

## **EXHIBIT A**

## SECTION 1 – PREFACE

DEPARTMENT OF RECORDS

### A. AUTHORITY

782196

2014 JUL 23 PM 2:42

The Philadelphia International Airport (the “Airport” or “PHL”) Rules and Regulations Manual (“Rules and Regulations”) is published under the authority contained in Sections 4-500(c) and 8-407 of the Philadelphia Home Rule Charter, which empowers the Department of Commerce to make regulations governing the use and control of the Airport.

The U.S. Department of Transportation, Federal Aviation Administration (“FAA”) has issued Federal Aviation Regulations (“FARs”), which require Airport management to establish operational procedures to meet FAA requirements for airport certification. In addition, the U.S. Department of Homeland Security (“DHS”), Transportation Security Administration has issued Transportation Security Regulations (“TSRs”) that require each airport operator to institute certain security measures.

### B. PURPOSE

The primary purpose of this manual is to provide Airport users with a single document representing a compendium of rules, regulations, procedures and general information governing their activities at the Airport. The objective of this manual is to promote the safe and efficient use of the Airport facilities.

### C. COMPLIANCE

Any person who violates the provisions of these Rules and Regulations shall be liable for payment of a civil penalty, fine, and/or other action by the City of Philadelphia (the “City”), Division of Aviation (“DOA”). See Appendix G for additional information on civil penalties and fines.

### D. ENFORCEMENT

The Chief Executive Officer (“CEO”) has the overall responsibility for enforcing compliance with the Rules and Regulations. On a day-to-day basis, this responsibility and commensurate authority is delegated to his/her authorized representatives in the DOA and the Philadelphia Police Department. Under certain circumstances, assistance from other law enforcement or City Agencies may be requested.

Successful enforcement, however, depends to a great extent on the full and active cooperation of all Tenants and their employees. This requires that each employee have a thorough knowledge and understanding of the Rules and Regulations that is reviewed and emphasized on a continuing basis, through various training programs.

2014 JUL 23 PM 2:42

**E. DEVIATIONS**

782197

The CEO may authorize deviations from the Rules and Regulations when necessary to maintain established standards of operational safety and Airport security, or in contingency situations affecting life and/or property in areas under the jurisdiction of the DOA.

**F. VALIDITY OF EACH SECTION INDEPENDENT**

In case any section or sections or part of any section of these Rules and Regulations shall be found invalid for any reason, the remainder shall not thereby be invalidated, but in accordance with the intention hereby expressed, shall remain in full force and effect, all parts being hereby declared separable and independent of all others.

**G. CONFLICT OF REGULATIONS**

All existing regulations, as they apply to PHL, shall continue in effect except as expressly modified. All existing regulations, as they apply to Northeast Philadelphia Airport, shall continue in effect except as expressly modified therein.

**H. DEFINITIONS**

**Advertisement:** Sign, display or other notice designed to attract public attention or patronage.

**Air Carrier:** Any person or persons, including corporations that engage, whether directly or indirectly or by lease or any other arrangement, to engage in air commerce.

**Aircraft:** Any contrivance now known or hereinafter designed, invented, or used for navigation or flight in the air or space, except a parachute or other contrivance used primarily as safety equipment.

**Airline/Airport Use and Lease Agreement:** Agreement expiring June 30, 2015 between selected Air Carriers and the City of Philadelphia, Department of Commerce, Division of Aviation and any successor agreements thereto.

**Airline Operating License Agreement:** Annual operating agreement between an Air Carrier and the DOA which sets forth the terms under which Air Carriers are granted certain rights and privileges at the Airport. The agreement commences upon the date of execution and renews annually unless written notice to terminate by either party is given thirty days prior to the annual renewal extension date.

**Air Operations Area (AOA):** The portion of the Airport designed and used for landing, taking off, or surface maneuvering of Aircraft. The AOA is that area contained within the security boundary established by buildings and chain link fencing along the perimeter of the Airport. It includes all aircraft movement areas i.e. runways, taxiways etc., aircraft parking areas, loading ramps, and safety areas used by commercial aircraft and any adjacent areas that are bounded by the outer service road. The Air Operations Area is a part of the SIDA.

**Airport:** Philadelphia International Airport including all land, roadways, buildings, and structures located within the now and here after established property boundaries at Philadelphia International Airport.

**Airport Personnel:** Any employee of the City of Philadelphia, Department of Commerce, Division of Aviation, or other duly authorized law enforcement personnel.

**Airport Police:** Members of the Philadelphia Police Department performing their duties at the Airport.

**Airport Security Program (ASP):** A document prepared by the DOA that contains the descriptions of facilities, responsibilities, procedures and actions to be used by the DOA.

**Airport Traffic Control Tower (ATCT):** A service operated by the Federal Aviation Administration at the Airport to promote the safe, orderly and expeditious flow of air traffic.

**Alcoholic Beverages:** All "liquor" and "malt or brewed beverages" as defined by the Pennsylvania Liquor Code, 47 P.S. § 1-102.

**Apron:** The area of the Airport within the Air Operations Area designated by the CEO for the loading, unloading, servicing or parking of Aircraft.

**Bus:** A large motor vehicle (usually with a passenger carrying capacity in excess of 15) which operates on or to and from the Airport on a fixed route, charter service, a predetermined schedule, or in a designated service area on or off the Airport.

**Capacity:** As used in Section 10, the maximum number of vehicles which can reasonably be expected to occupy or pass over a roadway during a given time period under prevailing roadway and traffic conditions.

**Carrier:** Shall have the meaning set forth in Section 10.K.3.

**Cell Phone Waiting Lot:** A designated 150-vehicle parking lot located off the Arriving Flights Roadway on Old Route 291 that is accessible from North and

South Interstate 95 or from Route 291 and provides a free waiting area on Airport property for individuals picking up incoming passengers.

**Charter Bus Staging Area:** A designated staging area in the West Hold Lot to be occupied by Buses waiting for passenger or other Buses during layover and authorized operating schedules, or any future area that may be designated from time to time by the CEO for that purpose.

**Chief Executive Officer (CEO):** The Chief Executive Officer of the Philadelphia International Airport or his/her duly authorized representative(s).

**City:** The City of Philadelphia.

**Commercial Activity:** (a) The exchange, trading, buying, hiring or selling of commodities, goods, services or property of any kind in the Airport; (b) engaging in any conduct in the Airport for revenue producing purposes, whether or not revenues ultimately are exchanged, obtained, or transferred in the Airport; (c) the offering or exchange of any service in the Airport as a part of, or condition to, other revenue producing activities or services in or outside of the Airport.

**Commercial Ground Transportation:** The operation of ground transportation services for persons or property, arriving, or leaving the Airport, whether or not the customer is charged for said services.

**Commercial Ground Transportation Vehicle:** Any vehicle used or utilized to perform Commercial Ground Transportation services.

**Commercial Roadway System:** The Airport roadways adjacent to or in proximity to the baggage claim areas of the Terminal Buildings of the Airport and generally used by Commercial Ground Transportation Operators for access to the arrivals and baggage claim areas of the Terminal Buildings including any zones or holding lots as designated by the CEO for use by Commercial Ground Transportation Operators.

**Courtesy Vehicle:** Any vehicle used for transporting persons and/or property between points in the Airport Terminal Buildings and a business establishment for the convenience of those persons using the services provided by the business establishment at no extra charge to the customer.

**Cruise or Cruising:** The driving of a vehicle on Airport roadways without passengers or cargo or without a prearrangement to pick up passengers or cargo for the purpose of advertising the availability of a Commercial Ground Transportation service or other Commercial Activity, or for the purpose of soliciting passengers.

2014 JUL 23 PM 2:42

782198

DEPARTMENT OF PASSPORTS

**Curbside:** The curb or other areas adjacent to the Airport roadways, designated by the CEO, by appropriate signage or operational directive, for the loading and unloading of passengers and baggage.

**Customer Facility Charge:** A fee assessed on each motor vehicle rental under Chapter 59 of Commonwealth of Pennsylvania Title 74, Subchapter C, (ACT 89 of Nov. 25, 2013, P.L. 974 Section 13) for the purposes of described in Section 5933 therein.

**Division of Aviation (DOA):** The operating division of the City of Philadelphia's Department of Commerce, responsible for operating, maintaining, repairing and improving the Airport.

**Driver:** An individual permitted by a Commercial Ground Transportation Operator to operate a Commercial Ground Transportation Vehicle.

**Driver Training Program:** A training program administered by the DOA Operations Department that includes classroom styled training and an examination, which all those whose job duties require them to operate vehicles on the Movement or Non-Movement Areas must pass before receiving a driver designation icon on his/her PHL ID Badge or being allowed to operate a vehicle in those areas.

**East Hold Lot:** The holding area designated by the CEO to be occupied by Taxicabs, Limousines, and/or Van Services while waiting to report to the applicable staging area or feed line at the West Hold Lot.

**Egress Fee:** Shall have the meaning set forth in Section 10.K.4.

**Electronic Cigarette (e-cigarette):** See Electronic Smoking Device.

**Electronic Smoking Device:** An electronic device that delivers nicotine or other substances via vapor for inhalation. The term includes e-cigarettes, e-cigars, e-pipes and any other such products; and includes all component parts, such as e-cigarette batteries, atomizers, vaporizers, replacement cartridges and any solution manufactured for use with such a device. It does not include any product approved or certified for sale by the United States Food and Drug Administration as a tobacco use cessation product, or for other medical purposes. It may also be referred to in these Rules and Regulations as "e-cigarette."

**Environmental Law:** All current and future federal, state and local environmental, safety or health laws, statutes, rules, regulations, ordinances, orders or common law, including, but not limited to, reported decisions of any applicable state or federal court, and shall include, but not be limited to the Occupational Safety and Health Act of 1970, as amended (29 U.S.C. § 651 et

seq.); the National Environmental Policy Act, as amended (42 U.S.C. § 4321 et seq.); the Comprehensive Environmental Response, Compensation and Liability Act of 1980, as amended (42 U.S.C. § 9601 et seq.); the Resource Conservation and Recovery Act, as amended (42 U.S.C. § 6901 et seq.); the Toxic Substances Control Act, as amended (15 U.S.C. § 2601 et seq.); the Hazardous Materials Transportation Act, as amended (49 U.S.C. § 5151 et seq.); the Clean Air Act, as amended (42 U.S.C. § 7401 et seq.); the Clean Water Act, as amended (33 U.S.C. § 1251 et seq.); the Oil Pollution Act of 1990, as amended (33 U.S.C. § 2701 et seq.); the Safe Drinking Water Act, as amended (42 U.S.C. § 300f et seq.); the Federal Insecticide, Fungicide and Rodenticide Act, as amended (7 U.S.C. § 136 et seq.); the National Oil and Hazardous Substances Pollution Contingency Plan (40 C.F.R. § 300.1 et seq.); the Pennsylvania Solid Waste Management Act, as amended (35 P.S. § 6018.101 et seq.); the Pennsylvania Hazardous Sites Cleanup Act, as amended (35 P.S. § 6020.101 et seq.); the Pennsylvania Clean Streams Law, as amended (35 P.S. § 691.1 et seq.); the Pennsylvania Storage Tank and Spill Prevention Act, as amended (35 P.S. § 6021.101 et seq.); the Pennsylvania Land Recycling and Environmental Remediation Standards Act (35 P.S. § 6026.101 et seq.) and the Pennsylvania Hazardous Material Emergency Planning and Response Act, as amended (35 P.S. § 6022.101 et seq.), as any of the foregoing may hereinafter be amended; any rule or regulation promulgated pursuant thereto, and any other present or future law, ordinance, rule, regulation, permit or permit condition, order or directive addressing environmental, health or safety issues of or by the federal government or any applicable state or other political subdivision thereof, or any agency, court or body of the federal government or any applicable state or other political subdivision thereof, including, but not limited to, the Commonwealth of Pennsylvania or any political subdivision thereof, exercising executive, legislative, judicial, regulatory or administrative functions. In the event of a conflict, the most stringent law shall apply.

**Equipment:** Mobile units or vehicle, other than those commonly classified as motor vehicles, which are utilized in conjunction with the operation of Aircraft or an Airport facility.

**Fee Payment Agreement:** Short term airline operating license agreement between the DOA and an Air Carrier which sets forth, among other things, the requirements for paying Airport rates and charges on a self-invoicing basis.

**Federal Aviation Administration (FAA):** The Federal Aviation Administration created by the Federal Government under the Federal Aviation Act of 1958 as amended, or such other governmental agency which may be successor thereto or vested with the same or similar authority.

**Federal Aviation Regulation (FAR):** Federal Aviation Regulations as set forth in Title 14 of the Code of Federal Regulations.

FHWA: The Federal Highway Administration.

782199

2014 JUL 23 PM 2:42

**Fire Code:** All requirements of the 2009 International Fire Code, as adopted by the City of Philadelphia as its Fire Code with certain additions, deletions and amendments, and any future amendments thereto.

**Flammable Liquids:** Any liquid, which emits flammable vapor as, set forth in National Fire Protection Association standards, including, but not limited to combustible liquids currently used as Aircraft or vehicle fuel.

**Fuel Handling:** The transporting, storing, delivering, pumping, loading, unloading, and drainage of any aviation, automotive or other fuel or fuel waste product.

**Gross Revenue:** As used in Section 10 related to fees that must be paid by Rental Car Operators, shall mean, the gross consideration for all sales, services, and accommodations, including without limitation, all sales, services, and accommodations rendered by any licensee, concessionaire or subtenant of the Rental Car Operator, which are rendered either:

- a) In, on, from, or about the Rental Car Operator's leased premises on the Airport; or,
- b) If the Rental Car Operator does not lease space on the Airport, by the Rental Car Operator to customers using any services available at the Airport;

whether cash or credit, whether collected or uncollected, and whether payment is made at the Airport leased premises, local business site or elsewhere, and including any amounts received for personal accident insurance and collision damage waiver charges less only the following:

1. The amount of any federal, state or municipal sales or similar taxes levied thereon and collected from customers and remitted directly by the Rental Car Operator to the taxing authority;
2. Any discounts or price reductions specifically set forth in the individual rental agreement and actually credited to the customer, no portion of which is reimbursed to the Rental Car Operator in any way;
3. Sums received as reimbursements for refueling a vehicle pursuant to a rental agreement under which the customer is obligated to return the car with the same amount of gas furnished at the inception of the rental or sums received at the inception of the rental as reimbursement for fuel in the vehicle; and

4. Proceeds received by the Rental Car Operator for the sale of its vehicles or other assets other than in the ordinary course of business.

All credit risks, losses, or deductions with regard to Gross Revenue are to be borne solely by the Rental Car Operator and the DOA is to receive payment of the fee based upon Gross Revenue without charge or reduction for credit costs or losses.

**Hazardous Material:** Any and all materials, which require under Environmental laws, special handling in the use, generation, collection, storage, treatment, or disposal of said materials, or which require payment of costs associated with responding to the lawful directives of any court or agency of competent jurisdiction. Hazardous Materials shall include, without limitation:

- i. Any flammable substance, explosive, radioactive material, hazardous material, hazardous waste, toxic substance, solid waste, pollutant, contaminant, or any related material, raw material, substance, product, or by-product of any substance specified in a regulated or otherwise affected by any Environmental Laws or at common law;
- ii. Any toxic chemical or other substance from or related to industrial, commercial or institutional activities; and
- iii. Asbestos, gasoline, diesel fuel, motor oil, waste and used oil, heating oil, other petroleum products, or compounds containing polychlorinated biphenyls, radon, urea formaldehyde, and lead containing materials.

**International Terminal A:** Shall have the meaning set forth in Section 9.A.

**Law Enforcement Officer (LEO):** Any person vested with the power of arrest on Airport property under Federal, State, City or County authority.

**Leaflet Distribution:** The repetitive distribution of free literature such as leaflets, handbills, brochures or similar items.

**Limousine:** Collectively refers to Commercial Ground Transportation Vehicles operating pursuant to 52 Pa. Code § 29.333 or pursuant to an applicable federal statute, code, or regulation, which permits vehicles to carry passengers interstate on an exclusive basis pursuant to an advance reservation.

**Limousine Staging Area:** A designated staging area in either the East Hold Lot or the West Hold Lot to be occupied by Limousines for lay-over while waiting for passengers or any future areas that may be designated from time to time by the CEO for that purpose.

**Limousine Zone:** A designated area on the Airport roadway set aside for expeditions loading or unloading of passengers and baggage by Limousines.

**Loading Zone:** The area(s) designated by the CEO as reserved for picking up or discharging Commercial Ground Transportation passengers by various classes of Commercial Ground Transportation vehicles.

**Motor Vehicle:** A device in, upon or by which a person or property may be propelled, moved, or drawn upon land or water, except a device moved by human or animal power and except Aircraft devices moved exclusively upon stationary rails or tracks.

**Movement Area:** Generally defined as all runways and taxiways.

**Non-Commercial Activity:** Any act or speech not related to the commercial promotion of a for-profit or other business enterprise, whether by individuals or organizations, and not pursuant to contract with the City of Philadelphia, its advertising contractor, or its master retail concessionaire, nor subject to the payment of regulation fees for the use of Airport space. Non-Commercial Activity shall include, without limitation, the distribution of literature, picketing, seeking signatures for petitions or conducting surveys.

**Non-Movement Area:** Generally defined as vehicle service roadways, Aircraft parking areas and Apron areas.

**Non-Signatory Airline:** An Air Carrier being a party to an agreement, license, or lease other than the Airline/Airport Use and Lease Agreement or an itinerant Air Carrier not having an agreement, license or lease.

**Notices to Airmen (NOTAM):** A notice containing information (not known sufficiently in advance to publicize by other means) concerning the establishment, condition, or change in any component (facility, service, or procedure) of, or hazard in, the National Airspace System, the timely knowledge of which is essential to personnel concerned with flight operations.

**Operator:** Any person who is in physical control of an Aircraft, Motor Vehicle, or Equipment.

**Oversize Vehicle:** Any vehicle exceeding the posted height and weight limitations of the service road and underpasses located on the Airport.

**Owner:** A person in whose name the legal title of an Aircraft or a Motor Vehicle is held or vested. If any Aircraft or Motor Vehicle is the subject of a conditional sale or lease with the right of purchase upon performance of the conditions stated in the agreement, and with the immediate right of possession vested in the conditional vendee or lessee or anyone in possession of an Aircraft or Motor

Vehicle is entitled to the possession, then the conditional vendee, lessee or mortgagor shall be deemed the owner for the purpose of these Rules and Regulations.

**Pa PUC:** The Pennsylvania Public Utility Commission.

**Parking:** Includes the following:

- a. When permitted, the temporary storing of a vehicle, whether occupied or not, on or off the roadway.
- b. When prohibited, the halting of a vehicle, whether occupied or not, except momentarily for the purpose of and only while actually engaged in the loading or unloading of property or passengers.

**Passenger Transport Vehicle (PTV):** A vehicle with large passenger carrying and vertical lift capabilities that is used to transfer passengers between the Terminal Building and remotely parked Aircraft.

**Permit:** Written authorization issued by the CEO that authorizes a specific activity or occupancy of space within the Airport.

**Person:** Any individual, firm, partnership, co-partnership, corporation, company, association, joint stock association, or body politic; and including any trustee, receiver, committee, assignee, or other representative or employee thereof.

**Per-trip Fee:** Shall have the definition set forth in Section 10.B.

**PHL ID Badge:** Any identification media issued by the DOA as a means of accessing restricted areas of the Airport.

**Picketers:** Any person engaged in Picketing Activity and/or Leaflet Distribution.

**Picketing Activity:** One or more persons marching or stationing themselves in an area in order to communicate their position on an issue or issues by displaying one or more signs, posters, or similar items.

**Private Vehicle:** A motor vehicle used for the transportation of persons on a non-compensatory and non-commercial basis that is not being used in connection with a Commercial Activity at the Airport.

**Public:** All people using the Airport for any reason. This includes, but is not limited to, ticketed passengers, meeters, greeters, Airport personnel, as well as airline employees, contract employees, delivery personnel, and sightseers.

**Public Areas:** (Also referred to as "Landside") Areas normally accessible to the General Public including public portions of all Terminal Buildings, parking lots, and Airport roadways.

**Ramp:** See "Apron."

**Rental Car Operators:**

- a) **On Airport** – A business entity providing rental car services at the Airport, which entity has: (i) ready car or turnaround facility located on Airport property, and/or (ii) a direct line telephone service in an Airport Terminal Building or Buildings where such telephone service is permitted by agreement with the CEO, its agents or concessionaires, including the DOA's advertising concessionaire.
- b) **Off Airport** – Any other business entity, which provides rental car services to persons using the Airport but is not an On-Airport Rental Car Operator.

**Restricted Area:** Those parts of the Airport not open to the public and include, but not limited to, baggage make up areas, passenger and cargo loading ramps, hangar areas, runways and taxiways. Restricted areas are a part of the SIDA.

**Runway(s):** A defined rectangular surface on the Airport prepared or suitable for the landing and takeoff of Aircraft.

**Secured Area:** (Sometimes referred to as "Airside" and including the Restricted, SIDA and AOA areas) is that area of the Airport where access is controlled by a system, method, or procedure to control authorized access and deny access to unauthorized persons. At PHL, the Secured Area is comprised of that portion of the Air Operations Area bordered on the north by the perimeter fence line and Terminal and cargo buildings (as well as associated cargo facility ramps), on the east by the grass area adjacent to the "F" Ramp, on the South by the Outer Service Road, and on the west at the intersection of the Deicing Apron and the Outer Service Road. The Secured Area therefore includes all the baggage tunnels, the east and west aprons, as well as the fuel loading and truck parking apron. The boundary of the Secured Area may be changed, from time to time, either temporarily or permanently.

**Security Identification Display Area (SIDA):** That portion of the Airport in which each person is required by the Airport Operator to continuously and prominently display Airport issued or Airport approved identification between the neck and waist on the outermost garment unless that person is under an Airport approved escort.

**Security Program:** The program developed by the CEO relative to the protection and safety of Aircraft operations and users of the Airport.

**Smoking:** Inhaling, exhaling, burning or carrying any lighted cigarette, cigar, pipe or other such device which contains tobacco or other smoke producing products.

**Solicitation or Soliciting:**

- a. As used in section 2.C. and Appendices A and B, any oral request for the immediate exchange of funds, money, gifts or financial assistance in any form on the representation that such assistance will be used for a particular purpose and includes, offers to sell merchandise, subscription, tickets or any other thing or entreaties to encourage the donation of funds at another time and place or the distribution of contribution envelopes in the course of Leaflet Distribution.
- b. As used in Section 10, the unauthorized offering or referral to Commercial Ground Transportation services by voice, gesture, or sign, to any person who does not have a pre-reservation or pre-arrangement for Commercial Ground Transportation services with the Commercial Ground Transportation Operator offering the service.

**Special Activity:** Any event not of a normal nature or of a construction, utility, or maintenance nature.

**Standing:** The halting of a vehicle, whether occupied or not, except momentarily, for the purpose of and while actually engage in receiving or discharging passengers and baggage.

**State:** Commonwealth of Pennsylvania

**Sterile Area:** (Sometimes referred to as "Terminal") is the portion of the Airport that provides passengers access to board aircraft and to which access is controlled through the screening of persons and property. It includes the area past Security Screening at Terminals/Concourses A West, A East, B, C, D, E and F.

**Stop or Stopping:**

- a) When required, complete cessation of movement;
- b) When prohibited, any halting, even momentarily, of a vehicle whether occupied or not, except when necessary to avoid conflict with other traffic or in compliance with the directions of a police officer or traffic control sign or signal.

**Subtenant Air Carrier:** An Air Carrier being a party to a sublease agreement with another Air Carrier, which has been approved by the DOA.

**Taxi:** As used in Section 3, refers to the movement of an Aircraft on the ground by its own power.

782201

2014 JUL 23 PM 2:42

**Taxicab:** As used in Section 10, means a vehicle for hire equipped with a meter and engaged in the general transportation of persons not on regular schedules, with the routes traveled or the destination determined by the passenger.

**Taxicab Feed Line:** A designated area in the East Hold Lot to be occupied exclusively by Taxicabs while waiting to advance in turn to the Taxicab Zone or any future area that may be designated from time to time by the CEO for that purpose.

**Taxicab Staging Area:** A designated area in the West Hold Lot to be occupied exclusively by Taxicabs while waiting to move into the Taxicab Feed Line or any future area that may be designated from time to time by the CEO for that purpose.

**Taxicab Zone:** An area in the roadway set aside for Taxicabs to stand and wait for passengers.

**Taxilane:** Any portion of the Airport designated by the CEO for the surface maneuvering of Aircraft, which are used in common, which may or may not be located within the leasehold areas and are not under control of the Air Traffic Control Tower.

**Taxiway(s):** Any portion(s) of the Airport authorized or designated by the CEO for the surface maneuvering of Aircraft, which are used in common and are not located within leasehold areas.

**Tenant:** A leaseholder, sublessee, permittee, or other occupant of land or premises within the boundaries of the Airport, including any duly authorized agent of the Tenant.

**Tenant Construction:** Any new construction, alteration, replacement, renovation, repairs, relocation or demolition by a tenant.

**Terminal Area:** Includes the Airport passenger terminal buildings, including the areas available for use as baggage make-up, the sidewalk and curb adjacent to the landside or public areas of the terminal buildings, the boarding bridges and all pedestrian bridges connecting the terminal buildings with the landside vehicular parking garages as such areas now exist or may be developed, extended or improved from time to time.

**Terminal Buildings:** All buildings and structures located within the Airport for services related to passenger flight ticket purchases, public lobby waiting areas, baggage check-in and those other services related to passenger air travel.

**Traffic Control Signal or Device:** Signs, signals, markings and devices whether manually, electrically or mechanically operated by which traffic or specific recognizable categories of traffic are directed to stop and permitted to proceed.

**Traffic Restriction:** A restriction designated by a traffic control device to regulate the speed, direction, movement, placement or kind of traffic using any roadway.

**Transportation Security Administration (TSA):** The United States Department of Homeland Security, Transportation Security Administration that was established by the Transportation Security Act passed on November 19, 2001 and is responsible for security for all modes of transportation.

**Transportation Security Regulations (TSRs):** Transportation Security Regulations, which are codified in Title 49 of the Code of Federal Regulations (CFR), Chapter XII, parts 1500 through 1699.

**Traveling Public:** Persons using the Airport for the purpose of air travel. This included ticketed airline passengers along with their meeters and greeters.

**Van Service:** Commercial Ground Transportation Vehicles operating pursuant to 52 Pa. Code § 29.342 related to "Airport Transfer Service" or pursuant to an applicable federal statute, code or regulation, which permits vehicles to carry passengers interstate on a non-exclusive, shared ride basis.

**Van Service Staging Area:** A designated staging area either in the East Hold Lot or the West Hold Lot to be occupied by Van Service for layover in authorized operating schedules or waiting for passengers or any future area that may be designated from time to time by the CEO for that purpose.

**Van Service Zone:** A designated area on the Airport roadway set aside for expeditious loading or unloading of passengers and baggage by Van Service vehicles.

**Vaping:** The act of using an electronic smoking device.

**Vehicle Rental Company:** A person engaged in the business of renting a motor vehicle to a customer who utilizes airport property in any aspect of its business, notwithstanding if other aspects of its business are not conducted on airport property, including to do any of the following on an airport property:

- (1) Contact customers or pick up or drop off customers.
- (2) Advertise the availability of a vehicle rental service.

**Weapon:** 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.

**West Hold Lot:** A holding area designated by the CEO to be occupied by Taxicabs, Limousines, Van Services, and Buses while waiting to move in turn into the commercial roadway for passenger pick up.

## **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. PICKETING ACTIVITY/LEAFLET DISTRIBUTION/SOLICITATION**

No person shall engage in any Picketing, Leaflet Distribution, or Solicitation at the Airport without first obtaining prior written consent from the CEO. See Appendix A.

### **B. NON-COMMERCIAL ACTIVITY**

No person shall engage in any Non-Commercial Activity at the Airport without first obtaining prior written consent from the CEO. See Appendix B.

### **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 Division of Aviation (“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 transport any firearms, other weapons<sup>1</sup> 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 permitted by law and/or air carrier regulations. Explosives may not be carried in baggage.

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<sup>1</sup> 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.

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 or 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. Articles unclaimed by the owner after sixty (60) days will be turned over to the finder thereof.

**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 guide dog 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 other than the private property of the owner of such dog or other animal, shall be required to 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.** Pursuant to Section 10-602 of the Philadelphia Code, smoking is prohibited in all enclosed areas of PHL; outdoors within a minimum of twenty (20) feet of any entrance to any enclosed area at PHL; and as posted.
2. **Prohibition on Use of Electronic Smoking Devices<sup>2</sup>.** Pursuant to Section 10-614 of the Philadelphia Code, the use of electronic smoking devices ("vaping") is prohibited in all enclosed areas of PHL; outdoors within twenty (20) feet of any entrance to any enclosed area of PHL; and as posted.
3. No person shall smoke, burn or carry lighted cigarettes, cigars, pipes, matches or any naked flame, or use electronic smoking devices, including, but not limited to, e-cigarettes, e-cigars, e-pipes or use any other such products that emit a flame, smoke or vapor, in or upon:

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<sup>2</sup> Electronic Smoking Device shall mean an electronic device that delivers nicotine or other substances via vapor for inhalation. The term includes e-cigarettes, e-cigars, e-pipes and any other such products; and includes all component parts, such as e-cigarette batteries, atomizers, vaporizers, replacement cartridges and any solution manufactured for use with such a device. It does not include any product approved or certified for sale by the United States Food and Drug Administration as a tobacco use cessation product, or for other medical purposes. It may also be referred to in these Rules and Regulations as "e-cigarette." Section 1.H., Rules and Regulations for PHL.

- 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 (20) 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 (20) feet from any building entrances. Persons using the smoking areas are responsible for properly extinguishing 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 ~~not~~ <sup>Per</sup> 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 that **do not** propose a commercial transaction;
  - b) Advertisements relating to the sale or use of alcohol or tobacco products;
  - c) Advertisements that contain sexually explicit representations and/or relate to sexually oriented businesses or products; and/or
  - d) 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 or offensive language and/or gestures is prohibited.

**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.

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**Q. DAMAGE TO AIRPORT PROPERTY**

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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 or 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 or lessees are required to report immediately in detail to the DOA any and all environmental contaminates 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 contaminates 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, 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.
- 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.

### **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. No commercial ground transportation vehicles may stop or park in the Cell Phone Waiting Lot.

#### **5. REMOVAL OF VEHICLES**

- a. The CEO or his designee 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. 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 or his designee.

**EXHIBIT A**  
**CELL PHONE WAITING LOT**

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**DEPARTMENT OF RECORDS**

2014 JUL 23 PM 2:43

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**Safety Tip:** Please remember that it is illegal to use a handheld cell phone while driving in Philadelphia.

Motorists are permitted to use only a hands-free cellphone while driving in the city.

## **SECTION 4 - AIRFIELD VEHICLE OPERATIONS**

### **A. APPLICABILITY**

The following regulations provide guidelines to individuals whose job duties require that they operate vehicles on the Air Operations Area (AOA) or any other restricted area at the Airport or who are temporarily authorized to operate a vehicle on the AOA based on an operational need.

### **B. GENERAL REQUIREMENTS**

1. **Authorized Vehicle Operators.** No person shall operate a Motor Vehicle on the AOA unless:
  - a. He/she has successfully completed the Airport's Non-Movement Area or Movement Area Driver's Training Program and is in possession of an appropriately annotated PHL ID Badge (with a green "D" driver designation indicating authorization to operate a vehicle on the Non-Movement Area or an orange "D" driver designation indicating authorization to operate a vehicle on the Movement Area) or is escorted by an individual who meets the foregoing badging requirements; and
  - b. He/she is in possession of a valid state driver's license at all times while operating a vehicle in the AOA.
2. **Air Operations Area.** The AOA, which includes the runways, taxiways and vehicle service roads, is divided into two main areas, a Movement Area and a Non-Movement Area:
  - a. The **Movement Area** is generally defined as all runways and taxiways and is controlled by the Federal Aviation Administration (FAA). Only vehicles that have been specifically authorized by Airport Operations and that have two-way communications with the FAA ATCT are permitted to operate in the Movement Area.
  - b. The **Non-Movement Area** is generally defined as vehicle service roadways, Aircraft parking areas and Apron areas and is not controlled by the FAA.
3. **Authorization Limited to Work Areas during Work Hours.** Employees are only authorized to operate vehicles in work related areas on the Movement or Non-Movement Areas during their work hours.

2014 JUL 23 PM 2:43

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DEPARTMENT OF REVENUE

4. **Proof of Driver Authorization Required.** A vehicle Operator must prove his/her authority to operate a Motor Vehicle on the AOA by visibly displaying his/her valid PHL ID Badge with the appropriate driver authorization designation at waist level or above, prominently displayed and readily visible on his/her outer clothing. If the Operator fails to produce the above when challenged, he/she may not be permitted to continue operating the Motor Vehicle on the AOA and a Violation will be issued.
5. **Employer Responsibilities.** Employers who obtain authorization to operate vehicles within the AOA are responsible for ensuring that:
  - a. Their employees have successfully completed PHL's Movement Area or Non-Movement Area Driver's Training Program (based on their job duties) and have obtained an appropriately annotated PHL ID Badge (with a green "D" icon indicating authorization to operate a vehicle in the Non-Movement Area or an orange "D" icon indicating authorization to operate a vehicle in the Movement Area) before they are allowed to operate Motor Vehicles in the AOA; and
  - b. Their employees and vendors comply with PHL's Rules and Regulations.
  - c. Their employees whose PHL ID badges have been suspended due to repeated violations of PHL's Rules and Regulations participate in and complete internal remedial retraining and that said employers have certified to the Division of Aviation ("DOA") that the required retraining has been completed prior to reinstatement of those violators' badges.

## C. DRIVER REQUIREMENTS

### 1. Application

- a. **Employer Approval and Operational Need Required.** An applicant must be approved by his/her employer and have an operational need to operate a vehicle in the AOA before he/she can be authorized to operate a vehicle in the Movement or Non-Movement Area.
- b. **Completion/Signing of PHL Badge Application.** The Applicant and his/her employer or employer's authorized signer must complete the applicable portions of the PHL Badge Application form in accordance with Section 7 of these Rules and Regulations prior to taking PHL's Movement Area or Non-Movement Area Driver's Training Program.

## **2. Valid Driver's License**

- a. **Possession Required.** An applicant must possess a valid state driver's license.
- b. **Driver Authorization Invalid if State Driver's License Invalid.** A driver's unescorted Movement Area or Non-Movement Area driver's authorization will be invalid during any period that his/her driver's license is not valid, i.e. expired, revoked or suspended.
- c. **Ongoing Reporting Responsibility.** Individuals must immediately report suspensions or revocations of their state driver's licenses to Airport Operations at (215) 937-6914.
- d. **Verification of Driver's License.** The Philadelphia Police and Chief Executive Officer ("CEO") reserve the right to check whether an Operator of any Motor Vehicle, on or off the AOA holds a valid state driver's license.

## **3. Valid PHL ID Badge**

- a. **Prominent Display of PHL ID Badge Required.** Individuals must wear their PHL ID Badges at waist level or above, prominently displayed and readily visible on their outer clothing at all times while operating a vehicle in the Movement or Non-Movement Area.
  - b. **Effect of PHL ID Badge Suspension/Revocation on Driving Privileges.** An individual's unescorted Movement Area or Non-Movement Area driver's authorization will be invalid during any period when such driver's PHL ID Badge is revoked or suspended.
- 4. Vehicle Operator Training/Certification.** No vehicle shall be operated in the AOA unless the driver is properly trained and certified by his/her company to operate that specific class of vehicle.

## **5. Movement Area Driver Authorization**

All applicants will be required to:

- a. Complete the PHL Movement Area Driver's Training Program provided by the DOA; and
- b. Successfully pass an exam, administered on the Interactive Employee Training ("IET") System, with a minimum score of ninety percent (90%). Applicants who fail the examination will be instructed to wait twenty-four (24) hours before retaking the test.

## **6. Movement Area Recurrent Driver Training**

All drivers who are authorized to operate vehicles on the Movement Area must:

- a. Successfully complete an IET refresher course every six (6) months;
- b. Successfully complete a classroom styled training program annually; and
- c. Submit a valid state driver's license annually.

## **7. Movement Area Driver Reauthorization**

Drivers authorized to operate vehicles on the Movement Area must be reauthorized annually. To complete the reauthorization process each driver will be required to:

- a. Successfully complete an IET refresher course;
- b. Successfully complete the classroom styled training program; and
- c. Submit a valid state driver's license prior to participating in the classroom styled training program.

## **8. Non-Movement Area Driver Authorization**

All applicants will be required to:

- a. Complete the PHL Non-Movement Area IET program; and
- b. Successfully pass an exam, administered on the IET system, with a minimum score of seventy percent (70%). Applicants who fail the examination will be instructed to wait twenty-four (24) hours before retaking the test.

## **9. Non-Movement Area Driver Reauthorization**

- a. All drivers who are authorized to operate vehicles within the Non-Movement Area must successfully complete an IET refresher course every two years according to the employee's PHL ID Badge expiration date in order to have his/her driving privileges reauthorized.
- b. Reauthorization must be accomplished within the thirty (30)-day period before the badge expires.

2014 JUL 23 PM 2:43

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DEPARTMENT OF RECORDS

## **D. VEHICLE REQUIREMENTS**

**1. Vehicle License/Registration.** The vehicle must be properly licensed and registered by the appropriate state agency.

### **2. Vehicle Identification**

A Tenant or Operator whose business requires the use of a ground Vehicle on the AOA and who has been granted permission to operate by the CEO must comply with the following minimum identification standards:

- a. **Company Colors.** The Motor Vehicle must be painted in company colors that will coincide with other owned Equipment.
  - b. **Display of Name and Logo.** The company's name and logo and an identification number must be displayed on each side of the Motor Vehicle. Numbers or letters shall be at least three (3) inches high and plainly visible. Outline numbers and letters are not permitted. Magnetic and temporary identification panels are not permitted.
  - c. **Escort Requirement.** Motor Vehicles not complying with the above are subject to escort by an authorized employee and Motor Vehicle.
  - d. **Pre-Approval Required for Non-conforming Vehicles.** Motor Vehicles that do not meet the requirements due to the nature of their construction must be pre-approved by Airport Operations Department and/or the Airport Security Department, at which time identification standards may be established on a case-by-case basis.
  - e. **Marking and Lighting Requirements.** Any vehicle authorized to operate on the AOA shall be subject to and conform to any other vehicle marking and/or lighting requirements as prescribed by the CEO.
  - f. **Motor Vehicle Operating Permits.** The CEO reserves the right to limit Motor Vehicle Operating Permits for the Airfield.
- 3. Vehicles Exempt from Identification.** Vehicles exempt from the vehicle identification requirement include: (i) vehicles under authorized escort; and (ii) any other vehicle authorized, in writing, by the Airport Security Coordinator. Proof of such authorization must be in the vehicle.
- 4. Insurance Requirements**
- Every organization requiring vehicular access to the AOA is required to:

- a. Have and provide proof of, automobile liability insurance covering liability arising from the maintenance and use of all owned, non-owned, hired, leased and rented trucks, automobiles with a minimum combined single limit of Five Million Dollars (\$5,000,000.00);
  - b. List the City of Philadelphia Division of Aviation as an additional insured in its automobile insurance policy; and
  - c. Be registered with Airport Operations.
- The City's Insurance requirements are subject to change from time to time.
  - Organizations may contact Airport Operations at (215) 937-6914/6800 for the appropriate forms and specific requirements.
  - An updated list of authorized operators and vehicles will be maintained at GateV01 or other authorized access controlled gates.
- 5. Vehicle Operating Condition.** All vehicles operating on the AOA must be in safe operating condition and in good repair. The DOA may determine, in its sole discretion, whether or not a vehicle is safe or unsafe for operation on the AOA.
- a. **Exhaust System Requirement.** No Person shall operate a motor scooter, truck or other Motor Vehicle in any hangar or building on the AOA unless such Motor Vehicle is equipped with an exhaust system protected by screens or baffles to prevent the escape of sparks or the propagation of flame. At the discretion of the CEO, any Motor Vehicle discharging excessive exhaust fumes may be barred from operating on the Airfield until said vehicle is repaired.
  - b. **Must be in Sound Mechanical Order.** No Motor Vehicle shall be permitted on the Airport unless it is in sound mechanical order, has functioning headlights and taillights, horn, brakes, and clear vision from the driver's seat. The Operator is responsible for inspecting the Motor Vehicle for roadworthiness prior to its use. Additionally, Motor Vehicles subject to a state inspection must maintain a valid certificate of inspection at all times when operating on the AOA.
  - c. **Headlight/Taillight Requirement.** During the hours of sunset to sunrise, all Motor Vehicles being operated on the Airfield are required to have working headlights and taillights (or reflectors on unmotorized vehicles). The use of Motor Vehicles not so equipped is prohibited during these hours.

2014 JUL 23 PM 2:43  
DEPARTMENT OF REVENUE  
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- d. **Vehicles Leaking Fluids Barred.** Motor Vehicles leaking fluids shall be barred from operating on the Airfield at the discretion of the CEO.
- e. **Areas in which Vehicle Maintenance is Prohibited.** Maintenance of Motor Vehicles and Equipment at the Terminal gate positions or adjacent Apron/Ramp areas is prohibited unless authorized by the CEO.

## **E. AOA DRIVING RULES AND REGULATIONS**

### **1. General**

- a. **Compliance with Applicable Laws, Rules and Regulations.** Vehicle operation within the boundaries of the AOA shall conform with the provisions of the Airport Vehicle Code, Commonwealth of Pennsylvania, all traffic Ordinances of the City of Philadelphia and, in addition, shall conform to any special Rules and Regulations prescribed by the CEO.
- b. **Reckless or Careless Vehicle Operation Prohibited.** Drivers shall not operate vehicles in a reckless or careless manner. A reckless or careless manner is one that intentionally or negligently threatens the life or safety of any person or threatens damage or destruction to property.
- c. **Traffic Signage.** Any person operating a Motor Vehicle on the AOA shall obey all posted traffic signage, including stop signs and pavement markings.
- d. **Penalty for Noncompliance with Rules and Regulations.** Privileges to operate Motor Vehicles on any portion of Airport property may be suspended or permanently revoked by the CEO for Violation of these Rules and Regulations.
- e. **Limitation on Pedestrian Traffic.** Pedestrian traffic is prohibited on all Aprons and service roadways of the Airport unless assigned as a work area.

### **f. Gate Use**

- i. **Use of Card Reader Controlled, Unstaffed Gates.** Drivers who enter the AOA through a card reader controlled, unstaffed gate that they have been authorized to use, must remain at the gate until it is fully closed to keep unauthorized persons from driving through.
- ii. **Driver Vigilance Required.** Drivers should make sure the driver of another vehicle behind them at a card reader controlled, unstaffed gate has swiped his/her badge through the card reader and the gate has begun to reopen before leaving the gate.

- iii. **Responsibility for Ensuring Gate Closure.** Drivers leaving the airfield and responsible for ensuring that the gate is closed before driving away.
  - iv. **Gate V01 Use.** Unescorted drivers accessing the airfield through Gate V01 must be wearing their PHL ID badges, with a green "D" driver designation or an orange "D" driver designation, at waist level or above, prominently displayed and readily visible on their outer clothing.
  - v. **Vehicles/Persons Subject to Search.** All persons and vehicles entering through Gate V01 are subject to search.
- g. **Limitation on Types of Equipment Permitted to Operate on Airfield.** Only DOA approved motorized Equipment is permitted to operate on the Airfield. The use of motorcycles, motor-driven bikes, other two and three-wheeled cycles and recreational devices such as skateboards, rollerblades or golf carts on the Airfield is strictly prohibited unless specifically authorized by the CEO.
- h. **No Personal Vehicles Allowed in AOA.** No personal vehicles are allowed in the AOA unless authorized by the DOA.
- i. **Blind Spots.** Drivers should watch for cockpit blind spots – pilots typically cannot see behind or below the aircraft.
- j. **Driving Between Aircraft and Passenger Terminal.** Except for those vehicles servicing an aircraft, no driver shall park or pass between an aircraft and passenger Terminal when an aircraft is parked at a gate position.
- k. **Driving Between Terminal and Ground Crews.** Unless directed by the aircraft ground crew, no driver shall drive between the terminal and ground crews: (a) pushing back an aircraft; or (b) returning to a gate after pushing back an aircraft.
- l. **Alcohol or Use of Substances that Impair Ability.** No Person shall operate any Motor Vehicle or Aircraft of any kind on the Airport while under the influence of intoxicating liquors, illegal, prescription or over-the-counter medications that impair or may impair the driver or mental abilities.
- m. **Restrictions on Use of Horn.** No Person shall sound his/her horn except as a legal warning.

- n. **Vehicle Passenger/Cargo Restrictions.**
  - i. **Overloading Prohibited.** No Person shall operate any Motor Vehicle that is overloaded with Persons or cargo or carrying more passengers and cargo than for which the vehicle was designed.
  - ii. **Restrictions on Riding and Standing.** No Person shall ride on the running board, stand up in the body of Motor Vehicles, or ride on the exterior body of a Motor Vehicle, or with arms and legs protruding from the body of any Motor Vehicle. Fire apparatus and other emergency vehicles are exempt from this provision.
  - iii. **Containment Responsibility.** Drivers are responsible for the containment of any loads or materials being carried and/or towed in or by their vehicles.
- o. **Smoking and Vaping Prohibited.** Smoking and using electronic smoking devices anywhere on the airfield and inside the airport terminal facility, including while riding in Motor Vehicles, is strictly prohibited. See also Section 2.H. of these Rules and Regulations.
- p. **Badge Display Requirement.** Airport ID Badges must be displayed at waist level or above, prominently displayed and readily visible on outer clothing at all times while on the AOA or any other restricted area.
- q. **One on One Escort Requirement for Vehicles.** A single escort Motor Vehicle may escort no more than one (1) Motor Vehicle at one time while on the AOA unless otherwise authorized by the ASC.
- r. **Use of Vehicle AM/FM radios/Cell Phones/iPods/Other Electronic Devices Prohibited in Movement Area.** Drivers are prohibited from using vehicle AM/FM radios, personal cell phones, text messaging devices, iPods and other personal electronic/entertainment devices, entertainment headsets, in the Movement Area. However, personal cell phones may be used in case of an emergency. Vehicles must be stationary or parked and out of the way of other traffic while drivers are using cell phones.
- s. **Hearing Protection or Communications Headsets.** Hearing protection or communications headsets may be worn while operating a vehicle, in accordance with safety regulations and requirements.
- t. **Passing Vehicles.** Drivers must pass other vehicles in a safe manner, within the confines of designated roadways and within the posted or designated speed limit.

2014 JUL 23 PM 2:44  
DEPARTMENT OF TRANSPORTATION

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- u. **Vehicle Guide Person.** A guide person is required whenever the vehicle operator's vision is restricted or obstructed.
- v. **Safe Distances.**
  - i. Minimum safe distances must be maintained when operating a Motor Vehicle in front of or behind an Aircraft with engines running.
  - ii. Drivers should always allow adequate space between vehicles to give themselves room to stop and maneuver if something unexpected happens.
- w. **Unattended Vehicles.** Drivers should not leave the engine running on an unattended vehicle, except for aircraft servicing. Drivers should make sure that they have set the parking brake, put the transmission in gear or in park and turned off the vehicle ignition before leaving the vehicle.
- x. **Foreign Object Debris ("FOD").**
  - i. **Maintenance of Clear, Uncluttered AOA.** All drivers on the AOA shall assist in the maintenance of clear and uncluttered AOA to avoid aircraft damage due to FOD.
  - ii. **Examples of FOD.** FOD is any item located on the AOA that can be ingested or blown by an aircraft engine causing damage to property or personnel. Typical examples of FOD are aircraft and engine fasteners, such as nuts, bolts and washers; mechanical tools; metal objects such as nails, soda cans and pens; stones; wood; plastics; and paper.
  - iii. **FOD Prevention.** Employees should secure equipment tools and personal items and place trash items in appropriate covered receptacles.
  - iv. **Retrieval of FOD on Ramp Areas.** Employees should retrieve any FOD located on the ramp area.
  - v. **Reporting Responsibilities for FOD on Movement Area.** If any FOD is sighted on a taxiway, runway, or anywhere on the Movement Area, drivers should immediately notify Airport Operations at (215) 937-6914/6800 and give the exact location of the FOD. **Vehicle Operators should not attempt to maneuver or chase FOD, including live animals into the Movement Area.**
- y. **Operation of Vehicles at Night and In Poor Weather Conditions.** Drivers must remain vigilant of their surroundings and operating boundaries and

- watch for snow removal equipment and aircraft operating in the vicinity under low-visibility conditions.
- z. Responsibility to Report Dangerous Conditions and Loss or Theft of Vehicles.**

- i. Drivers should contact Airport Operations at (215) 937-6914/6800 if they observe any dangerous condition on the airfield, such as fuel spills, disabled vehicles or equipment that might interfere with aircraft.  
**Drivers should not leave vehicles that have broken down unattended without first advising Airport Operations of the situation.**
- ii. Tenants and Operators must advise the CEO and the Philadelphia Police of the loss or theft of any Motor Vehicle that is authorized to operate on the AOA.

## **2. Right-of-Way**

- a. **Taxiing Aircraft/Aircraft Under Tow/ Passenger Transfer Vehicles.** Aircraft always have the right of way. All ground vehicles shall yield the right-of-way to Taxiing Aircraft and Aircraft under tow and Passenger Transfer Vehicles;
- b. **Aircraft Starting Engines.** Aircraft starting engines have the right-of-way over all ground Vehicles.
- c. **Emergency Vehicles.** Emergency vehicles responding to an emergency (e.g., Aircraft Rescue and Firefighting, Airport Operations and Philadelphia Police Motor Vehicles) have the right-of-way over all other ground Vehicles.
- d. **Service Roadway.** Motor Vehicles entering upon the service roadway will yield the right-of-way to vehicles already traveling on the service roadway. The one exception is vehicles exiting the East Apron/fueling island area onto the outer service roadway. These Vehicles always have the right-of-way.

## **3. Maximum Speed Limits**

The Maximum Speed Limits are as follows:

<b>Outer Service Roadway and Apron</b>	<b>20 mph</b>
<b>Inner Service Roadway</b>	<b>10 mph</b>
<b>Dolly Concourse or Baggage Tunnels</b>	<b>5 mph</b>

- **Note: Emergency vehicles responding to an Airport emergency are exempt from this restriction.**
- Drivers shall proceed at a speed that takes into account congestion, reduced visibility, slippery surfaces or other hazardous conditions.

#### **4. Driving in Non-Movement Areas**

Non-Movement Areas include taxiways, aprons/ramps and other areas not under control of the ATCT. With the exception of those operating vehicles on Taxiway J (JULIET), drivers may operate vehicles on the Non-Movement Areas without being in positive radio contact with Ramp Control or the ATCT but must comply with the following:

- a. All drivers in the Non-Movement Areas must have successfully completed the Airport's Non-Movement Area Driver's Training Program and be wearing a valid PHL ID Badge with a green "D" driver authorization designation at waist level or above, prominently displayed and readily visible on his/her outer clothing.
- b. No person, vehicle or aircraft under tow shall cross the Movement Area Boundary Line from the Non-Movement Area without prior approval from both the Air Operations Supervisor and FAA ATCT.

**\*\*Note: The outer service roadway serves as the boundary between the Movement and Non-Movement Areas. The outer service roadway has two solid white lines, approximately thirty feet apart, with a dashed white line in the center forming two lanes. See Exhibit A.**

**\*\*Individuals operating vehicles on Taxiway J (JULIET) must receive clearance from Ramp Control or the ATCT and maintain radio contact with Ramp Control or the ATCT at all times while on Taxiway J (JULIET).**

- c. **Penalty for Entry into Movement Area without Prior Authorization.** Operating a vehicle anywhere on the Movement Area without prior authorization is a serious offense and may result in the suspension or permanent loss of an individual's airfield driving privileges.
- d. **Accidental Entry Into Movement Area Without Authorization.** A Driver who accidentally enters the Movement Area should do the following:
  - i. Immediately stop the vehicle and look all the way around and above him/her for aircraft;
  - ii. Safely maneuver the vehicle to the closest grassy area;

- iii. Face the vehicle toward the FAA ATCT, and continually flash the headlights;
- iv. Look for FAA ATCT to acknowledge his/her request for assistance by signaling with a light gun;
- v. Contact Airport Operations; and
- vi. Remain in the grassy area until escorted by Airport Operations.

## 5. Driving in Movement Areas

Movement areas are defined as the runways, taxiways, and other areas of the airport that are used for taxiing, hover taxiing, air taxiing, and takeoff and landing of aircraft, exclusive of loading ramps and aircraft parking areas and drivers must comply with the following:

- a. **Badge Display.** All those operating vehicles in the Movement Area must have successfully completed the Airport's Movement Area Driver's Training Program and be wearing a valid PHL ID Badge with an orange "D" driver authorization designation at waist level or above, prominently displayed and readily visible on their outer clothing.
- b. **Coordination with Airport Operations.** Drivers shall not enter the Movement Area without coordinating with the Airport Operations Supervisor.
- c. **Required Vehicle Equipment.**

All vehicles operating in the Movement Area must be equipped with the following:

- i. A flashing amber rotating beacon or omni directional strobe;
- ii. A two-way radio providing continuous communication with the FAA ATCT;
- iii. A light gun placard (may be obtained from Airport Operations); and
- iv. A Movement Area map (may be obtained from Airport Operations).

In addition, aircraft fueling vehicles and any other vehicle of eight (8) feet or more in width shall be equipped with:

- v. A flashing amber beacon; and

- vi. Flashing front, tail and clearance lights to be activated at all times while the vehicle is operating.

**\*\*Vehicles not so equipped must be escorted by an authorized vehicle that meets all the foregoing requirements.**

- d. **Operation in Safety Areas Prohibited.** No person shall operate a ground vehicle within the runway or taxiway safety areas unless otherwise coordinated and approved by Airport Operations and the FAA ATCT.

## 6. Contractor/Subcontractor Access and Operations on the AOA.

- a. Access to and egress from a construction site located on the AOA by Motor Vehicles, cranes or other equipment belonging to or under the supervision of a contractor or subcontractor shall be gained only via routes, through gates and at such times as may be established or approved by the DOA.
- b. Construction equipment shall be operated and stored within the AOA, in accordance with procedures established by the DOA.

## 7. Escorting Vehicles in the AOA

- a. **Purpose of Escorting.** Escorting shall be for business purposes only. Each individual who is under escort must have an operational need to enter or be on the AOA. No employee shall escort vehicles onto the AOA for non-business purposes or during their off-duty hours.
- b. **Vehicles that Must Be Escorted.** The following vehicles must be escorted:
  - i. Vehicles not approved by Airport Operations and/or on the Insurance Access List.
  - ii. Those operated by drivers who do not have a PHL ID badge with a green "D" driver authorization designation, for those seeking to enter the Non-Movement Area, or an orange "D" driver authorization designation, for those seeking to enter the Movement Area.
  - iii. Vehicles operated by drivers who have not successfully completed the Airport's Non-Movement Area Driver's Training Program for those seeking to enter the Non-Movement Area or the Airport's Movement Area Driver's Program for those seeking to enter the Movement Area.
  - iv. Vehicle that is not properly displaying company's name, logo and checkered flag (as required).
  - v. Vehicle that is not properly equipped.

DEPARTMENT OF RECORDS

c. **Drivers Who May Provide Escort.** Drivers who escort other vehicles must meet the following requirements:

i. **Movement Area**

- a. Be wearing a valid and active blue PHL ID Badge with an "E" escort designation and orange "D" driver authorization designation at waist level or above, prominently displayed and readily visible on his/her outer clothing;
- b. Must have successfully completed the Airport's Movement Area Driver's Training Program; and
- c. Must have a valid state driver's license.

ii. **Non-Movement Area**

- a. Be wearing a valid and active blue PHL ID Badge with an "E" escort designation and a green "D" driver authorization designation at waist level or above, prominently displayed and readily visible on his/her outer clothing;
- b. Must have successfully completed the Airport's Non-Movement Area Driver's Training Program; and
- c. Must have a valid state driver's license.

iii. **Be in a Separate Vehicle.** Drivers who escort other vehicles may not escort as a passenger; escorting must be done with a separate vehicle.

d. **Drivers Who May Be Escorted.**

The following drivers who have a valid state driver's license may be escorted:

- i. Those individuals who do not have unescorted access authorization to the AOA but have been fully vetted through the airport process and have a short term operational need to be in the AOA, including, but not limited to, contractors, subcontractors, etc.; and
- ii. New employees that have a PHL badge appointment slip in conjunction with a photo ID in his/her possession while under escort.

e. **Drivers Who May Not Be Escorted.**

The following drivers may not be escorted:

- i. Those who do not have a valid state driver's license;
  - ii. Those who have been denied a PHL ID badge because of a disqualifying crime, the results of a Security Threat Assessment or failure to meet other criteria established by the Airport in accordance with the requirements of the TSA or any other regulatory agency;
  - iii. Those who do not have an operational need to be on the AOA; or
  - iv. Those whose badges are no longer valid, i.e. their badges are expired or have been confiscated, or whose access privileges have been suspended due to a violation.
- f. **Restriction on Escorting those with Lost or Stolen Badges.**
- An individual who has reported his/her PHL ID Badge lost or stolen may be escorted **only if** he/she:
- i. Has a scheduled appointment to have the badge replaced; or
  - ii. Has a PHL Badge appointment slip in conjunction with a valid state driver's license in his/her possession while under escort.
- g. **Points Through Which Escorting May be Initiated.** All authorized escorting must take place through Gate V01 (or other authorized access controlled gate) or through a security checkpoint.
- h. **Vehicle Requirements for Escort Vehicles.** Motor Vehicle(s) being operated by escorts shall conform to the standards as set forth in Section 4.D. above.
- i. **Number of Vehicles that may be Escorted.** Authorized escorts may only escort one (1) unbadged person/vehicle at a time through Gate V01 (or other authorized access controlled gate) unless otherwise authorized by the ASC. There must be one authorized escort for each unbadged person in a vehicle (for example if there are two unbadged persons in a vehicle there must be two authorized escorts in that vehicle).
- j. **Escort Responsibilities**

- 1) **Escort Assumes Full Responsibility for Escortee.** Any Person exercising escort privileges on the Non-Movement Area of the AOA will assume full and complete responsibility for the Individual and Motor Vehicle under escort.

- 2) **Escorted Individual/Vehicle May Not Be Left Unattended.** At no time will an Unauthorized Person(s) or Motor Vehicle(s) be left on the AOA without an escort.
- 3) **Escort Must Maintain Direct Eye Contact with and Control of Escorted Vehicle or Individual.** An escort must maintain direct eye contact with or be no more than ten (10) feet away from the individual being escorted and must be able to monitor the escortee in a manner sufficient to identify whether he/she is engaged in actions other than those for which escorted access was granted. Prior to escorting a vehicle onto the AOA an escort shall inform the escortee that, should they get separated, escortee must immediately stop the vehicle, call Police Dispatch at (215) 937-6711 and advise the dispatcher of his/her name, location and the name of his/her designated escort and wait until his/her escort or a law enforcement officer is able to locate him/her.
- 4) **Right-of-Way Rules and Procedures.** Motor Vehicle Operators must strictly follow all right-of way rules while in the AOA and all aircraft right-of-way procedures.
- 5) **Authorization Required for Entry to the Movement Area.** No person(s) or Motor Vehicle(s) may enter the Movement Area without permission from the CEO, FAA ATCT or the authorized Motor Vehicle.
- 6) **In the Event of Escortee Failure to Follow Instructions or Escort Rules.** If an escortee fails to follow an Escort's instructions or PHL's escort rules or engages in activities other than those for which access was granted, the escort must immediately contact the Airport Security Department at (215) 937-5452 or Airport Police at (215) 937-6711.

**k. Escortee Responsibilities**

- 1) **Compliance with PHL Rules and Regulations.** Escortees shall comply with these Rules and Regulations and shall not seek access to the AOA for non-business related purposes.
- 2) **Vehicle Equipment Requirement for Escorted Vehicles.** The Motor Vehicle(s) under escort is required to have fully functioning head and taillights and be in sound mechanical condition.
- 3) **Compliance Instructions.** Vehicle operators being escorted on the Movement Area must follow the instructions of the FAA ATCT and those of their escort.
- 4) **Required Escortee Actions In the Event of Separation from Escort.** If an escortee gets separated from his/her escort, the escortee shall

immediately stop the vehicle and contact police dispatch at (215) 937-6711, advise the dispatcher of his/her name, location and the name of his/her designated escort and wait until his/her escort or a law enforcement officer is able to locate him or her.

## **8. Service Roadways**

- a. **Identification.** A service roadway is denoted by two solid white lines and a dashed white line in the middle forming two lanes.
- b. **Distance Between Vehicles.** Persons operating Motor Vehicles shall maintain a distance of not less than fifteen (15) feet between the vehicle they are operating and the preceding vehicle.
- c. **Passing Stopped or Slowed Vehicles.** Passing of stopped or slow moving vehicles is permitted on the service roadways provided that you:
  - i. Pass on the left side of the vehicle.
  - ii. Stay within the marked roadway.
  - iii. Do not exceed the speed limit for that particular roadway.
- d. **Use of Apron Service Roadways.** All vehicles will use the Apron service roadways when traveling between concourses, and to/from other portions of the Airfield. Vehicles should utilize marked service roadways as long as possible when traveling to their destination.

## **9. Parking**

- a. No person shall park any Motor Vehicles or motorized or other equipment on the AOA in areas other than those designated or authorized by the DOA or in any manner contrary to any posted regulatory signs, traffic control devices or pavement markings.
- b. All Motor Vehicles and Equipment on the Apron shall be parked in a manner to allow free ingress and egress for other Motor Vehicles in common use areas.
- c. Parking brakes must be set on unattended Motor Vehicles.
- d. No fuel truck shall be brought into, stored or parked within fifty (50) feet of a building. Fuel trucks must not park within ten (10) feet of other parked vehicles.
- e. When not servicing aircraft or undertaking their intended functions, ramp vehicles and equipment shall be parked only in approved areas.

- f. Parking shall not be allowed as follows:
- i. In the entrances or exits of the baggage make-up areas and baggage delivery tunnels except when actually engaged in loading or unloading operations;
  - ii. In a manner that interferes with Aircraft, Airlines or Airport Operations;
  - iii. In a manner that interferes with access to fire hydrants or fire extinguishers;
  - iv. By a yellow curb or any other Restricted Parking Areas;
  - v. On or near yellow Taxiway centerlines;
  - vi. In cross-hatched areas;
  - vii. Under passenger loading bridges or under an Aircraft (unless the Motor Vehicle is servicing the Aircraft);
  - viii. Within two hundred (200) feet of emergency Equipment;
  - ix. Within twenty-five (25) feet of a fire hydrant or in a manner that prohibits a vehicle from accessing the fire hydrant.
  - x. On Airport service roadways.

## 10. Towed Equipment

- a. **Maximum Length.** A single vehicle may tow no more than five (5) baggage units of any type (containers, carts, igloos, etc.) at one time.
- b. **Additional Restrictions in Baggage Tunnels.** Drivers must observe any additional restrictions posted at the entrances of the baggage tunnels.
- c. **Reflector/Rear Light Requirement.** Carts or pieces of equipment being towed or carried after dark must have side and rear reflectors or rear lights.
- d. **Locking.** No person shall tow any equipment unless such equipment has engaged positive locking couplings.

## **11. Aircraft Escort Procedures**

- a. **Coordination with Airport Operations.** Aircraft requiring an escort shall be coordinated through Airport Operations.
- b. **ATCT/Ramp Control Tower Clearance.** No Aircraft shall be escorted or moved on an active surface without the approval of the FAA ATCT and/or Ramp Control Tower.
- c. **ATCT Approval to Cross Movement Area Boundary Line.** Drivers shall not cross the Movement Area Boundary Line without receiving, acknowledging and understanding the FAA ATCT approval.
- d. **Compliance with Instructions/Rules and Regulations.** Aircraft under escort will follow all instructions of the escort Motor Vehicle, FAA ATCT, Ramp Control and those outlined in the Airport Rules and Regulations.
- e. **Lighting Requirement.** Appropriate Aircraft and Vehicle lighting must be used for the duration of the towing operations.
- f. **Restrictions on Times and Routes.** Times and routes to be used for escorting Aircraft may be restricted at the discretion of the CEO.

## **12. Vehicular Accidents**

Operators of vehicles involved in an accident on the airport that results in injury to a person or damage to an aircraft, airport property, or another vehicle shall:

- a. Immediately stop and remain at the scene of the accident;
- b. Render reasonable assistance, if the driver is capable of doing so, to any person injured in the accident;
- c. Report the accident to the Airport Police at (215) 937-6918 and Airport Communications Center at (215) 937-3111;
- d. Provide and surrender to following to any responding DOA personnel: name and address; PHL ID card, state driver's license, and any information such personnel need to complete a vehicle accident report.
- e. Drivers of city vehicles must also notify their immediate supervisors of any accidents.

## **F. ENFORCEMENT**

### **1. Enforcement Responsibility**

- a. The Philadelphia Police, Airport Operations and Security Department Personnel are authorized by the CEO to enforce Airport Rules and Regulations.
- b. All Persons while on the Airport shall comply with all lawful orders or directives given by a representative of the Philadelphia Police Airport Operations and/or the DOA Security Department.

### **2. Penalties for Violations**

All Violators will be subject to a citation through the Notice of Violation program. Penalties for failure to comply with this Chapter may result in any combination of the following:

- a. Issuance of a Notice of Violation;
- b. Monetary fines as outlined in Appendix G of these Rules and Regulations;
- c. Mandatory retraining;
- d. Suspension or revocation of Driving Privileges; and/or
- e. Suspension or revocation of the violator's PHL ID Badge.

### **3. Notice of Violation**

- a. **Issuance.** Airport Police or Airport Operations Personnel will issue a Notice of Violation to individuals who violate any Rules and Regulations established for safe and orderly conduct while on the Airport.
- b. **Employer Notification/Corrective Action Requirement.** A copy of each Notice of Violation will be forwarded to the individual's employer who must return a written explanation of corrective action taken to the Airport Operations Office within ten (10) days of issuance.
- c. **Supervisor Notification for Violations Assigned Three or More Points.** An individual's immediate supervisor will be contacted immediately if, the violation(s) committed are assigned a total of three (3) or more points under the Airport's Point Assessment System the violation(s) committed total Notice of Violation.

- d. **Fines.** Those who receive Notices of Violation may also be subject to fines as outlined in Appendix G of these Rules and Regulations. Violators must provide proof of payment of fines to Airport Operations ten (10) business days from issuance of the Notice of Violation. Failure to provide proof of payment may result in suspension of a violator's driving privileges and PHL ID Badge.
- e. **Resolution of Notices of Violation.** Those who receive Notices of Violation may either: (i) Make a settlement payment; or (ii) Request a hearing before the Bureau of Administrative Adjudication as described in Appendix G of these Rules and Regulations.
- f. **City's Remedy for Unresolved Notices of Violation.** If a person who receives a Notice of Violation fails to either make a settlement payment or request a hearing before the Bureau of Administrative Adjudication, the City of Philadelphia may file a complaint for the violation in the Philadelphia Municipal Court as described in Appendix G of these Rules and Regulations. In addition, the violator may be subject to any other remedies available to the DOA within these Rules and Regulations.
4. **Point Assessment System.** The DOA utilizes a Point Assessment System to determine when a driver's authorization to operate a vehicle on the Movement or Non-Movement Areas will be suspended and renewed.
- a. **Assignment of Points.** The following points will be assigned to violations:
- i. **One (1) point** for the following:
- Parking violations;
  - Failure to display a PHL ID Badge with a valid driver authorization designation; or
  - Non-moving violations
- ii. **Two (2) points** for:
- Moving Violations, except the following which will be assigned a higher number of points:
    - Speeding violations;
    - Violations resulting from Aircraft/Motor Vehicle accidents, cutting-off Aircraft or Passenger Transfer Vehicle, and any form of reckless driving

- Operating while under the influence of alcohol or drugs; or

➤ Runway Incursions/Vehicle/Pedestrian Deviations.

iii. **Three (3) points** for:

- Speed Violations.

iv. **Four (4) points** for Violations resulting from the following:

- Aircraft/Motor Vehicle accidents;
- Cutting-off Aircraft or Passenger Transfer Vehicle; and
- Any form of reckless driving.

v. **Eight (8) points** for the following:

- Driving while under the influence of Alcohol or Drugs; and
- Any Movement Area Incursions, Runway Incursions or Vehicle/Pedestrian Deviations (V/PDs).

b. **Suspension/Revocation of Driving Privileges**

1. An individual's Non-Movement Area or Movement Area driving privileges will be suspended immediately when the following occurs:

- He/she accrues eight (8) or more Violation points;
- When he/she is found to have operated a vehicle on the AOA while under the influence of alcohol or drugs;
- He/she is involved in a runway incursion incident;
- His/her state driver's license is suspended or revoked; or
- He/she commits any violation that the CEO determines to be severe.

2. An individual's Movement Area Driver Authorization may be permanently revoked if the CEO determines that the Runway Incursion incident in which he/she was involved was severe.

3. When a Person's driving privileges are suspended/revoked he/she must immediately surrender his/her ID badge to Airport Operations and a new Airport ID Badge will be issued without the driver authorization designation.

c. **Reinstatement of Driving Privileges**

- i. **Point Erasure.** Violation points will be erased at a rate of one (1) point per month, provided the driver does not commit any further infractions of the Airport's driving regulations.
- ii. **Reinstatement of Driving Privileges.** A driver may be reauthorized to operate a vehicle in the Non-Movement or Movement Area when his Violation point total falls below eight (8) points (pending employee and CEO approval). If reinstated, a new Airport ID Badge will be re-issued with the driver authorization designation.
- iii. **Proof of Valid State Driver's License Required Prior to Reinstate ment.** Those individuals whose driving privileges are suspended due to a suspended state driver's license must provide proof of reinstatement of that license before he/she can request reinstatement of his authorization to operate a vehicle in the Non Movement or Movement Area.
- iv. **Written Proof of Payment of Settlement Amount/Penalties/Fines Required.** Drivers must provide Airport Operations with written proof of payment of settlement amounts, penalties or fines within ten (10) business days.
- v. **Retraining/Retesting Required for Runway Incursion Violation.** Those whose driving privileges are suspended due to incursions/V/PDs will be required to complete Non-Movement and/or Movement Area Training and pass the Non-Movement Area Test with a score of seventy percent (70%) or more for those whose job duties require authorization to operate vehicles in the Non-Movement Area or with a score of ninety percent (90%) to operate in the Movement Area before their driving privileges can be reinstated.
- vi. **Review of Suspensions.** The CEO will be available to review driver authorization suspension appeals on a case-by-case basis, by request.

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## **5. Movement Area/Runway Incursions/Vehicle Pedestrian Deviations**

- a. A **Movement Area Incursion** is any unauthorized entry by an aircraft, vehicle or pedestrian onto the Movement Area.
- b. A **Runway Incursion** is any occurrence on the AOA that involves the incorrect presence of an aircraft, vehicle or person on the protected area of a surface designated for the landing and taking off of aircraft.
- c. A **Vehicle/Pedestrian Deviation** is any entry or movement on the Movement Area by a vehicle (including aircraft operated by non-pilots) or pedestrian that has not been authorized by air traffic control.
- d. **Airport Operations Response to Movement Area/Runway Incursions/V/PDs.** Upon observing or being notified of a possible Movement Area or Runway Incursion/V/PD Airport Operations will take the following actions:
  - i. Ensure that the vehicle operator is appropriately escorted from the scene of the incident;
  - ii. Obtain written statements from all personnel involved in or who witnessed the incident;
  - iii. Issue a Notice of Violation to the violator(s);
  - iv. Suspend the individual's Non-Movement and Movement Area Driving Privileges; and
  - v. Complete an administrative review and implement resolution of the incident including notification of the vehicle operator's employer and appropriate coordination with FAA personnel.
  - vi. **Additional Penalties for Second and Third Movement Area Runway Incursion Incidents.** Those who are involved in a second Runway Incursion incident may be fined Two Hundred Dollars (\$200.00) in addition to having their driving privileges suspended for thirty (30) days and being required to successfully complete retraining and retesting. Those who are involved in third Runway Incursion incident may be fined Three Hundred Dollars (\$300.00) in addition to having their driving privileges suspended for thirty (30) days and being required to successfully complete retraining and retesting.

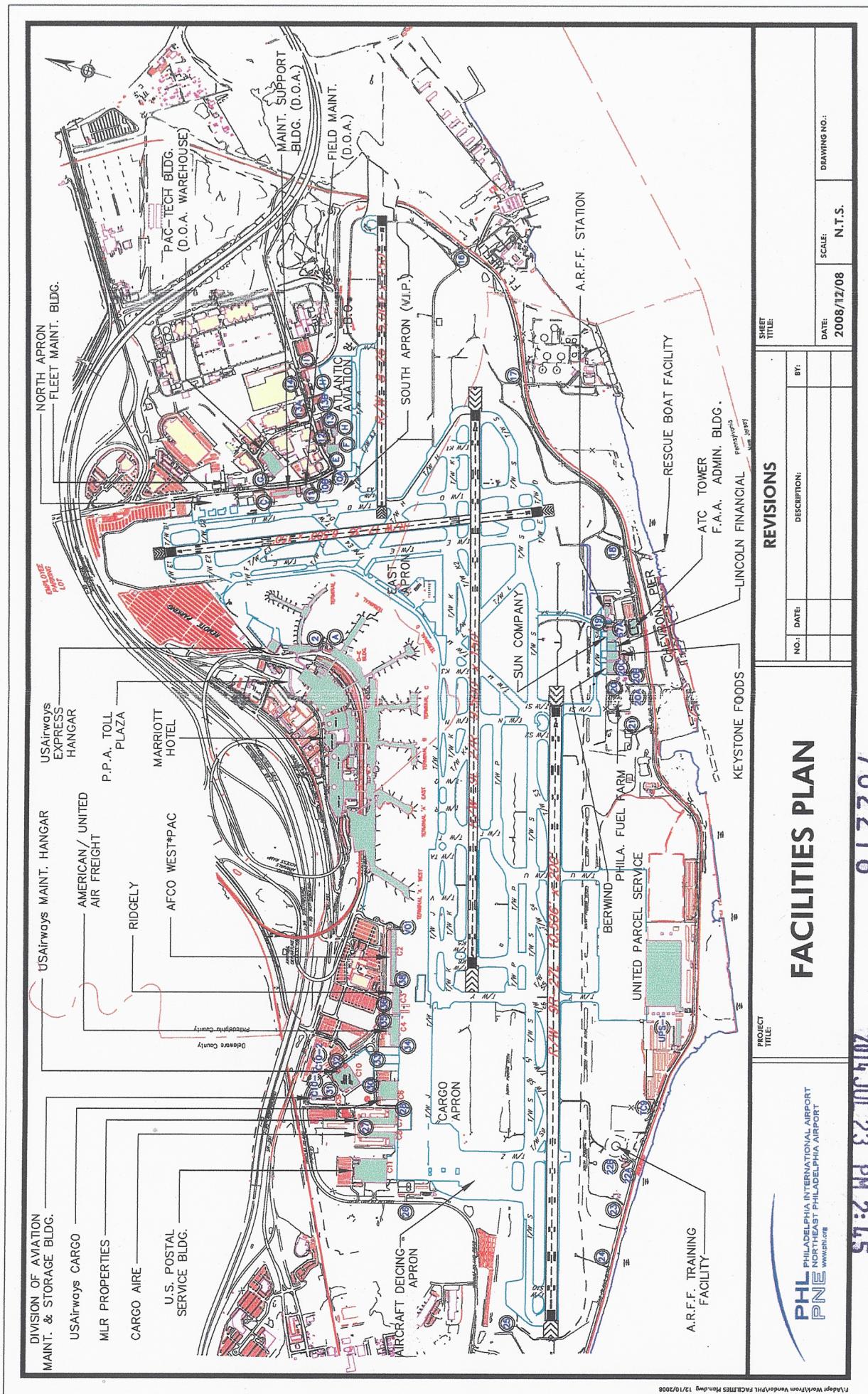
- 6. Fines/Penalties Assessed Against the Airport by Regulatory Agencies.** In instances where the FAA or another regulatory agency assesses a fine or penalty against PHL for an infraction or violation after all appeals have been exhausted, PHL will pass the fine/penalty on to the airline/tenant whose employee caused or was involved in the incident. The DOA has the sole responsibility, in its discretion, to contest or not contest fines or penalties imposed on the Airport by a regulatory agency for violations.

**EXHIBIT A**  
**PHILADELPHIA INTERNATIONAL AIRPORT'S**  
**FACILITIES PLAN**

**782217**

**DEPARTMENT OF RECORDS**

**2014 JUL 23 PM 2:44**



## FACILITIES PLAN

**DEPARTMENT OF RECORDS**

**PHL** PHILADELPHIA INTERNATIONAL AIRPORT  
**PNE** NORTHEAST PHILADELPHIA AIRPORT  
[www.phl.org](http://www.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 Three Hundred Dollars (\$300.00).

#### **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 Three Hundred Dollars (\$300.00).

### **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:

<b><u>When Payment Is Made</u></b>	<b><u>Settlement Amount</u></b>
Within (10) days of receiving the notice of violation:	\$100.00
Beginning on the eleventh (11 <sup>th</sup> ) day after receiving the notice of violation through ten (10) days after receiving a first reminder notice that no payment has been received:	\$125.00
Beginning on the eleventh (11 <sup>th</sup> ) day after receiving the first reminder notice through ten (10) days after receiving a second reminder notice that no payment has been received:	\$140.00
After an enforcement complaint has been filed in Municipal Court, but before a Municipal Court hearing has been held:	\$140.00 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>Settlement Amount</u>
Within (10) days of receiving the notice of violation	\$25.00
Beginning on the eleventh (11 <sup>th</sup> ) day after receiving the notice of violation through ten (10) days after receiving a first reminder notice that no payment has been received:	\$50.00
Beginning on the eleventh (11 <sup>th</sup> ) day after receiving the first reminder notice through ten (10) days after receiving a second reminder notice that no payment has been received:	\$65.00
After an enforcement complaint has been filed in Municipal Court, but before a Municipal Court hearing has been held:	\$65.00 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**

If a Person who receives a notice of violation fails to either (i) make the settlement payment described in Section D or E above after receipt of the notice of violation or (ii) have the violation dismissed after a hearing before the Office of

Administrative Review, a complaint shall be filed for such violation 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, he/she shall be subject to the imposition of fines in the amount of no more than Three Hundred Dollars (\$300.00) 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 fines, 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**

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|-----------------|---|
| Section 2(D)(1) | Unauthorized Carriage of firearms.        |
| Section 2(D)(4) | Unauthorized discharge of gun on Airport. |

2014 JUL 23 PM 2:45

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DEPARTMENT OF RECORDS

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.
<b>2. <u>Section 3 - Aircraft Operations</u></b>	
Section 3(B)	<ul style="list-style-type: none"> <li>-Operation of Aircraft in a manner that creates unreasonable risk of harm to persons or property.</li> <li>-Failure to follow directives, signs, lights, mechanical or electrical signals or pavement markings.</li> <li>-Failure to navigate, land, service, maintain and repair Aircraft in accordance with standards, rules and /or regulations.</li> <li>-Violation of regulations regarding intoxicants and drugs.</li> </ul>
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.

Section 3(M)	Failure to follow safety precautions during power-back operations.
Section 3(N)	Violation of Aircraft parking regulations.
Section 3(O)	Taxiing Aircraft in or out of hangars under its own powers.
Section 3(P)	Violation of regulations regarding Aircraft marking during low visibility periods.
Section 3(Q)	Violation of regulations regarding Aircraft repairs and maintenance.
Section 3(R)	Unauthorized washing of Aircraft.
Section 3(S)	Unauthorized deicing of Aircraft.
Section 3(T)	Use of Aircraft for unauthorized flight training or by student pilots.
Section 3(U)	Use of Aircraft in unsafe areas.
Section 3(V)	Failure to operate Aircraft in accordance with markings, signs, signals, orders or directions of the CEO or FAA.
Section 3(W)	Unauthorized use of terminal ramp or gates.
Section (X)	Violation of regulations regarding passenger enplaning and deplaning.
Section (Y)	Violation of Helicopter Operation regulations.
	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 driving abilities.

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DEPARTMENT OF TRANSPORTATION

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.
<b>4. <u>Section 5 – Other Operations</u></b>	
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.
<b>5. <u>Section 6 – Fire and Safety</u></b>	
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.
<b>6. <u>Section 7 – Airport Security</u></b>	
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 procedure implemented pursuant to the ASP.

Section 7(D)	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(B)	Improper and/or unauthorized use of the Airport premises by Commercial Ground Transportation Operators.
Section 10(C)(1)	Failure to pay fees and charges or comply with passenger authorization pick-up procedures.
Section 10(C)(2)	Failure to comply with vehicle standards.
Section 10(C)(3)	Failure to comply with all certification and insurance requirements.

Section 10(C)(4)	Failure to comply with applicable statutes, codes, ordinances, regulations, standards and directives.
Section 10(C)(5)	Unauthorized agreement with any third party.
Section 10(C)(6)	Willful diversion or attempt to divert any business away from the Airport.
Section 10(C)(8)	Unauthorized solicitation.
Section 10(C)(9)	Unauthorized signage.
Section 10(C)(10)	Violation of Commercial Ground Transportation Operator and Driver conduct regulations.
Section 10(D)	Violation of Rental Car Operations regulations.
Section 10(E)	Violation of Taxicab Operations regulations.
Section 10(F)	Violation of Limousine Operations regulations.
Section 10(G)	Violation of Van Service Operations regulations.
Section 10(H)(1)	On-Airport Rental Car Operator's failure to pay fees or maintain records.
Section 10(H)(3)	Failure to pay Per-trip Charge or violations of procedures regarding Per-trip Charge receipts or vehicle access cards.
Section 10(H)(4)	Failure to pay Taxicab Egress Fees or Per-trip Charge.

## J. SECONDARY VIOLATIONS

### 1. Section 2 – General

Section 2(A)	Unauthorized Picketing /Leaflet Distribution activity.	782221
Section 2(B)	Unauthorized Non-Commercial 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.	
Section 2(J)	Unauthorized photography/filming.	
Section 2(K)	Unauthorized advertisements.	
Section 2(L)	Unauthorized signs.	
Section 2(M)	Unauthorized use of elevators, moving walkways or escalators.	
Section 2(N)	Violation of Electric Cart Regulations.	
	Violation to Tenant/Employee conduct regulations.	

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| 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.   |
| 2. <u>Section 4 – Airfield Vehicle Operations</u> |  |
| Section 4(C)(4)                                   | Failure to produce proof of authorization to drive on the Air Operations Area.   |
| Section 4(D)                                      | Driving on the Air Operations Area without completing the required training programs.  |
| Section 4(E)                                      | 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. <u>Section 5 – Other Operations</u>            |  |
| 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. <u>Section 7 – Airport Security</u>            |  |
| Section 7(D)(6)(a)                                | Failure to properly display PHL ID Badge or approved ID Badge.   |

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DEPARTMENT OF RECORDS

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