



SANTA FE
REGIONAL AIRPORT

RULES AND REGULATIONS

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Airport Director

Adopted: _____

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DEFINITIONS

Airline – A passenger or cargo airline authorized to provide commercial flights by the Federal Aviation Administration under 14 CFR Part 121.

Airport – The Santa Fe Regional Airport.

Airport Operations Area (AOA) – The portion of the Airport, specified in the Airport Security Program, in which security measures specified in Title 49 of the Code of Federal Regulation are carried out. This area includes aircraft movement areas, aircraft parking areas, loading ramps and safety areas for use by aircraft regulated by 49 CFR parts 1542, 1544, and 1546 and any adjacent areas (such as general aviation areas) that are not separated by adequate security systems, measures or procedures. This does not include the secured area.

Aircraft/Air Carrier Operator – A person who uses, causes to be used, or authorizes to be used an aircraft, with or without the right of legal control (as owner, lessee, or otherwise) for the purpose of air navigation including the piloting of aircraft, or on any of the surfaces of an airport under 14 CFR Part 121.

Apron (Ramp) – A defined area on the Airport intended to accommodate aircraft for purposes of loading or unloading passengers or cargo, refueling, parking or maintenance.

Authorized Emergency Vehicle – Any vehicle that is designated and authorized to respond to an emergency to include vehicles of the Fire Department, Police Department, State, County, City, or other government agencies, public service corporations, private ambulances and such other vehicles officially designated as such for use upon the Airport.

Business or Concession – A retailer, offering to sell or furnish any commodity, article, facility or service.

Checked baggage – Property tendered by or on behalf of a passenger and accepted by an aircraft operator for transport which is inaccessible to passengers during flight. Accompanied commercial courier consignments are not classified as checked baggage.

Criminal History Records Check (CHRC) – A search for an individual's past criminal history by submitting the individual's fingerprints and biographic information to the Federal Bureau of Investigation Criminal Justice Information System (CJIS), and a review of any criminal history records that CJIS returns.

City of Santa Fe – The owner and operator of the Santa Fe Regional Airport.

Concessionaire – A person, firm or corporation holding a Lease or Concession Agreement to which the Concessionaire is a party.

Courtesy Vehicle – Any authorized vehicle, not for hire, used to transport persons between the Airport Terminal and a specific hotel, motel, off-airport car rental facility, or other off-airport entity.

Electronic Cigarette – A device containing a nicotine-based or other liquid that is vaporized and inhaled, simulating the experience of smoking tobacco.

Employee Parking Lot – The designated area where employees of the Airport; tenants; the Federal Aviation Administration; and all those permitted by the Airport Manager, or their designee, may leave their vehicles while at the Airport for the purposes of employment on the Airport.

Escort – To accompany or maintain constant visual contact with an individual who does not have unescorted access authority into or within the secured area or AOA.

Federal Aviation Administration (FAA) – The United States government agency that regulates and oversees civil aviation.

Federal Aviation Regulations (FAR's) – Rules prescribed by the Federal Aviation Administration (FAA) governing all aviation activities in the United States.

Foreign Object Debris (FOD) – Any object, live or not, located in an inappropriate location in the airport environment that has the capacity to injure airport or airline personnel and damage aircraft.

Fuel Storage Area – Any area designated by the Airport, where aviation fuel, automobile fuel, jet fuel, or any other type of fuel may be stored.

Loading Zone – Any area reserved for the exclusive use of vehicles while actually engaged in loading or unloading freight, mail, baggage and supplies.

Lost and Found Property – Unclaimed personal property or other similar items found at the airport or otherwise turned-in to the Airport Manager or any Airport staff member.

Movement Area – The runways, taxiways and other areas of the Airport that are used for taxiing, takeoff and landing of aircraft, exclusive of loading ramps and aircraft parking areas.

Non-Movement Area – Taxiways and apron (ramp) areas not under control of the Air Traffic Control Tower.

Non-Tenant Business – A business granted permission to operate at the Airport but does not have a concession contract or lease granting the privilege of having offices or other facilities at the Airport from which to conduct business, unless specified in the individual non-tenant agreement.

Passenger Loading Zone – Areas reserved for the exclusive use of vehicles while engaged in loading or unloading passengers and baggage.

Permission – The right or ability granted by the Airport Manager, or their designee. Permission, whenever required by these rules and regulations, shall always mean written permission, unless the obtaining of written permission would not be practical.

Person – Any individual, firm, partnership, co-partnership, corporation, trust, association or company (including any assignee, receiver, trustee, or similar representatives thereof) or the

United States of America, any State or political subdivision thereof, any foreign government, or the United Nations.

Piggybacking – Piggybacking occurs when an unauthorized individual, on foot or in a vehicle, enters through a portal providing access to a secured area, SIDA or AOA during an authorized individual's entry into or exit from such area with or without the authorized person's knowledge. Piggybacking also occurs when an otherwise authorized individual accesses an open secured area, SIDA or AOA portal without following required access control procedures.

Public Vehicular Parking Area – Any portion of the Airport designated and made available, temporarily or permanently, by the Airport for the public parking of vehicles.

Scheduled passenger operations – An air transportation operation (a flight) from identified air terminals at a set time, which is held out to the public and announced by timetable or schedule, published in a newspaper, magazine or other advertising medium.

Security Identification Display Area (SIDA) – The portion of an airport, specified in the Airport Security Program, in which security measures specified in Title 49 of the Code of Federal Regulations are carried out. This area includes the secured area and may include other areas of the Airport.

Shuttle – A motor vehicle that travels regularly between two places.

Special Event – a gathering of people for a specific activity that takes place over a limited time in one or more locations.

Supplemental Air Carrier – An air carrier certificated in accordance with FAR Part 121 and providing nonscheduled or supplemental carriage of passengers or cargo, or both, in air transportation. Also referred to as nonscheduled or charter air carriers.

Taxicab – A vehicle operated for compensation, including any kind of donation, which receives passengers to be driven to another destination. This includes any for hire service summoned on any mobile or online application service or company.

Vehicle – A device in which a person or property is or may be transported except devices moved by human power, used exclusively upon stationary rails or track, or aircraft.

SECTION 1 – INTRODUCTION

1.1 Purpose

The purpose of the Santa Fe Regional Airport (SAF) Rules and Regulations is to establish rules and guidelines for the safe and efficient operation of the Airport and associated property owned by the City of Santa Fe. All persons coming upon or using any part of the Airport property shall abide by these Rules and Regulations, any other applicable laws, rules, or regulations adopted by the City of Santa Fe and all state and federal laws.

1.2 Distribution

The Rules and Regulations are available to all Employees, Air Carriers, Concessionaires, Contractors, Tenants, Non-Tenants and the Public.

1.3 Authority

The Rules and Regulations of the Santa Fe Regional Airport is published under the authority contained in the Santa Fe City Charter (SFCC) 2018-17 § 3-3(A) 2018-17 § 3-3(B), 2018-17 § 3-3(C), and 2018-17 § 3-3(D) which empowers the Airport Manager to make rules and regulations governing the use and control of the Santa Fe Regional Airport.

SFCC 2018-17, § 3-3(A) - The airport manager shall have the authority to prepare and present to the governing body for approval and adoption rules and regulations for the management, operation and control of the Santa Fe Regional Airport, and for the use and occupancy, management, control, operation, care, repair and maintenance of all structures and facilities thereon, and all land on which the Santa Fe Regional Airport is located and operated.

SFCC 2018-17, § 3-3(B) - The airport manager shall have the authority, and is hereby empowered and authorized, upon the basis of traffic engineering or other investigations and studies or where necessitated by the peculiar character of the Santa Fe Regional Airport to adopt rules and regulations pertaining to the operation of automobile and vehicular traffic and parking facilities at the Santa Fe Regional Airport. By way of example, but not by way of limitation, such rules and regulations may provide for the following:

1. Establishment of zones for special parking;
2. Establishment of zones for the loading and unloading of passengers and for the deliveries of goods, and time limitations thereon;
3. Designation of bus stops;
4. Setting speed limits;

5. Installation of traffic-control signs, signals and devices for the regulation of traffic;
6. Establishment of accident reporting procedures;
7. Establishment of right-of-way regulations;
8. Prescribing methods of parking; and
9. Designation of one-way and through traffic roadways, driveways and thoroughfares.

SFCC 2018-17, § 3-3(C) - The City of Santa Fe, Santa Fe Regional Airport, reserves the right to enforce these rules and regulations through an enforcement and civil administrative process that will be followed for any alleged violation of these rules and regulations.

SFCC 2018-17, § 3-3(D) - The City of Santa Fe, Santa Fe Regional Airport, reserves the right to levy monetary fines up to five-hundred dollars (\$500.00) in accordance with Section 1-3 SFCC 1987 for each violation of these rules and regulations.

The Federal Aviation Administration (FAA) and the Transportation Security Administration (TSA) have issued Federal Aviation Regulations (FAR) Part 139 and Transportation Security Regulations (TSR) Part 1540 and 1542, which require Airport management to establish operational and safety procedures and to institute certain security measures to meet FAA and TSA requirements for airport certification.

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

1.4 Liability

The City of Santa Fe, its agents or employees assume no responsibility or liability for loss, injury or damage to persons or property on the Airport or using Airport facilities, by reason of fire, theft, vandalism, wind, flood, earthquake or collision damage, nor does it assume any liability by reason of injury to persons or property while using any facility of the City of Santa Fe.

1.5 Compliance

All persons on the Airport property shall be governed by the rules and regulations herein prescribed and by orders and instructions of the Airport Manager or designee relative to the use or occupation of any part of the Airport property and shall with written or oral instruction issued by the Airport Manager or designee to enforce these regulations.

Any person or persons who refuse to comply with these rules and regulations, after proper request to do so by the Airport Manager or designee, shall be subject to criminal trespass and/or civil penalties.

1.6 Deviations

The Airport Manager may authorize deviations from the Rules and Regulations when action is necessary to maintain established standards of operational safety and Airport security, or in situations which affect life and/or property under the jurisdiction of the Airport.

In case any section(s) (wholly or partly) of these Rules and Regulations is found invalid for any reason, the remainder shall remain in force and effect. Therefore, all sections are separate and independent of each other.

1.7 Appeals

If a monetary fine is levied, or Airport ID badges of a participant are denied, suspended, revoked, or limited in scope, as a condition of the final determination of enforcement action, the Participant may, within fifteen (15) days, request an appeal hearing by contacting the Santa Fe City Manager's Office in writing. The Santa Fe City Manager or designee will serve as the appeals officer. The appeals hearing shall be conducted as expeditiously as possible, and in accordance with any rules adopted by the appeals officer for such proceedings. All testimony and evidence shall be submitted under oath or affirmation. In all matters, the petitioner shall have the burden of proof to show by a preponderance of evidence the correctness of his or her position. The appeals officer shall thereafter make a final written determination as to the action being appealed.

SECTION 2 – COMMERCIAL ACTIVITY

2.1 Conduct of Business

No person or company shall carry out any commercial activity at or from the Airport without a written agreement with the City of Santa Fe or the written consent of the Airport Manager, or their designee. This shall include:

1. any flight on which passengers or cargo is carried for hire;
2. any distribution or provision of food and beverages, retail merchandise, and other services whether provided free or for sale to the end user;
3. any rental car and other ground transportation services;
4. all other revenue-producing activity.

An Airline may provide its passengers with on-board drinks and snacks in the terminal gate areas only during flights that are delayed more than thirty (30) minutes from their scheduled departure time. In such cases of a delayed flight, an Airline may provide drinks and snacks other than those it serves on-board the aircraft. Airlines are not permitted to provide alcoholic beverages of any kind in the terminal gate areas. Airlines are prohibited from providing such drinks and snacks in any other area of the Airport.

2.2 Airport Owned Facilities

No person shall alter, make additions to, erect, excavate, construct, or deconstruct any building, sign or other property within the Airport without the written consent of the Airport Manager.

2.3 Advertisements

No person shall post, distribute, or display signs, advertisements, circulars, campaign materials, or other printed or written materials at the Airport without permission of the Airport Manager.

2.4 Commercial Photography

No person, except representatives of the press on duty or during official assignments, shall take still, motion, or sound pictures for commercial purposes at the Airport without permission of the Airport Manager.

2.5 Cargo Storage

Unless otherwise provided in a lease or other agreement, no person shall use any open area of the Airport for storage of property without written permission of the Airport Manager. If a person uses such area for storage without first obtaining such permission, the Airport Manager, or their designee may order the property to be removed at the

expense of the owner without liability for damage arising from such removal. In addition, rent shall apply for the time the property was stored at the Airport.

2.6 Parking and Storage of Aircraft

Unless otherwise provided in a lease or other agreement, no person shall use any area of the Airport (other than the public aircraft parking and storage areas) for parking and storage of aircraft without permission of the Airport Manager, or their designee. If a person uses such area for parking or storage without first obtaining such permission, the Airport Manager, or their designee may order the aircraft removed and stored at the expense of the owner without liability for damage arising from such removal or storage.

2.7 Payment of Charges

All billings for use of Airport facilities or goods furnished, shall be payable upon presentation unless otherwise covered by contract or lease. This also applies to the public parking facilities on Airport property.

2.8 Soliciting

No person shall solicit funds for any purpose at the Airport without permission of the Airport Manager.

2.9 Use of Runway, Ramp, or Apron Areas

No person shall take off or land an aircraft from or on a public landing area, or use a public landing area, public ramp or apron area, public passenger ramp or apron area, public cargo ramp or apron area, or a public aircraft parking or storage area, except upon the payment of such fees and charges prescribed by the Airport, unless such person is entitled to use such area under a contract or lease.

2.10 Use or Occupancy of Air Operations Area (AOA)

No person shall use or occupy within the Air Operations Area (AOA) unless the activity is in conjunction with aircraft operations, servicing of tenants, concessionaires, airlines, activities associated with airlines, governmental agencies, or a purpose connected with the maintenance and operation of the Airport.

2.11 Authority to Deny Use

The Airport Manager or their designee may deny the use of the Airport to any aircraft or pilot violating Santa Fe Regional Airport, City of Santa Fe, State or Federal laws, rules, or regulations, whether the violation occurred at this Airport or another.

2.12 Use of Airport as Base

The basing and operation of aircraft at the Airport for the purpose of commercial activities (excluding Part 91) will be by written agreement with the City of Santa Fe. If

such aircraft are used for hire or other commercial purposes all applicable permits and fees must be paid to the Airport.

2.13 Supplemental Air Carrier

Any supplemental air carrier wishing to enplane or deplane passengers or cargo must notify the Airport Manager no less than 24 hours prior to arrival. Information required includes:

1. Company operating the flight;
2. Type and registration number of aircraft;
3. Estimated time of arrival and departure to and from SAF;
4. Destination from SAF;
5. Number of passengers and their organization;
6. Insurance certificate.

Unless a contract or lease with the Airport is in place, the current schedule of fees shall apply.

2.14 Ground Transportation

No individual or entity, other than authorized concessionaires, may operate any taxicab, shuttle, courtesy vehicle, bus, personal vehicle, or rental car for the purpose of carrying passengers for hire from the Airport unless such operation is with the approval of the Airport Manager and under such terms and conditions as prescribed by the City of Santa Fe.

All individuals, partnerships, LLC or corporations operating for hire and courtesy vehicle services must be registered with NM PRC.

1. Operators of for hire and courtesy vehicles without a registration from NM PRC or contract with the Airport may only unload passengers who made prior arrangements. Operators of unregistered vehicles are prohibited from soliciting business or load passengers even if prior arrangements were made.
2. Operators with registration from NM PRC may not cruise or solicit business from inside the passenger terminal but may only load passengers, if prior arrangements were made.

All for hire vehicles must hold a registration or permit issued by the NM PRC.

All permittees shall abide by all federal and state laws as well as all Airport Rules and Regulations.

Operators must be clearly identifiable to the public as employees of a registered operator.

Vehicles will park or stand in designated areas to wait for arriving passengers. Vehicles may pull to the front curb to actively load/unload only.

Unattended vehicles left in front of the terminal will be towed at the owner's expense of the owner without liability for damage arising from such removal or storage.

2.15 Penalties

Violations of Section 2.14 may result in an order of trespass being issued and/or a citation being issued.

SECTION 3 – DESIGNATED & RESTRICTED AREAS

3.1 Fixed Base Operator Ramps

FBO Ramps are for the loading and unloading of general aviation passengers, cargo, and supplies to or from aircraft; servicing aircraft with fuel, lubricants, and supplies; and for the parking of equipment actively used in connection with such operations.

3.2 Commercial Ramp (SIDA)

The Commercial Ramp is for the loading and unloading of airline passengers, cargo, mail, and supplies to and from aircraft; servicing aircraft with fuel, lubricants, and supplies; and for the parking of equipment actively used in connection with such operations.

The Commercial Ramp is designated as a Security Identification Display Area (SIDA) and is a restricted area. Only persons with permission granted in accordance with the Airport Security Program and the Airport Badging Program area allowed in this area unescorted.

3.3 North Cargo Ramp

The North Cargo Ramp is for the parking and storing of aircraft; servicing aircraft with fuel, lubricants, and other supplies; and making minor or emergency repairs to aircraft. A ramp use fee may be charged by the Airport.

3.4 East Cargo Ramp

The South Cargo Ramp is for the parking and storing of aircraft; servicing aircraft with fuel, lubricants, and other supplies; and making minor or emergency repairs to aircraft. A ramp use fee may be charged by the Airport.

3.5 Airport Issued ID Media

Individuals possessing Airport issued ID media are authorized in areas they are designated as indicated on the card issued to them. If an individual requires access to an area not allowed by their ID, they must be escorted by someone authorized to be in that area. Individuals not in possession of their airport issued ID media CANNOT be escorted for any reason.

3.6 Employee Parking

The employee parking lot is for authorized, badged employees of the Airport and tenants. Use by others must be approved by the Airport Manager, or their designee. Transient employees are not authorized to use the employee parking lot.

Entrance to the employee parking lot is by use of the employee's Airport issued ID media. Entry into the employee parking lot by any other means than the designated

entrance is not allowed. The Airport may charge a fee for the use of the employee parking lot.

Vehicles parked in the employee parking lot must display the approved parking pass issued by the Airport. Vehicles not displaying the proper parking pass may be ticketed and/or towed at the owner's expense.

Vehicles must be parked in designated parking spaces only. Vehicles may only occupy one parking space.

Oversize vehicles and vehicles with trailers may only use the employee lot provided there is sufficient space for other employees to park.

SECTION 4 – AIRCRAFT OPERATIONS

4.1 Closing the Airport

If the conditions of the Airport become unsafe for landings or takeoffs, the Airport Manager, or their designee will issue a NOTAM indicating the Airport is closed. The closure NOTAM will be canceled when conditions allow.

4.2 Refusal of Clearance

The Airport Manager, or their designee may delay or restrict the arrival or departure of any flight or other operation at the Airport believed to be a safety or security risk. Instructions to the aircraft will be through the Air Traffic Control Tower when it is open.

4.3 Conformance with FAA Regulations

All aircraft operations conducted at the Airport will conform to the rules and regulations of the FAA.

4.4 Negligent Operation of Aircraft

No person shall operate an aircraft from or on a public landing area, public ramp or apron area, public passenger ramp or apron area, public cargo ramp or apron area, or a public aircraft parking or storage area in a careless or negligent manner. Aircraft that do not have a current and valid air worthiness certificate shall not be operated.

4.5 Motorless, Ultra-Light, & Unmanned Aircraft Systems

Landings and takeoffs by motorless or ultra-light aircraft must have approval from the Air Traffic Control Tower.

Unmanned aircraft systems (UAS), to include model aircraft, are prohibited from operating in and around the Airport, as specified by Federal Aviation Administration Regulations, without prior approval from the Air Traffic Control Tower, when open.

4.6 Designated Unsafe Areas

Aircraft will not use any part of the Movement or Non-Movement areas deemed unsafe. These areas will be conspicuously marked, and appropriate NOTAM's will be issued.

4.7 Aircraft Demonstrations

All demo flights must conform with current FAA regulations.

4.8 Starting Aircraft Engines

Except as authorized in the Pilot Operating Handbook, aircraft engines will only be started when competent authority is at the controls of the aircraft. Chocks will be placed in front of the wheels before starting the engine(s) unless the aircraft has sufficient

parking brakes, and they are applied. The immediate area around the aircraft will be checked by the aircraft operator for Foreign Object Debris (FOD) prior to engine start.

4.9 Aircraft Engine Run-Up

Aircraft engines may be run-up on the North Ramp, East Ramp or other locations as approved by the Airport Manager, or their designee. Persons performing engine run-ups must ensure exhaust velocities are not directed in a manner that could cause personal injury or damage to equipment or facilities. Engines will not be run-up in hangars or when hangars, shops, office spaces, taxiing aircraft, taking off, or landing are in the path of the propeller or jet blast.

4.10 Taxiing and Tugging Aircraft

Aircraft will not be taxied unless by a person holding a valid pilot license or A&P mechanic certification or a person operating under the certificate to operate the aircraft being taxied is at the controls. Aircraft shall not taxi when the jet blast, prop-wash or rotor-wash may cause injury to persons or cause damage to property. This shall be accomplished by a visual inspection of the area and/or the use of wing walkers.

4.11 Taxiing Speed

Aircraft taxiing will be at a safe and reasonable speed with due regard for other aircraft, persons, and property.

4.12 Taxiing on Turf Areas

Aircraft will not taxi upon the turf areas of the Airport unless authorized by the Air Traffic Control Tower or the Airport Manager, or their designee.

4.13 Aircraft Parking

Aircraft will only be parked in designated areas. Parking or standing on a runway or taxiway is prohibited unless directed to do so by the Air Traffic Control Tower. Airline operated aircraft will not park outside of agreed gates or areas without approval from the Airport Manager, or their designee. The Airport or FBO may charge reasonable fees for the parking and storage of aircraft.

4.14 Accident Reports

The operator of any civil aircraft, or any public aircraft shall immediately, and by the most expeditious means available, notify the Airport of any damage caused to an aircraft while on any portion of the Airport in accordance with Section 6 of the FAA Aviation Safety Reporting Program.

4.15 Disposal of Damaged Aircraft

The pilot or operator is responsible for the prompt removal of damaged or disabled aircraft. In the event the pilot or operator does not comply or is unable to remove such aircraft in a timely manner, the Airport Manager, or their designee may have the aircraft removed at the pilot's/operator's expense without liability for damage that resulted from the removal.

4.16 Foreign Object Debris (FOD)

Airport tenants are responsible for developing a FOD self-inspection program for non-movement areas of the AOA that are leased for their operation. Leased areas must be regularly inspected to detect and promptly remove hazards associated with FOD.

4.17 Aircraft Repairs/Maintenance

Routine aircraft maintenance at public parking positions shall comply with the following conditions:

- a. No displacement or delays are caused to other companies, persons, or airport operations.
- b. All evidence of maintenance activities shall be contained, maintained, removed, and/or cleaned immediately upon the completion of the work performed.
- c. Major repairs such as complete engine replacement, flight control replacement, airframe repairs, etc. shall be conducted in accordance with manufacturer's specifications.
- d. Repairs requiring engine run ups above idles shall be relocated to an approved run-up location.

SECTION 5 – MOVEMENT & NON-MOVEMENT AREA OPERATIONS

5.1 Smoking and Open flames

Smoking is prohibited on or near any part of the movement and non-movement areas. Open flames are prohibited on or near any movement or non-movement area and any fuel storage area unless authorized by a hot work permit. Grills must be inspected by the Santa Fe Fire Department annually and must be a minimum of 50 feet from any structure when in use.

5.2 Authorized Drivers – Movement Area

Operators of vehicles in the movement area must possess a valid U.S. Driver's License, complete and pass the non-movement area training and the movement area training prescribed by the Airport.

5.3 Authorized Drivers - Non-Movement Area

Operators of vehicles in the non-movement area must possess a valid U.S. Driver's License and complete and pass the non-movement area training prescribed by the Airport.

5.4 Authorized Vehicles – Movement Area

Only authorized vehicles are permitted in the movement area. Drivers must be in contact with and have permission from the Air Traffic Control Tower before entering the movement area. Vehicles entering the Movement Area must be in sound mechanical order, have 2 working headlights, at least one working taillight and have amber, red or blue flashing lights visible from 360 degrees.

Vehicles and/or pedestrians entering the movement area must also be equipped with a two-way radio and be in continuous contact with the Air Traffic Control Tower. Vehicles in the movement area must have their company logo, in a minimum of 4 inches lettering, affixed to both sides of the vehicle either by permanent lettering or magnetic placard.

Personal vehicles are not authorized in movement areas unless authorized by the Airport Manager of designee.

5.5 Authorized Vehicles – Non-Movement Area

Only authorized vehicles and equipment are permitted in the non-movement area unless properly escorted. Vehicles must be in sound mechanical order and have 2 working headlights and at least 1 working taillight.

5.6 Escorts – Movement Area

Vehicles and/or operators not authorized in the movement area must be escorted at all times. Permission to enter the movement area must also be granted by the Air Traffic Control Tower.

5.7 Escorts – Non-Movement Area

Vehicles and/or operators not authorized in the non-movement area must be escorted at all times.

5.8 Speed Limit

Vehicles in the non-movement area shall not be operated in excess of 20 miles per hour. Vehicles operating within 50 feet. of an aircraft will not exceed 10 miles per hour. Vehicle operators shall reduce their speed when the pavement is wet, icy or during periods of low visibility.

5.9 Right of Way

Vehicles will always give way to aircraft pushing back, preparing to taxi or taxiing. Ground vehicles must give way to emergency vehicles responding to an emergency.

5.10 Emergency Vehicles

Operators of emergency vehicles in the non-movement area must give way to aircraft taxiing and must ensure ground crews pushing or towing an aircraft see the emergency vehicle and stop before proceeding.

Operators of emergency vehicles entering the Movement Area must have clearance from the Air Traffic Control Tower or ensure the Movement Area is closed to aircraft before proceeding.

5.11 Ground Equipment

Ground vehicles may pull no more than 4 pieces of equipment. During periods of snow and/or ice vehicles may pull no more than 2 pieces of equipment.

5.12 Operation of Vehicles and Ground Equipment

Vehicles and ground equipment shall not be operated in a careless or negligent manner; or while the driver is under the influence of any substance or if such vehicle is so constructed, equipped, or loaded as to endanger persons or property.

5.13 Violation Penalties – Movement Area

Violations in the movement area can range from driver retraining, fines, suspension of driver privileges to revocation of airport issued ID media depending on the severity of the violation. Severity is determined by the Airport Manager. Violations within the

movement area become a permanent part of an individual's airport issued ID media record.

5.14 Violation Penalties – Non-Movement Area

Violations in the non-movement area can range from driver retraining, fines, suspension of driver privileges to revocation of airport issued ID media depending on the severity of the violation. Severity is determined by the Airport Manager. Violations within the non-movement area remain on an individual's airport issued ID media record for 365 days from the incident date.

SECTION 6 – MOTOR VEHICLE & TRAFFIC RULES

6.1 Authorized to Operate Vehicles

Motor vehicles shall not be operated in or upon a public vehicular parking area or public airport roadway unless (1) the driver possesses a valid driver's license to operate such vehicle on the highways of this State and (2) such vehicle is registered in accordance with the provisions of the laws of New Mexico.

6.2 Compliance with Lawful Order, Signal or Direction

All traffic in or upon a public airport roadway, a public vehicular parking area, fuel storage area, movement or non-movement area of the Airport must, at all times, comply with any lawful order of law enforcement or signal or direction from any authorized representative of the Airport.

6.3 Operation of Motor Vehicles/ATV's

Vehicles shall not be operated in or upon a public airport roadway, a public vehicular parking area, fuel storage area, or movement or non-movement area of the Airport in a careless or negligent manner or at a speed or in a manner which endangers or is likely to endanger persons or property.

Unregistered Dirt bikes and all-terrain vehicles (ATV) are not permitted to be used on any part of the Airport's property unless authorized by the Airport Manager, or their designee.

6.4 Parking

Operators of motor vehicles shall not park or leave a vehicle unattended:

1. In any area not designated as a parking area.
2. Within 50 feet of the passenger terminal building.
3. On any roadway or crosswalk causing a hindrance to the flow of traffic.
4. Within a bus stop, safety zone or taxi/shuttle zone, unless authorized to do so.
5. Within 15 feet of a fire hydrant or in any fire lane.
6. In a designated handicapped parking space unless a valid handicapped placard or license plate is properly displayed.
7. In any parking space designated reserved unless prior authorization is given.
8. Within 4 feet of any portion of the Airport fence.
9. On any portion of the airport flightline, taxiways, taxilanes, ramps, or any other portion of the AOA that could restrict the movement of aircraft.

Passenger pick-up and drop-off:

1. Passenger pick-up and drop-off areas in front of the terminal are for active loading and unloading of passengers only.
2. Vehicles left unattended in front of the terminal will be towed at the owner's expense.

Parking lots:

1. The speed limit within any parking lot or garage is 10 mph.
2. Vehicles must be parked in designated parking spaces only.
3. Oversize vehicles and vehicles with trailers requiring more than one space may be charged for the use of additional spaces.

Unauthorized vehicles parked in restricted or reserved areas will be towed at the owner's expense. These areas include, but are not limited to:

1. Airport employee parking areas.
2. Rental car parking areas.
3. Prearranged reserved public parking.
4. Cell phone waiting lot.
5. Fixed Base Operator parking areas.
6. Other tenant owned parking areas.
7. Access gates.

Any violation of these rules regarding parking is subject to a fine and/or removal of vehicles at the owner's expense.

6.5 Authority to Hold or Remove Vehicles

The Airport Manager, or their designee has the authority to hold vehicles parked in vehicular parking areas operated by or for the Airport for non-payment of parking fees.

6.6 Authority to Remove Vehicles

The Airport Manager, or their designee may remove or cause to be removed any vehicle which is disabled, abandoned, parked in violation of these rules and regulations, city ordinance, state law, federal law, federal regulation, or which presents a hindrance to the operation of the Airport or any tenant of the Airport at the owner's expense and without liability for any damage that may result. Vehicles left unattended in a passenger loading/unloading zone will be towed in accordance with federal regulations.

6.7 Abandoned Vehicles

Vehicles left in any parking lot for more than 90 days will be considered abandoned and may be towed unless the owner notifies the Airport.

6.8 Emergency Vehicles

Operators of emergency vehicles have the same authority on Airport roadways as on other public roadways.

6.9 Yielding to Emergency Vehicles

Vehicles and pedestrians must yield to emergency vehicles with activated emergency lighting and giving an audible signal/siren. This applies to the public areas as well as the movement and non- movement areas.

6.10 State Law

The Laws of the State of New Mexico are applicable to vehicular and pedestrian traffic on the highways, streets, roads, crosswalks, sidewalks, parking facilities, terminal areas, and all other areas of the Airport. Violations involving traffic and criminal statutes will be enforced by the Santa Fe Police Department while parking violations may be enforced by Airport personnel or other persons authorized by the Santa Fe Municipal Code.

SECTION 7 – PASSENGER SCREENING & SIDA ACCESS

7.1 Pre-Board Passenger Areas

All ticketed passengers and those issued gate passes must submit to the prescribed screening process conducted by TSA before proceeding into any pre-board passenger area.

Airport employees and tenants that have submitted to a fingerprint-based criminal history check and are authorized unescorted access may enter a pre-board passenger area provided the entry is in performance of their employment. Entry may be through the TSA screening checkpoint or through doors controlled by the card-access system.

7.2 Submission to Screening

All persons presenting themselves and property for inspection must abide by the regulations set forth in 49 CFR 1540.111 as well as the prohibited items list published by TSA.

7.3 Security Identification Display Area

Only those authorized by the Airport Security Program are allowed in any sterile, secure, or SIDA area.

All persons in a sterile, secure, or SIDA area must display their airport issued ID media on the outer most layer of clothing or be escorted by authorized individuals.

Persons not in possession of their issued SIDA ID cannot be escorted for any reason.

7.4 Challenge Procedures

Individuals with unescorted access to the SIDA must:

1. Question anyone not displaying proper ID media for the area they are in, or
2. Notify the Airport Manager of the individual(s) not displaying proper ID while maintaining visual observation until Airport Security or Airport personnel arrives.

7.5 Gate and Door Security

Individuals accessing a door or gate leading to any sterile, secure, AOA, or SIDA area must remain with the door or gate until it is secure.

7.6 Penalties

Violations of Sections 7.3, 7.4 or 7.5 may result in sanctions up to and including revocation of their airport-issued ID media, monetary fines, and/or a criminal charge in accordance with violations of 49 CFR 1542.

SECTION 8 – CONDUCT OF THE PUBLIC

8.1 Firearms

No person, except for sworn law enforcement, authorized armed security or members of the United States Armed Forces on official duty, shall carry a firearm concealed or otherwise:

- a. inside the passenger terminal building or any other building owned or operated by the City of Santa Fe or
- b. through a passenger screening checkpoint
- c. in checked baggage, unless:
 1. the firearm is properly packaged, unloaded and declared, according to 49 CFR 1544.203, for transportation in checked baggage or
 2. the individual is authorized by 49 CFR 1544.219, to carry in the aircraft cabin.

8.2 Explosives & Hazardous Materials

- a. It is unlawful for a person to manufacture, cause to be manufactured, or possess any object or article which is designed to cause damage by fire or any other means to person or property either by ignition, detonation, or other means while on airport property.
- b. Fireworks shall not be:
 1. discharged on any property owned by the Airport.
 2. carried in any checked bag or through a passenger screening checkpoint.
 3. carried aboard any aircraft unless approved by the airline and the US Department of Transportation.
- c. Hazardous materials:
 1. must be properly labeled and stored in areas designated for such materials.
 2. may not be transported aboard an aircraft unless the provisions of Title 49 part 175 are met.

8.3 Alcoholic Beverages

The sale of alcoholic beverages is limited to approved vendors. Approved vendors must possess the required licenses issued by the State of New Mexico.

Alcoholic beverages may not be consumed in public areas.

8.4 Malicious Damage

No person shall destroy, deface, injure or disturb any building, equipment, sign, marker, or landscape publicly or privately owned.

8.5 Loitering

No person shall remain on any part of the Airport or in any building on the Airport property without reason to be there or remain in any area or building on Airport property after being asked to leave.

8.6 Littering

Trash, papers, cigarettes, gum, refuse or other unwanted materials will be disposed of in receptacles provided for that purpose.

8.7 Drug Paraphernalia

It shall be unlawful for a person to possess Drug Paraphernalia. Drug Paraphernalia means all equipment, products, and materials of any kind which are used, intended for use, or designed for use in planting, propagating, cultivating, growing, harvesting, manufacturing, compounding, converting, producing, processing, preparing, testing, analyzing, packaging, repackaging, storing, containing, concealing, injecting, ingesting, inhaling, or otherwise introducing into the human body a controlled substance. This includes, but is not limited to:

- a. Kits used, intended for use, or designed for use in planting, propagating, cultivating, growing, or harvesting of any species of plant which is a controlled substance or from which a controlled substance can be derived.
- b. Kits used, intended for use, or designed for use in manufacturing, compounding, converting, producing, processing, or preparing controlled substances.
- c. Testing equipment used, intended for use, or designed for use in identifying or in analyzing the strength, effectiveness, or purity of controlled substances.
- d. Scales and balances used, intended for use, or designed for use in weighing or measuring controlled substances.
- e. Diluents and adulterants, such as quinine hydrochloride, mannitol, mannite, dextrose, and lactose, used, intended for use, or designed for use in cutting controlled substances.
- f. Blenders, bowls, containers, spoons, and mixing devices used, intended for use, or designed for use in compounding-controlled substances.
- g. Capsules, balloons, envelopes, and other containers used, intended for use, or designed for use in packaging small quantities of controlled substances.

- h. Containers and other objects used, intended for use, or designed for use in storing or concealing controlled substances.
- i. Except as medically prescribed, hypodermic syringes, needles, and other objects used, intended for use, or designed for use in parenterally injecting controlled substances into the human body.

8.8 Smoking and Smokeless Tobacco

Smoking and the use of electronic cigarettes is allowed in designated areas only. No person shall smoke, use electronic cigarettes, or carry any lit cigars, cigarettes, pipes, electronic cigarettes or any product that produces smoke, odors, or vapors of any type:

- a. into any building or within 25 feet of the entrance of any building;
- b. into any fuel storage area;
- c. within 50 feet. of a fuel truck;
- d. anywhere smoking is prohibited by signage.

8.9 Lost and Found

Airport Security is responsible for maintaining the Airport's Lost & Found. All items turned in will be logged and stored in a secure location.

Unclaimed lost and found property should be reported to Airport Security or taken to the Airport Administration Office.

Every unclaimed lost and found item, after determining the item is safe and not dangerous to the public, will be entered into the Lost and Found log and stored in a secure location. Unclaimed lost and found items may be screened through TSA prior to being stored.

Cash and/or other unclaimed items of high value will be logged and stored in a lockbox within the secure location.

Unclaimed items will be held for 60 days before being disposed of. Disposal of items will be in accordance with City of Santa Fe policies and procedures. Contraband, weapons, ammo, and hazardous materials will be sent for safe destruction.

Lost items left on aircraft are handled by the airline operator. Items left at TSA Screening Checkpoints are handled by TSA.

To inquire about a lost item at the airport, call the Airport Administration Office at 505-955-2900.

8.10 Animals

Animals entering the terminal, passenger boarding areas, cargo facilities or any aircraft ramp must be controlled at all times.

8.11 Model Aircraft

The use of model aircraft, kites, hot air balloons or parachutes on any part of the Airport is prohibited without approval from the Airport Manager and coordination with the Air Traffic Control Tower.

8.12 Hunting & Firearm Discharge

Hunting or the discharge of firearms on Airport property is prohibited unless authorized by the Airport Manager.

8.14 Emergency Equipment

Fire alarms, hydrants, extinguishers and emergency call devices are to only be used in emergencies.

8.15 Radio Interference

Federal Government regulations 47 U.S.C. 301, 302b, and 333 as well as FCC Commission Rules 15.1c and 2.803g prohibit the use of unlicensed radio frequencies, devices which interfere with radio reception, and the use of intentional radiators and jamming devices.

8.16 Special Events

Airlines and Airport tenants may be permitted to deviate from normal operations as defined herein or by agreement in writing with the Airport Manager, to conduct activities or special events at the airport. Request will be considered, provided the deviation/event does not negatively impact airport operations or the safety and security of persons at the Airport.

1. All special event requests must be made at least seven (7) days prior to the date of the requested event.
2. Any special event(s) not approved by the Airport Manager or designee is/are subject to cancellation.

8.17 Crane Operations

Prior to any temporary structure (cranes, booms, lifts, etc.) being raised/erected at or within 3 miles of the Airport, contact with the Airport Operations Department must be made. The operator must provide the following information:

1. Location of the operation (Latitude and Longitude);

2. maximum height of the operation;
3. operator's contact information; and
4. contact information of onsite personnel.

Airport Operations can be reach by phone or email at (505) 470-8740 or airportoperations@cityofsantafenm.gov

8.18 Wildlife Hazards

In accordance with FAA Regulations, no person shall feed, provide habitat, or otherwise introduce or encourage the introduction of factors on the Airport that attract or may attract birds and other wildlife.

SECTION 9 – PICKETING, LEAFLET DISTRIBUTION & SOLICITATION

9.1 Restrictions

No person shall enter or remain on Airport property to picket, distribute leaflets, or solicit on or from Airport property without the written approval of the Airport Manager and the City of Santa Fe.

Drive-by rallies and any form of parading or congregating with vehicles is prohibited.

Any and all permits issued in conjunction with picketing, leaflet distribution or solicitation activities are limited solely for the purposes set forth therein and are not transferable or assignable in whole or in part.

9.2 Designated Locations

Picketing or leaflet distribution activities will only be permitted in designated picketing/leaflet distribution zones located in the public areas designated by the Airport Manager.

The designated locations are subject to change to take into account changes in pedestrian or vehicle flow, construction projects, alterations to the terminal complex and their surroundings, evolving security requirements, emergency conditions, or other unforeseen circumstances which may necessitate a change.

Solicitation activities will only be permitted in areas designated by the Airport Manager.

9.3 Reservation of Rights

The Airport Manager, or their designee reserves the right to:

- a. Impose such reasonable conditions as may be necessary, on the proposed activity, such as:
 - 1) the number of persons allowed to engage in the activity;
 - 2) the time of the activity;
 - 3) the place or places the activity occurs; or
 - 4) the manner of such activity; to avoid injury to persons or damage to property or to assure the safe and orderly operation of the Airport facilities.
- b. Immediately revoke any and all permits issued upon the occurrence of an emergency affecting the safety of persons or property when required in the implementation of security procedures, to avoid injury to persons or damage to property, or to assure the safe and orderly operation of the Airport facilities.

9.4 Compliance with Rules, Regulations & Laws

Persons engaged in picketing, leaflet distribution, or solicitation shall comply with all applicable Airport Rules and Regulations, policies and guidelines, as well as all applicable local, state and federal laws and regulations.

All such activities shall be conducted in a peaceful and orderly manner, without physical harm, molestation, threat, harassment, obscenity, violence, breach of the peace, damage to property, or other unlawful conduct and without obstructing the use of the airport by others, without hindrance or interference with the proper, safe, orderly, and efficient operation of the airport and the activities conducted thereupon, and without interference with the constitutional rights of others.

Persons engaged in picketing, leaflet distribution, or solicitation must obey all directions of Airport Security Officers and Airport personnel designated to facilitate the movement of customers and traffic in, to and from the terminals, walkways and roadways.

9.5 Prohibited Conduct

Persons engaged in Picketing, Leaflet Distribution or Solicitation shall not:

- a. Picket, distribute leaflets, or solicit at any area except during the days, times and locations assigned by the Airport.
- b. Identify themselves as representatives of the Airport or City of Santa Fe.
- c. Attach signs to clubs, poles, or other hard objects – signs must be carried or otherwise attached to participants engaged in picketing activity.
- d. Solicit contributions of money or other articles of value, for religious, charitable or any other purposes, or receive money or other articles of value, whether in the form of cash, checks, credit, or debit vouchers or any other form of negotiable instruments in any public area.
- e. Conduct games of chance.
- f. Sell, distribute or hand out any type of food or drink while engaged in picketing, leaflet distribution or solicitation activities.
- g. Gather signatures on Airport property.
- h. Attempt to pin, tie, or attach any symbol, insignia, article or object to the clothing, luggage, or vehicle of any person without their consent.
- i. Delay or in any manner, assail, coerce, threaten, or physically disturb any member of the public, tenant of the Airport, District or any other person for any reason.
- j. Block sidewalks, doorways, or roadways.
- k. Interfere with passenger flow.

- l. Obstruct or interfere with the use of doorways.
- m. Destroy, injure, deface, disturb, or tamper with any building, sign, equipment, fixture, marker, or any other structure or property on the Airport.
- n. Place signs, notices, advertisements, or other writings, in or on any structure or building on Airport property.
- o. Place tables, stands, chairs or other structures on Airport property without the authorization of the Airport Manager.
- p. Use any musical instruments, noise-making devices, sound, or voice amplifying apparatus, battery operated and/or electrically powered portable or stationary public address systems.
- q. Use any building, facility or structure for lodging or sleeping not intended for that purpose.
- r. Set or have open or contained fires anywhere on Airport property.

9.6 Preservation and Maintenance

Persons engaged in picketing, leaflet distribution or solicitation shall exercise care to maintain areas in use in a safe and clean condition.

Persons engaged in picketing, leaflet distribution or solicitation shall remove any and all litter caused by their activities.

Persons engaged in picketing, leaflet distribution or solicitation shall not discard, abandon or leave unattended on Airport premises any boxes, or other containers or literature, food or other paraphernalia, unless properly disposed of in approved trash receptacles.

9.7 Use of Public Areas

Persons engaged in picketing, leaflet distribution or solicitation may use the facilities accessible to the public such as restrooms and concessions, provided that all picketing, leaflet distribution or solicitation ceases while utilizing such facilities.

9.8 Risk

Persons engaged in picketing, leaflet distribution or solicitation on Airport property do so at their own risk and shall exercise reasonable diligence and precaution to avoid damage to property or injury to other persons. Picketers shall be liable for any and all damage to property caused by their picketing, leaflet distribution or solicitation activity.

9.9 Required Documents

Each person or entity engaged in picketing, leaflet distribution, or solicitation shall have a copy of any and all permits issued in their possession at all times while participating in

the activity and must produce the permit to any Airport employee upon request and valid identification.

9.10 Permit Application

Any individual or authorized representative of an organization seeking to picket, distribute leaflets or solicit on Airport property must contact the City of Santa Fe for a permit and be granted approval prior to conducting activities.

Completed and approved permit applications must be submitted to the Airport Administration Office no later than seventy-two (72) hours before the planned event.

Separate approval is required by the Airport Manager for anyone seeking to picket, distribute leaflets or solicit on Airport property.

9.11 Denial or Revocation of Approval

The Airport Manager, or their designee may deny or revoke a permit for the following:

- a. The applicant or any representative has falsified information on the application.
- b. The applicant or any representative intends to use or has used the approved location to conduct a commercial enterprise at the Airport.
- c. The activity impedes the operation of the Airport as an air transportation facility.
- d. The activity poses a danger to the safety or security of the traveling public or Airport tenants.
- e. The activity interferes with the ability of the airlines, concessionaires, tenants, and other authorized Airport users to conduct their business in an orderly manner.
- f. The activity hinders pedestrian flow, creates congestion, or blocks efficient movement of persons within and around the Airport terminal and other facilities.
- g. The activity interferes with the ability of others to hear announcements or see Airport signage.
- h. The applicant or any representative engages in the receipt or acceptance of donations, gifts, or funds, while conducting the approved activity or distributes or attempts to distribute literature at any place other than an approved location for which the applicant was approved.
- i. The content of the materials to be displayed or distributed:
 1. is disruptive to air travel;
 2. instills fear in the traveling public; or
 3. is pornographic.

- j. The applicant or any representative violates any provision of these Rules and Regulations or any rule, regulation, ordinance, statute of Federal or State law.
- k. Any event or condition under which the conducting of the activity would create a danger to persons or property, interfere with the orderly formation and progression of waiting lines, or interferes with any of the following: pedestrian and/or vehicular travel; the issuance of tickets or boarding passes or equivalent documents for air or ground transportation; luggage or cargo movement or handling; the entry to and exit from vehicles; security procedures; government inspection procedures; cleaning; maintenance, repair or construction operations.

9.12 Violations by Participants

Violations of these rules and regulations by persons or organizations authorized to picket, distribute literature, or solicit may cause the termination of the permit under which they are operating and shall be grounds for denial of any subsequent application by that person or organization for a period of one (1) year. In the event of termination, the Airport Manager, or his designee will give written notice to the holder of the permit. Upon receipt of the notice of termination, the person whose permit was terminated may use the appeal process described in Section 9.12 above. Violators may also be subject to arrest and/or fines.

9.13 Accidents/Reporting Responsibilities

If any participant is involved in an accident or other incident in which any person is injured or property is damaged, a participant or authorized representative of the participating organization shall immediately notify Airport personnel or call 911.

SECTION 10 – AIRPORT SECURITY

10.1 Airport Security Program

All badged persons using the Airport are subject to the Airport Security Program (ASP) issued by the Airport Manager pursuant to Code of Federal Regulations (CFR) Title 49, Transportation Security Regulations (TSR) Part 1542.

All persons using the Airport are subject to CFR Title 49, TSR Part 1540.

The ASP contains Sensitive Security Information (SSI) controlled by CFR 49 Parts 15 and 1520. Unauthorized release of SSI may result in civil penalty or other action.

Badged employees shall follow all procedures in accordance with any prescribed security training.

10.2 Access

Only authorized and properly identified persons and vehicles are allowed access into the Secured Area (Air Operations Area (AOA), Security Identification Display Area (SIDA), or Sterile Area.

Any badged employee(s) who allows another person(s) unauthorized access onto the Secured Area (AOA), SIDA, or Sterile Area by tailgating or piggybacking will be subject to a citation or badge confiscation.

All persons and vehicles entering the Secured Area (AOA), SIDA, or Sterile Area are subject to security screening.

Unidentified or unauthorized persons in the Secured Area (AOA), SIDA, or Sterile Area may be detained, arrested, and/or removed by the Airport Manager or designee.

The Airport Manager or designee may remove unauthorized vehicles on airport property at the owner's expense.

Security doors shall be kept secured as required by the ASP.

No badged employee responsible for activating an audible-alarmed door shall leave that door unattended.

Any badged employee shall report an activated audible-alarmed door to the Airport Security or Airport Operations.

Tenants shall be responsible for doors located in their leased areas.

Tenants shall be responsible for controlling access into the Secured Area (AOA), SIDA, or Sterile Area through doors located on their leasehold. Any tenants that fail to properly control access will be subject to a citation and may lose their access to the Secured Area (AOA), SIDA, or Sterile Area.

Aircraft operators shall prevent unauthorized access to aircraft.

Each security badge holder is responsible for presenting his/her own access media when transitioning through gates, doors, etc., wherever there is a reader present.

Under no circumstances shall a badgeholder allow any person or vehicle, recognized or otherwise, to pass through any door or gate controlled by access control behind them (piggybacking). The practice of piggybacking is a serious violation of the Airport Security Program and any badgeholder observed permitting passage will be cited and subject to possible revocation of their airport access badge. Any vehicle observed piggybacking must be reported immediately to Airport Security at (505) 955-2900.

10.3 Escorting Procedures

All escorts shall be conducted by an authorized person possessing an SAF issued Security Identification Badge with an appropriate escort icon.

No more than three vehicles shall be escorted unless approved by the Airport Manager or designee. All escorted vehicles shall be continuously controlled and monitored.

All vehicles left unattended must comply with vehicle identification and access media requirements.

No more than five persons shall be escorted by any individual unless approved by Airport Manager or designee except for passengers boarding any flights. All escorted individuals shall be continuously controlled and monitored.

Any person conducting an authorized escort must be within visual line of sight in order to monitor and control the escorted person(s). Failure to follow all escort procedures may result in revocation of escorting privileges and/or badge confiscation.

Badged persons escorting individuals and/or vehicles into the Secured/Sterile Area shall ensure the escorted person/vehicle does not possess any firearm, ammunition, explosives or incendiary devices.

10.4 AOA Perimeter Fence

The perimeter fence shall have a 4-foot clear zone on the exterior and 4-foot clear zone on the Secured Area (AOA) side. The clear zone shall remain free of any equipment, vehicles, and obstructions, including trees, brush, and poles.

The Airport Manager or designee may remove at the owner's expense unidentified or unauthorized vehicles parked in posted "no parking" zones along the AOA perimeter fence's clear zone.

Stored materials or unattended equipment along the AOA perimeter fence's clear zone may also be removed and/or disposed of at the owner's expense.

Clear zones may be modified at the discretion of the Airport Manager.

10.5 Security Responsibilities of SAF Security ID Badge Holders

Any badged person who violates security regulations may be denied future entry into the Secured Area (AOA), SIDA, or Sterile Area.

No badged person may circumvent, compromise, modify, interfere, or tamper with any security system, measure, or procedure implemented under the Airport's ASP and TSA Requirements Section 1500, et al.

No badged person may use or allow use of any Airport-issued access medium or identification system that authorizes the access, presence, or movement of persons or vehicles in the Secured Area (AOA), SIDA, or Sterile Area in any other manner than for what it was issued.

All SAF issued Security Identification Badges shall be worn on the outer-most garment above the waist and below the neck while in the SIDA or Sterile Area.

Each person issued an SAF Security Identification Badge granting restricted area access is responsible for challenging any individual who is not properly displaying an SAF issued Security Identification Badge appropriate for the area.

Any person who is not properly displaying or who cannot produce a valid SAF issued Security Identification Badge shall be referred to Airport Security for proper handling.

The badge holder is responsible for ensuring all badges are kept free from mutilation, damage or defacement.

Only company purchased and SAF authorized prohibited items, which are essential to the operation of the business, are allowed in the Sterile Area.

Badges that have been lost or stolen must immediately be reported to the Airport Badging Office. If the badge is discovered lost or stolen after business hours, the employee shall report such discovery to their immediate supervisor or manager. The immediate supervisor or manager shall contact the Airport Security Manager immediately at (505) 699-2403.

10.6 Prohibited Items

No person shall possess an unauthorized prohibited item in the Sterile Area.

Any badged person in possession of an approved prohibited item in the Sterile Area must maintain control of the item until it is properly secured, removed from the sterile area or returned to their supervisor/manager.

Badged persons must immediately report any lost or stolen prohibited items to their supervisor and Airport Security.

No person shall bring into the Secured/Sterile Area any real or replica of an improvised explosive device.

SECTION 11 – FIRE AND SAFETY

11.1 Authority

All fire and fire related safety provisions of these Rules and Regulations, including hazardous materials, shall be in accordance with applicable sections of the City of Santa Fe Fire Code (SFFC), New Mexico Fire Code (NMFC), International Fire Code (IFC), and/or the National Fire Protection Association (NFPA) Codes and Standards, and all applicable laws, rules, and regulations as enforced by the City of Santa Fe Fire Department (SFFD) Fire Marshal.

11.2 Fire Inspector/Inspections

The SFFD Fire Marshal(s) shall enforce all applicable sections of these Rules and Regulations pertaining to fire protection, fire prevention, and fire spread control and shall be allowed to inspect any facility on airport property.

All buildings, structures, and premises shall be inspected periodically by the SFFD Fire Marshal, or his duly authorized representatives, to ensure compliance with these Rules and Regulations.

In addition, any employee of SAF is authorized by the Airport Manager to check for fire hazards or flammable conditions on airport property.

11.3 Handling of Explosives and Other Hazardous Materials

A. Hazardous materials regulated in this section shall include but not be limited to the materials cited in the following:

1. Regulations of the U. S. Department of Transportation published in Title 49 CFR Parts 100 through 199, as amended.
2. List of Environmental Protection Agency (EPA) pollutants, 40 CFR, Section 401.15, as amended.
3. List of hazardous materials prepared by the Director of Health pursuant to the Health Code.

Class 1.1 explosives and explosives not acceptable for transportation under applicable federal regulations are not permitted on the Airport unless a written waiver authorizing such materials is granted by the Chief of SFFD and the Airport Manager.

No person shall transport Class 1.3 explosives in or upon the Airport unless in compliance with the following:

1. The Federal Aviation Administration (FAA) Air Traffic Control (ATC) Tower, SFFD, and SAF Airport Manager are notified in advance of the type and amount whenever these explosives are in transit through the Airport.

2. All federal, state and city laws are adhered to by the operator of the aircraft.
3. Aircraft malfunctions divert landings from a military installation.

Storing explosives at the Airport is prohibited unless a prior written waiver authorizing the storage of such materials is granted by the Airport Manager.

No person shall store, keep, handle, use, dispense, or transport, in or upon the Airport, any explosives, blasting agents, flammable solids, oxidizers, organic peroxides, corrosive materials, flammable gases, nonflammable gases, and Poisons A.

Poisons B, irritating materials (ORM A, B, C, D and E), or cryogenic liquids shall not be stored, kept, handled, used, dispensed or transported in or upon the Airport at such time or place or in such a manner or condition as to unreasonably endanger (or as to be likely to endanger) persons or property. For purposes of this hazardous class scheme, the U.S. Department of Transportation (DOT) definitions as stated in Title 49-Code of Fire Regulations (CFR) Parts 171-177 as amended shall be utilized.

Hazardous materials regulated in this section shall also include any material which has been determined to be hazardous based upon any appraisal or assessment by or on behalf of the party storing this material in compliance with the requirements of the EPA Department of Health; or which should have been, but was not determined to be hazardous due to the deliberate failure of the party storing the material to comply with the requirements of the EPA and/or the Department of Health.

All applicable regulations governing explosives which are acceptable for transportation must be strictly adhered to. Any other material subject to federal or state regulations governing hazardous materials must be handled in strict compliance with those regulations and any other more restrictive regulations that the Airport Manager might deem necessary to impose. Any waiver of such regulations, or any part thereof by the FAA or by any other competent authority, shall not constitute or be construed to constitute a waiver of this rule by the Airport Manager or an implied permission by him.

Advance notice of at least twenty-four hours shall be given to the Airport Manager for any operations requiring permission pursuant to this rule.

Permission may be given for the movement of radioactive materials only when such materials are packaged, marked, labeled, and limited as required by regulations applying to transportation of explosives and other dangerous articles and if they do not create undue hazard to life or property at the Airport. The SFFD shall provide the Airport Manager or designee with information relative to the hazards of any material subject to this section.

All Airport tenants involved with the handling of hazardous materials shall provide the Airport with a Hazardous Materials Removal Plan. The plan will include the name of the company used for removal of hazardous materials and the names and 24-hour telephone numbers of the tenant or their representative.

11.4 Fire Protection Systems and Fire Extinguishers

Do not block, wedge, obstruct, or otherwise causing or allowing impairment of the operation of a fire assembly as listed below:

1. Fire Doors
2. Fire Alarms
3. Fire Department Connection (FDC) or Fire Hydrants
4. Fire Extinguishers
5. Fire Hoses

A minimum of 18 inches of clear space shall be afforded around automatic sprinkler and standpipe control valves and Fire Department inlet connections.

Do not block, impede, or obstruct any exit.

Do not block, impede, or obstruct any hallways.

Fire extinguisher equipment shall not be tampered with at any time, nor used for any purpose other than firefighting or fire prevention.

All fire extinguishers and fire protection systems shall be inspected for conformity with NFPA and any other applicable codes/regulations.

Tags showing the date of the last inspection of the fire extinguishers and fire protection systems shall not be removed.

Fire extinguishers of the type recommended by the NFPA for specific materials are required at all locations handling flammable materials.

Blocking of any emergency fuel shut-off (EFSO) is strictly prohibited.

Airport fire protection systems and equipment shall not be tampered with at any time.

Tenants in their respective leaseholds shall have their own fire protection systems. Each system shall be maintained and tested annually by a certified tester authorized by the SFFD Fire Marshalls Office.

SFFD Fire Marshal and the Airport Manager shall be notified anytime a fire protection system is not operating.

11.5 Reporting Fires

Any fire on the Airport premises shall be immediately reported to 911.

No person or company shall make any regulation or order, written or verbal, which would require any person to take any unnecessary delaying action prior to reporting such fire.

11.6 Ramps and Other Surfaces

Any spillage or discharge of fuel, oil, grease or any other material shall be removed immediately by suitable procedures in a manner satisfactory to the Airport Manager or designee. Airport Operations shall be contacted immediately for any spills over 10 gallons.

The responsibility for the immediate removal of such fuel, oil, grease, or other material shall be assumed by the operator of the equipment causing the spill.

11.7 Control of Contaminants

No fuel, oil, grease, flammable liquids, or contaminants of any kind, including detergents used to wash aircraft or other surfaces, shall be allowed to flow into or to be placed in any sewer system or open water areas without a separator unless connected to an industrial waste system.

Equipment used to scrub pavement surfaces must have the capability of picking up all cleaning water for disposal at a location equipped with a permitted clarifier authorized for such use.

11.8 Fire Lanes

Parking in a fire lane is prohibited at all times, except for authorized airport and emergency vehicles. Unauthorized vehicles that block emergency vehicle access may be towed by a fire official.

SECTION 12 – HANGAR USE POLICY AND INSPECTION PROCEDURES

12.1 Purpose and Scope

The purpose of this Hangar Usage Policy and Inspection Procedures is to protect the public health, safety, interest, and general welfare of the Santa Fe Regional Airport.

This policy is intended to restrict or prevent any activity or action that would interfere with the safe, orderly, and efficient use of the Airport by its operators, tenants, passengers, and users.

This policy is subordinate to applicable Federal, State, and local rules and regulations and shall in no way supersede or abrogate regulations set forth in the Federal Aviation Administration's 14 Code of Federal Regulations (CFR) Part 139, Certification of Airports, and FAA Order 5190-6, Airport Compliance Manual.

This policy may be supplemented, amended, or modified from time to time and in such a manner by the Airport Manager and to such an extent as determined to be appropriate. The Airport Manager may also issue policies and procedures, special rules, regulations, notices, amendments, memorandums, or directives when necessary.

12.2 Required Reports and documentation.

All persons at the Airport shall provide proof of compliance with the provisions of these Policies and Procedures upon request by the Airport Manager or designee. Such proofs include, but are not limited to:

- Insurance as required by the Santa Fe Minimum Standards and any lease agreements.
- FAA certificate of aircraft registration, or other reasonable documentation of aircraft ownership.
- Building permits.
- Any applicable construction permits.

12.3 Standards for Aeronautical Use of Hangars

Aeronautical facilities must be used or be available for use for aeronautical activities.

The Airport Manager may permit non-aeronautical items to be stored in hangars provided:

- the hangar is used primarily for aeronautical purposes;
- the items are incidental and do not interfere with the aeronautical use of the hangar.

Hangars may not be used as a residence.

Areas within a hangar may be used as a pilot rest facility, aircrew quarters, or other associated crew members, e.g., mechanics.

12.4 Aeronautical Uses for hangars

Aeronautical facilities must be used or be available for use for:

- Storage of active aircraft, helicopters, or ultralight vehicles.
- Final assembly of aircraft under construction.
- Non-commercial construction of amateur-built or kit-built aircraft.
- Maintenance, repair, or refurbishment of aircraft, but not the indefinite storage of nonoperational aircraft.
- Storage of aircraft handling equipment, e.g. tow bars, glider tow equipment, workbenches, equipment, tools and materials used in servicing, maintenance, repair or outfitting of aircraft.

12.5 Prohibition of Non-Aeronautical items in or Around Hangars

Items that impede the movement of the aircraft in and out of the hangar or impede access to aircraft or other aeronautical contents out of the hangar.

Items that displace the aeronautical contents out of the hangar. A vehicle parked in the hangar while the aircraft is in use will not be considered as a displacement of the aircraft.

Items that impede access to aircraft or other aeronautical contents of the hangar.

Items that are used for the conduct of a non-aeronautical business, including storage of inventory.

Items that are stored in violation of Airport Rules and Regulations, Airport Minimum Standards, lease provisions, building codes, or local ordinances.

12.6 Commercial Activity in Hangars

No person, organization, partnership, corporation firm, entity, or like organization shall occupy or rent space, nor conduct any business, commercial activity or enterprise, or other form of revenue producing activity in a hangar without first obtaining a written agreement and authorization from the Airport Manager, unless already specifically acknowledged by lease, operating agreement, or contract with the Airport.

Commercial aeronautical activities are governed by the Airport Minimum Standards.

12.7 Storage of Non-Aeronautical Equipment or Property

Approval of storage of equipment or property not used for aviation or other un-approved operations or activity outside of hangars, but on Airport property shall be specifically provided for by written lease or other contractual agreement through the Airport Manager.

12.8 Certified Flight Instructor and Student Pilot Responsibilities

Flight Instructors, (CFI's) shall fully acquaint their students with these Hangar Usage Policy and Inspection Procedures and shall be responsible for the conduct of the students under their direction during dual instruction.

When a student is operating an aircraft independent of an instructor, it shall be the student's sole responsibility to observe and abide by these Hangar Usage Policy and Inspection Procedures.

12.9 Refueling, Starting or Running of Aircraft

Aircraft shall not be fueled, defueled, or operated inside any hangar.

No person shall start or run an aircraft engine unless a qualified, certified pilot or mechanic is attending the aircraft controls and only in the locations designated for such purposes by the Airport Manager.

No aircraft engine shall be started without appropriate fire extinguisher equipment readily available.

Aircraft engines shall not be operated inside a hangar or in such a position that persons, structures or property may be endangered by the path of the aircraft propeller prop wash, jet blast or rotor wash.

12.10 Taxiing into or out of Hangars

Aircraft engines shall not be operated in any hangar.

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

12.11 Modifications to Hangars

A building permit from the appropriate regulating agency is required for certain modifications to structures built within a privately-owned hangar, or an Airport-owned (or other government entity) hangar or facility, including, but not necessarily limited to:

- Partial or full mezzanines or lofts;
- offices;
- break rooms;
- the installation of insulation materials on any hangar structure surface;
- electrical modifications;

- Plumbing installation or modification;
- Exterior signage.

For guidance on building permit requirements, consult the appropriate regulating agency.

12.12 Application of Coatings inside Hangars

The FAA regulations do allow for minor painting and touchup activities associated with aircraft repairs.

All painting conducted at the Airport must comply with federal, State, and local environmental regulations.

12.13 Storage of Flammable and Combustible Liquids

The storage of flammable and/or combustible liquids must be in accordance with the International Fire Code (IFC), these rules and regulations and the City of Santa Fe Fire Department (SFFD).

In all occupancies, quantities of flammable and combustible liquids in excess of 10 gallons (38L) used for maintenance purposes and the operations of equipment shall be stored in liquid storage cabinets in accordance with IFC. Quantities not exceeding 10 gallons (38L) are allowed to be stored outside of a cabinet if they are stored in approved containers.

Containers for Class I and II liquids (gasoline/AvGas/Diesel/Jet Fuel) shall be metal (with a spring loaded, self-closing lid) and shall not exceed a capacity of 5-gallons.

As for small containers of paint thinners, brake fluid, flammable solvents, brake cleaner, starting fluid and motor oil that is in its original container(s). You can store no more than an aggregate of 5-gallons of these products outside of an approved flammable liquids cabinet.

The storage of empty tanks and containers previously used for the storage of flammable and combustible liquids, unless free from explosive vapors, shall be stored as required for filled (or partially filled) containers and portable tanks. Portable tanks and containers, when emptied, shall have the covers or plugs immediately replaced in openings.

12.14 Annual and Periodic Hangar Inspection

SAF and SFFD staff will conduct hangar inspections on all hangars located at the airport annually. Periodic inspection may be conducted if cause arises to investigate suspicion of violations of leases, agreements, minimum standards, and all other rules and regulations pertaining to the airport.

Annual hangar inspections will be scheduled up to 30 days in advance. Hangar inspections will cover exterior interior conditions, permitted uses, and fire safety.

All violations found in the hangar inspection will have a 30-day cure time unless otherwise stated by the airport manager. A reinspection of violations found will be scheduled at the end of the initial inspection.