate a motor vehicle on the AOA or at ONT overall. Any OPD Airport Bureau, ONT Airside Operations, or other OIAA representative designated by the ONT CEO or his/her authorized representative, shall have authority to enforce these Rules and Regulations.
- c. Many of the Rules and Regulations applicable to the operation of motor vehicles at ONT are contained in the statutes of the State of California Vehicle Code and the City of Ontario Municipal Code.
- d. Driving on the AOA of the Airport is a privilege granted by the ONT CEO and may be suspended or revoked at any time for just cause.

SECTION 10 - AIRPORT SIGN POLICY

These guidelines are intended to provide tenant signage criteria for existing and new or remodeled terminal facilities being proposed and constructed at ONT. This policy is meant to provide the minimum limitations on signage in these areas.

Any sign not having the approval of the ONT CEO or his/her authorized representative, in writing, shall not be installed; any existing signs not having approval of OIAA shall be removed; and, the request for approval shall be submitted in accordance with Subsection 11.05 of this policy. If any existing sign exceeds the limitations stated in this policy but has previously been approved by the OIAA or its predecessor, that sign shall be allowed to remain as is. However, if there is to be a change or relocation in any way involving approved signs, the OIAA shall require these signs to be changed to conform to the limitations of this policy.

The purpose of this sign code is to provide an effective signing program to aid the public using airport facilities and, at the same time, limit the advertising nature of such signing. In short, the acceptable criteria for a sign are one that meets the immediate needs of the airport user. Signs of an advertising nature will not be allowed.

In practice, regardless of the many guidelines, unauthorized signs always pose problems. The ONT CEO or his/her authorized representative will periodically review the leaseholds for signage compliance. By referring to this policy for the proper procedures and limitations, unnecessary expenditures and inconveniences can be alleviated.

10.1 **General Rules and Definitions:**

- a. All signs shall be of an informative nature designed to meet the immediate needs of the traveling public. Signs of an advertising nature are not permitted unless approved by the OIAA.
- b. No backwashed, animated, or flashing signs are permitted. Internally illuminated signs shall be kept to a minimum and will only be allowed in the specific circumstances mentioned in the text of this code.
- c. Signs in public areas are the responsibility of the OIAA. Signs in leased areas are the responsibility of the tenant.

- d. No signs shall be permitted on exterior doors or windows except those required to meet safety standards.
- e. No signs shall be permitted on the roof of any building. This regulation also applies to any structure atop a building, such as the ticketing building pylons.
- f. No exposed cans, raceways, crossovers, or exposed neon tubing shall be permitted.
- g. All signs must meet safety standards. All illuminated signs shall bear the label of the Underwriters' Laboratories, Inc., and shall meet all local code requirements.
- h. Signs of a promotional nature may be displayed only if such signs or promotions are first authorized in writing by the ONT CEO or his/her designated representative with the understanding that such signs or promotions are of a temporary nature. The ONT CEO or his/her designated representative shall approve the duration of the promotional activity, but that said activity shall have a maximum longevity of 30 days.
- i. Signs not covered in this code are to be considered prohibited. Exceptions may be granted if such additional signing serves the public.

10.2 Airline Signs – T2/T4 Building Exterior, Curbside Check-in and Roadways:

- a. T2/T4 Buildings; No signage shall be permitted on the exterior surfaces of T2/T4 buildings. Signing for the tenants and terminal activities will be limited to sign modules above each airline ticket counter and under the T2/T4 canopies. Canopy and roadway signing shall be furnished and installed by the OIAA. The copy on these signs will be limited to the system alphabet (Helvetica) and color or logo/signatures will not be permitted. The copy, frequency, and placement of these signs will be determined by the ONT CEO.
- b. T2/T4 Curbside Check-in Areas; Airline identification signs shall be permitted on curbside check-in counters. Letter area and logo height shall not exceed six (6) inches. These signs shall be attached to the curbside check-in counter only. No signs shall be permitted on conveyor systems, housings, or other structures.

10.3 Airline Signs - T2/T4 Building Interior Ticket Counters, Check-in and Baggage Claim Areas:

- a. Airline Ticket Counters; Airlines are responsible for the primary airline identification (recognized logo/signature) and shall be confined to the ticket counter back-wall.
 - 1) Airline identification on the overhanging fascia will be limited to the corporate name in the system alphabet (Helvetica) and is the sole responsibility of the OIAA.
 - 2) Airline identification will be limited to the basic corporate name in the system alphabet (Helvetica) on the fascia. Additional copy such as "Airlines" will not be permitted. Frequency and copy size will be governed by linear counter length, architectural guidelines for that building, and follow standards set by the OIAA. All fascia signs are the sole responsibility of the OIAA.
- b. Baggage Claim or Check-In Signs; Signs directly relating to the claiming of baggage or check-in of baggage are permitted. Letter height is restricted to a maximum of 4 inches with a maximum letter area height of 18 inches.

10.4 Concessionaire Signs in the Passenger Areas:

- a. Auto Rental Agency;
 - 1) Identification on the overhanging fascia will be limited to the basic corporate name in the system alphabet (Helvetica). The letter height will be dictated by the signage system or motif requirements of that area or building and approval by the OIAA.
 - 2) Corporate identification (recognized logo/signature) shall be confined to the counter back wall. The back-wall treatment shall be restricted in display content to one logo/signature. The maximum letter height is eight (8) inches and the maximum letter area height will be 12 inches. Internally illuminated combination logo/reservation plastic holders are not permitted.
 - 3) Line control or queue signs suspended from the fascia directly above the counters shall be greater than four (4) inches high and the letters shall not exceed two (2) inches in height. Logo/signatures shall not appear on these devices nor shall they have additional attached appendages. These signs shall

match in illumination and clear distance from the floor.

- 4) Signs used to identify unoccupied counters or telephones for this purpose shall have a maximum letter height of one (1) inch and a maximum letter area height of four (4) inches.

- b. Bus and Limousine Services; All signs for bus or limousine services shall have a letter height not to exceed four (4) inches, with a maximum letter area height of 12 inches.
- c. All Other Concessionaires; Concessionaires must submit graphics and sign proposals to the OIAA for review. Graphics, signs, and letter sizes will be approved based on each individual situation.

10.5 **Submitting Sign Requests:**

- a. Before any sign may be installed, drawings must be approved by the OIAA. Submit all requests to:

Ontario International Airport Authority
1923 East Avion Street
Ontario, CA 91764
(909) 544-5300

- b. The sign drawing submitted shall include the following:
 - 1) A scale drawing of sign location and an elevation view of building fascia or wall showing the sign in place.
 - 2) A detail scale drawing of the sign showing letter style, dimensions, and specifications describing materials and color.
- c. For other buildings or conditions not listed in the code, review and approval of signs will be based on those portions of this Sign Policy deemed to be most applicable to the sign presented for approval.
- d. Every sign permit issued shall expire 180 calendar days from the date of issuance if the work permitted thereunder has not commenced, or if the work started has been suspended for a period of 180 days or more.

APPENDIX 1 – LVO/SMGCS PLAN

Revised October 2019



RULES AND REGULATIONS

This Page Intentionally Blank

APPENDIX 2 – ENVIRONMENTAL



RULES AND REGULATIONS

This Page Intentionally Blank

APPENDIX 3 – DISABLED AIRCRAFT OPERATIONS

APPENDIX 3 UNDER REVISION.



RULES AND REGULATIONS

This Page Intentionally Blank

APPENDIX 4 – SECURITY BADGE PROGRAM

SECURITY BADGE PROGRAM

A. Security Badge Office

The Ontario International Airport Authority (OIAA) Security Badge Office is responsible for the implementation of Transportation Security Administration (TSA) Rules and Regulations pertaining to the issuance of identification media to persons accessing airport Restricted Areas, including the Air Operations Area (AOA) and Passenger Terminals, as outlined in Title 49 Code of Federal Regulations (CFR) Part 1542 – Airport Security.

Security Badge Office - North	International Arrivals Terminal 2222 International Way, Ontario, CA 91761.
Security Badge Office - South	Ontario International Airport Administrative Bldg. 1923 E. Avion St., Ontario, CA 91761.
Contacts	Office: (909) 544-5170 Fax: (909) 937-2513 Email: ontsecuritybadgeoffice@flyontario.com
Hours of Operation	<ul style="list-style-type: none">• Monday-Friday• 8:00 a.m. to 3:30 p.m.• All major holidays are observed• Appointments are scheduled by visiting www.flyontario.com/security.

B. Security Badges

- a. Any person who works or does business in any Airport Restricted Area, on a permanent or temporary basis, must hold a security badge issued or approved by the Airport.
- b. Any person holding an Airport-issued security badge does so as a privilege and not a right. The Airport shall retain ownership of all security badges, and the Airport Security Coordinator (ASC) or designee reserves the right to deny new applicants a security badge, suspend an existing security badge, and, with cause, revoke a security badge and unescorted access privileges.

- c. The ASC and or designee may also require security badges for individuals performing work in airport public and/or controlled areas. Accordingly, in accordance with this section, those individuals shall be also be required to pass a Security Threat Assessment and Criminal History Records Check before being issued a security badge.
- d. Security badges must be used pursuant with this section, Appendix 4 - Security and Airfield Enforcement Program, and the Airport Security Program (ASP). This includes the proper display, access control procedures, and the critical requirement to immediately deactivate and return the security badge upon its expiration, a badgeholders' separation of employment, expiration of operational need, or upon demand of Airport Officials.
- e. The misuse or willful failure to surrender or return a security badge shall be subject to appropriate enforcement under Appendix 4 - Security and Airfield Enforcement Program.

C. AUTHORIZED SIGNATORY RESPONSIBILITIES

The Security Badge Office will only issue a security badge to an individual upon the request of a designated Authorized Signatory of an Airport contractor, tenant, vendor, or permit holder. The Authorized Signatory, on behalf of the Airport contractor, tenant, vendor, or permit holder, is responsible for verifying that such individual is employed or authorized to perform duties or services on Airport property. The employer or sponsor of the Authorized Signatory and security badgeholder shall remain responsible for the security badgeholder's compliance with these Rules and Regulations.

- a. Applications must be completed using the most current fillable forms provided by the Security Badge Office; handwritten applications will not be accepted.
- b. Applications must only be provided to the Security Badge Office after the applicant and Authorized Signatory have both completed their respective sections, and printed, signed, and dated the application. Original signatures and dates are required.
- c. The Authorized Signatory's signature must be dated no more than seven (7) calendar days prior to the date the application is provided to the Security Badge Office.
- d. All Authorized Signatory signatures must be authentic and match the Authorized Signatory's signature on file; stamped or photocopied signatures are prohibited and shall be rejected.
- e. Should an application be signed by an Authorized Signatory before the employee sections have been completed, or if a signed application is lost and unreported to the Security Badge Office, the Authorized Signatory may be subject to immediate corrective action(s), to include having his/her Authorized Signatory privileges and/or

security badge revoked or suspended.

D. SECURITY BADGE ISSUANCE

a. Initial Security Badge Issuance

At the time of fingerprinting, applicants must present the Security Badge Office with the following:

- 1) Fingerprint Application. The applicant must complete, sign, and date the most current application form(s), as approved and provided by the Security Badge Office. Applications must be signed and dated by the Authorized Signatory; and
- 2) Valid Government-Issued Photo Identification / Employment Eligibility Documents: Two valid forms of identification must be presented with the application:
 - Government issued photo identification, and
 - Employment Eligibility Document. Acceptable employment eligibility documents shall be pursuant with US Citizenship and Immigration Services (USCIS) Form I-9, List of Acceptable Documents; and
- 3) All applicant biographical information on both forms of identification must be consistent and verifiable. If the individual will have airfield driving privileges, a valid driver's license must also be presented; and
- 4) As described in this section, pass a Criminal History Record Check & Security Threat Assessment. Clearance notifications are provided by the Security Badge Office to the respective Authorized Signatory. All applicants must complete the badging process, to include applicable training, within thirty (30) calendar days of the clearance notification.
- 5) As described in Section 9, all applicants requesting to operate a vehicle on the AOA must successfully pass the ONT AOA Restricted Area Driver Permit Training Program.
- 6) All applicants must complete applicable security training and pass the corresponding test(s) to ensure a comprehensive understanding of the ONT Rules and Regulations and the Airport Security Program (ASP). General training requirements may be found online at the Electronic Code of Federal Regulations (e-CFR), at www.ecfr.io/Title-49/se49.9.1542_1213 (Reference 49 CFR §1542.213 Training).

Special Circumstances

Reasonable accommodations will be considered for SIDA training. Please contact the Security Badge Office to request accommodations prior to scheduling your training.

b. Security Badge Renewal

Security badges expire on the date printed on the front of the badge and may be renewed up to sixty (60) calendar days prior to the respective expiration date. To renew a security badge, in coordination with the Authorized Signatory, the security badgeholder must complete the following:

- 1) Complete and sign a Fingerprinting and Badging Application form and obtain approval from the employee's Authorized Signatory no more than thirty (30) calendar days prior to the date the form is presented to the Security Badge Office.
- 2) The security badgeholder must present two (2) forms of identification. If driving privileges are requested, a valid driver's license must be included.
- 3) As described in this section, the security badgeholder must pass a Criminal History Record Check & Security Threat Assessment. Clearance notifications are provided by the Security Badge Office to the respective Authorized Signatory. At the discretion of the Security Badge Office, the security badgeholder may be required to complete an additional fingerprinting process.
- 4) The security badgeholder must complete required training and pass the corresponding test(s) to ensure a comprehensive understanding of the ONT Rules and Regulations, and the ASP.
- 5) For security badges that have expired, the employee must be fingerprinted, clear a Criminal History Records Check, and have a valid Security Threat Assessment before a security badge can be re-issued.
- 6) If a security badge issued with an Aircraft Operator's Criminal History Records Check Certification has expired, the respective air carrier's Authorized Signatory must provide a new certification to the Security Badge Office and have a valid STA before a security badge can be re-issued.

E. Security Threat Assessments (STA)

Unless specifically exempted by the TSA, any person requesting a security badge must pass an STA performed by the TSA. Concurrent with the security badge application process, the Security Badge Office shall collect and submit the required STA information. Prior to issuance of a security badge, the Security Badge Office must receive TSA's confirmation of the applicant's successful completion of an STA.

F. Criminal History Record Check (CHRC)

Unless specifically exempted by the TSA, any person requesting a security badge must be fingerprinted and pass a CHRC. The Airport Security Coordinator (ASC) or designee will conduct a computerized Federal Bureau of Investigations (FBI) CHRC of any individual applying for a security badge, to include renewals. After receiving an applicant's authorization to perform the CHRC, the ASC or designee shall request, receive, and review the criminal history data, if any, to ensure the applicant does not have a conviction for a disqualifying crime, as described in this section, or, has been charged with a disqualifying crime and awaiting judicial disposition.

a. CHRC Approval

A successful CHRC means the employee shall not have been: 1) convicted, 2) given a deferred sentence, 3) found not guilty by reason of insanity, or 4) have been arrested and awaiting judicial proceedings for any crimes listed in 49 CFR §1542.209; or any felony during the ten (10) years before the date of the individual's application for unescorted access authority, or while the individual has unescorted access authority.

b. CHRC Denials

If an applicant will be denied a security badge as the result of the CHRC, the ASC or designee will provide written notification of the reason for denial, applicable grievance procedures, and advise the applicant may submit competent evidence to the ASC or designee, to include, at minimum, the revised FBI record and/or certified true copy of the information from the appropriate court.

c. Aircraft Operator CHRC Certifications

The ASC may accept a certification from an aircraft operator subject to 49 CFR Part 1544 (Domestic Aircraft Operator) indicating it has complied with the CHRC requirements of 49 CFR §1544.229 for their employees and contractors seeking unescorted access authority. The approved CHRC certification must verify the employee has not been: 1) convicted, 2) given a deferred sentence, 3) found not guilty by reason of insanity, 4) arrested and awaiting judicial proceedings for any crimes listed in 49 CFR §1542.209; or any felony conviction during the ten (10) years before the date of the individual's application for unescorted access authority, or while the individual has

unescorted access authority. If such certifications are authorized and accepted by the ASC, the SBO shall not require the Aircraft Operator to provide a copy of the respective CHRC.

d. Disqualifying Criminal Offenses

Any individual has a disqualifying criminal offense if the individual has been convicted, or found not guilty by reason of insanity, of any of the following disqualifying crimes in any jurisdiction during the 10 years before the date of the individual's application for unescorted access authority, or while the individual has unescorted access authority.

DISQUALIFYING CRIMINAL OFFENSES: <i>Convicted, or found not guilty by reason of insanity, of any of the following crimes, in any jurisdiction, during the past 10 years</i>	U.S. CODE
1) Forgery of certificates, false marking of aircraft, and other aircraft registration violation	49 U.S.C. 46306
2) Interference with air navigation	49 U.S.C. 46308
3) Improper transportation of a hazardous material	49 U.S.C. 46312
4) Aircraft piracy	49 U.S.C. 46502
5) Interference with flight crew members or flight attendants	49 U.S.C. 46504
6) Commission of certain crimes aboard aircraft in flight	49 U.S.C. 46506
7) Carrying a weapon or explosive aboard aircraft	49 U.S.C. 46505
8) Conveying false information and threats	49 U.S.C. 46507
9) Aircraft piracy outside the special aircraft jurisdiction of the United States	49 U.S.C. 46502(b)
10) Lighting violations involving transporting controlled substances	49 U.S.C. 46315
11) Unlawful entry into an aircraft or airport area that serves air carriers or foreign air carriers contrary to established security requirements	49 U.S.C. 46314
12) Destruction of an aircraft or aircraft facility	18 U.S.C. 32
13) Murder	
14) Assault with intent to murder	
15) Espionage	
16) Sedition	
17) Kidnapping or hostage taking	
18) Treason	
19) Rape or aggravated sexual abuse	
20) Unlawful possession, use, sale, distribution, or manufacture of an explosive or weapon	
21) Extortion	
22) Armed or felony unarmed robbery	
23) Distribution of, or intent to distribute, a controlled substance	
24) Felony arson	
25) Felony involving a threat	
26) Any felony involving:	

- Willful destruction of property
 - Importation or manufacture of a controlled substance
 - Burglary
 - Theft
 - Dishonesty, fraud, or misrepresentation
 - Possession or distribution of stolen property
 - Aggravated assault
 - Bribery
 - Illegal possession of a controlled substance punishable by a maximum term of imprisonment of more than 1 year
 - Violence at international airports
 - Conspiracy or attempt to commit any of the listed criminal acts
- 18 U.S.C. 37.

- 1) An Authorized Signatory receiving an applicant's security badge application and/or CHRC application acknowledging an arrest and conviction for any disqualifying criminal offense described above, shall advise the applicant of their disqualification.
- 2) All individuals charged with a disqualifying crime must receive judicial disposition prior to applying for a security badge.
- 3) As determined by the ASC or designee, the OIAA shall reserve the right to confiscate a security badge, revoke a security badge and/or deny unescorted or escorted access to the secured area, sterile area, and/or airport designated controlled area(s), to any applicant or current security badgeholder, for any instance(s) of criminal activity.

e. CHRC Records

A copy of the criminal record received from the FBI will be provided by the ASC or designee upon written request from an applicant or current security badgeholder. The ASC or designee is the individual's point of contact if he or she has questions about the results of the CHRC.

f. CHRC Adjudications

All security badge applicants having criminal records for any disqualifying criminal offense without disposition, are subject to CHRC adjudication.

1) Security Badge Applicants

When a CHRC discloses an applicant's arrest for any disqualifying criminal offense without indicating a disposition, in coordination with the applicant and respective Authorized Signatory, the ASC or designee shall adjudicate the matter to ensure the arrest did not result in a disqualifying offense prior to issuing a security badge.

- i. Before making a final decision to deny issuing a security badge, the ASC or designee will provide written notification to the applicant of the following:
- ii. The FBI criminal record discloses information that would disqualify him or her from receiving and/or retaining a security badge; or
- iii. Based upon the totality of criminal activity disclosed by the FBI criminal record, the ASC or designee has made the determination to deny issuing a security badge.

2). Correction of CHRC Records

- i. Upon receiving the ASC's notification of disqualification, should the applicant believe the FBI criminal record contains inaccurate information, the applicant, within thirty (30) days of receipt, may notify the ASC in writing of his or her intent to correct any FBI criminal record information he or she believes to be inaccurate. The applicant is encouraged to contact the local jurisdiction responsible for the information and the FBI to complete or correct the information contained in his or her record.
- ii. If the applicant's written notification of intent to correct FBI records is not received by the ASC within thirty (30) days, the provided written notification of disqualification shall serve as the ASC's final determination to deny issuing a security badge.
- iii. If the ASC receives the applicant's notification within thirty (30) days, the applicant, prior to re-consideration of security badge issuance, must provide the ASC with a copy of the revised FBI record and/or certified true copy of the information from the appropriate court. Upon considerations of any revised FBI record and/or certified true copy of the information from the appropriate court, the ASC will either approve the issuance of a security badge, or provide written notification to the applicant that a final decision has been made to deny the issuance of a security badge.

g. Current Security Badgeholders

- i. Security badgeholders, in coordination with their Authorized Signatory, must notify the ASC or designee within twenty-four (24) hours, if he or she has been arrested for any disqualifying offense; or, if he or she has been: 1) convicted, 2) given a deferred sentence, or 3) found not guilty by reason of insanity for any disqualifying offense.
- ii. Upon disclosure by a security badgeholder and/or the security badgeholder's CHRC provides the airport notification of any arrest for a disqualifying criminal offense without indicating a disposition, the ASC or designee shall adjudicate

the matter with the security badgeholder and Authorized Signatory, not to exceed forty-five (45) days, to ensure the disposition does not result in a disqualifying offense. After forty-five (45) days, the security badge shall be surrendered to the ASC or designee, which shall be suspended until such time demonstration of judicial disposition is provided by the individual indicating a non-disqualifying criminal offense.

- iii. Security badgeholders convicted, given a deferred sentence, or found not guilty by reason of insanity for any disqualifying offense, must surrender their security badge to the Security Badge Office within twenty-four (24) hours of the disqualifying offense conviction.



RULES AND REGULATIONS

APPENDIX 5 - SECURITY and AIRFIELD ENFORCEMENT PROGRAM (SAFE)

LIST OF REVISIONS

The following changes were made since the initial program release:

Date of Revision	Section	Pages	Subject

TABLE OF CONTENTS

Section	Pg.
1. Purpose	3
2. Administration	3
3. Applicability	3
4. Oversight	3
5. Enforcement	4
6. SAFE - Notice of Violation Process	4
7. Commendations	5
8. Company Violations	5
9. Corrective Actions	6
On the Spot Counseling	6
Suspension of Security Badge	6
Revocation of Security Badge	7
Administrative Fines	7
Civil Penalties Imposed by the TSA	7
10. Corrective Action Schedules	8
AOA Pedestrian Safety and Motor Vehicle Operation Violations	8
Security Violations	8
11. Violation Hearing	9
12. Appeals Process	10
13. Former Employee	10
Attachment 1 – AOA Safety Violation Points Accumulation Schedule	12
Attachment 2 – Security Violation Corrective Actions Schedule	15

1. Purpose

The Airport's safety and security culture of willful and sustained compliance with the requirements set forth in the Airport Rules & Regulations, and the Airport Security Program (ASP), is best served by the implementation of the Security and Airfield Enforcement Program (SAFE). This program is designed to identify instances of non-compliance, taking prompt and effective corrective actions to prevent repeated offenses of the same or similar violation, and to mitigate identified vulnerabilities. This is a dynamic document that will certainly encounter periodic changes based upon new and/or amended federal mandates, ONT policies, security vulnerabilities, or changes in airport security technologies. To obtain the most current version of the SAFE program, please visit www.flyontario.com.

2. Administration

The SAFE Program is administered by the Airport Security Coordinator (ASC), with direct oversight and enforcement efforts provided by a collective of Airport Officials, to include Airport personnel, Ontario Police Department (OPD) Law Enforcement Officers (LEO), and TBI Airfield Management Inc. personnel (TBI).

3. Applicability

All permittees and security badgeholders having motor vehicle, safety, and security responsibilities pursuant with the Airport Rules and Regulations, and the ASP, are subject to the oversight and enforcement efforts under the SAFE program.

4. Oversight

Airport Officials conduct daily inspections, tests, respond to airport incidents, and enforce identified violations. All permittees and security badgeholders are subject to enforcement action when reasonable grounds exist to believe that a violation has occurred, either by commission or omission, of the following:

- (1) Security Violations.
- (2) Motor Vehicle and Pedestrian Safety Violations involving ground movement and the safety of personnel, aircraft, vehicles, aircraft fueling, and fuel storage/handling occurring within the Airport Operations Area (AOA).
- (3) Landside and/or Ground Transportation violations involving commercial vehicle operators, owners, and drivers transporting or offering to transport passengers, pursuant with the Ground Transportation Rules and Regulations.

5. Enforcement

The SAFE Program includes the implementation of two (2) enforcement systems:

- Safety Point-based System (Attachment 1): Applies to all violations of AOA and Safety Rules and Regulations.
- Security Administrative Fine-based System (Attachment 2): Applies to all violations of Section 7 of the Rules and Regulations and the ASP.

Both enforcement systems utilize a progressive action philosophy premised by the offense, number of offenses, or accumulation of points. For a complete summary of corrective actions and penalties, please reference the attached violation schedules.

The ASC or designee reserves the right to deny, suspend, revoke, or limit the scope of an individual's security badge, endorsements or privileges based upon reasonable grounds and giving due consideration to the nature of the offense. No enforcement decision shall establish precedent, and every instance of noncompliance is considered independently.

6. SAFE - Notice of Violation Process

The Notice of Violation (NOV) is a citation issued by Airport Officials to document violations of the Airport Rules and Regulations and/or the ASP; provides immediate notice to the offender and company; and serves to initiate the corrective action(s) process. The NOV may be issued using a triplicate paper form, or the use of a paperless software solution implemented by the airport.

NOV Triplicate Form Distribution:

- Original Copy: Retained by the Security Badging Office
- Recipient Copy: At the time of issuance, a copy is provided to the security badgeholder or permittee. In the event the recipient cannot be located, a copy shall be given to the security badgeholder or permittee's Authorized Signatory, Supervisor, or Management Representative.
- Company Copy: If not available at the time of issuance, the recipient is responsible for providing the Company Copy to his/her Authorized Signatory, Supervisor, or Management Representative.

Prior to resolution of all incidents, the NOV issuing official shall provide immediate "On the Spot Counseling" to the individual to ensure a complete understanding of the violation and associated requirement(s).

All NOV's are entered into the SAFE database by Airport Officials, who review for any accumulated safety violation points or previous security violations against the offender and/or company. After review of the recipients and/or company's compliance history and

appropriate Corrective Action Schedule (attached), the Airport Official shall provide a follow-up NOV corrective action notification to a company's Authorized Signatory and/or Management Official to ensure conveyance of NOV citation details and prescribed corrective actions.

The NOV corrective action notification initiates a collaborative process with the Airport, offender, and the company's Authorized Signatory or Management Official, to ensure the efficient completion and documented demonstration of prescribed corrective actions.

Upon receipt of an NOV corrective action notification, the Authorized Signatory or Management Official must ensure prescribed corrective actions are implemented as directed, to include the payment of administrative fines. Failing to do so may result in the suspension or revocation of the offender's security badge, permit or airport privilege. Required corrective action document(s) may be provided in person, or scanned and emailed to ontsecuritybadgeoffice@flyontario.com, or, when directed, uploaded to a software solution implemented by the airport.

7. Commendations

The Airport values the importance of recognizing security badge-holders exemplifying the purpose of the This is My Airport Security Awareness Program; or other policy, program, or procedure implemented in furtherance of the safety and security of our airport. Accordingly, NOV field citations are also utilized by Airport Officials to recognize and convey such commendations.

8. Company Violations

An NOV is issued to a company when an infraction occurs that is the responsibility of the organization or when a specific violation cannot be attributed to an individual, but apparent someone in the organization committed the violation. Examples of these violations include, but are not limited to, the following:

- Doors or gates open and unattended, to include baggage belt doors
- Failing to immediately notify the airport upon separation of employee with access privileges
- Failing to return security badges or security keys
- Falsifying employment/background checks, to include all badging application forms
- Illegally parked vehicles
- Failure to report fuel spills
- Failure to report property damage
- Having a high percentage of unaccounted-for security badges

Companies receiving repeated violations are subject to punitive actions, to include restricted and/or termination of access privileges, at the discretion of the ASC. Before access privileges are restricted or withdrawn from a company or firm, the ASC or designee will schedule an Administrative Hearing with the company to discuss the matter. The ASC

or designee will base the decision on a number of considerations, to include:

- The necessity of the organization to have access to restricted areas or the airport
- The number of violations
- The number of employees in the organization
- Previous discussions with the organization
- The organization's ability or lack thereof to correct the problem

9. Corrective Actions

All corrective actions are prescribed to ensure the offender and/or company are fully knowledgeable of their safety and security responsibilities, and to impress upon the offender and/or company the importance of willful and sustained compliance with the Rules and Regulations and the ASP. The SAFE program is a progressive action program, whereby the offender's compliance history is considered prior to the determination of corrective actions.

When the ASC or designee determines for any reason that a violation, a criminal act, or the threat of violence or harm by a person holding a security badge constitutes an immediate or continuing threat to the safety and security of the Airport, the ASC may immediately suspend the security badgeholder's secured or sterile area access privileges. The ASC may also temporarily or permanently suspend access privileges if credible information from a Federal, State or Local law enforcement agency deems an individual or an employer as a threat to the security of the Airport. Suspension of access privileges under these circumstances are subject to due process and review.

a. On the Spot Counseling

The issuing official may elect to close violations with "On the Spot Counseling", whereby the issuing official determined a counseling discussion with the individual achieved immediate compliance. **IMPORTANT:** The issuance of an On the Spot Counseling action does not necessarily prohibit the prescription of further corrective actions issued from receipt of additional information, or upon review of an individual and/or company's SAFE compliance history.

b. Suspension of Security Badge

Suspension is the fixed term removal of security badge privileges and may be immediately levied against a security badgeholder who has committed a violation. A suspension results in the temporary deactivation and seizure of the offending person's security badge for the period prescribed in the attached Corrective Action Schedules. Any violation may impact all the recipient's security badge(s) or permit(s). For example, if an individual works for more than one (1) employer, the suspension of one (1) security badge or permit may result in the suspension of all security badges and permits held by the individual.

c. Revocation of Security Badge

Revocation is the permanent removal of security badge privileges. A revocation may be levied against a person who has committed a serious security violation, or several security violations. This will result in the deactivation of a person's security badge for a period of up to two (2) years. Any revocation action impacts all the recipient's security badges or permits. For example, if an individual works for more than one (1) employer, the revocation of one (1) security badge or permit results in the revocation of all security badges and permits held by the individual. The security badgeholder subject to revocation may not apply for a security badge or be escorted into and within any airport Restricted Area.

d. Administrative Fines

Pursuant with the Security Violation Corrective Actions Schedule (Attachment 2), violations of security requirements may result in the assessment of administrative fines. In coordination with the Security Badge Office, all fines are payable to the Ontario International Airport Authority (OIAA) by the sponsoring company no later than fourteen (14) business days from the date of issuance. Administrative fines remaining unpaid after this time period will result in the suspension or revocation of the offender's Security Badge.

e. Civil Penalties Imposed by the Transportation Security Administration (TSA)

Any company will be responsible for payment or reimbursement to the Ontario International Airport Authority (OIAA) for any civil penalties imposed by the TSA for individual security violations by their employees for violations under 49 CFR Part 1542.

Additionally, both company and employee, may be personally subject to civil penalties imposed by the TSA for individual security violations they commit under 49 CFR Part 1540, to include 49 CFR § 1540.105 - Security Responsibilities of Employees and other Persons, which prohibits the following activities:

1. Tamper or interfere with, compromise, modify, attempt to circumvent, or cause a person to tamper or interfere with, compromise, modify, or attempt to circumvent any security system, measure, or procedure implemented under this subchapter; and
2. Enter, or be present within, a secured area, AOA, SIDA or Sterile Area without complying with the systems, measures, or procedures being applied to control access to, or the presence or movement in, such areas; and
3. Use, allow to be used, or cause to be used, any airport-issued or airport-approved access medium or identification medium that authorizes the access, presence, or movement of persons or vehicles in secured areas,

AOA's, or SIDA's in any other manner than that for which it was issued by the appropriate authority under this subchapter.

Should the Airport be made aware an employee is under investigation by the TSA for individual security violations at the airport, the employee's security badge may be suspended until the employee can provide the Airport with formal documentation from the TSA demonstrating disposition of the investigation.

10. CORRECTIVE ACTION SCHEDULES

a. AOA Pedestrian Safety and Motor Vehicle Operation Violations - Point System

The AOA Safety Violation Points Accumulation Schedule (Attachment 1) shall be referenced for all AOA Pedestrian Safety and Motor Vehicle Operation Violations. This is a progressive point-based system used to track violations of AOA Pedestrian Safety and Motor Vehicle Operation Violation requirements. Points assessed for each reported violation are cumulative and maintained by the Security Badge Office and/or Airfield Operations. Points will remain assigned for each specific infraction as indicated in Attachment 1 – AOA Safety Violation Points Accumulation Schedule and remain on an individual and/or company's compliance history for twelve (12) consecutive calendar months from issuance of the most recent violation. For example, if an individual and/or company receives an additional violation within a 12-month period of a previous violation, the points are added to the 12-month period total.

The Airport, at its sole discretion, has authority to restrict access to the AOA in response to egregious offenses in which further access may result in serious safety and/or security compromises. The security badge of an offender can be seized immediately, pending results of a timely investigation of an egregious incident or violation. Any egregious incident or violation may result in permanent revocation of AOA access privileges. Examples of egregious offenses include intentional or deliberate acts, repeated violations of the same nature, unlawful acts, actions affecting safety of flight, and any violation described in Attachment 1 – AOA Safety Violation Points Accumulations Schedule of six (6) or more points.

b. Security Violations

The Security Violation Corrective Actions Schedule (Attachment 2) shall be referenced for all Security Violations, to include the issuance of administrative fines. The ASC or designee may make exceptions based upon the totality of circumstances, to include the nature and security impact of each violation, and any mitigating or extenuating information received from the investigation.

Enforcement of penalties associated with security violations is based upon the number and type of the security violations which occur over a two (2) year rolling period. If successive security violations occur in a shorter period of time, the penalties are likely to be more severe, up to and including suspension or revocation of the offender's security badge. Revocation in this case is defined by removal of the security badge and all

unescorted or escorted access to Restricted Areas of the airport. Persons who have had their security badge and associated access revoked may not apply for a period of two (2) years and may not be escorted into or within any Airport Restricted Area. Depending upon the circumstances, in the reasonable discretion of the ASC or designee, this period may be extended or shortened based upon mitigating or aggravating circumstances. The penalty components are described in Attachment 2 - Security Violation Corrective Actions Schedule. All imposed administrative fines are in addition to any other rights or remedies available to the Airport.

11. VIOLATION HEARING

The Violation Hearing provides an offender and their Authorized Signatory or Management Official an opportunity to explain the circumstances that led to the violation. The process also provides an opportunity to further counsel the individual regarding the subject requirements of the Airport Rules and Regulations and/or ASP.

For violations not involving confiscation of a security badge, the offender and his/her Authorized Signatory or Management Official must contact the Security Badging Office, at ontsecuritybadgeoffice@flyontario.com, or 909 544-5170, within five (5) business days of the violation to request a Violation Hearing. If the Security Badging Office is not contacted within five (5) business days, the offender's security badge, permit or other airport privileges may be suspended until the Violation Hearing is held.

The offender and his/her Authorized Signatory or Management Official must both be present at the Violation Hearing. If the offender does not appear for the hearing, or the Security Badging Office has not been notified for rescheduling within twenty-four (24) hours of the missed hearing, the offender's security badge and/or permit(s) will be suspended. One rescheduled hearing will be permitted; however, if a hearing requires a rescheduling more than once, the offender's security badge access and/or permit(s) may be suspended until the hearing has been attended.

A Hearing Officer will be appointed by the ASC or designee to preside over the hearing. Upon completion of the hearing, the Hearing Officer may assess corrective actions befitting the violation and/or offender's compliance history, in accordance with the appropriate Corrective Action Schedules, to include remedial training, administrative fines, and possible suspension and/or revocation of the offender's security badge and/or permit(s).

12. APPEALS PROCESS

All decisions to impose punitive actions, to include an administrative fine, or the suspension or revocation of a security badge or permit, will be expressed to the offender or his/her Authorized Signatory at the Violation Hearing. Any party aggrieved by a decision to impose a punitive action may appeal the decision in accordance with the procedures below. This process allows the offender an opportunity to reveal any

extenuating circumstances which may influence the assessment of punitive actions associated with the violation.

- a. The permittee or security badge-holder shall file a Notice of Appeal with the ASC or designee within five (5) business days from the Violation Hearing. The Notice of Appeal shall set forth the specific objections to the punitive action. The objections shall form the basis of the appeal. If no appeal is received, permanent punitive actions will be assessed based upon the offense cited.
- b. The Chief Operating Officer (COO) or designee shall be the designated Hearing Officer.
- c. The Hearing Officer shall set a time and location for the hearing no later than fifteen (15) business days after receipt of the Notice of Appeal.
- d. The hearing shall be conducted in an informal manner to determine if the facts support the punitive action.
- e. The Hearing Officer shall not be bound by any technical rules of evidence in the conduct of such hearings.
- f. The decision of the Hearing Officer shall be based upon substantial and reliable evidence.
- g. All parties to the hearing shall have the right to present evidence. The burden of proof shall always be on the party appealing the punitive action.
- h. The decision of the Hearing Officer shall be rendered within fifteen (15) business days after the closing of the record and shall be based upon the evidence presented. The decision shall 1). Affirm the punitive action; or 2). Modify the punitive action; or 3). Reverse the punitive action.
- i. The decision of the Hearing Officer is final.

13. Former Employee

Security badge applicants must resolve all previous violations that are pending before being allowed to proceed in the fingerprinting or badging process. Violations are transferrable and apply to an offender in accordance with the applicable Corrective Actions Schedule. If a security badge applicant is a former security badgeholder having a pending violation, and attempting to be employed/badged by a different company, the Authorized Signatory or Management Official from the new company must attend a Violation Hearing with the applicant.

ATTACHMENT 1 – AOA SAFETY VIOLATION POINTS ACCUMULATION SCHEDULE

4 POINTS	6 POINTS	9 POINTS	12 POINTS
Remedial Training Within 7 Days	1- Day suspension of AOA access / driving privileges	14-day suspension of AOA access / driving privileges	Possible permanent suspension of AOA access / driving privileges

- All AOA Safety Violations include the issuance of 1). Notice of Violation, and 2). On the Spot Counseling by the Issuing Official(s).

DESCRIPTION OF OFFENSE	POINTS
PHYSICAL IMPAIRMENT: Alcohol or drug use confirmed by OPD LOSS OF DRIVING PRIVILEGES	NA
RECKLESS DRIVING: Operation of a vehicle in a manner which could cause harm or injury to persons or property and/or speeding in excess of two (2) times the speed limit	9
SAFETY: Non-vehicular horseplay	9
UNAUTHORIZED SMOKING ON THE AIRFIELD	6
ACCIDENT REPORTING: Failure to report accident, to include damage to airport property (e.g. signage)	9
PROPERTY DAMAGE: Damage to airport property (replacement costs)	6
RUNWAY INCURSION: Any unauthorized intrusion onto a runway	9
CUTTING OFF/ BLOCKING AIRCRAFT: Impeding path of taxiing/towed aircraft (cut-off) or blocking path with parked equipment, tugs, materials or vehicles including parking equipment or vehicle on or within the taxilane object-free area	6
WALKING: On or across a runway, taxiway, taxilane, or terminal to terminal	4
FUEL SPILLS	6
HAZMAT: Hazardous operations within a hangar, to include fuel transfers, hot work, spray painting, paint stripping, storage of items that can produce open flames, flammable or combustible liquids storage at an aircraft storage area exceeding the limits allowed in accordance with the rules and regulations; hazardous material disposal into the storm drains, wastewater sanitary systems, or onto the ground or apron	9
HAZMAT: Disposing of batteries, used tires, hazardous liquids, or any substance in violation of the law, ordinance and/or Airport Rules and Regulations	9
SPEEDING: Excess of posted/marked or identified speed limits for operating location	3
TAXIWAY / VEHICLE CONTROL LINE ENTRANCE: Driving a vehicle, or towing an aircraft, onto or across a taxiway or vehicle control line without proper authorization	3
SEATBELT USE: Not using a seatbelt or other safety equipment on a vehicle so equipped	3
NOT FOLLOWING AIRPORT ATCT INSTRUCTIONS: Failure to obtain prior proper authorization, training, or follow the instructions of ATCT while operating on or within the AOA and/or AMA	3

MECHANICAL CONDITION: Operation of a vehicle of unsound or unsafe mechanical condition	3
TEXTING / DISTRACTED: Texting or use of cell phone while driving on the AOA or in Bagwell	3
OBEYING SIGNS, MARKINGS, INSTRUCTIONS: Failure to obey lawful signals of Airport Official, or comply with posted signs, markings, traffic signals	2
DRIVE LANE VIOLATIONS: Failing to utilize (shortcutting) drive lanes or service roads; yield to through traffic on service road or adhere to posted markings, signage, guidance or notices	2
ELECTRONIC DEVICE USE: Driving while using an electronic device not authorized or operationally necessary	2
TOWING/SAFE LOADS: Exceeding authorized tow limits or numbers (bag carts/dollies) / unsafe load	2
LICENSE: Valid driver's license not in possession (immediate removal from airfield)	2
MVOP: Driving vehicle on the AOA with an expired or without a Motor Vehicle Operating Permit (immediate removal from airfield)	9
MVOP: Driving vehicle on the AOA without a driver's permit (immediate removal from airfield)	12
TAILGATE: Allowing others to ride on a vehicle tailgate or cabin service vehicle platform or exceeding vehicle design, or designated seating, passenger or storage capacity	2
EMERGENCY / YIELDING RIGHT-OF-WAY: Failure to give right-of-way to any emergency response vehicle	2
AIRCRAFT TOW TRAINING: Towing of Aircraft without the proper level of drivers training	3
CHOCKING AND BRAKES: Failure to properly chock and set parking brakes of any parked, unattended or running equipment, vehicle or wheeled apparatus, or while fueling aircraft	3
PARKING: Illegal parking around aircraft parking gates	2
PARKING: Staging or storing of ground support equipment (GSE) or vehicles in an unauthorized area (aircraft parking area, fire lane, Object-Free Area, etc.)	2
VEHICLE SAFETY: Exceeding designed vehicle capacity	2
VEHICLE SAFETY: Failure to transport freight, cargo, or mail in a safe manner	2
WILDLIFE: Feeding wildlife or pets on airfield	2
FOD: Creating a FOD hazard (littering) or failing to pick up FOD	2
FOD: Uncollected trash, leaving a dumpster lid open, or creating a wildlife hazard	1
EQUIPMENT: Failure to use headlights at night or during reduced visibility	1
EQUIPMENT: Using another company's equipment without authorization	1
EQUIPMENT: Maintenance of equipment in unauthorized area	1
BIKES, SKATES: Unauthorized riding of bikes, scooters, or skates on the AOA	1
VESTS: Failure to wear reflective vest on AOA when required	1

APPEALS: *All appeals must be requested in writing and addressed to the Airport Security Coordinator within five (5) business days from a Violation Hearing. The request shall set forth the specific objections to the punitive action, the basis of the appeal, and include any and all supporting material. If no appeal is received within the allotted time, permanent penalties will be assessed based upon the offense cited.*

APPLICABILITY: *The AOA Safety Violation Points Accumulation Schedule applies to all AOA violations committed within a rolling twelve (12) month period. Other violations not listed above will be classed with similar violations, at the Airport Security Coordinator, Airfield Operations Manager and/or Hearing Officer's discretion. Violations more serious than those listed, that may pose a threat to the health, welfare, and safety to people, property, or the airport; or failure to complete required corrective actions, may result in the suspension or revocation of the individual's security badge, airport permits, and privileges.*

ATTACHMENT 2 – SECURITY VIOLATION CORRECTIVE ACTIONS SCHEDULE

CLASS - 1 SECURITY VIOLATIONS

Security Badge Violations

- Altering the appearance of a security badge with stickers or other encumbrances
- Failure to display a security badge above the waist, below the neck, on the outermost garment
- Display or use of a security badge for company not working for at the time
- Failure to challenge individuals not displaying a security badge
- Failure to cooperate during a security badge challenge
- Using or attempting to use an expired security badge
- Using or attempting to use a security badge previously reported lost or stolen

Reporting Violations

- Failure to immediately report a challenge failure to OPD/Airport Officials
- Failure to immediately report any security violation or suspicious behavior to OPD/Airport Officials
- Failure to immediately report ACAMS alarms and/or wait for responding OPD/Airport Officials

Clear Zone Violations

- Violation of AOA perimeter clear zone

CLASS - 2 SECURITY VIOLATIONS

Security Badge Violations

- Failure to immediately produce a security badge when challenged

Escort Violations

- Not controlling or monitoring an escorted vehicle (e.g. not positioned as lead vehicle)
- Not controlling or monitoring escorted person(s) or following approved escort procedures
- Failure to transfer escorting responsibilities to an authorized escort
- Escorting without having a communication means to immediately contact OPD/Airport Officials

Access Violations

- Forcing open a security door by any means
- Accessing or within a Restricted Area without a security badge in possession
- Leaving a Restricted Area door or gate open and unattended
- Failure to ensure a Restricted Area vehicle gate closes and secures before departing
- Failure to ensure a Restricted Area pedestrian door closes and secures before departing

Reporting Violations

- Failure to immediately report a lost or stolen security badge or security key

Other Violations

- Failure to comply with Duty-Free Security Tamper Evident Bag (STEB) procedures
- Performing Restricted Area access point and/or security measure modifications without airport approval, to include addition, modification or removal of CCTV systems.
- Causing disruption at the TSA screening checkpoint
- Failure to comply with lawful orders from Airport Officials, to include OPD and TBI personnel
- Authorized Signatory violations
- Jeopardizing public safety
- Leaving prohibited items unsecured in a sterile area
- Failure to secure, inventory, log, or audit sterile area prohibited items

CLASS - 3 SECURITY VIOLATIONS

Access Violations

- Accessing Restricted Area by Piggybacking or Tailgating
- Loaning a security key or controlled combination code to another authorized badgeholder
- Using another authorized individual's security key or controlled combination code

Interference Violations

- Interfering with security screening or security procedures

CLASS - 4 SECURITY VIOLATIONS

Security Badge / Security Key Violations

- Loaning a security badge to any individual
- Using another individual's security badge
- Duplication of a security badge or security key

Access Violations

- Knowingly allowing unauthorized access to a Restricted Area
- Entering a Restricted Area during a security badge suspension period.

Escorting Violations

- Knowingly escorting an individual having a suspended or revoked security badge

Other Violations

- Altering, defacing, tampering or vandalizing airport property, security systems, devices or security badge
- Failing to comply with security screening or security procedures
- Knowingly introducing a TSA prohibited item into the sterile area not required for official duties
- Failure to pay security violation administrative fine within fourteen (14) business days
- Failure to disclose an arrest for any disqualifying offense
- Bypassing the screening checkpoint when personally traveling and/or escorting someone who's traveling on a commercial flight
- Bypassing, eluding, or evading any airport security system, inspection or procedure

- Circumventing security equipment or facilities or deliberately compromising security

All Security Violations include the issuance of 1). Notice of Violation, and 2). On the Spot Counseling by the Issuing Official(s); and may include TSA Referral Action.

2 Year Period	Class - 1 Violations	Class - 2 Violations	Class - 3 Violations	Class- 4 Violations
1 st Offense	<ul style="list-style-type: none">• Remedial Training	<ul style="list-style-type: none">• \$200.00 Administrative Fine• 7-Day• Suspension of Security Badge• Remedial Training: [Badgeholder and his/her Supervisor or Manager]	<ul style="list-style-type: none">• \$300.00 Administrative Fine• 14-Day• Suspension of Security Badge• Remedial Training: [Badgeholder and his/her Supervisor or Manager]	Revocation of Security Badge, Keys & Restricted Area Access
2 nd Offense	<ul style="list-style-type: none">• \$50.00 Administrative Fine• 7-Day Suspension of Security Badge• Remedial Training: [Badgeholder and his/her Supervisor or Manager]	<ul style="list-style-type: none">• \$400.00 Administrative Fine• 14- Day Suspension of Security Badge• Remedial Training: [Badgeholder and his/her Supervisor or Manager]	<ul style="list-style-type: none">• \$500.00 Administrative Fine• 30-Day• Suspension of Security Badge• Remedial Training: [Badgeholder and his/her Supervisor or Manager]	
3 rd Offense	<ul style="list-style-type: none">• \$200.00 Administrative Fine• 14-Day Suspension of Security Badge• Remedial Training: [Badgeholder and his/her Supervisor or Manager]	Revocation of Security Badge, Keys & Restricted Area Access	Revocation of Security Badge, Keys & Restricted Area Access	
4th Offense	Revocation of Security Badge, Keys & Restricted Area Access			

OTHER OFFENSES

2 Year Period UNACCOUNTABLE SECURITY BADGES AND SECURITY KEYS		
<i>*Prior to the re-issuance of any airport property reported stolen (security badge or security key), a copy of the associated Police Report must be provided to the Security Badge Office.</i>		
1st Offense	* Lost or Stolen <u>Security Badge</u> <ul style="list-style-type: none"> 48-hour Badge Recovery Waiting Period \$70.00: SBO Re-issuance Fee 	* Lost or Stolen <u>Security Key</u> <ul style="list-style-type: none"> 48-hour Key Recovery Waiting Period \$70.00: SBO Re-issuance Fee Indemnification of Re-key/core costs
2nd Offense	* Lost or Stolen <u>Security Badge</u> <ul style="list-style-type: none"> 48-hour Badge Recovery Waiting Period \$100.00: SBO Re-issuance Fee 	* Lost or Stolen <u>Security Key</u> <ul style="list-style-type: none"> 48-hour Key Recovery Waiting Period \$100.00: SBO Re-issuance Fee Indemnification of Re-key/core costs
3rd Offense	Lost or Stolen <u>Security Badge</u> or <u>Security Key</u> <ul style="list-style-type: none"> No Re-Issuance within a two (2) year period Revocation of Security Badge, Keys & Restricted Area Access 	
All Offenses	TSA-Issued Civil Penalty to the Airport – Employee or Company Violations <ul style="list-style-type: none"> Company Indemnification to the Airport Separated Employee – Company Violations <ul style="list-style-type: none"> \$250.00 Administrative Fine: Failure to Recover Security Badge or Key upon Employee Separation. \$250.00 Administrative Fine: Failure to Demonstrate Security Badge or Security Key Recovery Efforts. 	

ATTACHMENT 2 GUIDANCE

ADMINISTRATIVE FINES: Payable to the Ontario International Airport Authority (OIAA) by the sponsoring tenant or permittee no later than fourteen (14) business days from the date of issuance. Administrative fines remaining unpaid after this time period will result in the suspension or revocation of the offender's security badge.

APPEALS: All appeals must be requested in writing and addressed to the Airport Security Coordinator or designee within five (5) business days of the Violation Hearing. The request shall set forth the specific objections to the punitive action, the basis of the appeal, and include any and all supporting material. If no appeal is received within the allotted time, permanent penalties will be assessed based upon the offense cited.

APPLICABILITY: The Security Violation Corrective Actions Schedule applies to all security badgeholder violations committed within a rolling twenty-four (24) month period. Other violations not listed above will be classed with similar violations, at the Airport Security Coordinator's and/or

Hearing Officer's discretion. Violations more serious than those listed, that may pose a threat to the health, welfare, and safety to people, property, or the airport; or failure to complete required corrective actions, may result in the suspension or revocation of the individual's security badge, airport permits, and privileges.

SECURITY BADGE AND SECURITY KEY RECOVERY ADMINISTRATIVE FINE(S):

Failure to Recover Security Badge or Security Key: A \$250.00 administrative fine applies to any security badge or security key not recovered at the time of employee separation, transfer, or completion of a project or contract. The administrative fine shall be assessed against any company failing to provide the Security Badging Office, within ten (10) business days of the employee's separation, transfer, or completion of a project or contract, the recovered security badge or security key.

Failure to Demonstrate Recovery Efforts: A separate and distinct \$250.00 administrative fine shall be assessed against any company failing to provide the Security Badging Office, within ten (10) business days of the employee's separation, transfer, or completion of a project or contract, a completed Badge Recovery Form, issued by the Security Badge Office, demonstrating the company's reasonable efforts to recover a security badge or security key.



RULES AND REGULATIONS

This Page Intentionally Blank

APPENDIX 6 – TARMAC DELAY PLAN

Ontario International Airport (ONT) Irregular Operations (IROP) Contingency Plan

To assist the needs of airlines and passengers at ONT, and in consideration of the challenges associated with handling unscheduled and unplanned commercial aircraft diverted to ONT from their original destination, the airport has developed an IROP Plan. It remains the overarching goal of ONT to ensure the operational integrity of the airport is maintained to the greatest extent possible during IROP conditions. This plan follows and is compliant with Section 415 of the Federal Aviation Administration (FAA) Modernization and Reform Act of 2012.

Originally developed as the Diverted Aircraft and Passenger Plan (DAPP) implemented at ONT in late 2008, the current ONT IROP Contingency Plan is a coordinated effort with and utilization of combined resources from U.S. Customs and Border Protection (CBP), Transportation Security Administration (TSA), Domestic and International Air Carriers and aircraft servicing companies operating at ONT. The common goal is to provide here-to-for unavailable aircraft and passenger services for all flight activity required to return to their departure gate at ONT or divert to ONT from their originally scheduled destination for any reason.

The success of the ONT IROP Plan is dependent upon the full and continued participation of Airlines, Agencies, Departments, Sections and Companies as set forth herein and as approved by the IROP Contingency Response Committee.

1. ONT Airside Operations:

ONT Airside Operations personnel have overall responsibility for ensuring the operational integrity of the airfield is maintained in compliance with all Federal, State, County of San Bernardino, City of Ontario, Ontario International Airport Authority (OIAA), and ONT Rules and Regulations, without fail or exception.

ONT Airside Operations is also responsible for planning, assigning and approving all non-exclusive leasehold area aircraft gate/pad use and aircraft parking for domestic and international passenger and cargo aircraft operating at ONT. This also includes those air carriers diverted to ONT due to then existing operational conditions at the scheduled destination airport resulting in the flight being diverted to ONT.

In anticipation of and during any IROP, ONT Airside Operations personnel shall:

- a. Monitor forecasted and current weather conditions at ONT and other SoCal commercial airports to allow advanced planning and any impact to normal aircraft operations at ONT and then make or cause to make diversion aircraft event advisories to OFD Station 10, OPD Airport Bureau, ONT airline and tenant group as necessary.

- b. Make appropriate notifications to the TSA ONT Coordination Center (OCC) and to the CBP Watch Commander at Los Angeles International Airport (LAX) for their planning purposes and assistance as required.
- c. Make or cause to make appropriate notification to ONT-TEC Dispatch for their notification to the domestic and international airline group at ONT and for assistance as required.
- d. Make or cause to make notification to the ONT Executive Director, other ONT senior management and ONT Public Affairs personnel for dissemination of information and assistance as required.
- e. Coordinate with ONT FAA Air Traffic Control Tower personnel to ensure all scheduled and non-scheduled aircraft are received, directed, and positioned at ONT in the most safe and efficient manner possible.
- f. Confirm aircraft and passenger handling activities are in place with each affected airline and or their contracted designee(s) at ONT.
- g. Assist (if personnel are available based upon then current operational conditions at ONT) passenger shuttle busses for on-airport movement of passengers to, from aircraft and the passenger terminal facilities.
- h. Assign and make available passenger holding areas at ONT within specified sections of Terminal 1, Terminal 2, Terminal 4, the closed portion of Terminal 4 and, or the FIS as confirmed and approved by the affected airline and in the case of international passengers, CBP. In non-emergency situations, passengers will not be permitted to deplane any aircraft without airline personnel present to handle and direct their passengers accordingly. In the case of International arriving passengers, the affected airline must have prior approval from CBP to deplane un-cleared passengers at ONT. The airline must have representatives present at ONT to handle and direct international passengers without exception. CBP personnel must be present to process and clear international passengers at ONT through the FIS.
- i. Conduct bi-annual IROP Contingency Plan meetings with ONT domestic and international airlines, tenants and aircraft service companies, LAX International airlines, TSA, CBP, FAA and other affected agencies, departments, and sections.
- j. Make or cause to make, notification to the ONT Consolidated Rental Car Facility and ONT Door to Door Shuttle operators of IROP activity and the possibility for late and unscheduled passengers.

2. OPD Airport Bureau:

In anticipation of and during an IROP event, the on duty OPD Airport Bureau Supervisor shall:

- a. Provide assistance to Airside Operations with delayed, unscheduled or diverted aircraft activity, passenger escort and security **as requested by ONT Airside Operations personnel, (909) 214-7682 or (909) 214-7683.**
- b. Assist airline personnel as necessary with escort and containment of domestic and international passengers in aircraft and in-bond passenger terminal transit areas as necessary.
- c. Provide passenger terminal facility security.
- d. Provide aircraft ramp area security at passenger terminals and remote aircraft parking pad locations as requested.

3. ONT U.S. Customs and Border Protection:

In anticipation of and during an IROP event at ONT, ONT CBP shall:

- a. Provide direction and services to all international airlines diverted to ONT on a 24/7 basis.
- b. Request additional CBP staff from LAX CBP Watch Commander for the purpose of clearing International passengers at ONT upon request by the international airline.
- c. In consideration of DOT Tarmac delay time limits (four hours maximum time established from aircraft wheels down time at ONT), LAX CBP personnel to be dispatched to ONT within a time period normally not to exceed two hours.
- d. CBP shall approve and monitor the transfer of international passengers from any diverted aircraft location to the ONT FIS or other approved holding area as identified by Airside Operations at ONT.
- e. CBP shall approve and monitor transfer of international passengers via shuttle busses or other conveyance used to transport passengers from the diverted aircraft location to the ONT FIS or other approved holding area as identified by Airside Operations at ONT.
- f. CBP shall continue to provide passenger and aircraft clearance services to ONT scheduled international flights apart from diverted flight activities.

3. **LAX U. S. Customs and Border Protection:**

During an IROP event at ONT, LAX CBP shall:

- a. Upon notification from ONT CBP, and as requested by the affected intentional airline, provide additional CBP personnel from LAX to assist clearance of diverted International passengers to ONT.
- b. The LAX CBP Watch Commander shall make every effort to dispatch LAX CBP personnel to ONT within two hours.
- c. The LAX CBP Watch Commander shall ensure LAX CBP personnel are familiar with the ONT IROP and keep a copy of the ONT IROP on file and available to LAX CBP personnel for review.

4. **Transportation Security Administration (TSA):**

In anticipation of and during an IROP event at ONT, TSA shall:

Provide and dispatch additional TSA staff for the purpose of screening unscheduled outbound passengers in coordination with the affected airline at ONT.

5. **Domestic and International Airlines:**

In anticipation of and during an IROP event at ONT, all airlines shall:

- a. Notify ONT Airside Operations of each known delayed flight activity originating from ONT and any unscheduled diverted flight activity without exception.
- b. International airlines must notify the CBP Watch Commander at LAX of any planned ONT diversion activity.
- c. Each international airline must request prior approval from CBP to disembark or process passengers at ONT.
- d. Domestic and international airlines must confirm their intent with ONT Airport Operations to offload unscheduled and or international passengers at ONT and coordinate the location for this activity without exception.
- e. Request ONT Airport Operations staff to arrange for ONT passenger shuttle busses for the on-airport transfer of passengers from the aircraft at remote locations to the approved passenger terminal.
- f. Make all necessary arrangements for the transfer and transportation of passengers from ONT terminal locations to LAX or other locations such as hotels, motels, charter busses etc, as set forth by the airline involved.

- g. Supervise, assist, facilitate and control the disembarking of passengers into the FIS or other holding area as identified by Airport Operations personnel at ONT.
- h. Supervise international passengers waiting in the temporary holding areas and prevent the commingling of passengers from other different flights.

6. **Airline and Airline Support Personnel from Other SoCal Airports**

- a. Airline and support personnel responding to ONT from LAX or other SoCal airports for the purpose of providing services to a diverted aircraft and passengers at ONT are required to make prior contact with their ONT company counterparts or contracted aircraft handling service provider at ONT to arrange escort to and from the diverted aircraft and for access into any ACAMS controlled area as necessary.
- b. No unescorted access privilege shall be granted to non-ONT airline or support employees within restricted areas of ONT. This also includes the footprint of the aircraft for which non-ONT employees have responded to ONT.
- c. Non-ONT badged employees are prohibited from operating any vehicle on the AOA at ONT.
- d. Non-ONT badged employees shall not attempt to pass through any ACAMS door without the escort of their ONT sponsor.
- e. ONT airline or ground handling personnel acting as the sponsor for diverted aircraft at ONT must advise ONT Airside Operations personnel of each diverted flight operation and final disposition of the diverted flight and passengers.

7. **IROPS Contingency Response Committee Contact Information at ONT and/or LAX:**

a. **Aircraft Ground Handling Companies at ONT:**

Airport Terminal Services (ATS)

Attn: Patti Smetzer – General Manager

(909) 937-1270 Office number or 24 hr cell phone (562) 676-8763

Delta Global Services (DGS)

Attn: Elvia Revis – Station Manager

(909) 605-7380 or (909) 605-7381 Office numbers

Aircraft Services International Group (ASIG)

Attn: Kyle Stephens – General Manager – ONT

(909) 937-2378 Office number or 24/7 cell (206) 853-2166

b. **Aircraft Into-plane Refueling Agents at ONT:**

Aircraft Services International Group (ASIG)

24 hr - Fueling Supervisor (909) 821-1973

Guardian Jet Center

Attn: Dan LeBouf – General Manager
(909) 605-6366 Office number

c. Airline Contacts at ONT:**Alaska Airlines**

Attn: XXXX – Station Manager
(909) 937-8983 Office number

American Airlines

Attn: Sherryl Cairns – Station Manager
(909) 937-8800 Office number or 24 hr cell (909) 214-2026

China Airlines

Attn: Sherry Chien – Station Manager
(XXX) XXX-XXXX

Delta Airlines

Attn: Al Cardenas – Station Manager
(909) 605-7370 Office number or 24 hr cell phone (XXX) XXX-XXXX

Frontier Airlines

Attn: Mike J. Pettigrew
(XXX) XXX-XXXX

JetBlue

Attn: XXXX
(XXX) XXX-XXXX

Southwest Airlines

Attn: Jesse Perez – Station Manager
(909) 975-3851 Office number or 24 hr cell phone (310) 940-9709

Attn: XXXX – Assistant Station Manager
(909) 975-3851 Office number or 24 hr cell phone (909) 322-6136

United Airlines

Attn: – XXXX
(909) 605-2200 Office 24/7 cell (909) 816-4935

Supervisor 24/7 cell XXXXX
Supervisor 24/7 cell XXXXX

Volaris

Attn: XXXX

(XXX) XXX-XXXX

d. Baggage Handling and Delivery Service at ONT:

Sierra Aviation Group

Attn: Jim Mog – General Manager
(909) 948-9900 Office number

e. Airside Operations at ONT:

Airside Operations General Manager: (XXX) XXX-XXXX
Airside Operations 24 hr cell phone: (909) 214-7682 or (909) 214-7683

f. Airport Police Bureau at ONT:

Police Dispatch 24 hr phone: (909) 933-5611

g. U. S. Customs and Border Protection (CBP) at LAX

CBP Watch Commander 24 hr phone: (310) 568-7547 or (310) 568-7501

h. Transportation Security Administration (TSA) at ONT:

TSA ONT Coordination Center 24 hr phone: (909) 472-0140



RULES AND REGULATIONS

This Page Intentionally Blank

APPENDIX 7 – A380 OPERATIONAL PLAN & IRREGULAR OPERATIONS

APPENDIX 7 UNDER REVISION.



RULES AND REGULATIONS

This Page Intentionally Blank