



# RULES of the

## COLUMBUS REGIONAL AIRPORT AUTHORITY

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- PORT COLUMBUS INTERNATIONAL AIRPORT
- RICKENBACKER INTERNATIONAL AIRPORT
- BOLTON FIELD AIRPORT

Effective July 20, 2009

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## **SECTION 1 GENERAL RULES**

### **Section 1.1 GENERAL**

A. Citation Reference – These rules shall be known and may be cited as the Columbus Regional Airport Authority Rules for Port Columbus International Airport, Rickenbacker International Airport, and Bolton Field Airport (Rules).

B. Authority – The Rules govern actions of persons and organizations at Port Columbus International Airport, Rickenbacker International Airport, and Bolton Field Airport as those terms are defined below. These Rules are enacted pursuant to Ohio Revised Code, Section 4582.31(A) (14) and are intended for the safe, orderly, and efficient operation of the Airport. These Rules replace any previous rules on the same subject and are in addition to, and not in place of, any federal, state, or local regulation or law.

### **Section 1.2 SCOPE**

The airports are operated by the Columbus Regional Airport Authority (“Airport Authority” or “Authority”). The Airport Authority is organized and empowered pursuant to Section 4582, et. Seq., Ohio Revised Code.

### **Section 1.3 COMPLIANCE AND ENFORCEMENT**

A. The President & CEO or designees are hereby empowered by the Airport Authority and its Board of Directors, to enforce these Rules and to utilize the personnel and assets of the Airport Authority to that end.

B. The Authority may take any lawful and legal action necessary in order to maintain the safety and security of the Airport as required by 49 CFR Parts 1540 and 1542 and 14 CFR Part 139, and any federal, state, or local law, ordinance, or regulation.

C. The Authority’s goal is voluntary compliance with these Rules by all employees and users of the Airport.

D. Persons shall comply with any lawful order given by Authority personnel; federal, state, or local governmental officials; or, any other designee vested with authority to issue orders on the Airport in furtherance of the enforcement of the safety and security of the airport pursuant, but not limited to 49 CFR Parts 1540 and 1542; 14 CFR Part 139; Federal Security Directives; or, any other applicable federal, state, or local law, ordinance, or regulation.

E. No person shall knowingly present, display or orally communicate false information to Authority personnel or designee.

### **Section 1.4 VIOLATION, SEVERABILITY, AND INTERPRETATION**

A. These Rules constitute a dual system of enforcement. They are enforceable as rules governing the use of the Authority’s property, grounds, buildings, equipment and facilities in order to promote the public safety and convenience and are promulgated pursuant to Section 4582.31(A)(14), Ohio Revised Code.

B. These Rules are also enforceable by contract against tenants, contractors, subcontractors, employees, ground transportation companies, agents and others granted access to the Authority.

C. Violation of Rules – Any person who violates, disobeys, omits, neglects, or refuses to comply with any of the provisions of these Rules, or any lawful order issued pursuant thereto, may be denied use of the Airport by the President & CEO or designee in addition to other penalties imposed by these Rules or any other applicable federal, state, or local law, ordinance, or regulation.

D. Violations of these Rules shall not be considered a criminal offense for any purpose. A person who commits a violation of these Rules shall not be arrested as a result of the commission of the violation.

E. Persons violating these Rules may also be charged with a minor misdemeanor for such violation, punishable by a fine of up to \$100.00, pursuant to Section 4582.31(C), Ohio Revised Code.

F. Severability and Interpretation

1. If any portion of these Rules is, for any reason, held to be unconstitutional, invalid, or ineffective by any court of competent jurisdiction, or other competent agency, including the passage of legislation, such decision shall not affect the validity or effectiveness of the remaining portions of the Rules or any part thereof and, to the extent possible, the affected portion or portions of these Rules shall be automatically conformed to the changes in the law.

2. In the event that any provision of these Rules is deemed to be ambiguous and a determination as to the meaning of the provision is required, the matter shall be referred to the President & CEO or designee. The determination of the President & CEO or designee as to the meaning of the provision shall be final and shall be deemed to be incorporated in these Rules as though it were fully set forth herein.

#### **Section 1.5 COMPLIANCE WITH RULES**

A. Any permission granted by the Authority, directly or indirectly, expressly or by implication or otherwise, to any person to enter or to use the Airport or any part thereof, is conditioned upon compliance with the Rules of the Authority.

B. Any permission granted by the Authority under these Rules is conditioned upon the payment of any and all applicable fees and charges established by the Authority.

C. The Authority may prohibit any conduct that violates any requirement for, or condition of, the receipt of federal grant in aid funds, the approval of the imposition of Passenger Facility Charges, or any other governmental program in which the Authority participates to obtain funds for use at an airport.

#### **Section 1.6 SUSPENSION OF RULES DURING CRITICAL OR EXIGENT CIRCUMSTANCES**

A. Whenever critical or exigent circumstances exist, the President & CEO or designee may suspend these Rules, or any part of them, at his/her discretion and judgment and he/she may, in addition, issue such oral directives, and rules as may be necessary.

B. Written directives, special notices, or memoranda of an operational nature may be issued by the President & CEO or designee under the authority of these Rules and shall have the full force and effect as these Rules.

## **Section 1.7 CONSTRUCTION**

A. In these Rules, unless the context requires otherwise:

1. Words importing the singular include the plural;
2. Words importing the plural include the singular;
3. Words importing the masculine gender include the feminine.

B. In these Rules, the word:

1. “Must” is used in an imperative sense;
2. “May” is used in a permissive sense to state authority or permission to do the act prescribed, and the words, “no person may...” or “a person may not...” mean that no person is required, authorized, or permitted to do the act prescribed; and,
3. “Includes” means, “includes but is not limited to”.

**SECTION 2  
TRAFFIC AND PARKING**

**Section 2.1. Registration of Motor Vehicles**

A. Registration and Permit Required

1. All persons employed at the Airport, or who conduct business at the Airport shall register their motor vehicle with the Ground Transportation Section, and obtain and display a permit, decal or AVI card on the registered vehicle, unless such vehicle is parked in a pay parking facility or a parking area not controlled by the Authority.

2. No person who is required to register a motor vehicle, but who has not so registered, shall park such motor vehicle on any street, roadway, land or property of the Authority other than pay parking facilities.

B. Application Forms

Registration of commercial vehicle operators or motor vehicles shall be made using application forms prescribed by the Authority. Such application forms shall be accompanied by fees established by the Authority. See Section 8.

C. Giving False Information

No person shall give false information when registering a company or motor vehicle or applying for a permit. If false information is given by any person, the registration may be held to be invalid, the permit, decal, or AVI card issued may be revoked and the person giving the false information may be denied a permit for a period of one calendar year. Additionally, the person may be referred to proper authorities for additional disciplinary action as deemed appropriate.

D. Reserved Lot Permits

Reserved lot parking permits may be granted under guidelines and procedures established by the Authority.

E. Special Event Parking

The Authority shall establish guidelines and procedures by which arrangements shall be made to provide parking for visitors who are to attend and take part in training sessions, special events and other special meetings. In order to make special parking arrangements, the requestor shall present a written request to the Ground Transportation Section at least ten days prior to the commencement of the event, identifying the location of the event and the number of persons involved, and shall give such other information requested. Upon receipt of such information, arrangements will be made to provide parking areas for the persons participating, and appropriate permits may be issued designating the area in which those persons shall park their vehicles. Any special permits needed for events not outlined herein must be approved by the Ground Transportation Section prior to their issuance.

F. Media Parking

1. The Ground Transportation Section may authorize a designated parking area for media representatives while on official business.



2. The news media shall notify the Business Development and Communications Division of the Authority prior to arrival at the Airports.

3. The Business Development and Communications Division shall inform media representatives of proper parking procedures.

G. Display of Permits: Transfer of Vehicles

1. Decals, stickers or AVI cards, when issued, shall be displayed on the motor vehicle for which they are issued in accordance with the guidelines and procedures established by the Ground Transportation Section.

2. If a motor vehicle for which a permit has been issued is no longer being operated, the decal, sticker, or AVI card shall be removed from the vehicle and the remnants, or the entire functioning AVI card, as applicable, presented to the Ground Transportation Section for issuance of a new decal, sticker, or AVI card for the new vehicle. A fee may be charged for the replacement decals or stickers. If no such remnants are presented for replacement decals or stickers, the applicant must show proof that the decal is unobtainable, and an affidavit shall be signed certifying that the previous decals or stickers have been destroyed and shall assume full responsibility for their unauthorized use if found in service.

H. Unauthorized Use of AVI Cards

1. AVI cards are not transferable from company to company or individual to individual and are to be used only with the vehicles registered with the Ground Transportation Section and displaying the corresponding parking decal, if issued.

2. AVI cards are the property of the Authority, and may be deactivated and/or recalled if not used in accordance with these Rules.

I. Visitor and General Public Parking

Visitors to the Airport shall park in designated parking spaces in any public parking facility.

**Section 2.2. Parking Prohibitions in Specified Places**

A. No person shall stop, stand, or park a vehicle except when necessary to avoid conflict with any other traffic or to comply with the directions of a police officer or a traffic control device in any of the following places:

1. On a sidewalk, except a bicycle.

2. Within ten (10) feet of a fire hydrant.

3. Within fifty (50) feet of the nearest rail of a railroad crossing.

4. Within twenty (20) feet of the driveway entrance to any fire station, and on the side of a street opposite the entrance to any fire station, within seventy-five (75) feet of such entrance when it is properly posted with signs.

5. At any place designated as “no parking” pursuant to these Rules.

6. At any place designated as “no stopping” pursuant to these Rules.
7. In front of any auto-mail box for a distance of twenty (20) feet in each direction from the auto-mail box, when it is properly posted with signs.
8. In a handicapped designated parking space unless the vehicle is a handicapped designated vehicle as defined in Appendix A or a handicapped designated vehicle from a state other than Ohio entitled to reciprocity pursuant to Section 5502.03 of the Ohio Revised Code.
9. Other than a motor bus, in a bus loading area, when such area has been officially designated and appropriately posted with a sign, except the driver of a passenger vehicle may stop temporarily therein for the purpose of, and while actually engaged in, loading or unloading passengers, when such stopping does not interfere with any motor bus entering or leaving such bus loading area.
10. Any place marked as a loading zone for any period of time longer than is necessary for the expeditious loading or unloading of passengers or merchandise.
11. At each place where individual parking spaces are so marked off, each vehicle shall be parked entirely within an individual parking space.

B. No person shall stop a vehicle in such a way as to obstruct any street, highway, or crosswalk except in case of accident or other emergency or when directed to stop by a police officer. In such cases, the operator shall move on again as soon as possible.

C. Every vehicle stopped or parked upon a roadway where there is an adjacent curb shall be stopped or parked with the curb side wheels of such vehicle parallel with and not more than twelve (12) inches from the curb, unless it is impossible to approach so close to the curb; in such case the stop shall be as close to the curb as possible and only for the time necessary to discharge and receive passengers or to load or unload merchandise.

### **Section 2.3. General Enforcement**

#### **A. Application of Rules to Government Vehicles**

The provisions of these Rules shall apply to the driver of any vehicle owned by or used in the service of the United States Government, the State of Ohio and its political subdivisions. No such driver shall violate or fail to comply with any of the provisions of these Rules, except as may be otherwise provided in these Rules or in State Statutes.

#### **B. Liability for Parking Violations**

1. In any action charging a violation of these Parking Rules governing the stopping, standing or parking of a vehicle, it is presumed that the person who has registered such vehicle with the State of Ohio Bureau of Motor Vehicles was the person who parked or placed such vehicle at the point where, and for the time during which, such violation occurred.
2. The owner of a vehicle shall be entitled to establish non-liability for violation of these Rules by proving the vehicle was in the care, custody, or control of a person other than the owner at the time of the violation pursuant to a written rental or lease agreement or affidavit providing that

except for such agreement, no other business relationship with respect to the vehicle in question exists between the operator and owner.

3. Proof that the vehicle was in the care, custody, or control of a person other than the owner shall be established by sending a copy of such written rental or lease agreement or affidavit to the Authority within thirty (30) days from the date of receipt by the owner of the notice of violation. The furnishing of a copy of a written rental or lease agreement or affidavit shall be prima-facie evidence that a vehicle was in the care, custody, or control of a person other than the owner.

## **Section 2.4 Special Uses of Public Ways**

### **A. Restrictions on Motorcycles, Motorized Bicycles and Non-motorized Traffic**

1. The Authority is hereby authorized to determine and designate those heavily traveled streets and roadways upon which the use of motorcycles, motorized bicycles, bicycles, horse-drawn vehicles or other non-motorized traffic is prohibited. The Authority shall erect appropriate signs giving notice thereof.

2. When signs are so erected giving notice thereof, no person shall disobey the restrictions stated on such signs.

### **B. Restrictions on Commercial Vehicles**

When signs are erected by the Authority giving notice thereof, no person shall operate a commercial vehicle at any time upon any of the streets, roadways, or parts of street or roadways posted except that such vehicles may be operated thereon (upon approval) for the purpose of delivering or picking up materials or merchandise if they are so operated by entering such street or roadway at the intersection nearest the destination of the vehicle and proceeding thereon no farther than the nearest intersection thereafter.

### **C. Restricted Streets and Roadways**

1. The Authority is hereby authorized to declare any street or roadway or part thereof to be a restricted street or roadway and to place appropriate signs or devices in such street or roadway indicating and helping to protect the same.

2. Whenever authorized signs are erected indicating that a street or roadway or part thereof is a restricted street or roadway, no person shall drive a vehicle upon any such street or roadway or portion thereof except drivers of vehicles having business in, or whose residences are within, such closed area, and then any such driver shall exercise the greatest care in driving upon any such street or roadway or portion thereof.

### **D. Restriction on Vehicles of Excess Weight**

The Authority may establish guidelines and procedures for access to the airport terminal building by vehicles of excessive weight.

## **Section 2.5 Traffic Control Devices**

### **A. Authority to Install**

The Authority may place and maintain traffic control signs, signals and devices when and as required under these Rules to make effective the provisions of these Rules. The Authority may place and maintain such additional traffic control devices as may be deemed necessary to regulate traffic and parking under these Rules or under State Statutes or to guide or warn traffic.

### **B. Obedience to Devices**

No driver of a vehicle shall fail to obey the instructions of an official traffic control device applicable thereto placed in accordance with the provisions of these Rules, unless otherwise directed by a law enforcement officer or traffic control officer subject to the exceptions granted the driver of an authorized emergency vehicle in these Rules.

### **C. Signs Required for Enforcement**

No provision of these Rules for which signs are required shall be enforced, and no assessment shall be made against an alleged violator, if, at the time and place of the alleged violation, an official sign is not in proper position and sufficiently legible to be seen by an ordinarily observant person. Whenever a particular Rule does not state that signs are required, such Rule shall be effective even though no signs are erected or in place.

### **D. Loading Zones**

The Authority shall determine the location of passenger and freight loading docks and curb loading zones and shall place and maintain appropriate signs indicating the same and stating the hours during which they may be lawfully used.

## **Section 2.6 Damaging Curbs, Sidewalks or Traffic Control Devices**

Any person having charge of a vehicle who drives into or against any curbing, sidewalk or traffic control device along a street or roadway, thereby cracking, breaking or otherwise damaging the same, and any person who cracks, breaks or otherwise damages or defaces the same in any manner, shall be responsible for the repair or replacement of the damaged curb, sidewalk or traffic control devices.

## **Section 2.7 Impounding of Vehicles**

### **A. Disabled Vehicles**

1. Law enforcement officers and designees are hereby authorized to remove or direct the removal of a vehicle from a street or roadway to the nearest garage or other place of safety when a vehicle upon a street or roadway is so disabled as to constitute an obstruction to traffic.
2. If a vehicle is towed to and stored in a public garage, the towing company shall follow all rules and regulations governing impounded vehicles from private property pursuant to Columbus City Code, Section 2100, et. seq.
3. If a vehicle is impounded and stored on Authority property, the officer shall immediately attempt to ascertain the name of the owner and shall notify the owner of the action taken. If the officer

is unable to notify the owner and the vehicle remains impounded for a period of thirty days, then the officer shall cause the vehicle to be disposed of in accordance with the State Statutes applicable to abandoned vehicles.

B. Parking Violation

A vehicle parked, stopped or standing on a public street or highway in commission of a parking violation is subject to impoundment. Such impoundment shall follow all rules and regulations, including fees, governing Impounding of Vehicles, Columbus City Code, Section 2100 et seq.

**Section 2.2. ENFORCEMENT AND PENALTIES – See SECTION 12**

## **SECTION 3 PERSONAL CONDUCT**

### **Section 3.1 COMPLIANCE WITH SIGNS**

Persons using airport premises and equipment shall observe and obey posted signs, fences and barricades including, but not limited to, those prohibiting entry to restricted areas, or governing activities and demeanor.

### **Section 3.2 USE OF AIRPORT PREMISES**

#### **A. Conduct**

1. No individual, singularly or in association with others, shall by his, her or their conduct, or by congregating with others, prevent any other person(s) lawfully entitled thereto from the use and enjoyment of the airport and its facilities or any part thereof, or prevent any other person(s), equipment or vehicles lawfully entitled thereto from passage from place to place, or through entrances, exits or passageways on the airport.

2. Individuals employed at the airport shall not engage in unprofessional conduct including, but not limited to, watching television for extended periods of time, sleeping, or engaging in loud or abusive conversation in public areas; or, consuming food or beverages other than in areas designated for such consumption or in non-public lease hold areas.

3. The airport is not a public forum. Permitted picketing or leafleting shall only be conducted in designated areas of the airport and only after receipt of written permission of the President & CEO or designee. Applications may be obtained from the office of the General Counsel.

#### **B. Non-motorized carts and strollers**

1. Strollers and carts are prohibited on all escalators and moving walkways at the airport.

2. Baggage carts used in commercial operations shall be stored in areas specifically designated by the Authority Properties Division. Such areas may be modified by the Authority from time to time by giving written notice to the affected persons.

#### **C. Commercial deliveries utilizing carts or dollies shall use stairs or service/freight elevators.**

### **Section 3.3 SKATEBOARDS, BICYCLES, ROLLER BLADES, AND SCOOTERS**

1. The recreational use of skateboards, bicycles, roller blades, roller skates, scooters, Segways®, and other similar devices, is prohibited on the airfield, roadways, sidewalks, parking areas, equipment, terminal and parking garage of the airport except as authorized by the President & CEO or designee.

2. Any use of skateboards, bicycles, roller blades, roller skates, scooters, Segways®, and other similar devices by individuals employed at the airport, on the ramp areas, is prohibited except with the written authorization of the President & CEO or designee. Any such use shall be conditioned upon the receipt by the Authority of an indemnity and release agreement, of the Authority's design, releasing the Authority from all claims of liability by the user, his employer, family and/or estate. Use of safety equipment, including helmet, is required. Liability insurance, naming the Authority as an additional insured, is also required.

**Section 3.4 GAMBLING**

No person shall engage in or operate any form of gambling while on the airport.

**Section 3.5 VENDING MACHINES AND DISPLAY RACKS**

The use of vending machines and display racks is prohibited on the airport except in leasehold areas and in accordance with the terms and conditions of the tenant's lease or as otherwise authorized by the Authority.

**Section 3.6 PROPERTY DAMAGE**

- A. Damage or destruction of airport property is prohibited and persons so involved will be fully liable to the Authority.
- B. No person shall alter, make additions to, or erect any structure or sign or make any excavation on, airport property without prior written authorization of the Authority.
- C. Damage or destruction of property shall be immediately reported to the Airport Communications Center.

**Section 3.7 ALCOHOLIC BEVERAGES**

No person shall consume any alcoholic beverage, or possess an open container of alcohol, upon any portion of the airport except in areas designated for the dispensing and consumption of alcoholic beverages and that have a valid State of Ohio Liquor Permit.

**Section 3.8 ANIMALS**

- A. Except for animals that are to be, or have been, transported by air and are properly confined for air travel, no person shall permit any wild or non-domesticated animal under his or her control or custody to enter the airport.
- B. No individual, other than in conduct of an official act, shall hunt, pursue, trap, catch, injure or kill any animal on the airport without the prior written authorization of the President & CEO or designee.
- C. No person shall feed or do any other act to encourage the congregation of birds or other animals on the airport.
- D. No person shall enter any part of the airport with a domestic animal, unless such animal is to be, or has been, transported by air and is either carried in an individual's arms or otherwise confined so as to be completely under control other than:
  - 1. A disabled person with a service animal;
  - 2. Working animals under the control of authorized handlers who are present at the airport as authorized and approved by the Authority.
- E. No individual shall permit any animal to relieve itself except in designated pet relief areas.

- F. Owners are responsible, financially and legally, for damage or injury caused by their animals.
- G. Owners and other persons having custody or control of an animal while at the airport, whose animals are disruptive, including service and working animals, will be asked to confine the animal while at the airport or to remove the animal from the premises.

### **Section 3.9 FIREARMS AND WEAPONS**

- A. No person, except law enforcement officers with verifiable identification and such other persons authorized by the President & CEO, or designee, shall carry a firearm or weapon into or any terminal, unless the firearm or weapon is encased for shipment for the purpose of checking such firearm or weapon with an airline to be lawfully transported on an aircraft.
- B. Other than as authorized by federal or state law, or as specified in Section 3.9(A) of these Rules, no person shall carry, bring or otherwise transport, a firearm, deadly weapon, dangerous ordnance or other weapon as defined in Sections 2923.11 to 2923.24, Ohio Revised Code, anywhere on Authority premises.
- C. No person shall discharge any firearm or weapon on the airport except in the performance of official Authority duties or as otherwise authorized by the President & CEO or designee.
- D. No person shall furnish, give, sell or trade any firearm or weapon on the airport without prior written authorization from the Authority.

### **Section 3.10 LOST, MISLAID AND ABANDONED PROPERTY**

- A. Any person finding lost, mislaid or abandoned personal property in the public areas at the airport or on Commercial Ground Transportation Vehicles serving the airport shall immediately deposit them with the Authority Public Safety Division. Nothing in this paragraph shall be construed to deny the right of scheduled air carriers, or other tenants, to maintain "lost and found" services for the property of their patrons, invitees or employees. Articles to which the owner is not entitled to lawful possession shall be forfeited to the Authority for disposal in accordance with the provisions of applicable state law.
- B. Funds in excess of \$1,000.00, and personal property valued in excess of \$1,000.00, may be considered to be mislaid rather than lost or abandoned. Property determined to be mislaid will be retained by the Authority.
- C. Final determination of the status of property; whether lost, mislaid or abandoned, will be made by the General Counsel on behalf of the Authority consistent with these rules and applicable law.
- D. In the event a finder disputes the decision of the Authority as to the status of found property, the finder may file suit in a court of local jurisdiction.
- E. Lost and abandoned property, if not returned to its owner within 90 days, may be re-claimed by the finder upon written request to the Authority.

### **Section 3.11 ENFORCEMENT AND PENALTIES – See SECTION 12**



## **SECTION 4 AERONAUTICAL**

### **Section 4.1 DUTY TO REPORT ACCIDENT**

The operator of any aircraft involved in any accident or incident causing personal injury or property damage at an airport shall report the accident promptly to the Airport Communications Center.

### **Section 4.2 DUTY TO REMOVE AIRCRAFT**

The owner or operator of an aircraft involved in an accident or otherwise disabled shall be responsible for organizing and conducting the removal of the disabled aircraft. Disabled aircraft located on the airport shall be removed as soon as the scene is released by FAA and/or the NTSB. All costs incurred for such removal shall be borne by the owner or operator of the aircraft involved. Aircraft Movement Areas or aprons upon which an aircraft accident or incident has occurred shall be opened to aircraft traffic only after the removal of the aircraft, and all debris, by the owner or operator. Such removal shall be to the satisfaction of the President & CEO or designee. If the owner or operator fails, refuses, or is unable to remove the aircraft within a reasonable time as determined by the President & CEO, or designee, the Authority may, without incurring liability, cause the aircraft to be removed and stored off the active airfield. The owner or operator shall pay for the cost of the removal and storage. Reasonable time will be determined by the President & CEO, or designee, based on the circumstances present at the time.

### **Section 4.3 DAMAGE INSPECTION OF AIRPORT FACILITIES**

At the earliest opportunity following notification of a disabled aircraft on the airport, a damage inspection of airport property shall be made by the President & CEO or designee. The Owner or operator of aircraft are responsible, financially and legally, for all damage or injury caused by their aircraft.

### **Section 4.4 MODEL AIRCRAFT**

The flying of model aircraft, kites, balloons and similar devices on the airport is prohibited unless authorized in writing by the President & CEO or designee.

### **Section 4.5 USE OF AIR CARRIER GATES AND RAMPS**

General Aviation aircraft shall not be permitted to park at air carrier gates or on ramps servicing the air carrier passenger terminal unless prior approval is granted by the President & CEO or designee.

### **Section 4.6 ENFORCEMENT AND PENALTIES - See SECTION 12**

**SECTION 5  
FIRE AND SAFETY**

**Section 5.1 FUELING OPERATIONS**

A. Unless otherwise previously approved by the Authority in writing, no civilian aircraft shall be fueled or de-fueled while one or more of its engines is running or is being warmed by an external heating unit. Exception: In a situation whereby the on-board auxiliary power unit is inoperative and in the absence of suitable ground support equipment, an aircraft engine mounted on the rear of the aircraft or on the wing opposite from the fueling location may be operated provided:

1. The operation follows procedures approved by the Federal Aviation Administration (FAA) and published by the aircraft operator to assure safety of the operation; and
2. Prior approval is obtained from the on duty ARFF supervisor.

B. No aircraft or vehicle shall be fueled or de-fueled while inside any building or structure.

C. No civilian aircraft shall be fueled or de-fueled while passengers are on board unless a passenger boarding device is in place at the cabin door of the aircraft, the door is open, and a cabin attendant or other qualified employee of the aircraft owner, trained in emergency evacuation procedures, is at or near the cabin door.

D. Prior to the fueling or de-fueling of aircraft, the aircraft and the fuel transfer apparatus shall be adequately bonded in accordance with National Fire Protection Association (NFPA) standards.

E. Each hose, funnel, or apparatus used in fueling or de-fueling aircraft shall be maintained in good condition.

F. Fueling hoses shall be inspected before use every day. The hose shall be extended as it normally would be for fueling and checked for evidence of blistering, carcass saturation or separation, cuts, nicks, or abrasions that expose reinforcement material, and for slippage, misalignment or leaks at couplings. If slippage, misalignment, or leaks are found at couplings, the cause of the problem shall be determined and remedied. Defective hoses shall be removed from service.

G. No fuel vehicle shall be backed up within a twenty (20) foot radius of an aircraft unless a person is posted to assist or guide such backing.

H. If a fire occurs in or near the vicinity of the fuel equipment while servicing an aircraft or other vehicle the following actions shall be taken immediately:

1. Fueling shall be discontinued, then;
2. All emergency valves and dome covers shall be shut down and;
3. If possible, refueling trucks will be removed from the scene; then,
4. The Authority Communications Center shall immediately be notified.

I. No vehicle designed for, or employed in, the transportation of fuel shall be operated on a taxiway or runway at any time without prior permission of, and coordination with, the airport Operations Division.

J. Only aircraft fuel servicing hydrant transfer vehicles and aircraft fuel equipment are allowed to engage in fueling on the airport.

1. Fueling vehicles designed for the transport and transfer of fuel shall carry on board, at least two (2) portable fire extinguishers with a minimum 20-B:C rating; one located on each side of the vehicle.
2. Fuel servicing hydrant transfer vehicles shall carry on board, at least one (1) 20-B:C rating fire extinguisher.
3. No aircraft fuel equipment shall operate on any part of the airfield without first entering into a written agreement with the Authority as to the specific areas for such operation.

K. No person shall engage in fueling or de-fueling operations without adequate fire extinguishing equipment readily available on aircraft servicing ramps and aprons.

L. No person shall engage in fueling or de-fueling operations without adequate training. Documentation of such training shall be submitted upon request of the airport Operations Division.

M. Parking areas for Authority approved fuel vehicles shall be arranged to:

1. Facilitate dispersal of the vehicles in the event of emergency;
2. Provide at least ten (10) feet of clear space between parked vehicles and trailers for accessibility for fire control purposes;
3. Prevent any leakage from draining to an adjacent structure or sanitary or storm sewer;
4. Minimize exposure to damage from out-of-control aircraft; and,
5. Except when conducted in a designated maintenance facility, provide at least fifty (50) feet of clear space from any airport terminal building, aircraft cargo building, aircraft hangar or other airport structure which has windows or doors in the exposed walls. Fuel equipment, whether loaded or empty, shall not enter hangars or be parked unattended within a distance of fifty (50) feet of hangars, paint and dope shops, fuel storage systems, buildings, or other critical installations.

N. No individual shall start the engine of an aircraft on the airport whenever there is any gasoline or other volatile fluid on the ground within the vicinity of the aircraft.

O. No individual shall operate a radio transmitter or receiver, or switch electrical appliances on or off, inside or around an aircraft while it is being fueled or de-fueled.

P. Other than passengers, as described in Section 5.1C above, or for operational necessity, no individual, other than those engaged in the fueling servicing, and/or operation of an aircraft, shall be permitted within one hundred (100) feet of such aircraft during fueling or de-fueling.

Q. During periods of thunderstorm or lightning activity at or near the vicinity of the airport, fueling or de-fueling operations shall not be conducted.

R. Aircraft fuel servicing personnel shall not carry lighters or matches on their person while performing fuel

servicing operations.

S. Lighters or matches shall not be permitted on or inside fueling equipment.

T. During fueling or de-fueling, fuel equipment shall be positioned as follows:

1. Aircraft fuel servicing vehicles shall be positioned so that they can be moved promptly after all aircraft fuel hoses have been disconnected and stowed.
2. During fueling, fuel servicing vehicles shall be positioned so that a clear path of egress from the area of the aircraft or vehicle being serviced is maintained.
3. The propulsion or pumping engine of aircraft fuel servicing vehicles shall not be positioned under the wing of aircraft during over-wing fueling or where aircraft fuel system vents are located on the upper wing surface. Aircraft fuel servicing vehicles shall not be positioned within a ten (10) foot radius of aircraft fuel system vent openings.
4. Operators shall set the parking brakes and/or chocks on fuel servicing vehicles before leaving the vehicle.

U. The valve that controls the flow of fuel to an aircraft shall have a deadman control. The deadman control device shall be arranged to accommodate the operational requirements of NFPA Section 407 or any successor section. The fuel flow control valve shall be one of the following:

1. The hydrant pit valve;
2. At the tank outlet on a tank vehicle;
3. A separate valve on the tank vehicle; or
4. On the hose nozzle for over wing servicing.

V. Deadman controls shall not be operated in a manner so as to defeat their intended purpose.

W. Fuel service vehicles and fuel storage sites at Authority-controlled airports shall be maintained in accordance with Quarterly Inspection Standards designated by the airport Operations Division pursuant to NFPA 407 and/or FAR Part 139.321.

## **Section 5.2 SMOKING**

A. Smoking is prohibited except in specially designated areas of the airport.

B. Except in designated areas, the lighting of matches or other incendiary devices shall not be permitted on the airport apron; inside or within fifty (50) feet of a designated fuel farm area; within fifty (50) feet of parked aircraft; inside a jet bridge or other passenger lift device attached to an aircraft during fueling or de-fueling operations; during any fuel transfer operation; within fifty (50) feet of a flammable liquid spill; in any area of the airport where smoking is prohibited by the Authority; in stairwells; on the airfield; or, in any hangars, shops, or other building in which flammable liquids are stored or used; or in any area in which smoking is prohibited by applicable municipal, county, or state ordinance.

- C. Smoking material shall only be disposed of in proper receptacles designed for that purpose and not in trash receptacles.
- D. Smoking material shall not be disposed of unless it is completely extinguished prior to disposal.

**Section 5.3 OPEN FLAME OPERATIONS (See Section 5.17, for the use of Bar-B-Q grills.)**

- A. Except as provided in Section 5.3B, below, no person shall conduct any open flame operations unless a hot-work permit is obtained from the President & CEO or designee.
- B. Lead and carbon burning, fusion gas and electric welding, blow-torch work, reservoir repairs, engine testing, battery charging, and all operations involving open flames shall be restricted to a repair shop section and isolated from the storage section of any hangar or building. During such operations, the shop shall be separated from the storage section by closing all doors and openings to the storage section.

**Section 5.4 LEASEHOLD HOUSEKEEPING**

- A. All persons occupying space at the airport shall keep the space allotted to them clean and free from rubbish and accumulation of any material.
- B. Only NFPA 407 or equivalent, approved boxes, crates, paint or varnish cans, bottles or containers shall be stored inside or about any leasehold. All floors shall be kept clean and free from fuel and oil.
- C. The use of volatile or flammable solvents for cleaning is prohibited except in self-contained part cleaning systems.
- D. Approved metal receptacles with a self-closing, self-extinguishing cover shall be used for the storage of oily waste rags and similar material. The contents of these receptacles shall be removed daily by persons occupying space. Receptacles shall be stenciled "DIRTY RAGS".
- E. Drip pans shall be placed under engines and lubricating oil storage containers and kept clean at all times.
- F. Clothes lockers shall be constructed of metal or fire-resistant material.
- G. Areas below luggage conveyer belts shall be kept clear and free of combustible materials and shall be cleaned on a regular basis.
- H. Trash receptacles shall be emptied and the contents removed to the designated outside receptacles at the end of each shift and as otherwise needed.
- I. Packing materials (e.g. shipping Styrofoam "peanuts") shall be stored in approved type metal containers with self closing lids.

**Section 5.5 STORAGE OF FLAMMABLE/COMBUSTIBLE MATERIALS**

- A. No person shall keep or store material or equipment in such a manner as to constitute a fire hazard or be in violation of applicable NFPA standards and recommended practices, applicable municipal or county Codes, state of Ohio or federal rules or statutes, or any Standard Operating Procedures, Operational Directive, or rule of the Authority.

- B. In areas with sprinklers, there shall be a minimum of eighteen (18) inches clearance from the bottom of the sprinkler head and around the sprinkler.
- C. Gasoline, kerosene, ethyl, jet fuel, ether, lubricating oil, or other flammable gases or liquids, including those used in connection with the process of “doping” shall be stored in accordance with the applicable codes and standards. Buildings shall be provided with suitable fire suppression devices and first-aid equipment.
- D. No person shall keep, transport, or store lubricating oils on the airport except in containers and receptacles designed for such purpose and in areas specifically approved for such storage in compliance with the applicable codes, standards and recommended practices of FAA regulations and City of Columbus and/or applicable county codes.
- E. Open containers of flammable or combustible liquids shall be stored only in a fire rated cabinet, in accordance with City of Columbus and/or applicable county codes.
- F. Fire rated cabinets shall be marked in conspicuous lettering, FLAMMABLE - KEEP FIRE AWAY!
- G. Oxygen cylinders or any type of organic oxidizer shall not be stored in or near areas where petroleum products are stored or used, or stored in a manner that allows the cylinder or oxidizer container to be in contact with the floor of the storage facility.

#### **Section 5.6 HAZARDOUS MATERIALS**

- A. No person shall, without prior permission from the President & CEO or designee, keep, transport, handle, or store at, in or upon the airport any cargo of explosives or other hazardous articles which is barred from loading in, or for transportation by Civil Aircraft in the United States under the current provisions of regulations promulgated by the Department of Transportation, the FAA, or by any other competent authority. Compliance with said regulations shall not constitute or be construed to constitute a waiver of the required notice or an implied permission to keep, transport, handle or store such explosives or other dangerous articles at, in or upon the airport. Advance notice of at least twenty-four (24) hours shall be given the President & CEO or designee to permit full investigation and clearances for any operation requiring a waiver of this rule.
- B. No person may offer or accept any hazardous article for shipment at the airport unless the shipment is handled and stored in full compliance with the current provisions of Part 103 of the FAA Regulations.
- C. Any person engaged in transportation of hazardous articles, including indirect shippers, shall have designated personnel at the airport authorized and responsible for receiving and handling such shipments in compliance with the prescribed regulations.
- D. Any person engaged in the transportation of hazardous articles, including indirect shippers, shall provide, or have available, storage facilities which reasonably ensure against unauthorized access or exposure-of persons and against damage to shipments while at the airport.

#### **Section 5.7 MOTORIZED GROUND EQUIPMENT AROUND AIRCRAFT**

No person shall park motorized ground equipment near any aircraft in such a manner that could prevent it or other ground equipment from being readily driven or towed away from the aircraft in case of an emergency.

#### **Section 5.8 OPERATING MOTOR VEHICLES IN HANGARS**

No person shall operate a motor vehicle in any hangar on the airport, while occupied by aircraft unless its exhaust is protected by screens or baffles, as recommended by the NFPA.

#### **Section 5.9 AIRCRAFT ELECTRICAL AND ELECTRONIC SYSTEMS**

A. Radio transmitters and similar equipment in an aircraft shall not be tested or operated within a hangar with dynamotors running unless all parts of the antenna system are at least one (1) foot removed from any other object. No aircraft shall be placed, at any time, so that any fabric-covered surface is within one (1) foot of an antenna system.

B. No airborne radar equipment shall be operated or ground tested in any area on the airport where the directional beam of high intensity radar is within three hundred (300) feet, or the low intensity beam is within one hundred (100) feet of an aircraft fueling operation, aircraft fueling truck or flammable liquid storage facility, unless an approved shielding device is used during the radar operation.

#### **Section 5.10 ELECTRICAL EQUIPMENT AND LIGHTING SYSTEM**

A. Electrical motors on luggage conveyors shall be kept clean.

B. Electrical extension cords shall not be used as permanent wiring and must be in good condition.

C. Electrical extension cords shall not be draped around pipes or run through walls or ceilings.

D. All electrical appliances must be Underwriter Laboratories, Inc. (UL) approved and in good working order.

E. Open coil electrical heaters shall be of the type that when tipped over will automatically shut off. Such heaters shall not be left unattended.

F. Vapor or explosion-proof electrical equipment and lighting systems shall be used exclusively within hangars or maintenance shelters, when required under NFPA Standards. No portable lamp assembly shall be used without a proper protective guard or shield over such lamp assemblies to prevent breakage.

G. All power-operated equipment or electrical devices shall be shut off when not in actual use.

H. To the extent possible, the aircraft electrical system shall be de-energized on any aircraft upon which work is being done within any hangar or structure by disconnecting the battery or power source.

#### **Section 5.11 HEATING HANGARS**

Heating in any hangar shall be only by approved systems or devices as listed by the Underwriters Laboratories, Inc., as suitable for use in aircraft hangars and shall be installed in the manner prescribed by the Underwriters Laboratories, Inc., or manufacturer.

#### **Section 5.12 USE OF CLEANING FLUIDS**

Cleaning of aircraft parts and other equipment preferably shall be done with non-flammable cleaning agents or solvents. When the use of flammable solvents cannot be avoided, only liquids having flash points in excess of 100 degrees F shall be used and special precautions shall be taken to eliminate ignition sources in compliance with good practice recommendations of the NFPA.

### **Section 5.13 REPAIRING AIRCRAFT**

- A. No person shall repair an aircraft or aircraft engine, propeller, or other aircraft apparatus in any area of the airport other than those areas specifically designed for such repairs, except that minor adjustments or repairs may be made while the aircraft is at a parked position prepared for departure. The Authority reserves the right to have operator relocate any aircraft being repaired at a gate position.
- B. Aircraft repairs in storage areas of hangars shall be limited to inspections and replacements of parts and repairs incident thereto, provided such repairs do not involve appliances using open flames or heated parts.
- C. The starting or operating of aircraft engines inside any hangar is prohibited. This shall not be construed as prohibiting the use of tractors with NFPA approved exhaust systems when moving planes within any hangar.

### **Section 5.14 DOPING, SPRAY-PAINTING AND PAINT STRIPPING**

- A. The use of “dope” (cellulose nitrate or cellulose acetate dissolved in volatile flammable solvents) within any hangars is prohibited. The process of doping will be carried out as set forth in NFPA Standards and City of Columbus and applicable county code.
- B. 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 NFPA Standards and the City of Columbus and applicable county code.

### **Section 5.15 FIRE EXTINGUISHERS**

- A. Fire extinguishing equipment at the airport shall not be tampered with at any time nor used for any purpose other than fire fighting or fire prevention. All such equipment shall be maintained in accordance with NFPA Standards. Tags showing the date of the last inspection shall be attached to each unit or records acceptable to Fire Underwriters shall be kept showing the status of such equipment.
- B. All tenants, concessionaires, lessees of hangars, aircraft maintenance buildings, or shop facilities shall supply and maintain an adequate number of readily accessible fire extinguishers.
- C. At least one wheeled fire extinguisher having a rating of not less than 80-B:C and a minimum capacity of not less than 125 lbs shall be provided at each gate or stand, or at intervals of 200 feet along the length of aircraft ramps.
- D. All tenants and lessees shall permit inspection of the tenant’s or lessee’s premises during regular business hours from time to time as may be necessary to determine if adequate fire extinguisher coverage exists.
- E. Fire extinguisher/hose cabinets shall not be blocked by objects or debris.
- F. The use of any fire-extinguishing equipment shall be immediately reported to the Communications Center.
- G. Fire-extinguishing equipment shall be replaced or replenished within 72 hours following use.

### **Section 5.16 STORAGE OF COMPRESSED GAS CYLINDERS**

- A. Compressed gas cylinders shall be secured in a manner that prevents them from falling or being knocked



over.

- B. Full and empty cylinders shall not be stored together.
- C. Empty cylinders shall be tagged as such.

#### **Section 5.17 USE OF BAR-B-Q GRILLS**

- A. Grills must be propane fueled. No charcoal grills will be permitted.
  - 1. Propane bottles must be stored upright.
  - 2. Propane bottles may not be stored inside any building.
- B. Grilling activity must be coordinated at least 24 hours in advance with Airport Operations.
- C. Grilling may only be conducted in the tenant's lease area.
- D. Grills must remain 50 feet from any aircraft, fueling vehicle, and fueling operation.
- E. Grills must be 20 feet from any building and/or jet bridge.
- F. Grills must be positioned so as not to affect any fire detecting equipment.
- G. At least one fire extinguisher shall be readily accessible, within five feet of the grill.
- H. Grills will be staffed and monitored at all times while in use and until the grill is cool to the touch.
- I. Grills shall be safely stored in the tenant's leased area in a manner as not to hinder any airport related activity.

#### **Section 5.18 POWDER ACTIVATED TOOLS**

No person shall use powder or explosive cartridge activated tools or fastening devices anywhere on the airport without prior written authorization of the Authority.

#### **Section 5.19 ENFORCEMENT AND PENALTIES – See SECTION 12**

**SECTION 6**  
**DEICING, ENVIRONMENTAL, HEALTH, AND POLLUTION**

**Section 6.1 DUMPING OF TRASH**

- A. No person shall, regardless of intent, throw, drop, discard, or deposit trash anywhere on the airport, except in receptacles and other places provided for such purpose.
- B. Unless otherwise specified by contract, contractors working for or at the Airport shall dispose of all construction related material in receptacles provided by the contractor.
- C. Persons using trash receptacles shall ensure all material is secured in the receptacle before departing the area.
- D. As used in these Rules, "trash" means garbage, litter, refuse, waste, rubbish, ashes, cans, bottles, wire, paper, cartons, boxes, automobile parts, furniture, glass, or anything else of an unsightly or unsanitary nature.

**Section 6.2 STORAGE AND TRANSPORT OF LITTER AND REFUSE**

- A. All trash must be sufficiently covered when transported to prevent any part of the load from spilling or leaking.
- B. Stored or transported trash must be in tied plastic bags or equivalent alternative.
- C. All trash and construction debris containers located airside shall remain covered to prevent the release of foreign object debris (FOD) that could be a hazard to aircraft.

**Section 6.3 FILL OR BUILDING MATERIALS DUMPING**

No person shall dispose of any fill or building materials or any other discarded or waste materials on airport property except as approved in writing by the President & CEO or designee.

**Section 6.4 SPITTING, etc.**

No individual shall spit, urinate or defecate on any part of the airport other than in a urinal or toilet intended for that purpose.

**Section 6.5 USING RESTROOMS**

No individual shall use a restroom, toilet or lavatory facility at the airport other than in the manner in which it was designed to be used.

**Section 6.6 SPILLS**

A. No fuel, grease, oil, dopes, paints, solvents, acid, flammable liquids, or contaminants or pollutants of any kind shall be allowed to flow into or be placed in or otherwise allowed to contaminate any airport sanitary or storm drain system; open body of water, or soil.

1. Any person, including the owners or operators of aircraft, causing the overflow or spillage of fuel,

oil, grease or other contaminants or pollutants anywhere on the airport shall be responsible for ensuring the immediate notification, containment and cleanup of such spillage. Cleanup shall be at the expense of the responsible party.

2. In the event of failure or refusal to comply with such notification, containment, and cleanup, the overflow or spillage will be cleaned up by the Authority at the expense of the responsible party. If there is more than one responsible party, the Authority may, at its discretion, apportion expenses between parties.

3. All overflows or spillages of fuel, oil, grease or other contaminants shall be immediately reported to the Airport Communications Center.

4. Details of all spillages must be reported to the Authority. If requested by the Authority, such report shall also be in writing, within 30 days of the request.

5. All reports required by the State of Ohio Environmental Agency will be completed and submitted by the responsible party.

6. Aircraft fuel equipment and other vehicles shall not be moved or operated in the vicinity of the spill until the spillage is removed and movement or operation authorized by the ARFF Incident Commander.

7. A fire guard shall be promptly posted by the responsible party.

#### **Section 6.7 TRASH BURNING**

No trash shall be burned at the airport except as specifically authorized by the President & CEO or designee.

#### **Section 6.8 ABANDONING PROPERTY**

No person shall abandon any property on the airport.

#### **Section 6.9 DEICING**

##### **A. Handling And Dispensing Of Aircraft Deicing/Anti-Icing Materials**

1. Aircraft deicing and anti-icing materials shall only be handled and applied directly to aircraft in areas designated by the Authority in accordance with these rules and applicable federal, state and local laws, rules and regulations.

2. Aircraft deicing and anti-icing materials may be handled and applied outside of the designated areas where a person requests and receives specific written approval from the President & CEO or designee.

##### **B. Response To A Spill Of Aircraft Deicing/Anti-Icing Materials**

Immediately upon the spill or release of aircraft deicing or anti-icing materials the person(s) causing such spill or release shall take the following steps:

1. Immediately notify the Airport Communications Center of the spill or release;

2. Immediately commence and complete containment and cleanup of the spill or release in accordance with applicable federal, state, and/or local laws, ordinances or regulations;
3. Cooperate fully with the Authority and any federal, state and local regulators to assure containment and cleanup of the spill or release are completed in accordance with applicable federal, state, and/or local laws, ordinances or regulations; and,
4. If requested by the Authority, submit a written report to the Authority within 30 days of the incident, providing detail of the spill or release and demonstrating that containment and cleanup was completed in accordance with applicable federal, state, and/or local laws, ordinances or regulations.

**Section 6.10 ENFORCEMENT AND PENALTIES – See Section 12.**

**SECTION 7**  
**TAXICAB RULES AND OPERATING PROCEDURES**

**Section 7.1 GENERAL**

A. These Taxicab Rules and Operating Procedures (TROP) are intended to: (1) promote high-quality ground transportation services in a manner that is consistent with public safety and convenience; (2) ensure the efficient movement of passengers to and from the Airport; and (3) ensure the efficient use of the limited capacity of the terminal roadway, vehicle parking, and vehicle boarding facilities. The Authority reserves the right to amend these TROP at any time. Notice of such amendment shall be posted in the Authority's administrative offices and the taxicab holding area. In an emergency, these procedures are subject to temporary changes by the Authority without prior notice.

**Section 7.2 TAXICAB PERMITS**

A. Permit Applications. A Taxicab driver desiring a Taxicab Permit must possess a valid Taxicab Drivers' License from the City of Columbus, and shall submit to the Taxicab Manager of the Authority a completed application form which shall include the following information concerning the applicant:

1. Name, address, and phone number;
2. Social Security Number;
3. Driver's Abstract Record from Ohio Bureau of Motor Vehicles;
4. Previous taxicab driving and other work history;
5. Release to conduct criminal record check;
6. Evidence of a valid license from the City of Columbus under Chapters 587 and 589 of the Columbus City Codes;
7. Proof of financial responsibility in compliance with these TROP;
8. Evidence that the applicant does not have criminal convictions for an offense of driving while intoxicated or reckless driving, and is not subject to outstanding warrants of any kind;
9. An Affidavit attesting that the information contained in the Application and attached thereto is true and correct to the best of the applicant's knowledge and belief;
10. Proof of Insurance or application for coverage and payment of binder; and
11. Two acceptable, close-up, 1 ½" x 1 ½" color photographs taken not more than sixty (60) days before the date of application will be provided to the Authority once a Taxicab Driver is selected for the program. Taxicab Drivers are not to submit these photographs with their application.
12. Evidence that the Taxicab Driver is authorized to work in the United States.
13. Information regarding the age, make, model, condition and mileage of their current vehicle.

B. Review of Permit Applications. The Taxicab Manger shall review the information submitted for authenticity and completeness, and shall conduct the following tests and investigations as approved by Authority:

1. English proficiency evaluation (BEST);
2. Knowledge of locations throughout the Columbus Metropolitan Area; Authority TROP; Standard Fares from the Airport; Ability to read a map and phone book;
3. Oral interview dealing with Taxicab Manager on passenger service issues;
4. Criminal background check; and
5. Any other test as authorized by the Authority relating to skills necessary or beneficial for the

operation of a Taxicab.

C. Rejection of Permit Applications. The Taxicab Manager shall reject Applications under the following circumstances:

1. The applicant has provided incomplete, false or misleading information;
2. The applicant has failed to provide current certificates, licenses or other information or documentary evidence required;
3. The permit is sought in furtherance of, or in connection with, some unlawful enterprise or activity;
4. The applicant is in violation of a previously issued Taxicab Permit;
5. The applicant has failed to pay fees to the Authority;
6. The applicant's operating authority or license is suspended or revoked by another regulatory agency;
7. The applicant has more than twelve (12) points on record within the previous two (2) years from the date of application as defined by the State motor vehicle laws; and
8. The applicant has been convicted of any felony or more than three (3) misdemeanors within the previous ten (10) years.

D. Notice of Denial of Application. If an application is denied, the Taxicab Manager shall give prompt written notice to the applicant stating the reason for denial.

### **Section 7.3 SOLICITATION OF SERVICES**

Only the Taxicab Manager or a taxicab starter designated by the Authority may solicit for passengers at the Airport. Uniformed starters shall be stationed at the designated Taxicab curb area one half (½) hour before the first scheduled arrival and will remain until one (1) hour after the last airline arrival.

### **Section 7.4 STANDARDS FOR OPERATION**

A. Compliance with all laws. Taxicab Drivers shall operate their vehicles in accordance with these Rules, the laws of the State of Ohio and the City of Columbus, and other applicable laws and regulations and with due regard to the safety, comfort and convenience of passengers and the public. Taxicab Drivers shall not violate any other federal, state or local laws, ordinances, rules or regulations on Airport property.

B. Display of permits and licenses. Taxicab Driver shall properly display his Airport Taxicab Permit and his City of Columbus taxicab license so that it is visible to passengers at all times.

C. Service by Non-Permitted Taxicabs. Non-permitted Taxicab Drivers are prohibited from loading passengers or baggage at the Walk-Up Areas except when picking up pre-arranged or contract passengers or otherwise directed by Taxicab Manager or Authority.

D. Drug Screening. All prospective and existing Taxicab Drivers shall submit to and pass random drug and alcohol testing as requested by the Authority or the Taxicab Manager.

E. Greeting of passengers. Taxicab Drivers shall courteously greet and interact with passengers and assist passengers with their luggage. However, drivers shall not perform any service usually performed by a "sky cap" when a sky cap is assisting passengers with their luggage.

F. Probationary Period and Past Driving Experience - All Taxicab Drivers shall be probationary during the first six (6) months of the Permit period. Qualified Taxicab Drivers shall also have six (6) months of taxicab driving

experience in the City of Columbus prior to their date of application for permit.

G. Taxicab Driver appearance. Taxicab Drivers shall be of neat and orderly appearance, be free from offensive body odor and maintain themselves in clean attire while at the Airport or serving passengers from or to the Airport. Clothing that displays offensive or obscene material is prohibited. The following articles of clothing, when worn as an outer garment, are considered inappropriate and are prohibited for drivers of Authority permitted taxicabs: T-shirts, underwear, tank tops, body shirts, swimwear, shorts, jogging suits, halter tops, sandals or other similar types of attire.

H. Information regarding fares. Taxicab Drivers shall provide accurate and complete information regarding the fare to be charged. Drivers shall display the fare schedule under which it is operating so as to be visible and easily read by passengers. Taxicab Drivers shall only collect applicable fares (and tips if offered by passengers). Drivers should never request or demand a tip from a customer. OVERCHARGING IS A SERIOUS OFFENSE.

I. Authority Trip Fee. - All Taxicab Drivers who pick up passengers at an Authority controlled terminal shall pay a fee of three dollars (\$3.00) per trip. This fee may be adjusted at any time by authorization of the Authority.

J. Provision of receipts. Taxicab Drivers shall give any passenger so requesting a receipt in writing signed by the driver. The receipt shall show the following information:

1. Driver's name;
2. Driver's company and taxicab number;
3. Date and time of transport;
4. Point of origin and destination; and
5. Total fare and charge breakdown.

K. Airline Vouchers - All Taxicab Drivers shall accept customer payment in the form of airline vouchers. The Taxicab Manager shall then pay the Taxicab Driver the appropriate fare and subsequently submit a combined invoice to all airlines for the total monthly voucher activity. No customer shall be refused service because of their payment through an airline voucher.

L. Transport of animals. Taxicab Driver shall not refuse to take a passenger carrying a domestic animal, provided that the animal is transported in a carrying case or is an animal assisting a physically disabled passenger.

M. Number of passengers. No Taxicab Driver shall permit more persons to be carried in his taxicab, at any one time, than the legal seating capacity of the vehicle.

N. Knowledge of the Columbus Metropolitan Area. Taxicab Drivers must possess knowledge of the general area surrounding the Airport. All Taxicab Drivers must carry street maps of all areas within the Columbus Metropolitan Area.

O. Discovery of lost, misplaced or forgotten articles. Taxicab Drivers shall turn in any wallet, piece of clothing or other article found inside a taxicab to the Taxicab Manager or Starter within two (2) hours of discovery of the article, or upon returning to the Port Columbus International Airport terminal, whichever occurs first. A written receipt must be provided by the Taxicab Manager or Starter for any lost article turned in. Taxicab Manager shall deliver the items immediately to the Authority's Lost and Found/Public Safety Section if not claimed after 48 hours.

P. Prohibitions regarding Taxicab Driver behavior. No Permitted Taxicab Driver shall do any of the following:

1. **Taximeter Tampering.** No Taxicab Driver or Company shall be permitted to tamper with its taximeter to increase fares charged to customers. At no time shall a Taxicab Driver turn off their meter when the taxicab has been hired. Taximeters should run even though the customer may have negotiated a special or fixed fare.
2. **Soliciting of Passengers.** Taxicab Driver shall not solicit any passenger by any means whatsoever calculated to induce persons to engage the services of any Taxicab Driver;
3. **Refuse Passengers because of Discrimination.** Taxicab Driver shall not refuse to provide permitted service to any passenger requesting such service on the basis of the passenger's age, handicap, disability, sex, race national origin, or for any other reason other than for the safety of the Taxicab Driver. All such exceptions shall be based on the sole opinion of the Taxicab Manager.
4. **Handle the Property of Non-passengers.** Taxicab Driver shall not move, or attempt to move, baggage, parcels or other personal property of another in and around the Walk-Up Areas, except to move such baggage, parcels or other personal property to or from the interior of the Taxicab Driver's taxicab at such zone curb area for the assistance of any passenger who has engaged such Taxicab Driver;
5. **Use Tobacco While Transporting Passengers.** Taxicab Driver shall not have in his/her possession a lighted cigarette, cigar, or pipe, or use chewing tobacco or snuff, while any passenger is being transported in their taxicab;
6. **Operate Taxicab While Under the Influence.** Taxicab Driver shall not operate a Taxicab while under the influence of any intoxicant or controlled substance;
7. **Dispose of Waste in Other Than Designated Area.** Taxicab Driver shall not dispose of garbage, papers, refuse or other material on airport property except in receptacles provided for that purpose;
8. **Make Excessive and Unnecessary Noise.** Taxicab Driver shall not engage in loud talk or calls to and from other drivers of taxicabs while at the Airport, or sound horns or other mechanical devices for purposes other than lawful traffic signals;
9. **Unload Passengers in Unauthorized Area or Interfere With Traffic.** Taxicab Driver shall not stop to unload passengers in either the middle of the street, intersection, or on the left side of a street (other than on a one-way street), or otherwise load or unload passengers in any manner that will in any way impede or interfere with the orderly flow of traffic on the streets;
10. **Fail to Directly and Expeditiously Deliver Passenger.** Taxicab Driver shall not take a route, other than the most direct and expeditious, to a destination unless so requested by the passenger;
11. **Repair or Maintain Taxicab on Airport Property.** Taxicab Driver shall not perform, or allow to be performed, vehicle repairs or maintenance, including but not limited to car washing and oil changes, on Airport property;
12. **Fail to Remove Inoperable Taxicab.** Taxicab Driver shall not fail to remove, or cause to be removed, within a reasonable time, the Taxicab Driver's taxicab from Airport premises in the event the taxicab becomes inoperable;
13. **Transport Non-passengers.** Taxicab Driver shall not permit any family member, friend or other



person not designated by the Taxicab Manager to sit in their cab or come on Airport property to visit them, while their taxicab is in operation for hire unless said individual is riding for training purposes and has been authorized by the Taxicab Manager or Authority;

14. Gamble or Conduct Illegal Activity. Taxicab Driver shall not engage in gambling or any illegal activity; or

15. Leave Walk-Up Area While On Duty. Taxicab Driver shall not leave the Walk-Up Areas, or their immediate vicinity, except to assist a passenger as reasonably necessary.

#### Q. Taxicab line Procedures

1. Entering and Leaving the Taxicab line. Each Taxicab Operator, except as hereinafter provided, upon entering the Airport or immediately upon unloading passengers and/or property therein, shall proceed to the Taxicab line, taking its place at the rear of the line of Taxicabs stationed in the Holding Area, or otherwise the Taxicab shall leave the Airport. Each Taxicab Operator, except as hereinafter provided or unless such Taxicab Operator is dispatched to a location other than the Airport or has prior obligations to transport a prearranged contract customer to the Airport, shall maintain its place in the Taxicab line and shall not depart from there to pick up passengers and/or property until such Taxicab arrives at the head of its line and is signaled to pick up passengers and/or property. Taxicabs shall respond to signals or call up by the Taxicab Manager or the Authority at the passenger loading area.

2. Emergency Operations. In the event there are no Taxicabs available in one or more of the Taxicab lines or in the Taxicab holding area, or in the event of extreme weather conditions or other emergencies, any Taxicab shall obey the directive of the Taxicab Manager or the Authority to pick up any passenger and/or property from the Taxicab line. If the Authority anticipates an unusual passenger load that cannot be served by the Permitted Taxicab Drivers, temporary decals shall be issued at \$10.00 per driver per day and shall be in effect during the peak traffic period. All temporary decals shall be surrendered to the Taxicab Manager after completion of the event.

#### R. Records

1. Required Information to be Maintained. Every Taxicab Operator shall maintain on file with the Taxicab Manager the following up-to-date information:

- a) Driver's name, address, and phone number;
- b) Driver's affiliated company, garage address and phone number;
- c) Driver's picture (passport size)
- d) Make and model of vehicle;
- e) License plate number;
- f) Make and model of taximeter; and
- g) City of Columbus Taxicab license number.
- h) Insurance Certificate identifying the Authority and its Taxicab Manager as additional insures. Policy shall also maintain a 30 day cancellation notice which will be forwarded to the Authority's Ground Transportation office.

2. Time for Reporting Changes. Any changes to the above information must be reported to the Taxicab Manager's office before the Taxicab Operator can continue operating at the Airport.

3. Maintenance of Daily Manifests. Every Taxicab Driver shall maintain a daily manifest with the following information. This information shall be maintained by the Taxicab Driver for at least one (1) year following the date of the fare:

- a) The driver's name, number and company;
- b) The time the driver began and ended his/her day;
- c) Each trip made that day including the:
  - (1) Beginning time,
  - (2) Destination,
  - (3) Drop-Off time,
  - (4) Number of passengers, and
  - (5) Dollar amount of fare.

4. Taxicab-Involved Accidents. Each Taxicab Operator must report any taxicab-involved accident to the Taxicab Manager within twelve (12) hours of occurrence.

## **Section 7.5 VEHICLE STANDARDS**

All permitted Taxicab Drivers must operate vehicles that meet the following conditions. Those Taxicab Drivers who are unable to comply with the following vehicle standards shall be removed from the queue until repairs or issues are corrected and may be subject to suspension or revocation of their taxicab permit.

- A. State and City requirements. Meet all requirements by the State of Ohio and City of Columbus for taxicabs.
- B. Additional Interior Requirements
  - 1. Authority Permit. Display the Taxicab Driver's Authority Permit in the taxicab compartment in a visible location adjacent to the City of Columbus Permit for all passengers to see.
  - 2. Fire Extinguishers. Equipped with a fully charged fire extinguisher which bears the label of approval of a national testing laboratory acceptable to the Authority Fire Chief and satisfying all requirements of Columbus City Codes Chapter 2519.
  - 3. Two-Way Radio. Operational, F.C.C. licensed two-way radio receiver/transmitter dispatch. Radios shall be configured operationally to allow for the prompt dispatch of taxicabs to meet the specific demands of the taxicab passengers desiring transportation to and from the Airport.
  - 4. Power Plant. Equipped with a power plant strong enough to properly and safely move the vehicle.
  - 5. Seat Belts. Equipped with enough fully functional seat belts for each passenger and equal to the maximum designated seating capacity for that vehicle.
  - 6. Speedometer and Odometer. Equipped with a properly working speedometer and odometer.

7. Passenger Compartment Lights. Equipped with a properly working light in the passenger compartment controlled by a switch in the passenger compartment or turned on upon request of a passenger. If the light becomes defective, it must be repaired and again be operating properly by the next day the taxicab is made available for hire.
8. Horn. Equipped with a fully functional horn.
9. No View Impeding Shades or Curtains. Taxicab shall not be equipped with shades or curtains that impede the passengers' view of any window or driver's area of the taxicab.

B. Additional Exterior Requirements

1. Identifying Information. Every taxicab shall have painted or affixed on the front or rear door, on both sides, the name and telephone number of the taxicab service which operates the taxicab. Such letter and number shall be at least two and one-half inches in height and shall be of a color contrasting with the background color of the taxicab.
2. Tires. Equipped with tires rated for snow, ice and all weather conditions. All tires must be free of visible defects, properly inflated and have at least 3/32 inch of tread remaining.

C. Vehicle Age Requirements - Vehicles operated by permitted Taxicab Drivers shall comply with the following phase in requirements on age of vehicles participating in the program.

1. No vehicle participating in the program shall be older than nine (9) model years.

D. Safety and Appearance Standards. Meets the following safety and appearance standards to provide for the safety of the public:

1. Safety. Taxicab Drivers shall maintain themselves and their vehicles in a safe manner with minimal noise levels. Exhaust systems shall be fully in tact and vehicles shall not emit any noise level higher than 50 decibels.
2. Exterior Cleanliness. Vehicles shall at all times be clean, except that Taxicab Drivers shall have a twenty-four (24) hour period, after a snow or rain storm within the Columbus Metropolitan Area, to return the exterior of the taxicab to a clean condition acceptable to the Authority.
  - a) No advertising, bumper stickers, or other signs not approved by the Airport shall be permitted.
  - b) The exterior of the Taxicab shall be free of dirt and any visible damage or missing parts, including hubcaps and wheel rings.
3. Interior Cleanliness. Clean and sanitary condition and swept and dusted at all times.
  - a) The Taxicab interior, including the trunk and rear portions of station wagons, must be maintained in clean and stain free condition, and shall be free of all foreign matter, including but not limited to dirt, grime, oil, food, offensive odors and litter.
  - b) The upholstery, interior door panels and all floor coverings shall be kept clean, intact, and free of stains, burns, rips and tears.

- c) The entire Taxicab interior, including the trunk, shall be free from all leaks.
- 4. Trunk and Luggage Area. The trunk and luggage area shall contain only the following:
  - a) An inflated spare tire and tools necessary for proper installation of the spare tire;
  - b) Tools and accessories necessary for the safe operation of the taxicab; and
  - c) Items necessary for vehicle cleaning and passenger safety and/or convenience.
  - d) There shall be no holes, tears, rust or any other condition that might cause or contribute to damage to a taxicab passenger's luggage, or other possessions, transported in the trunk.
- 5. Tires. All tires must be free of visible defects, properly inflated and have at least 3/32 inch of tread remaining.

## **Section 7.6 INSPECTIONS**

A. Vehicle Inspections. In addition to inspections required by the City of Columbus, any vehicle operated by a Permitted Taxicab Driver shall be subject to periodic and spot inspections by the Taxicab Manager or the Authority. If two or more complaints are received from any customer or the Authority regarding the safety of a taxicab, the driver shall obtain an additional inspection specific to the problematic matter.

B. Driver Record and Criminal Background Checks. The Taxicab Manager shall conduct periodic Driver Record Checks and Criminal Background Checks to guarantee that each Taxicab Driver stays in compliance with Driver Standards established in these rules and operating procedures and in the Columbus City Codes.

## **Section 7.7 ENFORCEMENT AND PENALTIES**

A. Suspension of Permit for Failure to Meet TROP Standards. The Taxicab Manager shall have the authority to suspend the Taxicab Permit of any Taxicab Driver whose Taxicab does not meet the Standards prescribed by these rules and operating procedures. Such suspension shall continue until the conditions prescribed by these rules and operating procedures are met and shall be put in writing before suspension is issued. Attached to these rules is a copy of the Notice of Violation. This three part Form will be used as the written notice that will be provided to Taxicab Drivers who are in violation of these Rules. The parts of the form shall be distributed to the following: 1.) Taxicab Driver, 2.) Taxicab company or association, and 3.) The Authority/Taxicab Manager.

B. Termination of Permit. Upon the occurrence of violations of these rules and operating procedures by a permitted Taxicab Driver, the Taxicab Manager may immediately suspend a Taxicab Driver and recommend termination of the said Taxicab Driver's permit to the Authority's Taxicab Appeal Board. The Taxicab Appeal Board's decision is final.

C. Termination Procedures. All terminations will be considered by the Taxicab Appeal Board. Taxicab Drivers shall be provided a hearing date conducted by the Taxicab Appeal Board Chairman, the Authority's Director, Parking, Transportation & Audit Services. The Board Chairman, or their designee, shall provide the time, date, and place of the hearing to the Taxicab Driver within three (3) business days of the date of receipt of termination request by the Taxicab Manager. The Board will be composed of the Authority's Director, Parking, Transportation, & Audit Services (Chairman), a member from Public Safety, the Ground Transportation Supervisor, and an independent Taxicab Driver representative who is actively involved in day-to-day taxicab operations. This Board has the responsibility to hear the evidence provided at the hearing and to review pertinent documents and evidence outside of the hearing. The Board will attempt to provide an answer upon completion of the hearing. At a maximum, an answer will be provided to the Taxicab Driver within seven (7) days from the date of the hearing regarding their decision on the termination. **THE DECISION OF THIS BOARD IS FINAL.**

If a Taxicab Driver is unable to appear at the designated time of the appeal notice, a continuance will be granted, provided that a telephone call requesting a continuance is made to the Authority's Ground Transportation Supervisor at least forty-eight (48) hours before the scheduled appeal hearing.

In the case of an emergency, the Taxicab Driver may request a continuance within the forty-eight (48) hours prior to the scheduled appeal hearing by making a telephone call to the Authority's Ground Transportation Supervisor. The Supervisor will grant the continuance only if he determines that an actual emergency exists. The Supervisor may request any reasonable information or evidence reasonably necessary to ascertain the existence of the emergency.

More than one (1) continuance of an appeal hearing will be granted only upon approval of the Director, Parking, Transportation & Audit Services or his designee.

Failure to appear at a hearing on the scheduled date and time or to secure a continuance date revokes the Permit as of the date set for the appeal hearing.

## **Section 7.8 SUSPENSION OR REVOCATION OF PERMIT**

A. Causes for Suspension of Permit. In addition to any other rights the Authority may have pursuant to State law and Authority rules, the Taxicab Manager, on behalf of the Authority, may suspend a Taxicab Operating Permit under the following terms and conditions:

1. Failure to comply with Taxicab starter's orders;
2. Operating or knowingly permitting the illegal or unsafe operation of a motor vehicle; and
3. Three (3) or more violations of the Authority's Traffic and Parking Rules by the Taxicab Driver within a one year period;
4. Failure to comply with federal, state or local laws;
5. Failure to comply with these rules;
6. Failure to provide taxicab services when reasonably requested by the Taxicab Manager;
7. Failure to pay the required taxicab stand fee;
8. Abusive behavior toward Taxicab Manager, starters, Authority personnel, or passengers.
9. During an investigation of any alleged criminal activity;
10. Failure to comply with contractor agreement of the Taxicab Manager; and
11. Any other reason deemed necessary to maintain the standards set for taxicab operations at Port Columbus International Airport.

B. Causes for Revocation of Permit. The Taxicab Manager may request to the Taxicab Appeal Board revocation of a Taxicab Operating Permit under the following terms and conditions:

1. False or misleading information or omissions provided during the Taxicab Permit Application process;
2. Attempting to sell, transfer or lease a Taxicab Permit;
3. Failure to provide the required proof of automobile liability coverage or other current certificates, licenses or other required information or documentary evidence;
4. The Taxicab Driver assaults, sexually or otherwise, or commits any other crime against a taxicab customer.
5. Discovery that the Taxicab Driver is operating in furtherance of, or in connection with, some unlawful enterprise or activity;
6. The Taxicab Driver is operating in violation of a previously issued Taxicab Permit;

7. The Taxicab Driver's operating authority or license is suspended or revoked by another regulatory agency;
8. Failure to pay the required taxicab stand fee, or any other fee, charge or penalty assessed three (3) or more times within a twelve (12) month period;
9. Failure to comply with federal, state or local laws two (2) or more times within a twelve (12) month period;
10. Failure to comply with these rules three (3) or more times within a twelve (12) month period;
11. The Taxicab Driver has more than twelve (12) points on record during the previous two (2) years as defined by the state motor vehicle laws; or
12. The Taxicab Driver is convicted of any felony or more than three (3) misdemeanors while operating under an Authority issued Taxicab Operating Permit, or such convictions are discovered to have occurred during the previous ten (10) years.

**Columbus Regional Airport Authority  
Taxicab Notice of Violation**

Name \_\_\_\_\_

Auth. Permit No. \_\_\_\_\_ City No. \_\_\_\_\_

Company \_\_\_\_\_ Vehicle No. \_\_\_\_\_

License Plate No. \_\_\_\_\_

Date \_\_\_\_\_ Time \_\_\_\_\_

Suspension until \_\_\_\_\_

Suspension & recommend termination thru  
\_\_\_\_\_ Date/Time

You are in violation of \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

This is in violation of the Columbus Airport Authority's  
Taxicab Service Rules and Operating Procedures.

\_\_\_\_\_

Issuing Official Name

\_\_\_\_\_

Driver's Signature

**SECTION 8  
COMMERCIAL GROUND TRANSPORTATION**

**Section 8.1 GENERAL**

A. The Rules for Commercial Ground Transportation govern the actions of vehicles and drivers and companies who conduct courtesy, scheduled, prearranged, contracted, and other livery services at Port Columbus International Airport as those terms are defined in **Appendix A, DEFINITIONS**. The conduct of taxicabs, taxicab drivers and taxicab companies is governed by the provisions of **Section 7** of these Rules.

**Section 8.2 SOLICITING**

A. Commercial ground transportation companies and their representatives are prohibited from soliciting business at the airport either in person or through third parties. Companies may, however, contract for advertising in designated areas of the terminal.

B. Signage, other than advertising as authorized in Section 8.2, above, may not be posted or displayed on airport property without the consent of the Authority's Ground Transportation and Properties sections.

**Section 8.3 UNAUTHORIZED PARKING**

- A. No commercial vehicle may be left unattended while running.
- B. Unless authorized, representatives may not leave vehicles unattended.
- C. Commercial Vehicles shall be parked in designated areas only.

**Section 8.4 BEHAVIOR OF REPRESENTATIVE**

- A. Pre-Arranged Shuttles (Pre-Arranged Livery Licensed Vehicles)
  - 1. Each Company operating a pre-arranged shuttle (pre-arranged livery licensed vehicle) may assign one representative to display the name of a passenger on a hand-held sign, not to exceed 11"x17" in size, or as otherwise approved by the Authority.
  - 2. The representative must have on his or her person a list of the passenger(s) being picked-up and their flight information, including but not limited to, flight number, arrival date and time and airline. Such list shall be available for inspection by Authority personnel at all times.
  - 3. The representative may be stationed in the baggage claim level of the terminal building at the foot of the escalators or in such other area as may be designated by the Authority from time to time. At no time shall representatives solicit passengers on airport property including, but not limited to, through use of the information booth paging or telephone system. Representatives may only display a sign to communicate with passengers.
  - 4. Representatives may not restrict, or cause others to restrict, access to or exit from any portion of the terminal, including, but not limited to, the baggage belts, escalators, elevators or information booth, by their actions.



5. A list of the passenger(s) to be picked-up and their flight arrangements must also be kept with the vehicle and be available for inspection by Authority personnel at all times.

#### B. Contract Shuttles

1. Each company operating a contract shuttle may assign one representative to display the name of the company by which the shuttle has been hired on a hand-held sign, not to exceed 11"x17" in size, or as otherwise approved by the Authority. Additional representatives must be authorized by the Ground Transportation Division prior to the start of any third party event.

2. The representative may be stationed in the baggage claim level of the terminal building at the foot of the escalators or in such other area as may be designated by the Authority from time to time. At no time shall representatives solicit passengers on airport property including, but not limited to, through use of the information booth paging or telephone system. Representatives may only display a sign to communicate with passengers.

3. Representatives may not restrict, or cause others to restrict, access to or exit from any portion of the terminal, including, but not limited to, the baggage belts, escalators, elevators or information booth, by their actions.

4. Any company wishing to operate a contract shuttle shall provide the Ground Transportation Office with a copy of the executed exclusive contract no later than five (5) business days before the contract goes into effect. The Authority reserves the right to request any additional information needed to allow it to properly monitor compliance with these and all other Authority rules. The Authority also reserves the right to contact any party to the contract to ascertain its terms and authenticity. Failure to comply may result in denial of access to commercial vehicle areas.

#### C. Scheduled Shuttles

1. Operators of scheduled shuttles must remain within arm's reach of their vehicles.

2. All scheduled shuttle companies shall participate in a lottery, held from time to time by the Authority, to establish times of scheduled operation.

(1) Scheduled shuttle operations shall commence with the arrival of the first scheduled aircraft and continue until one hour after the arrival of the last scheduled aircraft, seven days a week, unless a different schedule is allowed by the Authority.

(2) Each company shall operate on an hourly basis for a time period equal to the number of companies participating in the lottery divided into sixty (60) minutes.

(3) Only one company at a time shall be in the scheduled shuttle pick-up area, unless otherwise directed by the Authority.

(4) Companies may put as many shuttles through the pick-up area as they see fit during the company's scheduled time period.

(5) Unless in the process of loading passengers, drivers will depart the pick-up area promptly at the end of the time period allotted to their company.

(6) If, for any reason, a company participating in the lottery finds itself unable to meet its schedule, it shall immediately inform the Authority and attempt, with assistance from Authority personnel and other shuttle company representatives, to work out a schedule that will best accommodate the needs of the public and the capabilities of the shuttle Company. The Authority shall have the sole discretion and authority to authorize any schedule changes.

(7) Section 8.4C2(6) above, shall not excuse a company from meeting its normal schedule obligations. Failure to meet schedule responsibilities will result in financial penalties. Repeated failure of a company to meet its responsibilities may result in the company being discontinued as a scheduled shuttle provider.

3. The Authority, in its sole discretion but, without unfair discrimination, shall regulate the issuance of permits for the operation of scheduled shuttle

#### D. Corporate Shuttle

1. Each company operating a corporate shuttle may assign one representative to display the name of the passenger on a hand-held sign, not to exceed 11"x17" in size, or as otherwise approved by the Authority.

2. The representative may be stationed in the baggage claim level of the terminal building at the foot of the escalators or in such other area as may be designated by the Authority from time to time. At no time shall representatives solicit passengers on airport property including, but not limited to, through use of the information booth paging or telephone system. Representatives may only display a sign to communicate with passengers.

3. Representatives may not restrict, or cause others to restrict, access to or exit from any portion of the terminal, including, but not limited to, the baggage belts, escalators, elevators or information booth, by their actions.

#### E. Courtesy Shuttles

1. Operators of courtesy shuttles must remain within arm's reach of their vehicles.

2. Courtesy shuttles may only transport customers of their organization.

3. Courtesy shuttles must adhere to the route listed in their permit application.

#### F. Charter Bus (Commercial Vehicles larger than 24 passenger)

1. Charter bus vehicles operating at the airport must be licensed by PUCO or ICC.

2. Each company operating a charter bus may assign one representative to display the name of the company by which the shuttle has been hired on a hand-held sign, not to exceed 11"x17" in size, or as otherwise approved by the Authority. Additional representatives must be authorized by the Ground Transportation section prior to the start of any event.

3. The representative may be stationed in the baggage claim level of the terminal building at the foot of the escalators or in such other area as may be designated by the Authority from time to time. At no

time shall representatives solicit passengers on airport property including, but not limited to, through use of the information booth paging or telephone system. Representatives may only display a sign to communicate with passengers.

4. Representatives may not restrict, or cause others to restrict, access to or exit from any portion of the terminal, including, but not limited to, the baggage belts, escalators, elevators or information booth, by their actions.

#### **Section 8.5 ALL COMMERCIAL GROUND TRANSPORTATION COMPANIES**

A. Operators are prohibited from any of the following acts and may be issued a Notice of Violation for:

1. Failure to operate vehicles in a safe and lawful manner at all times.
2. Failure to yield to any and all pedestrians.
3. Parking in non-designated areas (see **Section 8.3C**).

B. Representatives are prohibited from any of the following acts and may be issued a Notice of Violation for:

1. Engaging in the use of profanity including its likeness or as a gesture, rudeness or discourtesy to anyone;
2. Sleeping or reclining in any vehicle;
3. Loitering or congregating on Airport premises;
4. Fighting or engaging in roughhousing or horseplay;
5. Gambling;
6. Behaving in an unprofessional or discourteous manner;
7. Coercing, deceiving or intimidating anyone;
8. Soliciting for passengers or passenger fares;
9. Interfering in any manner whatsoever with a passenger's selection of a commercial ground transportation company or other form of transportation;
10. Performing vehicle maintenance on airport premises.
11. Stopping or parking in a designated crosswalk
12. Stopping or parking in a roadway.
13. Parking facing the wrong direction.
14. Stopping, parking or driving on walkways.

15. Failure to turn off engine and/or failure to set brake while stopped or parked.
16. Parking or stopping in a designated “No Loading” or “Bus Loading” zone.
17. Allowing a person the use of other person’s permit.
18. Stopping or parking in non-designated areas.
19. Piggy-backing through access control gates.

C. Commercial ground transportation companies are prohibited from any of the following acts and may be issued a Notice of Violation and/or refused access to the commercial ground transportation areas for:

1. Failure to obtain a ground transportation permit.
2. Display or use of permit issued to another operator or previously revoked or suspended.
3. Failure to display or failure to properly display an issued ground transportation permit.
4. Display or use of permit not issued to vehicle.
5. Display or use of permit previously revoked.
6. Late or non-payment of fees under Section 8.8.
7. Use of unregistered driver

D. Issuance of a Notice of Violation to an operator or other representative will not prevent the operator or other representative from being charged, cited, summoned, or arrested for violations of federal, state or local laws, ordinances or regulations stemming from the same incident or conduct.

E. Behavior and activities of all representatives must conform to all Federal, State, and local regulations and laws including all Authority rules.

F. Companies are responsible for the actions of their representatives while on Authority property.

## **Section 8.6 VEHICLES ON COMMERCIAL DRIVE**

Commercial ground transportation companies are limited to one vehicle of each type (i.e. contract, pre-arranged and scheduled) in the respective pick-up areas at any time without prior approval of the Authority.

## **Section 8.7 GROUND TRANSPORTATION PERMITS**

A. All commercial ground transportation companies providing carriage of persons or their property from the airport are required to possess a valid airport ground transportation permit in order to operate. The Authority issues permits specific to each type of operation.

B. Issuance of a ground transportation permit is premised on the possession by a ground transportation company of a valid underlying permit from the City of Columbus License Bureau, PUCO, ICC, or an explanation of why such an underlying permit is not necessary. Such permit or explanation must be presented to the Ground

Transportation office as part of a company's application.

C. The revocation or expiration of an underlying permit will result in the immediate revocation of the commercial ground transportation permit. If the underlying permit is reinstated or renewed, a ground transportation representative may apply for a new ground transportation permit.

D. Ground transportation permits may be revoked for non-payment of fees as outlined in Section 8.8, below.

E. No fees will be refunded if a ground transportation permit is revoked. If a new ground transportation permit is applied for, a new permit fee must be paid. Such new permit will be pro-rated for the remainder of the calendar year.

F. Issuance of ground transportation permits is determined strictly at the discretion of the Authority. The Authority will not unfairly discriminate in its issuance or withholding of such permits.

G. The Authority may refuse to issue, reissue or renew a permit at its sole discretion but may not unfairly discriminate in such refusal.

H. In addition to a copy of the underlying permit or explanation for its absence as required in Section 8.7.B, above, a Company applying for a ground transportation permit must present an accurately completed ground transportation permit application packet to the Ground Transportation office.

I. Permits and decals are the property of the Authority and must be returned when a company ceases to do business at the Authority or any time upon demand. Failure to return decals and permits at the time of revocation may result in criminal prosecution.

J. Operators must be listed on a company's driver list and be registered with the Ground Transportation section before they can begin operations on Authority premises. Unregistered operators will not be allowed to transport passengers from the airport.

K. Commercial operators may gain permission to make a "first time only" pick up at CRAA facilities under the following conditions:

1. A fifty dollar (\$50.00) pick up fee must be paid prior to picking up customer.
2. Company information and driver identification must be provided to the on duty Ground Transportation Coordinator and/or the Ground Transportation office before loading customer.
3. Customer information must be provided (i.e., name, flight, arrival time and destination of the customer) to airport representative upon request.
4. Transportation company representative must contact the ground transportation office on the first business day after the pick up to arrange for a permit to operate at Authority facilities.
5. Failure to comply with any of these requirements will result in denial of future ground transportation services to customers of non-compliant commercial company.

## **Section 8.8 FEES**

- A. Payment of monthly ground transportation fees is due, in full, upon receipt of invoice.
- B. Late payment of fees may cause a suspension and/or revocation of a company's ground transportation permit.
- C. Late payment is any payment post-marked or hand-delivered more than 30 days past the payment due date.
- D. Revoked ground transportation permits may, at the discretion of the Authority, and upon receipt of a new application and payment of new ground transportation permit fee, be reissued.
- E. A commercial ground transportation company that fails to pay its ground transportation fee invoice in a timely manner will be required to pre-pay all subsequent fees.
- F. Failure of a commercial ground transportation company to pay its fees in a timely manner may result in legal action to recover the fees for which the Company is responsible together with all costs, including legal fees and costs, incurred by the Authority in attempting to collect those fees.

## **Section 8.9 ENFORCEMENT AND PENALTIES - see Section 12**

**SECTION 9**  
**DRIVING WITHIN THE TERMINAL AND PARKING GARAGE**

**Section 9.1 DRIVING WITHIN THE AIRPORT TERMINAL AND PARKING GARAGE**

- A. Any person employed and/or working on Authority premises and operating a motorized device, including electric carts and tugs, within the terminal or parking garage must have in his/her possession a valid operator's license recognized by the State of Ohio.
- B. No person shall operate a motorized device, including electric carts and tugs, within the terminal or parking garage without prior approval of the President & CEO or designee.

**Section 9.2 GENERAL OPERATING PROCEDURES**

Motorized devices operating within the terminal or parking garage shall use the following general operating procedures:

- A. No person shall leave a motorized device unattended and with motor running or with its motor capable of being started by an unauthorized operator.
- B. No person shall operate a motorized device without due caution, or in a reckless or careless manner which could endanger the safety of persons and/or property.
- C. No person operating a motorized device shall fail to yield right-of-way to pedestrians, emergency personnel or emergency equipment.
- D. No person shall operate a vehicle while under the influence of an alcoholic beverage or any drug or substance that impairs the operator's ability to function normally.
- E. Operators of motorized devices must provide proof of training by their employer.
- F. No person shall operate a motorized device in a manner which impedes normal operation, activity, or enjoyment of the terminal.
- G. Operators of motorized devices shall ensure all passengers are seated in seats permanently affixed to the motorized device or riding in areas of the motorized device designed for passenger load.
- H. No person shall load or drive a motorized device in a manner that would allow any object or substance to fall from the motorized device and become a hazard to persons, or other motorized devices or vehicles.
- I. The operator and/or owner of a motorized device is/are responsible for any property damage and/or bodily injury resulting from, and for any clean up required as a result of, any object or substance that falls from the motorized device.
- J. The operator and/or owner of a motorized device is/are responsible for any property damage and/or bodily injury caused by the operator's negligence, failure to comply with these rules, and/or improper operation.
- K. Owners are responsible for maintaining motorized devices in sound mechanical condition and in compliance with manufacturer's specifications.

- L. Motorized devices, except those in use by disabled individuals as mobility devices, or devices in use by Authority personnel, shall sound beeper/horn and have a flashing yellow light while in motion.
- M. No person shall leave a motorized device stopped with the beeper/horn sounding.
- N. Motorized devices shall be stored, and their batteries recharged, in areas specifically designated by the Authority Properties Division. The location of such areas may be modified by the Authority from time to time by giving written notice to the affected persons. All such areas shall be secured free of tripping or other safety hazards.
- O. No person shall park a motorized device within the terminal or parking garage in a manner which impedes access to a security checkpoint, jet-bridge, holdroom, restroom, emergency exit, emergency or courtesy phone, fire alarm pull handle, fire extinguisher, AED, or any other equipment or area that may need to be accessed for emergency purposes.
- P. No person shall park a motorized device in the terminal or parking garage in a manner which impedes wheeled or pedestrian traffic.
- Q. Motorized devices operated for the purpose of passenger assistance shall be reserved for the use of airport patrons needing and/or requesting assistance.
- R. No person shall operate a motorized device at a speed in excess of five (5) miles per hour.
- S. Motorized devices placed in use after the effective date of these Rules shall be electronically or mechanically governed at a speed of five (5) miles per hour or less.
- T. Speed limits do not apply to emergency equipment, or Public Safety or Operations vehicles or motorized devices responding to an emergency.

Airport Operations, Public Safety, and/or any person authorized by the Authority may conduct any inspections deemed necessary of all persons and/or motorized devices to ensure safety and compliance with these rules.

Airport Operations or Public Safety personnel, or anyone so authorized by the Authority, shall have the right to cause to be immediately ejected from the airport, any person and/or motorized device in violation of these rules, or any laws, or ordinances that presents an immediate safety hazard.

Motorized device operating privileges may be subject to suspension due to damage or injury to persons or property or due to any other violation of a severe nature.

Verbal Warnings and written Notices of Violation may be issued to persons for violations of these rules.

Issuance of a Notice of Violation to a person will not prevent the person from being charged, cited, summoned, or arrested for violations of federal, state or local laws, ordinances or regulations stemming from the same incident or conduct.

### **Section 9.3 ENFORCEMENT AND PENALTIES – See SECTION 12**



**SECTION 10**  
**DRIVING ON THE AIRFIELD**

**Section 10.1 DRIVING AUTHORIZATION**

Airport Operations or Public Safety personnel, or anyone so authorized by the Authority, shall have the right to cause to be immediately ejected from the airport, any person and/or vehicle in violation of these rules, or any laws, or ordinances that presents an immediate safety hazard

- A. No person shall operate or knowingly allow another to operate, a vehicle or bicycle on the airfield except:
  - 1. Persons with airport authority issued identification designating the person as possessing “ramp driving” privileges
  - 2. Persons with airport authority issued identification designating the person as possessing “full driving” privileges
  - 3. Persons under escort, as defined in Section 11.3.
- B. All persons driving on the airfield must have a valid operator’s license recognized by the State of Ohio in their possession.

**Section 10.2 AIRFIELD ACCESS - VEHICLE AUTHORIZATION**

- A. No vehicles or bicycles are permitted on the airfield without the prior written approval of the President & CEO.
- B. Tenant and Contractor Authorized Vehicles must:
  - 1. Display a decal or sign with the agency name and/or logo in contrasting colors, on both sides of the vehicle that is readable at a distance of no less than 250 feet, or
  - 2. Be marked with temporary vehicle identification media issued by the Airport Identification Office, or
  - 3. Display a valid ARFF Parking Lot hangtag or Airfield Vehicle Permit permanently affixed to the lower left corner (driver’s side) of the windshield or in such other location or matter as authorized by the President & CEO or designee.
- C. Airport Authority vehicles are identified with large red or black numerals located near the doors, or display a valid Airfield Vehicle Permit as set out in Section 10.2, above. Marked Public Safety Division vehicles are identified as Airport Police or ARFF vehicles.
- D. Unmarked, street licensed vehicles, including those owned by a governmental entity, must have a valid Airfield Vehicle Permit or ARFF Parking Lot hangtag displayed as set out in Section 10.2.B., above.
- E. Vehicles without markings as specified above, will be required to be escorted by persons with Authority Issued Identification that include airfield driving authorization.
- F. Vehicles under escort must be escorted by vehicles that meet Section 10.2B standards and include a driver who has airfield driving authorization.

### Section 10.3 GENERAL OPERATING PROCEDURES

- A. Persons operating vehicles or ground equipment on the airfield shall yield right of way to:
1. Aircraft;
  2. Aircraft under tow;
  3. Emergency equipment;
  4. Pedestrians;
  5. Authority snow equipment; or
  6. Any vehicles or ground equipment already within a designated roadway or driving lane.
- B. No vehicle or ground equipment shall be driven between the terminal building and parked aircraft except when servicing that aircraft.
- C. Unless being used for servicing, vehicles must maintain a reasonably safe distance from parked aircraft.
- D. Vehicles shall use designated service roads and vehicle lanes, when available, to transit between locations.
- E. The designated emergency vehicle roadway between the ARFF Station and the east terminal apron is intended for use by ARFF equipment and shall only be used by Public Safety and Airport Operations Division during emergencies. Other uses shall be as authorized by the President & CEO or designee.
- F. No person shall operate a vehicle, bicycle or piece of ground equipment through a tenant's leased area(s) without legitimate business purpose with that tenant, or while on Authority business.
- G. Drivers and passenger(s) must be seated on seats permanently affixed to the vehicle or must ride in those areas of the vehicle designed for passenger load.
- H. No person shall load or drive a vehicle in a manner that would allow any object or substance to fall from a vehicle and become a hazard to persons, aircraft, or other vehicles.
- I. The operator and/or owner of a vehicle is/are responsible for any property damage and/or bodily injury resulting from, and for any clean up required as a result of, any object or substance that falls from the vehicle.
- J. The operator and/or owner of a vehicle is/are responsible for property damage and/or bodily injury caused by improper operation or lack of due caution while operating a vehicle.
- K. No vehicle motor shall be left running while stopped or parked in baggage make-up areas.
- L. No vehicle shall be operated on any portion of the airfield:
1. In willful, wanton or reckless disregard of the safety of persons or property;
  2. With carelessness or without due caution or at a speed or in a manner which could endanger persons or property;
  3. If it is hazardously equipped or loaded in a manner which could endanger persons or property;
  4. In a manner that obstructs, interferes with, or delays aircraft operations.

M. No person shall:

1. Operate a vehicle under the influence of alcohol and/or any drug that would impair his/her ability to safely operate the vehicle.
2. Operate a vehicle or ground equipment while towing more than four (4) carts (trailers).
3. Operate a vehicle equipped with catalytic converter equipment near any fuel spill.
4. Start or move a vehicle that is stopped, standing, or parked until such movement can be made with reasonable safety.

N. The operator of a vehicle on the airfield shall comply with all vehicular and aircraft traffic control devices (both posted and pavement markings).

1. Non-movement areas of the airfield
2. Movement areas of the airfield

O. No person shall tamper with any vehicle or traffic control device.

P. Persons operating aircraft pushback/tow vehicles shall not block the vehicle driving lanes and shall ensure that both the aircraft and the pushback vehicle are clear of all driving lanes before stopping to disconnect the aircraft.

Q. No vehicle will be driven across microwave beams protecting CRAA property unless prior authorization is obtained from Airport Operations and notification is made to the Airport Communications Center.

R. Persons driving vehicles or other devices shall stop at all inspection checkpoints and not attempt to elude, bypass or circumnavigate any inspection checkpoint including roving patrols (see also Section 11, Security of Restricted Areas and Access Control System).

#### **Section 10.4 SPEED LIMITS**

Speed limits do not apply to emergency equipment, public safety vehicles and Operations Division vehicles responding to emergency situations or as operationally necessary. The operator, in accordance with operational necessity, will determine the proper speed for all vehicles and ground equipment operating in Aircraft Movement Areas.

A. The maximum speed limit for all vehicles and equipment operating on aprons/ramps is fifteen (15) miles per hour.

B. The maximum speed for all vehicles and ground equipment on designated service roads not contiguous with aircraft ramps or operating areas is twenty-five (25) miles per hour.

C. The maximum speed for vehicles operating in the baggage makeup areas, inside of the terminal, or within fifty (50) feet of hangars, and aircraft is five (5) miles per hour.

D. The maximum speed for vehicles driving through and/or in the CMH terminal underpass is five (5) miles per hour.

## **Section 10.5 VEHICLE/EQUIPMENT PARKING**

- A. Except during an emergency, all vehicles and ground equipment on the Airfield shall be parked in designated parking areas. Vehicles found parked outside of designated areas or outside of company lease areas will be considered illegally parked. Illegally parked vehicles may be ticketed and/or towed at the owner's expense.
- B. No T-hangar or GA tenant may park in the leased T-Hangar area of another for more time than it takes to load or unload passengers and/or equipment.
- C. No vehicle shall be parked within ten (10) feet of a fire hydrant or fire extinguisher, or in such a manner as to impede access to the hydrant or extinguisher.
- D. Any unauthorized vehicle or ground equipment that has been parked in a space reserved for specific parking, or parked in a manner that impedes aircraft/airport operations may be removed, or caused to be removed, at owner/operator expense (including towing and storage charges), by Airport Police or Operations personnel.
- E. Except in authorized areas, no vehicle or piece of ground equipment shall be left unattended on any portion of the Airfield.
- F. Vehicles shall not be left unoccupied while the motor is running except as operationally necessary for the servicing of aircraft. An operable parking brake must be engaged and/or the wheels chocked.

## **Section 10.6 VEHICLE LIGHTS**

- A. All motorized ground equipment and vehicles will be equipped with two (2) headlights and two (2) taillights. During the period between sunset and sunrise, while it is raining, or when visibility is poor (e.g. fog, unusually dark daylight, etc.), the operator must have the headlights and taillights illuminated whenever the vehicle or ground equipment is being driven.
- B. Headlights shall be adjusted so they do not illuminate aircraft cockpit areas.
- C. With the exception of vehicles under escort, Public Safety Division vehicles and ARFF vehicles, all operators of vehicles and/or ground equipment on aircraft movement areas shall operate a rotating beacon or flashing light, at all times. Vehicles not equipped with a rotating beacon or flashing light must be escorted by an Authorized vehicle that is so equipped.
- D. Vehicles performing deicing operations at remote deicing locations adjacent to taxiways shall have a rotating or flashing beacon, amber in color, in operation at all times.

## **Section 10.7 VEHICLE MAINTENANCE**

- A. All vehicles and ground equipment operated on the Airfield must be maintained by the company and be in sound mechanical condition and in compliance with manufacturer's specifications.
- B. All disabled vehicles must be moved to a proper parking location, or removed from the airfield as soon as possible. The Authority reserves the right to relocate a disabled vehicle at the expense of the owner if the owner is provided 72 hour notice and arrangements to have the vehicle removed have not been made, or immediately if the vehicle presents an unsafe condition or undue hardship for other Airfield operators.

C. Except minor repairs necessary to remove disabled vehicles from the airfield, no cleaning of, or repairs to, any vehicle will be performed anywhere on the airfield other than in an area that has been leased for that purpose and otherwise complies with the environmental restrictions of the airport.

#### **Section 10.8 INSURANCE**

A. The owners/operators of vehicles authorized to operate on the apron/ramp or movement areas of the airfield must maintain General Liability/Aviation Liability/Automobile Liability coverage of at least \$10,000,000 or such additional amount as may be required by the Authority.

B. The owners/operators of vehicles authorized to operate in general aviation facilities or areas at CMH and LCK, except those identified in Section 10.8.C, shall maintain General Liability/Aviation Liability/Automobile Liability coverage of at least \$10,000,000.

C. The owners/operators of vehicles operated by CMH North Airfield and Bolton Field tie-down and T-Hangar tenants in areas on or around those T-Hangar and tie-down areas shall maintain General Liability/Automobile Liability coverage of at least \$300,000, or such additional amounts as may be required by the Authority.

D. The Authority must be named as an additional insured on all General Liability/Aviation Liability policies.

#### **Section 10.9 AIRCRAFT MOVEMENT AREA OPERATIONS**

A. No vehicle, unless under escort, shall be driven upon the aircraft movement area unless the authority has granted full driving privileges to the operator.

B. Persons operating vehicles, including ground equipment, on aircraft movement areas must at all times:

1. Be in continuous communication with air traffic control via two-way radio.
2. Acknowledge all directions given by air traffic control
3. Follow all directions given by air traffic control
4. Not proceed past the "hold short" lines of the runway without authorization from air traffic control.
5. Operate a rotating beacon or flashing light unless under approved escort. (see 10.6C)

C. An operator without a 2-way radio or an operator without "full driving" privileges and possessing a legitimate need to access the movement areas must make prior arrangements with Airport Operations for approval and be under continuous escort while operating on the aircraft movement areas.

#### **Section 10.10 SAFETY, GENERAL**

A. No person shall walk beyond 150 feet of the terminal building unless operationally necessary.

B. No person shall engage in unsafe activities including sporting activities, bike riding, etc, in the vicinity of aircraft gate positions.

C. All incidents that occur on the airfield involving damage to aircraft or Authority property must be reported to the Airport Communications Center (immediately).

#### **Section 10.11 ENFORCEMENT AND PENALTIES – See SECTION 12**

**SECTION 11  
SECURITY OF RESTRICTED AREAS  
AND ACCESS CONTROL SYSTEM**

**Section 11.1 AIRPORT IDENTIFICATION SYSTEM**

A. Persons granted unescorted access to any restricted area, except in the terminal concourses when the TSA is screening passengers at the checkpoint, must display Airport Authority approved identification on their outermost garment, above the waist, at all times.

B. Persons with Airport Authority approved identification must limit their movements to their authorized access areas.

C. Persons and vehicles possessing and properly displaying the following Airport Authority approved identification have authorized, unescorted access, to the airfield but, are subject to the restrictions and limitations imposed by the President & CEO or designee:

1. Airport Authority Issued Identification

2. FAA Identification Form 110-A. The FAA in-flight inspectors shall use this identification in the performance of their official duties.

3. Air carrier identification media used by flight crewmembers of U.S. certified air carriers is authorized for unescorted movement in the following restricted areas:

a) The immediate vicinity of the aircraft to which flight crews are assigned;

b) Flight crews operations/flight office or the equivalent.

c) Direct route between the aircraft and crew operations/flight office equivalent area.

d) Identification must be worn by the crewmember to which it was issued.

e) Escort authority is not extended to flight crewmembers possessing only an air carrier-issued identification.

Flight crew members must be in uniform and wear air carrier-issued identification on their outermost garment, at waist level or above, so as to be readily visible.

4. Federal, State, and local Law Enforcement Officers and military personnel in uniform or plain clothes while on official business. Official photographic identification cards must be produced upon request.

5. General aviation: for transient pilots, a current pilot's certificate is acceptable on general aviation ramps only, in the direct vicinity of their aircraft, or while visiting a tenant or FBO. The current pilot's certificate must be presented upon request. Persons with a pilot's certificate may escort only their own passengers in the direct vicinity of their aircraft.

6. Properly marked vehicles including those with airport issued vehicle identification media.

7. Unmarked vehicles being escorted by a properly marked tenant or airport authorized vehicle driven by authorized personnel.

## **Section 11.2 AIRPORT ISSUED IDENTIFICATION / ACCESS CONTROL**

Improper use of Airport Authority Issued Identification/Access Control Media may result in immediate confiscation and canceling of access privileges.

A. Access control media including Airport Authority issued identification, numeric codes and keys, shall not be used:

1. For any purpose other than that for which they are issued; or,
2. By any person other than to whom issued.

B. Any person who knowingly uses the access control media of another may be criminally charged with Unauthorized Use of Property, Section 2913.04(A), Ohio Revised Code, a misdemeanor of the fourth degree, punishable by up to thirty (30) days in jail and/or a fine of up to \$250.00, in addition to any penalty established by these rules.

C. Airport Authority issued identification and other access control media are the property of the Authority and must be returned upon revocation, suspension, termination of employment, or upon request of Authority personnel. Any person who fails or refuses to return an Airport Authority Issued Identification or other Access Control Media may be denied future issuance of Airport Authority issued identification or access control media and charged with theft pursuant to Section 2913.02(A)(2), Ohio Revised Code.

D. No person shall alter, modify, or falsify or attempt to alter, modify, or falsify any Airport Authority issued identification or access control media.

E. No person shall alter, modify, or falsify or attempt to alter, modify, or falsify or aid in any such alteration, modification or falsification or such attempt, of any application or test for any Airport Authority issued identification.

## **Section 11.3 RULES OF "ESCORT"**

A. Persons needing access to area(s) of the airport, to which they are not authorized, must be accompanied by an escort. the following rules apply to all escorts:

1. A person providing escort must properly display an Airport Authority issued identification badge. (Exception, see rule 11.1.C 5)
2. If the escort is required to drive on the airfield, the escort must have driving privileges and the vehicle must be properly marked as specified in Section 10.
3. A person may provide escort only in areas they are authorized to access.

4. An escort must remain in close proximity to, maintain sight of, and be able to readily or immediately observe, direct, and control the movement and actions of the person (s), vehicles (s) and equipment being escorted.
5. The escorted person/vehicle/equipment may engage in or perform, only the activities for which the escorted access has been granted.
6. If the escorted person/vehicle/equipment engages in activities, other than for those which the escorted access has been granted, the escort must remove that person/vehicle/equipment from the restricted area and notify the airport police or, if the situation so warrants, notify the airport police to have the person/vehicle/equipment removed. In all cases, the airport police must be immediately notified of any escorted person/vehicle/equipment which has acted beyond the scope of the activities for which access was granted.
7. A holder of Airport Authority issued identification may not escort another holder of Airport Authority issued identification, unless the person being escorted does not have their identification in their possession or is being escorted in an area to which they do not have unescorted access privileges. (See also Section 11.6.B).
8. No person, intending to board an aircraft, may be escorted around or past screening checkpoints without the prior express consent of the Transportation Security Administration.

#### **Section 11.4 RULES OF "CHALLENGE."**

- A. All holders of Airport Authority approved identification are required to challenge/report persons/vehicles/equipment observed in a restricted area, whose authorization is not apparent.
- B. Escort any unbadged or unauthorized person out of the restricted area and immediately report the incident to the Airport Communications Center.
  1. Be sure the individual is taken to a non-sterile, public area.
  2. Notify the Airport Communications Center immediately with details of the challenge and maintain visual contact with the individual.
- C. If a person/vehicle/equipment becomes uncooperative when challenged or, upon observation, is perceived as a threat to personal safety, do not approach the person/vehicle/equipment but maintain visual contact and notify the Airport Communications Center.
- D. If contact cannot be maintained with the person/vehicle/equipment, a physical description, direction of travel and all information on their movement shall be provided to the responding officer.

#### **Section 11.5 SECURITY OF THE RESTRICTED AREA/ACCESS CONTROL SYSTEM**

- A. Any access control media that are lost or stolen must be reported immediately to the Airport Communications Center or the Airport Identification Office by the person to whom they are issued or his/her supervisor.
- B. Any person finding an Airport Authority approved identification or access control media will immediately contact the Airport Communications Center.



- C. No person shall leave unsecured or allow unauthorized access through any door, gate, bag belt roll- down doors (inbound and outbound) or any other access point leading to, or allowing access to, a restricted area.
- D. No person shall allow another holder of Airport Authority issued identification to proceed through the same access point they are accessing without the second person first presenting their own Airport Authority issued identification and receiving acknowledgment from the system that they have permission to enter the area.
- E. No person shall proceed through an access point behind another holder of Airport Authority issued identification without first presenting their own Airport Authority issued identification and receiving acknowledgment from the system that they have permission to enter the area. (“piggy-backing” is allowed only when the “rules of escort” apply.)
- F. All bag belt roll-down doors and access-ways to the restricted area shall be properly monitored while the belts are in use. Monitoring shall be done by the tenant last utilizing the belt. Belts shall not be left unattended while in use.
- H. No person shall fail to properly arm/disarm jet bridges and loading doors in accordance with current procedures as established by the Public Safety and/or Operations Divisions.

#### **Section 11.6 MISCELLANEOUS SECURITY RULES**

- A. Except during emergency or exigent circumstances such as an evacuation, no person will enter/exit, or attempt to enter/exit any restricted area except through designated entrances and exits.
- B. The “rules of escort” do not apply to dedicated bypass doors leading from public non-sterile to public sterile areas. All persons using such bypass doors must possess and use their Airport Authority issued identification badge and any other form of required input, to gain access to an area. (See also Section 11.3).
- C. Bypass entrances will only be used while performing Authority/tenant-related functions. No person will bypass a security-screening checkpoint when conducting personal business, or when departing the airport by air whether for personal or business purposes.
- D. No person shall divulge information regarding the airport security system, any airport tenant’s security system, or any topic affecting air transportation security to any unauthorized person.
- E. No person shall park, place or store, or allow any object to be parked, placed or stored within ten (10) feet of either side of the airfield perimeter fence. The President & CEO, or designee, must approve any exceptions. Objects and vehicles are subject to removal or towing at owner/operator expense, in addition to any other penalties provided by these Rules.
- F. No person shall bypass or attempt to bypass a security inspection checkpoint or other security procedure enacted within restricted areas, except as authorized by the President & CEO or designee. All individuals shall submit to inspection of their items and of their persons.
- G. Holders of Airport Authority issued identification are required to abide by training and instruction received during the airport identification issuance process.

H. No person shall fail to report any observed or otherwise known violation of these rules, or federal security directives, to the Airport Communications Center.

I. All holders of Airport Authority issued identification are responsible for abiding by the Tool Control Policy as established by the Authority when working in restricted areas of the airports.

#### **Section 11.7 WORKSITE SECURITY**

A. No person shall enter or be allowed to enter, a project site or gate unless directly associated with the project or having an operational need to enter.

B. The Primary Contractor responsible for the project shall ensure the integrity of the Restricted Areas and Airport Security System at all times including responsibility for their Subcontractors performing work and for controlling access thru their work site to restricted and secured areas of the airport.

C. The contractor/tenant/concessionaire will be responsible for securing and controlling access to all tools and dangerous items while working in restricted areas of the Airport.

D. The primary contractor responsible for the project shall be responsible for all subcontractors to abide by the entirety of these rules and any other direction issued by the CRAA or TSA. Failure to abide by this rule will be subject to fines and/or possible removal from the project.

#### **Section 11.8 SAFETY AND SECURITY OF THE AIRPORT**

A. In order to more adequately provide for the safety of persons and property conducting business or traveling through the airport against acts of criminal violence and aircraft piracy, to prevent the disruption of air service through grounding and/or delays of scheduled or chartered flights, and to prevent the diversion and/or unnecessary deployment of Authority personnel and other emergency service providers (e.g., police, fire, paramedics, bomb squad, S.W.A.T) due to pranks, hoaxes, false claims (“investigative reporting”), or other testing or challenging of the adequacy of airport, air carrier, fixed-base operator, tenant, contractor or concessionaire safety or security procedures, physical or written, by unauthorized persons, the following restrictions are hereby imposed:

1. No unauthorized person shall commit any act with the intent to penetrate, attempt to penetrate or ascertain the existence or capabilities of, or circumvent the safety or security procedures, physical or written, of the Authority or any air carrier, fixed-base operator, tenant, contractor, or concessionaire operating at the airport including, but not limited to:

a) Simulating any act (the act itself which is a crime) prohibited by 49 U.S.C §§ 46302, 46303, 46312, 46314, 46502, 46504, 46505, 46506, 46507 and 18 U.S.C §§ 32, 35 and 37;

b) Placing, attempting to place, or causing to be placed through or in any: security screening device, or any other system or procedure used to promote the safety and security of aircraft or restricted areas; including but not limited to, any x-ray machines, metal detectors, explosive detection animals or equipment, pat-downs, or other physical searches, any article or device which is, or which resembles an explosive or incendiary device; deadly, hazardous, or dangerous weapon or substance; or, any item not otherwise permitted by the Transportation Security Administration on an aircraft, on, at, or beyond a Passenger Screening Checkpoint; or

- c) Entering, without authorization, any area to which access is restricted or controlled in accordance with any airport or airline security program or guidelines or in accordance with any Federal, state or local statutes or regulations.
2. No person shall cause the evacuation, clearing or closing of the airport or any portion thereof, or otherwise cause public inconvenience or alarm, by doing any of the following:
- a) Initiating or circulating a report or warning of an alleged or impending fire, explosion, crime, or other catastrophe, knowing that such report or warning is false;
  - b) Threatening to commit any offense of violence;
  - c) Committing any act with disregard of the likelihood that its commission will cause public inconvenience or alarm;
  - d) Committing any act with the intent to penetrate, ascertain the existence or capabilities of, or circumvent the safety or security procedures, physical or written, of the Authority or any air carrier, fixed-base operator, tenant, contractor or concessionaire operating at the airport.
3. Whoever violates Section 11.8 of these Rules:
- a) May be subject to civil liability for damages, including, but not limited to, the costs of any security or emergency services (e.g. fire, police, emergency medical services).
  - b) This section shall not limit the liability of the individual or person to the Authority or to any other person(s) for any other damages caused by his/her acts(s).
  - c) May additionally be charged with federal, state, and/or local criminal or civil violations.

**Section 11.9 ENFORCEMENT AND PENALTIES – See SECTION 12**

## SECTION 12 ENFORCEMENT AND PENALTIES

### Section 12.1 ENFORCEMENT

- A. The Authority's goal is voluntary compliance with these rules by all employees and users of the airport. The Authority or its designees shall conduct inspections to ensure compliance with these rules for the safety of persons and property at the airport.
- B. The President & CEO, or designee, can deny any person(s) violating these Rules the use of the airport under Section 1.4 of these Rules. Any and all person(s), including employers and all responsible employees in their individual capacity, found by the Authority to have contributed to a violation of these Rules may be issued a NOV by the Authority which shall subject each person(s) to penalties and fines according to the schedule set out in this **Section 12** – Enforcement.
- C. The Authority reserves the right to deem repeated violations of these Rules by: 1) employees of any person with a contract, lease or other agreement with the Authority; 2) any person with a contract, lease or other agreement with the Authority; or 3) any person with any agreement or responsibility to provide services for or on behalf of a person with a contract, lease or other agreement with the Authority, a default of the contract, lease or other agreement with the Authority, entitling the Authority to exercise any and all rights and remedies available to the Authority under the contract, lease or other agreement and at law or in equity.
- D. Any person(s) whose officers, employees, agents, tenants, contractors or subcontractors are responsible for any action that: 1) results in a fine or penalty assessed against the Authority for violation of any applicable federal, state or local laws, rules, or regulations; and/or 2) causes the Authority to incur cleanup costs due to a responsible person's failure to timely mitigate a situation they have caused or for which they are responsible pursuant to these Rules shall, within ten (10) days of receipt of written notification from the Authority, remit to the Authority the total amount of any fine or penalty assessed against the Authority and/or the mitigation costs incurred by the Authority.
- E. Enforcement Options – Depending on the severity and circumstances of the alleged violation, violators may be:
- Issued a verbal warning
  - Issued a written warning using the NOV form
  - Issued a Notice of Violation (NOV)
  - Immediately suspended of Authority granted access and/or driving privileges
  - Criminally prosecuted (by law enforcement officers, only)
- F. Immediate Suspension – When the severity of the violation is such that the safety and/or security of the airport would be jeopardized by the continuance of access and/or driving privileges, these privileges will be immediately suspended, all access control equipment confiscated, and the affected access control devices 'blocked'. This suspension will remain in effect until review by an Authority Hearing Officer.

## **Section 12.2 ASSESSMENTS, FINES AND DISCIPLINARY ACTION**

### **A. Option to Pay Assessment or Appeal**

Any person receiving a Notice of Violation of any of the provisions of these Rules, for which payment of an assessment or fine may be made to the Authority, shall have the option of paying such assessment or fine within the time and at the place specified in the Notice of Violation; or, the person may make a written appeal on the prescribed form for final disposition of the alleged violation in accordance with the appeals procedure provided for in this Section 12.

### **B. Payment of Assessment**

A person, upon whom a Notice of Violation is served, shall be assessed an amount equal to those listed below in "Penalties". At the request of the violator, a receipt acknowledging payment shall be issued upon acceptance of payment for the prescribed assessment or fine.

### **C. Failure to Pay Assessment/Fine; Revocation of Privileges; Collection of Debts**

If a person, upon whom a Notice of Violation is served, or the owner of a vehicle upon which a Notice of Violation is placed, fails, within the time specified after service of such notice, to pay the prescribed assessment or to request an appeal, as provided for in this Section, or fails to pay the prescribed assessment as affirmed on appeal, the Authority may initiate a procedure to enforce the payment of such assessment. In addition, the Authority may enforce violations against ground transportation companies, airport employees, airport tenants, agents and individuals conducting business at the Airports by revoking driving, parking, or access privileges at the Airport as appropriate to the violation.

## **Section 12.3 APPEALS**

### **A. Answers, Procedure**

1. A person who is personally or constructively served with a Notice of Violation charging the commission of a violation may answer the charge by appearing personally before an Authority Hearing Officer or by mail. An answer shall be made within ten days from the date of the violation, and shall be in one of the following forms:

- a) An admission that the person committed the violation, by payment of any fine arising out of the violation;
- b) An admission that the person committed the violation, with an explanation of the circumstances surrounding the violation;
- c) A denial that the person committed the violation and a request for a hearing relative to the violation. If the person desires the presence, at the hearing, of the Authority personnel who issued the Notice of Violation, the person must request his presence in his answer.

2. A person who admits that he committed a violation shall, and a person who admits that he committed a violation with explanation may, when he makes his answer, pay the fine arising out of the infraction admitted to the Authority.

3. A person who admits that he committed a violation with explanation shall submit evidence to the Authority that explains the circumstances surrounding the infraction. The evidence may be submitted in person or, to avoid the necessity of personal appearance, may be sent as affidavits and other documentary evidence by mail. When it receives an answer admitting that the person committed a violation with explanation, the Authority, through its Hearing Officer, shall promptly determine whether the explanation mitigates the fact that the person committed the infraction and notify the person, in writing, of its determination.

4. If the Hearing Officer determines that the explanation mitigates the fact that the person committed the infraction, the Hearing Officer may eliminate or reduce the amount of the assessment or fine arising out of the infraction or order an alternate penalty. If the fine is eliminated or reduced and the person has previously paid the fine, the amount paid in excess of the revised fine shall be returned to the person; if the fine is eliminated, reduced or altered and the person has not previously paid the fine, the person shall pay only the amount of the revised fine or comply with the alternate penalty.

If the Hearing Officer determines that the explanation does not mitigate the fact that the person committed the infraction, the person owes the entire amount of the fine arising out of the infraction, and if the person has not previously paid the fine, the person shall pay the entire amount of the fine.

If a person admits that he committed a violation with explanation and the person fails to pay the amount of the fine due within ten days after receiving notice of the determination, unless the amount due has previously been paid, the Hearing Officer's determination and the amount of the fine due shall be considered a judgment and shall be treated as if it were a judgment rendered subsequent to a hearing held pursuant to these Rules.

5. A person who denies that he committed a violation shall be granted a hearing concerning the infraction. The Authority shall set a date for the hearing and notify the person, in writing, of the date, time, and place of the hearing. The hearing shall be conducted by an Authority Hearing Examiner in accordance with these Rules. The President & CEO of the Authority shall appoint hearing examiners to hear appeals. No person shall be appointed as a hearing examiner unless the person is an attorney admitted to the practice of law in this state or was formerly employed as a law enforcement officer.

## B. Failure to Answer

1. When a person is personally or constructively served with a Notice of Violation charging the commission of a violation in accordance with these Rules and the person fails to answer the charge within the time specified in these Rules, the Authority shall send notifications of infractions as follows:

a) If the person who fails to answer was the operator of the vehicle involved in a Section 2.2, Parking, violation at the time of the issuance of the Notice of Violation and was personally served with the Notice of Violation, a notification of violation shall be sent to that person, and additionally if such person is not the owner of the vehicle, as determined from the records of the Bureau of Motor Vehicles, a notification of the violation also shall be sent to the owner at his most recent address appearing in such records;

- b) If the person who fails to answer was the owner of the vehicle that was involved in a Section 2.2, Parking, violation and was constructively served with the Notice of Violation, a notification of the violation shall be sent to the owner at his most recent address appearing in the records of the Bureau of Motor Vehicles.
  - c) If the person who fails to answer received a Notice of Violation for some other type of violation of these Rules, notice shall be sent to either his most recent address appearing in Authority records or to his employer.
2. A notification of violation shall be sent within 120 days after the expiration of the time specified for the making of an answer, shall be sent by first class mail, and shall contain all of the following:
- a) An identification of the violation with which the person was charged including the time and date of the violation. Such identification may be a copy of the Notice of Violation that was originally served, personally or constructively, upon the person;
  - b) A statement of the amount of the fine, penalties, fees and costs arising out of the violation that are due;
  - c) A warning that the person must answer the violation charged in the Notice of Violation within thirty (30) days or a default civil judgment in the amount of the fine, penalties, fees and costs due may be entered against the person;
  - d) A description of the allowable answers that may be made and notification that the person will be afforded a hearing before the Authority if he denies in his answer that he committed the violation;
  - e) An identification of the manners in which and the entity to which an answer may be made;
  - f) A warning that if the person fails to appear at a requested hearing, a default civil judgment in the amount of the fine, penalties, fees and costs due may be entered against the person.
  - g) If a Section 2.2, Parking, violation, a warning that the registration of the vehicle involved in the parking violation, if the vehicle is registered in this state, may not be renewed or transferred if a civil judgment or a default civil judgment is entered against the person until the judgment is paid or until it is otherwise finally disposed of in a manner specified in this Section 12.
3. A person who receives a Notice of Violation pursuant to these Rules may answer the violation with which he is charged in any of the manners listed above. An answer under these Rules shall be made within thirty (30) days after the date on which the Notice of Violation was written. If the answer includes payment of the fine arising out of the violation any additional penalty, fee or cost arising out of such violation shall also be paid.
4. If a person who is issued a Notice of Violation fails to answer within the 30 days specified above, the failure to answer shall be considered to be an admission that the person committed the violation and a default civil judgment, in the amount of the fine, penalties, and costs due may be entered against the person. Failure to timely answer the violation identified in the Notice of Violation may result in the imposition of an additional penalty of five dollars (\$5.00).

5. The sending of a notification of violation, the filing of or failure to file an answer by the person to whom it is sent, the substance of an answer, the payment of any fine, penalty, fee and cost and any other relevant information shall be entered in the records of the Authority.

C. Hearing Procedure Upon Denial, Judgments and Appeals to Court

1. If a person who is personally or constructively served with a notification of violation charging the commission of a violation of these Rules or who receives a Notice of Violation, in his answer to the charge denies that he committed the violation, the Authority shall conduct a hearing to determine if the person committed the violation. Each hearing shall be conducted in such manner as the Hearing Examiner considers appropriate. Rules regarding the admissibility of evidence shall not be strictly applied in the hearing, but all testimony shall be under oath.

2. At the hearing, the Authority has the burden of proving, by a preponderance of the evidence, that the person for whom the hearing is being conducted committed the violation. If the person, in his answer, denied that he committed the violation and requested the presence at the hearing of the Authority personnel who issued the Notice of Violation, the Authority personnel shall be required to attend the hearing unless the Hearing Officer determines that the person's presence is not required. If the issuing person's presence at the hearing has been requested and the person is unable to attend the hearing on the day and at the time scheduled, the Hearing Officer may grant a reasonable continuance. The person for whom the hearing is being conducted may present any relevant evidence and testimony at the hearing. The person does not have to attend the hearing if he submits documentary evidence to the Hearing Officer prior to the day of the hearing.

The Authority shall submit the original Notice of Violation that was personally or constructively served on the person or a true copy of that Notice of Violation, and information from the Bureau of Motor Vehicles that identifies the owner of the vehicle, if applicable. The Notice of Violation and the Bureau of Motor Vehicles information in proper form is prima-facie evidence that the registered owner of the vehicle was the person who committed the violation. The Authority may present additional evidence and testimony at the hearing. The Authority does not have to be represented at the hearing by an attorney.

3. If a person for whom a hearing is to be conducted appears at the scheduled hearing or submits evidence, the Hearing Officer shall consider all evidence and testimony presented and shall determine whether the Authority has established, by a preponderance of the evidence, that the person committed the infraction. If the Hearing Officer determines that the person committed the violation, an order indicating the determination as a judgment against the person and requiring the person to pay the appropriate fine and any additional penalties, fees and costs shall be entered in the records of the Authority.

4. If a person for whom a hearing is to be conducted fails to appear at the scheduled hearing and fails to submit evidence, the hearing examiner shall, if he determines from any evidence and testimony presented at the hearing, by a preponderance of the evidence, that the person committed the violation, enter a default judgment against the person and require the person to pay the appropriate fine and any additional penalties, fees and costs. A default judgment shall be entered in the records of the Authority.

5. If a person who is sent a Notice of Violation pursuant to these Rules does not timely answer, as provided above, the Authority Hearing Officer shall, if he determines from any evidence and testimony presented to him by the Authority, by a preponderance of the evidence, that the person committed the



violation, enter a default judgment against the person and require the person to pay the appropriate fine and any additional penalties, fees and costs. A default judgment entered shall be entered in the records of the Authority.

6. If the Hearing Officer does not determine, by a preponderance of the evidence, that a person committed the violation, the Hearing Officer shall enter judgment for the person, shall dismiss the charge of the violation against the person, and shall enter the judgment and dismissal in the records of the Authority.

7. A default judgment entered under these Rules may be vacated by the Hearing Officer who entered it if all of the following apply:

- a) The person against whom the default judgment was entered files a motion with the Authority within one (1) year of the date of entry of the judgment;
- b) The motion sets forth a sufficient defense to the infraction out of which the judgment arose;
- c) The motion sets forth excusable neglect as to the person's failure to attend the hearing or answer the notification of infraction.

8. Payment of any judgment or default judgment entered against a person pursuant to these Rules shall be made to the Authority within ten (10) days of the date of entry. For violations of Section 2.2, Parking, if payment is not made within this time period, the judgment or default judgment shall be filed with the Clerk of the Franklin County Municipal Court and when so filed, shall have the same force and effect as a money judgment in a civil action rendered in that Court.

As required by Section 4521.08 of the Ohio Revised Code, judgments and default judgments filed with the Franklin County Municipal Court pursuant to this Section shall be maintained in a separate index and judgment roll from other judgments rendered in that Court. Computer printouts, microfilm, microdot, microfiche, or other similar data recording techniques may be utilized to record such judgments. When a judgment or default judgment is filed with the Court, execution may be levied, and such other measures may be taken for its collection as are authorized for the collection of an unpaid money judgment in a civil action rendered in that Court. The Municipal Court may assess costs against the judgment debtor, in an amount not exceeding ten dollars (\$10.00) for each violation, to be paid upon satisfaction of the judgment.

9. Any person against whom a judgment or default judgment is entered pursuant to this section, and the Authority, if a judgment is entered against the Authority pursuant to this Section, may appeal the judgment or default judgment to the Franklin County Municipal Court by filing notices of appeal with the General Counsel's Office and the Municipal Court within fifteen (15) days of the date of entry of the judgment and by the payment of such reasonable costs as the Court requires. Upon the filing of an appeal, the Court shall schedule a hearing date and notify the parties of the date, time, and place of the hearing. The hearing shall be held by the Court in accordance with the rules of the Court. Service of a notice of appeal under this Section by a person does not stay enforcement and collection of the judgment or default judgment from which appeal is taken by the person unless the person who files the appeal posts bond with the Authority in the amount of the judgment, plus costs, at or before service of the notice of appeal.

Notwithstanding any other provision of law, the judgment on appeal of the Municipal Court is final, and no other appeal of the judgment of the Authority and no appeal of the judgment of the Municipal Court may be taken.

10. A default judgment entered pursuant to these Rules may be filed with the Municipal Court at any time within three (3) years after the date of issuance of the Notice of Violation charging the violation out of which the judgment arose.

D. Notice of Third Unpaid Judgment or Default Judgment

1. Pursuant to the provisions of Section 4521.10, Ohio Revised Code, the Authority is authorized to give notice to the Registrar of the Ohio Bureau of Motor Vehicles of the fact that three or more judgments or default judgments for violations of Section 2.2, Parking, have been entered against a person under the provisions of Section 4521.08, Ohio Revised Code, and these Rules. The notice, if given, shall be given not earlier than sixteen days nor later than three years after the date of entry of the third judgment or default judgment, and shall be in a form and manner, and contain such information as the Registrar of the Ohio Bureau of Motor Vehicles prescribes.

2. When a notice as provided in this section is given to the Registrar of the Ohio Bureau of Motor Vehicles and the judgments or default judgments are subsequently paid, dismissed, reversed on appeal, or it is discovered that such notice was given in error the Authority shall immediately notify the Registrar of such fact in a form and manner as prescribed by the Registrar.

If the notice was not given in error, the Authority shall charge the person a five dollar processing fee for each judgment or default judgment for which notice has previously been given under this section to cover the costs of the Bureau of Motor Vehicles in administering this section. Upon payment of that fee, together with the payment of all outstanding judgments and default judgments, the Authority shall provide such person a release to be presented at the time of registering or transferring the registration of a motor vehicle owned or leased by him and notify the Registrar that the judgments have been paid. The total amount of such five dollar (\$5.00) fees collected under this section shall be transmitted monthly to the Registrar of the Ohio Bureau of Motor Vehicles for deposit in the State highway safety fund established by Section 4501.06, Ohio Revised Code.

3. The Authority shall comply with Section 4521.10, Ohio Revised Code and such rules as the Registrar shall adopt pursuant to that Section.

**Section 12.4 NOTICES OF VIOLATION PROCEDURES (ALL BUT SECTION 7)**

Notices of Violation issued for all sections, with the exception of Section 7 of these policies and procedures will be executed as follows:

- A. The issuing official will insert the fine onto the Notice of Violation (NOV) as found in the Reference Guide at the rear of this section. The violator will be instructed to pay the fine or request a Hearing.
- B. Copies of the NOV designated for the Authority will be forwarded to the individual designated for data entry.
- C. The data entry person will conduct an administrative review of the offense and based upon the total fine figure as defined by this particular offense, or compounded by the past record of the offender, will assess additional penalties according to the matrix in Section 12.7. The violator will be notified of the additional action to be taken within two (2) business days of the decision. The cited person will then have thirty (30) days from the notification to either satisfy the requirements of the additional assessment or make a written appeal of the decision.

- D. The data entry person is responsible for maintaining accurate records of NOV's issued for non-Section 8 violations. Records will properly reflect individual's found in violation of these Rules and Regulations. This information will be utilized during administrative reviews.

**Section 12.5 ADMINISTRATIVE PENALTIES APPLICABLE TO ALL BUT SECTIONS 7 and 8**

Violations as described in this document have been assigned various fine amounts (see Section 12.7). A violator may be assessed increased penalties based upon his/her accumulated fine amount. This information will be utilized during the administrative review process in making determinations as to additional penalties.

**Additional penalties may then be assessed based on the total fine amount accumulated.**

CUMULATIVE FINE	ADDITIONAL PENALTY ASSESSED
\$75	\$25.00 fine
\$100	5 day suspension ID badge privileges
\$125	30 day suspension of ID badge privileges
\$150	Permanent revocation of ID badge privileges

Retraining and/or an additional criminal history records check may be required with any of the above. Costs for any additional retraining or criminal history records check will be borne by the individual needing same.

Whenever an individual receives a Notice of Violation, that individual's manager/supervisor will be notified.

**AIRFIELD driving privileges** may be subject to suspension, including immediate suspension, by Operations personnel or Airport Police Officers if:

- Property damage and/or bodily injury occurs;
- An unauthorized entry onto Aircraft Movement Areas occurs; or,
- Any other violation of a severe nature occurs.

**Access to the airfield or other restricted areas** may be subject to immediate suspension by Operations personnel or Airport Police Officers if:

- A person gains, or allows another to gain, unauthorized access to a restricted area.
- A person uses or allows another to use access control tools not issued to that person.
- A person fails to use an access control device to access a restricted area.

**Section 12.6 PENALTIES APPLICABLE TO SECTION 8**

**Level 1 Penalties**

Offenses	Penalty		
	Personal	Company	
8.4 A1, 2, 3, 5 8.4B1, 2 8.4C1 8.4C2(3), (5) 8.4D1, 2 8.4E1, 2, 3 8.4F2, 3 8.5B	<p><b><u>1<sup>st</sup> Violation by Any Company Representative</u></b></p> <ul style="list-style-type: none"> <li>• Notification to Company</li> <li>• Violation issued to Representative</li> <li>• \$75.00 fine</li> </ul>	<p><b><u>1<sup>st</sup> Violation by Any Company Representative</u></b></p> <ul style="list-style-type: none"> <li>• \$75.00 fine</li> </ul>	
	<p><b><u>2<sup>nd</sup> Violation by Any Company Representative</u></b></p> <ul style="list-style-type: none"> <li>• Notification to Company</li> <li>• Violation issued to Representative</li> <li>• Three (3) calendar day personal suspension for 2<sup>nd</sup> violation by any one Representative</li> <li>• \$75.00 fine</li> </ul>	<p><b><u>2<sup>nd</sup> Violation by Any Company Representative</u></b></p> <ul style="list-style-type: none"> <li>• \$150.00 fine</li> </ul>	
	<p><b><u>3<sup>rd</sup> Violation by Any Company Representative</u></b></p> <ul style="list-style-type: none"> <li>• Notification to Company</li> <li>• Violation issued to Representative</li> <li>• Five (5) calendar day personal suspension for 3<sup>rd</sup> violation by any one Representative</li> <li>• \$75.00 fine</li> </ul>	<p><b><u>3<sup>rd</sup> Violation by Any Company Representative</u></b></p> <p>\$200.00 fine</p>	
			<p><b><u>4<sup>th</sup> or Subsequent Violations by Any Company Representative</u></b></p> <ul style="list-style-type: none"> <li>• Five (5) calendar day suspension of Company from any pick-up operations at Airport</li> <li>• \$300.00 fine</li> </ul>
			<p><b><u>5<sup>th</sup> Violation Within Rolling Twenty-Four (24) Month Period</u></b></p> <ul style="list-style-type: none"> <li>• Revocation of all Ground Transportation Permits Issued to the Company. Company may not re-apply for twenty-four (24) months</li> </ul>

## Level 2 Penalties

Offenses	Penalty	
	Personal	Company
8.2 8.3 A, B, C 8.4A4 8.4B3 8.4D3 8.4F4 8.5 A1, 2	<p><b><u>1<sup>st</sup> Violation by Any Company Representative</u></b></p> <ul style="list-style-type: none"> <li>• Notification to Company</li> <li>• Violation issued to Representative</li> <li>• Five (5) calendar day personal suspension of Representative</li> <li>• \$100.00 fine</li> </ul> <p><b><u>2<sup>nd</sup> Violation by Any Company Representative</u></b></p> <ul style="list-style-type: none"> <li>• Notification to Company</li> <li>• Violation issued to Representative</li> <li>• Five (5) calendar day personal suspension of Representative <b><u>or</u></b> if second violation by same Representative, seven (7) calendar day personal suspension</li> <li>• \$100.00</li> </ul> <p><b><u>3<sup>rd</sup> or Subsequent Violation by Any Company Representative</u></b></p> <ul style="list-style-type: none"> <li>• Notification to Company</li> <li>• Violation issued to Representative</li> <li>• Five (5) calendar day personal suspension of Representative <b><u>or</u></b> if third violation by same Representative, revocation of ground transportation privileges (including taxi operator) of individual representative</li> <li>• \$100.00</li> </ul>	<p><b><u>1<sup>st</sup> Violation by Any Company Representative</u></b></p> <ul style="list-style-type: none"> <li>• \$100.00 fine</li> </ul> <p><b><u>2<sup>nd</sup> Violation by Any Company Representative</u></b></p> <ul style="list-style-type: none"> <li>• \$200.00 fine</li> </ul> <p><b><u>3<sup>rd</sup> or Subsequent Violation by Any Company Representative</u></b></p> <ul style="list-style-type: none"> <li>• \$250.00 fine</li> </ul> <p><b><u>4<sup>th</sup> or Subsequent Violations by Any Company Representative</u></b></p> <ul style="list-style-type: none"> <li>• Five (5) calendar day suspension of Company from any pick-up operations at Airport</li> <li>• \$300.00 fine</li> </ul> <p><b><u>5<sup>th</sup> Violation Within Rolling Twenty-Four (24) Month Period</u></b>            Revocation of all Ground Transportation Permits Issued to the Company. Company may not re-apply for twenty-four (24) months.</p>

### Level 3 Penalties

Offenses	Penalty	
	Personal	Company
8.4B4 8.4C2(1), (2), (6), (7) 8.4F1 8.5 C 8.6	N/A	<p><b><u>1<sup>st</sup> Violation by Company</u></b></p> <ul style="list-style-type: none"> <li>• \$150.00 fine</li> </ul> <p><b><u>2<sup>nd</sup> Violation by Company</u></b></p> <ul style="list-style-type: none"> <li>• \$250.00 fine</li> </ul> <p><b><u>3<sup>rd</sup> Violation by Company</u></b></p> <ul style="list-style-type: none"> <li>• Seven (7) calendar day suspension of Company from any pick-up operations at any CRAA Airport and \$300.00 fine.</li> </ul> <p><b><u>4<sup>th</sup> Violation by Company within Rolling Twenty-four (24) month period</u></b></p> <ul style="list-style-type: none"> <li>• Revocation of all Ground Transportation Permits Issued to the Company. Company may not re-apply for twenty-four rolling (24) months.</li> </ul>

**Section 12.7 REFERENCE GUIDE**

DESCRIPTION	SECTION	FINE
Abandoned Property	6.8	\$25
Access control equipment, lost or stolen reporting	11.5A	\$50
Access control, accessing through approved doors only	11.6A	\$25
Access control, arming/disarming jet bridge doors	11.5G	\$25
Access control, bypass doors for work-related only	11.6C	\$150
Access control, bypassing checkpoint restrictions	10.3R & 11.6F	\$50
Access control, divulging information about prohibited	11.6D	\$50
Access control, duty of last person using to secure	11.5F	\$50
Access control, inducing panic	11.8A	\$150*
Access control, leaving unsecured	11.5C	\$50
Access control, testing of procedures prohibited	11.8A	\$150*
Air carrier gates and ramps, use by GA aircraft prohibited	4.5	\$25
Aircraft accident, duty to remove	4.2	
Aircraft accident, duty to report	4.1	\$25
Aircraft electrical and electronic systems	5.9	\$25
Aircraft pushback, blocking driving lanes	10.3P	\$25
Aircraft repairing	5.13	\$25
Aircraft, model (see Model Aircraft, flying)		
Alcoholic beverages	3.7	\$25
Animals	3.8	\$25
Bar-B-Q grills	5.17	\$50
Bicycles (see Skateboards)		
Burning trash	6.7	\$25
Carts and strollers, non-motorized	3.2B	\$25
Challenging, reporting threats	11.4B,C	\$25
Challenging, required by all ID holders	11.4A	\$25
Checkpoints, inspection	10.3R	\$50
Cleaning fluids, use of	5.12	\$50
Commercial Ground Transportation Co. - "first time only permit"	8.7K	
Commercial drives, vehicles on	8.6	C
Commercial Ground Transportation Co. – parking	8.3	B



Commercial Ground Transportation Co. – permits	8.7	n/a
Commercial Ground Transportation Co. – regulations	8.5	A,B and C
Commercial Ground Transportation Co. – representatives	8.4	A,B and C
Commercial Ground Transportation Co. – soliciting	8.2	B
Compressed gas cylinders, storage of	5.16	\$50
Conduct, prevent use of airport	3.2A	\$25
Conduct, unprofessional	3.2B	\$25
Covering trash	6.2	\$25
Damage to aircraft and/or property reporting requirements	10.10C	\$25
Deicing / anti-icing material handling & dispensing	6.9A	\$25
Deicing / anti-icing material spills	6.9B	\$50
Deliveries, use of stairs/freight elevators	3.2C	\$25
Doping, spray-painting, and paint stripping	5.14	\$50
Driving within terminal and parking garage – motor running	9.2A	\$25
Driving, aircraft movement area, “full driving” required	10.9A	\$150*
Driving, aircraft movement area, communicating with ATC	10.9B	\$50
Driving, aircraft movement area, escort requirements	10.9C	\$50
Driving, airfield “full-driving” privileges	10.1A2	\$150*
Driving, airfield with escort required (use Escorting)	10.1A3	n/a
Driving, airfield, “ramp-driving” privileges	10.1A1	\$150*
Driving, alcohol / drug influence	10.3M1	\$150*
Driving, backing w/o guide	10.3N5	\$25
Driving, between building and aircraft	10.3B	\$25
Driving, careless, without due care, or speed related	10.3L2	\$75
Driving, catalytic converter equipped vehicle around fuel spill	10.3M3	\$75
Driving, designated lanes or roadways	10.3D	\$25
Driving, emergency roadway	10.3E	\$25
Driving, hazardously equipped vehicle	10.3L3	\$50
Driving, improper operation or due care	10.3J	\$50
Driving, leased area	10.3F	\$25
Driving, material falling from vehicle allowed	10.3H	\$25
Driving, material falling from vehicle clean up required	10.3I	\$25
Driving, obstructs, delays, or interferes with aircraft ops.	10.3L4	\$50
Driving, operator’s license required	10.1B	\$25
Driving, proper seating required	10.3G	\$25
Driving, reckless, wanton, willful operation	10.3L1	\$150*
Driving, safe distance from aircraft	10.3C	\$50
Driving, speed limits, aprons/ramps (15 mph)	10.4A	\$25
Driving, speed limits, BMU/hangars/50 ft. of aircraft (5 mph)	10.4C	\$50
Driving, speed limits, designated service roads (25 mph)	10.4B	\$25

Driving, speed limits, terminal underpass (5 mph)	10.4D	\$50
Driving, starting only when safe to do so	10.3M4	\$25
Driving, traffic control device, duty to obey, airside, non-movement	10.3N1	\$25
Driving, traffic control device, duty to obey, airside-movement	10.3N2	\$75
Driving, traffic control device, duty to obey, landside	2.5B	\$25
Driving, within terminal and parking garage	9.1	\$25
Driving, within terminal and parking garage – Careless/reckless/without due care	9.2B	\$75
Driving, within terminal and parking garage – drug/alcohol	9.2D	\$150
Driving, within terminal and parking garage – general procedures	9.2 E-S	\$25
Driving, within terminal and parking garage – yielding right of way	9.2C	\$50
Driving, yielding right-of-way	10.3A	\$50
Dumping, fill or building materials	6.3	\$25
Dumping, trash	6.1	\$25
Equipment, maintaining in sound condition	10.7A	\$50
Escorting, approved activity(s) only	11.3A5	\$50
Escorting, approved activity(s) only, removal required	11.3A.6	\$25
Escorting, driving privileges required on airfield	11.3A2	\$25
Escorting, Identification display required	11.3A1	\$25
Escorting, only where authorized	11.3A3	\$25
Escorting, other badge holder allowed	11.3A7	\$25
Escorting, police notification requirement	11.3A6	\$25
Escorting, remaining in close proximity	11.3A4	\$50
Escorting, through dedicated or “by-pass” doors prohibited	11.6B	\$25
Fence, perimeter, parking, storing items within 10 feet	11.6E	\$50
Fire extinguishers	5.15	\$50
Firearms & weapons	3.9	\$150*
Flammable / combustible material, storage of	5.5	\$50
Fueling operations	5.1	\$50
Gambling	3.4	\$25
Ground equipment, around aircraft, emergency	5.7	\$25
Ground equipment, operating with more than 4 carts	10.3M2	\$25
Hangars, driving in	5.8	\$50
Hangars, heating	5.11	\$50
Hazardous materials	5.6	\$50
Housekeeping, leasehold	5.4	\$25
Identification media, authorized areas only	11.1B	\$25
Identification media, display requirements	11.1A1	\$25

Identification media, duty to report violations	11.6H	\$50
Identification media, failing to surrender	11.2C	\$150*
Identification media, finding by another	11.5B	\$50
Identification media, misuse of	11.2A	\$150*
Identification media, modifications prohibited	11.2D	\$150*
Identification media, other approved forms	11.1C	\$25
Identification media, piggy-backing prohibited	11.5E	\$75
Identification media, use by another	11.2A2	\$150*
Inducing panic (See Access Control, inducing panic)		
Insurance, general aviation areas(\$10,000,000)	10.8B	Access denied
Insurance, ramps/movement areas (\$10,000,000)	10.8A	Access denied
Insurance, T-Hangar / tie-down (\$300,000)	10.8C	Access denied
Microwave beam, driving across w/o authorization	10.3Q	\$25
Model airplane flying	4.4	\$50
Open flame operation (see 5.17 for Bar-B-Q grills)	5.3	\$50
Parking, chocks or parking brake required (See Parking, unattended with motor running)		
Parking, designated areas only	10.5A	\$25
Parking, impeding aircraft operations	10.5D	\$50
Parking, Public, Auto-Mailbox	2.2A7	\$20
Parking, Public, Bus Loading Area	2.2A9	\$50
Parking, Public, Designated Parking Space	2.1I	\$42
Parking, Public, Fire Station Entrance	2.2A4	\$50
Parking, Public, Handicap Parking Space	2.2A8	\$500
Parking, Public, Individual Space	2.2A11	\$42
Parking, Public, Loading Zone	2.2A10	\$25
Parking, Public, More than 12" from Curb	2.2C	\$17
Parking, Public, Obstructing Street or Crossing	2.2B	\$34
Parking, Public, On Sidewalk (except bicycle)	2.2A1	\$50
Parking, Public, Prohibited by Signage	2.2A5 & 2.2A6	\$25
Parking, Public, Registration – failure to	2.1	\$25
Parking, Public, within 10' of Fire Hydrant	2.2A2	\$50
Parking, Public, within 50' of Railroad Crossing	2.2A3	\$50
Parking, ten feet of fire hydrant/extinguisher (airside)	10.5C	\$50
Parking, T-hangar	10.5B	\$25
Parking, unattended ground equipment on airfield	10.5E	\$25
Parking, unattended with motor running (parking brake & chocks)	10.5F	\$25
Picketing & Pamphleting	3.2A3	\$50
Property Damage	3.6	\$50

Property, lost, mislaid, abandoned (policy)	3.1	\$25
Restrooms, using	6.5	\$25
Roller blades (see Skateboards)		
Security Directives (& orders), complying with	1.3D	\$50
Signs, complying with	3.1	\$25
Skateboards, bicycles, roller blades & scooters	3.3	\$25
Smoking	5.2	\$25
Spills	6.6	\$25
Spitting, etc.	6.4	\$25
Taxicabs – enforcement and penalties	7.7	n/a
Taxicabs – inspections	7.6	n/a
Taxicabs – permits	7.2	n/a
Taxicabs – solicitation of services	7.3	n/a
Taxicabs – standards for operation	7.4	n/a
Taxicabs – suspension or revocation of permit	7.8	n/a
Taxicabs – vehicle standards	7.5	n/a
Tools, holders of Authority issued ID responsible (See also Worksites, tool control policy)	11.6I	\$75
Tools, powder activated	5.18	\$75
Traffic Control Device, obeying (See Driving, traffic control device, duty to obey)		
Traffic Control Device, tampering with	10.3O	\$75
Trash, burning (See Burning trash)		
Trash, dumping (See Dumping trash)		
Trash, storage and transport	6.2	\$25
Test, identification, alter, modify or falsify or attempt to alter, modify or falsify	11.2E	Identification issuance denied
Test, identification, alter, modify or falsify or attempt to alter, modify or falsify - aiding	11.2E	\$150*
Unsafe activities near aircraft gates	10.10B	\$50
Vehicles, airfield requirements	10.2	\$25
Vehicles, baggage make-up areas, motor running	10.3K	\$25
Vehicles, blocking	10.5D	\$25
Vehicles, disabled, moving	10.7B	\$25
Vehicles, lights requirements	10.6A	\$25
Vehicles, lights, aircraft cockpit	10.6B	\$25
Vehicles, lights, rotating beacon on deicing equipment	10.6D	\$25
Vehicles, repairing in designated areas only	10.7C	\$25
Vehicles, rotating beacon requirements	10.6C	\$25
Vehicles, unoccupied while motor running (See Parking, unattended w/ motor running)		

Vending machines and display racks	3.5	\$25
Walking more than 150 ft. from airside of terminal	10.10A	\$25
Worksites, access to	11.7A	\$50
Worksites, contractor compliance requirements	11.7B	\$75
Worksites, contractor subcontractor requirements	11.7D	\$75
Worksites, tool control policy	11.7C	\$75
All others not specified	All Others	\$25

\* Immediate confiscation of ID Badge

## **APPENDIX A DEFINITIONS**

**ACCESS CONTROL SYSTEM** - Identification badge, keys, codes, etc. administered by the Airport Authority and used to gain access to a secured area as defined in the airport security plan (ASP).

**AIRCRAFT** - Any contrivance now known or hereafter designed, invented, or used for powered or non-powered flight in the air.

**AIRCRAFT DEICING AND ANTI-ICING MATERIALS** - Fluids designed to remove frost, snow, and ice from aircraft surfaces meeting the requirements of either 1) SAE AMS 1424B ~ Deicing/Anti-icing Fluid, Aircraft, SAE Type 1, or 2) SAE AMS 1428C ~ Fluid, Aircraft Deicing/Anti-icing, Non-Newtonian, (Pseudoplastic), SAE Types II, III, IV.

**AIRCRAFT MOVEMENT AREA** - Runways and taxiways upon which access and movement are controlled in accordance with FAA Air Traffic Control (ATC) procedures.

**AIRFIELD** - The area of land, excluding buildings and facilities, that is within the perimeter of the airport fencing.

**AIR OPERATIONS AREA (AOA)** - The AOA is an area designed and used or intended to be used for the take off, landing or surface maneuvering of aircraft and is protected by security fencing. The aircraft movement area and adjacent areas within the airport to which access and movement are restricted, are controlled in accordance with the Transportation Security Administration (TSA) approved security program and Airport Authority and TSA regulations and rules.

**AIRPORT** - The property operated and administered by the Columbus Regional Airport Authority and includes Port Columbus International Airport (CMH), Rickenbacker International Airport (LCK) and Bolton Field Airport (TZR).

**AIRPORT AUTHORITY APPROVED IDENTIFICATION** - Identification issued by the Authority, as well as identification defined in an airport security program (ASP), which authorizes access to a restricted area.

**AIRPORT AUTHORITY ISSUED IDENTIFICATION** - Identification issued by the Airport Authority.

**AIRPORT AUTHORIZED VEHICLE** - Any vehicle listed in Section 10.2.

**AIRPORT SECURITY PROGRAM (ASP)** - A confidential document pertaining only to a specific airport, and approved by the TSA, which describes the systems and methods in place to satisfy Part 1542 Transportation Security Regulation (TSR).

**AIR TRAFFIC CONTROLLER** - An individual who controls aircraft and vehicles on the runways and taxiways via radio communications or light gun signals from the tower (see AIR TRAFFIC CONTROL TOWER).

**AIR TRAFFIC CONTROL TOWER (ATCT) (ATC TOWER) (TOWER)** - A structure from which authorized FAA personnel provide air traffic to aircraft operating in the vicinity of the airport, and to aircraft and ground vehicles operating on the aircraft movement areas.

**APRON** - The area of the airport within the airfield designated for the loading, unloading, servicing, parking or

maintenance of aircraft.

**ARFF** - Aircraft Rescue and Fire Fighting, provide fire protection for aircraft operations at the airport as required by FAR Part 139.

**ASSESSMENT** – The amounts established by these Rules as penalties for violation of any of the provisions of these Rules.

**AUTHORITY or AIRPORT AUTHORITY** - The Columbus Regional Airport Authority.

**BAGGAGE MAKEUP AREA** – Restricted area where baggage is sorted, loaded, or unloaded from baggage conveyors or baggage carts.

**BICYCLE** – Every device that is propelled solely by human power upon which any person may ride.

**BOLTON FIELD AIRPORT (BOLTON or TZR)** – See AIRPORT.

**CHALLENGE** - The act of attempting to ascertain the authority or purpose of an unescorted individual/vehicle, not wearing or displaying an Airport Authority approved identification, to access, remain in, or drive through a restricted area by directly requesting such individual/vehicle to display Airport Authority approved identification.

**COMMERCIAL GROUND TRANSPORTATION SERVICE OR GROUND TRANSPORTATION SERVICE** - The act of providing the carriage of individuals or their property to or from the airport in a commercial vehicle.

**COMMERCIAL GROUND TRANSPORTATION COMPANY** - Any person engaged in any type of ground transportation service, excluding taxicabs.

**COMMERCIAL VEHICLE** – Any vehicle engaged in transporting individuals or property for a commercial entity, regardless of whether the charge for such service is paid, either directly or indirectly, by the customer being served. For the purposes of Section 8 only, a taxicab is not defined as a commercial vehicle.

**CONTRACT PASSENGER** – A taxicab passenger whose transportation was arranged and paid for by a third party, including, but not limited to, the taxicab passenger’s employer.

**CONTRACT VEHICLE OR CONTRACT SHUTTLE** - A commercial vehicle hired by a third party to pick up or drop off passengers at the airport. Fees for the services of a contract vehicle are paid for by the third party and not by the passenger.

**COURTESY VEHICLE OR COURTESY SHUTTLE** - Any commercial vehicle owned and/or operated by a hotel, car rental company, off-airport parking lot or other business and used to transport passengers to and from the airport and the business. Such transportation is without charge, directly or indirectly, to the passenger.

**DESIGNATED ROADWAY** - Any portion of the airfield marked by two (2) parallel white lines for the movement of vehicles, including, but not limited to, perimeter roadways and apron roadways.

**ESCORT** – An individual with a valid Airport Authority issued identification who accompanies and is responsible for, the actions of an individual who does not have unescorted access privileges into a restricted area.

**ESCORTED ACCESS** - Authorization to be in a restricted area only when properly escorted. Further defined in Section 11.3 of this document.

**EQUIPMENT** - Equipment shall include, but not be limited to, elevators, escalators, moving walkways, doors, gates, and motorized vehicles.

**FIXED BASE OPERATOR (FBO)** – An airport tenant who provides fueling service, ground handling and customer service, and may provide other services such as aircraft sales and service, flight training, charter services, aircraft maintenance, etc.

**FUEL FARM** - Facilities designed for the storage and handling of fuel.

**FULL DRIVING** – Holder is authorized to drive in all movement and non-movement areas of the airfield as required by their job (i.e., ramps, perimeter roads, runways, taxiways and associated safety areas).

**GENERAL AVIATION (GA)** – All aviation activities other than military and commercial air carrier operations.

**HANDICAPPED DESIGNATED PARKING SPACE** – Parking spaces on public or private streets, parking lots and parking garages designated for the exclusive use of a handicapped designated vehicle and denoted as such in accordance with the requirements of the Ohio Revised Code Section 4511.69(E) Ohio Revised Code Section 3781.111(C).

**HOLD SHORT LINE** - A pattern of four (4) yellow lines parallel to the runway centerline, which designates the boundary of the runway environment. The two (2) lanes nearest the taxiway or apron are solid yellow. The two lines nearest the runway are dashed.

**JET BRIDGE** - Location where passengers board and leave an aircraft. It may be fixed or moveable.

**MOVEMENT AREA BOUNDARY LINE** – A pattern of two (2) parallel yellow lines, one solid and one dashed, which separate the movement and non-movement areas. The line on the side of the non-movement area is solid. The line on the side of the movement area is dashed. Aircraft and vehicles may not proceed past the movement area boundary line without immediate prior authorization of the ATC Ground Control.

**NFPA** – National Fire Protection Association

**NON-MOVEMENT AREA** – Aprons and parking areas upon which access and movement are not subject to the control of the FAA air traffic control tower.

**NOTICE OF VIOLATION (NOV)** – A form used to cite a violator of these Rules. The NOV provides for either a written warning or payment of a monetary fine with or without mandatory training. The form also describes the appeal process.

**OPERATIONS DIVISION (AIRPORT OPERATIONS)** - The Division of the Airport Authority responsible for surface safety and security operations at the airport in conjunction with the Airport Public Safety Division.

**OPERATOR OR DRIVER** – Any person who drives or operates a vehicle upon the public highways, inside the terminal or parking garage, on the airfield, or on private property belonging to the Authority.

**Park and Parking** - The standing of a vehicle, whether occupied or not, otherwise than temporarily for the purpose of, and while actually engaged in, loading or unloading merchandise or passengers.

**Parking Area** - Any portion of the land and property of the Airports, which is designated for the parking of vehicles. The term includes parking lots and parking ramps.



**Parking Zone** - Any portion of the Airports streets or roadways, parking areas, parking lots or parking ramps on which the parking of vehicles is permitted or regulated by the Authority.

**PASSENGER LANE** - Designated AIRCRAFT passenger boarding lane.

**PERMITTED TAXICAB DRIVER** – a taxicab driver who has a current taxicab permit from the Authority.

**PERSON** - Shall include an individual, corporation, company, association, firm, partnership, society, joint-stock company, governmental entity, tenants, lessees, concessionaires, passengers, visitors, customers, contractors and other entities doing business on, employed at, or otherwise using Authority property as the context shall deem appropriate. It includes a trustee, receiver, assignee, successor or similar representative of any of them.

**PIGGY-BACKING** - The act of following an individual, or vehicle, through an access control point into the restricted area without properly using an airport authorized access control method, system, or procedure.

**PORT COLUMBUS INTERNATIONAL AIRPORT (CMH)** – See AIRPORT.

**PRE-ARRANGED PASSENGER** – Taxi service specifically requested from a certain taxi company or a reservation for taxicab service made prior to the taxicab’s entry to the airport.

**PRE-ARRANGED SHUTTLE** - Service specifically requested from a certain Commercial Ground Transportation Company or a reservation for ground transportation service made prior to the transporting vehicle’s entry to the airport. The rate charged shall be the length of time the vehicle is in use, measured in hourly increments or an agreed upon fixed rate that exceeds the normal hourly rate of one hour and not the distance traveled. Vehicles operating as a pre-arranged shuttle may also be known as pre-arranged livery licensed vehicles.

**PUBLIC SAFETY VEHICLE** - As defined in the Ohio Revised Code Section 4511.01.

**RAMP** – See APRON.

**RAMP DRIVING** – Holder is authorized to drive only in non-movement areas of the airfield as required by their job (i.e., ramps and perimeter roads).

**REPRESENTATIVE (COMMERCIAL GROUND TRANSPORTATION REPRESENTATIVE)** - This term includes, but is not limited to, an owner, driver, employee, designee, licensee, contractor, subcontractor, or any other individual acting on behalf of a commercial ground transportation company.

**RESTRICTED AREA** - Any area of the airport designated as not generally open to the public, unless authorization has been granted to enter, including SIDA, AOA and secured areas.

**RICKENBACKER INTERNATIONAL AIRPORT** – See AIRPORT

**RUNWAY** - A restricted area on the airport used for the landing and take-off of aircraft.

**SCHEDULED SHUTTLE OR SCHEDULED ROUTE SHUTTLE** - A commercial vehicle operated over an established route and on a regular schedule, regardless of whether passengers are present for pick up or not. The rate shall be a flat fee charged equally to all locations on the route regardless of time or distance traveled. Discounts offered to any passenger on a shuttle must also apply to all other passengers on the shuttle.

**SECURED AREA** - An area or areas of the airport that have been so designated in an airport security program, and to

which access is controlled by a system, method or procedure as required by TSR Part 1542.207.

**SECURITY IDENTIFICATION DISPLAY AREA (SIDA)** - Any area identified in an airport security program as requiring an individual/vehicle to continuously display Airport Authority approved identification unless the individual/vehicle is under airport approved escort.

**SOLICITATION, TO SOLICIT OR SOLICITING FOR A GROUND TRANSPORTATION SERVICE**– Any act done for the purpose of obtaining business. A representative shall not initiate conversation with customers or potential customers. This definition is applicable to Section 8, Ground Transportation, only.

**SPILL OR RELEASE** - Any dispensing of aircraft deicing and anti-icing materials, accidental or otherwise, that is not applied directly to aircraft within a designated area. Also, any discharge of fuel, hydraulic fluid, oil, or other contaminant, onto or into an area or container not designated to hold such materials, accidental or otherwise.

**Stand and Standing** - The halting of a vehicle (when prohibited), whether occupied or not, other than for the purpose of and while actually engaged in receiving or discharging passengers.

**STROLLERS AND CARTS (CARTS)** – Conveyances, including, but not limited to, wheelchairs; two- and four-wheeled baggage carts; delivery carts; hand trucks; dollies; construction gang-boxes; and baggage carts rented on premises.

**TAXICAB** – Any vehicle less than twenty-five (25) feet long that carries persons for a fare, determined by a meter, that is designed to carry not more than nine (9) persons including the driver, and that has valid operating authority (permits, licenses, certificates, etc.) from the appropriate governmental agency or agencies.

**TAXICAB MANAGER** – The company with which the Authority has contracted for the management of Taxicab Services at the airport, or in the absence of such a contract, the Authority’s Director of Ground Transportation.

**TAXICAB LINE** – The area designated by the Authority in which taxicabs enter a queue, or holding area, and await their turn in the queue and instructions from the taxicab manager or Authority to engage a passenger.

**TAXICAB PERMIT** – The document issued by the Authority which grants the taxicab driver a license to participate in regular taxicab services at Port Columbus International Airport. No taxicab may accept passengers (except prearranged or contract passengers) at the airport without a valid taxicab permit from the Authority. Any taxicab operating without a taxicab permit from the Authority for prearranged or contracted taxi service, may do so only within areas designated by the Authority.

**TAXIWAY** – An aircraft movement area designated for ground maneuvering of aircraft by its own power. (All markings on taxiways are yellow and the taxiway edge is delineated by blue lights or reflectors.)

**TERMINAL** – Any building owned or operated by the Authority and designated as a passenger facility for the purpose of air travel.

**TRAILER** - Every device designed or used for carrying persons or property wholly on its own structure and for being drawn by a vehicle.

**TRANSPORTATION SECURITY REGULATIONS (TSR)** – The regulations issued by the Transportation Security Administration in Title 49 of the Code of Federal Regulations, Chapter XII, which includes parts 1500 through 1699.

**TSA** – The Transportation Security Administration

**UNAUTHORIZED ACCESS** - Accessing a restricted area without an escort or airport authority approved identification.

**UNESCORTED ACCESS** - Authorization to be in a restricted area without escort.

**VEHICLE** – Everything on wheels, tracks or runners, propelled or drawn by power other than muscular power.

**WALK-UP AREAS** – The area designated by the Authority for the pick up of taxicab passengers other than prearranged or contract passengers.