

MEMORANDUM



Diana P. Cortes
City Solicitor

**City of Philadelphia Law Department
Regulatory Law Unit - Airport Division**

TO: Atif Saeed, CEO, Philadelphia International Airport

FROM: Gerard Leone, Deputy City Solicitor

DATE: October 25, 2023

SUBJECT: Amendment to PHL Regulation Related to Wingmate Pass and Smoking Restrictions

I have reviewed the attached Section 2, Appendix I, and Appendix G of the PHL Rules and Regulations, which were all revised as of October 23, 2023, to be effective as of November 1, 2023, and submitted to the Law Department. The regulations are legal and in proper form. In accordance with Section 8-407(a) of the Philadelphia Home Rule Charter, you may forward these amended regulations to the Department of Records where they will be made available for public inspection.

Thank you.

Enclosures (4)

THE CITY OF PHILADELPHIA
DEPARTMENT OF AVIATION


PHILADELPHIA INTERNATIONAL AIRPORT RULES AND REGULATIONS MANUAL

(Revised as of October 23, 2023, effective as of November 1, 2023)

The City of Philadelphia is the owner and operator of Philadelphia International Airport. The City of Philadelphia, through its Department of Aviation, hereby promulgates these changes to Section 2 General Provisions and Appendix G of the Philadelphia International Airport Rules and Regulations Manual. An Appendix I will be added containing the Regulations for the PHL Wingmate Pass Program. All existing provisions of Section 2 and Appendix G of the Rules and Regulations Manual, as they apply to the Philadelphia International Airport, are hereby repealed and superseded by the Rules and Regulations Contained in Exhibit A attached hereto and made apart hereof.

All other existing Rules and Regulations, as they apply to the Philadelphia International Airport shall continue in full force and effect except as those expressly modified herein.

THE CITY OF PHILADELPHIA
DEPARTMENT OF AVIATION

DocuSigned by:
By: 
Atif Saeed, A.A.E., IAP
Chief Executive Officer &
Director of Aviation
Philadelphia International Airport

Filed: _____

Exhibit A

SECTION 2 – GENERAL

This section establishes certain conditions relating to the use of Airport facilities, including the conditions, limitations and restrictions on Commercial Activities and personal conduct and behavior applicable to all Persons.

A. EXPRESSIVE ACTIVITY

No Person shall engage in Expressive Activity (as defined in Appendix A) at the Airport without first obtaining prior written consent from the CEO. See Appendix A.

B. CUSTOMER SERVICES TRAINING

All PHL badgeholders must complete the DOA's Customer Service Training Program. Each new employee will be required to complete customer service training before the Security Department issues a PHL Security ID Badge to him or her. Customer service training may be recurrent as prescribed by the CEO and may include the viewing of informational videos.

C. SOLICITING/GAMBLING

No Person shall solicit funds for any purpose at the Airport without permission from the CEO. No Person shall conduct wagering and/or gambling in any form or operate gambling devices anywhere on the Airport, provided, however, the DOA may permit the sale of Pennsylvania Lottery tickets or other activities authorized by the laws of the Commonwealth of Pennsylvania now existing or which may hereinafter be enacted relating to wagering and/or gambling activities.

D. WEAPONS AND EXPLOSIVES

1. **Possession.** No Person, except duly authorized, active, police officers, federal employees authorized to carry firearms in the performance of their duties, or members of the armed forces of the United States on official duty shall possess, carry or discharge, ignite, or use any firearms, other weapons¹ or explosives on the Airport.
2. **Carriage of Unloaded Cased Sporting Guns as Baggage.** Air Carrier passengers may carry unloaded, cased, sporting guns as baggage when

¹ Weapon shall mean gun, knife, blackjack, slingshot, metal knuckles, mace, pepper gas or any explosive device, or any other instrument or object capable of being utilized to coerce, intimidate or injure an individual. Section 1.H., Rules & Regulations for PHL.

permitted by law and/or air carrier regulations. Explosives may not be carried in baggage.

3. **Storage.** Except for firearms and explosives belonging to authorized law enforcement officers or members of the armed forces, firearms and explosives may not be stored within the Restricted Area or Sterile Area, unless a TSA and DOA approved storage and safety plan is on file with the Security Department.
4. **Discharge Prohibited.** No Person shall discharge any gun on the Airport, except in the performance of official duties requiring the discharge thereof in the lawful defense of life or property.
5. **Transfer of Weapons to Others Prohibited.** No Person shall furnish, give, sell or trade any weapon or simulated weapon on the Airport.
6. **Armed Guards and Guard Dogs**
 - a) Armed guards are not permitted on the Air Operations Area unless authorized by the CEO.
 - b) Armed guards are not permitted within the confines of an Aircraft without approval from the CEO.
 - c) Guard dogs will not be used anywhere on the Airport without approval from the CEO.
7. **Penalty for Violations.** Violators will be fined a minimum of \$100.00 and their access privileges may be suspended or permanently revoked depending on the severity of the incident.

E. LOST AND FOUND ARTICLES

Any Person finding lost articles at the Airport shall deposit them in the Airport Communication Center. Any such articles may be subject to search by the Philadelphia Police. Unclaimed articles will be maintained, stored, and disposed of in accordance with applicable law.

Items reasonably believed to pose a threat to safety of the Airport or any Persons, Aircraft, property, or Equipment on or near the Airport, including, but not limited to Weapons, Hazardous Materials, controlled substances or contraband of any kind whatsoever, shall be immediately reported to the appropriate federal, state or local law enforcement or governmental unit.

F. LITTER AND REFUSE

No Person shall place, discharge, or deposit in any manner paper, trash, rubbish, or other refuse anywhere on the Airport, except in receptacles and other places prescribed by the CEO. All litter and refuse must be covered when transported in vehicles, and all receptacles from same must have covers and ensure against leaking, dripping, shifting or otherwise escaping of said materials. Any deposit of garbage, debris, or refuse in unauthorized locations must be cleaned up immediately in an effective manner. All Tenants of the Airport are required to demonstrate to the CEO that they have, individually or jointly, made an acceptable arrangement for removal of garbage and rubbish from their leased space into approved types of containers and for removal of these containers from the Airport by contractual arrangement. See also Section 6, Paragraph F.

G. DOGS AND OTHER ANIMALS

1. No Person shall enter any terminal building with any animal, except a Service Animal or one properly confined or ready for shipment. Animals are permitted in exterior or public areas of the Airport provided they are leashed or restrained in such a manner as to be under control.
2. Any Person having possession, custody or control of any dog or other animal which deposits bodily waste in any area shall be required to use the Service Animal Relief Areas or immediately remove any such waste and either:
 - a) Carry same away for disposal in a toilet; or
 - b) Place same in a non-leaking container for deposit in a trash or litter receptacle.

H. SMOKING AND USE OF ELECTRONIC SMOKING DEVICES

1. **Prohibition of Smoking or Use of Electronic Smoking Device.**
Smoking or the use of a vaporizer, electronic smoking, or inhalant device is prohibited in all enclosed areas of PHL and outdoors within a minimum of twenty-five (25) feet of any entrance to an enclosed area at PHL or as posted.
2. No Person shall smoke; carry a lighted cigar, cigarette, pipe, match or any naked flame; or use a vaporizer, electronic smoking, or inhalant device, in or upon:
 - a) The Secured Area and Air Operations Area at PHL including, any fuel storage area, Aircraft Movement Area, passenger or cargo Ramp and Apron Area, Aircraft parking areas or any open deck, gallery or balcony contiguous to and overlooking any such area;
 - b) Any enclosed place of employment at PHL;

- c) Any indoor Airport premises;
 - d) Public Areas of the Airport, including all enclosed areas of the PHL to which Airport customers and members of the general public have access. Such areas include terminal lobbies, baggage claim buildings, connecting bridges, ticketing areas, concourses, concession areas, hold rooms, gate areas, restaurant areas, public restrooms, stairways, walkways, moving walkways and elevators;
 - e) Outdoor areas less than twenty-five (25) feet to an entrance to an enclosed area at PHL; or
 - f) Any area where smoking and/or vaping is specifically prohibited by signs.
3. **Approved Smoking and Vaping Locations.** Smoking and vaping will only be permitted in designated outdoor smoking areas located more than twenty-five (25) feet from any building entrances. All Persons using the smoking areas are responsible for properly extinguishing and disposing of cigarettes or cigars, etc. and keeping those areas clean.
4. **Tenant/Employer Responsibility to Ensure Compliance.** Tenants and other employers at the Airport are responsible for ensuring that their employees, subtenants, contractors etc. are aware of, and comply with, the requirements of PHL's no smoking or vaping policy.

I. PHOTOGRAPHY/FILMING

No commercial and/or student photography and/or filming is permitted at the Airport without written approval from the CEO and, if permitted, such activity must be conducted in a manner prescribed by the CEO. Any other types of filming and/or photography activities, including documentaries, are subject to approval by the CEO. See Appendix C.

J. ADVERTISEMENTS

- 1. No Person shall post, distribute, or display any Advertisement at the Airport without the express written consent of the CEO and in such manner as may be prescribed by the CEO.
- 2. The CEO will not accept or approve any of the following advertisements:
 - a) Advertisements relating to the sale or use of alcohol or tobacco products;

- b) Advertisements that contain sexually explicit representations and/or relate to sexually oriented businesses or products; and/or
 - c) Advertisements relating to political campaigns.
3. The City shall have the right to post or cause to be posted its own advertising promoting:
- a) Air Service;
 - b) The use of Airport related services;
 - c) The greater Philadelphia area and economy;
 - d) Philadelphia tourism initiatives; and
 - e) Other City initiatives or purposes.

K. AIRPORT SIGNS OR BANNERS

No signs or banners are permitted to be installed on the Airport without the approval of the CEO. No changes or modifications can be made to existing signage without prior approval from the CEO.

L. PASSENGER ELEVATORS, MOVING WALKWAYS & ESCALATORS

Elevators, moving walkways, and escalators are for passenger use only except as otherwise authorized by the CEO. All Persons must comply with any posted restrictions on the use of elevators, escalators, and moving walkways.

M. ELECTRIC CARTS REGULATIONS

All electric carts must be operated in accordance with established Airport Rules and Regulations. See Appendix D.

N. TENANT/EMPLOYEE CONDUCT

- 1. No Tenant, Tenant employee, or any other employee authorized to perform any function on the Airport, shall in any way assist any Person to engage in any activity of the Airport that is not authorized by the CEO.
- 2. All employees at the Airport shall conduct themselves in a professional and courteous manner at all times. The use of obscene, offensive, or threatening language and/or gestures is prohibited.
- 3. Employees may use Companion Care Restrooms only in a manner consistent with their intended purpose.

O. TENANT CONSTRUCTION REQUIREMENTS

No Person, including Tenants and lessees, shall do any construction, alteration, or renovation work in any existing building on the Airport without first securing written permission from the CEO and complying with the DOA's permitting process.

P. AIRPORT CONSTRUCTION AND OBSTRUCTION CONTROL

No Person shall perform any construction, repair, alteration or renovation work on the airport including, but not limited to the following:

1. Erect, construct, modify, or in any manner alter any structure, sign, post, or pole of any type.
2. Alter or in any way change color, design, or décor of existing Airport improvements.
3. Operate, park or store any equipment, vehicles, supplies, or materials.
4. Create mounds of earth or debris.
5. Cause or create any physical object on land or water that penetrates the operational airspace.
6. Conduct any other work on Airport premises without first obtaining a permit from the CEO and without strict compliance and adherence to the safety specifications and directions of the CEO.

Q. DAMAGE TO AIRPORT PROPERTY

No Person shall destroy, cause to be destroyed, injure, damage, deface, or disturb in any way, property of any nature located on the Airport, nor willfully abandon any personal property on the Airport. Any Person causing or responsible for such injury, destruction, damage or disturbance shall report such damage immediately to the Philadelphia Police and, upon demand by the CEO, shall reimburse the Airport for the full amount of the damage, including costs associated with additional expenses borne by the DOA because of the damage, i.e. personnel and transportation expenses. In his/her sole discretion, the CEO may permit the involved party to effect repairs to any and all portions of the damaged property provided the work can be completed within a specific time frame and that all work be completed in accordance with paragraphs O and P of this section. Any Person causing or failing to report and/or reimburse the Airport for injury, destruction, damage, or disturbance of Airport property, may be refused the use of any facility until and unless said report and/or reimbursement has been made.

R. ENVIRONMENTAL PROTECTION REQUIREMENTS

All airlines, Tenants and lessees are required to comply with any and all applicable environmental plans, procedures, permits, guidelines, or best management practices as required by the U.S. Environmental Protection Agency, Pennsylvania Department of Environmental Protection, DOA, or other appropriate regulatory agency.

All airlines, Tenants and lessees are required to report immediately in detail to the DOA any and all environmental contaminants or Hazardous Materials discovered within their leasehold area. Further, any contractors or subcontractors performing construction activities on Airport property are required to notify the DOA of any and all environmental contaminants or Hazardous Materials discovered. Refer to Sections 6.G. and H.

S. RESTRICTED ACCESS TO THE TERMINAL BUILDING

Between the hours of 12:00 a.m. and 5:00 a.m., access to the Terminal Building is restricted to Airport, airline and Tenant employees, ticketed passengers, and other Persons authorized by the Philadelphia Police and/or CEO.

T. ALCOHOLIC BEVERAGES

No Person shall consume alcoholic beverages or carry or possess an open container of alcoholic beverages in any area of the Airport other than within the leased premises of a Tenant authorized to sell or serve alcohol within its leased premises.

U. VEHICLE OPERATIONS

1. Traffic Signs, Directions, Devices And Tow Zones

- a) In order to maintain the safe and efficient flow of traffic at the Airport, the CEO shall establish restrictions on speed, movement, parking, and use of all Airport roadways, including, without limitation, the Commercial Roadway System, Airfield, and roadways used by the general public. The CEO shall post or install signs, signals, and/or traffic control devices on Airport property as necessary or appropriate to enforce the restrictions and tow zones.
- b) All Persons operating any vehicle on Airport property, whether commercial or private vehicles, shall obey all signs, signals, speed limitations, and/or traffic control devices that are posted or installed on the Airport unless directed otherwise by a law enforcement officer or other authorized personnel.
- c) No Person shall operate any vehicle on the Airport other than on roads

or places authorized by the CEO for use by that particular type of vehicle, and only for an Airport purpose.

- d) No Person shall use the roads or walks on the Airport in such a manner as to hinder or obstruct proper use.

2. Parking And Stopping Of Vehicles

- a) No vehicle shall be parked or stopped on the Airport except in a manner and at a location authorized for stopping, standing or parking as indicated by posted traffic signs and/or painted curb markings, or in a parking facility or area designated for public or employee use.
- b) No Person shall park or stop a vehicle on the Airport in such a manner as to block any Airport roadway or otherwise impede the normal flow of vehicular traffic on any Airport roadway including those roadways to, from and within the Airport.
- c) No person shall leave a vehicle unattended at the Airport for any reason.

3. Reserved, Posted Or Restricted Parking

- a) The CEO may reserve parking areas not under lease or permit for the sole use of the City of Philadelphia, its officers, employees, tenants, or for such visitors as the CEO may designate and to indicate such restrictions by appropriate markings and/or signs and to designate where and how vehicles shall be parked by means of parking space markers.
- b) No Person shall park or operate a vehicle on any Airport parking area established or authorized for the use of Persons employed at the Airport without complying with all procedures established by the CEO or his designee including, but not limited to, access procedures and procedures relating to control of vehicles and use of that parking area.

4. Cell Phone Waiting Lot

The CEO has established a free, 150-space, Cell Phone Waiting Lot on the Airport Arriving Flights roadway, within a designated section of Old Highway 291, as shown in Exhibit A.

- a) The lot is only for the use of motorists coming to PHL to pick up passengers whose flights have not yet arrived.
- b) Drivers must remain in or with their vehicles while on the lot.

- c) The maximum wait time in the Cell Phone Waiting Lot is thirty (30) minutes.
- d) Neither commercial ground transportation vehicles nor Transportation Network Company vehicles may stop or park in the Cell Phone Waiting Lot.

5. Removal Of Vehicles

- a) The CEO may remove or cause to be removed at the owner's expense from any restricted or reserved area, any roadway or right-of-way or any other area on the Airport any vehicle which is disabled, abandoned or illegally or improperly parked, or which creates an operations problem.
- b) The CEO shall establish tow zones on Airport property.
- c) The City shall not be liable for damage to any vehicle or loss of personal property that may result from the act of removal or towing.

6. Issuance Of Traffic Citations And Tickets

Law Enforcement Officers or other authorized personnel designated by the CEO, as is permitted by applicable law, are authorized to issue traffic or parking tickets or PHL Notices of Violation to violators of these Rules and Regulations or local or state law governing the operation, loading or unloading or parking of vehicles.

V. PAYMENT OF AIRPORT RATES AND CHARGES

All Airport Tenants, licensees, and users of Airport facilities, including, but not limited to, the airfield, Terminal Building and roadways must pay all applicable rates and charges as set forth in the regulation attached hereto as Appendix "H," as those regulations may be amended from time to time. Tenants, licensees and users of Airport facilities can contact the DOA's Finance Department to ensure that they have the current version of Appendix "H."

W. LUGGAGE CARTS

Luggage carts offered throughout the Terminal Buildings and other locations on the Airport are to be used solely by the traveling public for transporting luggage and other personal items. Tenants and other Persons engaged in the operation of a business or performance of any construction work at the Airport shall neither use the luggage carts for business purposes nor keep a luggage cart in a leased area or work area for any reason.

X. WHEELCHAIRS

Airport tenants who supply wheelchairs to their customers are responsible for ensuring that they are stored in designated areas when not in use and are not left unattended around the premises. Tenants may be subject to a charge if DOA employees have to retrieve and return their unattended wheelchairs.

Y. HOVERBOARDS

No person shall possess, use, charge, or transport a hoverboard in any area of the Airport.

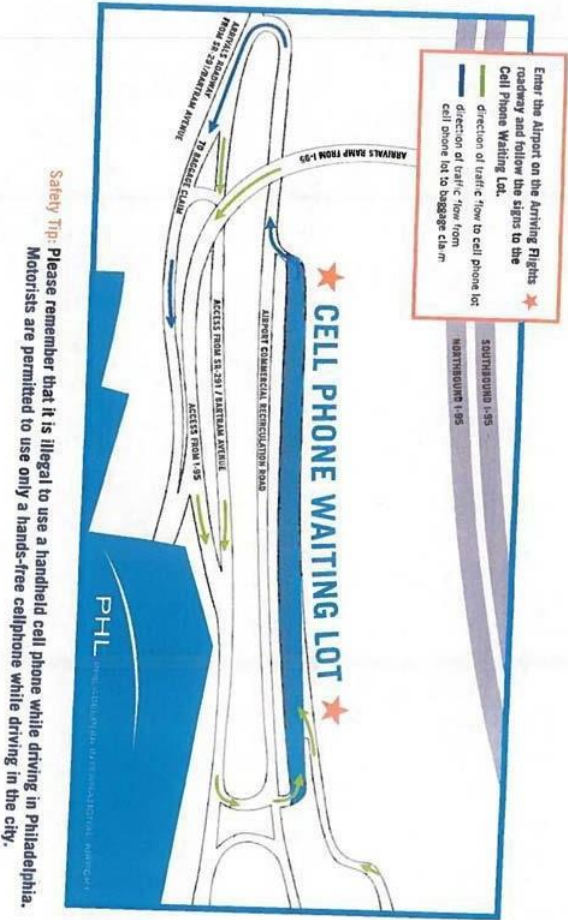
Z. BICYCLES

The riding of bicycles is prohibited in the Terminal Buildings. Bicycles shall not be locked or chained to sign posts in the Terminal Area and may be subject to removal, at the sole discretion of the CEO, if their presence impedes the safety or movement of the Travelling Public.

AA. WINGMATE PASS PROGRAM

No person shall take part in the Wingmate Pass program without following the rules and regulations set forth in Appendix I. See Appendix I.

EXHIBIT A
CELL PHONE WAITING LOT



APPENDIX I- REGULATIONS FOR PHL WINGMATE PASS PROGRAM

1. Scope

The Wingmate Pass program is available for the personal use of non-ticketed Airport guests that would like to access the Airport terminals post-security. The pass permits guests to assist family members to their gate, greet loved ones arriving on domestic flights, and discover the Airport's extensive offerings including 140+ restaurants, bars and shops, and award-winning art exhibitions.

2. Application

- a. Wingmate Pass program applicants must be 18 years of age or older with a valid government-issued photo identification. Applications for minors will not be accepted.
- b. The Wingmate Pass application will require the following information: first and last name (as it appears on your passport, driver's license, or other government-issued photo identification), date of birth, gender, email, and reason for visiting the Airport.
- c. The Wingmate Pass application will require applicants to select a desired entry time within a two-hour range and a desired TSA security checkpoint. If approved, applicants must enter through during the two-hour range at the TSA security checkpoint indicated on the Wingmate digital pass.
- d. The TSA requires us to collect information from you for purposes of watch list screening, under the authority of 49 U.S.C. Section 114, and the Intelligence Reform and Terrorism Prevention Act of 2004. TSA may share information you provide with law enforcement or intelligence agencies or others under its published system of records notice. For more on TSA Privacy policies, or to view the system of records notice and the privacy impact assessment, please see TSA's Website at: www.tsa.gov.
- e. The TSA reserves the right to deny any application. If your application has not been approved you will receive an email from phl@wingmate-pass.com indicating that your application has not been approved.
- f. The DOA will use personal information collected on the Wingmate Pass application to manage the program; address violations of Wingmate Pass program requirements; and for program improvement purposes.
- g. The DOA's third-party vendor for the Wingmate Pass program is MIS-Choice. For more information, please see: <https://www.airline-choice.com/privacy-policy>.

3. Terms of Use

- a. Wingmate Passes are only valid for the date applied for and stated on the digital pass. Printed passes will not be accepted.
- b. All Wingmate Pass program participants must enter through the standard security checkpoint lanes available at Terminals D/E and A-East. Wingmate

Passes will not be accepted at any other Airport checkpoints. TSA PreCheck is not valid for the Wingmate Pass program.

- c. Entry with a valid Wingmate Pass through security is available from 6:00 AM through 9:00 PM in accordance with the two-hour range reflected on the participant's digital pass. Wingmate Pass program participants must exit through Airport security by 10:00 PM. See <https://www.phl.org/flights/security-information/checkpoint-hours> for checkpoint hours of operation.
- d. Wingmate Pass program participants must limit visits to six (6) hours or less once through Airport security.
- e. Commercial or business/professional use or activities post Airport security using a Wingmate Pass is expressly prohibited.
- f. Engaging in Expressive Activity (as defined in Appendix A of the Airport Rules and Regulations) using a Wingmate Pass is expressly prohibited. Individuals wishing to conduct Expressive Activity must apply for a permit in accordance with the regulations outlined in Appendix A of the Airport Rules and Regulations.
- g. The Wingmate Pass program may not be used to meet passengers arriving on international flights at the Airport. Members of the public may meet international passengers arriving at the Airport at the International Arrivals Hall located in Terminal A-West on the 3rd Floor.
- h. Wingmate Pass program participants are subject to the terms contained in this Appendix I (including the requirements and restrictions set forth in the Frequently Asked Questions, below), all other Airport Rules and Regulations, including those pertaining to the public use of the Airport, as well as all local, state, and federal laws and regulations. Any person who refuses to comply with these terms, rules, regulations and/or laws may be considered a trespasser.

4. Violations

- a. Any individual who may pose a security risk, a nuisance, or distraction to any Airport personnel, passengers, or other visitors and/or who interferes with the safe and efficient operation of the Airport and/or who violates any of the applicable terms, rules regulations, and laws as described herein is subject to the following: (1) removal from the Airport; (2) revocation of the privilege to participate in the Wingmate Pass program; (3) issuance of a notice of violation; and/or (4) issuance of a fine.

WINGMATE PASS PROGRAM FREQUENTLY ASKED QUESTIONS (FAQS)

1. What is the Wingmate Pass?

The Wingmate Pass is available for the personal use of non-ticketed Airport guests that would like to access the Airport terminals post-security. The pass permits guests to assist family and friends to their gate, greet loved ones arriving on domestic flights, and discover the Airport's extensive offerings, including 140+ restaurants, bars and shops, and award-winning arts exhibitions.

2. How does the Wingmate Pass work?

a. Step 1: Apply online.

- i. Wingmate Pass applicants can be submitted up to seven (7) days in advance of the date you are applying for. Same day applications are permitted.
- ii. The Wingmate pass application will require the following information: first and last name (as it appears on your passport, driver's license, or other government-issued photo identification), date of birth, gender, email, and reason for visiting the Airport.
- iii. The Wingmate pass application will require you to select a two-hour security entry window and TSA security checkpoint. You will only be granted access during that time slot and TSA security checkpoint. Once you've submitted your application, you will receive an email confirming that your request has been received from phl@wingmate-pass.com
- iv. The Wingmate Pass program is limited to 50 visitors a day. You can view the number of remaining passes for a specified day on the application page.

b. Step 2: Receive your approved Wingmate Pass.

- i. Your application will be reviewed by TSA to determine your approval status.
- ii. If you applied in advance, you will receive an email after 12:00AM on the day of your visit with your approval status.
- iii. If you applied for same-day entrance, you will receive an email within fifteen (15) minutes with your approval status.
- iv. If you are approved for entry, you will receive an email from phl@wingmate-pass.com with a digital Wingmate Pass.

c. Step 3: Arrive at the Airport & enter through a TSA security checkpoint.

- i. On the day of your approved visit, arrive at the Airport's Terminals D/E or A-East TSA security checkpoint for entry.
- ii. Entry will only be permitted at the TSA security checkpoint and during the two-hour window stated on your digital Wingmate Pass.

- iii. Be sure to have your approved digital Wingmate Pass and your valid form of photo identification to be permitted through the TSA security checkpoint. Printed Wingmate Passes will not be accepted.
 - iv. Wingmate Pass program participants are subject to the same security regulations as ticketed passengers. Please review all security reminders to ensure your access to the Airport terminals will be granted.
- d. **Step 4: Discover the Airport**
- i. Be your guest's ultimate Wingmate. Join them in discovering the Airport's extensive offerings, including 140+ restaurants, bars, and shops, and award-winning arts exhibitions.

3. What hours may I enter the Airport with the Wingmate pass?

- a. Entry with a valid Wingmate Pass through security is available starting at 6:00 AM. While the Wingmate Pass is valid until 10:00 PM, the last entry through security is at 9:00 PM. See <https://www.phl.org/flights/security-information/checkpoint-hours> for TSA security checkpoint hours of operation.
- b. All Wingmate Passes expire at 10:00 PM. Participants must exit the Airport terminals by 10:00 PM.
- c. Wingmate Passes are only valid for the date applied for and stated on your digital pass. Wingmate Pass program participant visits are limited to six (6) hours once through Airport security.

4. What is the process for going through security with a Wingmate pass?

- a. Wingmate Pass program participants are subject to the same security regulations as ticketed passengers. Please review all security reminders to ensure your access to the Airport terminals will be granted.
- b. Before arriving at the Airport ensure you have received an email from phl@wingmate-pass.com stating that your Wingmate Pass has been approved. Be sure to have your digital Wingmate Pass and valid form of government-issued photo identification handy when you reach the TSA security checkpoint.
- c. All Wingmate Pass program participants must enter through the standard TSA security checkpoint lanes available at Terminals D/E and A-East. Wingmate Passes will not be accepted at any other security checkpoints or through TSA PreCheck lanes.
- d. A valid form of government-issued photo identification, that matches the full name stated on your digital Wingmate Pass, is required at the TSA security checkpoint. Only valid forms of identification accepted by TSA can be used for the Wingmate Pass program.

- e. No more than one personal item is permitted through the TSA security checkpoint for Wingmate Pass participants. Personal items are limited to a purse, small bag, or briefcase. Personal items are subject to search.
- f. All TSA-prohibited items for ticketed passengers, are also prohibited for Wingmate Pass. Please review the list of TSA-prohibited items prior to your arrival at <https://www.tsa.gov/travel/security-screening/whatcanibring/all>.

5. Can I use TSA PreCheck?

Wingmate Passes will not be permitted through TSA PreCheck lanes at any Airport Terminal. All Wingmate Pass program participants must enter through the standard TSA security checkpoint lanes available at Terminals D/E & A-East.

6. What items can I bring with me?

- a. Wingmate Pass program participants are subject to the same security regulations as ticketed passengers. Please review all security reminders to ensure your access to the Airport terminals will be granted.
- b. No more than one personal item is permitted through a TSA security checkpoint as a Wingmate Pass program participant. Personal items are limited to a purse, small bag or briefcase.
- c. All TSA prohibited items for ticketed passengers, are also prohibited for Wingmate Pass program participants. Please review the list of TSA-prohibited items prior to your arrival at <https://www.tsa.gov/travel/security-screening/whatcanibring/all>.

7. Where should I park at the Airport?

The DOA recommends parking in the Airport's short term and garage parking, which has easy access to the TSA security checkpoints and to the Airport's terminals. Visit <https://www.phl.org/parking> for more information.

8. Are there any perks for Wingmate Pass Program Participants?

There are exclusive Wingmate Pass deals that can be redeemed at many of the Airport's dining and shopping options. Visit <https://visit.philamarketplace.com/wingmate/> to view the latest deals and learn how to redeem with your digital Wingmate Pass.

9. When should I sign up for the Wingmate Pass?

Wingmate Pass applications can be submitted up to seven (7) days in advance of the date you wish to apply for. Same day applications are also permitted.

10. Where do I sign up for the Wingmate Pass?

- a. Prior to submitting the Wingmate Pass application, please review all information provided here including the Wingmate Pass Terms of Use, above.
- b. Your Wingmate pass application can be submitted at [Wingmate-pass.com](https://wingmate-pass.com).
- c. Please be sure you have received your pass confirmation email, including an approved digital Wingmate Pass, prior to arriving at the Airport.

11. Can minors use the Wingmate Pass?

Wingmate Pass program participants must be at least 18 years old or older with a valid government-issued photo identification. Applications for minors will not be accepted.

12. Can groups use the Guest Pass?

All non-ticketed guests must submit their own Wingmate Pass application and receive an approved Wingmate Pass to the Airport terminals.

13. How will you use personal information collected on my Wingmate Pass Application?

- a. Personal information collected on the Wingmate Pass application will be reviewed by the TSA for background check and eligibility verification purposes.
- b. The DOA will use personal information collected on the Wingmate Pass application to manage the program; address violations of Wingmate Pass program requirements; and for program improvement purposes.
- c. The DOA's third-party vendor for the Wingmate Pass is MIS-Choice. For more information, please see <https://www.airline-choice.com/privacy-policy>.

14. Can I exit the terminals and re-enter with my Wingmate Pass?

No, re-entry with your Wingmate Pass is not permitted once you have exited the Airport terminals to the pre-security area.

15. Can I use the Wingmate Pass to accompany international passengers departing or arriving at the Airport?

- a. You may assist passengers departing from the Airport on an international flight unless they are required to go through customs to board their flight.
- b. The Wingmate Pass program does not apply to those individuals meeting passengers arriving on international flights to the Airport. Most international flights require passengers to clear U.S. Customs. You can meet international passengers arriving at the Airport at the International Arrivals Hall located in Terminal A-West on the 3rd floor.

16. Can I use the Wingmate Pass program if I am not a U.S. Citizen?

Yes non-U.S. Citizens may participate in the Wingmate Pass program pending approval of the Wingmate Pass application by TSA. Please follow the process & regulations outlined on the Wingmate homepage at <https://phl.org/wingmate>.

17. Who can I contact if I have more questions about the Wingmate Pass?

Email the DOA at wingmatepass@phl.org.

APPENDIX G - VIOLATIONS AND FINES

A. VIOLATIONS AND FINES

1. Employer Liability

The employer of any Person who violates any provision of these Rules and Regulations shall be liable to the City of Philadelphia ("City") for payment of a fine not to exceed Two Thousand Dollars (\$2,000) or an amount otherwise authorized by Section 17 of the act of April 21, 1949, (P.L. 665, No. 155) known as the First Class City Home Rule Act, as amended.

2. Owner Liability

In the case of a violation of any provision of these Rules and Regulations by a Commercial Ground Transportation Operator or Driver, the Owner of the Commercial Ground Transportation Vehicle which the violator is using, operating or associating with at the time of the violation shall be liable to the City for a payment of a fine not to exceed Two Thousand Dollars (\$2,000.00).

B. ENFORCEMENT

For the purpose of enforcing these Rules and Regulations, notice of a violation of any rule or regulation shall be issued by any police officer or any employee of the Division of Aviation ("DOA") appointed by the CEO to serve notices upon violators.

C. NOTICE OF VIOLATION

1. Whenever a police officer or other person authorized to enforce these Rules and Regulations observes a violation of the Rules and Regulations, he or she shall hand to the violator a printed notice of violation. If the violator leaves the scene or if for some other reason the notice of violation cannot be handed to the violator, the notice of violation shall be delivered or mailed to the violator's residence, if known.
2. If the prohibited conduct continues or, in the sole estimation of the DOA, causes increased safety and/or security concerns a letter detailing the information contained in the notice of violation shall be delivered to the violator's employer and/or, in the case of a Commercial Ground Transportation Operator or Driver, to the Owner of the Commercial Ground Transportation Vehicle, which the violator is using, operating or associating with at the time of violation.
3. The notice of violation shall contain the following information: (i) the date, time, location and nature of the violation; (ii) when known, the identify of the violator and the address of the violator; (iii) when applicable, the

violator's employer and/or the owner of the Commercial Ground Transportation Vehicle which the violator is using, operating or associating with at the time of the violation; (iv) the amount to be remitted in response to the notice of violation; (v) instructions for contesting the notice of violation; and (vi) the penalty which can be imposed by the court for the violation. The notice of violation shall be signed by the person issuing the notice of violation and shall bear the police officer's badge number or other official identification number identifying the person issuing the notice of violation.

D. PRIMARY VIOLATIONS

1. **Settlement Amounts.** Any person who receives a notice of violation of any provision of these Rules and Regulations which is deemed to be a Primary Violation in Section I below, may settle the matter by admitting the violation, waiving the right to a hearing and paying the following settlement amount:

<u>When Payment Is Made</u>	<u>Settlement Amount</u>
Within (10) days of receiving the notice of violation:	\$150.00
Beginning on the eleventh (11 th) day after receiving the notice of violation through ten (10) days after receiving a first reminder notice that no payment has been received:	\$175.00
Beginning on the eleventh (11 th) day after receiving the first reminder notice through ten (10) days after receiving a second reminder notice that no payment has been received:	\$200.00
After an enforcement complaint has been filed in Municipal Court, but before a Municipal Court hearing has been held:	\$200.00 plus Municipal Court filing Fees

2. The notice of violation shall contain an appropriate statement for signature by the Person receiving the notice of violation for the purpose of admitting the violation and waiving a hearing, and shall be returned when the person receiving the notice of violation remits the stipulated settlement payment.

E. SECONDARY VIOLATIONS**1. Settlement Amounts**

Any person who receives a notice of violation of any provision of these Rules and Regulations which is deemed to be a Secondary Violation in Section J below, may settle the matter by admitting the violation, waiving the right to a hearing and paying the following settlement amount:

<u>When Payment Is Made</u> <u>Amount</u>	<u>Settlement</u>
Within (10) days of receiving the notice of violation	\$75.00
Beginning on the eleventh (11 th) day after receiving the notice of violation through ten (10) days after receiving a first reminder notice that no payment has been received:	\$85.00
Beginning on the eleventh (11 th) day after receiving the first reminder notice through ten (10) days after receiving a second reminder notice that no payment has been received:	\$100.00
After an enforcement complaint has been filed in Municipal Court, but before a Municipal Court hearing has been held:	\$100.00 plus Municipal Court filing fees

2. The notice of violation shall contain an appropriate statement for signature by the person receiving the notice of violation for the purpose of admitting the violation and waiving a hearing, and shall be returned when the person receiving the notice of violation remits the stipulated settlement payment.
3. A violation of any section of these Rules and Regulations not specified in Sections I and J below shall be deemed to be a Secondary Violation.

F. COURT HEARING FOR VIOLATIONS NOT RESOLVED BY SETTLEMENT OR CONTEST

A Person who has been issued a notice of violation shall make the settlement payment described in Sections D or E above within fifteen days (15) of: (1) the date of issuance of the notice of violation; (2) a denial of the Person's appeal by the Office of Administrative Review; or (3) failing to appear at a hearing before the Office of Administrative Review. Failure to comply with these provisions shall result in the loss of unescorted access privileges to the Airport or the Person's Security Identification Display Area Badge. A Person's nonpayment may result in the filing of a complaint in Philadelphia Municipal Court. If the Person named in the complaint is found to be liable for the violation of any provision of these Rules and Regulations and/or fails to appear on the date set for the hearing in Philadelphia Municipal Court, he/she shall be subject to the imposition of fines in the amount of no more than Two Thousand Dollars (\$2,000.00) per violation, plus court costs.

G. ABILITY TO CONTEST NOTICE OF VIOLATION

Notwithstanding anything to the contrary set forth in this Section, any Person, Owner or employer who receives a notice of violation may contest the violation by writing to the Office of Administrative Review to request a hearing. The notice of violation shall contain instructions regarding the ability to contest a notice of violation and shall include the address of the Office of Administrative Review.

Office of Administrative
Review 100 South Broad
Street, Suite 400
Philadelphia, PA 19110
(215) 686.5216

H. ADDITIONAL REMEDIES

1. Neither the assessment of any fines or penalties set forth above nor a violator's payment of any fines or penalties set forth above shall prevent the DOA from exercising any other right or remedy it may have against the violator (including without limitation operating suspensions) which are described in the individual Sections of these Rules and Regulations. Further, the fines and penalties set forth above shall be in addition to every other right or remedy now or hereafter existing at law or in equity or by statute or ordinance. The exercise of any one or more of such remedies shall not preclude the exercise by the City, at the same or different times, of any other remedies for the same violation or any other violation.
2. The fines and penalties set forth above are in addition to any other

finances, penalties or other payment set by statute, ordinance, law, code or otherwise that may be assessed or imposed against the Violator for the misconduct.

I. PRIMARY VIOLATIONS

1. Section 2 - General

Section 2(D)(1)	Unauthorized Carriage of firearm
Section 2(D)(4)	Unauthorized discharge of gun on Airport.
Section 2(D)(5)	Transfer of weapon or simulated weapon to others on Airport.
Section 2(D)(6)	Unauthorized armed guards or guard dogs.
Section 2(H)	Smoking or using electronic smoking devices in unauthorized areas described in Section 2(H) of the Rules and Regulations.
Section 2(O)	Violation of Tenant Construction requirements.
Section 2(P)	Violation of Airport Construction and Obstruction Control regulations.
Section 2(Q)	Damage to Airport Property.
Section 2(R)	Violation of Environmental Protection Requirements regulations.
Section 2(U)(1)	Failure to obey traffic signs, signals, and/or traffic control devices.
Section 2(U)(2)	Unauthorized parking or stopping of vehicle.

2. Section 3 - Aircraft Operations

Section 3(B)	-Operation of Aircraft in a manner that creates unreasonable risk of harm to persons or property. -Failure to follow directives, signs, lights, mechanical or electrical signals or pavement markings. -Failure to navigate, land, service, maintain and repair Aircraft in accordance with standards, rules and /or regulations. -Violation of regulations regarding intoxicants and drugs.
Section 3(C)	Failure to report Aircraft incident/accident.
Section 3(D)	Failure to remove or dispose of disabled Aircraft.
Section 3(E)	Violation of regulations regarding irregular operations/long on-board delays.
Section 3(F)(2)	Failure to follow Notice to Airmen (NOTAM).
Section 3(G)	Violation of regulations regarding two-way communication, brakes and airspace

	requirements.
Section 3(H)	Violation of regulations regarding starting of Aircraft engines.
Section 3(I)	Violation of regulations regarding the run-up of Aircraft engines.
Section 3(J)	Violation of noise abatement regulations.
Section 3(K)	Violation of regulations regarding taxiing or moving Aircraft on operational areas.
Section 3(L)	Unapproved power-back operations. Failure to follow safety precautions during power-back operations.
Section 3(M)	Violation of Aircraft parking regulations.
Section 3(N)	Taxiing Aircraft in or out of hangars under its own powers.
Section 3(O)	Violation of regulations regarding Aircraft marking during low visibility periods.
Section 3(P)	Violation of regulations regarding Aircraft repairs and maintenance.
Section 3(Q)	Unauthorized washing of Aircraft.
Section 3(R)	Unauthorized deicing of Aircraft.
Section 3(S)	Use of Aircraft for unauthorized flight training or by student pilots.
Section 3(T)	Use of Aircraft in unsafe areas.
Section 3(U)	Failure to operate Aircraft in accordance with markings, signs, signals, orders or directions of the CEO or FAA.
Section 3(V)	Unauthorized use of terminal ramp or gates.
Section 3(W)	Violation of regulations regarding passenger enplaning and deplaning.
Section (X)	Violation of Helicopter Operation regulations.
Section (Y)	Violation of Air Traffic Rules.

3. Section 4 - Airfield Vehicle Operations

Section 4(C)	Failure to comply with driver requirements.
Section 4(D)	Failure to comply with vehicle requirements.
Section 4(E)(1)(a)	Failure to comply with AOA Driving Rules and Regulations.
Section 4(E)(1)(b)	Reckless or careless driving on the AOA.
Section 4(E)(1)(c)	Failure to obey traffic signage on the AOA.
Section 4(E)(1)(f)	Failure to comply with gate use regulations.
Section 4(E)(1)(g)	Operation of unauthorized motorized equipment or vehicles on the Airfield.
Section 4(E)(1)(h)	Unauthorized operation of personal vehicles on the AOA.
Section 4(E)(1)(j)	Passing or parking between an aircraft parked at a gate position and a passenger terminal.
Section 4(E)(1)(k)	Unauthorized driving between terminal and

	ground crews during aircraft push back operation.
Section 4(E)(1)(l)	Operation of a motorized vehicle or Aircraft on the Airport while under the influence of intoxicating liquors or illegal, prescription or over the counter drugs that impair or may impair driver's abilities.
Section 4(E)(1)(m)	Improper horn usage.
Section 4(E)(1)(n)	Operations of overloaded or improperly loaded motor vehicle or riding in a motorized vehicle in an improper manner as described in Section 4(E)(1)(n) of the Rules and Regulations.
Section 4(E)(1)(o)	Smoking or using electronic smoking devices on the airfield and inside terminals.
Section 4(E)(1)(p)	Improper badge display while on AOA.
Section 4(E)(1)(r)	Use of vehicle AM/FM radios, personal cell phones, entertainment headsets, iPods or other personal electronic/entertainment devices or texting while operating a vehicle on the movement area.
Section 4(E)(1)(t)	Improper passing on the AOA.
Section 4(E)(1)(u)	Failure to use guide person as required under Section 4(E)(1)(u) in the Rules and Regulations.
Section 4(E)(1)(v)	Failure to maintain safe distances between vehicle and Aircraft on the AOA.
Section 4(E)(1)(w)	Leaving vehicle unattended with engine running on AOA when not servicing an Aircraft.
Section 4(E)(1)(x)	Failure to comply with FOD Regulations.
Section 4(E)(1)(y)	Improper operation of vehicles at night or during poor weather conditions.
Section 4(E)(1)(z)	Failure to report dangerous conditions or abandoning disabled vehicles on the AOA.
Section 4(E)(2)	Failure to yield to vehicles having right-of-way as described in Section 4(E)(2)(a), (b), (c) and (d) of the Rules and Regulations.
Section 4(E)(3)	Violation of speed limits on outer service roadway and apron, inner service roadway, doily concourse or baggage tunnels.
Section 4(E)(4)(a)-(d)	Unauthorized vehicle operation on the Non-Movement Area.
Section 4(E)(5)(a)-(d)	Unauthorized vehicle operation on the AOA.
Section 4(E)(6)	Violation of Contractor/Subcontractor access regulations.
Section 4(E)(7)	Violation of vehicle escort regulations on the AOA as outlined in Section 4(E)(1)(q) and 4(E)(7)(a)-(k) of the Rules and Regulations.
Section 4(E)(8)	Violation of service roadway driving

	regulations.
Section 4(E)(9)	Violation of parking regulations.
Section 4(E)(10)	Violation of equipment towing regulations.
Section 4(E)(11)	Violation of aircraft escort procedures.
Section 4(F)(5)	Movement Area or runway incursion or vehicle/pedestrian deviation.

4. Section 5 – Other Operations

Section 5(A)	Cleaning of Motor Vehicles/Equipment in unauthorized areas.
Section 5(C)	Violation of regulations regarding wildlife hazard reduction.
Section 5(G)	Improper disposal of plastic or lightweight covers or materials.

5. Section 6 – Fire and Safety

Section 6(B)	Violation of regulations regarding the handling of Explosives and other Hazardous Materials.
Section 6(C)	Violation of regulations regarding fire extinguishers and equipment.
Section 6(D)	Unauthorized open flame operations.
Section 6(E)	Failure to report an unattended or uncontrolled fire.
Section 6(F)	Violation of regulations regarding litter and cleaning of allotted space.
Section 6(G)	Violations of regulations regarding cleaning Ramps and other surfaces.
Section 6(H)	Violation or regulations regarding control of contaminants.
Section 6(I)	Violation of fueling regulations.
Section 6(J)	Violation of regulations regarding fuel spills.
Section 6(K)	Violation of regulations regarding Tenant Fueling Services.
Section 6(N)	Violation of regulations regarding discharge of sewage and industrial waste into wastewater system.

6. Section 7 – Airport Security

Section 7(A)	Failure to comply with Rules and Regulations or Airport Security Program (ASP).
Section 7(B)	Tampering, interfering with, compromising, modifying or attempting to circumvent or causing another person to tamper, interfere with, compromise, modify or attempt to circumvent any security system. Measure or

Section 7(D)	procedure implemented pursuant to the ASP. Failure to comply with procedures for access to Restricted Areas.
Section 7(D)(5)(a)-(c)	Carrying prohibited items into the Restricted Area.
Section 7(D)(6)(b)(1)	Improper use of PHL ID Badge.
Section 7(D)(6)(b)(2)	Use of another person's PHL ID Badge.
Section 7(D)(6)(b)(3)	Use of invalid badge to access Restricted Area.
Section 7(D)(6)(b)(4)	Unauthorized use of PHL ID Badge to bypass or escort others around the TSA security screening checkpoint process.
Section 7(D)(6)(b)(5)	Piggybacking or Tailgating as described in Section 7(D)(6)(b)(5).
Section 7(D)(6)(b)(6)	Failure to swipe badge in secured elevators.
Section 7(D)(7)(a)-(n)	Failure to comply with regulations for escorting individuals in the Restricted Area.
Section 7(F)(9)(e)	Failure to return expired PHL ID Badges to the PHL ID Badging office in the event of badge expiration or employee transfer or termination.
Section 7(G)(3)	Violation of AOA vehicle access requirements.
Section 7(G)(4)	Violation of AOA vehicle escort procedures.

7. Section 8 – Operating Permits

Section 8(A)	Failure to obtain and comply with a proper Air Carrier/Airport Operating Agreement.
Section 8(B)	Failure to obtain and comply with a proper Non-Exclusive License Agreement.

8. Section 9 – Common Use Terminal Area

Section 9(B)	Failure to comply with operating procedures in Common Use Areas.
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9. Section 10 – Ground Transportation

Section 10(C)	Improper and/or unauthorized use of the Airport premises by Commercial Ground Transportation Operators.
Section 10(D)(1)	Failure to pay fees and charges or comply with passenger authorization pick-up procedures.
Section 10(D)(2)	Failure to comply with vehicle standards.
Section 10(D)(3)	Failure to comply with all certification and insurance requirements.

Section 10(D)(4)	Failure to comply with applicable statutes, codes, ordinances, regulations, standards and directives.
Section 10(D)(6)	Unauthorized agreement with any third party.
Section 10(D)(7)	Willful diversion or attempt to divert any business away from the Airport.
Section 10(D)(9)	Unauthorized solicitation.
Section 10(D)(10)	Unauthorized signage.
Section 10(D)(11)	Violation of Commercial Ground Transportation Operator and Driver conduct regulations.
Section 10(E)	Violation of Rental Car Operations regulations
Section 10(F)	Violation of Hotel/Motel Operations
Section 10(G)	Violation of Taxicab Operations regulations.
Section 10(H)	Violation of Limousine Operations regulations.
Section 10(I)	Violation of Van Service Operations regulations.
Section 10(K)(1)	On-Airport Rental Car Operator's failure to pay fees or maintain records.
Section 10(K)(2)	Off-Airport Rental Car Operator's failure to pay fees or maintain records.
Section 10(K)(3)	Off-Airport Parking Operator's failure to pay fees or maintain records.
Section 10(K)(4)	Failure to pay Per-trip Charge or violations of procedures regarding Per-trip Charge receipts or vehicle access cards.
Section 10(K)(5)	Failure to pay Taxicab Egress Fees or Per-trip Charge.

J. SECONDARY VIOLATIONS

1. Section 2 – General

Section 2(A)	Unauthorized Expressive Activity
Section 2(C)	Unauthorized Solicitation of Funds.
Section 2(F)	Wagering or gambling on Airport Property.
Section 2(G)	Littering.
Section 2(H)(1)	Violation of regulations regarding dogs or other animals.
Section 2(I)	Smoking or using electronic smoking devices in enclosed areas or too close to the entrance of an enclosed area at PHL.
	Unauthorized photography/filming.

Section 2(J)	Unauthorized advertisements.
Section 2(K)	Unauthorized signs.
Section 2(L)	Unauthorized use of elevators, moving walkways or escalators.
Section 2(M)	Violation of Electric Cart Regulations.
Section 2(N)	Violation to Tenant/Employee conduct regulations.
Section 2(S)	Unauthorized access to Terminal Buildings during restricted hours.
Section 2(T)	Violation of Alcoholic Beverage regulations.
Section 2(W)	Misuse of luggage carts.
Section 2 (Y)	Unauthorized hoverboard use.
Section 2 (Z)	Unauthorized bicycle use.
Section 2 (AA)	Violation of Wingmate Pass program regulations.

2. Section 4 – Airfield Vehicle Operations

Section 4(B)(4)	Failure to produce proof of authorization to drive on the Air Operations Area.
Section 4(C)(4)	Driving on the Air Operations Area without completing the required training programs.
Section 4(D)	Violation of Air Operations Area driving and Motor Vehicle regulations, except those specific subsections of Section 4(F) identified as Primary Violations in Section I above.

3. Section 5 – Other Operations

Section 5(B)	Unauthorized painting, marking of Taxiway, Ramp or Gate areas.
Section 5(D)	Violation of regulations regarding transportation/transfer of livestock.
Section 5(E)	Violation of freight forwarding regulations.
Section 5(F)	Violation of regulations regarding gate hold procedures.

4. Section 7 – Airport Security

Section 7(D)(6)(a)	Failure to properly display PHL ID Badge or approved ID Badge.
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