

Rules and Regulations (SECURITY ONLY)

for the Santa Fe Regional Airport

October 2018

PREAMBLE

The following rules and regulations for the Santa Fe Regional Airport, to be known as these “Rules and Regulations,” have been established by the Santa Fe Regional Airport shall govern the use and operation of the Airport facilities managed and operated by the City of Santa Fe, and are intended to ensure the safe and efficient operations of the Santa Fe Regional Airport.

TABLE OF CONTENTS

PREAMBLE	i
TABLE OF CONTENTS	ii
1.1 RULES OF INTERPRETATION AND CONSTRUCTION	4
GENERAL REGULATIONS AND SECURITY	5
2.1 COMPLIANCE WITH RULES AND REGULATIONS.....	5
2.2 SECURITY REQUIREMENTS	5
2.3 LOST AND FOUND AND ABANDONED PROPERTY	9
2.4 ADMINISTRATIVE INTERPRETATIONS, OPERATING DIRECTIVES AND EMERGENCY PROCEDURES.....	9
2.5 [RESERVED].....	10
2.6 OTHER LAWS	10
[RESERVED].....	11
3.1 [RESERVED].....	11
[RESERVED].....	12
4.1 [RESERVED].....	12
[RESERVED].....	13
5.1 [RESERVED].....	13
[RESERVED].....	14
6.1 [RESERVED].....	14
MOTOR VEHICLES	15
7.1 GENERAL TRAFFIC REGULATIONS.....	15
7.2 PROCEDURE IN CASE OF ACCIDENTS.....	16
7.3 VEHICLE OPERATIONS ON AIR OPERATIONS AREA	16
7.4 [RESERVED].....	17
7.5 [RESERVED].....	17
7.6 AUTHORITY TO REMOVE VEHICLES	17
7.7 [RESERVED].....	17
7.8 [RESERVED].....	17
7.9 ISSUANCE OF TRAFFIC CITATIONS AND TICKETS.....	18
[RESERVED].....	19
8.1 [Reserved].....	19
[RESERVED].....	20

9.1 [RESERVED].....	20
VIOLATIONS	21
10.1 GENERAL.....	21
10.2 VIOLATION TABLES	21
10.3 VIOLATIONS OF AIRPORT RULES AND REGULATIONS, FEDERAL, STATE AND CITY LAWS	22
ENFORCEMENT AND CIVIL ADMINISTRATIVE PROCESS.....	23
11.1 NOTICE OF VIOLATION (NOV).....	23
11.2 REMOVAL OF PERSONS AND VEHICLES FROM AIRPORT	24
11.3 ADMINISTRATIVE PROCESS; EXHAUSTION OF REMEDIES.....	25
11.4 REMOVAL OF PROPERTY	29
11.5 INTENT, SEVERABILITY	29
[RESERVED].....	30
12.1 [RESERVED].....	30
APPENDIX A - AIRPORT MASTER FEE SCHEDULE.....	31
APPENDIX B – [RESERVED]	32
APPENDIX C – [RESERVED]	33
APPENDIX D – SECURITY VIOLATION TABLES	34
LEVEL ONE VIOLATIONS.....	34
LEVEL TWO VIOLATIONS.....	35
LEVEL THREE VIOLATIONS	36
LEVEL FOUR VIOLATIONS	37
REMEDIAL ACTIONS FOR SECURITY VIOLATIONS.....	38
SAMPLE POINT CALCULATION FOR SECURITY VIOLATIONS.....	39

1.1 RULES OF INTERPRETATION AND CONSTRUCTION

- a. Wherever these Rules and Regulations refer to “applicable law,” such term shall refer to all present and future federal, state, and local statutes, ordinances and regulations applicable to the Person or the Airport or the use thereof and judicial or administrative interpretations thereof, as amended from time to time, including but not limited to Transportation Security Regulations and Security Directives issued from time to time by DHS or TSA, Federal Regulations and Advisory Circulars issued from time to time by the FAA, these Rules and Regulations, Notices to Airmen (“NOTAMs”) and Airport Directives issued by the Airport from time to time and directions issued by the Control Tower. In the event of any conflict among requirements, unless prohibited by superseding applicable law, the more restrictive requirement shall apply, and the judgment of the Airport Manager shall be dispositive. All Persons using the Airport shall be obligated to be familiar with all applicable laws and shall be deemed to have knowledge of such applicable laws.
- b. Unless the context otherwise indicates, words importing the singular shall include the plural and vice versa and the use of the neuter, masculine, or feminine gender is for convenience only and shall be deemed to mean and include the neuter, masculine, or feminine gender.
- c. Headings of articles and sections in these Rules and Regulations are solely for convenience of reference, do not constitute a part of these Rules and Regulations and shall not affect the meaning, construction or effect hereof.
- d. The terms “hereby,” “hereof,” “hereto,” “herein,” “hereunder” and any similar terms used in these Rules and Regulations refer to these Rules and Regulations as a whole and not merely to the article or section in which such terms are used.
- e. Words relating to aeronautical practices, processes and equipment shall be construed according to their general usage in the aviation industry.
- f. Where these Rules and Regulations refer to a document, agreement, or other written instrument, unless specifically otherwise provided, such reference shall be to such document, agreement or instrument as amended from time to time.

GENERAL REGULATIONS AND SECURITY

2.1 COMPLIANCE WITH RULES AND REGULATIONS

- a. Any permission granted by the Airport, 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 strict compliance with these Rules and Regulations. The exercise of the privilege of using the Airport and its facilities or any part thereof shall constitute the agreement of the Person using the Airport to comply fully with these Rules and Regulations.
- b. Any permission granted by the Airport under these Rules and Regulations is conditioned upon the payment of any and all applicable fees and charges established by the Airport.
- c. All permits and badges issued by the Airport are the property of the City of Santa Fe Regional Airport and such permits, badges, and all other endorsements and authorizations included therein are subject to revocation by Airport staff.
- d. Notwithstanding the foregoing provisions of this Section 2.1, these Rules and Regulations shall not prevent the exercise of rights expressly granted by the Airport in written agreements between the Airport and the Person to whom such rights have been granted.

2.2 SECURITY REQUIREMENTS

The Airport is subject to regulation by DHS and TSA with respect to security matters and, in compliance with applicable law, has developed and adopted the Airport's Security Program. The Airport Manager, acting through the Airport Security Coordinator, may amend the Airport Security Program from time to time, and DHS and TSA may issue security directives or amend regulations issued from time to time applicable to operations at the Airport, or certain portions thereof, and to all or certain designated Persons at the Airport. Due to the changing nature of threats to security, requirements applicable to security at the Airport are likely to change, and each Person at the Airport shall be subject to and obligated to be aware of the changes to such requirements as may be applicable to such Person. Each Person using the Airport is subject to and shall strictly comply with all applicable laws relating to Airport security, including without limitation, rules and regulations issued by DHS or TSA, including the provisions of Title 49 CFR Parts 1540, 1542, and 1544, and all applicable local and federal laws, as well as security directives issued by DHS, TSA, Airport Security Coordinator or the Airport Manager and applicable provisions of the Airport Security Program and these Rules and Regulations (collectively, "Security Regulations").

- a. Any Person who fails to comply with the Security Regulations shall be subject to enforcement action under the provisions of the Airport Security Program and these Rules and Regulations, including potential revocation of that Person's Airport Security Badge and unescorted access privileges to the Public Area, AOA, Sterile Area, SIDA or other access controlled areas, fines and penalties, and the employer and/or Badge Sponsor of such Person may also be subject to fines and penalties under the Airport Security Program and these Rules and Regulations, pursuant to Articles 10 and 11. In addition, violations of the Security Regulations may result in civil penalties or fines and criminal prosecution under applicable law.
- b. Each tenant, licensee or other occupant of space at the Airport shall become familiar and shall comply in all material respects with the Airport Emergency Plan (i.e., those procedures, programs and rules established, implemented and maintained by the Airport in the event of an emergency at the Airport), as in force from time to time.

- c. Only authorized and properly identified persons with valid, properly displayed Airport-issued identification badges with authorization for the applicable area of the Airport, or persons escorted by a person with such a badge in accordance with the Airport Security Program, and Vehicles displaying valid Vehicle Permits or otherwise authorized under these Rules and Regulations, are allowed access onto the AOA, SIDA/secured area and Sterile Area. All operators of Vehicles on the AOA must be properly authorized to operate on the AOA pursuant to the Airport Security Program, either through a process for obtaining a Vehicle Permit or otherwise with the prior written permission of the Airport Operations Manager. All operators of Vehicles within the movement area must hold all driving certifications necessary to obtain and maintain a driving endorsement, and must notify the Airport Operations Manager immediately if any of these certifications expire or are revoked.
- d. If a person's Airport-issued identification badge has been confiscated, that person may not access the Public Area (for official business), AOA, SIDA or other Secured Areas, with or without escort, unless and until the Airport-issued identification badge has been returned to such person following completion of any required remedial actions.
- e. All persons and objects are subject to Security Screening prior to or after entering the AOA, SIDA, Sterile Areas, and other Secured Areas, or any other area designated from time to time by the Airport. Further, all persons who are granted an Airport Security Badge shall be subject to search of their person or accessible property while on Airport property and this requirement shall be acknowledged by all applicants for an Airport Security Badge.
- f. Unidentified or unauthorized personnel in the AOA, SIDA, Sterile Areas, and other Secured Areas may be detained and/or removed by the Airport. Unidentified or unauthorized Vehicles in the AOA, SIDA, and other Secured Areas may be removed by the Airport at the expense of the Vehicle owner.
- g. Any Person who violates any applicable security regulation, including without limitation the regulations and security directives issued by DHS, TSA, or the Airport may be denied future entry onto the AOA, SIDA, Sterile Areas, and other Secured Areas, may be denied an Airport Security Badge, and may be subject to fines and/or penalties pursuant to Articles 10 and 11 of these Rules and Regulations.
- h. Security doors and all other means of access to and egress from the AOA, SIDA, Sterile Areas, and other Secured Areas shall be kept locked or controlled as detailed in Security Regulations and any applicable training required as a prerequisite to obtaining an Airport Security Badge.
- i. Any Person causing or responsible for any security violation at the Airport shall reimburse the Airport for the full amount of any civil penalty imposed upon the Airport in connection with such security violation in addition to the Airport's costs, expenses and attorneys' fees, including amounts attributable to City of Santa Fe Attorney time or Airport staff time, arising out of such security violation, in addition to any other applicable fines and penalties.
- j. No person may possess, use, consume or sell any illegal substances, alcohol or other controlled substances while performing their duties at the Airport except in strict accordance with applicable law.
- k. When utilizing an access point (gate or door), individuals must perform Stop and Wait procedures ensuring the access point closes securely behind them or must physically close and lock the access point to ensure that no unauthorized individuals gain access to the area and to prevent "piggybacking". When utilizing an access point to enter a secured or Sterile

Area, each individual must use their own access credentials (Airport Security Badge and/or Key) to access the area. Unless individuals are under escort, no group may pass through such access point together when entering a secured or Sterile Area. When utilizing an access point to enter the public area, individuals may traverse the access point as a group, however the last person entering shall ensure that the access point has closed securely behind them.

I. Airport Security Badges.

- i. All Airport Security Badges must be used for an Official Business Purpose only and in accordance with all applicable TSA regulations, the TSA-approved Airport Security Program, and any applicable training provided to employees when the Airport Security Badge was most-recently issued, along with any updated requirements related thereto as provided by the Airport. Airport staff, contracted security, or law enforcement is authorized to take action to prevent or halt any activity that he or she reasonably believes is not an Official Business Purpose and violates these Rules and Regulations.
- ii. Airport Security Badges may not be used to provide personal access to otherwise inaccessible areas unless specifically allowed by the Airport and the Badge Sponsor and in full compliance with Airport policies and Airport procedures, including but not limited to, the limitations identified in Article 9 of these Rules and Regulations.
- iii. Airport Security Badges are prohibited from being used to bypass or otherwise circumvent Airport and/or airline security procedures pursuant to 49 CFR § 1540.105, as it may be amended from time to time.
- iv. Any Person issued an Airport Security Badge must comply with all federal, state, and local laws and regulations, including these Rules and Regulations, all applicable Airport Directives, and any and all requirements of any applicable contract or agreement. Failure to so comply shall lead to enforcement action and may include Airport Security Badge revocation and/or financial penalties pursuant to Articles 10 and 11, as applicable. In addition, civil penalties and fines and criminal prosecution under applicable law may result.
- v. Any Person issued a SIDA/secured area, Sterile Area, or Public Area badge are required to display their Airport Security Badge on the outermost garment, above the waist, at all times within such area. Any person issued an AOA Airport Security Badge must have such badge on their person at all times while in the AOA, but does not need to be outwardly displayed at all times.
- vi. Any Person issued an Airport Security Badge shall report to the Airport any changes to their personal information included on their application for the Airport Security Badge (including any changes to their personal address) within thirty (30) days after such change
- vii. Any Person issued an Airport Security Badge, Authorized Signers for such Airport Security Badge, and Badge Sponsors for such Airport Security Badges shall immediately report to the Airport any Airport Security Badge that is lost, stolen, or for which there is no longer any Official Business Purpose. Failure to make such an immediate report shall result in a fine in the amount set forth in Appendix A (Airport Master Fee Schedule), which shall be in addition to any other applicable fines, penalties, and enforcement provisions.

- viii. Any person issued a SAF Airport Security Badge shall maintain positive control of their badges, ensuring that badges are not left in public areas, copied, duplicated, or left in plain sight.
- ix. All Authorized Signers for an Airport Security Badge and/or the Badge Sponsors shall return Airport Security Badges that are expired, deactivated, or for which there is no longer any Official Business Purpose within three (3) business days of the date the Airport Security Badge expired or no longer had any Official Business Purpose. Failure to return such Airport Security Badges within thirty (30) days for any reason shall result in a fine in the amount set forth in Appendix A (Airport Master Fee Schedule), unless otherwise waived by the Airport Manager in his or her absolute discretion.
- x. Replacement Airport Identification Media may be issued for lost Identification Media for a fee in the amount set forth in Appendix A (Airport Master Fee Schedule), depending on the number of times a replacement Airport Security Badge was issued during the effective term of that Identification Media. Airport Identification Media (including vehicle permits) cannot be replaced more than three (3) times within a 24-month period, unless otherwise waved by the Airport Security Coordinator in his or her absolute discretion. Notwithstanding the above, Airport Identification Media that were stolen and for which the Airport Security Coordinator is provided with a verifiable report by a relevant law enforcement agency that is acceptable to the Airport Security Coordinator shall not require a replacement fee and shall not count toward the three (3) time limit on the replacement of Airport Identification Media.
- xi. Any Person issued an Airport Security Badge shall be responsible to immediately challenge any person(s) that is not displaying an SAF Airport Security Badge or other authorized identification media while in an access controlled area, displaying an incorrectly colored badge for a specified area, or suspected of not having authorization to be in a specified area.
- Individuals not able to produce their issued SAF Airport Security Badge must immediately be removed from the area, temporarily detained, and Airport Security and an ASC must be notified.
 - The challenge requirement may also be satisfied by immediately notifying the security guard and/or LEO is at the time the observation was made. When notifying security and/or Law Enforcement, always provide a description, name (if known), and the location of the individual.
- xii. Any person issued an AOA Airport Security Badge must have such badge on their person at all times while in the AOA, but does not need to be outwardly displayed at all times.
- Transient pilots who do not have aircraft-leased space or who are in the AOA for refueling, accessing a Fixed Base Operator (FBO) or during an emergency are permitted unescorted access in the AOA.
- xiii. Any person authorized unescorted access in the SIDA/secured area is required to display their identification badge at all times while in the specified area. The badge must be displayed by the individual, on the outermost garment above the waist while in the specified area.

m. Keys within Vehicles

- i. Except for Law Enforcement Officers and emergency responders, no Person shall leave the key to a Vehicle in that Vehicle while the Vehicle is unattended, unless the key is otherwise secured.

n. Sensitive Security Information

- i. Sensitive Security Information is information that, if publicly released, would be detrimental to transportation security, as defined by Federal Regulation 49 C.F.R. Part 1520.
- ii. As persons receiving SSI in order to carry out responsibilities related to transportation security, TSA stakeholders and non-DHS government employees and contractors, are considered “covered persons” under the SSI regulation and have special obligations to protect this information from unauthorized disclosure.
- iii. Any persons receiving SSI should review the [SSI Best Practices Guide for Non-DHS Employees and Contractors](https://www.tsa.gov/sites/default/files/ssi_best_practices_guide_for_non-dhs_employees.pdf) available here:

https://www.tsa.gov/sites/default/files/ssi_best_practices_guide_for_non-dhs_employees.pdf

2.3 LOST AND FOUND AND ABANDONED PROPERTY

Any person finding lost articles at the Airport (each, a “finder”), other than at the checkpoint areas, shall immediately deposit them at the Airport Administrative Office. Lost articles found at the checkpoint areas shall be turned over to Security personnel at the checkpoint. Articles unclaimed by their proper owner within sixty (60) days thereafter may be turned over to the City of Santa Fe Police Department or otherwise disposed of in accordance with applicable law.

No Person shall abandon any personal property on the Airport. Any Person that violates this Section 2.3 shall be obligated, upon demand of the Airport Manager, to reimburse the Airport for all costs and expenses incurred in disposing of such abandoned property, including attorney’s fees and amounts attributable to City of Santa Fe Attorney time, in addition to any applicable penalties identified in Article 10(a).

2.4 ADMINISTRATIVE INTERPRETATIONS, OPERATING DIRECTIVES AND EMERGENCY PROCEDURES

The Airport Manager shall be responsible and shall have full authority for interpreting, implementing and administering these Rules and Regulations. In the event that any provisions of these Rules and Regulations are deemed ambiguous and a determination as to the meaning of the provision is required, the matter shall be referred to the Airport Manager. The Airport Manager’s determination as to the meaning of the provision shall be consistent with the policies set forth or implied in these Rules and Regulations and shall be deemed incorporated into these Rules and Regulations as though fully set forth herein. In addition, Airport Directives issued from time to time by the Airport shall be considered as interpretive and implementing rules and shall have the full force and effect of these Rules and Regulations. Copies of all Airport Directives shall be kept on file and may be inspected at the office of the Airport Manager at the Airport.

In the event there is an express conflict relating to an area of operation, topic or activity between any of the provisions of these Rules and Regulations and any Airport Directive, provisions of or instructions contained in these Rules and Regulations shall be deemed to govern and the provisions of Airport Directives shall be deemed to interpret and implement these Rules and Regulations to the extent

that such provisions are not directly conflicting with these governing Rules and Regulations. In the event there is an express conflict between provisions or instructions contained in different Airport Directives relating to an area of operation, topic or activity, the provisions or instructions applying more specifically to the given area of operation, topic or activity shall govern.

In the case of an emergency at the Airport which threatens the health, welfare, or safety of persons or property or threatens to disrupt the safe operation of, or construction activities at, the Airport, the Airport Manager or Operations Manager shall have the authority to take any action consistent with the policies set forth or implied in these Rules and Regulations, and to suspend these Rules and Regulations for not more than thirty (30) days, as he or she considers necessary or desirable to respond to the emergency.

Notwithstanding the foregoing, the Airport Manager and Operations Manager shall at all times have authority to take such reasonable action as may be necessary for the proper handling of the conduct and management of the public at the Airport.

2.5 [RESERVED]

2.6 OTHER LAWS

All applicable provisions of federal, State of New Mexico, and local laws and regulations (including, without limitation, the New Mexico Motor Vehicle Code, applicable chapters of the City Municipal Code, and other provisions of the City Municipal Code specifically referenced herein), now in existence or hereafter promulgated and as in effect from time to time and not in conflict with these Rules and Regulations or Airport Directives, are hereby adopted by this reference as part of these Rules and Regulations.

[RESERVED]

3.1 [RESERVED]

[RESERVED]

4.1 [RESERVED]

[RESERVED]

5.1 [RESERVED]

[RESERVED]

6.1 [RESERVED]

MOTOR VEHICLES

7.1 GENERAL TRAFFIC REGULATIONS

- a. The roadways on the Airport are City roadways that may only be used by the public in accordance with Chapter XXIV of the City Municipal Code, these Rules and Regulations and other duly enacted Airport ordinances and applicable provisions of the New Mexico Motor Vehicles Code, as well as applicable laws. To the extent that the Board has made the New Mexico Motor Vehicles Code applicable to the use of the roadways at the Airport, all Persons using said roadways shall at all times fully comply with the provisions of the New Mexico Motor Vehicles Code. Unless otherwise provided herein, the Airport may, by ordinance or Airport Directive, establish further regulations relating to traffic and traffic control and shall post official traffic control devices pursuant thereto. Said regulations may include, but not necessarily be limited to, regulations for Parking, standing, stopping, one-way roadways, through roadways, stop or yield intersections, speed restrictions, crosswalks, safety zones, bus stops, matters pertaining to all forms of Commercial Vehicles, bicycles, other Vehicles, traffic lanes, signal devices, limitations on roadway use, and restricted-access areas.
- b. The Airport shall erect or cause to be erected all signs, markers, and signal devices pertaining to traffic control within the boundaries of the Airport and such signs, markers, or devices shall be prima facie evidence that they were erected or placed pursuant to the New Mexico Motor Vehicles Code, the City Municipal Code and under proper authority. Failure to comply with the directions indicated on such signs, markers, or devices erected or placed in accordance herewith shall be a violation of these Rules and Regulations and of the applicable provisions of the City Municipal Code and New Mexico Motor Vehicles Code.
- c. No Person shall operate upon the Airport any Vehicle which is so constructed, equipped, or loaded, or which is in such unsafe condition, as to endanger persons or property; or which has attached thereto any object or equipment (including that which is being towed) which drags, swings, or projects so as to be hazardous to persons or property.
- d. The Airport Manager or Airport Operations Manager is authorized to close or restrict the use of all or any portion of Airport roadways to vehicular traffic in the interest of public safety or security, or to facilitate construction at the Airport.
- e. No Vehicle shall be stored, Parked or repaired on Airport property except in areas so designated by the Airport Manager, except for minor repairs necessary with respect to a temporarily disabled Vehicle. Any Vehicle which has not been moved within at least thirty (30) days may be deemed abandoned and removed to a storage lot, and disposed of in accordance with Section 7.6.
- f. Operators of all Motor Vehicles being operated on the streets and other vehicular traffic areas on the Airport, including parking areas, shall turn off the Vehicle's engine when such Vehicle is Parked or is waiting, other than at a traffic control device requiring the Vehicle to stop temporarily or to permit the safe passage of persons or other Vehicles.
- g. From time to time, the Airport Operator, City of Santa Fe Police Department, Contracted Security, and/or TSA performs random searches at the Airport in accordance with TSA regulations and security directives issued by TSA or DHS. For the privilege of using the Airport roadways, each operator of a Vehicle at the Airport shall be deemed to have consented to a

search of his or her Vehicle in accordance with applicable laws, including without limitation, TSA or DHS security directives.

- h. Vehicles constituting ground service equipment that do not hold a valid license issued by the State of New Mexico for operation as a Motor Vehicle may be operated on Airport roadways only under escort by one or more duly licensed Motor Vehicles.

7.2 PROCEDURE IN CASE OF ACCIDENTS

The driver of any Vehicle involved in an accident on the Airport, which results in injury to or death of any person or property damage shall immediately stop such Vehicle at the scene of the accident and shall render reasonable assistance. The driver shall immediately give notice of the accident by calling 911 or such other number as may be designated by Airport Directives. The driver of each Vehicle involved shall furnish the name and address of the owner and the driver of the Vehicle, the operator's license and vehicle registration and the name of the liability insurance carrier for the Vehicle, to any person injured, the driver or occupant of the Vehicle damaged and to any Law Enforcement Officer and otherwise comply with provisions of applicable law. Accidents that do not involve incidents, and vehicles are still operable, shall be moved from the roadway in accordance with applicable law.

7.3 VEHICLE OPERATIONS ON AIR OPERATIONS AREA

- a. No Vehicle or motorized equipment shall be driven on the AOA unless said Vehicle or motorized equipment possesses a Vehicle Permit issued by the Airport or is escorted by a Vehicle with an effective Vehicle Permit. Such Vehicle Permit shall be issued only upon appropriate application to the Airport. The operation and parking of all Vehicles within AOA areas shall be in accordance with these Rules and Regulations and the Airport Directives, and violation of any of the applicable provisions thereof shall be cause for immediate revocation by the Airport of any Vehicle Permit held by the owner and/or operator of the involved Vehicle.
- b. No Vehicle shall be within any portion of the AOA except those Vehicles holding valid Vehicle Permits as specified by the SAF ASP.
 - i. Vehicle permits must be displayed at all times while vehicles are in the AOA. Badge holders are provided at most four (4) of these permits.
 - ii. Vehicles which are under escort must display an 'SAF AOA Vehicle Under Escort' permit. Badge holders are provided at most three (3) of these permits.
 - iii. Vehicles that are operated by a temporary badge holder must display an 'SAF AOA Temp. Vehicle Permit'. Vehicles utilizing this permit are not authorized vehicular escort authority.
 - iv. FBO customers who are emplaning or deplaning may temporarily leave a vehicle within the AOA without a vehicle permit while in an immediate FBO ramp area for a maximum of 30 minutes. If a vehicle will remain in the AOA longer than this time period it is the responsibility of the FBO to permit the vehicle accordingly.
 - v. Permits issued by FBO's may only be utilized on a temporary basis for customers and other non SAF-badged individuals. FBO's are responsible for maintaining adequate control of permits and/or electronic files. Failure to maintain such records may result in loss of privileges and/or civil penalties.

- Temporary FBO permits shall be utilized for vehicles (including rental cars) that are within the immediate FBO ramp area for less than 24 hours.
 - Long-Term AOA permits shall be utilized for vehicles that are parked within the AOA for greater than 24 hours. FBOs and agencies issued such permits shall maintain an adequate tracking log of permits.
- vi. Vehicles issued an AOA vehicle permit are not authorized unescorted access into the secured area.
- vii. All vehicles are subject to inspection at any time.
- viii. All individuals operating a vehicle within the AOA and/or secured area must have their SAF issued identification media in their possession in addition to the vehicle permit (as applicable) or be under escort of an individual authorized unescorted access to the AOA.
- c. Except where otherwise authorized by the Airport Manager or while operating on a designated vehicle service road, all Vehicles operating in Movement Areas shall be equipped with two-way radios and must be in continuous communication with the Control Tower except when operated on designated vehicle service roads in accordance with Airport Directives or under escort by a Vehicle properly authorized and equipped. The installation of two-way radios shall not be construed as an authorization to operate a Vehicle in Movement Areas without the prior permission of the Airport Manager in accordance with FAA part 139 Regulations.
- d. No Person shall Park a Vehicle or equipment in any manner which blocks or obstructs (1) fire hydrants and the approaches thereto, (2) the gates or emergency exits, (3) building entrances or exits, (4) Aircraft operation lanes or taxiways, (5) designated emergency vehicle service roads, or (6) emergency fuel shut offs.
- e. Aircraft operating in the AOA shall have the right-of-way over vehicular traffic.
- 7.4 [RESERVED]
- 7.5 [RESERVED]
- 7.6 AUTHORITY TO REMOVE VEHICLES
- a. Any Law Enforcement Officer or Airport staff shall have the right to remove or cause to be removed from any restricted or reserved areas, any roadway or right- of-way or any other area on the Airport, any Vehicle that is disabled, abandoned, illegally or improperly Parked, or which creates an operational, safety, or security problem.
- b. Any Law Enforcement Officer or Airport staff who authorizes removal of a vehicle shall notify the Santa Fe Regional Emergency Communications Center.
- 7.7 [RESERVED]
- 7.8 [RESERVED]

7.9 ISSUANCE OF TRAFFIC CITATIONS AND TICKETS

Law Enforcement Officers, as permitted by applicable laws, are authorized to issue traffic citations or parking tickets for violation of any provision of Article 7 of these Rules and Regulations, Chapter XXIV of the City Municipal Code or New Mexico Motor Vehicles Code governing the operation, loading, unloading or parking of Vehicles.

[RESERVED]

8.1 [Reserved]

[RESERVED]

9.1 [RESERVED]

VIOLATIONS

10.1 GENERAL

All Persons at the Airport shall comply with these Rules and Regulations. Permit Holders and Drivers of Ground Transportation Vehicles and Taxicabs shall, as a condition for maintaining their authorization to conduct business at the Airport, strictly comply with these Rules and Regulations. All Persons, Airport employees and Airport Security Badge holders must comply with all Security Regulations, including all security and safety directives, regulations and guidance documents, as outlined and referenced in these Rules and Regulations. Any Person who violates, disobeys, omits, neglects or refuses to comply with any of the provisions of these Rules and Regulations or any lawful order issued pursuant thereto in any form or manner (such conduct individually and collectively referred to as a “violation”) may be denied use of and entry to the Airport by the Airport Security Coordinator and shall be subject to the remedial actions, penalties, and fines, as applicable, as set forth in the Violation Tables provided in **Appendices H through K**, in addition to any and all other remedies available to the Airport in equity and law.

10.2 VIOLATION TABLES

a. Security Violations.

The Security Violation Tables 1-5 are attached hereto as **Appendix D** (Security Violation Tables) and identify the potential violations of Airport security rules (Article 2, and all Security Regulations, including associated security directives, and any requirements conveyed through Airport-provided SIDA training, regulations and guidance documents). The violations are further categorized as Level One Violations (less serious) in Table 1, Level Two Violations (low-moderate) in Table 2, Level Three Violations (moderately serious) in Table 3, and Level Four Violations (very serious) in Table 4, and each carry a commensurate remedial action (including penalties and fines) as enumerated in Table 5 in **Appendix D** (Security Violation Tables).

Violations of Airport security rules pose a particular risk with respect to safe and effective Airport operations. The Airport Security Coordinator (as defined in Article 11) is authorized to accelerate or increase the remedial actions (including penalties and fines) associated with any security violation identified in Violation Tables 1-5 in **Appendix D** (Security Violation Tables) in instances involving aggravating circumstances, including but not limited to, the alleged violator’s intent, planning, premeditation involved in committing the violation, injury to person or property, cooperation throughout the administrative process, potential for recidivism, and any other national security considerations related to the violation.

b. Airside Safety Violations.

The Airside Safety Violation Tables 1-5 are attached hereto as **Appendix E** (Airside Safety Violation Tables) and identify potential airside safety violations (including violations of Articles 6 and 7 of these Rules and Regulations and all associated Airside Safety Directives, and any requirements conveyed through Airport-provided training, regulations and guidance documents, collectively “Airside Safety Regulations”). The violations are further categorized as Level One Violations (less serious) in Table 1, Level Two Violations (low-moderate) in Table 2, Level Three Violations (moderately serious) in Table 3, and Level Four Violations (very serious) in Table 4, and each carry a commensurate remedial action (including penalties and fines) as enumerated in Table 5 in **Appendix E** (Airside Safety Violation Tables).

c. Individual and Commercial Violations.

The Individual and Commercial Violation Tables 1-5 are attached hereto as **Appendix F** (Individual and Commercial Violation Tables) to these Rules and Regulations and identify potential individual and commercial violations (including, but not limited to, violations of Articles 2, 3, 4 and 9 of these Rules and Regulations). The violations are categorized as Level One (less serious) in Table 1, Level Two Violations (low-moderate) in Table 2, Level Three Violations (moderately serious) in Table 3, and Level Four Violations (very serious) in Table 4, and each carry a commensurate remedial action (including penalties and fines) as enumerated in Table 5 in **Appendix F** (Individual and Commercial Violation Tables).

d. Enforcement.

All violations of these Rules and Regulations shall be enforced using the Administrative Process established in Article 11, which process generally includes the issuance of a Notice of Citation followed by an NOV and the opportunity for an administrative appeal through an informal resolution process and/or a formal hearing process. The Airport does not, however, waive its right to pursue any and all other remedies at law and equity, and may do so as its authorized representatives deem appropriate in any given situation.

10.3 VIOLATIONS OF AIRPORT RULES AND REGULATIONS, FEDERAL, STATE AND CITY LAWS

Violations of any laws, ordinances, statutes, rules, regulations or orders of any governmental authority, whether federal, state or local, including the New Mexico Motor Vehicles Code, Airport Security Plan, Chapter 3 of the City Municipal Code, and these Regulations, shall be subject to the fines and penalties provided for therein, in addition to the applicable fines and penalties set forth in these Rules and Regulations.

ENFORCEMENT AND CIVIL ADMINISTRATIVE PROCESS.

This article identifies the administrative process that will be followed for any alleged violation of these Rules and Regulations.

11.1 NOTICE OF VIOLATION (NOV)

a. Issuance of an NOV by an Authorized Party.

In addition to all other rights the Airport has under these Rules and Regulations, agreements, permits and other applicable laws, the appropriate Airport representative identified below shall be authorized to issue a Notice of Citation (“NOC”) and a NOV for any activities or conduct violative of any provision of these Rules and Regulations or any of the provisions of law incorporated therein. Persons authorized to issue and administer NOCs and NOVs include:

- For transportation-related violations: Airport Manager, Airport Operations Manager, Airport Security Coordinator; and
- For security-related violations under Article 2 and under the associated Airport Security Program: Airport Manager, Airport Operations Manager, Airport Security Coordinator; and
- For any airside safety-related: Airport Manager, Airport Operations Manager; and
- For all other violations of these Rules and Regulations: the Airport Manager.

For the remainder of this Article 11, the authorized persons identified above shall be referenced universally as the applicable “Authorized Party.”

If an Authorized Party has probable cause to believe that a Person has violated any provision of these Rules and Regulations punishable under Article 10 and the corresponding Violation Tables in **Appendices H through K**, the Authorized Party shall provide notice of such alleged violation by issuing notice as described in this Section.

i. Security, Airside Safety, Commercial and Individual Violations.

For any security, airside safety, commercial, or individual violations, the Authorized Party typically issues a NOV to the alleged violator. The Authorized Party shall deliver the NOV to the alleged violator either electronically, hand-delivery or by certified mail. The NOV shall provide notice of all alleged violations or activity violating these Rules and Regulations, the name of the Person (if known) found to be in violation, the provision of these Rules and Regulations or other applicable laws violated by the subject conduct, the penalty to be imposed pursuant to Article 10, and the alleged violator’s right to a hearing as provided under Section 11.3. A copy of the NOV will also be sent to the Authorized Signer of the alleged violator. A copy of the NOV will be routed to the Airport Security Coordinator where the incident will be evaluated and additional information will be sent to the violator’s listed Authorized Signer as necessary.

ii. Transportation Violations.

For any transportation-related violations of these Rules and Regulations, the Authorized Party shall log the alleged violation in a citation logbook that is maintained by the Airport or its designee. The Airport Operations Manager will complete further investigation to confirm whether a violation has occurred. If further investigation establishes that a violation has occurred, the Airport will send an NOV directly to the alleged violator, or to the violator’s manager, supervisor, or Authorized Signer, which shall provide information related to the administrative process, including the alleged violator’s right to a

hearing. All NOVs shall be hand-delivered to the alleged violator and the alleged violator shall be required provide a signature for receiving the document. If the document cannot be hand-delivered, it will be sent by certified mail to the last known address of the alleged violator.

b. Absent Administrative Process, the NOV Is a Final Decision.

For purposes of this Article 11, the NOV Issuance Date shall be the soonest of: the date the NOV was hand-delivered to the alleged violator, the date the alleged violator received the NOV by certified mail, or five (5) calendar days after the NOV was sent by U.S. Mail or electronic mail to the alleged violator pursuant to Section 11.1(a) (referred to in this Article 11 hereafter as the “NOV Issuance Date”). Unless an alleged violator to whom an NOV was issued attends the Informal Resolution Meeting pursuant to Section 11.3(a), the NOV shall be final and non-appealable administrative decision and the applicable financial penalty shall be due by close of business on the eleventh (11th) business day after the NOV Issuance Date. Once the NOV is final, the alleged violator maynot seek to challenge the facts or disposition of the NOV in any future administrative proceeding before the Airport.

c. Suspension Periods/Revocation Commencement Dates.

Any suspension periods or revocations of an Airport Permit or Airport Security Badge shall commence on the eleventh (11th) business day after the NOV Issuance Date, with the exception of certain immediate suspensions or revocations, as enumerated in the Violation Tables in Appendices D through E. For transportation-related violations, in cases where a suspension is imposed on a Driver and Permit Holder, and the Driver and Permit Holder are the same Person, the applicable suspension shall run concurrently. For security violations and airside safety violations, the Airport Security Coordinator or Airport Operations Manager, as applicable, may work with the alleged violator to determine the most appropriate time frame for suspension of the Airport Security Badge or Airport-issued ID. Employees whose Airport Security Badges have been suspended shall not be allowed to work at the Airport during the suspension.

11.2 REMOVAL OF PERSONS AND VEHICLES FROM AIRPORT

- a. Any Person who knowingly fails to comply with an NOV shall be in violation of Sections 2.1 and 3.2 of these Rules and Regulations. The applicable Authorized Party may order such Person removed from the Airport. Any Law Enforcement Officer may also enforce and carry out such removal order, as applicable.
- b. A Law Enforcement Officer may remove any person who enters any restricted-access area in violation of Sections 2.2 or 3.1 of these Rules and Regulations, or who violates Sections 3.2, 3.10, or 3.11 of these Rules and Regulations and such persons shall be subject to arrest, conviction and penalties provided for under the New Mexico Criminal Code – Chapter 30 “Criminal Offenses”.
- c. The Airport Operations Manager has a particular responsibility and training with respect to the management of safe traffic flow around the Airport. As such, the Airport Operations Manager is authorized to take the following actions to enforce Article 8 violations and to maintain the safe ground transportation operations at the Airport:
 - i. To tow any Vehicles in violation of these Rules and Regulations pursuant to Section 7.8 of these Rules and Regulations, or the provisions of the New Mexico Motor Vehicles Code governing the operation, loading, unloading or parking of Vehicles at the Airport, and

- ii. To order any Driver to leave the Airport curbside area immediately if the Driver is suspected, by reasonable suspicion, of committing or causing a potential violation of these Rules and Regulations.

11.3 ADMINISTRATIVE PROCESS; EXHAUSTION OF REMEDIES

Notwithstanding any Administrative Process described in this Article 11, any training required by the Airport for violation of these Rules and Regulations shall take place immediately.

a. Informal Resolution Process.

An alleged violator wishing to appeal an NOV must submit a written request to the Authorized Party within ten (10) business days from the NOV Issuance Date to attend an informal resolution meeting with the Authorized Party ("Informal Resolution Meeting"). The request for an Informal Resolution Meeting must specify, to the fullest extent possible, the reasons why the NOV should be rescinded or modified. The Informal Resolution Meeting shall occur at a time reasonably selected by the Authorized Party. If the alleged violator fails to attend the Informal Resolution Meeting, and such absence is not excused by the Authorized Party in his or her sole discretion, the disposition in the NOV shall be final and non-appealable, and shall become effective the first business day following the scheduled date of the Informal Resolution Meeting. The Authorized Party may deny the request for an Informal Resolution Meeting and shall send the alleged violator a letter denying the request ("Informal Resolution Denial Letter").

During the Informal Resolution Meeting (if any), the alleged violator may present the reasons why the disposition identified in the NOV should be rescinded or modified. Only the alleged violator may be present at the Informal Resolution Meeting, unless the Authorized Party, in his or her sole discretion, authorizes other persons to attend. At the Informal Resolution Meeting, the Authorized Party may either (1) confirm the disposition identified in the NOV ("NOV Confirmation"), or (2) propose an alternative disposition to the matter for consideration by the alleged violator ("Alternative Disposition").

Within ten (10) business days of the Informal Resolution Meeting or of the Informal Resolution Denial Letter, the alleged violator may take one of the following actions:

- i. Request a formal hearing pursuant to Section 11.3(b); or
- ii. Accept the Alternative Disposition (if any) in a writing between the alleged violator and the Airport containing all of the following provisions: (i) the alleged violator reaffirms that the Alternative Disposition shall constitute for all purposes a formal disposition of the matter and waives all future rights to a formal hearing on the merits of the NOV, including any future review of the matter during a formal hearing on a future violation; (ii) the alleged violator agrees to be bound by the Alternative Disposition and agrees that no appeal or review, including judicial review, of any kind is available from such disposition; (iii) the Airport waives all future rights to enforcement under the NOV beyond those rights specified in the Alternative Disposition; and (iv) any applicable financial penalty under the Alternative Disposition shall be paid to the Airport within five (5) business days of the written acceptance of the Alternative Disposition; or
- iii. Do nothing, in which case the disposition of the NOV shall be final and non-appealable, and shall become effective after the ten (10) business days following the Informal Resolution Meeting.

b. Request for a Formal Hearing.

The alleged violator may submit a request for a formal hearing to appeal the violation only after the alleged violator has attended the Informal Resolution Meeting and only if such request is submitted within ten (10) business days after the date of the Informal Resolution Meeting. Such hearing request must be sent to the Authorized Party issuing the NOV in writing, and shall specify, to the fullest extent possible, all reasons why the order, fine, penalty permit denial or decision should be rescinded, changed or modified. The issues adjudicated at the hearing shall be limited to those raised by the alleged violator in the hearing request.

c. Hearing Officer Appointment.

Within twenty (20) business days of receipt of a formal hearing request from the alleged violator under Section 11.3(b), the Authorized Party shall give the alleged violator written notice of the location and date for a formal hearing ("Hearing Notice"). The Airport Manager, in his or her sole discretion, may appoint the Hearing Officer(s) by retaining an outside third-party to or by appointing an internal Airport panel. If an internal panel is used, the Airport Manager shall appoint three City of Santa Fe employees to act as Hearing Officers on the panel.

d. Formal Hearings.

- i. Not a Court of Law. The administrative process identified in this Section is neither a civil nor criminal proceeding, and therefore the traditional rules of evidence do not necessarily apply. The process described herein is an administrative process requested by the alleged violator under these Rules and Regulations.
- ii. Schedule. All formal hearings shall be scheduled by the Authorized Party in coordination with the assigned Hearing Officers and the alleged violator. The alleged violator shall not unreasonably object to proposed hearing dates. Should the Authorized Party, by a preponderance of the evidence, determine that an alleged violator's objection to a proposed hearing date is unreasonable, the Authorized Party may set such a date for the formal hearing.
- iii. Presence of Person Requesting Hearing. The alleged violator shall appear at the hearing at which the NOV is considered and may present facts, arguments, and witnesses to refute the alleged violation. To the extent an alleged violator is unable to be physically present at the hearing (e.g. the alleged violator has been incarcerated), the alleged violator may designate a proxy to represent him or her at the hearing. At such hearing, a representative or representatives of the Airport, including counsel, shall be present and may also present evidence (including witnesses) in support of the NOV.
- iv. Absence or Failure to Appear Before Hearing Officers. If the alleged violator, or their proxy, fails to appear at the hearing, then, unless such absence is excused and rescheduled by the Authorized Party for reasons of health or emergency or extenuating circumstances, the NOV shall be treated as if a hearing were never timely requested. In such event, the Hearing Officers shall not consider the NOV, and any revocation, suspension period, or financial penalty obligation shall commence on the first business day following the hearing date.
- v. Representation Before Hearing Officers. The alleged violator may be represented before the Hearing Officers by legal counsel. The alleged violator may also utilize the

assistance of an interpreter or person who can facilitate communication, as deemed necessary by the alleged violator.

- vi. Discovery, Evidence and Witnesses. Upon the request of the alleged violator, or his or her counsel, made within five (5) business days of receiving the Hearing Notice ("Discovery Request"), the Airport shall provide the alleged violator with reasonable access to evidence, reports, records of the Airport and requested testimony relating to the violations alleged in the NOV no later than five (5) business days in advance of the hearing date, or as otherwise agreed upon by both the Authorized Party and the alleged violator; provided, however, that the Airport shall not be required to share or provide any access to evidence (e.g. access control logs, recordings, or transcript testimony etc.) that may be considered sensitive security information as defined and regulated by 49 CFR Parts 15 and 1520. The Airport shall make any relevant video available for the alleged violator to review in a controlled environment on Airport property. The Discovery Request may include a request that they provide testimony of any Airport employee who is witness to or who reported the violations alleged in the NOV. Subject to the preceding provision regarding privileged sensitive security information, the Airport shall:

- Provide any testimony requested either by providing written testimony of such employee to the alleged violator in accordance with the Discovery Request response timeline identified herein or by producing such Airport employee at the hearing; and
- Respond to all Discovery Requests by providing responsive evidence, reports, records and testimony (or notice that the requested witness will be produced at the hearing) no later than five (5) business days prior to the hearing date, or as otherwise agreed to by the Authorized Party and the alleged violator, or reschedule the hearing date to allow additional time to respond to such Discovery Request.

To the extent an alleged violator contends that the Airport failed to produce evidence, reports, records or testimony requested in the Discovery Request, the alleged violator may request, at least three (3) business days prior to the hearing date, that the hearing be rescheduled until the Airport produce any allegedly missing responsive evidence. Any failure to request that the hearing date be postponed to allow for the Airport's production of additional responsive evidence, reports, records or testimony shall be deemed a waiver on the part of the alleged violator of any claim of insufficient discovery or evidence at the formal hearing.

Any documents requested in a Discovery Request must be requested through the discovery procedures relating to the subject proceeding and identified herein and not through a request made pursuant to the New Mexico Inspection of Public Records Act (NMSA 1978, Sections 14-2-1 to -12 (2013),) ("IPRA"). The unavailability of documents pursuant to a IPRA request shall not be a basis for challenging the NOV or any related administrative decision. The alleged violator waives any right to dispute the NOV or any related administrative decision based on the unavailability of documents requested under the IPRA.

The Airport and the alleged violator may also introduce evidence and written testimony, and witnesses may informally cross-examine other witnesses present at the hearing. If during the formal hearing, additional facts come to light that warrant additional violations under these Rules and

Regulations, the Authorized Party shall issue a subsequent NOV to provide formal notice of the additional violations, which NOV may be challenged by the alleged violator upon receipt during subsequent proceedings pursuant to this Article 11.

- vii. Hearing Recorded. All formal hearings shall take place in the Airport offices, located at 121 Aviation Drive, Bldg 3002B or such alternative forum as mutually agreed upon by the Airport and the alleged violator. All formal hearings shall be audio recorded. Formal transcripts of the hearing may be requested by the alleged violator. Any costs of transcription of any portion of the formal hearing shall be borne by the alleged violator.
- viii. Deliberation. At the formal hearing, the Hearing Officers may consider any and all evidence that a reasonable Person would use in making a decision including, but not limited to, hearsay evidence; provided however, that the hearing will be limited to the specific issues raised by the alleged violator in the hearing request. The Hearing Officers shall have complete discretion as to what and how evidence is received. The Hearing Officers may deliberate in private before rendering a decision.
- ix. Written Decisions. All Hearing Officers appointed by the Airport Manager pursuant to Section 11.3(c) must be present at any hearing conducted by the Hearing Officers. If all such appointed Hearing Officers are not present at the hearing, the hearing shall be rescheduled to a time when all appointed Hearing Officers can be present. The Hearing Officers, by at least a majority vote, shall make a finding, with respect to each violation alleged in the NOV, as to whether these Rules and Regulations were violated. In order for the Hearing Officers to conclude that a violation was committed, the evidence must establish that it was more likely than not (a preponderance of the evidence) that the violation was committed. The Hearing Officers are authorized to consider mitigating circumstances when determining appropriate remedial actions for each violation, and may reduce the remedial actions set forth in the Violation Tables, as applicable, established in Appendices H through K. The decision of the Hearing Officers may be rendered immediately at the conclusion of the hearing (after private deliberation between the Hearing Officers, as they may deem appropriate) or may be taken under submission and rendered within a reasonable time thereafter for more complex deliberations, but no later than thirty (30) calendar days after the formal hearing. The decision of the Hearing Officers shall be documented in writing by the Hearing Officers, which writing shall be served upon the alleged violator either by hand-delivery, certified mail to the last known address of the alleged violator, or sent electronically with a record of the electronic transmission kept on file with the Authorized Party, at which time the decision shall be considered final.
- x. Effect of Decision by Hearing Officers. The written decision of the Hearing Officers shall be final and any financial penalty shall be due by close of business on the fifth (5th) business day following service of the decision and any suspension (that has not yet commenced) or cancellation period shall commence on the fifth (5th) business day following service of the decision.

e. Exhaustion of Administrative Remedies.

The Airport has a compelling interest in complying with these Rules and Regulations and other laws applicable to the Airport as well as ensuring Airport safety and security. The Airport is entitled to

learn of any allegations of noncompliance with law and shall be provided the opportunity to cure and correct any such noncompliance prior to institution of any other administrative action concerning the Airport or the institution of litigation. For these reasons, the Administrative Process set forth in these Rules and Regulations have been established as the Airport's only system for receiving allegations of noncompliance with applicable laws and for investigating and responding to such allegations. In any lawsuit alleging noncompliance with these Rules and Regulations, or challenging the provisions or application of these Rules and Regulations through an NOV or otherwise, the issues and evidence shall be limited to those raised in a duly convened formal hearing pursuant to this Section 11.3. Failure to request a formal hearing through the process stated in this Section 11.3 shall be an absolute bar to further administrative or judicial review of the alleged noncompliance with law. Where, as here, the administrative machinery exists for the resolution of allegations of noncompliance with these Rules and Regulations, the courts should not act until such administrative procedures are fully utilized and exhausted. The City of Santa Fe Attorney shall be granted substantial deference in reasonably interpreting these Rules and Regulations. Any litigant whose claims relating to these Rules and Regulations is found to be without probable cause by a court of competent jurisdiction shall be required to reimburse the Airport for its reasonable attorneys' fees and costs, including an amount attributable to City of Santa Fe Attorney time.

f. Violation Information.

For all violations of these Rules and Regulations, the applicable Authorized Party shall maintain current and accurate information pertaining to all violators found to have committed violations of these Rules and Regulations during the immediately-preceding twenty-four (24) month period, the number of times the alleged violator was found to have violated these Rules and Regulations during such period, the type of violation committed, and the date each violation occurred.

11.4 REMOVAL OF PROPERTY

- a. A Law Enforcement Officer may remove or cause to be removed from any area, any roadway or right-of-way, or any other unauthorized or restricted-access area or structure at the Airport, any property which is disabled, abandoned or which creates an operations problem, nuisance or safety hazard or which otherwise is placed in an illegal, improper or unauthorized manner; including, without limitation, any structure which has not been authorized by the Airport or the Airport Manager or Airport Manager pursuant to the Airport's policies and procedures. Any such property may be removed or caused to be removed by the Law Enforcement Officer or at the direction of the Airport Manager to an official impound area or such other area designated by the Airport Manager.

11.5 INTENT, SEVERABILITY

Nothing in the preceding Articles is intended to preclude the Airport or any authorized Airport personnel from seeking other relief available in law or equity or from taking other action authorized by applicable law or other Airport ordinances or the enforcement of any provision of the Airport's agreements, contracts or permits.

[RESERVED]

12.1 [RESERVED]

APPENDIX A - AIRPORT MASTER FEE SCHEDULE

Description	Fee																				
Fine for failure to report Airport Security Badge that is lost, stolen, or for which there is no longer any Official Business Purpose	\$100 – assessed to badge holder																				
Fine for unreturned Airport Security Badge	\$100 – assessed to Authorized Signatory																				
Fee for replacement Airport Security Badge	1 st Replacement*: \$100 2 nd or more Replacement*: \$200																				
SIDA Badge (initial)	\$100																				
SIDA Badge (renewal)	\$80																				
Public Area / AOA Badge (initial and renewal)	\$30																				
Badge Change	\$15																				
Vehicle Permit	\$15 (ea) – maximum of 4																				
Escort Permit	\$15 (ea) – maximum of 3																				
Fee for Lost Vehicle Permit	1 st Replacement*: \$50 2 nd or more Replacement*: \$100																				
Automotive Parking Fees	\$1.00 per hour \$4.00 per day (maximum)																				
Commercial Aircraft Landing Fees	\$3.30 / 1,000 lbs of certified maximum landing weight (MLW) for either a part 121 airline or part 135 charter operating certificate and in excess of 12,500 lbs maximum certified takeoff weight (MTOW)																				
Fire Protection Fee	\$1.00 / 1,000 lbs MLW for any aircraft over 12,500 lbs MTOW. A fire protection fee shall be applied to any commercial flight requiring FAA Part 139 ARFF coverage as per the Santa Fe Airport Certification Manual																				
Aircraft Parking Fees	<table> <tr> <th colspan="2">Aircraft up to 12,500 lbs MTOW</th></tr> <tr> <td>Single Engine Daily</td><td>\$6.00 / day</td></tr> <tr> <td>Twin Engine Daily</td><td>\$10.00 / day</td></tr> <tr> <td>Single Engine Monthly</td><td>\$40.00 / month</td></tr> <tr> <td>Twin Engine Monthly</td><td>\$65.00 / month</td></tr> <tr> <th colspan="2">Aircraft over 12,501 lbs MTOW</th></tr> <tr> <td>12,501 lbs to 20,500 lbs</td><td>\$30.00 / day</td></tr> <tr> <td>20,501 lbs to 30,500 lbs</td><td>\$40.00 / day</td></tr> <tr> <td>30,501 lbs to 70,500 lbs</td><td>\$50.00 / day</td></tr> <tr> <td>70,501 lbs and greater</td><td>\$75.00 / day</td></tr> </table>	Aircraft up to 12,500 lbs MTOW		Single Engine Daily	\$6.00 / day	Twin Engine Daily	\$10.00 / day	Single Engine Monthly	\$40.00 / month	Twin Engine Monthly	\$65.00 / month	Aircraft over 12,501 lbs MTOW		12,501 lbs to 20,500 lbs	\$30.00 / day	20,501 lbs to 30,500 lbs	\$40.00 / day	30,501 lbs to 70,500 lbs	\$50.00 / day	70,501 lbs and greater	\$75.00 / day
Aircraft up to 12,500 lbs MTOW																					
Single Engine Daily	\$6.00 / day																				
Twin Engine Daily	\$10.00 / day																				
Single Engine Monthly	\$40.00 / month																				
Twin Engine Monthly	\$65.00 / month																				
Aircraft over 12,501 lbs MTOW																					
12,501 lbs to 20,500 lbs	\$30.00 / day																				
20,501 lbs to 30,500 lbs	\$40.00 / day																				
30,501 lbs to 70,500 lbs	\$50.00 / day																				
70,501 lbs and greater	\$75.00 / day																				

APPENDIX B – [RESERVED]

APPENDIX C – [RESERVED]

APPENDIX D – SECURITY VIOLATION TABLES

LEVEL ONE VIOLATIONS

Level One Violations		
Violation Type	Violation Description	SAF ASP Reference
Badge Violations	(S.1) Failure to properly display ID/badge	8. A. 4 and 8. A. 5
	(S.2) Failure to report ID/badge that is lost, stolen, or for which there is no Official Business Purpose.	8. A. 9. c
	(S.3) Failure to challenge improperly badged/non-badged individuals	10. A and 10. B
	(S.4) Unofficial use of a badge	8. D. 10
Access Point Violations	(S.5) Failure to report an alarm	4. D. 6.
	(S.6) Failure to comply with Sensitive Security Information requirements as defined in 49 CFR Part 1542	16.
General Security Violations	(S.7) Any other failure to adhere to the Security Regulations (less serious level of severity)	N/A
Access Control Media Violations	(S.8) Failure to control access control media	8. A. 9. d

LEVEL TWO VIOLATIONS

Level Two Violations		
Violation Type	Violation Description	SAF ASP Reference
Access Point Violations	(S.9) Failure to follow established stop and wait procedures	3. D. 4 and 4. C. 4
	(S.10) Tailgating or piggybacking	3. D. 4 and 4. C. 4
	(S.11) Failure to prevent tailgating or piggybacking	3. D. 4 and 4. C. 4
Escort Violations	(S.12) Failure to follow escort procedures	3. F. 2; 4. E. 2; and 9.
	(S.13) Escorting without escort privileges	3. F. 2; 4. E. 2; and 9.
General Security Violations	(S.14) Entering an unauthorized restricted area	3. F. 1 and 4. E. 1
	(S.15) Falsification of a report provided to Airport personnel or Law Enforcement Officers	N/A
	(S.16) Failure to follow posted requirements	3. G. 1 and 4. F. 1
	(S.17) Any other failure to adhere to the Security Regulations (low to moderate level of severity)	N/A
	(S.18) Failure to adhere to Federal/State/Local laws pertaining to Airport Security or to Airport Rules and Regulations pertaining to Airport Security, but not specifically described in the Airport Security Program.	N/A
Access Control Media Violations	(S.19) Failing to report lost/stolen access control media	8. A. 9. c
	[Reserved]	
	[Reserved]	
	(S.22) Failure to maintain positive control of badge, ensuring that badges are not left in public areas, copied, duplicated, or left in plain sight.	8.A.9.d

LEVEL THREE VIOLATIONS

Level Three Violations		
Violation Type	Violation Description	SAF ASP Reference
Badging/ ID Media Violations	(S.23) Allowing another person to use his/her ID badge and/or access control media	8. A. 9. e
	(S.24) Using another person's ID badge and/or access control media	8. A. 9. e
	(S.25) Misuse of an ID badge to circumvent security systems	8. D. 11
	(S.26) Falsification of information on a Badge Application	Appendix 12
	(S.27) Use of a fraudulent identification to obtain a badge	Appendix 12
Access Point Violations	(S.28) Tampering with or modifying access control equipment	N/A
	(S.29) Failure to follow directions of TSA, Airport personnel, or Law Enforcement Officers in or around an access point	N/A
	(S.30) Failure to comply with a random Screening/Inspection	3. H and 6. F
General Security Violations	(S.31) Deliberate or intentional non-compliance with the Security Regulations	N/A
	(S.32) Tampering with surveillance or other security equipment	N/A
	(S.33) Failure to follow directions of Airport personnel, Law Enforcement Officers, TSA, Airport Security Guards, and any other personnel designated by the Airport to perform security duties.	N/A
	(S.34) Any other failure to adhere to the Security Regulations (moderate to serious level of severity)	N/A

LEVEL FOUR VIOLATIONS

Level Four Violations		
Violation Type	Violation Description	SAF ASP Reference
General Security Violations	(S.35) Any violation that threatens or causes immediate harm to the safety and security of the Airport, passengers, tenants, employees, or any other Person	N/A
	(S.36) Carrying, using, displaying any firearm or other Weapon that is not permitted	3. I and 4. G
	(S.37) Any other failure to adhere to the Security Regulations (very serious level of severity)	N/A
	(S.38) Engaging in Criminal Activity at the Airport	N/A
	(S.39) Failure to Report a Disqualifying Offense (49 CFR § 1542.209(l))	7. L. 2
	(S.40) Needing to replace a lost Airport Security Badge more than three (3) times, not including replacements needed because an Airport Security Badge was stolen (as verified by the Airport Security Coordinator)	8. A. G. i

REMEDIAL ACTIONS FOR SECURITY VIOLATIONS

Violation Level	Points*	Training within thirty (30) working days or a timeframe specified by the Airport Security Coordinator	A letter detailing the violation sent to the violator's Authorized Signer	May be required to meet with Airport Security Coordinator to review violation	Shall meet with Airport Security Coordinator to review violation	Immediate Badge Suspension until violator meets with Airport Manager	Permanent Revocation of Badge
Level One	2	X	X	X			
Level Two	4	X	X		X		
Level Three	8	X	X		X	X	
Level Four	13		X		X		X

* All points are cumulative within any 2-year period. Points expire 2 years from the date they were imposed. The Airport Security Coordinator may increase the points associated with a violation by up to 2 points for instances involving aggravating circumstances, including but not limited to, the alleged violator's intent, planning, pre-meditation involved in committing the violation, injury to person or property, cooperation throughout the administrative process, potential for recidivism, and any other national security and safety considerations related to the violation.

** Each badge holder may accrue up to a maximum of 13-points over their lifetime. Any badge holder who has 13 or more points will have their access privileges permanently revoked.

Additional Remedial Actions	Badge immediately suspended for three (3) Working Days	Badge immediately suspended for ten (10) Working Days	Permanent Revocation of Badge
Individuals who receive up to 4 cumulative points within a 2-year period	X		
Individuals who receive 5-8 cumulative points within a 2-year period		X	
Individuals who receive 9-12 cumulative points within a 2-year period		X	
Individuals who receive 13 or more cumulative points within lifetime.			X

SAMPLE POINT CALCULATION FOR SECURITY VIOLATIONS

Individual Name	Violation Number	Level of Violation	Date Committed	Points per Violation	Total Accumulated Points in 2 Years
John Doe	1	Level One	1/1/2016	2	2
John Doe	2	Level One	1/1/2017	2	4
John Doe	3	Level Two	12/15/2017	4	8

