

# Columbus Regional Airport Authority

Environmental, Social, and Governance

Report

June 2025

## Glossary of Terms

ACA – Airport Carbon Accreditation

ACE – Aerospace Career Education

AEP Energy – American Electric Power Energy

CMH – John Glenn Columbus International Airport

CRAA – Columbus Regional Airport Authority

CSBP – Certified Small Business Partner

DBE – Disadvantaged Business Enterprise

ESG – Environmental, Social, and Governance

FAA – Federal Aviation Administration

LCK – Rickenbacker International Airport

LED – Light-emitting diode

LEED – Leadership in Energy and Environmental Design

MOP – Mobile Order and Pay

NMTP – New Midfield Terminal Project

Plan – Governance Plan

TSA – Transportation Security Administration

TZR – Bolton Field Airport

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## Environmental, Social, and Governance (ESG)

The Columbus Regional Airport Authority (CRAA) has been focused on sustainable growth and development, as well as environmental, social, and governance (ESG) principles and best practices for many years. CRAA manages energy and environmental resources associated with development and daily aviation activities at John Glenn Columbus International Airport (CMH), Bolton Field (TZR) and Rickenbacker International Airport (LCK). Because CRAA's airports are community assets valued by many stakeholders, CRAA seeks to promote environmentally, economically, and socially responsible practices that meet the needs of today without compromising the needs of tomorrow. Collaboration, energy performance, compliance, and conservation are at the core of CRAA's strategic endeavors. CRAA is committed to environmental responsibility and leadership consistent with its mission, core values, and strategy. CRAA is also committed to minimizing the impacts of its operations on the natural environment and surrounding communities by preventing pollution, reducing greenhouse gas emissions, and continually improving our environmental programs. This is reflected across CRAA's daily operations and emphasized in strategic initiatives, many of which were developed with a focus on sustainable operations and growth.

### Sustainable Growth and Development

Sustainability initiatives of CRAA:

- In 2023, CRAA received a Level 2 accreditation from Airport Carbon Accreditation's four-step program. CRAA secured 100% renewable electricity for John Glenn International Airport and Bolton Field via wind and solar sources in 2020, securing these facilities' power through 2037.
- In 2020, CRAA began sourcing 100% of its energy supply for John Glenn International and Bolton Field from renewable sources, in collaboration with Worthington Energy Consultants and provided by community partner AEP Energy.
- The 2011-2013 relocation project of John Glenn International's south runway (10R/28L) included the installation of LED high-intensity edge lighting. John Glenn International's north runway also received LEDs during renovations in 2016. In addition to reducing energy usage, LEDs improve visibility in all weather conditions.
- LEDs installed during a three-year terminal modernization at John Glenn International have reduced electricity consumption and increased electricity efficiency rebates. These energy-saving opportunities have become deliberate airport improvement priorities.
- CRAA reduced passenger emissions from electronics usage by installing 33 solar panels to sustainably supply free Wi-Fi and over 2,000 power outlets.
- The FAA provided a \$2.7 million grant to John Glenn International in 2016 to replace petroleum-powered airport gates with new emission-reducing equipment.
- John Glenn International's shuttle buses travel approximately 1.2 million miles each year, equivalent to 48 trips around the world. Propane auto-gas is a cleaner fuel and a sustainable resource, and CRAA switched all of its airport shuttle buses from diesel to propane auto-gas resulting in:

- 25% reduction in greenhouse gas emissions
  - 40% reduction in smog-producing hydrocarbon emissions
  - Significant fuel and maintenance cost savings
  - Less noise pollution
- With electric vehicle charging stations in the current parking garage, Red Parking Lot, and the Walking Lot, CRAA aims to support the increased electric vehicle adoption. Additionally, CRAA has:
    - Purchased hybrid-electric police vehicles with lithium batteries, allowing engines to power onboard electronics without idling, and
    - Purchased two 100% electric main deck air cargo loaders and a 100% electric belt loader at Rickenbacker to handle millions of pounds of cargo with zero emissions. Additionally, LCK received two 100% electric commercial aircraft tow tractors for use at the passenger charter terminal.
  - Upgraded the air filtration systems at both John Glenn International Airport and Rickenbacker, which capture and remove smaller particles from circulated air.
  - In 2021, CMH launched the first zero-emission battery-electric shuttle bus fleet in Ohio.
  - Currently, there are three electric buses that circulate between the Rental Car Center and the terminal.
  - Water bottle filling stations are available throughout John Glenn International, Rickenbacker, and the rental car center to encourage passengers to reuse water bottles.



## Sustainability in Energy and the Environment Policy Statement

The Columbus Regional Airport Authority manages energy and environmental resources associated with development and daily aviation activities at John Glenn Columbus International, Rickenbacker International and Bolton Field airports. Because our airports are community assets valued by many stakeholders, we seek to promote environmentally, economically and socially responsible practices that meet the needs of today without compromising the needs of tomorrow.

Collaboration, energy performance, compliance and conservation are at the core of our strategic endeavors. We are committed to environmental responsibility and leadership consistent with our mission, core values and strategy. We commit to minimizing the impacts of our operations on the natural environment and surrounding communities by preventing pollution, reducing greenhouse gas emissions and continually improving our environmental programs.



Joseph R. Nardone  
President & CEO  
Columbus Regional Airport Authority

Date

5-5-2022

## Environmental

CRAA manages its environmental performance in a variety of ways. From natural resource conservation to daily compliance and efficiency measures and sustainability planning for future projects, the Authority operates its facilities with environmental benefits in mind. Natural resources – like stormwater and wetlands – are protected through technologies like aircraft deicer collection systems and Ohio’s largest underground detention facility of its kind. CRAA has created dozens of acres of high-quality wetlands in State and local parks, and restored thousands of feet of stream corridors on and around John Glenn International Airport. Wildlife management has reached a new level with the addition of dedicated U.S. Department of Agriculture staff on site.

CRAA personnel perform over 800 compliance inspections every year to ensure the integrity of storage tanks, the operability of stormwater best management practices, and the readiness of first responders. Since 2010, the CRAA has actively tracked and reduced its energy footprint and has shifted the John Glenn International campus to renewable energy sources. Capital improvements continuously advance the efficiency of HVAC, lighting, and controls. John Glenn International was the first airport in the United States to deploy LED High Intensity Runway Lighting on its airfield. Energy procurement is regularly monitored to allow for stable, affordable energy contracts; and building management software gives technicians instant control for efficient facilities. Through all-electric transit buses, propane parking lot shuttles, and hybrid electric police vehicles, transportation on the John Glenn International campus is becoming cleaner and more efficient.

In planning for and constructing the NMTP and its enabling projects, CRAA intends to use its experience in energy and environment by applying the best technologies and practices available. A foundational step was to enter John Glenn International into the Airport Carbon Accreditation (ACA) program through Airports Council International – North America. As an accredited airport since 2022, John Glenn International Airport has followed the program’s protocols of creating baseline energy performance, setting emissions targets, and shaping behavior to create a positive environmental result. The ACA is an internationally recognized system and is unique to aviation. Building upon the ACA achievement, the NMTP will pursue LEED design criteria and other related features.



### Collaboration

Our energy and environment programs are developed in collaboration with airport users, community leaders, and regulatory agencies.



### Energy performance

We continually strive for energy conservation, efficiency, and innovation. Our goal is to reduce electricity, natural gas, and other sources of energy wherever possible.



### Compliance

Every year we inspect, record, and maintain environmental aspects hundreds of times. Our continuous improvement process ensures that we do things better today than we did yesterday.



### Conservation

Conservation and stewardship of the environment include managing wetlands and streams, recycling and reducing waste, and planning compatible land use.

## Energy Efficiency

### Runway LED high-intensity edge lighting

The relocation of the south runway included the installation of LED high-intensity edge lighting in 2013. The north runway also received LEDs during renovations in 2016. Besides reducing energy usage, LEDs improve visibility in all weather conditions.

### Energy-saving LEDs

LEDs installed during a three-year terminal modernization project at CMH have reduced electricity consumption and increased electricity efficiency rebates. These energy-saving opportunities have become deliberate airport improvement priorities.

### Solar panels

By installing 33 solar panels, CRAA is now able to sustainably power free Wi-Fi and more than 2,000 power outlets for passenger use.

## Emissions Reduction

### Aircraft servicing equipment

The FAA provided a \$2.7 million grant to CMH in 2016 to replace petroleum-powered airport gates with new emission-reducing equipment.

### Shuttle bus energy conversions

About 1.2 million miles are covered by CMH shuttle buses each year, equivalent to 48 trips around the world. Since propane auto-gas is a cleaner fuel and a sustainable resource, John Glenn International Airport switched all its shuttle buses from diesel to propane auto-gas resulting in:

- 25% reduction in greenhouse gas emissions
- 40% reduction in smog-producing hydrocarbon emissions
- Significant fuel and maintenance cost savings
- Less noise pollution

### Electric vehicles

With electric vehicle charging in the Parking Garage, Red Lot, Green Lot and Walking Lot, CMH supports electric vehicle adoption. Additionally, CRAA adopted the following:

- Hybrid-electric police vehicles with lithium batteries, allowing engines to power onboard electronics without idling.

- At Rickenbacker International Airport, two all-electric main deck air cargo loaders and an all-electric belt loader handle millions of pounds of cargo with zero emissions. Additionally, LCK received two all-electric commercial aircraft tow tractors for use at the passenger charter terminal.

### Air quality

Both CMH and LCK upgraded their air filtration systems, capturing and removing smaller particles from circulated air.

### Zero-emission electric buses

In 2021, CMH launched the first zero-emission battery-electric shuttle bus fleet in Ohio. Currently, there are three electric buses that circulate between the rental car center and the terminal.

### Renewable energy

In 2020, CMH and TZR began sourcing 100% of their energy supply from renewable sources in collaboration with Worthington Energy Consultants and provided by community partner AEP Energy.

### Water conservation

Water bottle filling stations are available throughout CMH, LCK, and the rental car center to encourage passengers to reuse water bottles.

## Social

CRAA is dedicated to building a culture of belonging in the workforce. As an equal opportunity employer, we encourage applicants to apply for positions even if they don't meet every single qualification listed in the position description. CRAA does not discriminate in hiring or terms and conditions of employment because of an individual's race, color, religion, sex, age, national origin, veteran status, disability, and all other groups or classes protected by applicable federal, state, or local laws.

### CRAA Equal Employment Opportunity and Culture of Belonging

CRAA, through its Board and staff, recognizes the importance of culture as a business imperative for success.

CRAA is committed to the culture of belonging as part of our strategic blueprint. The CRAA Strategic Blueprint is our guide to hold one another accountable for creating a culture of trust and respect for our CRAA community that promotes belonging and success for all.

### Employees

CRAA will engage with employees at all levels of the organization to advance a culture of belonging.

## Suppliers and Vendors

CRAA will establish procurement programs to increase participation of certified small businesses supplier base and to provide opportunity to any business interested in doing business with CRAA.

## Community

CRAA's commitment to culture extends beyond our airport. CRAA's community engagement is a reflection of our commitment to the CSBP Program, to Central Ohio, and to our customers. Employees and departments are encouraged to volunteer and participate in various community initiatives.

## Business Partners

CRAA recognizes its responsibility as a driver of economic development in Ohio and takes a leadership role in making the culture of belonging and the certified small business partner program a component of the economic activity and development. CRAA expects its tenants and other business partners to value a welcoming culture and to incorporate these practices into all of their activities.

## Policy Statement

Columbus Regional Airport Authority (CRAA) has established a Certified Small Business Partner Program for certified small businesses.

CRAA has committed to and maintains a program that promotes the maximum opportunity for participation from Certified Small Business Partners (CSBP) in contracting opportunities with the organization. CRAA recognizes the importance of supporting small businesses as imperative for success.

It is CRAA policy of to ensure that certified small businesses have an equal opportunity to receive and participate in CRAA contracts. It is also our policy:

1. To ensure nondiscrimination in the award and administration of contracts.
2. To create a level playing field on which CSBPs can compete fairly for CRAA contracts.
3. To help remove barriers to the participation of CSBPs on CRAA contracts.
4. To promote the use of CSBPs in all types of contracts and procurement activities.
5. To facilitate the partnerships between CSBPs and prime contractors on CRAA contracts.

Marrae Bundy has been designated as CRAA's Sr Specialist, Business Partnership Programs. In this capacity, the Sr Specialist, Business Partnership Programs is the primary contact for the CSBP program and is responsible for implementing the CSBP Programs. The Sr Specialist, Business Partnership Programs, can be reached at 614).239.6196, or by e-mail at:

[certifiedsmallbusinesspartnerprogram@columbusairports.com](mailto:certifiedsmallbusinesspartnerprogram@columbusairports.com).

The NMTP is a transformational project for Central Ohio that will complement the growth of the area and will serve the region for years to come. CRAA supports policies that benefit the Central Ohio region. This includes working with underrepresented businesses and supporting local workers, including union labor.

CRAA's commitment to the community is shown through:

- Hosting 30+ students with the Buckeye Tigers Aerospace Career Education (ACE) youth aviation program for almost 20 years, providing underrepresented middle and high school students opportunities to learn more about aviation and aerospace careers
- Partnering with Cristo Rey Columbus High School's professional work-study program by hosting multiple interns across four years
- Participating in the in the African American Male Wellness Walk 5K with a team of CRAA employees
- Exceeding our goal of employee contributions for the American Cancer Society Walk by raising over \$500
- Welcoming thousands of participants over six years to the staff-initiated, volunteer-run John Glenn International Runway 5K Run & Walk, raising \$422,000 for Honor Flight Columbus
- CRAA has made these commitments while constructing new terminal:
  - Supporting underrepresented businesses including small, local, and veteran owned firms.
  - Paying wages and benefits equal to the base wage and fringes established in the prevailing wage schedule to all contractors performing onsite work on the NMTP, enforced by project contracts.

CRAA contributes to the economies of the Central Ohio region and State in many ways. There are three main components that determine the socioeconomic impact that CRAA has on Central Ohio region.

- CRAA's three airports

CRAA owns and operates three airports: John Glenn Columbus International Airport (CMH), Rickenbacker International Airport (LCK), and Bolton Field (TZR). Each airport supports related businesses and job creation in fields such as airlines, on-airport activities, landside operations, concessions, construction, airside tenants, warehousing, distribution, freight forwarding, air freight trucking, and federal agencies (TSA, FAA, and military).

- Foreign-Trade Zone 138
- In addition to the three airports, CRAA is the grantee of Foreign-Trade Zone (FTZ) 138. FTZ 138 is based at cargo-focused Rickenbacker and serves 25 Ohio counties. In 2024,
- FTZ 138 saw \$12.46 billion in activity, a 27% year-over-year increase. CRAA's three airports contribute significantly to Central Ohio's economy. Visitors using John Glenn International and Rickenbacker also support off-airport hospitality businesses. The

Central Ohio region receives approximately 51.2 million visitors annually, generating \$1.68 billion in tax revenue that support approximately 82,500 jobs. A variety of other attractions – including an extensive parks system, the Center of Science and Industry, the Columbus Zoo, sporting events, and higher education opportunities – attract people to the Central Ohio region.

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<sup>1</sup> Source – Experience Columbus, 2023 Annual Report.

## Economic Impact

*Combined annual impact of our airports and related businesses*



## CRAA's 2024 Top Accomplishments

### TRANSFORM OUR CULTURE

#### *Safety*

- Achieved zero discrepancies in the annual Federal Aviation Administration (FAA) inspections, ensuring compliance with FAA Part 139 regulations at both CMH and LCK.
- Introduced body-worn cameras for police officers to improve safety, transparency, and accountability.
- Added two cybersecurity roles to enhance threat detection and reduce risk.
- Implemented a risk management system, earning ISO 31001 certification.
- All 12 Communication Center employees successfully completed Ohio's 911 training.

## *Employee Education & Empowerment*

- Launched an Airfield Maintenance training program with two graduates and two active participants.
- Hosted two “Runway to Opportunities” events to foster in-house career development.
- Introduced Workday Learning Modules with dedicated support for implementation.
- Secured \$26,000 in Tech Cred grants for 45 employees to obtain technology training and certifications.
- Recognized employees with 300+ AIR peer recognition awards for demonstrating accountability, innovation, and respect.

## *Improve & Streamline Business Performance*

- Earned Ohio Auditor of State’s Award with Distinction, a prestigious recognition only received by 4% of audited entities.
- Broke ground on the CMH Airfield Maintenance Bay expansion for enhanced snow removal equipment operations.
- Expanded electric vehicle use on our fleet and installed four rapid EV chargers.
- Expanded the use of Workday for 2025 budget planning.
- Refreshed concessionaire staging areas and added security cameras.
- Hosted Ohio’s mobile ID program launch for TSA checkpoints.
- Launched a new streamlined website consolidating five separate sites into one, leading to user engagement increasing by 23% year-over-year.
  - Average engaged time on site is up by 37%
  - Clicks are up by 60%
  - File downloads are up by over 100%

## DELIGHT CUSTOMERS

### *Increase Air Service*

- Surpassed 9 million passengers in 2024, a record-breaking year.
- Expanded nonstop destinations to 50+, including San Diego, Salt Lake City, and Kansas City – Columbus’ three largest unserved markets.
- Announced a new nonstop flight to our largest underserved destination, Los Angeles.

### *Clean, Working, Friendly Environment*

- Grew Airport Ambassador and Paw Force One volunteer teams, increasing volunteer hours by 10% year-over-year.
- Restored the Columbus mosaic atrium centerpiece.
- Replaced video walls above concourses A and C.

## *Create Moments of Delight*

- Installed 80 power pedestals and 164 seat chargers, increasing the number of CMH charging stations to 3,000.
- Enhanced passenger Wi-Fi speeds.
- Facilitated 13 art exhibits, including live demonstrations.
- Successfully hosted the Columbus Air Show, and the event was named the best civilian air show by the U.S. Air Force Thunderbirds.
- Delighted passengers with 152 live musical performances, an increase of 17% over last year.
- Boosted social media engagement by 31% and highlighted customer amenities with media coverage.



## Plan for the Future

### *Midfield Development Program*

- Achieved 100% design for the new terminal.
- Authorized six construction bid packages, with a total construction commitment of \$903 million and Certified Small Business Partners (CSBP).
- Held a groundbreaking ceremony for the new terminal, attended by 350+ stakeholders.
- Secured competitive funding: \$8.5 million from the FAA's Airport Terminal Program and \$7.5 million from Ohio's One-Time Strategic Community Investment Fund.
- Secured a \$300 million Line of Credit from Bank of America, establishing the financial foundation for the terminal project.
- Completed expansion of the Green and Red shuttle lots.
- Successfully prepared for and held meetings with bond rating agencies to secure a favorable credit rating.
- Selected the concessions program management model for the new terminal and established a timeline for continued market research, business outreach, and solicitation.
- Contracted with CK Construction, a local firm, to design and construct the new parking garage.

### *Attract & Retain Talent*

- Filled 60 open positions and promoted 27 employees.
- Significantly expanded benefits to include Preferred Provider Organization (PPO) medical plans, orthodontic dental coverage, legal services, and identity theft insurance.
- Participated in Central Ohio's Workforce Transformation Internship program, and hired a participant post- program.



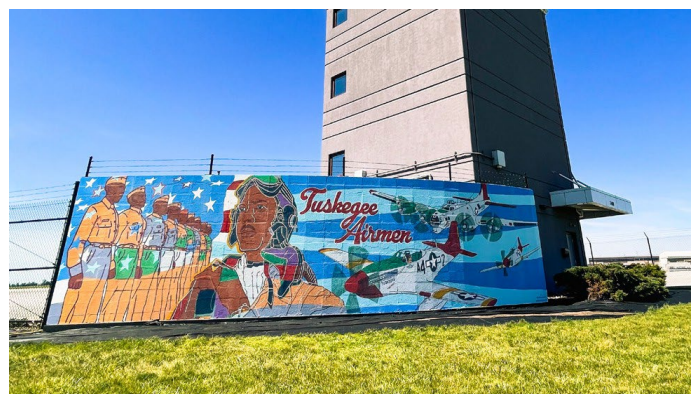
## Be a Trusted Community Partner

### *Strengthen Community Relationships*

- Participated in the African American Male Wellness Walk with 30 employees.
- Surpassed our fundraising goal for the American Cancer Society's Making Strides Against Breast Cancer Walk.
- Commissioned a larger-than-life mural honoring the Tuskegee Airmen at Rickenbacker International Airport.
- CRAA participated in the Stonewall Columbus Pride Festival and March for the first time.
- Issued 13 press releases resulting in positive media coverage including a focus on the new terminal through a feature-length television report, a front-page spread in The Columbus Dispatch, and two in-depth articles in Columbus Business First.
- Conducted airfield tours for nearly 10 student and community groups.
- Expanded the Cristo Rey work-study program to provide more on-the-job training to high school students.
- Held the sixth annual staff-initiated, volunteer-run John Glenn International Runway 5K Run & Walk, resulting in a donation of \$85,000 to Honor Flight Columbus.

### *Facilitate Smart Economic Development*

- Finalized the 2024 Amendment and New Airline Use and Lease Agreement, terms extending to 2033, with an option to continue through 2038.
- Opened BrewDog in Concourse B, the brand's first U.S. airport location.
- Facilitated 350,000 square feet of new warehouse development in the Rickenbacker Global Logistics Park.
- Partnered with the Rickenbacker Air National Guard Base to secure a Department of Defense Community Infrastructure Program Grant to rehabilitate the inside runway.



## Governance

CRAA and its Board seek to make responsible and ethical leadership decisions focusing on a range of factors which include but are not limited to sustainable operations and development, risk management, and operational resiliency.

CRAA has also implemented a Plan specific to the NMTP that outlines the framework and procedures for managing and overseeing the execution of the NMTP, inclusive of the New Midfield Terminal, associated support facilities, and the New Parking Garage. This Plan is intended to help ensure transparency, accountability, and efficient decision-making throughout delivery of the NMTP. Adherence to this Plan will assist CRAA, airlines operating at John Glenn International, and other key stakeholders with effective project management, stakeholder communication, and risk management. The Plan is designed to facilitate streamlined reporting and decision-making based upon accurate and timely information in order to surface and resolve key issues related to scope, budget, schedule, change management, contracts, quality, and other critical items.

The Plan aligns with these objectives from CRAA's Strategic Blueprint:

- Improve and streamline business performance
- Drive to excellent results
- Plan for the future
- Prepare for midfield program development

The plan provides a structured process for management and oversight of the NMTP, intended to improve and streamline business performance for CRAA's cornerstone capital program. By structuring the governance model in a way that provides transparency and streamlines decision-making, the Plan will support CRAA's efforts to drive to excellent results.

Significant planning, coordination, and design efforts over the course of several years support the preparation for the NMTP. The Plan provides for the organizational preparation required to govern the successful delivery of the NMTP and is a key element to ensure that CRAA adequately prepares for the NMTP.

The Plan establishes the framework under which the NMTP will be governed, managed, and delivered. It describes the NMTP's purpose, scope, schedule, budget, project risks, governance structure, division of roles and responsibilities, and the key decision-making processes Authority staff and other project participants. The Plan will assist CRAA staff, consultants, designers, contractors, stakeholders, and other participants to:

- Align delivery of the NMTP with CRAA's strategy and vision.
- Guide the decision-making process according to decision criteria aligned with the priorities of CRAA, its business partners, and the traveling public.
- Confirm understanding of roles and responsibilities among project participants.
- Maintain risk at an acceptable level for CRAA.
- Reinforce and follow standard industry practices for project decision-making and execution for the duration of the project.
- Validate and prioritize project activities.

## Appendix A

Culture of Belonging

Pending Update

## Appendix B

BY-LAWS OF COLUMBUS REGIONAL AIRPORT AUTHORITY



**COLUMBUS**  
REGIONAL AIRPORT AUTHORITY

## RESOLUTION 53-2024

### A RESOLUTION REPEALING AND REPLACING THE BYLAWS OF THE COLUMBUS REGIONAL AIRPORT AUTHORITY.

**RESOLVED**, To repeal and replace the Bylaws of the Columbus Regional Airport Authority (CRAA). Prior Resolution 46-22, and all Resolutions or parts of such Resolutions adopted by the Board that conflict with the revision contained in this Resolution are, to the extent of such conflict, superseded and repealed.

**Background:** CRAA's Bylaws have been amended a number of times over the past several years. This current Resolution incorporates the following changes to the Bylaws:

- Revises Article V, Section 1, to provide that the Treasurer and fiscal officer may also be the Chief Financial Officer of the Airport Authority;
- Revises Article V, Section 6b, to align with Ohio Revised Code 4582.39;
- Makes miscellaneous grammatical and style revisions.

CRAA staff recommends adoption by the Board of Resolution 53-2024.

ADOPTED BY THE BOARD OF DIRECTORS OF THE COLUMBUS REGIONAL AIRPORT AUTHORITY BY RESOLUTION NO. 53-2024 ON THE 10TH DAY OF DECEMBER 2024.

X

By  
Board Chair

X

Attest  
Secretary to the Board



## BYLAWS OF COLUMBUS REGIONAL AIRPORT AUTHORITY

### ARTICLE I – NAME AND OFFICES

1. The Columbus Regional Airport Authority (the "Airport Authority") is a port authority formed under the provisions of Chapter 4582, Ohio Revised Code, as a body corporate and politic.
2. The Airport Authority shall maintain its Principal Office at John Glenn Columbus International Airport and may establish subsidiary offices at such other locations as may be determined from time to time by the Board of Directors.

### ARTICLE II – BOARD OF DIRECTORS

1. The Airport Authority shall be governed by a Board of Directors consisting of nine (9) members; four (4) of whom shall be appointed by the Mayor of the City of Columbus, Ohio (the "Mayor") with the advice and consent of the City Council, four (4) of whom shall be appointed by the Board of County Commissioners of Franklin County, Ohio, (the "County Commissioners") and one (1) of whom shall be appointed jointly by the Mayor and the County Commissioners. The Board of Directors shall have, and shall exercise on behalf of the Airport Authority, all of the powers provided in Chapter 4582 of the Ohio Revised Code, as from time to time amended, and as otherwise vested in a port authority and its board of directors by the laws of Ohio, as limited by any agreements by and among the Airport Authority and the City of Columbus, Ohio ( the "City") and Franklin County, Ohio ( the "County"), or both.
2. The combined membership of the Board of Directors shall meet the following qualifications:
  - a. A majority of the Directors shall have been qualified electors of or shall have had their businesses or places of employment within, the City or the County for a period of at least three (3) years next preceding her or his appointment.
  - b. The Directors first appointed shall serve staggered terms. Thereafter, each successor shall serve for a term of four (4) years, except that any person appointed to fill a vacancy shall be appointed to serve only the un-expired term. Any Director shall be eligible for reappointment.

3. Any vacancy occurring by reason of incapacity, resignation or death of a Director shall be filled, pursuant to Article II, Section 1, by the same appointing entity or entities that appointed the Director that created the vacancy on the Board of Directors.
4. The term of a Director will, if necessary, continue beyond its nominal expiration date until her or his successor in office shall have been appointed and qualified.
5. A Director appointed by the Mayor may be removed by the Mayor, acting with consent of the City Council, for any of the reasons or grounds provided in Chapter 4582 or in any other provision of the Ohio Revised Code, or by case law. A Director appointed by the County Commissioners may be removed by the County Commissioners for any of the reasons or grounds provided in Chapter 4582 or in any other provision of the Ohio Revised Code, or by case law. A Director jointly appointed by the Mayor and the County Commissioners may be removed jointly by the Mayor and the County Commissioners for any of the reasons or grounds provided in Chapter 4582 or in any other provision of the Ohio Revised Code, or by case law.
6. Directors shall serve without monetary compensation for serving as members of the Board of Directors but may be provided with tickets to Airport Authority sponsored events, as well as tickets to events that Directors attend on behalf of the Airport Authority in their capacity as a member of the Board of Directors. At their request and upon proper documentation of expenses incurred, Directors shall be reimbursed for travel, communications and other expenses incurred in connection with their service on behalf of the Airport Authority.
7. The Airport Authority may, to the extent permitted by Chapter 4582 or any other provision of the Ohio Revised Code, purchase a policy of insurance for civil liability to cover each Director or indemnify each Director from all liability incurred in the performance of her or his duties as a Director. To the greatest extent provided by Chapter 4582 or by any other provision of the Ohio Revised Code, each Director shall be immune from liability in any civil action that arises from her or his service as a Director.

### ARTICLE III – GOVERNANCE

1. The Board of Directors shall elect one (1) of their members as Chairperson, and another of their members as Vice-Chairperson. The Chairperson and the Vice-Chairperson shall be elected biennially with their terms commencing on the first day of January and expiring two (2) years later on December 31. A member may serve up to two (2) terms as Chairperson with a simple majority vote of those Board members present at the meeting where such election occurs. A member may hold a third term as Chairperson provided the election of that third term is passed by a three-fourths (3/4) vote of the full Board of Directors. In no event shall a member be eligible for more than three (3) terms as Chairperson.

2. The Chairperson of the Board of Directors, and in her or his absence, the Vice-Chairperson, shall:
  - a. preside at all regular and special meetings of the Board of Directors;
  - b. sign all resolutions adopted by the Board of Directors;
  - c. appoint from among the members of the Board of Directors such committees, both standing and special, as may be needed to investigate, evaluate and recommend matters of policy and matters involving specific courses of action to the Board of Directors, when appropriate in conducting the business of the Airport Authority;
  - d. maintain close liaison with the appropriate officials of the City and the County, or both, in matters which are of common interest to the Airport Authority and the City or County, or both; and
  - e. call special meetings of the Board of Directors.

#### ARTICLE IV – MEETINGS OF BOARD OF DIRECTORS

1. All public meetings of the Board of Directors shall be conducted in accordance with the requirements of Ohio Revised Code Section 121.22, as amended from time to time, including, but not limited to, the requirement that public meetings be open to the public, except for such executive sessions as are expressly authorized from time to time pursuant to Section 121.22 or otherwise by law. To the extent any provision of these Bylaws conflicts with Section 121.22 or any other provision of the Ohio Revised Code regulating the conduct of the Board of Directors, the provision(s) contained in the Ohio Revised Code, including Section 121.22, are hereby incorporated into these Bylaws by this reference and shall govern the conduct of the Board of Directors rather than the conflicting provision contained in these Bylaws.
2. Regular meetings of the Board of Directors shall be held not less than four times a year. The regular meeting schedule will include the date, time and place of each regular meeting and shall be posted on the Airport Authority's website. Whenever a regular meeting is cancelled, notice of such cancellation shall be provided to the public and the news media that have requested notification in the same manner notices of special meetings, and notice of such cancellation shall be provided to the Directors as provided in Section 6 of this Article. Any meeting scheduled for a day, time, or location other than that specified above shall be considered a special meeting and notice of such special meeting shall be given in the manner provided in Section 3 of this Article. Special meetings of the Board of Directors may be called by the Chairperson or the Vice-Chairperson, or by any two members of the Board of Directors.

3. Notice of any special meeting of the Board of Directors shall be given in accordance with the requirements of Ohio Revised Code Section 121.22 including as follows:
  - a. The Secretary, or the Secretary's designee, shall post the notice of the date, time place and purpose(s) of the special meeting on the Airport Authority's website.
  - b. The Secretary, or the Secretary's designee, shall give at least twenty-four (24) hours' advance notice of the date, time, place, and purpose(s) of the special meeting to the news media that have requested notification,
  - c. In the event of an emergency, requiring immediate official action, the Secretary, or the Secretary's designee, on behalf of the Director or Directors calling the emergency special meeting shall notify the news media that have requested notification immediately of the date, time, place, and purpose(s) of the emergency special meeting.
4. The Secretary, or the Secretary's designee, shall provide reasonable advance notification in the manner described in Sections 3(b), 3(c) and 4 of this Article to any person who has requested advance notification of all public meetings, irrespective of whether such meetings are regular meetings or special meetings, at which any specific type of public business is to be discussed.
5. Advance notification described in Sections 3(b), 3(c) and 4 of this Article may be given by any reasonable method including, but not limited to, delivery by mail, facsimile or electronic mail.
6. Notice of any regular or special meeting (except for an emergency special meeting) of the Board of Directors shall be given to each Director at least two (2) business days in advance if given in person, or by electronic mail, telephone, telegram or facsimile, or at least five (5) business days in advance if given by mail, and if given by mail, the date on which the letter is deposited in the United States mail, postage prepaid, shall constitute the date upon which given. Notice of any emergency special meeting of the Board of Directors shall be given to each Director by the most efficient method reasonably anticipated to result in each Director receiving such notice at the earliest reasonable opportunity. If notice is given other than in person or by electronic mail, facsimile or telephone, it shall be sent to the current address of the Director as shown on the records of the Airport Authority. Attendance of a Director at a meeting (whether attending in person or, when authorized, by interactive video conference or teleconference) shall constitute a waiver of notice of such meeting, except where a Director attends the meeting for the express purpose of objecting to the transaction of any business because the meeting is not lawfully called or convened. Neither the business to be transacted at, nor the purpose of, any regular or special meeting of the Board of Directors need be specified in the notice given to each Director or any written waiver of notice of such meeting. Notice of an adjourned meeting need not be given if the time and place to which the meeting is adjourned are fixed at the meeting at which the adjournment is taken and if the period of adjournment does not exceed thirty (30) days in any one adjournment.

Whenever any notice is required to be given to a Director under the provisions of the Ohio Revised Code or these Bylaws, a waiver thereof in writing, signed by the Director entitled to said notice, whether before or after the time stated therein, shall have the full legal effect of notice properly given.

7. The Board of Directors, or any of its committees, shall go into executive session to consider any matter permitted by law to be considered in executive session only after a majority of a quorum of the Board of Directors or the committee, as applicable, determines, by a roll call vote at a regular or special public meeting, to go from the regular or special public meeting directly into an executive session.
8. Five (5) or more members of the Board of Directors present (whether attending in person or, when authorized, by interactive video conference or teleconference) at any meeting shall constitute a quorum for purposes of holding a meeting of the Board. The affirmative vote of a majority of a quorum shall be necessary for any action taken by the Airport Authority unless the Board of Directors determines by rule to require a greater number of affirmative votes for particular actions taken by the Airport Authority. No vacancy in the membership of the Board shall impair the rights of a quorum to act on behalf of the Airport Authority. A member of the Board of Directors must be present (whether attending in person or, when authorized, by interactive video conference or teleconference) at a meeting of the Board of Directors to be considered present or to vote at the meeting.
9. Each committee appointed by the Chairperson shall include two (2) or more members of the Board of Directors, and the majority of such Directors shall constitute a quorum of each committee. The President & CEO, or the President & CEO's designee, which designee must be either an officer of the Airport Authority or a member of the executive team as identified by the Airport Authority ("appropriate designee"), shall be a non-voting member of each standing committee appointed by the Chairperson.
10. Members of the Board of Directors may remotely attend a regular or special meeting of the Board of Directors, and members of a committee, whether standing or special, may remotely attend a meeting of the committee, by interactive video conference or teleconference, or by a combination thereof, in lieu of attending the meeting in person, and will be considered present for quorum purposes and permitted to vote at that Board of Directors' meeting or committee meeting, subject to the following conditions:
  - a. At least one Board member or committee member shall be physically present in person at the primary meeting location.
  - b. For meetings held by teleconference or video conference, no more than one Board member or committee member may be physically present at the same remote location.
  - c. Any Board member or committee member attending remotely shall be physically located one (1) mile or more from the primary meeting location.

- d. Prior to any Board of Directors' meeting or committee meeting held by interactive video conference or teleconference, the Secretary, or the Secretary's designee, shall send any available meeting-related materials to each Board member or committee member by facsimile, hand-delivery, United States mail, electronic mail, Board Portal, or other electronic means, so that each Board member or committee member may review the materials in advance of the meeting. When appropriate, the Board of Directors or the committee will make the materials available for public inspection in accordance with Ohio Revised Code Sections 121.22 and 149.43.
- e. Prior to any Board of Directors' meeting or committee meeting held by teleconference, the Secretary, or the Secretary's designee, shall send each Board member or committee member a password that will permit the member to remotely attend.
- f. If additional meeting-related materials become available during a Board of Directors' meeting or committee meeting held by interactive video conference or teleconference, the Secretary, or the Secretary's designee, shall promptly send the materials by facsimile, hand-delivery, United States mail, electronic mail, Board Portal, or other electronic means, to each Board member or committee member attending remotely for review during the meeting. Board members or committee members must be able to receive materials via electronic mail during the meeting. When appropriate, the Board of Directors or the committee will make the materials available for public inspection, in accordance with Ohio Revised Code Sections 121.22 and 149.43.
- g. If a Board of Directors' meeting or committee meeting is conducted by interactive video conference, the Board of Directors or the committee must ensure that a clear video and audio connection is established that enables all meeting participants at the primary meeting location to see and hear each Board member or committee member.
- h. If a Board of Directors' meeting or committee meeting is conducted by teleconference, the Board of Directors or committee must ensure that a clear audio connection is established that enables all meeting participants at the primary meeting location to hear each Board member or committee member. Any Board member or committee member attending remotely by teleconference must state the relevant password, if any, at the beginning of the meeting, or promptly upon joining a meeting in progress. The Board member(s) or committee member(s) attending the meeting at the primary meeting location shall verify the identity of any members attending remotely by teleconference based on the information provided.
- i. Each vote taken during a meeting held by interactive video conference or teleconference must be recorded by roll call voice vote.
- j. The minutes of any Board of Directors' meeting or committee meeting held by interactive video conference or teleconference shall identify which Board members or committee members attended the meeting by interactive video conference or teleconference.

- k. All Board of Directors' meetings or committee meetings held by interactive video conference or teleconference, or by a combination thereof, shall be conducted in accordance with the requirements of Ohio Revised Code Section 4582.60, as amended from time to time. To the extent that any provision of these Bylaws conflicts with Section 4582.60, the provision(s) contained in Section 4582.60 are hereby incorporated into these Bylaws and shall govern the conduct of the Board of Directors or committee rather than any conflicting provision in these Bylaws.
- 11. Parliamentary procedures for the conduct of meetings of the Board of Directors shall be governed by the current edition of Robert's Rules of Order, unless otherwise directed by provision of the Ohio Revised Code.
  - 12. Minutes of any regular or special meeting of the Board of Directors shall be prepared, filed, and maintained by the Secretary, or an Assistant Secretary if one or more has been designated, and shall be open to public inspection, in accordance with Ohio Revised Code Section 121.22 and 149.43.

#### ARTICLE V – OFFICERS

- 1. The officers of the Airport Authority shall consist of a President & CEO, who shall also be the Secretary of the Board of Directors, a Chief Financial Officer who may also be the Treasurer and fiscal officer, and such other officers as the Board of Directors may deem necessary. The Chief Financial Officer may, but need not, be a member of the Board of Directors, but no other officer shall concurrently serve as a member of the Board of Directors.
- 2. The President & CEO, the Chief Financial Officer, and any other officers of the Airport Authority shall be nominated by the Chairperson and elected by the Board of Directors. The terms of each officer elected pursuant to this Article V, Section 2 shall continue until a new election for such officer is held by the Board of Directors or until the end of a term of office as provided in Article V, Section 3.
- 3. The Board of Directors may enter into a written employment contract with any of its officers covering the terms of their employment as officers of the Airport Authority Board of Directors, including establishing the salary of such officer, if any, and term of office.
- 4. The salaries of officers of the Airport Authority shall be reviewed by the Board of Directors annually to establish compensation and other benefits as the Board of Directors deem necessary and proper. All officers shall be exempt from the Civil Service System but shall be fully eligible for the Airport Authority's retirement, group insurance, hospitalization, holidays, vacation and other benefits.
- 5. Officers of the Airport Authority shall be reimbursed for their actual necessary and documented expenses incurred in the performance of their official duties and shall receive such compensation as provided in their contracts of employment. Any officer of the Airport Authority may be removed from that office by the Board of Directors for cause or without cause whenever the best interests of the Airport Authority will be served thereby,

and if such removal is without cause, it shall be without prejudice to the contract rights, if any, of the officer so removed.

6. The President & CEO shall attend all meetings of the Board of Directors unless illness shall prevent such attendance, or the Chairperson shall have excused attendance. The President & CEO shall be the chief executive and administrative officer of the Airport Authority, and shall have general control and management over the affairs of the Airport Authority, subject to the instructions and policies expressed by the Board of Directors, including but not limited to:

a. Unless otherwise specified by resolution of the Board of Directors, the President & CEO, or the President & CEO's appropriate designee, is authorized and directed to and shall sign on behalf of the Airport Authority all instruments, including but not limited to bonds, leases, deeds, contracts, or other written instruments to which the Airport Authority shall be a party as provided in this Article V, Section 6(a), provided that all such instruments shall first have been approved as to legal sufficiency and as to authorization by the Airport Authority by its legal counsel:

- i. contracts, construction or otherwise, that do not obligate the Airport Authority to expend amounts in excess of \$250,000;
- ii. contract modifications (whether construction or non-construction contracts) in excess of \$250,000 that do not exceed, in the aggregate, five percent (5%) of the approved contract value;
- iii. contracts involving expenditure of amounts in excess of \$250,000 in payment of regular or recurring expenses which are included in the approved appropriations budget;
- iv. settlement agreements, provided that if the proposed settlement amount is in excess of \$250,000 execution of the proposed settlement is subject to the review and approval of the Chairperson and the chairperson of the applicable committee with oversight over the subject matter of the proposed settlement;
- v. lease, concession or revenue agreements or extensions of existing lease, concession or revenue agreements which have terms of five (5) years or less and guaranteed rental income of \$250,000 per year or less;
- vi. amendments to an existing approved lease that increase or decrease airport terminal space at the prevailing terminal building space rate, provided no other terms and conditions of the lease are amended in any way that is materially less favorable to the Airport Authority;
- vii. amendments to an existing approved lease or revenue agreement that increase or decrease the area leased or used by not more than twenty percent (20 %) of the originally leased or used area;
- viii. easements to utility companies and similar service providers in circumstances where the easement is necessary to provide a utility or service to Airport Authority facilities;
- ix. grant agreements upon receipt of Federal Aviation Administration (FAA) grant offers;

- x. grant agreements, other than FAA grant offers, that do not require the Airport Authority to provide in excess of \$250,000 in matching funds; and declarations of a state of emergency and take any and all appropriate actions to respond to and recover from any state of emergency, in response to any accident, incident, situation or condition which poses a substantial threat to the safety of persons or property or which has the potential to substantially impact the operations or financial condition of the Airport Authority. A state of emergency includes, but is not limited to, accidents involving aircraft or other vehicles and potential serious injury or loss of life; acts of war, terrorism or civil unrest; natural or manmade disasters; epidemic or pandemic diseases; labor strikes or any other circumstances deemed to be an emergency under local, state or federal law.
  - b. The President & CEO, or the President & CEO's appropriate designee, pursuant to the direction of the Board of Directors, shall annually prepare a budget(s) for the Airport Authority.
  - c. The President & CEO, or the President & CEO's appropriate designee, shall prepare and submit such other periodic or special financial reports as the Board of Directors may direct.
  - d. The President & CEO may, during periods of her or his absence, delegate to one or more of the President & CEO's appropriate designees, general control and management over the affairs, or certain portions of the affairs, of the Airport Authority, subject to the instructions and policies expressed by the Board of Directors.
  - e. The President & CEO shall, in addition, perform all other duties as may from time to time be assigned by the Board of Directors.
7. The Secretary, or an Assistant Secretary, if one or more has been elected, shall attend all meetings of the Board, and shall record all votes and the minutes of all proceedings in a book to be kept for that purpose. The Secretary or Assistant Secretary shall give or cause to be given all notices necessary or proper under these Bylaws and shall attest the signature of the Airport Authority whenever it is requisite or appropriate to do so and shall perform all other duties that may be prescribed by the Board of Directors or the Chairperson.
8. The Chief Financial Officer or Treasurer shall have custody of the Airport Authority's funds and securities, shall keep full and accurate account of the same, and of all receipts and disbursements in books belonging to the Airport Authority, and shall promptly deposit all monies and valuables in the name of and to the credit of the Airport Authority in such depositories as may be designated by the Board of Directors. The Chief Financial Officer or Treasurer shall disburse the funds of the Airport Authority as authorized by the Board of Directors and shall see to the taking of proper vouchers for all disbursements.

The Chief Financial Officer or Treasurer shall render to the Chairperson and to the Board of Directors, whenever required, an account of all of her or his transactions as Chief Financial Officer or Treasurer, and of the financial condition of the Airport Authority. The Chief Financial Officer or Treasurer shall give the Airport Authority a fidelity bond, with good and sufficient surety, for the faithful performance of the duties of office, as required by the Board of Directors, but the cost of such bond shall be paid by the Airport Authority.

9. All other officers of the Airport Authority shall perform such duties as may be prescribed by the Board of Directors or by the President & CEO, under whose supervision they shall be.
10. In case of the absence of any officer of the Airport Authority or for any reason it deems sufficient, the Board of Directors may delegate all or any powers of such officer, for the time being, to any other officer, except where otherwise provided by law.

#### ARTICLE VI – INSPECTION OF BOOKS AND RECORDS

To the extent required by law, all the books and records of the Airport Authority shall be open to inspection by any interested person, or her or his agent, for any purpose at any reasonable time. To the extent reasonable, all the books and records of the Airport Authority shall be maintained either in its Principal Office, or in a subsidiary office established pursuant to Article I, Section 2.

#### ARTICLE VII – FISCAL YEAR

The fiscal year of the Airport Authority shall commence on January 1 of each year, and end on December 31 of such year.

#### ARTICLE VIII – AMENDMENTS TO BYLAWS

These Bylaws may be amended at any regular or special meeting of the Board of Directors upon an affirmative vote of three-fourths (3/4) of the full Board of Directors.

**THESE BYLAWS WERE ADOPTED BY THE BOARD OF DIRECTORS OF THE COLUMBUS REGIONAL AIRPORT AUTHORITY BY RESOLUTION NO. 56-2024 ON THE 10TH DAY OF DECEMBER 2024.**



Chairperson

Elizabeth P. Kessler



Secretary

Joseph R. Nardone

CRAA Bylaws Effective December 10, 2024

The foregoing represents a true and accurate copy of the Bylaws duly adopted on the 10th day of December 2024, pursuant to Resolution No. 56-2024. [Supersedes and Replaces: Resolution No. 46-2022 and all resolutions or parts of such resolutions of the Airport Authority in conflict with the provisions contained in Resolution are, to the extent of such conflict, superseded and repealed.]

ATTEST:   
Suzanne P. Bell  
Assistant Secretary

## Appendix C

# RULES AND REGULATIONS OF THE COLUMBUS REGIONAL AIRPORT AUTHORITY

***RULES AND REGULATIONS OF  
THE COLUMBUS REGIONAL  
AIRPORT AUTHORITY***

*Effective March 18, 2019*

***John Glenn Columbus  
International Airport***

***Rickenbacker International  
Airport***

***Bolton Field Airport***



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## **TITLE 1 GENERAL SECTION 101 DEFINITIONS**

### **A**

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

**ACCESS FEE(S)** - The fee or fees charged to Taxicab Drivers, Commercial Ground Transportation Operators or Off-Site Operators by the Authority for the use of the Airport as set out in the Authority's Schedule of Fees, Rates and Charges.

**AERONAUTICAL ACTIVITY** - Any activity that involves, makes possible, or is required for the operation of aircraft or that contributes to or is required for the safety of such operations. Activities within this definition, commonly conducted on airports, include, but are not limited to, the following: general and corporate aviation, air taxi and charter operations, scheduled and nonscheduled air carrier operations, pilot training, aircraft rental and sightseeing, aerial photography, crop dusting, aerial advertising and surveying, aircraft sales and services, aircraft storage, sale of aviation petroleum products, repair and maintenance of aircraft (including aircraft cleaning), ground handling, sale of aircraft parts, parachute or ultralight activities, and any other activities that, because of their direct relationship to the operation of aircraft, can appropriately be regarded as aeronautical activities. Activities, such as model aircraft and model rocket operations, are not aeronautical activities.

**AGREEMENT ACTIVATION FEE** - A one-time fee based on a TNC Operator's activity at CMH and LCK during an Unpermitted Operations Period.

**AIRCRAFT** - Any contrivance now known or hereafter invented which is used or designed for navigation of or flight in air, except a parachute or other contrivance designed for such navigation but used primarily as safety equipment. This includes, but is not limited to, airplanes, airships, balloons, dirigibles, rockets, helicopters, gliders, gyrocopters, ground-effect machines, sailplanes, amphibians, and seaplanes.

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

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

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

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

**AIRPORT** - The property operated and administered by the Columbus Regional Airport Authority and includes John Glenn Columbus International Airport (CMH), Rickenbacker International Airport (LCK) and Bolton Field Airport (TZR), or any airport that may in the future be owned or operated by the Authority.

**AIRPORT AUTHORITY APPROVED IDENTIFICATION** - Identification issued by the Authority, as well as identification defined in an airport security program (ASP), which authorizes access to a restricted area, that is not issued by the Authority.

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

**AIRPORT AUTHORIZED VEHICLE** - Any vehicle listed in Section 402.02.

**AIRPORT OPERATIONS** – See “Operations Division”.

**AIRPORT SECURITY COORDINATOR (ASC)** – The Authority’s primary and immediate contact for security-related activities and communications with the TSA.

**AIRPORT SECURITY PROGRAM (ASP)** - A Sensitive Security Information document protected under 49 CFR Part 1520 pertaining only to a specific airport, and approved by the TSA, which describes the systems and methods in place to satisfy Part 1542 Transportation Security Regulation (TSR).

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

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

**APP** – The mobile smartphone application, platform or Digital Network developed by Operator that connects passengers with TNC Drivers/Vehicles.

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

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

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

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

## **B**

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

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

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

## **C**

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

**COMMERCIAL AERONAUTICAL OPERATOR** – As used in the Authority’s Schedule of Fees, Rates and Charges, commercial aeronautical operator means a person who, conducts activities that involve, make possible, or are required for the operation of Aircraft, or that contributes to, or is required for the safe conduct and utility of such Aircraft operations, the purpose of such Activity being to generate and/or secure earnings, income, compensation (including exchange of service), and/or profit, whether or not such objectives are accomplished.

**COMMERCIAL GROUND TRANSPORTATION REPRESENTATIVE** – See “Representative”.

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

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

**COMMERCIAL VEHICLE** – Any vehicle engaged in transporting individuals or property for a commercial entity, regardless of whether the charge for such service is paid, either directly or indirectly, by the customer being served. For the purposes of Title 5 only, a taxicab and TNC Vehicle are not defined as a commercial vehicle.

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

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

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

## **D**

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

**DIGITAL NETWORK** - Any online-enabled application, software, web site, or system offered or utilized by a transportation network company that enables the prearrangement of rides with transportation network company drivers.

## **E**

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

**ESCORTED ACCESS** - Authorization to be in a restricted area only when properly escorted. Further defined in Section 403.03 of this document.

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

## **F**

**FIXED BASE OPERATOR (FBO)** – A Commercial Aeronautical Operator engaged in the sale of products, services, and facilities to Aircraft Operators. Aeronautical Activities to be provided by FBO's operating, or proposing to operate at an Authority owned airport, are presented in the respective Minimum Standards in effect for each of the Authority's Airports.

**FUEL** – Any substance (solid, liquid, or gaseous) used to operate any engine in Aircraft or Vehicles.

**FUEL HANDLING** - The transporting, delivering, fueling, or draining of Fuel or Fuel waste products.

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

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

## **G**

**GENERAL AVIATION (GA)** – All aviation with exception of air carriers certified under CFR 14 Parts 121, 125 or 129 operations (including cargo) and government. General Aviation Aircraft are utilized for Commercial and non-commercial purposes including business/corporate, recreational/pleasure, charter/air taxi, industrial/special purpose, and instructional.

## **H**

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

## **J**

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

**JOHN GLENN COLUMBUS INTERNATIONAL AIRPORT (CMH)** – See AIRPORT.

## **M**

**MINIMUM STANDARDS** – Where adopted, those qualifications, standards, and criteria set forth as the minimum requirements to be met as a condition for the right to engage in Activities directly associated with General Aviation at each of the respective Airports.

**MONTHLY FEE** - the product of the following: (i) the number of Trips conducted by the TNC Operator's Vehicles in one calendar month, and (ii) the Per Trip Fee then in effect.

**MONTHLY REPORT** - The Monthly Report shall be in an agreed-upon electronic or paper format (as specified by Authority), and shall contain the total number of Trips conducted by all TNC Vehicles using the Airports during the reporting period.

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

## N

**NATIONAL FIRE PROTECTION ASSOCIATION (NFPA)** – All codes, standards, rules, and regulations contained in the Standards of the National Fire Protection Association, as may be amended from time to time, and are incorporated herein by reference.

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

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

## O

**OFF-SITE OPERATOR GROSS REVENUES** - All revenues received, derived or accruing to an Off-Site Parking or Rental Car Operator (Off-Site Operator) from its operations conducted at, on, from, or to the Airport, including, but not limited to: (a) all time and mileage charges, (b) any and all add-on fees such as fees for Collision Damage Waiver (CDW) or other supplemental insurance, multiple drivers or vehicular upgrades, fuel, and (c) all parking fees and ancillary services, unless specifically excluded as follows. Gross Revenues shall not include (1) any amount of Access Fees collected, (2) any federal, state or local sales taxes required by law to be separately stated and collected from the Off-Site Operator's customers and is directly remitted to the taxing authority, (3) amounts received from any source, including insurance, for damage to or loss ("loss of use" insurance receipts are considered Gross Revenue), conversion or abandonment of vehicles or other property, (4) proceeds from the sale or disposal of an Off-Site Operator's equipment or vehicles, (5) any amount of refunds or credit for refunds provided an explanation and documentation supporting the refund/credit, including the reason/cause and copies of the transaction involved are attached to the monthly report sent to the Authority, and (6) any amount of complimentary parking, provided an approval log is maintained justifying the complimentary parking and a copy of said log is attached to the monthly report sent to the Authority.

Without otherwise limiting its application, "operations conducted at, on, from, or to the Airport" shall be presumed to include all transactions occurring (in whole or in part) at, or allocated to, locations of an Off-Site Operator which provides services to Airport customers, regardless of its distance from the Airport, provided that an Off-Site Rental Car Operator may rebut this presumption with respect to a transaction when the Off-Site Operator obtains and maintains one of the following types of documentation:

1. Photocopies of identification showing an address within the Columbus Metropolitan Statistical Area (MSA),
2. Photocopies of airline tickets or travel itinerary showing an arrival to the Columbus MSA more than 24 hours before the beginning of a transaction and a departure

occurring more than 24 hours after the termination of the transaction,

3. Photocopies of documentation showing an arrival to and departure from the Columbus MSA by a means other than air travel (e.g. bus ticket), or

4. Other documentation approved by the Authority demonstrating that the transaction was not conducted at, on, from or to the Airport.

If an individual rental car contract extends for a period for more than 2 weeks, Gross Revenues shall be limited to twice the Off-Site Operator's weekly rate.

The number and amount of transactions occurring (in whole or in part) at, or allocated to, locations of an Off-Site Operator shall be shown in detail on the Monthly Gross Revenue Report and the Annual Statement. The number and amount of transactions occurring (in whole or in part) at, or allocated to, locations of an Off-Site Operator which are excluded from Gross Revenues shall be shown in detail on the Monthly Gross Revenue Report and the Annual Statement, and supporting documentation including the reason/cause of exclusion and copies of the transaction shall be attached to the Monthly Gross Revenue Report and the Annual Statement. The number and amount of complimentary parking occurring (in whole or in part) at, or allocated to, locations of an Off-Site Operator shall be shown on the Monthly Gross Revenue Report and the Annual Statement, and copies of ledgers/log books etc., supporting and explaining the reason for the complimentary parking. This definition of Off-Site Operator Gross Revenues is specific to Section 503 Off-Site Operators.

**OFF-SITE PARKING OPERATOR** - Any Person who owns or operates a business that provides parking services and uses the Airport by transporting customers to or from the Airport other than pursuant to a contract with the Authority for such services.

**OFF-SITE OPERATOR** - Any Off-Site Rental Car Operator, Off-Site Parking Operator, or any Person who is both an Off-Site Car Rental Operator and Off-Site Parking Operator.

**OFF-SITE RENTAL CAR OPERATOR** - Any Person, corporation, partnership, association, limited liability company, proprietorship, or other entity who owns or operates a business that provides car rental, peer-to-peer car rental or sharing, or car hosting services and uses the Airport by transporting customers to or from the Airport or uses the airport to deliver car rentals, peer-to-peer car rentals or shared vehicles, or hosted cars other than pursuant to a contract with the Authority for such services.

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

**OPERATOR (AIRSIDE)** - A Person that has entered into an Agreement with the Authority to engage in Aeronautical Activities.

**OPERATOR OR DRIVER (LANDSIDE)** – See **VEHICLE OPERATOR OR DRIVER**.

## **P**

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

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

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

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

**PERMIT or GROUND TRANSPORTATION PERMIT** - Any permit issued to a Taxicab Driver, Commercial Ground Transportation Operator or an Off-Site Parking or Rental Car Operator by the Authority pursuant to these Rules.

**PERMIT APPLICATION** - An application submitted by a Taxicab Driver, Commercial Ground Transportation Operator or an Off-Site Parking or Rental Car Operator (Off-Site Operator) for a Ground Transportation or Taxicab permit pursuant to Sections 501, 502, or 503 of these Rules

**PERMIT PERIOD** - means the time period from January 1 through and including December 31.

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

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

**PER TRIP FEE** - A fee for each pick-up or drop-off of a passenger at an Airport by a vehicle regulated pursuant to Title 5 of these Rules and Regulations. As of the date of these rules, the Per Trip Fee is \$4.00 for each pick-up and each drip-off at an Airport. Such fee may hereafter be amended or modified from time to time by the Authority in its Schedule of Fees, Rates and Charges.

**PIGGY-BACKING** - The act of following an individual, or vehicle, through an access

control point into the restricted area without properly using an airport authorized access control method, system, or procedure.

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

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

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

## **R**

**RAMP** – See APRON.

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

**REGULATED AREA (TSA)** - Any area of the airport defined according to 49 CFR Part 1540 or 1542 and in the Airport Security Program and designated as not generally open to the public, unless authorization has been granted to enter, including SIDA, AOA, Sterile and Secured Areas.

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

**RESTRICTED AREA (CRAA)** – Any area of the Airport designated as not generally open to the public and secured by an access control device. This excludes TSA Regulated Areas.

**RESTRICTED AREA** - An Airport Restricted Area is inclusive of both CRAA and TSA Regulated Areas

**RICKENBACKER INTERNATIONAL AIRPORT (LCK)** – See AIRPORT

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

## S

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

**SECURED AREA** - An area or areas of the airport that have been so designated in an airport security program, and to which access is controlled by a system, method or procedure as required by TSR Part 1542.207.

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

**SELF-FUELING** - Non-Commercial Fueling of Aircraft owned (under the full and exclusive control) and operated by an entity utilizing the Operator's own equipment and operated by entity's employees.

**SOLICITATION, TO SOLICIT OR SOLICITING FOR A GROUND TRANSPORTATION SERVICE** - Any act done for the purpose of obtaining business. A representative shall not initiate conversation with customers or potential customers. This definition is applicable to Title 5, Ground Transportation, only.

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

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

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

## T

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

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

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

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

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

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

**TNC DESIGNATED LOADING AREAS** – The designated loading zones for a TNC which are shown on, and made a part of, each Agreement entered into between a TNC and the Authority.

**TNC DRIVER** - Any individual meeting the definition of Ohio Revised Code Section 3942.01(G) who has been approved by a TNC to use a privately-owned vehicle, or vehicle otherwise authorized for the individual’s use, to transport passengers whose rides are arranged through the TNC’s online-enabled application (App). The term “TNC Driver” applies at all times that TNC Driver is on Airport property by reason of the TNC Driver’s relationship with the TNC, regardless of whether the TNC Vehicle is carrying a passenger.

**TNC Vehicle** - The personal, privately-owned, or otherwise authorized for use by the TNC Driver vehicle used by a TNC Driver that is insured by the vehicle’s owner and covered by the TNC Operator’s commercial liability insurance policy.

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

**TRANSPORTATION NETWORK COMPANY OR “TNC”** - Includes a corporation, partnership, association, limited liability company, proprietorship, or any other entity operating in this state pursuant to Ohio Revised Code Chapter 4925 that uses a digital network to connect transportation network company riders to transportation network company drivers who provide transportation network company services.

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

**TRASH** - Means garbage, litter, refuse, waste, rubbish, ashes, cans, bottles, wire, paper, cartons, boxes, automobile parts, furniture, glass, or anything else of an unsightly or unsanitary nature.

**TRIP** - each instance in which a TNC Driver affiliated with a TNC Operator picks up a passenger on Airport property.

**TNC DESIGNATED LOADING AREAS** - The designated loading areas located at the Terminal Buildings at CMH and LCK, in front of the Terminal Building or T-Hangars at TZR, in front of any hotel located on Airport Authority property and, in front of any business located on Airport Authority property. These areas may be changed from time to time for the convenience of the Authority or its customers.

**TSA** – The Transportation Security Administration

## **U**

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

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

**UNPERMITTED OPERATIONS PERIOD** - all TNC Vehicle pick-up activities by TNC Drivers operating to, on or from Airport property using Operator's app from the period of specified in Section 4.1(d) of a TNC Operator's Agreement with the Authority, through the date the tracking processes described in a TNC Operating Agreement are fully operational.

## **V**

**VEHICLE** – Any device that is capable of moving itself, or being moved, from place to place upon wheels; but does not include any device designed to be moved by human muscular power or designed to move primarily through the air.

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

## **W**

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

## **SECTION 102 GENERAL RULES**

### **Section 102.01 GENERAL**

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

B. Authority – The Rules and Regulations govern actions of persons and organizations conducting any activity in, at, on, to, or from John Glenn Columbus International Airport, Rickenbacker International Airport, and Bolton Field Airport as those terms are defined in Section 101. These Rules and Regulations are enacted pursuant to Ohio Revised Code, Section 4582.31(A) (14) and are intended for the safe, fair, orderly, and efficient operation of the Airport. These Rules and Regulations replace any previous rules or regulations on the same subject and are in addition to, and not in place of, any federal, state, or local regulation or law. Furthermore, except as otherwise provided, where there is a conflict between these Rules and Regulations and an agreement or other right to use Authority facilities any person has with the Authority, these Rules and Regulations shall control.

### **Section 102.02 SCOPE**

The airports are owned and operated by the Columbus Regional Airport Authority ("Airport Authority" or "Authority"). The Airport Authority is organized pursuant to Section 4582.21, et seq., Ohio Revised Code.

### **Section 102.03 COMPLIANCE AND ENFORCEMENT**

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

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

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

D. All persons subject to these Rules and Regulations must also comply with any applicable federal, state or local law, ordinance, directive, or regulation; failure to do so shall subject such person to enforcement actions and penalties under these Rules. Furthermore, persons shall comply with any lawful order given by Authority personnel; federal, state, or local governmental officials; or any other designee vested with authority to issue orders on the Airport in furtherance of the enforcement

of the safety and security of the airport pursuant, but not limited to 49 CFR Parts 1540 and 1542; 14 CFR Part 139; Federal Security Directives; or, any other applicable federal, state, or local law, ordinance, regulation or directive.

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

#### **Section 102.04 VIOLATION, SEVERABILITY, AND INTERPRETATION**

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

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

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

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

E. Persons violating these Rules and Regulations may also be charged with a minor misdemeanor for such violation, punishable by a fine of up to \$150.00, pursuant to Section 4582.31(C), Ohio Revised Code.

#### **F. Severability and Interpretation**

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

2. In the event that any provision of these Rules and Regulations is deemed to be ambiguous and a determination as to the meaning of the provision is required, the matter shall be referred to the President & CEO or designee. The determination of the President & CEO or designee as to the meaning of the

provision shall be final and shall be deemed to be incorporated in these Rules as though it were fully set forth herein.

#### **Section 102.05 COMPLIANCE WITH RULES AND REGULATIONS**

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

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

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

#### **Section 102.06 SUSPENSION OF RULES AND REGULATIONS DURING CRITICAL OR EXIGENT CIRCUMSTANCES**

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

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

C. Any owner, lessee, operator or other person having control, or the right of control, of any aircraft or other equipment/inventory stored, does, by use of the Airport, agree and consent, notwithstanding any provision in any agreement, lease, permit or other instrument to the contrary, that the President & CEO, or designee, may take any and all necessary action to effect the prompt removal or disposal of disabled aircraft or other equipment/inventory stored in or on Authority property, and/or debris that obstruct any part of the Airport or represent a risk/hazard the Authority deems necessary to mitigate; that any costs incurred by or on behalf of the Authority for any such removal or disposal shall be paid to the Authority; that any claim for compensation against the Authority and any of its officers, agents or employees, for any and all loss or damage sustained to any such aircraft, or any part thereof, or other equipment/inventory, and/or debris, by reason of any such removal or disposal, is waived; and that the owner, lessee, operator or other person having control, or the right of control, of any aircraft, or other equipment/inventory, and/or debris, shall indemnify, hold harmless and defend the Authority and all of its officers, agents and employees, against any and all liability for injury to or the death of any person, or

for any injury to any property arising out of such removal or disposal of any aircraft, equipment/inventory, and/or debris.

#### **Section 102.07 RIGHT TO OPERATE AND DEVELOP AIRPORT**

Authority reserves the right to operate and to further develop, improve, repair, alter, add to, and operationally change the Airport, including but not limited to its roadways, parking areas, terminal facilities, aprons, landing areas and taxiways, as it may see fit, without interference or hindrance by any entity, including Off-Site Parking or Rental Car Operators, doing business in, on, at, to, or from the Airport and free from any and all liability to any entity, including Off-Site Parking or Rental Car Operators, doing business in, on, at, to, or from the Airport for damages, including but not limited to lost profits, lost business and lost opportunities during and as a result of the making of such developments, improvements, repairs, alterations, additions or operational changes.

#### **Section 102.08 SUBORDINATION**

These Rules and Regulations and all permits will be subordinate to the provisions and requirements of any existing or future agreement between the Authority and the United States of America relative to the development, operation or maintenance of the Airport.

#### **Section 102.09 CONSTRUCTION**

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

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

B. In these Rules and Regulations, the word:

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

## **SECTION 103 FEES, RATES AND CHARGES FOR THE CONDUCT OF AERONAUTICAL ACTIVITIES AT AN AIRPORT**

### **Section 103.01 FEES, RATES AND CHARGES**

A. All persons conducting any aeronautical activity in, at, on, to or from any of the Airports without a written agreement or permit to conduct such activity are nonetheless subject to all applicable fees, rates and charges for the activity or activities conducted in, at, on, to or from the Airport and contained in the Authority's Schedule of Fees, Rates and Charges, as updated and amended from time to time, including the reporting, recordkeeping and audit requirements contained in this Section 103.

B. Aeronautical activities are placed by the Authority, into one of three classifications under the Schedule of Fees, Rates and Charges and are subject to the fees within those classifications. Aeronautical activity classifications are as follows:

1. Signatory Airlines (Passenger or Cargo);
2. Non-Signatory Airlines (Passenger or Cargo); or
3. Non-Airline Aviation – all other aeronautical activity.

Additionally, all persons, with the exception of the Authority, regardless of classification, conducting aeronautical activity in, at, on, to, or from any of the Airports are subject to the applicable Access Control Fees set forth in the Schedule of Fees, Rates and Charges.

C. Non-Airline aviation companies are required to remit use fees to support the operations of the Airports and their infrastructure. These fees shall be based on the applicable fee percentage as contained in the Authority's Schedule of Fees, Rates and Charges, as updated and amended from time to time, and will be applied to the Non-Airline aviation company's gross revenues.

D. Each Non-Airline Aviation Company conducting activities at **John Glenn Columbus International Airport (CMH)**, and subject to the rates and charges, which stores or sells aircraft fuel or lubricants shall pay to the Authority a fuel flowage fee as set out in the Authority's Schedule of Fees, Rates and Charges, as updated and amended from time to time.

The only exception to the above schedule of payments shall be for sales to:

1. Scheduled air carriers operating under a certificate of public convenience and necessity issued under the Federal Aviation Act of 1958, as amended, or properly certificated foreign air carriers, provided the carrier is a current signatory airline at John Glenn Columbus International Airport.

2. Any scheduled air carrier not identified in D.1., above, provided that:

- a. A sale is made to one user; and,
- b. The sale is for delivery and on-loading for one aircraft at one time; and,
- c. The sale exceeds 5,000 gallons.

In the event that the scheduled air carrier identified in Section D.2, above meets all of the above qualifications, the scheduled air carrier shall be charged the per gallon fuel flowage fee set out in the then current Schedule of Fees, Rates and Charges for John Glenn Columbus International Airport for the entire amount of fuel purchased during each individual transaction.

3. Any air carrier who has executed an Air Cargo Use Agreement for the use of John Glenn Columbus International Airport.

The fee shall accrue upon delivery of the fuel or lubricants to the Non-Airline Aviation Company and payment shall be remitted monthly by the fifteenth (15<sup>th</sup>) day of each month together with a report on a form acceptable to the Authority.

Each petroleum company making delivery of aircraft fuel or lubricants to an operator shall be responsible for payment of the fees thereon in the event the operator fails to make payment.

E. Each Non-Airline Aviation Company conducting activities at **Rickenbacker International Airport (LCK)** and subject to the rates and charges, which stores or sells aircraft fuel or lubricants shall pay to the Authority a fuel flowage fee as set out in the Authority's Schedule of Fees, Rates and Charges, as updated and amended from time to time.

The only exception to the above schedule of payments shall be for sales to:

1. Scheduled air carriers operating under a certificate of public convenience and necessity issued under the Federal Aviation Act of 1958, as amended, or properly certificated foreign air carriers, provided the carrier is a current signatory cargo or passenger airline at Rickenbacker International Airport.
2. Any scheduled air carrier not identified in E.1., above, provided that:
  - a. A sale is made to one user; and,
  - b. The sale is for delivery and on-loading for one aircraft at one time; and,
  - c. The sale exceeds 5,000 gallons.

In the event that the scheduled air carrier identified in Section E.2, above meets all of the above qualifications, the scheduled air carrier shall be charged the per gallon fuel flowage fee set out in the then current Schedule of Fees, Rates and Charges for Rickenbacker International Airport for the entire amount of fuel purchased during each individual transaction.

The fee shall accrue upon delivery of the fuel or lubricants to the Non-Airline Aviation Company and payment shall be remitted monthly by the fifteenth (15<sup>th</sup>) day of each month together with a report on a form acceptable to the Authority.

Each petroleum company making delivery of aircraft fuel or lubricants to an operator shall be responsible for payment of the fees thereon in the event the operator fails to make payment.

F. Each Non-Airline Aviation Company conducting activities at **Bolton Field Airport (TZR)** and subject to the rates and charges, which stores or sells aircraft fuel or lubricants shall pay to the Authority a fuel flowage fee as set out in the Authority's Schedule of Fees, Rates and Charges, as updated and amended from time to time.

G. Non-Airline Aviation Company Gross Revenue from sales, services, commissions and brokerage fees shall be determined by the use of the accrual method of accounting but does not include sales and services from one non-airline aviation company to any other non-airline aviation company for resale by the purchasing non-airline aviation company.

H. For purposes of this Section 103, "Non-Airline Aviation Company Gross Revenue", unless specifically excluded by Section 103.01.I., below, means the total amount charged by a non-airline aviation company conducting business in, at, on, to or from any of the Airports, including but not limited to: drop shipments, brokerage fees earned on all sales including the sale of aircraft, any separately stated fees, surcharges and other charges, related directly or indirectly to the non-airline aviation company's activities at an Airport.

I. Exclusions from Gross Revenue.

Non-Airline Aviation Company Fees shall not be assessed on gross revenues from:

1. Aviation petroleum products for which a fuel flowage fee charge is assessed, including petroleum products sold to signatory airlines;
2. Sale of new and used aircraft ;
3. Scheduled air carrier operations conducted pursuant to a certificate of public convenience and necessity issued under the Federal Aviation Administration Act of 1958, as amended, or may be amended or reenacted, provided said carrier shall operate under a current and valid contract with the Authority for the use of the Airport;
4. Sales or similar taxes or fees imposed by federal, state, county, or municipal law which are separately stated to and paid by the customer and which are payable directly to the taxing authority by the Non-Airline Aviation Company. No deduction from Gross Revenues shall be allowed for such items including, but not limited to, franchise taxes, taxes levied on Non-Airline Aviation Company's activities, facilities, equipment, or real or personal property, payroll taxes, or other various operating costs;
5. Collection of use fees from customers if separately stated on the invoice;
6. Direct cost of shipping as supported by shipment invoices from carriers;

7. Direct reimbursement of travel and lodging;
8. If a fee is paid to another airport and it is a percentage of the sale, the amount of the fee may be deducted up to the amount that would have been due to the Authority. If the fee paid to another airport is less than the amount due to the Authority, the difference is owed to the Authority.

## **Section 103.02. PAYMENT OF USE FEES**

A. Use fees shall be payable quarterly on or before the twentieth (20<sup>th</sup>) day following the close of each fiscal quarter, or part thereof, in which gross revenue subject to this section is earned by the Non-Airline Aviation Company.

Annually, not later than ninety (90) days after the close of the Non-Airline Aviation Company's fiscal year, a report shall be filed showing, with respect to such fiscal year, the gross revenue subject to this section which was earned during such preceding fiscal year. From such total gross revenue there shall be deducted the gross revenue, if any, previously reported during the fiscal year, and user fees applicable to gross revenue not previously reported and paid shall be due and payable.

B. The President & CEO, or designee, shall prescribe the forms and required content to be used by the Non-Airline Aviation Company for purposes of reporting gross revenue earned which is subject to this section and for the payment of the related use fees.

C. A late payment penalty equal to the prime rate listed in the Wall Street Journal plus four percent (4%), calculated monthly, from the date the payment is due will be imposed for late payments.

D. If a Non-Airline Aviation Company is delinquent in payment of fees, they may be considered in default of their Lease Agreement.

## **Section 103.03. RECORD KEEPING AND AUDIT**

A. In connection with payments made to the Authority under this Section 103, all persons shall maintain adequate records in accordance with generally accepted accounting practices. Upon ten (10) business day's written notice, the Authority, or any duly authorized representative of the Authority, has the right to audit all persons' records that relate to payments to the Authority, including records of parent, affiliate and subsidiary companies. The requested records will be available at the person's normal office during regular business hours and adequate workspace and access to office equipment (copier and fax machines) will be available at no charge to the Authority or its representative during the audit review. If the requested records are not received by the Authority within ten (10) business days of written notice, an administrative fee of one hundred dollars (\$100.00) per day will be assessed. During the audit, the Authority or its' representative, has the right to interview all current or former employees. The right to initiate an audit will extend for three (3) years after the termination of services.

B. Records as referred to in this section shall include, but not be limited to, any and all information, materials, and data of every kind and character, including without limitation, financial statements, general ledgers, accounts payable, accounts receivable, papers, documents, subscriptions, recordings, agreements, purchase orders, leases, contracts, subcontract files, commitments, arrangements, notes, receipts, vouchers, memoranda, written policies, time sheets, payroll registers, cancelled checks, supporting documentation, insurance rebates and any and all other agreements or documents that may in the Authority's judgment have a bearing on or pertain to any matters, rights, duties or obligations under or covered by this section. Such records shall be made available in hard copy as well as electronically (computer readable data) when available.

C. If as a result of any audit, it is determined that the Authority was underpaid by more than one-half percent (0.5%) of the amounts payable to the Authority pursuant to these rules and regulations during the audited period, the reasonable costs of the audit plus a fifteen percent (15%) penalty of the underpayment will be assessed. Any underpayment, penalty or interest which is required based on the result of the audit, will be paid to the Authority no later than forty-five (45) days after presentation of the Authority's audit findings to the responsible person. Interest shall be set at the Prime Rate listed in the Wall Street Journal plus four percent (4%), calculated monthly, from the date the payment is due.

## **TITLE 2 TRAFFIC AND PARKING - LANDSIDE**

### **SECTION 201 TRAFFIC AND PARKING**

#### **Section 201.01 Registration of Motor Vehicles with Authority**

##### **A. Registration and Permit Required**

1. All persons employed at the Airport, or who conduct business and park in an access controlled or reserved lot at the Airport shall register their motor vehicle with the Parking & Ground Transportation Department, and obtain and display a permit, decal or AVI card on the registered vehicle.
2. No person who is required to register a motor vehicle, but who has not so registered, shall park such motor vehicle on any street, roadway, land or property of the Authority other than in pay parking facilities.
3. Misuse of assigned parking privileges, e.g. parking in short-term or reserved garage parking when assigned to the long-term garage area or staging in the employee parking lot if driving for a TNC during off-duty hours, may result in re-assignment or revocation of parking privileges in addition to a fine.

##### **B. Application Forms**

Registration of commercial vehicle operators, taxis, or motor vehicles shall be made using application forms prescribed by the Authority. Such application forms shall be accompanied by any fees established by the Authority. See Title 5 for taxis, commercial vehicles, and Transportation Network Operators.

##### **C. Giving False Information**

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

##### **D. Reserved Lot Permits**

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

##### **E. Special Event Parking**

The Authority shall establish guidelines and procedures by which arrangements shall be made to provide parking for visitors who are to attend and take part in training sessions, special events and other special meetings. In order to make special parking arrangements, the requestor shall present a written request to the Parking & Ground

Transportation Department at least ten (10) days prior to the commencement of the event, identifying the location of the event and the number of persons involved, and shall give such other information requested. Upon receipt of such information, arrangements will be made to provide parking areas for the persons participating, and appropriate permits may be issued designating the area in which those persons shall park their vehicles. Any special permits needed for events not outlined herein must be approved by the Parking & Ground Transportation Department prior to their issuance.

#### F. Media Parking

1. The Parking & Ground Transportation Department may authorize a designated parking area for media representatives while on official business.
2. The Sr. Manager, Communications & Media Relations, (614) 239-4081, or the Communications Center, (614) 239-4029, shall inform media representatives of proper parking procedures.

#### G. Display of Permits: Transfer of Vehicles

1. Decals, stickers, or AVI cards, when issued, shall be displayed on the motor vehicle to which they are issued in accordance with the guidelines and procedures established by the Parking & Ground Transportation Department.
2. If a motor vehicle for which a permit has been issued is no longer being operated, the decal, sticker, or AVI card shall be removed from the vehicle and the remnants, or the entire functioning AVI card, as applicable, presented to the Parking & Ground Transportation Department for issuance of a new decal, sticker, or AVI card for the new vehicle. A fee may be charged for the replacement. If no remnants are presented for replacement decals or stickers, the applicant must show proof that the decal, or sticker is unobtainable, and sign an affidavit certifying that the previous decals or stickers have been destroyed. Applicant shall assume full responsibility for unauthorized use if found in service.

#### H. Unauthorized Use of AVI Cards

1. AVI cards are not transferable from company to company or individual to individual. AVI cards may be used only with the vehicle(s) registered with the Parking & Ground Transportation Department and displaying the corresponding parking decal, if issued.
2. AVI cards are the property of the Authority, and may be deactivated and/or recalled if not used in accordance with these Rules.

#### I. Visitor and General Public Parking

Visitors to the Airport shall park in designated parking spaces in any public parking facility. Fees are payable upon departure from the parking facility.

## J. Fees

Holders of permits and AVI cards are responsible for payment of Access and Parking Fees as published in the Authority's Schedule of Fees, Rates and Charges.

### **Section 201.02    Parking Prohibitions in Specified Places**

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

1. On a sidewalk, except a bicycle.
2. Within ten (10) feet of a fire hydrant.
3. Within fifty (50) feet of the nearest rail of a railroad crossing.
4. Within twenty (20) feet of the driveway entrance to any fire station, and on the side of a street opposite the entrance to any fire station, within seventy-five (75) feet of such entrance when it is properly posted with signs.
5. At any place designated as "no parking" pursuant to these Rules and Regulations.
6. At any place designated as "no stopping" pursuant to these Rules and Regulations.
7. In a handicapped/disability designated parking space unless the vehicle is a handicapped designated vehicle as shown by its display of a valid removable windshield placard, temporary removable windshield placard or license plate(s) imprinted with the international access symbol.
8. Other than a motor bus, in a bus loading area when such area has been officially designated and appropriately posted with a sign. However, the driver of a passenger vehicle may stop temporarily in a bus loading area for the purpose of, and while actually engaged in, loading or unloading passengers, when such stopping does not interfere with any motor bus entering or leaving the bus loading area.
9. Any place marked as a loading zone for any period of time longer than is necessary for the expeditious loading or unloading of passengers or merchandise.
10. In parking facilities where individual parking spaces are marked, each vehicle shall be parked entirely within an individual parking space.

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

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

### **Section 201.03 General Enforcement**

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

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

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

1. In any action charging a violation of the Section 201.02 Parking Rules and Regulations governing the stopping, standing or parking of a vehicle, it is presumed that the person who has registered such vehicle with the State of Ohio Bureau of Motor Vehicles was the person who parked or placed such vehicle at the point where, and for the time during which, such violation occurred.

2. The owner of a vehicle shall be entitled to establish non-liability for violation of these Rules and Regulations by proving the vehicle was in the care, custody, or control of a person other than the owner at the time of the violation pursuant to a written rental or lease agreement or affidavit providing that except for such agreement, no other business relationship with respect to the vehicle in question exists between the operator and owner.

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

### **Section 201.04 Special Uses of Public Ways**

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

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

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

#### B. Restrictions on Commercial Vehicles

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

#### C. Restricted Streets and Roadways

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

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

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

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

### **Section 201.05 Traffic Control Devices**

#### A. Authority to Install

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

#### B. Obedience to Devices

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

officer subject to the exceptions granted the driver of an authorized emergency vehicle in these Rules and Regulations.

#### C. Signs Required for Enforcement

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

#### D. Loading Zones

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

### **Section 201.06    Damaging Curbs, Sidewalks or Traffic Control Devices**

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

### **Section 201.07    Impounding of Vehicles**

#### A. Disabled Vehicles

1. Law enforcement officers and designees are hereby authorized to remove or direct the removal of a vehicle from a street or roadway to the nearest garage or other place of safety when a vehicle upon a street or roadway is so disabled as to constitute an obstruction to traffic.
2. If a vehicle is towed to and stored in a public garage, the towing company shall follow all rules and regulations governing impounded vehicles from private property pursuant to Columbus City Code, Section 2107 et seq.
3. If a vehicle is impounded and stored on Authority property, the officer shall immediately attempt to ascertain the name of the owner and shall notify the owner of the action taken. If the officer is unable to notify the owner and the vehicle remains impounded for a period of thirty days, then the officer shall cause the vehicle to be disposed of in accordance with the State Statutes applicable to abandoned vehicles.

## B. Parking Violation

A vehicle parked, stopped or standing on a public street or highway in commission of a parking violation is subject to impoundment. Such impoundment shall follow all rules and regulations, including fees, governing Impounding of Vehicles, Columbus City Code, Section 2107 et seq.

## **Section 201.08 ENFORCEMENT AND PENALTIES – See Title 20**

## **SECTION 202 DRIVING WITHIN THE TERMINAL AND PARKING GARAGE**

### **Section 202.01 DRIVING WITHIN THE AIRPORT TERMINAL AND PARKING GARAGE**

A. Any person employed and/or working on Authority premises and operating a motorized device, including electric carts and tugs, within the terminal or parking garage must have in his/her possession a valid operator's license recognized by the State of Ohio.

B. No person shall operate a motorized device, including electric carts and tugs, within the terminal or parking garage without prior approval of the President & CEO or designee.

### **Section 202.02 GENERAL OPERATING PROCEDURES**

A. General operating procedures for motorized devices operating within the terminal or parking garage:

1. No person shall leave a motorized device unattended and with motor running or with its motor capable of being started by an unauthorized operator.
2. No person shall operate a motorized device without due caution, or in a reckless or careless manner which could endanger the safety of persons and/or property.
3. No person operating a motorized device shall fail to yield right-of-way to pedestrians, emergency personnel or emergency equipment.
4. No person shall operate a vehicle while under the influence of an alcoholic beverage or any drug or substance that impairs the operator's ability to function normally.
5. Operators of motorized devices must provide proof of training by their employer.
6. No person shall operate a motorized device in a manner which impedes normal operation, activity, or enjoyment of the terminal.

7. Operators of motorized devices shall ensure all passengers are seated in seats permanently affixed to the motorized device or riding in areas of the motorized device designed for passenger load.
8. No person shall load or drive a motorized device in a manner that would allow any object or substance to fall from the motorized device and become a hazard to persons, or other motorized devices or vehicles.
9. The operator and/or owner of a motorized device is/are responsible for any property damage and/or bodily injury resulting from, and for any clean up required as a result of, any object or substance that falls from the motorized device.
10. The operator and/or owner of a motorized device is/are responsible for any property damage and/or bodily injury caused by the operator's negligence, failure to comply with these Rules and Regulations, and/or improper operation.
11. Owners are responsible for maintaining motorized devices in sound mechanical condition and in compliance with manufacturer's specifications.
12. Motorized devices, except those in use by individuals with a disability as mobility devices, or devices in use by Authority personnel, shall sound beeper/horn and have a flashing yellow light while in motion.
13. No person shall leave a motorized device stopped with the beeper/horn sounding.
14. Motorized devices shall be stored, and their batteries recharged, in areas specifically designated by the Authority. The location of such areas may be modified by the Authority from time to time by giving written notice to the affected persons. All such areas shall be secured free of tripping or other safety hazards.
15. No person shall park a motorized device within the terminal or parking garage in a manner which impedes access to a security checkpoint, jet-bridge, holdroom, restroom, emergency exit, emergency or courtesy phone, TDD device, fire alarm pull handle, fire extinguisher, AED, or any other equipment or area that may need to be accessed by persons with a disability or for emergency purposes.
16. No person shall park a motorized device in the terminal or parking garage in a manner which impedes wheeled or pedestrian traffic.
17. Motorized devices operated for the purpose of passenger assistance shall be reserved for the use of airport patrons needing and/or requesting assistance.
18. No person shall operate a motorized device at a speed in excess of five (5) miles per hour.

19. Motorized devices placed in use after the effective date of these Rules and Regulations shall be electronically or mechanically governed at a speed of five (5) miles per hour or less.

20. Speed limits do not apply to emergency equipment, Public Safety or Operations vehicles, or motorized devices responding to an emergency.

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

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

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

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

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

### **Section 202.03   ENFORCEMENT AND PENALTIES – See Title 20**

**Title 3 Health, Safety & Environment**  
**SECTION 301 PERSONAL CONDUCT**

**Section 301.01 COMPLIANCE WITH SIGNS**

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

**Section 301.02 Use of Airport Premises**

**A. Conduct**

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

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

3. The airport is not a public forum. Permitted picketing, leafleting, or demonstrations shall only be conducted in designated areas of the airport and only after receipt of written permission of the President & CEO or designee. Applications may be obtained from the Business Development Department or the Legal Services Office.

**B. Carts, wheelchairs, strollers and similar devices**

1. Carts, wheelchairs, strollers and similar devices are prohibited on all escalators and moving walkways at the airport.

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

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

### **Section 301.03 SKATEBOARDS, BICYCLES, ROLLER BLADES, AND SCOOTERS**

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

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

### **Section 301.04 GAMBLING**

Except as authorized by the Authority, no person shall engage in or operate any form of gambling while on the airport.

### **Section 301.05 VENDING MACHINES AND DISPLAY RACKS**

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

### **Section 301.06 PROPERTY DAMAGE**

A. Damage or destruction of airport property is prohibited and persons so involved will be fully liable to the Authority.

B. No person shall alter, make additions to, or erect any structure or sign or make any excavation on, airport property without prior written authorization of the Authority.

C. Damage or destruction of property shall be immediately reported to the Airport Communications Center.

### **Section 301.07 ALCOHOLIC BEVERAGES**

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

## **Section 301.08 ANIMALS**

A. Except for animals that are to be, or have been, transported by air and are properly confined for air travel, no person shall permit any wild or non-domesticated animal under his or her control or custody to enter the airport.

B. No individual, other than in conduct of an official act, shall hunt, pursue, trap, catch, injure or kill any animal on the airport without the prior written authorization of the President & CEO or designee.

C. No person shall feed or engage in any other act to encourage the congregation of birds or other animals on the airport.

D. No person shall enter any part of the airport with a domestic animal, unless such animal is to be, or has been, transported by air and is either carried in an individual's arms or otherwise confined so as to be completely under control other than:

1. A person with a disability with a service animal;
2. Working animals under the control of authorized handlers who are present at the airport as authorized and approved by the Authority.

E. No individual shall permit any animal to relieve itself except in designated pet relief areas.

F. Owners and/or other persons having custody or control of an animal while at the airport are responsible, financially and legally, for damage or injury caused by the animal.

G. Owners and/or other persons having custody or control of an animal while at the airport, whose animal is disruptive, including service and working animals, will be asked to confine the animal while at the airport or to remove the animal from the premises.

## **Section 301.09 FIREARMS AND DEADLY WEAPONS**

A. Other than as authorized by federal or state law, no person, except law enforcement officers with verifiable identification and such other persons authorized by the President & CEO, or designee, shall carry a firearm or deadly weapon into any terminal, unless the firearm or deadly weapon is encased for shipment for the purpose of checking such firearm or deadly weapon with an airline to be lawfully transported on an aircraft.

B. Other than as authorized by federal or state law, or as specified in Section 301.09A, above, of these Rules and Regulations, no person shall carry, bring or otherwise transport, a firearm, deadly weapon, dangerous ordnance or other weapon as defined in Sections 2923.11 to 2923.24, Ohio Revised Code, anywhere on Authority premises.

C. No person shall discharge any firearm or weapon on the airport except in the performance of official Authority duties or as otherwise authorized by the President & CEO or designee.

D. No person shall furnish, give, sell or trade any firearm or weapon on the airport without prior written authorization from the Authority.

### **Section 301.10 LOST, MISLAID AND ABANDONED PROPERTY**

A. Any person finding lost, mislaid or abandoned personal property in the public areas at the airport or on Commercial Ground Transportation Vehicles serving the airport shall immediately deposit them with the Authority Public Safety Division. Nothing in this paragraph shall be construed to deny the right of scheduled air carriers, or other tenants, to maintain "lost and found" services for the property of their patrons, invitees or employees. Articles to which the owner is not entitled to lawful possession shall be forfeited to the Authority for disposal in accordance with the provisions of applicable state law.

B. Funds in excess of \$1,000.00, and personal property valued in excess of \$1,000.00, may be considered to be mislaid rather than lost or abandoned. Property determined to be mislaid will be retained by the Authority.

C. Final determination of the status of property; whether lost, mislaid or abandoned, will be made by the Legal Services Office on behalf of the Authority consistent with these Rules and Regulations and applicable law.

D. In the event a finder disputes the decision of the Authority as to the status of found property, the finder may file suit in a court of local jurisdiction.

E. Lost and abandoned property, if not returned to its owner within ninety (90) days, may be re-claimed by the finder upon written request to the Authority.

F. The Authority retains the right to dispose of lost, mislaid or abandoned property by auction or such other method as it determines suitable or to convert such property to the use of the Authority.

G. Electronic devices will be "wiped" of all data prior to disposal to any third party.

H. An electronic device may be retained for longer than ninety (90) days in an effort to locate the owner.

### **Section 301.11 SPITTING, etc.**

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

## **Section 301.12 USE OF RESTROOMS**

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

## **Section 301.13 ENFORCEMENT AND PENALTIES – See Title 20**

# **SECTION 302 FIRE AND SAFETY**

## **Section 302.01 FUELING OPERATIONS**

A. Unless otherwise previously approved by the Authority in writing (i.e. Lease, Commercial Aeronautical Activity, Self-Fuel Servicing Permit or other), no Operator shall conduct any aircraft fueling operations at CRAA Airports. All approved fueling operations shall be conducted in accordance with applicable CRAA policy and the following directives.

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

1. The operation follows procedures approved by the Federal Aviation Administration (FAA) and published by the aircraft operator to assure safety of the operation; and

2. Prior approval is obtained from the on duty ARFF supervisor.

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

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

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

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

G. Fueling hoses shall be inspected before use every day. The hose shall be fully extended and checked for evidence of blistering, carcass saturation or separation,

cuts, nicks, or abrasions that expose reinforcement material, and for slippage, misalignment or leaks at couplings. If slippage, misalignment, or leaks are found at couplings, the cause of the problem shall be determined and remedied. Defective hoses shall be removed from service.

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

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

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

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

K. Only vehicles and equipment specifically designed for dispensing fuel into aircraft, vehicles, and Ground Service Equipment (GSE) are allowed to engage in fueling on the airport.

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

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

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

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

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

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

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

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

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

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

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

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

1. Aircraft fuel servicing vehicles shall be positioned so that they can be moved promptly after all aircraft fuel hoses have been disconnected and stowed.
2. During fueling, fuel servicing vehicles shall be positioned so that a clear path of egress from the area of the aircraft or vehicle being serviced is maintained.
3. The propulsion or pumping engine of aircraft fuel servicing vehicles shall not be positioned under the wing of aircraft during over-wing fueling or where aircraft

fuel system vents are located on the upper wing surface. Aircraft fuel servicing vehicles shall not be positioned within a ten (10) foot radius of aircraft fuel system vent openings.

4. Operators shall set the parking brakes and/or chocks on fuel servicing vehicles before leaving the vehicle unattended.

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

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

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

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

## **Section 302.02 SMOKING**

A. Smoking, including the use of e-cigarettes or similar products intended to mimic a smoking device, is prohibited except in specially designated areas of the airport. For the purposes of these Rules and Regulations, "smoking" shall be defined as inhaling, exhaling, burning, or carrying any lighted cigar, cigarette, pipe, or other lighted smoking device for burning tobacco or any other plant. "Smoking device" means any lighted cigar, cigarette, pipe or other device designed for burning tobacco or any plant for the purposes of inhaling smoke. The definitions of "smoking" and "smoking device" shall otherwise be as defined by Ohio Administrative Code 3701-52-01 as it may from time to time be amended.

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

C. Smoking material shall only be disposed of in proper receptacles designed for that purpose and not in trash receptacles.

D. Smoking material shall not be disposed of unless it is completely extinguished prior to disposal.

### **Section 302.03 OPEN FLAME OPERATIONS (See Section 302.17, for the use of Bar-B-Q grills.)**

A. Except as provided in Section 302.03B, below, no person shall conduct any open flame operations unless a hot-work permit is obtained from the President & CEO or designee.

B. Lead and carbon burning, fusion gas and electric welding, blow-torch work, reservoir repairs, engine testing, battery charging, and all operations involving open flames shall be restricted to a repair shop section and isolated from the storage section of any hangar or building. During such operations, the shop shall be separated from the storage section by closing all doors and openings to the storage section.

### **Section 302.04 LEASEHOLD HOUSEKEEPING**

A. All persons occupying space at the airport shall keep the space allotted to them clean and free from rubbish and accumulation of any material.

B. Chemicals and materials may be stored inside or about any leasehold in boxes, crates, containers, and bottles provided by the original manufacturer or an equivalent approved container. All floors shall be kept clean and free from fuel and oil.

C. The use of volatile or flammable solvents for cleaning is prohibited except in self-contained part cleaning systems.

D. Approved metal receptacles with a self-closing, self-extinguishing cover shall be used for the storage of oily waste rags and similar material. The contents of these receptacles shall be removed daily by persons occupying space. Receptacles shall be stenciled "DIRTY RAGS".

E. Drip pans shall be placed under engines and lubricating oil storage containers and kept clean at all times.

F. Clothes lockers shall be constructed of metal or fire-resistant material.

G. Areas below luggage conveyer belts shall be kept clear and free of combustible materials and shall be cleaned on a regular basis.

H. Trash receptacles shall be emptied and the contents removed to the designated outside receptacles at the end of each shift and as otherwise needed.

I. Packing materials (e.g. shipping Styrofoam "peanuts") shall be stored in approved

type metal containers with self-closing lids.

### **Section 302.05 STORAGE OF FLAMMABLE/COMBUSTIBLE MATERIALS**

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

B. In areas with sprinklers, there shall be a minimum of eighteen (18) inches clearance from the bottom of the sprinkler head and around the sprinkler.

C. Gasoline, kerosene, ethyl, jet fuel, ether, lubricating oil, or other flammable gases or liquids, including those used in connection with the process of "doping" shall be stored in accordance with the applicable codes and standards. Buildings shall be provided with suitable fire suppression devices and first-aid equipment.

D. No person shall keep, transport, or store lubricating oils on the airport except in containers and receptacles designed for such purpose and in areas specifically approved for such storage in compliance with the applicable codes, standards and recommended practices of FAA regulations and City of Columbus and/or applicable county codes.

E. Open containers of flammable or combustible liquids shall be stored only in a fire rated cabinet, in accordance with City of Columbus and/or applicable county codes.

F. Fire rated cabinets shall be marked in conspicuous lettering, FLAMMABLE - KEEP FIRE AWAY!

G. Oxygen cylinders or any type of organic oxidizer shall not be stored in or near areas where petroleum products are stored or used, or stored in a manner that allows the cylinder or oxidizer container to be in contact with the floor of the storage facility.

### **Section 302.06 TRANSPORTATION OF HAZARDOUS MATERIALS**

A. No person shall, without prior permission from the President & CEO, or designee, keep, transport, handle, or store at, in or upon the airport any cargo of explosives or other hazardous articles which is barred from loading in, or for transportation by Civil Aircraft in the United States under the current provisions of regulations promulgated by the Department of Transportation, the FAA, or by any other competent authority. Compliance with said regulations shall not constitute or be construed to constitute a waiver of the required notice or an implied permission to keep, transport, handle or store such explosives or other dangerous articles at, in or upon the airport. Advance notice of at least twenty-four (24) hours shall be given the President & CEO, or designee, to permit full investigation and clearances for any operation requiring a waiver of this rule.

B. No person may offer or accept any hazardous article for shipment at the airport unless the shipment is handled and stored in full compliance with the current provisions of Part 103 of the FAA Regulations.

C. Any person engaged in transportation of hazardous articles, including indirect shippers, shall have designated personnel at the airport authorized and responsible for receiving and handling such shipments in compliance with the prescribed regulations.

D. Any person engaged in the transportation of hazardous articles, including indirect shippers, shall provide, or have available, storage facilities which reasonably ensure against unauthorized access or exposure—of persons and against damage to shipments while at the airport.

### **Section 302.07 MOTORIZED GROUND SERVICE EQUIPMENT AROUND AIRCRAFT**

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

### **Section 302.08 OPERATING MOTOR VEHICLES IN HANGARS**

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

### **Section 302.09 AIRCRAFT ELECTRICAL AND ELECTRONIC SYSTEMS**

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

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

### **Section 302.10 ELECTRICAL EQUIPMENT AND LIGHTING SYSTEM**

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

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

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

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

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

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

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

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

### **Section 302.11 HEATING HANGARS**

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

### **Section 302.12 USE OF CLEANING FLUIDS**

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

### **Section 302.13 REPAIRING AIRCRAFT**

A. No person shall repair an aircraft or aircraft engine, propeller, or other aircraft apparatus in any area of the airport other than those areas specifically designed for such repairs, except that minor adjustments or repairs may be made while the aircraft is at a parked position prepared for departure. The Authority reserves the right to have operator relocate any aircraft being repaired at a gate position.

B. Aircraft repairs in storage areas of hangars shall be limited to inspections and replacements of parts and repairs incident thereto, provided such repairs do not involve appliances using open flames or heated parts.

C. The starting or operating of aircraft engines inside any hangar is prohibited. This shall not be construed as prohibiting the use of tractors with NFPA approved exhaust systems when moving planes within any hangar.

#### **Section 302.14 DOPING, SPRAY-PAINTING AND PAINT STRIPPING**

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

B. For paint, varnish, or lacquer spraying operations, the arrangement, construction, ventilation and protection of spraying booths and the storing and handling of materials shall be in accordance with NFPA Standards and the City of Columbus and applicable county code.

#### **Section 302.15 FIRE EXTINGUISHERS**

A. Fire extinguishing equipment at the airport shall not be tampered with at any time nor used for any purpose other than firefighting or fire prevention. All such equipment shall be maintained in accordance with NFPA Standards. Tags showing the date of the last inspection shall be attached to each unit or records acceptable to Fire Underwriters shall be kept showing the status of such equipment.

B. All tenants, concessionaires, lessees of hangars, aircraft maintenance buildings, or shop facilities shall supply and maintain an adequate number of readily accessible fire extinguishers.

C. At least one wheeled fire extinguisher having a rating of not less than 80-B:C and a minimum capacity of not less than one hundred twenty-five (125) lbs. shall be provided at each gate or stand, or at intervals of two hundred (200) feet along the length of aircraft ramps.

D. All tenants and lessees shall permit inspection of the tenant's or lessee's premises during regular business hours from time to time as may be necessary to determine if adequate fire extinguisher coverage exists.

E. Fire extinguisher/hose cabinets shall not be blocked by objects or debris.

F. The use of any fire-extinguishing equipment shall be immediately reported to the Communications Center.

G. Fire-extinguishing equipment shall be replaced or replenished within seventy-two (72) hours following use.

### **Section 302.16 STORAGE OF COMPRESSED GAS CYLINDERS**

- A. Compressed gas cylinders shall be secured in a manner that prevents them from falling or being knocked over.
- B. Full and empty cylinders shall not be stored together.
- C. Empty cylinders shall be tagged as such.

### **Section 302.17 USE OF BAR-B-Q GRILLS**

- A. Grills must be propane fueled. No charcoal grills will be permitted.
  - 1. Propane bottles must be stored upright.
  - 2. Propane bottles may not be stored inside any building.
- B. Grilling activity must be coordinated at least twenty-four (24) hours in advance with Airport Operations.
- C. Grilling may only be conducted in the tenant's lease area.
- D. Grills must remain fifty (50) feet from any aircraft, fueling vehicle, and fueling operation.
- E. Grills must be twenty (20) feet from any building and/or jet bridge.
- F. Grills must be positioned so as not to affect any fire detecting equipment.
- G. At least one (1) fire extinguisher shall be readily accessible, within five (5) feet of the grill.
- H. Grills will be staffed and monitored at all times while in use and until the grill is cool to the touch.
- I. Grills shall be safely stored in the tenant's leased area in a manner as not to hinder any airport related activity.

### **Section 302.18 POWDER ACTIVATED TOOLS**

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

### **Section 302.19 ENFORCEMENT AND PENALTIES – See Title 20**

## **SECTION 303 ENVIRONMENTAL**

### **Section 303.01 DISPOSAL OF TRASH**

A. No person shall, regardless of intent, throw, drop, discard, or deposit trash anywhere on the airport, except in receptacles and other places provided for such purpose.

B. Unless otherwise specified by contract, contractors working for or at the Airport shall dispose of all construction related material in receptacles provided by the contractor.

C. Persons using trash receptacles shall ensure all material is secured in the receptacle before departing the area.

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

E. Persons shall observe specifically labeled receptacles and ensure that only the appropriate trash, recyclables, or other waste is placed into the corresponding receptacle.

### **Section 303.02 STORAGE AND TRANSPORT OF TRASH**

A. All trash must be sufficiently covered when transported to prevent any part of the load from spilling or leaking.

B. Stored or transported trash must be in tied plastic bags or equivalent alternative.

C. All trash and construction debris containers located inside the AOA fence shall remain covered to prevent the release of foreign object debris (FOD) that could be a hazard to aircraft.

### **Section 303.03 FILL OR BUILDING MATERIALS DUMPING**

No person shall dispose of any fill or building materials or any other discarded or waste materials on airport property.

### **Section 303.04 ABANDONING PROPERTY**

No person shall abandon any property on the airport.

### **Section 303.05    REGULATORY OBLIGATION**

The Authority holds environmental permits, including National Pollution Discharge Elimination System (NPDES) and industrial wastewater disposal permits. Authority tenants are subject to the provisions found within these permits, and shall comply with the provisions. When permits are accompanied by implementation plans, such as a Stormwater Pollution Prevention Plan (SWPPP), tenants shall comply with the provisions in these plans.

### **Section 303.06    STORAGE TANKS AND CONTAINERS**

Tenants shall be responsible for compliance with all storage tank and container regulations, including registration, insurance, operation, and maintenance. Site selection, installation, and removal of storage tanks and containers shall be made with written permission of the Authority. Written records kept by tenants in conjunction with operation and maintenance of storage tanks and containers shall be made immediately available to the Authority upon request.

### **Section 303.07    SPILLS            (See also, FIRE AND SAFETY)**

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

1. Any person, including the owners or operators of aircraft, causing the overflow or spillage of fuel, oil, grease or other contaminants or pollutants anywhere on the airport shall be responsible for ensuring the immediate notification, containment and cleanup of such spillage. Cleanup shall be at the expense of the responsible party.
2. In the event of failure or refusal to comply with such notification, containment, and cleanup, the overflow or spillage will be cleaned up by the Authority at the expense of the responsible party. If there is more than one responsible party, the Authority may, at its discretion, apportion expenses between parties.
3. All overflows or spillages of fuel, oil, grease or other contaminants shall be immediately reported to the Airport Communications Center.
4. Details of all spillages must be reported to the Authority. If requested by the Authority, such report shall also be in writing, within thirty (30) days of the request.
5. All reports required by the State of Ohio Environmental Protection Agency, or other regulatory agencies, shall be completed and submitted by the responsible party.

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

7. As necessary, a fireguard shall be promptly posted by the responsible party.

### **Section 303.08 AIRCRAFT AND EQUIPMENT SERVICING**

No person shall service, wash, or repair aircraft or GSE in areas not approved by the Authority. When approved by the Authority, servicing, washing, or repair must be done in accordance with all federal, state, local, and airport permit conditions.

### **Section 303.09 ANTI-IDLING**

No person shall allow a vehicle or piece of equipment to idle on Authority property without a bona fide operational need. Operational needs include, but are not limited to occupant safety, emergency response, or ground service equipment actively serving an aircraft.

### **Section 303.10 DEICING**

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

1. Aircraft deicing and anti-icing materials shall only be handled and applied directly to aircraft in areas designated by the Authority in accordance with these Rules and Regulations and applicable federal, state and local laws, rules and regulations.
2. Aircraft deicing and anti-icing materials may be handled and dispensed outside of the designated areas where a person requests and receives prior approval from the President & CEO, or designee.
3. The dispensing of deicing and anti-icing materials shall be reported to the Authority in a content and manner specified by the Authority.

#### **B. Response to a Spill Of Aircraft Deicing/Anti-Icing Materials**

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

- a. Immediately notify the Airport Communications Center of the spill or release;
- b. Immediately commence and complete containment and cleanup of the spill or release in accordance with applicable federal, state, and/or local laws, ordinances or regulations;

c. Cooperate fully with the Authority and any federal, state and local regulators to assure containment and cleanup of the spill or release are completed in accordance with applicable federal, state, and/or local laws, ordinances or regulations; and,

d. If requested by the Authority, submit a written report to the Authority within thirty (30) days of the incident, providing detail of the spill or release and demonstrating that containment and cleanup was completed in accordance with applicable federal, state, and/or local laws, ordinances or regulations.

**Section 303.11   ENFORCEMENT AND PENALTIES – See Title 20.**

## **TITLE 4 SECURITY, ACCESS CONTROL AND AIRSIDE ACTIVITIES**

### **SECTION 401 AERONAUTICAL**

#### **Section 401.01 DUTY TO REPORT ACCIDENT**

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

#### **Section 401.02 DUTY TO REMOVE AIRCRAFT**

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

#### **Section 401.03 DAMAGE INSPECTION OF AIRPORT FACILITIES**

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

#### **Section 401.04 UNMANNED AIRCRAFT SYSTEMS**

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

#### **Section 401.05 USE OF AIR CARRIER GATES AND RAMPS**

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

#### **Section 401.06 ENFORCEMENT AND PENALTIES - See Title 20**

## **SECTION 402 DRIVING ON THE AIRFIELD**

### **Section 402.01 DRIVING AUTHORIZATION**

A. Airport Operations or Public Safety personnel, or anyone so authorized by the Authority, shall have the right to cause to be immediately ejected from the airport or 49 CFR Part 1540.5 designated AOA, any person and/or vehicle in violation of these Rules and Regulations, or any laws, or ordinances that presents an immediate safety hazard

B. No person shall operate or knowingly allow another to operate a vehicle or bicycle on the airfield or 49 CFR Part 1540.5 designated AOA except:

1. Persons with airport authority issued identification designating the person as possessing "ramp driving" privileges
2. Persons with airport authority issued identification designating the person as possessing "full driving" privileges
3. Persons under escort, as defined in Section 403.03.

C. All persons driving on the airfield or 49 CFR Part 1540.5 designated AOA must have a valid operator's license recognized by the State of Ohio in their possession.

### **Section 402.02 AIRFIELD ACCESS - VEHICLE AUTHORIZATION**

A. No vehicles or bicycles are permitted on the airfield or 49 CFR Part 1540.5 designated AOA without the prior written approval of the President & CEO, or designee.

B. Tenant and Contractor Authorized Vehicles must:

1. Display a decal or sign with the agency name and/or logo in contrasting colors, on both sides of the vehicle. Lettering shall be no less than one (1) inch in height and readable, without assistance, at a distance of no less than 200 feet, or
2. Be marked with temporary vehicle identification media issued by the Airport Identification Office, or
3. Display a valid Airfield Vehicle Permit permanently affixed to the lower left corner (driver's side) of the windshield or in such other location or manner as authorized by the President & CEO or designee.

C. Airport Authority vehicles are identified with large red or black numerals located near the doors, or display a valid Airfield Vehicle Permit as set out in Section 402.02, above. Marked Public Safety Division vehicles are identified as Airport Police or ARFF vehicles.

D. Unmarked, street licensed vehicles, including those owned by a governmental entity, must have a valid Airfield Vehicle Permit displayed as set out in Section 402.02.B. above.

E. Vehicles without markings as specified above, will be required to be escorted by persons with Authority Issued Identification with escort authority that includes airfield driving authorization.

F. Vehicles under escort must be escorted by vehicles that meet Section 402.02B standards and include a driver who has airfield driving authorization.

G. Vehicles operating on privately owned property designated as 49 CFR Part 1540.5 AOA must be under escort or display a decal or sign with the entity name and/or logo in contrasting colors, on both sides of the vehicle. Lettering shall be no less than one (1) inch in height and readable, without assistance, at a distance of no less than 200 feet

### **Section 402.03 GENERAL OPERATING PROCEDURES**

A. Persons operating vehicles or ground service equipment on the airfield shall yield right of way to:

1. Aircraft;
2. Aircraft under tow;
3. Emergency equipment;
4. Pedestrians;
3. Snow equipment; or
4. Any vehicles or ground service equipment already within a designated roadway or driving lane.

B. Persons operating vehicles on 49 CFR Part 1540.5 designated AOA shall drive in a safe manner.

C. No vehicle or ground service equipment shall be driven between the terminal building and parked aircraft except when servicing that aircraft.

D. Unless being used for servicing, vehicles must maintain a reasonably safe distance from parked aircraft.

E. Vehicles shall use designated service roads and vehicle lanes, when available, to transit between locations.

F. The designated emergency vehicle roadway between the ARFF Station and the east terminal apron is intended for use by ARFF equipment and shall only be used by Public Safety and Airport Operations Division during emergencies. Other uses shall be as authorized by the President & CEO, or designee.

G. No person shall operate a vehicle, bicycle or piece of ground service equipment through a tenant's leased area(s) without legitimate business purpose with that tenant, or while on Authority business.

H. Drivers and passenger(s) must be seated on seats permanently affixed to the vehicle or must ride in those areas of the vehicle designed for passenger load.

I. No person shall load or drive a vehicle in a manner that would allow any object or substance to fall from a vehicle and become a hazard to persons, aircraft, or other vehicles.

J. The operator and/or owner of a vehicle is/are responsible for any property damage and/or bodily injury resulting from, and for any clean up required as a result of, any object or substance that falls from the vehicle.

K. The operator and/or owner of a vehicle is/are responsible for property damage and/or bodily injury caused by improper operation or lack of due caution while operating a vehicle.

L. No vehicle motor shall be left running while stopped or parked in baggage make-up areas.

M. No vehicle or other device intended for transportation shall be operated on any portion of the airfield:

1. In willful, wanton or reckless disregard of the safety of persons or property;
2. With carelessness or without due caution or at a speed or in a manner which could endanger persons or property;
3. If it is hazardously equipped or loaded in a manner which could endanger persons or property;
4. In a manner that obstructs, interferes with, or delays aircraft operations.

N. No person shall:

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

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

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

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

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

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

S. Persons driving vehicles or other devices shall stop at all inspection checkpoints and not attempt to elude, bypass or circumnavigate any inspection checkpoint including roving patrols (see also Section 403, Security of Restricted Areas and Access Control System).

#### **Section 402.04 SPEED LIMITS**

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

1. The maximum speed limit for all vehicles and equipment operating on aprons/ramps is fifteen (15) miles per hour.
2. The maximum speed for all vehicles and ground service equipment on designated service roads not contiguous with aircraft ramps or operating areas is twenty-five (25) miles per hour.
3. The maximum speed for vehicles operating in the baggage makeup areas, inside of the terminal, or within fifty (50) feet of hangars, and aircraft is five (5) miles per hour.
4. The maximum speed for vehicles driving through the CMH terminal underpasses, including the areas under the BHS Matrix Buildings, is five (5) miles per hour.

## **Section 402.05 VEHICLE/EQUIPMENT PARKING**

A. Except during an emergency, all vehicles and ground service equipment on the Airfield shall be parked in designated parking areas. Vehicles found parked outside of designated areas or outside of company lease areas will be considered illegally parked. Illegally parked vehicles may be ticketed and/or towed at the owner's expense.

B. No T-hangar or General Aviation tenant may park in the leased T-Hangar area of another for more time than it takes to load or unload passengers and/or equipment.

C. No vehicle shall be parked within ten (10) feet of a fire hydrant or fire extinguisher, or in such a manner as to impede access to the hydrant or extinguisher.

D. Any unauthorized vehicle or ground service equipment that has been parked in a space reserved for specific parking, or parked in a manner that impedes aircraft/airport operations may be removed, or caused to be removed, at owner/operator expense (including towing and storage charges), by Airport Police or Operations personnel.

E. Except in authorized areas, no vehicle or piece of ground service equipment shall be left unattended on any portion of the Airfield.

F. Vehicles shall not be left unoccupied while the motor is running except as operationally necessary for the servicing of aircraft. An operable parking brake must be engaged and/or the wheels chocked.

G. Lavatory carts containing waste may not be parked inside the terminal building, including in tenant leased baggage make-up areas.

## **Section 402.06 VEHICLE LIGHTS**

A. All motorized ground service equipment and vehicles will be equipped with two (2) headlights and two (2) taillights. During the period between sunset and sunrise, while it is raining, or when visibility is poor (e.g. fog, unusually dark daylight, etc.), the operator must have the headlights and taillights illuminated whenever the vehicle or ground service equipment is being driven.

B. Headlights shall be adjusted so they do not illuminate aircraft cockpit areas.

C. With the exception of vehicles under escort, Public Safety Division vehicles and ARFF vehicles, all operators of vehicles and/or ground service equipment on aircraft movement areas shall operate a rotating beacon or flashing light, at all times. Vehicles not equipped with a rotating beacon or flashing light must be escorted by an Authorized vehicle that is so equipped.

D. Vehicles performing deicing operations at remote deicing locations adjacent to taxiways shall have a rotating or flashing beacon, amber in color, in operation at all times.

## **Section 402.07 VEHICLE MAINTENANCE**

A. All vehicles and ground service equipment operated on the Airfield must be maintained by the company and be in sound mechanical condition and in compliance with manufacturer's specifications.

B. All disabled vehicles must be moved to a proper parking location, or removed from the airfield as soon as possible. The Authority reserves the right to relocate a disabled vehicle at the expense of the owner if the owner is provided seventy-two (72) hour notice and arrangements to have the vehicle removed have not been made, or immediately if the vehicle presents an unsafe condition or undue hardship for other Airfield operators.

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

## **Section 402.08 INSURANCE**

A. The owners/operators of vehicles authorized to operate on the apron/ramp, 49 CFR Part 1540.5 designated AOA, or movement areas of the airfield must maintain General Liability/Aviation Liability/Automobile Liability coverage of at least \$10,000,000 per occurrence, or such additional amount as may be required by the Authority.

B. The owners/operators of vehicles authorized to operate in general aviation facilities or areas at, or adjoining, CMH and LCK, except those identified in Section 402.08.C, must maintain General Liability/Aviation Liability/Automobile Liability coverage of at least \$10,000,000 per occurrence, or such additional amount as may be required by the Authority.

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

D. The owners/operators of vehicles permitted to park in the airside ARFF parking lot must maintain General Liability/Automobile Liability coverage of at least \$300,000, per occurrence, or such other amounts as may be required by the Authority.

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

F. Failure to maintain required coverage will result in the suspension or termination of access privileges, including driving privileges.

### **Section 402.09    AIRCRAFT MOVEMENT AREA OPERATIONS**

A. No vehicle or ground service equipment, unless under escort, shall be driven upon the aircraft movement area unless the Authority has granted full driving privileges to the operator.

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

1. Be in continuous communication with air traffic control via two-way radio;
2. Acknowledge all directions given by air traffic control;
3. Follow all directions given by air traffic control;
4. Not proceed past the "hold short" lines of the runway without authorization from air traffic control;
5. Operate a rotating beacon or flashing light unless under approved escort. (see 402.06C)

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

### **Section 402.10    SAFETY, GENERAL**

A. No person shall walk beyond one hundred fifty (150) feet of the terminal building unless operationally necessary.

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

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

### **Section 402.11    ENFORCEMENT AND PENALTIES – See Title 20**

## **SECTION 403 SECURITY OF RESTRICTED AREAS/ACCESS CONTROL SYSTEM**

### **Section 403.01 AIRPORT IDENTIFICATION SYSTEM**

A. Persons granted unescorted access to any TSA Regulated Areas, including, but not limited to 49 CFR Part 1540.5 designated AOA, Secured SIDA and Sterile areas, must display Airport Authority issued or Airport Authority approved identification on their outermost garment, above the waist, at all times.

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

C. Persons possessing and properly displaying the following Airport Authority issued or Airport Authority approved identification have authorized, unescorted access, to the airfield or 49 CFR Part 1540.5 designated AOA, Secured Area, Sterile Area or SIDA, but are subject to the restrictions and limitations imposed by, but not limited to, these Rules and Regulations:

1. Airport Authority Issued Identification;
2. FAA Identification Form 110-A. The FAA in-flight inspectors shall use this identification in the performance of their official duties;
3. Air carrier identification media used by flight crewmembers (cockpit and cabin crews) of U.S. certified air carriers is authorized for unescorted movement in the following restricted areas under the following conditions:
  - a. The immediate vicinity of the aircraft to which flight crews are assigned;
  - b. Flight crews operations/flight office or the equivalent;
  - c. Direct route between the aircraft and crew operations/flight office equivalent area;
  - d. Identification must be worn by the flight crewmember to which it was issued;
  - e. Escort authority is not extended to flight crewmembers possessing only an air carrier-issued identification;
  - f. Flight crew members must be in uniform and wear air carrier-issued identification on their outermost garment, at waist level or above, so as to be readily visible.
4. Reserved

## **Section 403.02 AIRPORT ISSUED IDENTIFICATION/ACCESS CONTROL**

A. Improper use of Airport Authority Issued Identification/Access Control Media, including keys, may result in immediate confiscation and canceling of access privileges including ID Badge and/or other physical access.

B. Access control media including Airport Authority issued identification, keys checked out of the electronic key boxes, numeric codes and keys, shall not be used:

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

C. Those types of access control media which may be shared (including non-regulatory keys stored in an electronic key box) remain the responsibility of the person to whom they are issued.

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

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

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

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

## **Section 403.03 RULES OF "ESCORT"**

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

1. A person providing escort must properly display a valid Airport Authority issued identification badge with "Escort" authority. (Exception, see Section 403.01.C.5)
2. If the escort is required to drive on the airfield, the escort must have driving privileges, both the escort and the person being escorted must have a valid

driver's license in his/her possession as required in Section 402.01C, and the vehicle must be properly marked as specified in Section 402.

3. A person may provide escort only in areas they are authorized to access.

4. An escort must remain in close proximity to, maintain sight of, and be able to readily or immediately observe, direct, and control the movement and actions of the person(s), vehicle(s) and equipment being escorted.

5. The escorted person/vehicle/equipment may engage in or perform, only the activities for which the escorted access has been granted.

6. If the escorted person/vehicle/equipment engages in activities, other than for those which the escorted access has been granted, the escort must remove that person/vehicle/equipment from the restricted area and notify the airport police or, if the situation so warrants, notify the airport police to have the person/vehicle/equipment removed. In all cases, the airport police must be immediately notified of any escorted person/vehicle/equipment which has acted beyond the scope of the activities for which access was granted.

7. A holder of Airport Authority issued identification may not escort another holder of Airport Authority issued identification (with or without the identification being present), unless the person being escorted has a badge color that does not authorize presence in that TSA regulated area.

**8. No person, intending to board an aircraft, may be escorted around or past screening checkpoints without the prior, express consent of the Transportation Security Administration.**

9. Individuals under escort are required to provide valid government issued photo identification upon request. Access may be denied for inability to provide photo identification.

10. No person shall provide an escort for unauthorized purposes.

11. No person shall provide an escort to an unauthorized individual.

#### **Section 403.04 RULES OF "CHALLENGE."**

A. All holders of Airport Authority issued identification are required to challenge/report persons/vehicles/equipment observed in a TSA Regulated Area, whose authorization is not apparent.

B. Escort any unbadged or unauthorized person out of the TSA Regulated Area and immediately report the incident to the Airport Communications Center.

1. Be sure the individual is taken to a non-sterile, public area.

2. Notify the Airport Communications Center immediately with details of the challenge and maintain visual contact with the individual.

C. If a person/vehicle/equipment becomes uncooperative when challenged or, upon observation, is perceived as a threat to personal safety, do not approach the person/vehicle/equipment but maintain visual contact and immediately notify the Airport Communications Center.

D. If contact cannot be maintained with the person/vehicle/equipment, a physical description, direction of travel and all information on their movement shall be provided to the responding officer.

#### **Section 403.05 SECURITY OF THE RESTRICTED AREA/ACCESS CONTROL SYSTEM**

A. Any access control media that are lost or stolen must be reported immediately to the Airport Communications Center or the Airport Identification Office by the person to whom they are issued or his/her supervisor.

B. Any person finding an Airport Authority approved identification or access control media will immediately contact the Airport Communications Center.

C. No person shall leave unsecured or allow unauthorized access through any door, gate, bag belt roll-down doors (inbound and outbound) or any other access point leading to, or allowing access to, a TSA Regulated Area.

D. No person shall allow another holder of Airport Authority issued identification to proceed through the same access point they are accessing without the second person first presenting their own Airport Authority issued identification and receiving acknowledgment from the system that they have permission to enter the area.

E. No person shall proceed through an access point behind another holder of Airport Authority issued identification without first presenting their own Airport Authority issued identification and receiving acknowledgment from the system that they have permission to enter the area. ("piggy-backing" is allowed only when the "rules of escort" apply.)

F. All bag belt roll-down doors and access-ways to the restricted area shall be properly monitored while the belts are in use. Monitoring shall be done by the tenant last utilizing the belt. Belts shall not be left unattended while in use.

G. No person shall fail to properly arm/disarm jet bridges and loading doors in accordance with current procedures as established by the Public Safety and/or Operations Divisions.

## **Section 403.06 MISCELLANEOUS SECURITY RULES**

A. Except during emergency or exigent circumstances such as an evacuation, no person will enter/exit, or attempt to enter/exit any restricted area except through designated entrances and exits.

### **B. Bypass Entrances**

**1. Escort privileges do not apply to dedicated bypass doors leading from public non-sterile to public sterile areas.** (See also Section 403.03).

2. All persons using dedicated bypass doors must possess and use their Airport Authority issued identification badge and any other form of required input, to gain access to a sterile area.

**3. Bypass entrances may only be used while performing tenant-related work or for an Authority related function.**

**4. No person will bypass a security-screening checkpoint when conducting personal business.**

**C. Unless Section 403.03.A8 applies, No person will bypass a TSA passenger screening checkpoint when departing the airport by air whether for personal or business purposes.**

D. No person shall divulge information regarding the airport security system, any airport tenant's security system, or any topic affecting air transportation security to any unauthorized person.

E. No person shall park, place or store, or allow any object to be parked, placed or stored within ten (10) feet of either side of the airfield perimeter fence. The President & CEO, or designee, must approve any exceptions. Objects and vehicles are subject to removal or towing at owner/operator expense, in addition to any other penalties provided by these Rules and Regulations.

### **F. TSA Regulated Area Security Inspection Checkpoint**

1. No person shall bypass or attempt to bypass a security inspection checkpoint, (vehicle or pedestrian) or other security procedure enacted within or adjacent to TSA regulated areas, except as authorized by the President & CEO or designee.

2. No person shall fail or refuse to comply with an employee inspection process. Failure to comply may result in immediate suspension of the person's ID badge or area access.

G. Holders of Airport Authority issued identification are required to abide by training and instruction received during the airport identification issuance process.

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

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

J. No person or vehicle shall access a restricted area through an access point, including vehicle checkpoints, without complying with the entry requirements of that access point.

#### K. Vehicle Access Points

1. No pedestrian may use a vehicle gate to access the airfield unless express permission is granted by the Federal Security Director, Transportation Security Administration (TSA) and one of the Authority's Airport Security Coordinators.

2. All badged individuals entering Secured Area by way of a vehicle checkpoint must have their badge presented to the gate guard for validation;

3. Individuals, property, and vehicles entering or remaining in the Secured SIDA, Sterile, or AOA areas are subject to search.

4. No person shall bypass or attempt to bypass a vehicle checkpoint, construction gate, or other security procedure enacted within a TSA Regulated Area;

5. Badged drivers must present their badge to the Card Reader when exiting the airfield.

6. All badged individuals in a vehicle must have their badge presented to the vehicle gate card reader prior to entry into the airfield.

**7. Badged drivers must make sure no unauthorized access to the airfield occurs while a gate is open.**

### **Section 403.07 CONTRACTORS/WORKSITE SECURITY**

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

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

C. Construction gates must be closed when not actively in use and secured when not staffed.

D. The contractor/tenant/concessionaire will be responsible for securing and controlling access to all tools and dangerous items while working in TSA Regulated Areas of the Airport.

E. The primary contractor responsible for a project is responsible for ensuring all subcontractors abiding by the entirety of these Rules and Regulations and any other direction issued by the CRAA or TSA. Fines due from contractors may be taken from any amounts due and owing the primary contractor from the Authority.

F. The primary contractor on any project shall make sure all badges, including those issued to sub-contractors, are returned to the Authority. Failure to return all badges will result in a \$250/per badge fee which may be taken from any amounts due and owing the primary contractor from the Authority.

### **Section 403.08 SAFETY AND SECURITY OF THE AIRPORT**

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

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

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

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

c. Entering, without authorization, any area to which access is restricted or controlled in accordance with any airport or airline security program or guidelines or in accordance with any Federal, state or local statutes or regulations.

2. No person shall cause the evacuation, clearing or closing of the airport or any portion thereof, or otherwise cause public inconvenience or alarm, by doing any of the following:

a. Initiating or circulating a report or warning of an alleged or impending fire, explosion, crime, or other catastrophe, knowing that such report or warning is false;

b. Threatening to commit any offense of violence;

c. Committing any act with disregard of the likelihood that its commission will cause public inconvenience or alarm;

d. Committing any act with the intent to penetrate, ascertain the existence or capabilities of, or circumvent the safety or security procedures, physical or written, of the Authority or any air carrier, fixed-base operator, tenant, contractor or concessionaire operating at the airport.

3. Whoever violates Section 403.08 of these Rules and Regulations:

a. May be subject to civil liability for damages, including, but not limited to, the costs of any security or emergency services (e.g. fire, police, emergency medical services);

b. This section shall not limit the liability of the individual or person to the Authority or to any other person(s) for any other damages caused by his/her acts(s);

c. May additionally be charged with federal, state, and/or local criminal or civil violations.

## **Section 403.09 ENFORCEMENT AND PENALTIES – See Title 20**

**TITLE 5 GROUND TRANSPORTATION**  
**SECTION 501 TAXICAB RULES AND OPERATING PROCEDURES**

**Section 501.01 GENERAL**

A. These Taxicab Rules and Operating Procedures (TROP) are intended to:

1. Promote high-quality ground transportation services in a manner that is consistent with public safety and convenience;
2. Ensure the efficient movement of passengers to and from the Airport; and
3. Ensure the efficient use of the limited capacity of the terminal roadway, vehicle parking, and vehicle boarding facilities.

B. The Authority reserves the right to amend these TROP at any time. Notice of such amendment shall be posted in accordance with Ohio Revised Code Section 4582.31(A)(14).

C. In an emergency, these procedures are subject to temporary changes by the Authority without prior notice.

**Section 501.02 TAXICAB PERMITS**

A. Permit Applications. A Taxicab driver applying for, or renewing, a Taxicab Permit must possess a valid City of Columbus Vehicle for Hire Driver's License. He/she shall submit to the Taxicab Manager a completed application form which shall include the following information concerning the applicant:

1. Name, address, and phone number;
2. Driver's Abstract Record from Ohio Bureau of Motor Vehicles;
4. Previous taxicab driving and other work history;
5. Release to conduct criminal history record check;
6. Evidence of a valid City of Columbus Vehicle for Hire Driver's License, , not under suspension or revocation, from the City of Columbus;
7. In compliance with Section 501.04(F) of these Rules and Regulations, evidence that applicant has at least six (6) months taxi experience in the City of Columbus area prior to submission of the driver's Permit Application;
8. Proof of financial responsibility in compliance with Columbus City Code 587.14 to 587.17; and
9. Evidence that the applicant does not have convictions for any offense listed in Columbus City Code 589.05(b);
10. An Affidavit attesting that the information contained in the Application and attached thereto is true and correct to the best of the applicant's knowledge and belief;
11. Information regarding the age, make, model, condition and mileage of the driver's current vehicle.

B. Review of Permit Applications. The Taxicab Manager shall review the information submitted for authenticity and completeness, and shall conduct the following tests and investigations, as approved by the Authority, to applicant's seeking Permits for the first time:

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

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

1. The applicant has provided incomplete, false or misleading information;
2. The applicant has failed to provide current certificates, licenses or other information or documentary evidence required;
3. The permit is sought in furtherance of, or in connection with, some unlawful enterprise or activity;
4. The applicant is in violation of a previously issued Taxicab Permit;
5. The applicant has failed to pay fees to the Authority;
6. The applicant's operating authority or license is suspended or revoked by another regulatory agency;
7. The applicant has more than twelve (12) points on record within the previous three (3) years from the date of application; and
8. The applicant has been convicted of any offense listed in Columbus City Code 589.09(a) through (d);

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

### **Section 501.03 SOLICITATION OF SERVICES**

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

### **Section 501.04 STANDARDS FOR OPERATION**

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

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

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

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

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

F. Probationary Period and Past Driving Experience - All Taxicab Drivers shall be probationary during the first six (6) months of the Permit period. Qualified Taxicab Drivers shall also have six (6) months of taxicab driving experience in the City of Columbus prior to their date of application for permit.

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

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

1. Authority Trip Fee. All Taxicab Drivers who pick up passengers at an Authority controlled terminal shall pay a per trip fee for each pick-up and drop-off of a passenger. Such fee may hereafter be amended or modified from time to time by the Authority in its Schedule of Fees, Rates and Charges. As of the date of these rules, the per-trip fee is \$4.00 for each pick-up and each drop-off at an Airport.

I. Provision of receipts. Taxicab Drivers shall give any passenger so requesting a receipt in writing signed by the driver. The receipt shall contain the identification numbers of the vehicle and its driver, all items for which a charge is made, the total amount paid and the date of payment.

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

K. Transport of domestic animals. Taxicab Driver shall not refuse to take a passenger with a domestic animal provided that the animal is being transported in a carrying case. (Transport of service animals is covered in Section 501.04L, Transport of persons with disabilities, below)

L. Transport of persons with disabilities.

1. Taxi drivers cannot refuse to provide services to persons with disabilities who are able to use taxi vehicles;

2. Taxi drivers cannot charge a surcharge, higher fares or additional fees for carrying individuals with disabilities and their equipment or service animals than are charged to other persons;

3. Taxi drivers must provide assistance with the stowing of mobility devices (wheelchairs, walkers, etc.); and,

4. Service animals must be allowed to ride with a person with a disability.

- a. Taxi drivers may not require proof that an animal is a service animal.

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

N. Knowledge of the Columbus Metropolitan Area. Taxicab Drivers must possess knowledge of the general area surrounding the Airport.

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

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

1. No Taxicab Driver shall be permitted to tamper with a vehicle's taximeter to increase fares charged to customers. At no time shall a Taxicab Driver turn off a vehicle's meter after the taxicab has been hired. Taximeters should run even though the customer may have negotiated a special or fixed fare.

2. No Taxicab Driver shall fail to post and maintain the schedule of rates filed with the City of Columbus for that taxicab in a location that is readily visible to the passenger;

3. No Taxicab Driver shall knowingly operate a taxicab in which a taximeter is not attached or inspected, registers improperly, displays a fee in excess of the rate on file with the City of Columbus or posted in the taxicab, in which the seal affixed by the Sealer of Weights and Measures of the City of Columbus is broken or expired or fail to use a taximeter whenever transporting passenger(s) even if the driver and passenger(s) have mutually agreed to the fare amount regardless of the destination;

4. No Taxicab Driver shall collect a fare in excess of the meter rate or showing a fare on the meter when the taxicab is not transporting passengers or packages for which the meter is being used to determine the charge, or fail to use the taximeter when transporting passengers;

5. No Taxicab Driver shall violate the fare rates for more than one passenger as described in City of Columbus Code Section 591.05;

6. Taxicab Drivers shall not solicit any passenger by any means whatsoever calculated to induce persons to engage the services of any Taxicab Driver;

7. Taxicab Drivers shall not refuse to provide permitted service to any passenger requesting such service on the basis of the passenger's age, disability, sex, race national origin, or for any other reason other than for the safety of the Taxicab Driver. All such exceptions shall be based on the sole opinion of the Taxicab Manager.

8. Taxicab Drivers shall not move, or attempt to move, baggage, parcels or other personal property of another in and around the Walk-Up Areas, except to move such baggage, parcels or other personal property to or from the interior of the Taxicab Driver's taxicab at such zone curb area for the assistance of any passenger who has engaged such Taxicab Driver;

9. Taxicab Drivers shall not have in his/her possession a lighted cigarette, cigar, or pipe, e-cigarette, or use chewing tobacco or snuff, while any passenger is being transported in his/her taxicab;

10. Taxicab Drivers shall not operate a Taxicab while under the influence of any intoxicant or controlled substance;

11. Taxicab Drivers shall not dispose of garbage, papers, refuse or other material on airport property except in receptacles provided for that purpose;

12. Taxicab Drivers shall not engage in loud talk or calls to and from other drivers of taxicabs while at the Airport, or sound horns or other mechanical devices for purposes other than lawful traffic signals;

13. Taxicab Drivers shall not stop to unload passengers in either the middle of the street, intersection, or on the left side of a street (other than on a one-way street), or otherwise load or unload passengers in any manner that will in any way impede or interfere with the orderly flow of traffic on the streets;

14. Taxicab Drivers shall not take a route, other than the most direct and expeditious, to a destination unless so requested by the passenger;

15. Taxicab Drivers shall not perform, or allow to be performed, vehicle repairs or maintenance, including but not limited to car washing and oil changes, on Airport property;

16. Taxicab Drivers shall not fail to remove, or cause to be removed, within a reasonable time, the Taxicab Driver's taxicab from Airport premises in the event the taxicab becomes inoperable;

17. Taxicab Drivers shall not permit any family member, friend or other person not designated by the Taxicab Manager to sit in his/her cab or come on Airport property to visit them, while their taxicab is in operation for hire unless said individual is riding for training purposes and has been authorized by the Taxicab Manager or Authority;

18. Taxicab Drivers shall not engage in illegal gambling or any other illegal activity while at the Airport;

18. Taxicab Drivers shall not leave the Walk-Up Areas, or their immediate vicinity, except to assist a passenger as reasonably necessary.

**19. No driver shall talk or text on a mobile/smart phone, or other mobile device, while operating, driving or in physical control of a vehicle for hire, unless the driver has stopped the vehicle out of the lane of traffic, while a paying fare is in the vehicle. Taxicab drivers violating this operating procedure are subject to disciplinary action up to and including revocation of their airport permit;**

20. Taxicab Drivers shall not require payment by cash when the taxicab has a working credit card machine.

#### Q. Taxicab Line Procedures

1. Entering and Leaving the Taxicab line. Each Taxicab Driver, except as hereinafter provided, upon entering the Airport or immediately upon unloading passengers and/or property, shall either leave the Airport or proceed to the Taxicab line, taking its place at the rear of the line of Taxicabs stationed in the Holding Area. Each Taxicab Driver, unless dispatched to a location other than the Airport, or having prior obligations to transport a contract customer to the Airport, shall maintain his/her place in the Taxicab line and shall not depart from there to

pick up passengers and/or property until such Taxicab arrives at the head of the line and is signaled to pick up passengers and/or property. Taxicabs shall respond to signals or call up by the Taxicab Manager or the Authority representative at the passenger loading area.

2. Emergency Operations. In the event there are no Taxicabs available in one or more of the Taxicab lines or in the Taxicab holding area, or in the event of extreme weather conditions or other emergency, any Taxicab, including those without Airport taxicab permits, shall obey the directive of the Taxicab Manager or the Authority representative to pick up a passenger and/or property from the Taxicab line.

3. Anticipated Unusual Passenger Load. If the Authority anticipates an unusual passenger load that cannot be served by the Permitted Taxicab Drivers, temporary decals shall be issued at \$10.00 per driver per day and shall be in effect during the peak traffic period. All temporary decals shall be surrendered to the Taxicab Manager or Authority representative after completion of the event.

#### R. Records

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

- a. Driver's name, address, and phone number;
- b. Driver's affiliated company, garage address and phone number;
- c. Driver's picture (passport size);
- d. Make and model of vehicle;
- e. License plate number;
- f. Make and model of taximeter; and
- g. City of Columbus Taxicab license number.

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

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

- a. The driver's name, number and company;
- b. The time the driver began and ended his/her day;
- c. Each trip made that day including the:

- (1) Beginning time,
- (2) Destination,
- (3) Drop-Off time,
- (4) Number of passengers, and
- (5) Dollar amount of fare.

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

## **Section 501.05 VEHICLE STANDARDS**

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

1. State and City requirements. Meet all requirements imposed by the State of Ohio and City of Columbus for taxicabs.

2. Additional Interior Requirements

a. Fire Extinguishers. Equipped with a fully charged fire extinguisher which bears the label of approval of a national testing laboratory acceptable to the Authority Fire Chief and satisfying all requirements of Columbus City Code Chapter 2519.

b. Two-Way Radio. Operational, F.C.C. licensed two-way radio receiver/transmitter for dispatching. Radios shall be configured operationally to allow for the prompt dispatch of taxicabs to meet the specific demands of the taxicab passengers desiring transportation to and from the Airport.

c. Power Plant. Equipped with a power plant strong enough to properly and safely move the vehicle.

d. Seat Belts. Equipped with enough fully functional seat belts for each passenger and equal to the maximum designated seating capacity for that vehicle.

e. Speedometer and Odometer. Equipped with a properly working speedometer and odometer.

f. Passenger Compartment Lights. Equipped with a properly working light in the passenger compartment controlled by a switch in the passenger compartment or turned on upon request of a passenger. If the light becomes defective, it must be repaired and again be operating properly by the next day the taxicab is made available for hire.

g. Horn. Equipped with a fully functional horn.

h. No View Impeding Shades or Curtains. Taxicab shall not be equipped with shades or curtains that impede the passengers' view of any window or driver's area of the taxicab.

### 3. Additional Exterior Requirements

a. Identifying Information. Every taxicab shall have painted or affixed on the front or rear door, on both sides, the name and telephone number of the taxicab service which operates the taxicab. Such letter and number shall be at least two and one-half inches in height and shall be of a color contrasting with the background color of the taxicab.

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

a. No vehicle participating in the program shall be older than ten (10) model years.

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

a. Safety. Vehicles shall be maintained in a safe condition. Exhaust systems shall be fully intact and vehicles shall not emit noise at a level higher than 50 decibels.

b. Exterior Cleanliness. Vehicles shall at all times be clean, except that Taxicab Drivers shall have a twenty-four (24) hour period, after a snow or rain storm within the Columbus Metropolitan Area, to return the exterior of the taxicab to a clean condition acceptable to the Authority.

(1) No advertising, bumper stickers, or other signs not approved by the Airport shall be permitted.

(2) The exterior of the Taxicab shall be free of dirt and any visible damage or missing parts, including hubcaps and wheel rings.

c. Interior Cleanliness. Clean and sanitary condition and swept and dusted at all times.

(1) The Taxicab interior, including the trunk and rear portions of station wagons, must be maintained in clean and stain free condition, and shall be free of all foreign matter, including but not limited to dirt, grime, oil, food, offensive odors and litter.

(2) The upholstery, interior door panels and all floor coverings shall be kept clean, intact, and free of stains, burns, rips and tears.

(3) The entire Taxicab interior, including the trunk, shall be free from all leaks.

d. Trunk and Luggage Area. The trunk and luggage area shall contain only the following:

- (1) An inflated spare tire and tools necessary for proper installation of the spare tire;
- (2) Tools and accessories necessary for the safe operation of the taxicab;
- (3) Items necessary for vehicle cleaning and passenger safety and/or convenience.
- (4) There shall be no holes, tears, rust or any other condition that might cause or contribute to damage to a taxicab passenger's luggage, or other possessions, transported in the trunk.

e. Tires. Tires must be rated for "all weather." All tires must be free of visible defects, properly inflated and have at least 3/32 inch of tread remaining.

## **Section 501.06 INSPECTIONS**

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

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

## **Section 501.07 ENFORCEMENT AND PENALTIES**

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

B. Revocation or Permanent Revocation of Permit. Upon the occurrence of violations of these rules and operating procedures by a permitted Taxicab Driver, the Taxicab

Manager may immediately suspend a Taxicab Driver and recommend revocation or permanent revocation of the Taxicab Driver's permit to the Authority's Taxicab Appeal Board. The Taxicab Appeal Board's decision is final.

C. Revocation and Permanent Revocation Procedures. All Revocations and Permanent Revocations will be considered by the Taxicab Appeal Board. Taxicab Drivers shall be provided a hearing conducted by the Taxicab Appeal Board Chairman. The Board Chairman, or designee, shall provide the time, date, and place of the hearing to the Taxicab Driver within three (3) business days of the date of receipt of the request for Revocation or Permanent Revocation from the Taxicab Manager. The Board will be composed of the Sr. Manager Parking & Ground Transportation (Chairman), a member of Public Safety, the Parking & Ground Transportation Manager, and an independent Taxicab Driver representative who is actively involved in day-to-day taxicab operations. This Board has the responsibility to hear the evidence provided at the hearing and to review pertinent documents and evidence outside of the hearing. The Board will attempt to provide an answer upon completion of the hearing. At a maximum, an answer will be provided to the Taxicab Driver within fourteen (14) days from the date of the hearing regarding the Board's decision.  
**THE DECISION OF THIS BOARD IS FINAL.**

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

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

More than one (1) continuance of an appeal hearing will be granted only upon approval of the Sr. Manager, Parking & Ground Transportation, or designee.

Failure to appear at a hearing on the scheduled date and time or to secure a continuance date will result in the permanent revocation of the Permit as of the date set for the appeal hearing.

## **Section 501.08 SUSPENSION OR PERMANENT REVOCATION OF PERMIT**

A. Causes for Suspension of Permit. In addition to any other rights the Authority may have pursuant to Federal, State or Local law and Authority rules, the Taxicab Manager, may suspend a Taxicab Driver's Operating Permit under the following circumstances:

1. Failure of the Taxicab Driver to comply with Taxicab starter's orders;

2. Operating or knowingly permitting the illegal or unsafe operation of a motor vehicle; and
3. Three (3) or more violations of the Authority's Rules and Regulations (other than those set out in Section 501) by the Taxicab Driver within a one year period;
4. Failure to comply with federal, state or local laws;
5. Failure to comply with the Taxicab Rules and Operating Procedures (TROP) set out in this Section 501;
6. Failure to provide taxicab services when reasonably requested by the Taxicab Manager;
7. Failure to pay the required taxicab stand fee;
8. Abusive behavior toward Taxicab Manager, starters, Authority personnel, or passengers;
9. During an investigation of any alleged criminal activity;
10. Failure to comply with contractor agreement of the Taxicab Manager; and
11. Any other reason deemed necessary to maintain the standards set for taxicab operations at John Glenn Columbus International Airport.

B. Causes for Revocation or Permanent Revocation of Permit. The Taxicab Manager may request of the Taxicab Appeal Board the revocation or permanent revocation of a Taxicab Driver's Operating Permit under the following circumstances:

1. The Taxicab Driver provided false or misleading information or omitted requested information during the Taxicab Permit Application process;
2. The Taxicab Driver attempts to sell, transfer or lease a Taxicab Permit;
3. The Taxicab Driver fails to provide the required proof of automobile liability coverage or other current certificates, licenses or other required information or documentary evidence;
4. The Taxicab Driver is convicted of a crime against a taxicab customer.
5. The Taxicab Driver is operating in furtherance of, or in connection with, some unlawful enterprise or activity while operating the taxicab;
6. The Taxicab Driver is operating in violation of a previously issued Taxicab Permit Notice of Violation or Suspension;
7. The Taxicab Driver's operating authority or license is suspended or revoked by

another regulatory agency;

8. The Taxicab Driver fails to pay the required taxicab stand fee, or any other fee, charge or penalty assessed under these Rules and Regulations three (3) or more times within a rolling twelve (12) month period;

9. The Taxicab Driver fails to comply with federal, state or local laws two (2) or more times within a rolling twelve (12) month period;

10. The Taxicab Driver fails to comply with these rules three (3) or more times within a rolling twelve (12) month period;

11. The Taxicab Driver has more than twelve (12) points on record during the previous two (2) years as defined by the state motor vehicle laws; or

12. The Taxicab Driver is convicted of any felony or more than three (3) misdemeanors while operating under an Authority issued Taxicab Operating Permit, or such convictions are discovered to have occurred during the previous ten (10) years.

## **SECTION 502 COMMERCIAL GROUND TRANSPORTATION**

### **Section 502.01 GENERAL**

A. The Rules for Commercial Ground Transportation govern the actions of vehicles and drivers and companies who conduct courtesy, scheduled, prearranged, contracted, and other livery services at John Glenn Columbus International Airport as those terms are defined in **Title 1, Section 101, DEFINITIONS**. The conduct of taxicabs, taxicab drivers and taxicab companies is governed by the provisions of **Title 5, Section 501**, of these Rules and Regulations. The conduct of Transportation Network Companies (TNC) and TNC vehicles and drivers is governed by the provisions of **Title 5, Section 504**, of these Rules and Regulations.

### **Section 502.02 SOLICITING**

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

B. Signage, other than advertising as authorized in Section 502.02A, above, may not be posted or displayed on airport property without the consent of the Authority's Parking & Ground Transportation Department and Office of Business Development.

## **Section 502.03 UNAUTHORIZED PARKING**

- A. No commercial vehicle may be left unattended while running.
- B. Unless authorized in section 502.04(A)(1), drivers may not leave vehicles unattended.
- C. Commercial Vehicles shall be parked in designated areas only.

## **Section 502.04 BEHAVIOR OF REPRESENTATIVES**

A. Commercial Providers, Special Events, and Ambulettes: (*except* Courtesy Shuttles as defined in Section 101, Definitions)

1. Each Company may assign one representative to display the name of a passenger on a hand-held sign or electronic device, not to exceed 11"x17" in size, or as otherwise approved by the Authority. This representative may be the driver of the commercial vehicle, provided that the vehicle is legally parked in a designated non-curb parking space. Oversized vehicles parked on the curb may not be left unattended without approval by an Authority representative. Additional representatives must be authorized by the Parking & Ground Transportation Department prior to the start of any event.

2. The representative must have on his or her person a list of the passenger(s) being picked-up and their flight information, including but not limited to, flight number, arrival date and time and airline. Such list shall be available for inspection by Authority personnel at all times, and may be stored on an electronic device provided that device is available for inspection by Authority personnel.

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

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

B. Courtesy Shuttles

- 1. Drivers of courtesy shuttles must remain within arm's reach of their vehicles.
- 2. Courtesy shuttles may only transport customers of their organization.

### C. Charter Buses (Commercial Vehicles larger than 24 passenger)

1. Charter bus vehicles operating at the airport must be licensed by PUCO or ICC.
2. Charter bus drivers must remain within arm's reach of their vehicles.
3. Each company operating a charter bus may assign one representative, other than the driver, to display the name of the company by which the shuttle has been hired on a hand-held sign or electronic device, not to exceed 11"x17" in size, or as otherwise approved by the Authority. Additional representatives must be authorized by the Parking & Ground Transportation Department prior to the start of any event.
4. The representative may be stationed in the baggage claim level of the terminal building at the foot of the escalators or in such other area as may be designated by the Authority from time to time. At no time shall representatives solicit passengers on airport property including, but not limited to, through use of the information booth paging or telephone system. Representatives may only display a sign to communicate with passengers.
5. Representatives may not restrict, or cause others to restrict, access to or exit from any portion of the terminal, including, but not limited to, the baggage belts, escalators, elevators or information booth, by their actions.
6. The driver and representative must have on their person information detailing the charter group being picked-up and their flight information, including but not limited to, flight number, arrival date and time, and airline. Such information shall be available for inspection by Authority personnel at all times, and may be stored on an electronic device provided that device is available for inspection by Authority personnel.

### **Section 502.05 ALL COMMERCIAL GROUND TRANSPORTATION COMPANIES**

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

1. Failure to operate vehicles in a safe and lawful manner at all times.
2. Failure to yield to any and all pedestrians.
3. Stopping to load or unload passengers in non-designated areas.
4. Engaging in the use of profanity including its likeness or as a gesture, rudeness or discourtesy to anyone;
5. Sleeping or reclining in any vehicle;
6. Loitering or congregating on Airport premises;

7. Fighting or engaging in roughhousing or horseplay;
8. Gambling;
9. Behaving in an unprofessional or discourteous manner;
10. Coercing, deceiving or intimidating anyone;
11. Soliciting for passengers or passenger fares;
12. Interfering in any manner whatsoever with a passenger's selection of a commercial ground transportation company or other form of transportation;
13. Performing vehicle maintenance on airport premises.
14. Stopping or parking in a designated crosswalk
15. Stopping or parking in a roadway.
16. Parking facing the wrong direction.
17. Stopping, parking or driving on walkways.
18. Failure to turn off engine and/or failure to set brake while stopped or parked.
19. Parking or stopping in a designated "No Loading," "No Parking," or "Bus Loading" zone, including all areas marked by hashed lines painted on the pavement.
20. Allowing a person the use of other person's permit.
21. Parking in a pre-arranged or special event space in such a way that would prevent a second vehicle from sharing the space either in front of or behind that vehicle without impeding the drive lane.
22. Piggy-backing through access control gates.

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

1. Failure to obtain a ground transportation permit.
2. Display or use of permit issued to another operator or previously revoked or suspended.
3. Failure to display or failure to properly display an issued ground transportation permit.

4. Display or use of permit not issued to vehicle.
5. Display or use of permit previously revoked.
6. Late or non-payment of fees under Section 502.08.

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

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

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

#### **Section 502.06 VEHICLES ON COMMERCIAL DRIVE**

A. Due to limited space in the commercial area, ground transportation providers using multiple vehicles to pick-up a single customer or group shall stage only one vehicle within the gated commercial area at a time. Other vehicles should be staged in the cell phone lot (or other location designated by the Authority). An authority representative, at their sole discretion, may require a company with multiple vehicles in the gated commercial area for any purpose to stage some vehicles in the cell phone lot or other designated area to alleviate existing or potential congestion.

B. It is the responsibility of all ground transportation providers to track the status of arriving flights when such information is publicly available. Drivers shall stage their vehicle in the cell phone lot (or other location designated by the Authority) as necessary prior to entering the gated commercial area, such that they avoid any unnecessary dwell time within the gated commercial area.

#### **Section 502.07 GROUND TRANSPORTATION PERMITS**

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

B. Approval of Application for Permit

1. A Permit may be granted when a commercial ground transportation operator, including an off-site parking or rental car operator provides the following:
  - a. An accurately completed Application signed by an authorized representative of the commercial ground transportation operator, including an off-site parking or rental car operator;

b. A certificate of insurance;

c. Satisfactory evidence that the commercial ground transportation company, including an off-site parking or rental car operator, possesses a valid underlying permit from the City of Columbus License Bureau, PUCO, ICC, or an explanation of why such an underlying permit is not necessary;

d. Satisfactory evidence that the commercial ground transportation company, including off-site parking or rental car operator, shall, in its operations at the Airport, provide all services in compliance with the Americans with Disabilities Act and Title VI of the Civil Rights Act of 1964.

### C. Denial of Application for Permit

#### 1. The Authority may deny an Application for a Permit if:

a. The Application submitted is incomplete, is incorrect, contains false or misleading statements, or is otherwise not in compliance with these Rules.

b. A satisfactory Certificate of Insurance is not provided.

c. Activities to be performed or the vehicles proposed to be used would create a threat to the health or safety of persons or property at, in, on or about the Airport, or would be likely to interfere with the safe, orderly, and expeditious flow of traffic to, from, at, or about the Airport, as determined by the Authority in its sole discretion.

d. The commercial ground transportation company, including an Off-Site Parking or Rental Car Operator, is in violation of any health, safety, insurance, inspection, licensing, certification, or other requirement imposed by any governmental agency or authority having jurisdiction.

e. The commercial ground transportation company, including an Off-Site Parking or Rental Car Operator, is in violation of a previously issued Ground Transportation Permit or is in breach of any rules of or contract with the Authority.

f. The commercial ground transportation company, including an Off-Site Parking or Rental Car Operator proposes to use any vehicle not conforming to applicable state motor vehicle code requirements including any vehicle inspection requirements.

g. The commercial ground transportation company, including an Off-Site Parking or Rental Car Operator, is not current in the payment of all amounts owed to the Authority.

h. The commercial ground transportation company, including an Off-Site Parking or Rental Car Operator, has received three or more suspensions in a

single year during the past three years or has had their permit revoked for any reason during the past three years.

#### D. Revocation of Permit

1. The revocation or expiration of any operating authority issued by a city, state, or other regulatory body will result in the immediate revocation of the commercial ground transportation permit. If the operating authority is reinstated or renewed, a commercial ground transportation company, or off-site parking or rental car operator, may apply for a new ground transportation permit.

2. Ground transportation permits may be revoked for non-payment of fees as outlined in Section 502.08, below.

#### E. Updating Of Application

1. Each Permitted commercial ground transportation company, including an Off-Site Parking or Rental Car Operator, must promptly update all information contained in its Permit Application, whenever and to the extent that such information becomes inaccurate or incomplete.

2. An applicant who has been denied a Permit pursuant to Section 502.07.C, above, may reapply for a Permit pursuant to Section 502.07.B at any time following the elimination of each ground for the Authority's denial of the application for a Permit pursuant to Section 502.07C.

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

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

H. Operators must be listed on a company's driver list and be registered with the Parking & Ground Transportation Department before they can begin operations on Authority premises.

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

1. A fifty dollar (\$50.00) pick up fee must be paid prior to picking up customer.

2. Company information and driver identification must be provided to the on duty Ground Transportation Coordinator and/or the Parking & Ground Transportation Department before loading customer.

3. Customer information must be provided (i.e., name, flight, arrival time and destination of the customer) to airport representative upon request.
4. Transportation company representative must contact the Parking & Ground Transportation Department on the first business day after the pick-up to arrange for a permit to operate at Authority facilities.
5. Failure to comply with any of these requirements will result in denial of future ground transportation services to customers of non-compliant commercial company.

## **Section 502.08 FEES**

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

## **Section 502.09 ENFORCEMENT AND PENALTIES - see Title 20**

# **SECTION 503 OFF-SITE PARKING OPERATORS AND OFF-SITE CAR RENTAL OPERATIONS**

## **Section 503.01 PERMIT REQUIREMENT**

All Off-Site Operators must obtain a Ground Transportation Permit pursuant to Section 502 of these Rules, to use the Airport.

## **Section 503.02 GOVERNANCE OF RULES**

All Off-Site Operators shall be governed by these Rules and the Access Fees set out in the effective, applicable Schedule of Fees, Rates and Charges. Off-Site Operators shall not be subject to the fee(s) imposed by **Title 1, Section 103**, of these Rules.

### **Section 503.03 SUBMITTING APPLICATION**

Every Off-Site Operator shall submit an application for a Ground Transportation Permit, to operate as a Commercial Ground Transportation Company, to the Authority pursuant to Section 502 of these Rules. An application for renewal of a Ground Transportation Permit shall be submitted to, and approved by the Authority not later than December 31 in order to continue operations beginning January 1 of the new year.

### **Section 503.04 SUSPENSION OF OFF-SITE OPERATOR'S GROUND TRANSPORTATION PERMIT**

A. The Authority may suspend an Off-Site Operator's Ground Transportation Permit as a result of any violation of these Rules, including but not limited to the Rules specifically set forth below in this Section 503.04 (the "Enumerated Rules"), if such violation continues for a period of ten (10) business days after Off-Site Operator receives written notice of the violation from the Authority:

1. The Off-Site Operator fails to pay the Authority any Access Fee when due;
2. The Off-Site Operator fails to submit to the Authority a Monthly Gross Revenue Report; or
3. The Off-Site Operator fails to provide the Authority a current Certificate of Insurance.

The Authority may not suspend an Off-Site Operator's Ground Transportation Permit for the violation of any of the provisions in Section 503 (**other than the Enumerated Rules in this Section 503.04**) if either: (a) the violation is not readily curable within ten (10) business days and the Off-Site Operator is diligently attempting to cure such violation; or, (b) the Off-Site Operator disagrees with the Authority's determination that such Rule has been violated, appeals the Authority's determination and the Authority has granted a stay in accordance with Section 503.24.

If a violation under (a), above, is not cured within 60 days the Off-Site Operator will take the necessary action to appeal the violation under Section 503.24 of these Rules in order to obtain the necessary additional time to cure such violation.

If, under (b), above, the Off-Site Operator disagrees with the Authority's determination and the Authority has granted a stay in accordance with Section 503.24; the Authority and the Off-Site Operator shall cooperate in good faith to determine whether a violation of the Rules has occurred and, if it is determined that a violation has occurred, the parties shall agree upon a reasonable schedule to permit the Off-Site Operator to cure the violation

B. The decision to suspend an Off-Site Operator's Ground Transportation Permit for a violation of these Rules is at the reasonable discretion of the Authority and the

failure of the Authority to issue a suspension in one case shall not be construed as a waiver by the Authority of its authority to suspend an Off-Site Operator's Permit for any other violation of these Rules.

### **Section 503.05    TERMINATION OF GROUND TRANSPORTATION PERMIT**

A. The Authority may immediately terminate an Off-Site Operator's Ground Transportation Permit if the Off-Site Operator has received three (3) or more suspensions in a single year. Each suspension constitutes the beginning of a separate one-year period such that two (2) additional suspensions within one (1) year after a suspension gives rise to the Authority's right to terminate Off-Site Operator's permit hereunder. Notwithstanding the foregoing termination right, after an Off-Site Operator's Permit is suspended pursuant to Section 503.04, the Authority may immediately terminate an Off-Site Parking or Rental Car Operator's Permit by giving an Off-Site Parking or Rental Car Operator written notice of such termination after the Off-Site Parking or Rental Car Operator fails to correct the violation or violations giving rise to the Off-Site Parking or Rental Car Operator's suspension pursuant to Section 503.04 within thirty (30) calendar days of the effective date of the suspension

B. The decision to terminate an Off-Site Parking or Rental Car Operator's Permit for a violation of these Rules is at the sole discretion of the Authority and the failure of the Authority to terminate a Permit in one case shall not be construed as a waiver by the Authority of its authority to terminate an Off-Site Parking or Rental Car Operator's Permit for any other violation of these Rules.

### **Section 503.06    PROHIBITION OF USE OF AIRPORT**

Any Off-Site Parking or Rental Car Operator that does not have a valid Ground Transportation Permit is prohibited from conducting business in, at, on, to, or from the Airport.

### **Section 503.07    ACCESS FEES**

A. Off-Site Parking or Rental Car Operators shall pay to the Authority the Commercial Access Fee stated in the effective, applicable Authority Schedule of Fees, Rates and Charges.

B. Payment and Administration of Access Fee.

1. Off-Site Parking or Rental Car Operators shall pay to the Authority the Access Fee calculated on each month's Gross Revenues by the fifteenth (15<sup>th</sup>) day of the subsequent month. Access Fees shall be paid at such place as designated by the Authority in writing to the Off-Site Parking or Rental Car Operator, without prior demand and without any abatement, deduction or set-off.

2. If an Off-Site Parking or Rental Car Operator fails to pay any Access Fee when due, the unpaid Access Fee shall bear interest from its due date to the date of payment at a rate of ten percent (10%) per annum, compounded monthly. For

purposes of these rules, interest on any unpaid Access Fee shall be deemed an unpaid Access Fee.

3. The Authority shall send written notices to all Off-Site Parking or Rental Car Operators at least thirty (30) days prior to the effective date of any change in the determination of Access Fees.

## **Section 503.08    REPORTING REQUIREMENTS**

A. Each Off-Site Parking or Rental Car Operator shall, on or before the fifteenth (15<sup>th</sup>) day of each month, submit a report to such place as designated by the Authority in writing, in the form prescribed by the Authority, showing the Gross Revenues of the Off-Site Parking or Rental Car Operator and its calculation of the Access Fee to the Authority that is payable under these Rules for the preceding month.

1. The Monthly Gross Revenue Report shall be submitted and signed by an authorized representative of the Off-Site Parking or Rental Car Operator.

2. The Monthly Gross Revenue Report shall show the detail and breakdown of Gross Revenue and exclusions from Gross Revenue including refunds, credits, and complimentary parking. All excluded revenue shall have supporting documentation attached to the Monthly Gross Revenue Report, including reason/cause of exclusion, copies of the transaction, and copies of any log book entries supporting the exclusion as required by the Authority and shall be accompanied by the Off-Site Parking or Rental Car Operator's payment of any Access Fee then due.

3. The Monthly Gross Revenue Report shall be submitted each month during which the Off-Site Parking or Rental Car Operator's Permit is in effect and the month subsequent to the expiration or termination of the Off-Site Parking or Rental Car Operator's Permit even if no Access Fee is due for a particular month.

## **Section 503.09    ANNUAL STATEMENT**

A. Each Off-Site Parking or Rental Car Operator shall submit to the Authority by March 31 of each year a statement indicating its Access Fees paid to the Authority in, and its Gross Revenues and Access Fees due for, the immediately preceding Permit Period.

B. The statement shall contain a representation that the amounts of Gross Revenues and Access Fees due for the immediately preceding Permit Period indicated in the statement were calculated in accordance with these Rules.

C. If the statement provided by an Off-Site Parking or Rental Car Operator to the Authority with respect to any Permit Period indicates that the amount of Access Fees paid to the Authority exceeded the Access Fees due for that Permit Period, then the Authority, or its duly authorized representatives, may, at the Authority's sole discretion, examine and audit the records, accounts and books of the Off-Site Parking

or Rental Car Operator to determine whether excess Access Fees were paid by the Off-Site Parking or Rental Car Operator.

1. Notice of any election by the Authority to examine and audit an Off-Site Parking or Rental Car Operator's records, accounts and books as permitted by this Section 14.9 must be given by the Authority within ninety (90) days of its receipt of the Off-Site Parking or Rental Car Operator's annual statement.

2. If the audit shows that the amount of Access Fees paid by the Off-Site Parking or Rental Car Operator did exceed the Access Fees due for the Permit Period, then the Authority and the Operator will each pay one-half of the cost of the audit.

3. In the event that the audit shows that the amount of Access Fees paid by the Off-Site Parking or Rental Car Operator did not exceed the Access Fees due for the Permit Period, then the Off-Site Parking or Rental Car Operator shall pay the full cost of obtaining the audit.

4. The amount of any excess Access Fee paid as reflected in the Off-Site Parking or Rental Car Operator's annual statement or the audit, as applicable, at the option of the Authority, will be refunded to the Off-Site Parking or Rental Car Operator or credited to the Access Fees next due and owing from the Off-Site Parking or Rental Car Operator to the Authority, provided however, if the Off-Site Parking or Rental Car Operator is no longer conducting business at, on, from or to the Airport, the amount of the excess shall be refunded by the Authority to the Off-Site Parking or Rental Car Operator.

D. If the Off-Site Parking or Rental Car Operator's annual statement or the audit, as applicable, indicates that the amount of Access Fees due for the Permit Period in question exceeded the amount of Access Fees paid to the Authority for that Permit Period, the Off-Site Parking or Rental Car Operator shall pay the amount of Access Fees still due for the Permit Period, plus applicable interest on late Access Fees pursuant to Section 503.07, within fifteen (15) days after receipt of written notice from the Authority demanding payment.

## **Section 503.10 INSPECTION AND MAINTENANCE OF RECORDS**

A. All records, reports, files, documents, electronic files, accounts, books, data and any other information, regardless of form, maintained by an Off-Site Parking or Rental Car Operator ("Operator's Records") shall be subject to inspection and audit by the Authority, or its duly authorized representatives, at all reasonable times.

B. Upon ten (10) days' prior notice from the Authority, an Off-Site Parking or Rental Car Operator shall make available to the Authority, or its duly authorized representative, Operator's Records as may be requested from time to time by the Authority to assist in the determination of the Access Fees due to the Authority and the determination of Operator's Gross Revenues.

C. Off-Site Parking or Rental Car Operator's Records will be made available in Columbus, Ohio, unless the Off-Site Parking or Rental Car Operator requires that Operator's Records be maintained outside of Columbus and the Off-Site Parking or Rental Car Operator agrees to pay for all travel costs associated with the audit by the Authority or its designated agent.

D. Off-Site Parking or Rental Car Operator shall require its directors, officers, agents and employees to disclose to the Authority any and all information, including Operator's Records, pertaining to the Off-Site Parking or Rental Car Operator's business operations at, on, from or to the Airport and shall provide representatives of the Authority with adequate and appropriate work space, including access to photocopy machines.

E. In the event that any audit by the Authority or its authorized representative conducted pursuant to this Section 503 discloses deficiencies in the Access Fees paid by an Off-Site Parking or Rental Car Operator to the Authority for the audited period, the Off-Site Parking or Rental Car Operator shall pay the deficiencies together with interest on such deficiency from its due date at a rate of ten percent (10%) per annum, compounded monthly within fifteen (15) days after receipt of written notice from the Authority demanding payment therefor.

1. Any deficiency not paid within fifteen (15) days after receipt of the written notice from the Authority shall bear interest at a rate of ten percent (10%) per annum, compounded monthly. If such deficiency is in excess of five percent (5%) of the amount previously paid to the Authority for the audited period, the Off-Site Parking or Rental Car Operator shall also pay upon written demand by the Authority, and in addition to underpaid Access Fees and accrued interest thereon, all costs and expenses of the audit.

F. In the event any audit by the Authority or its authorized representative conducted pursuant to this Section 503 discloses an excess in the Access Fees paid by an Off-Site Parking or Rental Car Operator to the Authority for the audited period, the amount of the excess will be refunded to the Off-Site Parking or Rental Car Operator within thirty (30) days or credited to the Access Fees next due and owing from the Off-Site Parking or Rental Car Operator to the Authority, provided, however, if the Off-Site Parking or Rental Car Operator is no longer conducting business at, on, from or to the Airport, the amount of the excess shall be promptly refunded by the Authority to such Operator.

G. The Authority's right to examine and audit and to collect any unpaid Access Fees shall survive the expiration of the term of any Ground Transportation Permit, shall be independent of the existence or nonexistence of any Ground Transportation Permit, and shall be binding on any successors or assigns of the Off-Site Parking or Rental Car Operator.

H. The Authority's right to examine and audit shall also extend to subcontractors of the Off-Site Parking or Rental Car Operator and other entities doing business with the Off-Site Parking or Rental Car Operator in arrangements relating to Airport-

related activities. The Off-Site Parking or Rental Car Operator shall disclose this right to examine to all current and future subcontractors at the time of entering into such relationships.

I. Records shall be maintained by an Off-Site Parking or Rental Car Operator for a period of not less than two (2) years beyond the end of the year in which such record was created. Books and records of the Off-Site Parking or Rental Car Operator will be maintained in a manner consistent with generally accepted accounting principles and all original documents must be retained by the Off-Site Parking or Rental Car Operator during this time frame without exception.

J. The existence of and reasons for any deviation from this standard shall be disclosed to the Authority in writing at the time of applying for a Ground Transportation Permit.

### **Section 503.11 NONEXCLUSIVE RIGHTS**

It is understood that each Off-Site Parking or Rental Car Operator's rights and privileges to use the Airport are nonexclusive. All Off-Site Parking or Rental Car Operators shall be subject to these rules.

### **Section 503.12 CUSTOMER TRANSPORTATION SERVICE**

A. Permitted Off-Site Parking or Rental Car Operators shall operate their customer transportation services between the Airport terminal and the Off-Site Parking or Rental Car Operator's facilities at their own cost and expense.

B. Off-Site Parking or Rental Car Operators shall embark and disembark passengers only at the drop off and pick up areas designated by the Authority for use by Off-Site Parking or Rental Car Operators.

C. Each vehicle used by an Off-Site Parking or Rental Car Operator to conduct business in, at, on, to, or from the Airport shall be identified by the Off-Site Parking or Rental Car Operator in its Application, as updated from time to time and as required by Section 502 of these Rules and Regulations.

1. All such vehicles shall have permanently affixed exterior signage indicating the name of the Permitted Off-Site Parking or Rental Car Operator as set forth on the Ground Transportation Permit.

2. After prior notice to the Ground Transportation Department, an Off-Site Parking or Rental Car Operator may operate a substitute customer transportation vehicle for a period not to exceed forty-eight (48) hours in the event that an identified vehicle is removed for service or repair. To the extent possible, the Off-Site Parking or Rental Car Operator shall affix temporary signage indicating the name of the Permitted Off-Site Parking or Rental Car Operator to the substitute customer transportation vehicle.

3. Permitted Off-Site Parking or Rental Car Operators shall affix to all customer transportation vehicles identifying stickers that may be issued by the Authority from time to time.

D. Each Off-Site Parking or Rental Car Operator shall maintain all customer transportation vehicles in safe and clean operating condition.

1. An Off-Site Parking or Rental Car Operator shall immediately remove from service and repair any customer transportation vehicle that is damaged or has a defect that would affect the safety of passengers or others.

2. Each Off-Site Parking or Rental Car Operator shall maintain and keep in good operating condition the air conditioning and heating units within the customer transportation vehicles.

E. All customer transportation vehicles purchased by an Off-Site Parking or Rental Car Operator shall be titled and licensed in the State of Ohio and shall be subject to reasonable inspection by the Authority.

### **Section 503.13 VALET SERVICES**

A. Off-Site Parking or Rental Car Operators may conduct valet services at, on, from or to the Airport only with the approval of the Authority and only in areas designated by the Authority.

B. The Authority reserves the right to require an Off-Site Parking or Rental Car Operator, immediately upon receipt of written notice from the Authority, to limit, suspend or terminate any or all valet services at the Airport if the Authority, as directed by the Federal Aviation Administration/Transportation Security Administration, determines that such limitation, suspension or termination is necessary.

### **Section 503.14 REMOVAL OF IMPROPERLY RETURNED VEHICLES**

If an Off-Site Parking or Rental Car Operator's customer returns a rental vehicle to any parking lot owned by the Authority, the Off-Site Parking or Rental Car Operator will pay the regular public parking fee for the vehicle.

### **Section 503.15 LICENSES, PERMITS**

Each Off-Site Parking or Rental Car Operator shall accept full responsibility for obtaining and paying for any and all licenses, permits or authorizations to operate its business, which are, or may be required by the U.S. Government, State of Ohio, City of Columbus, or any legally authorized political entity or subdivision and shall conduct its business in compliance with the laws, ordinances, rules and regulations of these governmental entities.

## **Section 503.16    INSURANCE**

A. Each Off-Site Parking or Rental Car Operator must maintain in full force and effect, and at its own expense, during the period of any use of the Airport, the following policy or policies of insurance:

1. Commercial General Liability insurance, including property damage, insuring Authority and the Off-Site Parking or Rental Car Operator from and against all claims, demands, actions, or liability for injury to or death of any persons and for damage to property arising from or related to the use or occupancy of the Airport or the operation of the Off-Site Parking or Rental Car Operator's business. This insurance must include, but need not be limited to, coverage for operations, blanket contractual, personal injury, operations, ownership, maintenance and use of owned or non-owned equipment or hired automobiles, bodily injury and property damage. The insurance must provide coverage for risks in amounts not less than \$1,000,000 per occurrence and \$1,000,000 in the aggregate.

2. Workers' compensation insurance with a limit of no less than the amount required by law.

3. Comprehensive Automobile Liability Insurance for bodily injury and property damage with a Combined Single Limit of One Million Dollars (\$1,000,000) for each accident for all vehicles owned, operated, leased or hired by the Off-Site Parking or Rental Car Operator and used to transport customers to, from or about the Airport.

4. All policies of insurance described in this paragraph must be issued by responsible companies qualified to write such coverages in the State of Ohio. An original Certificate or Certificates of Insurance issued by the insuring company or companies evidencing compliance with this Section must be delivered to Authority at the time of submitting an Application and at least ten (10) days prior to the termination or expiration of each existing policy. All Commercial General Liability policies must contain the following:

a. The Authority must be named as an additional insured.

b. The Authority, although named as an additional insured, will nevertheless be entitled to recovery under said policies for any loss occasioned to it and its servants, agents, directors and employees by reason of the negligence of the Off-Site Parking or Rental Car Operator, its officers, agents, operators or employees.

c. The company writing such policy must agree to give Authority not less than 30 days' prior written notice of any cancellation, or reduction of such insurance.

d. All Commercial General Liability policies must be written as primary policies, not entitled to contribution from, nor contributing with, any coverage which Authority may carry.

5. Each Off-Site Parking or Rental Car Operator shall waive all rights it may have against the Authority for loss or damage to its property or property in which it may have an interest where such loss is caused by a peril of the type generally covered by property insurance with extended coverage or arising from any cause which the Off-Site Parking or Rental Car Operator was obligated to insure against under these Rules.

### **Section 503.17 TAXES AND ASSESSMENTS**

Each Off-Site Parking or Rental Car Operator will pay all lawful taxes, including without limitation real estate and personal property taxes and assessments assessed, levied, confirmed, or imposed during the term of its Permit.

### **Section 503.18 STANDARDS OF OPERATION**

In addition to the standards set forth in Section 502,

A. No Off-Site Parking or Rental Car Operator may use the Airport for any purpose or in any manner prohibited by laws of the United States or the State of Ohio, ordinances of the City of Columbus, Ohio, or Rules of the Authority.

B. Each Off-Site Parking or Rental Car Operator shall prohibit smoking in vehicles transporting its customers to, from or about the Airport.

C. Each Off-Site Parking or Rental Car Operator and its agents, servants and employees shall conduct and carry on the Off-Site Parking or Rental Car Operator's business at Airport in a friendly, cooperative, though competitive, manner with its competitors engaged in similar business at Airport. Off-Site Parking or Rental Car Operator and its agents, servants and employees shall not engage in open, notorious or public disputes, disagreements or conflicts tending to deteriorate the quality of the services of Off-Site Parking or Rental Car Operator or its competitors to the public. The Authority shall have the right to resolve all such disputes, disagreements or conflicts and the determination thereof and the manner in which Off-Site Parking or Rental Car Operator shall thereafter operate shall be binding upon Off-Site Parking or Rental Car Operator.

D. The Off-Site Parking or Rental Car Operator and its agents, servants or employees while on the Airport: shall be clean, neat in appearance and courteous at all times; shall not use improper language; act in a loud, boisterous or otherwise improper manner; or be permitted to solicit business while on Airport grounds unless previously approved by the Authority; and shall not consume alcoholic beverages or use drugs (unless prescribed by a physician) while providing the services which Off-Site Parking or Rental Car Operator's Permit authorizes at the Airport.

E. No agent, servant or employee of an Off-Site Parking or Rental Car Operator will bring any deadly weapon on the Airport.

F. Each Off-Site Parking or Rental Car Operator shall ensure that its' owned, leased and rental vehicles, when operated by any of its employees, servants or agents, are operated in a safe and legal manner and in compliance with all posted traffic control signs and posted speed limits.

G. The Off-Site Parking or Rental Car Operator and its agents, servants or employees will be factual and accurate when providing information about Off-Site Parking or Rental Car Operator's services and the services of any firm Operator represents. The Off-Site Parking or Rental Car Operator and its agents, servants or employees shall not use misleading or deceptive practices which could be damaging to the consumer or the Authority.

H. The Off-Site Parking or Rental Car Operator will provide, upon request, complete details about terms and conditions of any service provided pursuant to a Ground Transportation Permit.

I. The Off-Site Parking or Rental Car Operator shall train, or provide for the training of, its agents, servants and employees to be able to competently and adequately perform their assigned responsibilities.

J. The Off-Site Parking or Rental Car Operator and its agents, servants and employees shall not leave any vehicle unattended in any area other than an area designated and authorized designated for unattended vehicles by the Authority.

K. No Off-Site Parking or Rental Car Operator shall use space at the Airport other than that designated by the Authority for use by the Off-Site Parking or Rental Car Operator.

## **Section 503.19 INDEMNIFICATION**

A. The Off-Site Parking or Rental Car Operator will indemnify Authority, its directors, officers, agents and employees against, and hold Authority, its directors, officers, agents, and employees harmless from, any and all demands, claims, causes of action, fines, penalties, damages, losses, liabilities, judgments and expenses (including, without limitation, attorneys' fees and court costs) incurred in connection with or arising from:

1. The use of the Airport by the Off-Site Parking or Rental Car Operator, its agents, servants and employees, or any person claiming under Off-Site Parking or Rental Car Operator;
2. Any activity, work or thing done, permitted or suffered by Off-Site Parking or Rental Car Operator, its agents, servants and employees, related to Off-Site Parking or Rental Car Operator's permitted operations on or about the Airport;
3. Any acts, omissions, intentional wrongdoing or gross negligence of Off-Site Parking or Rental Car Operator, its agents, servants and employees or any person claiming under Off-Site Parking or Rental Car Operator;

4. Any breach, violation, or nonperformance by the Off-Site Parking or Rental Car Operator, its agents, servants and employees or any person claiming under the Off-Site Parking or Rental Car Operator any term, covenant or provision of these Rules, any rules of the Airport or any law, ordinance or governmental requirement of any kind.

B. If any action or proceeding is brought against Authority, its directors, officers, agents or employees by reason of any such claim, the Off-Site Parking or Rental Car Operator, upon notice from Authority, will defend the claim at the Off-Site Parking or Rental Car Operator's expense with counsel reasonably satisfactory to Authority.

### **Section 503.20 WAIVER AND RELEASE**

A. Off-Site Parking or Rental Car Operator waives and releases all claims against Authority, its directors, officers, employees and agents with respect to all matters for which Authority has disclaimed liability pursuant to the provisions of these Rules.

B. In addition, each Off-Site Parking or Rental Car Operator waives and releases all claims against the Authority, its directors, officers, employees and agents for any loss, injury, death, or damage to persons, property or the Off-Site Parking or Rental Car Operator's business occasioned by any cause beyond Authority's control.

C. Each Off-Site Parking or Rental Car Operator waives and releases all claims against the Authority and its directors, officers, employees or agents for loss of anticipated profits in any suit or proceeding involving use of the Airport pursuant to a License

### **Section 503.21 RULES**

A. Each Off-Site Parking or Rental Car Operator must at its sole cost and expense, observe and comply with any and all valid and applicable requirements of duly constituted public authorities and with all United States of America, State of Ohio and any local governmental statutes, ordinances, rules, regulations (especially regulations relating to airport security as set forth in Parts 107 and 139 of the Federal Aviation Administration Regulations and the Americans with Disabilities Act), now in force or which may hereafter be in force, which shall impose any duty upon Authority or Off-Site Parking or Rental Car Operator with respect to the use, occupation or alteration of the Airport.

B. These requirements shall include but not be limited to, Rules and Regulations of the Columbus Regional Airport Authority promulgated from time to time by or at the direction of Authority.

### **Section 503.22 PENALTIES AND FINES**

A. Each Off-Site Parking or Rental Car Operator shall pay (or reimburse Authority) within thirty (30) days of written notice and indemnify, defend and hold Authority harmless from liability for any and all penalties or fines imposed against Authority by the United States of America, the State of Ohio or any local governmental body on

account of any acts or omissions of Off-Site Parking or Rental Car Operator, its contractors, agents, employees or invitees, upon the Airport.

B. Off-Site Parking or Rental Car Operator shall pay for all traffic or parking violations issued to the Operator's vehicles unless the Off-Site Parking or Rental Car Operator provides proof as set forth in Ohio Revised Code Section 4521.09 that the vehicle was not under the control of the Off-Site Parking or Rental Car Operator at the time the violation was issued.

### **Section 503.23 OTHER REQUIREMENTS**

A. No person on the grounds of race, color or national origin shall be excluded from participation in, denied the benefits of, or be otherwise subjected to discrimination in, the use of the Airport by an Off-Site Parking or Rental Car Operator, and each Off-Site Parking or Rental Car Operator will use the Airport in compliance with all other requirements imposed by or pursuant to 49 CFR Part 21, Nondiscrimination in Federally Assisted Programs of the Department of Transportation, and as said regulations may be amended.

B. Each Off-Site Parking or Rental Car Operator must furnish service on a fair, equal and not unjustly discriminatory basis to all Airport users, and must charge fair, reasonable and not unjustly discriminatory prices for each unit or service; provided, that the Off-Site Parking or Rental Car Operator may be allowed to make reasonable and nondiscriminatory discounts, rebates or other similar types of price reductions to volume purchasers.

C. Each Operator must undertake an affirmative action program as required by 14 CFR Part 152, Subpart E, to ensure that no person will on the grounds of race, creed, color, national origin or sex be excluded from participating in any employment, contracting or leasing activities covered by 14 CFR Part 152, Subpart E. Each Operator must assure that no person will be excluded on these grounds from participating in or receiving the services or benefits of any program or activity covered by this subpart. Each Operator will require that its covered sub-organizations provide assurances to Operator that they similarly will undertake affirmative action programs and that they will require assurances from their sub-organizations, as required by 14 CFR, Part 152, Subpart E, to the same effect.

D. Each Off-Site Parking or Rental Car Operator must insert the above three provisions in any agreement by which Off-Site Parking or Rental Car Operator grants a right or privilege to any person, firm or corporation to render services to the public on the Airport.

### **Section 503.24 ACTION BY AUTHORITY AND APPEALS**

A. Any action to be taken or approval to be given by the Authority pursuant to Section 503 of these Rules may be taken or given by the President & CEO or designee. Any persons aggrieved by an action taken or the denial of an approval who wishes to appeal such action or denial may do so pursuant to the provisions of this Section 503.24. All appeals shall be perfected by filing a written Notice of Appeal with the

Sr. Manager, Parking & Ground Transportation, or designee, within thirty (30) days of the action or denial from which it appeals. A Notice of Appeal must contain a complete description of the action or denial which is being appealed and a complete statement of the reasons appellant opposes such action or denial.

B. Within ten (10) business days after receipt by the Sr. Manager, Parking & Ground Transportation, or designee, of a Notice of Appeal, the Sr. Manager, Parking & Ground Transportation, or designee, shall notify the appellant in writing of the date, time and place for a hearing regarding the appeal. The date set for the hearing shall occur within twenty-five (25) days after receipt of the Notice of Appeal. All parties shall have the right to appear and be heard in person or by legal counsel, to present their case. Issues to be considered at the hearing shall be limited to the matters and reasons set forth in the Notice of Appeal. A written decision stating conclusions of fact shall be rendered by the Sr. Manager, Parking & Ground Transportation, or designee, within ten (10) days after the conclusion of a hearing. The decision of the Sr. Manager, Parking & Ground Transportation, or designee, shall be journalized in the records of the Authority and shall constitute the final decision of the Authority regarding an appeal.

C. The filing of a Notice of Appeal shall not automatically operate as a stay of the action which is being appealed. If an appellant desires a stay of an action pending the outcome of the hearing, it must request the stay in writing to the Sr. Manager, Parking & Ground Transportation, or designee, after filing its Notice of Appeal. Such request shall set forth appellant's reasons supporting the requested stay and shall contain a complete description of the hardship that would result to the appellant if the stay were not issued. Within ten (10) days after the receipt of the request, the Sr. Manager, Parking & Ground Transportation, or designee, shall render a written decision on the request. A decision to grant a stay may be conditioned on a requirement that the appellant post a security deposit of a specified amount to cover any potential damage that might arise during the course of the stay.

D. An Operator must obtain a final decision of the Authority regarding an appeal before commencing to have a court of competent jurisdiction review any decision by the Authority pursuant to these Rules. These Rules and Operator's License shall be governed by the laws of the State of Ohio. Any litigation arising out of or related to these Rules or Operator's License shall be brought and held only in the Common Pleas Court of Franklin County, Ohio. Operator consents to the exclusive jurisdiction of and venue in that Court.

## **SECTION 504 TRANSPORTATION NETWORK COMPANIES**

### **Section 504.01 SOLICITING**

A. Transportation Network Companies (TNCs) including TNC Drivers are prohibited from soliciting business at the airport either in person or through third parties. TNCs may, however, contract for advertising in designated areas of the terminal or other available commercial advertising areas.

B. Signage, other than advertising as authorized in Section 504.1A, above, may not be posted or displayed on airport property without the consent of the Authority's Parking & Ground Transportation Department and Business Development Department.

### **Section 504.02 PARKING IN TNC DESIGNATED LOADING AREAS**

A. TNC Designated Loading and Unloading Areas are located at: the Terminal Building at the John Glenn Columbus International Airport (CMH); the Terminal Building or Airport Authority Administration/Fixed Base Operator Building at Rickenbacker International Airport (LCK); in front of the Terminal Building at Bolton Field Airport (TZR); in front of any hotel located on Airport Authority property; and, in front of any other business located on Airport Authority property. While TNC Vehicles are using a TNC Designated Loading Area:

1. No TNC vehicle may be left unattended;
2. TNC Vehicles shall stage and/or park in designated areas only;
3. TNC Vehicles shall display trade dress at all times;

B. TNC Vehicles shall not remain in any TNC Designated Loading/Unloading Area longer than necessary to load/unload passengers and baggage.

### **Section 504.03 PARKING IN STAGING AREAS**

A. Staging Areas for TNC Vehicles are located at CMH and LCK and may be designated in the future at TZR if needed. While TNC Vehicles are using a Staging Area:

1. No TNC vehicle may be left unattended;
2. Use of Staging Area is limited to sixty (60) minutes or the posted time limits, whichever is shorter;
3. TNC Vehicles shall display trade dress at all times.

### **Section 504.04 ALL TRANSPORTATION NETWORK COMPANIES**

A. Trade dress shall be displayed on the TNC Vehicle in an approved location while operating on Airport roadways, whether or not carrying a passenger.

B. TNC Driver shall maintain an open application at all times while on Airport Authority property.

C. No TNC Vehicle shall post or display, on the exterior thereof, any signage, advertising or other displays except for TNC Operator's Trade Dress.

D. In lieu of a physical waybill, every passenger pick-up shall be documented electronically for the ride to which it relates.

E. TNC Drivers are prohibited from any of the following acts and may be issued a Notice of Violation for:

1. Failure to yield to any and all pedestrians;
2. Failure to follow any and all directions or instructions provided by Airport Authority representatives;
3. Parking in non-designated areas;
4. Turning off or disabling the App when a TNC Vehicle is on Airport Authority property;
5. Allowing operation of a TNC Vehicle on Airport roadways by an unauthorized TNC Driver;
6. Transporting a passenger in an unauthorized vehicle;
7. Picking-up a passenger or their baggage, at any location other than the Designated Areas;
8. Failure to present the electronic waybill for inspection upon request by Authority personnel;
9. Failing to provide information, or providing false information, to police officers or Authority personnel;
10. Displaying, to an Authority official, a waybill in an altered or fictitious form;
11. Soliciting passengers on Authority property;
12. Recirculating more than twice on the road in front of the CMH or LCK Airport terminals;
13. Using or possessing any alcoholic beverage while on the App or on Authority property;
14. Failing to operate a vehicle in a safe and lawful manner;
15. Failing to comply with posted speed limits and traffic control signs;
16. Using profane or vulgar language with passengers or Authority staff;
17. Attempting to solicit payment in excess of that authorized by law;
18. Soliciting for or on behalf of any hotel, club, nightclub, or other business;

19. Soliciting of any activity prohibited by the applicable laws, rules or regulations;
20. Operating a vehicle which is not in a safe mechanical condition or which lacks mandatory safety equipment;
21. Disconnecting any pollution control equipment;
22. Using or possessing any illegal drug or narcotic while on airport property;
23. Operating a vehicle without proper certification or at any time during which TNC Operator's authority is suspended or revoked; and
24. Engaging in any criminal activity.

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

G. Behavior and activities of TNC Operators or TNC Drivers must conform to all applicable Federal, State, and local regulations and laws including all Authority rules and regulations as well as the applicable provisions of any and all applicable federal, state and local disability rights legislation including the Americans with Disabilities Act, and Title VI of the Civil Rights Act of 1964.

H. Transport of persons with disabilities.

1. TNC drivers cannot refuse to provide services to persons with disabilities who are able to use TNC vehicles;
2. TNC drivers cannot charge a surcharge, higher fares or additional fees for carrying individuals with disabilities and their equipment or service animals than are charged to other persons;
3. TNC drivers must provide assistance with the stowing of mobility devices (wheelchairs, walkers, etc.); and,
4. Service animals must be allowed to ride with a person with a disability.

(1) TNC drivers may not require proof that an animal is a service animal.

I. TNC Operators are responsible for the actions of their TNC Drivers while the TNC Drivers are on Authority property.

## **Section 504.05 TRANSPORTATION NETWORK COMPANY OPERATING AGREEMENT**

A. All TNC Operators must possess a current, valid Public Utility Commission of Ohio (PUCO) Transportation Network Company Permit and enter into an Operating Agreement with the Airport Authority prior to commencing operations at the Airport(s).

## **Section 504.06 GOVERNANCE OF RULES**

A. All TNC Operators shall be governed by these Rules, which shall include and become a part of, the Rules of the Columbus Regional Airport Authority, and the Access Fees set out in the effective, applicable Schedule of Fees, Rates and Charges. TNC Operators shall not be subject to the fee(s) imposed by **Section 13**, Fees, Rates, and Charges for the Conduct of Aeronautical Activities at an Airport, of these Rules.

## **Section 504.07 PERMIT REQUIREMENT**

A. Every TNC Operator shall submit an application for a TNC Operator Permit, to the Authority pursuant to this Section of the Rules of the Columbus Regional Airport Authority. An application for renewal of a TNC Permit shall be submitted to, and approved by the Authority annually, upon submission to the Authority of a copy of the TNC Operator's PUCO Permit and insurance certificate listing the Authority as an additional insured, in order to continue operations at the Airport(s).

## **Section 504.08 FEES**

A. Payment of any Agreement Activation Fee per the TNC Operator's Agreement with the Authority.

B. Payment of Monthly Fee, is due, in full, within fifteen (15) days after the close of any calendar month. The TNC Operator's Monthly Report shall be submitted together with the Monthly Fee.

C. Late payment is any payment post-marked or hand-delivered more than thirty (30) days past the payment due date.

D. All payments hereunder, including Monthly Fees, shall be paid in lawful money of the United States of America, free from all claims, demands, setoffs, or counterclaims of any kind. Any payments hereunder, including Monthly Fees, not paid when due shall be subject to a service charge of one and one-half percent (1.5%) per month.

E. Failure of a TNC Operator to pay its fees in a timely manner may result in legal action to recover the fees for which the Operator is responsible together with all costs, including legal fees and costs, incurred by the Authority in attempting to collect those fees.

## **Section 504.09 ENFORCEMENT AND PENALTIES – See Title 20**

**TITLE 20 ENFORCEMENT AND PENALTIES**  
**SECTION 2001 ENFORCEMENT AND PENALTIES**

**Section 2001.01 ENFORCEMENT**

A. The Authority's goal is voluntary compliance with these Rules and Regulations by all employees and users of the airport. The Authority or its designees shall conduct inspections to ensure compliance with these Rules and Regulations for the safety of persons and property at the airport.

B. The President & CEO, or designee, can deny any person(s) violating these Rules and Regulations the use of the airport under Section 102.04 of these Rules and Regulations. Any and all person(s), including employers and all responsible employees in their individual capacity, found by the Authority to have contributed to a violation of these Rules and Regulations may be issued a NOV by the Authority which shall subject each person(s) to penalties and fines according to the schedule set out in this **Title 20 – Enforcement and Penalties**.

C. The Authority reserves the right to deem repeated violations of these Rules and Regulations by: 1) employees of any person with a contract, lease or other agreement with the Authority; 2) any person with a contract, lease or other agreement with the Authority; or 3) any person with any agreement or responsibility to provide services for or on behalf of a person with a contract, lease or other agreement with the Authority, in default of the contract, lease or other agreement with the Authority, entitling the Authority to exercise any and all rights and remedies available to the Authority under the contract, lease or other agreement and at law or in equity.

D. Any person(s) whose officers, employees, agents, tenants, contractors or subcontractors are responsible for any action that: 1) results in a fine or penalty assessed against the Authority for violation of any applicable federal, state or local laws, rules, or regulations; and/or 2) causes the Authority to incur cleanup costs due to a responsible person's failure to timely mitigate a situation they have caused or for which they are responsible pursuant to these Rules and Regulations shall, within ten (10) days of receipt of written notification from the Authority, remit to the Authority the total amount of any fine or penalty assessed against the Authority and/or the mitigation costs incurred by the Authority.

E. Enforcement Options – Depending on the severity and circumstances of the alleged violation, persons who violate these Rules and Regulations may be:

- Issued a verbal warning
- Issued a written warning using the Notice of Violation form
- Issued a Notice of Violation (NOV)
- Immediately suspended from Authority granted access and/or driving privileges
- Permanently suspended from Authority granted access and/or driving privileges
- Criminally prosecuted (by law enforcement officers, only)

F. Immediate Suspension – When the severity of the violation is such that the safety and/or security of the airport would be jeopardized by a person's continued access and/or driving privileges, these privileges will be immediately suspended, all access control equipment confiscated, and the affected access control devices 'blocked'. This suspension will remain in effect until review by an Authority Hearing Officer.

## **Section 2001.02 ASSESSMENTS, FINES AND DISCIPLINARY ACTION**

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

Any person receiving a Notice of Violation of any of the provisions of these Rules and Regulations, for which payment of an assessment or fine may be made to the Authority, shall have the option of paying the assessment or fine within the time and at the place specified in the Notice of Violation; or, the person may make a written appeal on the prescribed form for final disposition of the alleged violation in accordance with the appeals procedure provided for in this Title 20.

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

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

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

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

## **Section 2001.03 APPEALS**

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

1. A person who is personally or constructively served with a Notice of Violation charging the commission of a violation may answer the charge by appearing personally before an Authority Hearing Examiner/Authority Hearing Committee or by mail. Violations of Section 201.02, Parking, will be reviewed by an Authority Hearing Examiner; all other violations may be reviewed by either an Authority Hearing Examiner or by a 3 or 5 member Authority Hearing Committee. An answer

by the violator shall be made within thirty (30) days from the date of the violation, and shall be in one of the following forms:

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

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

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

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

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

If a person admits that he committed a violation with explanation and the person fails to pay the amount of the fine due within fifteen (15) days after the date of the determination, unless the amount due has previously been paid, the determination of the Hearing Examiner/Committee and the amount of the fine due

shall be considered a judgment and shall be treated as if it were a judgment rendered subsequent to a hearing held pursuant to these Rules and Regulations.

5. A person who denies that he committed a violation shall be granted a hearing concerning the infraction. The Authority shall set a date for the hearing and notify the person, in writing, of the date, time, and place of the hearing. The hearing shall be conducted by an Authority Hearing Examiner/Committee in accordance with these Rules and Regulations. The President & CEO of the Authority shall appoint hearing examiners to hear appeals. No person shall be appointed as a hearing examiner unless the person is an attorney admitted to the practice of law in this state or was formerly employed as a law enforcement officer. Members of the Authority Hearing Committee do not need to meet the requirements of a Hearing Examiner but shall be chosen from among the Operations, Public Safety, Parking & Ground Transportation and Legal Services Divisions of the Authority.

#### B. Failure to Answer

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

a) If the person who fails to answer was the operator of the vehicle involved in a Section 201.02, Parking, violation at the time of the issuance of the Notice of Violation and was personally served with the Notice of Violation, a notification of violation shall be sent to that person, and additionally if such person is not the owner of the vehicle, as determined from the records of the Bureau of Motor Vehicles, a notification of the violation also shall be sent to the owner at his most recent address appearing in such records;

b) If the person who fails to answer was the owner of the vehicle that was involved in a Section 201.02, Parking, violation and was constructively served with the Notice of Violation, a notification of the violation shall be sent to the owner at his most recent address appearing in the records of the Bureau of Motor Vehicles.

c) If the person who fails to answer received a Notice of Violation for some other type of violation of these Rules and Regulations, notice shall be sent to either his most recent address appearing in Authority records and/or to his employer.

2. A notification of violation shall be sent within 120 days after the expiration of the time specified for the making of an answer, shall be sent by first class mail, and shall contain all of the following:

a) An identification of the violation with which the person was charged including the time and date of the violation. Such identification may be a copy

of the Notice of Violation that was originally served, personally or constructively, upon the person;

b) A statement of the amount of the fine, penalties, fees and costs arising out of the violation that are due;

c) A warning that the person must answer the violation charged in the Notice of Violation within thirty (30) days or a default civil judgment in the amount of the fine, penalties, fees and costs due may be entered against the person;

d) A description of the allowable answers that may be made and notification that the person will be afforded a hearing before the Authority if he denies in his answer that he committed the violation;

e) An identification of the manners in which and the entity to which an answer may be made;

f) A warning that if the person fails to appear at a requested hearing, a default civil judgment in the amount of the fine, penalties, fees and costs due may be entered against the person.

g) If a Section 201.02, Parking, violation, a warning that the registration of the vehicle involved in the parking violation, if the vehicle is registered in this state, may not be renewed or transferred if a civil judgment or a default civil judgment is entered against the person until the judgment is paid or until it is otherwise finally disposed of in a manner specified in this Title 20.

3. A person who receives a Notice of Violation pursuant to these Rules and Regulations may answer the violation with which he is charged in any of the manners listed above. An answer under these Rules and Regulations shall be made within thirty (30) days after the date on which the Notice of Violation was written. If the answer includes payment of the fine arising out of the violation any additional penalty, fee or cost arising out of such violation shall also be paid.

4. If a person who is issued a Notice of Violation fails to answer within the 30 days specified above, the failure to answer shall be considered to be an admission that the person committed the violation and a default civil judgment, in the amount of the fine, penalties, and costs due may be entered against the person. Failure to timely answer the violation identified in the Notice of Violation may result in the imposition of an additional penalty of five dollars (\$5.00).

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

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

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

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

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

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

4. If a person for whom a hearing is to be conducted fails to appear at the scheduled hearing and fails to submit evidence, the Hearing Examiner/Committee shall, if he determines from any evidence and testimony presented at the hearing, by a preponderance of the evidence, that the person committed the violation,

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

5. If a person who is sent a Notice of Violation pursuant to these Rules and Regulations does not timely answer, as provided above, the Authority Hearing Examiner/Committee shall, if he determines from any evidence and testimony presented to him by the Authority, by a preponderance of the evidence, that the person committed the violation, enter a default judgment against the person and require the person to pay the appropriate fine and any additional penalties, fees and costs. A default judgment entered shall be entered in the records of the Authority.

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

7. A default judgment entered under these Rules and Regulations may be vacated by the Hearing Examiner/Committee who entered it if all of the following apply:

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

8. Payment of any judgment or default judgment entered against a person pursuant to these Rules and Regulations shall be made to the Authority within ten (10) days of the date of entry. For violations of Section 201.02, Parking, if payment is not made within this time period, the judgment or default judgment shall be filed with the Clerk of the Franklin County Municipal Court and when so filed, shall have the same force and effect as a money judgment in a civil action rendered in that Court.

As required by Section 4521.08 of the Ohio Revised Code, judgments and default judgments filed with the Franklin County Municipal Court pursuant to this Section shall be maintained in a separate index and judgment roll from other judgments rendered in that Court. Computer printouts, microfilm, microdot, microfiche, or other similar data recording techniques may be utilized to record such judgments. When a judgment or default judgment is filed with the Court, execution may be levied, and such other measures may be taken for its collection as are authorized for the collection of an unpaid money judgment in a civil action rendered in that Court. The Municipal Court may assess costs against the judgment debtor, in an

amount not exceeding ten dollars (\$10.00) for each violation, to be paid upon satisfaction of the judgment.

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

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

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

#### D. Notice of Third Unpaid Judgment or Default Judgment

1. Pursuant to the provisions of Section 4521.10, Ohio Revised Code, the Authority is authorized to give notice to the Registrar of the Ohio Bureau of Motor Vehicles of the fact that three or more judgments or default judgments for violations of Section 201.02, Parking, have been entered against a person under the provisions of Section 4521.08, Ohio Revised Code, and these Rules and Regulations. The notice, if given, shall be given not earlier than sixteen days nor later than three years after the date of entry of the third judgment or default judgment, and shall be in a form and manner, and contain such information as the Registrar of the Ohio Bureau of Motor Vehicles prescribes.

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

If the notice was not given in error, the Authority shall charge the person a five dollar processing fee for each judgment or default judgment for which notice has previously been given under this section to cover the costs of the Bureau of Motor Vehicles in administering this section. Upon payment of that fee, together with

the payment of all outstanding judgments and default judgments, the Authority shall provide such person a release to be presented at the time of registering or transferring the registration of a motor vehicle owned or leased by him and notify the Registrar that the judgments have been paid. The total amount of such five dollar (\$5.00) fees collected under this section shall be transmitted monthly to the Registrar of the Ohio Bureau of Motor Vehicles for deposit in the State highway safety fund established by Section 4501.06, Ohio Revised Code.

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

#### **Section 2001.04 NOTICES OF VIOLATION PROCEDURES (Not Applicable Sections 501, 502, 503, AND 504)**

Notices of Violation issued for all sections, with the exception of Title 5, Sections 501, 502, 503 and 504, of these Rules and Regulations will be executed as follows:

A. The issuing official will insert the fine onto the Notice of Violation (NOV) as found in the Reference Guide at the rear of this section. The violator will be instructed to pay the fine or Appeal the NOV/request a Hearing.

B. Copies of the NOV designated for the Authority will be forwarded to the individual designated for data entry.

C. The data entry person will conduct an administrative review of the offense and based upon the total fine figure as defined by this particular offense, or compounded by the past record of the offender, will assess additional penalties according to the matrix in Section 2001.08. The violator will be notified of the additional action to be taken within ten (10) business days of the decision. The cited person will then have thirty (30) days from the notification to either satisfy the requirements of the additional assessment or make a written appeal of the decision.

#### **Section 2001.05 ADMINISTRATIVE PENALTIES APPLICABLE TO TITLE 502**

Any ground transportation company issued a notice of violation of Section 502 of these Rules and Regulations shall be assessed a fine and/or suspension of pick-up activities. The amount of the fine and/or suspension shall be determined based on the total number of violations assessed to the company within a rolling 12-month period.

- First Violation: \$100 fine
- Second Violation: \$150 fine
- Third Violation: \$200 fine
- Fourth Violation: \$300 fine, suspension from picking-up passengers at any Airport by any company representative for a period not to exceed five (5) calendar days.

- Fifth Violation: \$400 fine, suspension from picking-up passengers at any Airport by any company representative for a period not to exceed twelve (12) months.

#### **Section 2001.06 ADMINISTRATIVE PENALTIES APPLICABLE TO TITLE 504**

Any Transportation Network Company or Transportation Network Company driver issued a notice of violation of Section 504 of these Rules and Regulations shall be assessed a fine of \$50 per occurrence.

#### **Section 2001.07 ADMINISTRATIVE PENALTIES (OTHER THAN TITLE 5)**

Violations as described in this document have been assigned various penalties (see Section 2001.08). Additional penalties may be assessed based on the number of offenses or based on the total fine amount or number of points accumulated. This information will be utilized during the administrative review process in making determinations as to additional penalties.

**Additional penalties may be assessed based on the number of offenses or based on the total fine amount or number of points accumulated.**

<b>OFFENSE</b>	<b>PENALTY ASSESSED</b>
1 <sup>st</sup> offense within rolling 24 month period	<ul style="list-style-type: none"> <li>▪ Warning unless offense is for 2 or more points</li> </ul>
2 <sup>nd</sup> offense within rolling 24 month period of 1 <sup>st</sup> offense or accumulation of 2 or more points	<ul style="list-style-type: none"> <li>▪ Security Badge access suspended for one (1) full day (a 24-hour period) following issuance of NOV</li> <li>▪ Payment of fine amount</li> </ul>
3 <sup>rd</sup> offense within rolling 24 month period of 1 <sup>st</sup> offense or accumulation of 3 points	<ul style="list-style-type: none"> <li>▪ Security Badge access suspended for three (3) consecutive days (a 72-hour period) following issuance of NOV</li> <li>▪ Payment of fine amount</li> </ul>
4 <sup>th</sup> offense within rolling 24 month period of 1 <sup>st</sup> offense or accumulation of 4 points	<ul style="list-style-type: none"> <li>▪ Security Badge access suspended for fifteen (15) consecutive days (a 360-hour period) following issuance of NOV</li> <li>▪ Payment of fine amount</li> </ul>
5 <sup>th</sup> offense within rolling 24 month period of 1 <sup>st</sup> offense or accumulation of 5 points	<ul style="list-style-type: none"> <li>▪ Permanent revocation of ID badge privileges</li> </ul>

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

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

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

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

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

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

<b>Section 2001.08 REFERENCE GUIDE – ALPHABETICAL BY DESCRIPTION</b>			
<b>DESCRIPTION</b>	<b>SECTION</b>	<b>FINE</b>	<b>POINTS</b>
Abandoning Property	303.04	\$25	1
Access control equipment, lost or stolen reporting	403.05A	\$25	1
Access control, accessing through approved doors only	403.06A	\$25	1
Access control, arming/disarming jet bridge doors	403.05G	\$25	1
Access control, bypass entrances	403.06B	\$25	1
Access control, bypassing inspection checkpoint restrictions	402.03S	\$25	2
Access control, bypassing TSA passenger screen checkpoint when departing the airport by air	403.06C	\$150*	5*
Access control, divulging information about prohibited	403.06D	\$25	2
Access control, inducing panic	403.08A2	150*	5*
Access control, leaving unsecured	403.05C	\$25	2
Access control, testing of procedures prohibited	403.08A1	150*	5*
Access point, person or vehicle, compliance with entry requirements	403.06J	\$25	3
Air carrier gates and ramps, use by GA aircraft prohibited	401.05	\$25	1
Aircraft accident, duty to remove	401.02	\$25	1
Aircraft accident, duty to report	401.01	\$25	1
Aircraft electrical and electronic systems	302.09	\$25	1
Aircraft and Equipment Servicing	303.08	\$25	1
Aircraft pushback, blocking driving lanes	402.03Q	\$25	1
Aircraft repairing	302.13	\$25	1
Aircraft, model (see Unmanned Aircraft Systems)			
Alcoholic beverages	301.07	\$25	1
Animals	301.08	\$25	1
Anti-idling	303.09	\$25	1
Bar-B-Q grills	302.17	\$25	2
Bicycles (see Skateboards)			
Burning trash	303.01D	\$25	1
Carts and strollers, non-motorized	301.02B	\$25	1
Challenging, reporting threats	403.04B, C	\$25	1
Challenging, required by all ID holders	403.04A	\$25	1
Checkpoints, inspection (See Access control, bypassing inspection checkpoint restrictions)			
Cleaning fluids, use of	302.12	\$25	1
Compressed gas cylinders, storage of	302.16	\$25	2

<b>Section 2001.08 REFERENCE GUIDE – ALPHABETICAL BY DESCRIPTION</b>			
<b>DESCRIPTION</b>	<b>SECTION</b>	<b>FINE</b>	<b>POINTS</b>
Conduct, prevent use of airport	301.02A1	\$25	1
Conduct, unprofessional	301.02A2	\$25	1
Covering trash (See, Trash, Storage and Transport)			
Damage to aircraft and/or property reporting requirements	402.10C	\$25	1
Deicing / anti-icing material handling & dispensing	303.10A	\$25	1
Deicing / anti-icing material spills	303.10B	\$25	1
Deliveries, use of stairs/freight elevators	301.02C	\$25	1
Doping, spray-painting, and paint stripping	302.14	\$25	2
Driving, 49CFR Part 1540.5 designated AOA	402.03B	\$25	1
Driving within terminal and parking garage – motor running	202.02A1	\$25	1
Driving, aircraft movement area, “full driving” required	402.09A	\$25	3
Driving, aircraft movement area, communicating with ATC	402.09B	\$25	2
Driving, aircraft movement area, escort requirements	402.09C	\$25	2
Driving, airfield “full-driving” privileges	402.01B2	\$25	3
Driving, airfield with escort required (use Escorting)	402.01B3	n/a	
Driving, airfield, “ramp-driving” privileges	402.01B1	\$25	3
Driving, alcohol / drug influence	402.03N1	150*	5*
Driving, between building and aircraft	402.03C	\$25	1
Driving, careless, without due care, or speed related	402.03M2	\$25	3
Driving, catalytic converter equipped vehicle around fuel spill	402.03N3	\$25	3
Driving, designated lanes or roadways	402.03E	\$25	1
Driving, emergency roadway	402.03F	\$25	1
Driving, hazardously equipped/loaded vehicle	402.03M3	\$25	2
Driving, improper operation or due caution	402.03K	\$25	2
Driving, leased area	402.03G	\$25	1
Driving, material falling from vehicle allowed	402.03I	\$25	1
Driving, material falling from vehicle clean up required	402.03J	\$25	1
Driving, obstructs, delays, or interferes with aircraft ops.	402.03M4	\$25	2
Driving, operator’s license required	402.01C	\$25	1

<b>Section 2001.08 REFERENCE GUIDE – ALPHABETICAL BY DESCRIPTION</b>			
<b>DESCRIPTION</b>	<b>SECTION</b>	<b>FINE</b>	<b>POINTS</b>
Driving, proper seating required	402.03H	\$25	1
Driving, reckless, wanton, willful operation	402.03M1	\$150*	5*
Driving, safe distance from aircraft	402.03D	\$25	2
Driving, speed limits, aprons/ramps (15 mph)	402.04A1	\$25	2
Driving, speed limits, baggage makeup areas/hangars/50 ft. of aircraft (5 mph)	402.04A3	\$25	2
Driving, speed limits, designated service roads (25 mph)	402.04A2	\$25	2
Driving, speed limits, terminal underpass/BHS Matrix (5 mph)	402.04A4	\$25	2
Driving, starting only when safe to do so	402.03N4	\$25	1
Driving, traffic control device, duty to obey, airside, non-movement	402.03O1	\$25	1
Driving, traffic control device, duty to obey, airside-movement	402.03O2	\$25	3
Driving, traffic control device, duty to obey, landside	201.05B	\$25	1
Driving, within terminal and parking garage	202.01	\$25	1
Driving, within terminal and parking garage – Careless/ reckless/without due caution	202.02A2	\$25	3
Driving, within terminal and parking garage – drug/alcohol	202.02A4	\$150*	5*
Driving, within terminal and parking garage – general procedures	202.02A5-A19	\$25	1
Driving, within terminal and parking garage – yielding right of way	202.02A3	\$25	2
Driving, airside, yielding right-of-way	402.03A	\$25	2
Dumping, fill or building materials	303.03	\$25	1
Disposal, trash	303.01A,B,C,E	\$25	1
Equipment, maintaining in sound condition	402.07A	\$25	1
Escorted, approved activity(s) only	403.03A5	\$25	2
Escorting, approved activity(s) only, removal required	403.03A6	\$25	1
Escorting, driving privileges required on airfield	403.03A2	\$25	1
Escorting, Identification display required	403.03A1	\$25	1
Escorting, only where authorized	403.03A3	\$25	1
Escorting, other badge holder allowed	403.03A7	\$25	1
Escorting, police notification requirement	403.03A6	\$25	1
Escorting, remaining in close proximity	403.03A4	\$25	2

<b>Section 2001.08 REFERENCE GUIDE – ALPHABETICAL BY DESCRIPTION</b>			
<b>DESCRIPTION</b>	<b>SECTION</b>	<b>FINE</b>	<b>POINTS</b>
Escorting, through dedicated or “by-pass” doors prohibited (See Access Control By-Pass Entrances			
False Information (See also 102.01C)	102.03E	\$25	2
Fence, perimeter, parking, storing items within 10 feet	403.06E	\$25	1
Fire extinguishers	302.15	\$25	1
Firearms & weapons	301.09	150*	5*
Flammable / combustible material, storage of	302.05	\$25	2
Fueling operations	302.01	\$25	1
Gambling	301.04	\$25	2
Ground service equipment, around aircraft, emergency	302.07	\$25	2
Ground service equipment, operating with more than 4 carts	402.03N2	\$25	1
Hangars, driving in	302.08	\$25	1
Hangars, heating	302.11	\$25	2
Hazardous materials, transportation of	302.06	\$25	2
Housekeeping, leasehold	302.04	\$25	1
Identification media, authorized areas only	403.01B	\$25	1
Identification media, display requirements	403.01A	\$25	1
Identification media, duty to report violations	403.06H	\$25	2
Identification media, failing to surrender	403.02E	\$150*	5*
Identification media, finding by another	403.05B	\$25	1
Identification media, misuse of	403.02A	150*	5
Identification media, modifications prohibited	403.02F	150*	5
Identification media, other approved forms	403.01C	\$25	1
Identification media, piggy-backing prohibited	403.05E	\$25	2
Identification media, use by another	403.02B2	150*	5*
Inducing panic (See Access Control, inducing panic)			
Insurance, ramps/movement areas(\$10,000,000)	402.08A	Access denied	N/A
Insurance, general aviation areas (\$10,000,000)	402.08B	Access denied	N/A
Insurance, T-Hangar / tie-down (\$300,000)	402.08C	Access denied	N/A
Insurance, ARFF airside parking (\$300,000)	402.08D	Access denied	N/A
Microwave beam, driving across w/o authorization	402.03R	\$25	1

<b>Section 2001.08 REFERENCE GUIDE – ALPHABETICAL BY DESCRIPTION</b>			
<b>DESCRIPTION</b>	<b>SECTION</b>	<b>FINE</b>	<b>POINTS</b>
Motor Vehicles, Registration – failure to	201.01	\$25	1
Open flame operation (see 302.17 for Bar-B-Q grills)	302.03	\$25	2
Parking, chocks or parking brake required (See Parking, unattended with motor running)			
Parking, airfield, designated areas only	402.05A	\$25	1
Parking, impeding aircraft operations	402.05D	\$25	2
Parking, Public, Bus Loading Area	201.02A8	\$25	1
Parking, Public, Designated Parking Space	201.01I	\$25	1
Parking, Public, Fire Station Entrance	201.02A4	\$25	2
Parking, Public, Handicap/Disabled Parking Space	201.02A7	\$500	N/A
Parking, Public, Individual Space	201.02A10	\$25	1
Parking, Public, Loading Zone	201.02A9	\$25	1
Parking, Public, More than 12” from Curb	201.02C	\$25	1
Parking, Public, Obstructing Street or Crossing	201.02B	\$25	1
Parking, Public, On Sidewalk (except bicycle)	201.02A1	\$25	1
Parking, Public, Prohibited by Signage	201.02A5 & 201.02A6	\$25	1
Parking, Public, within 10’ of Fire Hydrant	201.02A2	\$25	1
Parking, Public, within 50’ of Railroad Crossing	201.02A3	\$25	1
Parking, airside, within ten feet of or impede access to fire hydrant/extinguisher	402.05C	\$25	2
Parking, T-hangar	402.05B	\$25	1
Parking, airfield, unattended ground service equipment	402.05E	\$25	1
Parking, airfield, unattended with motor running (parking brake & chocks)	402.05F	\$25	1
Picketing/ Pamphleting/Demonstrations without Permit or not in designated area	301.02A3	Access Denied	N/A
Property Damage	301.06	\$25	2
Restrooms, use	301.12	\$25	1
Roller blades (see Skateboards)			
Security Directives (& orders), complying with	102.03D	\$25	2
Signs, complying with	301.01	\$25	1
Skateboards, bicycles, hover boards, roller blades & scooters	301.03	\$25	1
Smoking	302.02	\$25	1
Spills	303.07	\$25	1
Spitting, etc.	301.11	\$25	1

<b>Section 2001.08 REFERENCE GUIDE – ALPHABETICAL BY DESCRIPTION</b>			
<b>DESCRIPTION</b>	<b>SECTION</b>	<b>FINE</b>	<b>POINTS</b>
Tools, holders of Authority issued ID responsible (See also Worksites, tool control policy)	403.06I	\$25	2
Tools, powder activated	302.18	\$25	2
Traffic Control Device, obeying (See Driving, traffic control device, duty to obey)			
Traffic Control Device, airside, tampering with	402.03P	\$25	2
Trash, burning (See Burning trash)			
Trash, dumping (See Disposal of trash)			
Trash, storage and transport	303.02	\$25	1
Test or application for Authority issued identification - alter, modify or falsify or attempt to alter, modify or falsify	403.02G	Identification issuance denied	N/A
Test or application for Authority issued identification - alter, modify or falsify or attempt to alter, modify or falsify - <b>aiding</b>	403.02G	150*	5*
Unmanned Aircraft Systems	401.04	\$25	2
Unsafe activities near aircraft gates	402.10B	\$25	2
Vehicles, airfield requirements	402.02	\$25	1
Vehicles, baggage make-up areas, motor running	402.03L	\$25	1
Vehicles, blocking (See Parking, impeding aircraft operations)			
Vehicles, disabled, moving	402.07B	\$25	1
Vehicles, lights requirements	402.06A	\$25	1
Vehicles, lights, aircraft cockpit	402.06B	\$25	1
Vehicles, lights, rotating beacon on deicing equipment	402.06D	\$25	1
Vehicles, repairing in designated areas only	402.07C	\$25	1
Vehicles, rotating beacon requirements - general	402.06C	\$25	1
Vehicles, unoccupied while motor running (See Parking, unattended w/ motor running)			
Vending machines and display racks	301.05	\$25	1
Walking more than 150 ft. from airside of terminal	402.10A	\$25	1
Worksites, access to	403.07A	\$25	2
Worksites, badge return	403.07F	\$250	N/A
Worksites, construction gate	403.07C	\$25	3
Worksites, contractor compliance requirements	403.07B	\$25	3
Worksites, contractor subcontractor requirements	403.07E	\$25	3

<b>Section 2001.08 REFERENCE GUIDE – ALPHABETICAL BY DESCRIPTION</b>			
<b>DESCRIPTION</b>	<b>SECTION</b>	<b>FINE</b>	<b>POINTS</b>
Worksites, tool control policy	403.07D	\$25	3
<b>All others not specified</b>	<b>All Others</b>	<b>\$25</b>	<b>1</b>

\* Immediate confiscation of ID Badge

<b>Section 2001.08 REFERENCE GUIDE – NUMERICAL BY SECTION</b>			
<b>DESCRIPTION</b>	<b>SECTION</b>	<b>FINE</b>	<b>POINTS</b>
(See also Worksites, tool control policy)			
Aircraft, model (see Unmanned Aircraft Systems)			
Bicycles (see Skateboards)			
Checkpoints, inspection (See Access control, bypassing inspection checkpoint restrictions)			
Covering trash (See, Trash, Storage and Transport)			
Escorting, through dedicated or “by-pass” doors prohibited (See Access Control By-Pass Entrances)			
Inducing panic (See Access Control, inducing panic)			
Parking, chocks or parking brake required (See Parking, unattended with motor running)			
Roller blades (see Skateboards)			
Traffic Control Device, obeying (See Driving, traffic control device, duty to obey)			
Trash, burning (See Burning trash)			
Trash, dumping (See Disposal of trash)			
Vehicles, blocking (See Parking, impeding aircraft operations)			
Vehicles, unoccupied while motor running (See Parking, unattended w/ motor running)			
Security Directives (& orders), complying with	102.03D	\$25	2
False Information (See also 102.01C)	102.03E	\$25	2
Motor Vehicles, Registration – failure to	201.01	\$25	1
Parking, Public, Designated Parking Space	201.01I	\$25	1
Parking, Public, On Sidewalk (except bicycle)	201.02A1	\$25	1
Parking, Public, Individual Space	201.02A10	\$25	1
Parking, Public, within 10’ of Fire Hydrant	201.02A2	\$25	1
Parking, Public, within 50’ of Railroad Crossing	201.02A3	\$25	1
Parking, Public, Fire Station Entrance	201.02A4	\$25	2

<b>Section 2001.08 REFERENCE GUIDE – NUMERICAL BY SECTION</b>			
<b>DESCRIPTION</b>	<b>SECTION</b>	<b>FINE</b>	<b>POINTS</b>
Parking, Public, Prohibited by Signage	201.02A5 & 201.02A6	\$25	1
Parking, Public, Handicap/Disabled Parking Space	201.02A7	\$500	N/A
Parking, Public, Bus Loading Area	201.02A8	\$25	1
Parking, Public, Loading Zone	201.02A9	\$25	1
Parking, Public, Obstructing Street or Crossing	201.02B	\$25	1
Parking, Public, More than 12" from Curb	201.02C	\$25	1
Driving, traffic control device, duty to obey, landside	201.05B	\$25	1
Driving, within terminal and parking garage	202.01	\$25	1
Driving within terminal and parking garage – motor running	202.02A1	\$25	1
Driving, within terminal and parking garage – Careless/ reckless/without due caution	202.02A2	\$25	3
Driving, within terminal and parking garage – yielding right of way	202.02A3	\$25	2
Driving, within terminal and parking garage – drug/alcohol	202.02A4	\$150*	5*
Driving, within terminal and parking garage – general procedures	202.02A5-A19	\$25	1
Signs, complying with	301.01	\$25	1
Conduct, prevent use of airport	301.02A1	\$25	1
Conduct, unprofessional	301.02A2	\$25	1
Picketing/ Pamphleting/Demonstrations without Permit or not in designated area	301.02A3	Access Denied	N/A
Carts and strollers, non-motorized	301.02B	\$25	1
Deliveries, use of stairs/freight elevators	301.02C	\$25	1
Skateboards, bicycles, hover boards, roller blades & scooters	301.03	\$25	1
Gambling	301.04	\$25	2
Vending machines and display racks	301.05	\$25	1
Property Damage	301.06	\$25	2
Alcoholic beverages	301.07	\$25	1
Animals	301.08	\$25	1
Firearms & weapons	301.09	150*	5*

<b>Section 2001.08 REFERENCE GUIDE – NUMERICAL BY SECTION</b>			
<b>DESCRIPTION</b>	<b>SECTION</b>	<b>FINE</b>	<b>POINTS</b>
Spitting, etc.	301.11	\$25	1
Restrooms, use	301.12	\$25	1
Fueling operations	302.01	\$25	1
Smoking	302.02	\$25	1
Open flame operation (see 302.17 for Bar-B-Q grills)	302.03	\$25	2
Housekeeping, leasehold	302.04	\$25	1
Flammable / combustible material, storage of	302.05	\$25	2
Hazardous materials, transportation of	302.06	\$25	2
Ground service equipment, around aircraft, emergency	302.07	\$25	2
Hangars, driving in	302.08	\$25	1
Aircraft electrical and electronic systems	302.09	\$25	1
Hangars, heating	302.11	\$25	2
Cleaning fluids, use of	302.12	\$25	1
Aircraft repairing	302.13	\$25	1
Doping, spray-painting, and paint stripping	302.14	\$25	2
Fire extinguishers	302.15	\$25	1
Compressed gas cylinders, storage of	302.16	\$25	2
Bar-B-Q grills	302.17	\$25	2
Tools, powder activated	302.18	\$25	2
Disposal, trash	303.01A,B,C,E	\$25	1
Burning trash	303.01D	\$25	1
Trash, storage and transport	303.02	\$25	1
Dumping, fill or building materials	303.03	\$25	1
Abandoning Property	303.04	\$25	1
Spills	303.07	\$25	1
Aircraft and Equipment Servicing	303.08	\$25	1
Anti-idling	303.09	\$25	1
Deicing / anti-icing material handling & dispensing	303.10A	\$25	1
Deicing / anti-icing material spills	303.10B	\$25	1
Aircraft accident, duty to report	401.01	\$25	1
Aircraft accident, duty to remove	401.02	\$25	1
Unmanned Aircraft Systems	401.04	\$25	2
Air carrier gates and ramps, use by GA aircraft prohibited	401.05	\$25	1

<b>Section 2001.08 REFERENCE GUIDE – NUMERICAL BY SECTION</b>			
<b>DESCRIPTION</b>	<b>SECTION</b>	<b>FINE</b>	<b>POINTS</b>
Driving, airfield, "ramp-driving" privileges	402.01B1	\$25	3
Driving, airfield "full-driving" privileges	402.01B2	\$25	3
Driving, airfield with escort required (use Escorting)	402.01B3	n/a	
Driving, operator's license required	402.01C	\$25	1
Vehicles, airfield requirements	402.02	\$25	1
Driving, airside, yielding right-of-way	402.03A	\$25	2
Driving, 49CFR Part 1540.5 designated AOA	402.03B	\$25	1
Driving, between building and aircraft	402.03C	\$25	1
Driving, safe distance from aircraft	402.03D	\$25	2
Driving, designated lanes or roadways	402.03E	\$25	1
Driving, emergency roadway	402.03F	\$25	1
Driving, leased area	402.03G	\$25	1
Driving, proper seating required	402.03H	\$25	1
Driving, material falling from vehicle allowed	402.03I	\$25	1
Driving, material falling from vehicle clean up required	402.03J	\$25	1
Driving, improper operation or due caution	402.03K	\$25	2
Vehicles, baggage make-up areas, motor running	402.03L	\$25	1
Driving, reckless, wanton, willful operation	402.03M1	\$150*	5*
Driving, careless, without due care, or speed related	402.03M2	\$25	3
Driving, hazardously equipped/loaded vehicle	402.03M3	\$25	2
Driving, obstructs, delays, or interferes with aircraft ops.	402.03M4	\$25	2
Driving, alcohol / drug influence	402.03N1	150*	5*
Ground service equipment, operating with more than 4 carts	402.03N2	\$25	1
Driving, catalytic converter equipped vehicle around fuel spill	402.03N3	\$25	3
Driving, starting only when safe to do so	402.03N4	\$25	1
Driving, traffic control device, duty to obey, airside, non-movement	402.03O1	\$25	1
Driving, traffic control device, duty to obey, airside-movement	402.03O2	\$25	3

<b>Section 2001.08 REFERENCE GUIDE – NUMERICAL BY SECTION</b>			
<b>DESCRIPTION</b>	<b>SECTION</b>	<b>FINE</b>	<b>POINTS</b>
Traffic Control Device, airside, tampering with	402.03P	\$25	2
Aircraft pushback, blocking driving lanes	402.03Q	\$25	1
Microwave beam, driving across w/o authorization	402.03R	\$25	1
Access control, bypassing inspection checkpoint restrictions	402.03S	\$25	2
Driving, speed limits, aprons/ramps (15 mph)	402.04A1	\$25	2
Driving, speed limits, designated service roads (25 mph)	402.04A2	\$25	2
Driving, speed limits, baggage makeup areas/hangars/50 ft. of aircraft (5 mph)	402.04A3	\$25	2
Driving, speed limits, terminal underpass/BHS Matrix (5 mph)	402.04A4	\$25	2
Parking, airfield, designated areas only	402.05A	\$25	1
Parking, T-hangar	402.05B	\$25	1
Parking, airside, within ten feet of or impede access to fire hydrant/extinguisher	402.05C	\$25	2
Parking, impeding aircraft operations	402.05D	\$25	2
Parking, airfield, unattended ground service equipment	402.05E	\$25	1
Parking, airfield, unattended with motor running (parking brake & chocks)	402.05F	\$25	1
Vehicles, lights requirements	402.06A	\$25	1
Vehicles, lights, aircraft cockpit	402.06B	\$25	1
Vehicles, rotating beacon requirements - general	402.06C	\$25	1
Vehicles, lights, rotating beacon on deicing equipment	402.06D	\$25	1
Equipment, maintaining in sound condition	402.07A	\$25	1
Vehicles, disabled, moving	402.07B	\$25	1
Vehicles, repairing in designated areas only	402.07C	\$25	1
Insurance, ramps/movement areas(\$10,000,000)	402.08A	Access denied	N/A
Insurance, general aviation areas (\$10,000,000)	402.08B	Access denied	N/A
Insurance, T-Hangar / tie-down (\$300,000)	402.08C	Access denied	N/A

<b>Section 2001.08 REFERENCE GUIDE – NUMERICAL BY SECTION</b>			
<b>DESCRIPTION</b>	<b>SECTION</b>	<b>FINE</b>	<b>POINTS</b>
Insurance, ARFF airside parking (\$300,000)	402.08D	Access denied	N/A
Driving, aircraft movement area, "full driving" required	402.09A	\$25	3
Driving, aircraft movement area, communicating with ATC	402.09B	\$25	2
Driving, aircraft movement area, escort requirements	402.09C	\$25	2
Walking more than 150 ft. from airside of terminal	402.10A	\$25	1
Unsafe activities near aircraft gates	402.10B	\$25	2
Damage to aircraft and/or property reporting requirements	402.10C	\$25	1
Identification media, display requirements	403.01A	\$25	1
Identification media, authorized areas only	403.01B	\$25	1
Identification media, other approved forms	403.01C	\$25	1
Identification media, misuse of	403.02A	150*	5
Identification media, use by another	403.02B2	150*	5*
Identification media, failing to surrender	403.02E	\$150*	5*
Identification media, modifications prohibited	403.02F	150*	5
Test or application for Authority issued identification - alter, modify or falsify or attempt to alter, modify or falsify	403.02G	Identification issuance denied	N/A
Test or application for Authority issued identification - alter, modify or falsify or attempt to alter, modify or falsify - aiding	403.02G	150*	5*
Escorting, Identification display required	403.03A1	\$25	1
Escorting, driving privileges required on airfield	403.03A2	\$25	1
Escorting, only where authorized	403.03A3	\$25	1
Escorting, remaining in close proximity	403.03A4	\$25	2
Escorted, approved activity(s) only	403.03A5	\$25	2
Escorting, approved activity(s) only, removal required	403.03A6	\$25	1
Escorting, police notification requirement	403.03A6	\$25	1

<b>Section 2001.08 REFERENCE GUIDE – NUMERICAL BY SECTION</b>			
<b>DESCRIPTION</b>	<b>SECTION</b>	<b>FINE</b>	<b>POINTS</b>
Escorting, other badge holder allowed	403.03A7	\$25	1
Challenging, required by all ID holders	403.04A	\$25	1
Challenging, reporting threats	403.04B, C	\$25	1
Access control equipment, lost or stolen reporting	403.05A	\$25	1
Identification media, finding by another	403.05B	\$25	1
Access control, leaving unsecured	403.05C	\$25	2
Identification media, piggy-backing prohibited	403.05E	\$25	2
Access control, arming/disarming jet bridge doors	403.05G	\$25	1
Access control, accessing through approved doors only	403.06A	\$25	1
Access control, bypass entrances	403.06B	\$25	1
Access control, bypassing TSA passenger screen checkpoint when departing the airport by air	403.06C	\$150*	5*
Access control, divulging information about prohibited	403.06D	\$25	2
Fence, perimeter, parking, storing items within 10 feet	403.06E	\$25	1
Identification media, duty to report violations	403.06H	\$25	2
Tools, holders of Authority issued ID responsible	403.06I	\$25	2
Access point, person or vehicle, compliance with entry requirements	403.06J	\$25	3
Worksites, access to	403.07A	\$25	2
Worksites, contractor compliance requirements	403.07B	\$25	3
Worksites, construction gate	403.07C	\$25	3
Worksites, tool control policy	403.07D	\$25	3
Worksites, contractor subcontractor requirements	403.07E	\$25	3
Worksites, badge return	403.07F	\$250	N/A
Access control, testing of procedures prohibited	403.08A1	150*	5*
Access control, inducing panic	403.08A2	150*	5*
All others not specified	All Others	\$25	1

\* Immediate confiscation of ID Badge

## Appendix D

### SECTION 7 GOVERNANCE PLAN FOR THE NEW MIDFIELD TERMINAL PROGRAM

## Section 7 Governance Plan

### 7.1 INTRODUCTION

#### 7.1.1 Purpose of Governance Plan

This Governance Plan outlines the framework and procedures for managing and overseeing the execution of the New Midfield Terminal Program ("the Program"), inclusive of the new terminal, associated support facilities and the new passenger parking garage. This plan is intended to help ensure transparency, accountability, and efficient decision-making throughout delivery of the program. Adherence to this plan will assist the Columbus Regional Airport Authority (CRAA), airlines operating at CMH and other key stakeholders with effective project management, stakeholder communication and risk management. The plan is designed to facilitate streamlined reporting and decision-making based upon accurate and timely information in order to surface and resolve key issues related to scope, budget, schedule, change management, contracts, quality and other critical items.

This Governance Plan aligns with the following objectives from CRAA's Strategic Blueprint:

- **Transform the Culture**
  - *Improve and streamline business performance*
  - *Drive to excellent results*
- **Plan for the Future**
  - *Prepare for midfield program development*

By providing a structured process for management and oversight of the Program, this plan is intended to **improve and streamline business performance** for CRAA's cornerstone capital program. By structuring the governance model in a way that provides transparency and streamlines decision-making, this plan will support CRAA's efforts to **drive to excellent results**.

Significant planning, coordination and design efforts over the course of several years have supported the preparation for the Program. This plan provides for the organizational preparation required to govern the successful delivery of the program and is a key element to ensure CRAA adequately **prepares for midfield program development**.

### 7.2 PROJECT SPONSORS AND KEY STAKEHOLDERS

CRAA is the Project Sponsor for the New Midfield Terminal Program, with overall responsibility for developing, coordinating and executing the full program. CRAA is governed by its Board of Directors comprised of nine local business and community leaders. Its President and Chief Executive Officer (CEO) oversees the strategic operation and management of CRAA's three airports, which includes CMH, its largest and busiest airport. The balance of the Strategic Leadership Team includes a Chief Operating Officer (COO), Chief Financial Officer (CFO), Chief People Officer, Chief Planning & Engineering Officer, Chief Business Development Officer, General Counsel and Director of Communications & Public Affairs and Director of Technology.

This governance model incorporates Key Stakeholders to ensure they have a seat at the table and are able to provide input from their unique perspectives. The Airline-Airport Affairs Committee (AAAC), representing the airlines operating at CMH, is the primary Key Stakeholder for this program. Regular and consistent engagement from the airlines throughout design, construction and turnover/activation is necessary to ensure the new terminal and associated facilities are developed and constructed in a manner consistent with airlines operational needs and considerations. Additionally, as airport revenue

derived from airline operations is one of the primary funding sources for the Program, the airlines operating at CMH have a vested interest in monitoring the program budget, schedule and other key issues. The AAAC is led by its Chair and is represented in the day-to-day activities of the program by its Airline Technical Representative (ATR). Airline representation on the governance committees is described in the **7.3 Governance Structure** section below. Overall coordination procedures between CRAA, the airlines and other Key Stakeholders is outlined in the **7.4 Airline Coordination** section below.

Other Key Stakeholders described in this plan include the Design Firm, the Construction Manager at Risk (“CMR”) and the Staff Extension Firm. The Design Firm is responsible for the design of the new terminal and associated support facilities through 100% construction ready documents, construction administration and other A/E services required during construction. The Construction Manager at Risk is responsible for pre-construction advisory services, including but not limited to cost estimating and scheduling, as well as the construction of all work packages necessary to deliver the new terminal and associated support facilities. The new parking garage will be delivered under a separate design-build contract. For that element, the Design Firm will produce a 10% conceptual design and the CMR will provide pre-construction advisory services. A new firm will be procured as the Design-Builder (“Parking Garage DB”), responsible for the design and construction of the new parking garage. The Staff Extension Firm is responsible for providing technical staff through the duration of the Program to support CRAA’s overall program and construction management.

**7.3 GOVERNANCE STRUCTURE**

The governance structure for the Program is comprised of two committees, the Program Management Committee (“PMC”) and the Executive Steering Committee (“ESC”), which are supported by the Terminal Project Team (“TPT”).

**Figure 7.1 Committee Structure**



The details of the Terminal Project Team and the two governance committees are presented in the sections below including the purpose, members, meetings, and reporting structure for each committee.

### **7.3.1 Terminal Project Team**

While not a direct participant on either governance committee, the TPT reports directly to the PMC and is responsible for carrying out the day-to-day activities of the program, following direction and guidance from the PMC. The TPT is comprised of the internal CRAA Project Management staff reporting to the CRAA Chief Planning and Engineering Officer, as well as CRAA contractors - the Design Team, the CMR, the Parking Garage DB and the Staff Extension Firm. These entities are critical to the successful delivery of the Program as documented here and elsewhere within the Project Management Plan.

Collectively, the TPT is responsible for the following:

- Project Status Reporting
- Compliance with CRAA Procedures
- Program Scope, Schedule and Budget Development and Monitoring
- Invoicing
- Procurement
- Review of all Proposed GMP Amendments
- Project Controls
- Document Controls
- Design
- Construction
- Change Management
- Construction Administration and Inspections
- Work Safety
- Maintenance of Operations
- Program Decision Log

Refer to **Figure 9.1 CRAA PROJECT MANAGEMENT TEAM ROLES & RESPONSIBILITIES** for detailed information and identification of lead and supporting roles for each project element.

While the entirety of the TPT reports to the Chief Planning and Engineering Officer, who serves as the Project Executive for the Program, the TPT also has a broader reporting role to the PMC. The TPT shall provide the PMC with a monthly progress report that includes an executive summary with Key Performance Indicators (KPIs).

Example KPIs, to be reviewed and adopted by the PMC, include the following:

- Schedule
  - o Schedule progress against anticipated schedule
- Budget
  - o Prior month, YTD and Contract Total spend to date vs expected for each GMP
  - o Any other contracts over anticipated spending to date or had significant variances in the prior month?
- Safety
  - o Any safety incidents in the last month?
- Operational Impacts

- Any unanticipated operational impacts in the last month?
- Quality
  - Any quality issues in the last month?
- Changes
  - Status of approved changes
- Risk Management
  - Monthly risk register update
- Contingency allocations
  - Status of approved contingency funds

The Executive Summary and KPI tracking (“the Progress Report”) will serve as the primary monthly deliverable from the TPT to the PMC. There will be a detailed monthly project report (“the Comprehensive Project Report”) that contains the underlying information and data supporting the Executive Summary and KPI tracking document. The Comprehensive Project Report shall also include the updated Program Decision Log, which documents all decisions being made on design, technical issues, scope and other matters that impact Program implementation. Both reports shall be provided to the PMC each month and shall include financial, schedule and other information from the immediate prior month.

Interaction between the TPT and the PMC is not limited to the monthly report and any required participation in monthly or special PMC meetings referred to below. The PMC and/or certain individual members will have regular engagement on a weekly or daily basis with the TPT to ensure close communication, collaboration, and adequate speed of decision-making.

### **7.3.2 Program Management Committee**

#### ***Charter and Responsibilities***

The Program Management Committee (PMC) is responsible for the overall management and execution of the Program. The PMC reports to the Executive Steering Committee (ESC) and has responsibility for the execution of all projects within the Program, including design, construction and facility turnover. While the ESC has ultimate decision-making authority over the program, the PMC runs the Program’s implementation. The PMC functions in a supporting role to the ESC and provides the ESC with accurate and timely information and reporting and recommendations for review and decision-making. All contractors, inclusive of designers, constructors and program/construction managers report to the PMC, which establishes project requirements, defines responsibilities, and reviews the work of all contractors. The execution of all matters pertaining to scope, schedule, budget, quality, and change management fall under the responsibility of the PMC, which carries out the decisions and guidance provided by the ESC.

#### ***Members***

The PMC includes the following members:

- Chief Planning and Engineering Officer, CRAA (PMC Chair)
- Chief Financial Officer, CRAA
- Chief Operating Officer, CRAA
- Airline Technical Representative

The PMC is supported by the following staff:

- PMC Administrative Manager: Senior Project Manager, CRAA (or other designee determined by the PMC Chair)

### ***Meetings***

The PMC will have a standing monthly meeting beginning after CRAA Board approval of the 60% GMP contract (see **Section 7.5**) and lasting through the turnover and activation of the New Midfield Terminal. The standing monthly meeting will ensure its members have regular engagement and issues requiring attention are identified and resolved and/or escalated to the ESC in a timely manner throughout the duration of the Program. Monthly meetings shall be held in person whenever possible. If an in-person meeting is not feasible in a given month, a virtual meeting may be arranged. Given the importance of the speed of decision-making and the need to keep all parties updated on progress and key issues, monthly meetings should not be canceled except for extreme circumstances. Any member of the PMC may request a "special" meeting if an issue arises that requires attention in advance of the next scheduled meeting.

The PMC Chair or Administrative Manager shall coordinate with committee members in advance of each meeting to prepare an agenda. Special meeting agendas will be drafted by the PMC Chair and distributed for committee review. Regular meeting agendas shall follow a standing agenda established during the first committee meeting and can also include additional items specific to that month's business. A standing agenda may include, at minimum, the following:

- Review of the Progress Report
  - o Key issues
  - o New corrective actions/recovery plans required
- Review of GMP Contingency (see section 7.6.1) status and any proposed new GMP Contingency allocations
- Review any proposed new change orders
- Review progress of any corrective action and/or recovery plans
- Decisions or recommendations to be made by PMC
  - o This month
  - o Upcoming
- Decisions to be made by ESC
  - o This month
  - o Upcoming

All meeting agendas should be distributed to the full committee five (5) business days prior to the scheduled meeting. The PMC Administrative Manager shall attend all regular and special meetings and record meeting minutes that document the discussion and any decisions made. The PMC Administrative Manager will share the meeting minutes with the committee members for review for five (5) business days. After incorporating all comments, the minutes shall be filed in the PMC's administrative record.

PMC members may request the attendance of TPT members at either regular or special meetings to present the Progress Report, provide further information or respond to other requests from the PMC. The lead Project Manager from the Design Firm, the CMR, the Parking Garage DB and the Staff Extension Firm shall participate in the PMC meetings whenever requested by the PMC.

### ***Decision-Making Process, Escalation and Dispute Resolution***

The PMC should strive to make all decisions with a consensus-based approach, arriving at decisions or recommendations (to the ESC) that are acceptable to all through collaborative discussion and deliberation. Decisions or issues must be clearly stated on meeting agendas and during the meetings to ensure all members have a mutual understanding of the item at hand. Active participation in developing and deliberating solutions is encouraged from all committee members through open discussion. If unable to find common ground, proposed solutions or decisions should be modified, whenever possible, to address differences. When it appears that consensus is reached, any committee member may request a formal consensus decision. Each member will then be asked if they support the decision or recommendation (to the ESC), and the decision will be documented once consensus is achieved. Decisions and recommendations will be disseminated to the relevant parties following the procedures outlined in the *Reporting* section below.

If the PMC is unable to reach consensus on any particular issue during a single meeting, that issue will be escalated to the ESC for resolution. Given the speed of decision-making required to support the success of a Program as large as the New Midfield Terminal, unresolved issues cannot be deferred to a following PMC meeting. Any unresolved issue must be addressed in the following ESC meeting for a resolution. If additional information is required to support the decision and that information cannot be obtained in advance of the next ESC meeting, the PMC Chair will determine an appropriate schedule for resolution, which may include the use of "special" PMC and/or ESC meetings as described above and below. All PMC disputes will be resolved at the ESC level and disseminated back to the PMC for appropriate action.

### ***Reporting***

The PMC reports both up to the ESC and down to the TPT on a monthly basis. The PMC develops the initial Annual Report for the ESC's review prior to sharing with the CRAA Board.

#### **Monthly Reporting**

The PMC's monthly report shall be provided to the ESC Administrative Manager 5 business days in advance of the next ESC monthly meeting. The PMC's monthly report up to the ESC shall include the following, at minimum:

- Progress Report (Developed by TPT; Reviewed by PMC)
- GMP Contingency Status and Allocations
- PMC recommendations for ESC review and decision
  - o Can be provided to ESC in memorandum or presentation format, as deemed appropriate by the PMC Chair
- PMC disputes for ESC resolution
  - o Can be provided to ESC in memorandum or presentation format, as deemed appropriate by the PMC Chair

The ultimate report structure shall be proposed by the PMC and accepted by the ESC as soon as practicable after Board approval of the 60% GMP contract.

The PMC's monthly report to the TPT shall include a copy of the meeting minutes from said month's meeting along with a separate section that clearly describes any comments on the Progress Report and any directives for the TPT's attention and/or action.

Additionally, the PMC Chair is responsible for reporting “across” CRAA to the members of the Strategic Leadership Team who are not part of the formal governance structure for the Program. As presently constructed, this includes the Chief People Officer, Chief Business Development Officer, General Counsel, Director of Communications and Public Affairs and the Director of Technology. While not directly involved in the governance of the Program, consultation with these senior leaders may be required to inform certain decisions or recommendations of either the PMC or the ESC, so they must be kept informed of progress and key issues throughout the duration of the Program. Such reporting could take place as part of regular Strategic Leadership Team meetings.

#### Annual Reporting

The PMC shall also produce an Annual Report for review by the ESC, and ultimately, for presentation to the CRAA Board. The Annual Report shall be a summation of the annual status of all KPIs, with particular focus on schedule, budget, status of contingency funds and risk management. The PMC shall complete a comprehensive review of the Program’s Risk Register as part of the Annual Report process, including identification and mitigation planning for any new risks to the Program that were not previously documented.

### **7.3.3 Executive Steering Committee**

#### ***Charter and Responsibilities***

The Executive Steering Committee (ESC) provides oversight and retains decision-making authority over the Program’s scope, schedule and budget. Throughout the duration of the Program, the ESC will provide timely direction and guidance to the PMC on all matters required to deliver the Program. Any actions required by, or information provided to the CRAA Board of Directors related to the Program are to be reviewed and approved by the ESC prior to presenting to the Board.<sup>1</sup>

Specific ESC responsibilities include, but are not limited to, the following:

- Review and approval of the original Program budget
- Review and approval/disapproval of any proposed changes to the Program budget
- Review and approval/disapproval of the use of CRAA-controlled contingency funds
- Review and approval/disapproval of any PMC recommended actions or decisions related to the Program schedule, scope, quality, change management or other matters
- Review and resolution of any unresolved PMC issues or disputes
- Oversight of and authority over the PMC
- Program reporting to the CRAA Board of Directors

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<sup>1</sup> In cases of items internal to CRAA that do not necessitate airline review, the ESC Chair may, at his/her discretion, exclude the AAAC Chair from review and/or deliberation of said item.

### ***Members***

The ESC includes the following members:

- President and Chief Executive Officer, CRAA (ESC Chair)
- Chair, CMH Airline-Airport Affairs Committee

The ESC is supported by the following staff:

- ESC Administrative Manager: Executive Assistant to the President and CEO (or other designee determined by the ESC Chair)

### ***Meetings***

The ESC will have a standing monthly meeting beginning after CRAA Board approval of the 60% GMP contract and lasting through the turnover and activation of the New Midfield Terminal. The standing monthly meeting will ensure its members have regular engagement throughout the duration of the program, facilitating timely decision-making that supports the on-time and on-budget completion of the Program. Monthly meetings may be held virtually or in person, at the discretion of its members. If no new business is brought forward to the ESC by the PMC in a given month, the ESC members may choose to forego a meeting. Conversely, if an urgent issue arises that requires attention in advance of the next scheduled meeting, either member may elect to call a “special” meeting to ensure that the issue can be resolved in time.

The ESC Chair or Administrative Manager shall coordinate with committee members in advance of each meeting to prepare an agenda. The agenda should be distributed to the full committee five (5) business days prior to the scheduled meeting. The ESC Administrative Manager shall attend all meetings and record meeting minutes that document the discussion and any decisions made. The ESC Administrative Manager will share the meeting minutes with the committee members for review for five (5) business days. After incorporating all comments, the minutes shall be filed in the ESC’s administrative record.

PMC members may be asked to attend regular or special meetings, as deemed necessary by the ESC, to present recommendations or reports, provide additional information requested by the ESC or discuss issues that have been escalated to the ESC for a resolution. The PMC Chair shall serve as the primary liaison between the PMC and ESC and the primary spokesperson on behalf of the PMC.

### ***Decision-Making Process***

The ESC should strive to make all decisions with a consensus-based approach, arriving at decisions or recommendations to the Board that are acceptable to all members through collaborative discussion and deliberation. Decisions or issues requiring resolution or review by the ESC will be clearly outlined in the PMC Report to ensure all members have a mutual understanding of the item at hand. As deemed necessary by the ESC Chair, PMC members may be asked to present the issues or recommendations at hand. Active participation in developing and deliberating solutions is expected from all committee members through open discussion.

It should be noted that the Chair, CMH Airline-Airport Affairs Committee, may need to consult with the other Signatory Airlines before a position on an issue may be taken if one has not been previously established, and such consultation may be subject to an MII vote. Such MII votes will follow the majority requirements as provided in the Signatory Airline Operating Agreement and Lease or its successor document.

If unable to find common ground, proposed solutions or decisions should be modified, whenever possible, to address differences. When it appears that consensus is reached, any committee member may request a formal consensus decision. Each member will then be asked if they support the decision or recommendation (to the Board) and the decision will be documented once consensus is achieved. Decisions and recommendations will be disseminated to the relevant parties following the procedures outlined in the *Reporting* section below.

The ESC must reach consensus on any issues that will materially affect airline operations, Program schedule, or Program scope as defined under the New Terminal Project Scope Attachment A of the Signatory Airline Operating Agreement and Lease or its successor document or will affect the payments required of the airlines under the Signatory Airline Operating Agreement and Lease or its successor document.

If the ESC is unable to reach consensus on any issue that will not materially affect airline operations, Program schedule as defined under the New Terminal Project Scope Attachment A of the Signatory Airline Operating Agreement and Lease or its successor document, or Program scope, or will not affect the payments required of the airlines under the Signatory Airline Operating Agreement and Lease or its successor document, the ESC Chair shall have final say, within their spending authority – \$250,000 or 5% of any Board approved contract, whichever is greater. Such decisions that are beyond the authority of the ESC Chair must be resolved by the CRAA Board with input provided by the full ESC. Whenever the ESC Chair resolves such a disagreement, the CRAA Board must be notified in the manner described in the *Reporting* section below.

Given the speed of decision-making required to support the success of the Program, unresolved issues should not be deferred to a following ESC meeting, whenever possible. If additional information is required to support the decision, the ESC Chair will determine an appropriate schedule for resolution, which may include the use of “special” PMC and/or ESC meetings as described above and below.

### ***Reporting***

The ESC is responsible for reporting both up to the Board and back down to the PMC.

#### **Monthly Reporting**

The CRAA President and CEO, or their designee, is responsible for reporting to the CRAA Board of Directors (the “Board”) on the progress of the Program, inclusive of budget, schedule, scope and other key issues of interest to the Board. This shall include, at minimum, a report of the Program’s Key Performance Indicators (KPIs) and any decisions or issues taken up by the ESC in the period since the previous Board meeting. If any decisions are made by the ESC without the concurrence of the AAAC, the CRAA President and CEO shall document his/her justification of said decision to the Board along with any supporting materials.

The ESC’s monthly report to the PMC shall include a copy of the meeting minutes from said month’s meeting along with a separate section that clearly describes any directives for the PMC’s attention and/or action.

#### **Annual Reporting**

The ESC Chair shall provide the Annual Report to the CRAA Board at the end of each year, along with the proposed Program budget for the following year. The Annual Report, developed by the PMC, shall be reviewed and approved by the ESC prior to its presentation to the CRAA Board. The purpose of the Annual Report is to provide transparent and accurate information to the CRAA Board to keep them

informed on the Program’s implementation, with particular focus on schedule, budget, available contingency and risk management.

Figure 7.2 Flow of Reporting

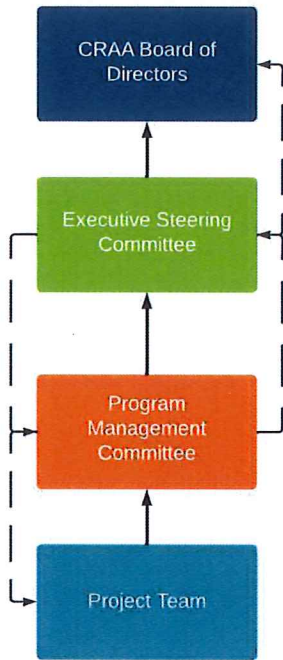


Figure 7.3 Reporting Summary

Report	Cadence	Writer	Content	Audience
Comprehensive Project Report	Monthly	TPT	Program decision log with recording of all decisions being made on design, technical issues, scope and other matters that impact Program implementation.	PMC
Progress Report	Monthly	TPT	Details on the program key performance indicators. Example KPI's include schedule, budget, safety, operational impacts, quality, changes, risk management, contingency allocations.	PMC, ESC
Monthly PMC Report	Monthly	PMC	Contents of the Progress Report, PMC recommendations for ESC review and decision, and PMC disputes for ESC resolution.	ESC
Annual Report	Annually	PMC	Focus on schedule, budget, available contingency and risk management.	CRAA Board

## **7.4 AIRLINE COORDINATION**

In addition to the formal committee roles of the airline representatives on the PMC and ESC, CRAA anticipates regular engagement with airline representatives throughout the duration of the program to coordinate technical details, operating requirements, operational impacts, and other items requiring airline input. CRAA will foster collaboration by facilitating co-location within the project office for the airline representative(s) working on site. This will allow for direct interaction between the airline representatives and other TPT members. Unless authorized in writing by CRAA staff, neither airline staff nor representatives may provide directives or make requests directly to any CRAA contractors or consultants, including but not limited to, the Design Firm, the CMR, the Parking Garage DB and the Staff Extension Firm. All such airline requests or directives must be provided to CRAA staff or their designated representative for review and dissemination to the appropriate party.

## **7.5 GMP PROCESS AND BOARD AUTHORIZATION**

As CRAA is utilizing a Construction Manager at Risk (CMR) delivery method for the Program, multiple Guaranteed Maximum Price contract amendments ("GMPs") are anticipated, which will define the scope, cost and schedule for specific work packages. Together, the GMPs will comprise the entirety of the Program. While subject to change, CRAA currently anticipates a total of six (6) GMPs to deliver the full Program.

CRAA Board approval for the new terminal and associated support facilities is anticipated to be based upon a GMP for the entire project provided to CRAA by the CMR upon completion of the 60% design by the Design Firm. The 60% design is scheduled to be provided to CRAA and the CMR in early December 2023, and the CMR anticipates providing the Program-wide GMP in advance of CRAA's January 2024 Board meeting. CRAA Board approval for the new parking garage is anticipated to be based on a recommended best value technical and cost proposal from a competitive design-build procurement. A recommendation for Board approval is anticipated by Q2 2024.

If the CRAA Board approves the item, CRAA will proceed with execution of the Program. At the end of each year, Board approval is also required for the next year's capital budget. As described in the above *Reporting* sections, the ESC will provide an Annual Report to the CRAA Board along with the proposed capital budget for the following year.

If additional funds are required beyond the total Board authorized amount, additional Board approval will be required.

## **7.6 CONTINGENCY CONTROLS**

There are two types of contingencies allocated within the Program budget, and both are controlled by CRAA. Both are described below, along with their respective governance procedures.

### **7.6.1 GMP Contingency**

The "GMP Contingency" is a percentage contingency, currently anticipated to be 5-10%, that is allocated to each GMP package at the 60% design stage. At the time that each package is bought out, the contingency may be used to cover costs over the initial budget for that package. Any unused contingency funds can be rolled over to add to the GMP Contingency for the next package or used for another project need or identified as a savings, at the sole discretion of CRAA. The same process is followed if an individual package is bought out below the original budget.

### **7.6.2 Owner Contingency**

The “Owner Contingency” is budgeted reserve of [\$100M] in contingency funds that is distributed as needed at the sole discretion of the CRAA. These funds are intended to be used for the following purposes:

- Cost overruns – if the GMP Contingency, including any rolled over contingency amounts, is insufficient to cover the cost for an individual package, the Owner Contingency can be used to cover the difference
- CRAA-initiated scope changes
- Unknown conditions, e.g. unidentified underground utilities or geotechnical conditions

### **7.6.3 Governance Procedures**

Upon Board approval of the Program budget, the GMP Contingency will be controlled by the PMC, with monthly updates provided to the ESC. At the time each GMP package is bought out, the TPT will make the PMC aware of any unused contingency funds. The PMC will then make a determination as to how best to direct the unused funds and will report their decision to the ESC.

The Owner Contingency is a budgeted reserve that, if necessitated, will require Board approval to add funds to any previously approved contracts or to initiate a new contract. Any request to utilize the Owner Contingency reserve must be initiated by the PMC and brought to the ESC for their review and recommendation prior to Board approval.

## **7.7 PROJECT CLOSEOUT PROCEDURES AND OPERATIONAL READINESS AND TRANSITION (ORAT)**

Project closeout procedures involve an organized process to ensure the successful completion and turnover of the Program. Proper completion and documentation of all necessary steps is critical to the safety, operations, maintenance, and financial closeout of the new terminal and the associated support facilities.

Operational Readiness and Transition (ORAT) is an organized process to prepare and transition from the old facility to the new facility. As described in **Section 3.3.4 Operational Readiness and Transition (ORAT) Scope**, this includes service planning, resource planning, testing, training, documentation, rollout planning and post-implementation support. A robust ORAT process helps to minimize operational risk once the new terminal is open.

Given the significant importance of both of these elements at the back end of the project, this governance model includes oversight of all closeout and ORAT procedures. Their formal inclusion as part of the governance model is intended to provide accountability, transparency and assurance that they will not be overlooked as the Program starts to wind down and transition from construction to operations.

An ORAT Plan is planned to be developed by the end of 2026. At that time, the PMC shall present the ORAT Plan to the ESC for review and adoption, incorporating any changes requested by the ESC. After adoption of the ORAT Plan, the TPT will begin to include an ORAT report as part of both the Comprehensive Project Report and the Progress Report. This additional report will be included in the PMC’s monthly report to the ESC. Similarly, the PMC must present a Closeout Plan to the ESC in advance of substantial completion, anticipated to be the end of 2028, for review and adoption, incorporating any changes requested by the ESC. The Closeout Plan should address any actualized or potential staff turnover, include incorporation of the final Program Decision Log and overview of the planned closeout procedures to be completed by the CMR, Design Firm, Parking Garage DB and others. Thereafter, a

closeout report shall be included in all PMC and ESC monthly report materials.

## **7.8 ENTERPRISE RISK MANAGEMENT**

This governance framework includes multiple checks and balances on the management of Program risks. While risk management is covered more in depth in **Section 6 Project Assurance**, the ongoing monitoring and maintenance of the risk register is thoroughly embedded within the governance framework. Risks can evolve over time and through different phases of the program, broader economic circumstances or policy changes. By including updates to the risk register as part of the Progress Report and the Comprehensive Project Report, as well as mandating a thorough review of risks on an annual basis in the Annual Report to the Board, the Program will be able to implement a nimble and transparent approach that will strengthen the overall risk management strategy.

## **7.9 SUCCESSION PLANNING**

Any Program that spans over multiple years must consider succession planning to effectively manage the realities of potential staff losses. Life/family changes, career growth opportunities, geographical relocation and many other circumstances can lead to unanticipated changes in staffing. From a governance standpoint, the speed of decision-making required to keep the Program on track, requires that committees are properly staffed at all times. This section describes the process for both CRAA and the airlines to fill vacated roles supporting the governance plan, both on an interim and permanent basis, with staff authorized to take the necessary actions outlined herein.

### **7.9.1 CRAA**

If the President and CEO role is vacated at any point prior to completion of the Program, the CRAA Board shall appoint an Interim President and CEO, who will carry out the governance duties described herein until such time as a permanent successor is selected and onboarded. If there is a vacancy among any of the CRAA senior staff serving on the PMC, the President and CEO shall select a direct report of the vacated senior staff position in advance of the next PMC meeting to serve in their place until such time as a permanent replacement is selected and onboarded. If the Chief Planning and Engineering Officer role is vacated, the President and CEO shall select either the COO or CFO to serve as Interim PMC Chair. Additionally, the President and CEO, at their discretion, may select the COO or CFO to serve as PMC Chair after a permanent replacement for the Chief Planning and Engineering Officer position is selected and onboarded in order to preserve continuity.

### **7.9.2 Airlines**

If the AAAC Chair vacates their role at any point prior to the completion of the Program, the AAAC must appoint a new Chair in advance of the next ESC meeting to ensure there are no delays in decision-making. If the Airline Technical Representative (ATR) vacates their role at any point prior to the completion of the Program, the ATR's firm shall propose a replacement, subject to confirmation by the ESC, in advance of the subsequent PMC meeting.

7.10 GOVERNANCE PLAN APPROVAL AND ADOPTION



John R. Nardone

President & Chief Executive Officer  
Columbus Regional Airport Authority

Kimberly

Chair  
CMH Airline-Airport Affairs Committee

4-8-24

Date

April 8, 2024

Date

## Appendix E

Enterprise Risk Management Program

Organizational Charter for the  
Columbus Regional Airport Authority

## Summary of ERM Program

Columbus Regional Airport Authority (CRAA) established a framework for its Enterprise Risk Management (ERM) program in June of 2009 with the adoption of a charter by former President & CEO Elaine Roberts and sponsorship from Robert Tanner, Jr. General Counsel and Director of Governmental Affairs. This foundational program established vision & mission, roles & responsibilities, program organizational structure & scope, a roadmap and implementation strategy, and communication plan. Through this program a collective body made up of representation throughout the different airport departments created and maintained a risk registry that helped as input to strategic plans, it also documented controls for risk, and responsibly parties tied to identified risk and controls. These risks, and remediation/control strategies were regularly ranked and reported to board members and executive staff members.

In 2024, CRAA, in partnership with Gallagher Insurance: Risk Management and Consulting group, modernized and matured the program. A Risk Maturity Needs Assessment was conducted by Gallagher, and identified improvements, including adoption of ISO-31000 : Risk Management framework, that were incorporated into an update charter that was adopted in July '24 by Joseph R. Nardone, President & CEO. The refreshed charter included a 3-year cycle for the program to establish continuous improvements and 3<sup>rd</sup> party validation of the program. This modernization vastly expanded on the data model for risk management, adoption of RiskTrack; a cloud-based risk management and reporting software, updated organization structure, and expanded on internal and external audit requirements. Data migration to the RiskTrack tool was completed in August, and training against the new program and tools were completed in September of 2024, with an external audit of the program to be conducted before end of year.



**ORGANIZATIONAL CHARTER FOR THE  
The Columbus Regional Airport Authority**

**Enterprise Risk Management Program**

**Accepted by Joseph R. Nardone, President & CEO**

Signature:

*Joseph R. Nardone*

Date:

*7-24-2024*



## DOCUMENT HISTORY

### Document Revision/Release Status

<i>Revision</i>	<i>Date</i>	<i>Description of Changes</i>	<i>Author / Editor</i>
Original	6/1/2009	Charter Creation	Allen Nederveld
1	7/24/2024	General update and alignment with ISO 31000	Richard Jones

### Process Owners/Document Owners

<i>Name</i>	<i>Title</i>	<i>E-mail</i>	<i>Tel.</i>
Casey Denny	Chief Operations Officer	<a href="mailto:CDenny@ColumbusAirports.com">CDenny@ColumbusAirports.com</a>	614.239.4077
Fabio Spino	Chief Financial Officer	<a href="mailto:FSpino@ColumbusAirports.com">FSpino@ColumbusAirports.com</a>	614.239.5051
Richard Jones	Director, Technology Services	<a href="mailto:RJones@ColumbusAirports.com">RJones@ColumbusAirports.com</a>	614.239.3235
Suzanne Bell	Senior Attorney	<a href="mailto:SBell@ColumbusAirports.com">SBell@ColumbusAirports.com</a>	614.239.5032



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## **1. FRAMEWORK OBJECTIVE**

The purpose of this Charter is to establish a common, Authority-wide Enterprise Risk Management (ERM) Program methodology with standardization of the tools and processes used throughout the project lifecycle. It defines the purpose, vision, mission, and roles of the ERM Program. It states who the ERM Program's sponsors, members and primary stakeholders are, defines their roles and responsibilities, and outlines the services and benefits that the ERM Program offers.

This ERM Framework aligns with the International Organization on Standardization (ISO) 31000:2018 Risk Management Standard. The overall objective of the ERM Program is to establish a culture that assures the Authority is actively integrating risk management into all the activities it undertakes and applies a risk lens as part of the decision-making process.

## **2. MANDATE AND COMMITMENT**

The Columbus Regional Airport Authority (Authority), through its President & CEO, has authorized the creation of an ERM Program. The ERM Program Sponsor is the President & CEO. The ERM Program is being implemented for the specific purpose of supporting the successful delivery of the Authority's operations, both day to day and long-term strategic, including its Capital Improvement Program (CIP).

The Executive Staff is accountable for implementing this framework and working collaboratively with the ERM Committee (as defined below) to address the Authority's most important risks, which includes both threats and opportunities. All Authority employees are expected to incorporate this ERM process into governance, decision-making, and operational processes. Existing<sup>1</sup> and new risk management activities will also be compatible with this framework.

## **3. AUTHORITY MISSION, VISION, AND STRATEGIC BLUEPRINT**

The role of ERM is to support the successful achievement of the Authority's Mission and enable the implementation of its Strategic Blueprint. This alignment ensures that the Authority leverages a consistent risk management approach and is focused on the right risks to enable the effective allocation of resources. The Authority's Mission, Vision, and Strategic Blueprint are provided below:

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<sup>1</sup> The Authority's Safety Management System (SMS) is already compatible with ERM.



### *Our Vision*

Connecting Ohio with the world.

### *Our Mission*

Develop and operate our aviation system assets in a manner that provides passengers, businesses, and the community the highest level of service, safety, satisfaction, and economic benefit.



## 4. ERM GOALS AND DESIRED OUTCOMES

The vision of the Authority's ERM program is to ensure that risk management (or the consideration of risk) is an integral part of the Authority's strategic and business decision-making process.

The mission of the ERM Program is to assist all levels of the Authority to achieve the Authority's strategic objectives by establishing a systematic approach to incorporating risk management into strategic decision-making and enable the deployment of the Authority's business plan.

Through the Authority's ERM Program the Authority will manage risk strategically and proactively to protect and leverage all sources of value, including physical and financial assets, human resources, and technology. The result will be a positive and resilient organizational reputation and the well-being and safety of the Authority's employees, passengers, tenants, and visitors. Specifically, the Authority hopes to achieve the following:

- **Risk Identification and Mitigation:** Provide a structured and methodical approach to identify, assess, and quantify risks, followed by timely actions to treat / mitigate them.
- **Improved Understanding and Efficiency:** Implementing ERM is expected to lead to an improved understanding of risks and increased efficiencies within the organization, where risks are understood and managed practically, and opportunities are pursued effectively.



- **Strategic Decision Making:** Improved risk quantification and evaluation will impact strategic decision making, with a focus on prioritizing initiatives and allocating resources to strategically beneficial projects.
- **Comfort and Skill in Risk Management:** Leaders and their teams will become more comfortable and skilled in identifying, managing, and sometimes taking risks, and have an improved capability to design appropriate treatments / mitigations.
- **Human Capital Management and Departmental Evaluation:** The ERM process will be used to better understand the role of human capital management in risk management activities and will position the Authority to evaluate assigned work and ensure comprehensive risk coverage.

In support of these desired outcomes, the ERM Program has three primary roles:

**Establish Culture ...**



Culture means the aspects of Authority-wide culture that appreciate how risk threatens the achievement of the Authority's mission. Culture will be established through training, communication tools, performance measures, and a system of positive reinforcement.

**Establish Framework ...**



Framework means the structure within which the ERM process occurs and guides the process the organization uses to both take and manage risks. It includes risk limits & controls, opportunity analysis / ROI, risk evaluation methodologies, data, policies, and reporting tools.

**Administer Process ...**



Process means the continuous cycle of risk analysis, assessment, financing, execution, evaluation, reassessment, and re-execution.

In order to fulfil these roles, the Authority will leverage the following Guiding ERM Principles:

- Alignment of risk management activities with strategy and goals (5- and 10-year plans).
- Facilitate improved coordination and communication across functions and divisions.
- Support effective budgeting and fiscal management activities.
- Improve ability to inform resource allocation and overall decision-making.
- Encourage a more mature and nuanced approach to risk analysis.
- Enhance compliance while encouraging more proactive risk management.
- Must be effective without being overly burdensome or bureaucratic.



## 5. KEY TERMS AND DEFINITIONS

- **CONTRIBUTOR:** Tactical in Nature – Individual(s) to help bring about a result: act as an implementer/doer. Assigned and delegated tasks.
- **ENTERPRISE RISK MANAGEMENT (ERM):** A continuous, proactive, and systematic process to understand, manage and communicate risk from an organization-wide perspective. The ERM process is about making strategic decisions that contribute to the achievement of the organization's overall objectives.
- **ERM COMMITTEE:**
- **ERM COMMITTEE CHAIR:** Chief Operations Officer or designee.
- **ERM PROCESS OWNERS:** Chief Financial Officer; Chief Operations Officer; Director, Technology Services; Senior Attorney.
- **ERM PROGRAM SPONSOR:** President & CEO.
- **ERM RISK OWNER:** Manager/Individual who has the principal responsibility for a process, program, or project and is held accountable for performance.
- **EXECUTIVE STAFF:** Group of Individuals including the President & CEO that: consult on business vision, mission, strategic business plan and priorities, and business policy; make reports to the Board of Directors and Finance & Audit Committee of the Board of Directors; establish operating policy; set parameters and guidelines for business activity; and set the direction for planning initiatives.
- **KEY RISK:** Refers to specific risks that are identified as material or of significant importance to the organization. Key risks are reported to the Board and require a higher level of engagement and oversight. Materiality is determined in consultation between the Risk Owner and the ERM Committee.
- **OPPORTUNITY:** A time, condition, or set of circumstances permitting, or favorable to, a particular action or purpose.
- **RISK:** Refers to the effect of uncertainty on objectives. It is the expression of the likelihood and impact of an event with the potential to affect the achievement of an organization's objectives.
- **RISK REGISTER:** The documentation of organizational risks including risk scores, mitigation strategies and Risk Owner.
- **RISK TREATMENT:** The achievement of objectives developed through use of an explicit, documented, and rigorous process. Refers to the risk mitigation, measures or controls that are developed and implemented to address an identified risk. Typical risk treatment strategies include mitigating or reducing the negative impacts of risk, transferring, or sharing the risk, avoiding the risk, accepting the risk, or pursuing the risk (e.g. - seizing an opportunity) as appropriate.
- **STAKEHOLDER:** Person that has direct or indirect stake in a decision or program because it can affect or be affected by the results of the execution of the project or initiative. The

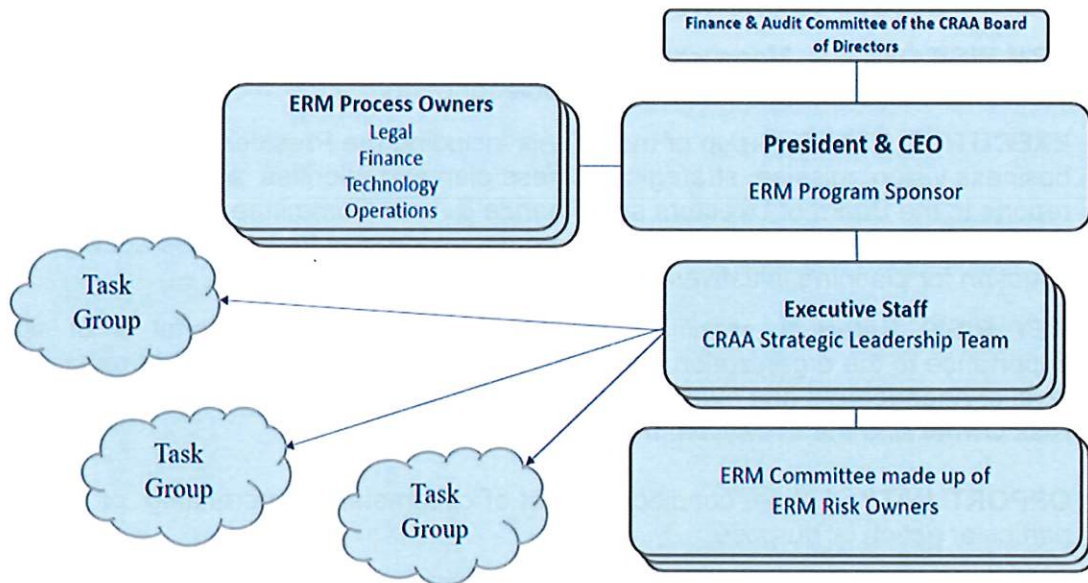


stakeholder should have input into the decision or outcome and should be kept abreast of all developments but does not have final say in the vision/direction.

## 6. ORGANIZATIONAL STRUCTURE AND MEMBERS

The ERM Process Owners report to the President & CEO. Through this alignment and the endorsement of the President & CEO of the Authority, the ERM Program gains:

- The authority required to promote organizational wide change effectively.
- A level of independence to help insure objectivity in the development of the Authority's ERM Program
- Proper oversight to help keep the ERM Program's work aligned with the Authority's business plan and annual Strategic Objectives



### Members: By Position

1. Document Owners: Process Owners
2. ERM Process Owners
  - a. Chief Financial Officer
  - b. Chief Operations Officer



- c. Director, Innovation and Technology
  - d. Sr. Attorney
3. Executive Staff:
- a. President & CEO
  - b. General Counsel
  - c. Chief Operations Officer (COO)
  - d. Chief Financial Officer (CFO)
  - e. Chief Development Officer (CDO)
  - f. Chief People Officer (CPO)
  - g. Chief Planning and Engineering Officer (CP&EO)
  - h. Director, Communications & Public Affairs
  - i. Director, Innovation & Technology
4. Enterprise Risk Management (ERM) Committee (Consists of ERM Risk Owners): General representation by subject matter experts and managers enables the committee to apply an enterprise lens to risk management and ownership. The working head of the ERM Committee is the Chief Operations Officer or designee. The ERM Committee includes but is not limited to member(s) of the following functions:
- a. Accounting & Finance
  - b. Legal
  - c. Technology Services
  - d. Business Development
  - e. Passenger Experience
  - f. Operations
  - g. Communications & Public Affairs
  - h. Human Resources
  - i. Facilities
  - j. Fixed Base Operations
  - k. Concessions & Revenue Development
  - l. Planning & Engineering
  - m. Parking & Ground Transportation
  - n. Air Cargo Business Development
  - o. Passenger Business Development
  - p. Property Management & Real Estate
  - q. Airfield & Fleet Maintenance
  - r. Procurement
  - s. Public Safety & Communications Center
  - t. Foreign Trade Zone
  - u. Executive Office



## 7. ROLES AND RESPONSIBILITIES

All employees will be directly affected by the implementation of the ERM Program as the goals of the Program are to identify and proactively manage all risks across the Authority. To achieve the desired outcomes of ERM, it is important for these stakeholders to understand their roles and responsibilities with regards to ERM. This section outlines the key elements for each stakeholder group.

Stakeholder Group	Role	Description
Board of Directors	Oversight	Holds Management accountable
Finance & Audit Committee of the Board of Directors	Assurance	Tests Assumptions
Executive Staff	Leadership	Provides Support / Allocate Resources
ERM Committee	Analysis	Collaborate / Analyze / Confirm Organizational Risk Register
ERM Process Owners	Implement	Facilitate / Train / Document
ERM Risk Owner	Mitigate	Identify / Mitigate / Escalate
ERM Task Group	Collaborate	Collaborate to address interdisciplinary areas of risk

### Finance & Audit Committee of the Authority Board of Directors

- Receives annual confirmation from Executive Staff that the ERM Process continues to be implemented and that key risks are known, prioritized, and managed in accordance with this ERM Framework
- Assists Executive Staff with establishing the Authority's risk appetite, confirming key risks, and validating expectations.

### Executive Staff (under the leadership of the ERM Program Sponsor)

- Validate final risk profile and assessment criteria developed by ERM Committee.
- Communicate perceived risks, especially emerging strategic organizational risks, facing the Authority to the ERM Committee for evaluation.



- Provide leadership, including establishing guidelines and parameters, for the implementation of risk management strategies.
- Review the Authority ERM Program charter and procedures, initially at least every 12-18 months.

#### **ERM Committee (under the leadership of the ERM Committee Chair and ERM Process Owners)**

- Develop risk profile and assessment criteria.
- Assess, monitor and review identified and emerging risks facing the Authority.
- Monitor and review the ERM Program on an ongoing basis (culture, framework, and process).
- Leverage an open, objective process for analyzing risks using the Authority's strategic resources of people, process, and technology.
- Monitor, review and advance the implementation of risk treatments and mitigations identified on the Authority's risk action register.
- Assign responsibility and hold those assigned accountable for taking action to manage risks identified on the Authority's risk action register.
- Provide at least semi-annual reports to the Executive Staff.
- Provide annual ERM Program performance review to Executive Staff.

#### **ERM Process Owners and ERM Committee Chair**

- Responsible for coordinating and directing the activities of the ERM Committee.
- Facilitates the organization through the ERM Process as articulated in this framework.
- Provides training, tools and guidance as needed to support the ERM process.
- Acts as a resource and internal consultant to the organization with regards to ERM principles, concepts, and practices.
- ERM Process Owners and President & CEO, shall update the Authority Finance and Audit Committee and full Board of Directors annually.

#### **ERM Risk Owner**

- Tactical role charged with bringing about a result. Act as an implementer / doer for their assigned risks and tasks.
- Providing information on assigned risks and risk scores.
- Providing input on current risk management strategies and giving recommendations for any need modifications.
- Providing information to the Risk Management Committee as requested.
- Monitoring assigned risks on an ongoing basis and ensuring treatment plans remain appropriate and are fully implemented.



## ERM Task Groups

- Each department will have an ERM Task Group made up of Contributors.
- The primary responsibility of these groups will be to implement, with oversight from the ERM Committee (led by ERM Risk Owner and ERM Committee Chair), risk mitigation controls within their department.
- Contribute to the periodic review of the ERM Program (education, framework and process) and ERM risk register.
- Notify the ERM Committee of any newly identified risks that require assessment and possible action.
- Provide regular reports or as requested to the ERM Committee.

## Reporting Cadence:

Audience	Reporter	Cadence	Content
Board of Directors	ERM Process Owner(s) and President & CEO	Annual	Focus on critical items
Finance & Audit Committee of the Board	ERM Process Owner(s) and President & CEO	Annual	Focus on critical items and maturity of ERM Program
Executive Staff	ERM Committee	Annual	Shows global summary view, with emphasis on high importance items
ERM Committee	ERM Task Groups	Quarterly	Global review, with risks and treatments discussed at a detailed level
Management		As needed	Individual risks and treatment discussions

## 8. SCOPE

The ERM Program will:

- Advise and instill a culture that ERM is a shared responsibility across the Authority.
  - All staff members are expected to participate in the management of risk related to each staff member's functions for the Authority.
  - An ERM Committee shall be formed to provide strategic advice and guidance of the ERM Process across the Authority.
  - Task implementation groups shall be formed to execute the ERM controls specific to the groups' respective function areas across the Authority.



- The ERM function within the Authority will oversee the ERM Program and: 1) facilitate the identification, review and ranking of risks and tolerances; 2) assign, track and monitor risk; and 3) report the ERM Program status to and seek the support and endorsement from Executive Staff, and periodically the Board of Directors and its Finance and Audit Committee as appropriate.
  - The ERM Process Owners report to the President & CEO and are accountable to the President & CEO for the implementation of the ERM Program and reporting regularly on the status of implementation.
- b. Promote the Authority's ERM Program guiding principles in managing risk which are:
- The Authority strives to have an open and receptive approach to identifying and addressing Risks.
  - The ERM Committee is responsible for the formal identification of strategic risks that could impact the Authority's determination of priorities and achievement of its business plan and strategic objectives.
  - The ERM function supports, advises on, and implements policies recommended by the ERM Committee and endorsed by Executive Staff (*see Section 8, Stakeholders, for specific roles*).
  - Chiefs and Directors are responsible for assisting with implementation of this policy and encouraging good risk management practices within their departments.
  - Identifying and monitoring key risk indicators on a risk register on a regular basis.
  - Integrating risk management processes into planning and operational activities.
  - Undertaking periodic review and verification of ERM policy and framework towards continual improvement.
  - Establishing and using a method by which ERM performance will be measured and reported.

## 9. PERFORMANCE MONITORING AND REPORTING ON RISK

The Authority's ERM approach will closely align with its business priorities and objectives to:

- Establish and track performance expectations for this ERM framework.
- Track improved performance of the Authority's risk management practices.
- Monitor and track performance of organizational risks being managed by the Authority.
- Report on key areas of risk through the ERM Committee and escalate to the Executive Staff as appropriate.

At a minimum, the specific measures that will be used to track the effectiveness of implementing this ERM framework are:

- The Authority's risk register is documented, analyzed, evaluated, communicated, and updated at least annually and as new risks emerge.
- Development and implementation of treatment plans for each key risk identified in the risk register.



- Downward trend of overall risk ratings, as established by the ERM Committee, based on the ongoing implementation of risk treatment plans.
- Actively monitor the performance/effectiveness of risk treatment activities.
- ERM training established and made available for appropriate levels of the Authority's management and staff.
- Formal Risk Report / Update presented to the Finance & Audit Committee of the Board of Directors on annual basis and to the Board of Directors on an annual basis.

This ERM framework and risk governance structure will be continuously improved by following industry best practices and obtaining stakeholder feedback. This feedback will be used to inform and adapt the Authority's risk management approach so that it remains effective and efficient and continues to add value. The ERM Committee will be responsible for keeping the framework and risk governance structure updated according to this process.



## APPENDIX A – RISK RATING GUIDE

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Risks identified as part of the risk register will be ranked on a two-dimensional scale considering both the **likelihood** of the risk occurring and the **consequence** on the organization if the risk should occur. Using a five-point scale, each risk shall be rated considering the following:

### Likelihood:

Rating	Description	Rate of Occurrence
5 Almost Certain	Expected to occur in most circumstances	More than once or more per week
4 Likely	Will probably occur in most circumstances	Once or more per quarter
3 Possible	Should occur at some time	Once or more per 3 years
2 Unlikely	Could occur at some time	Once or more per 30 years
1 Rare	May occur only in exceptional circumstances	Less than once per 30 years



**Consequence:**

Rating	Financial Impact	Authority Staff	Users & Non-Authority Staff	Air Service	Media	Environment	Regulatory
5 Catastrophic	>\$20 million	Multiple deaths	2+ incidents w/ deaths / injuries (Authority negligence)	Stopped > 4 weeks	National headlines /Government investigation; Causes widespread public distrust and resignations.	Catastrophic harm	Revocation of Operating Certificate
4 High	\$2-20 million	A death / multiple injuries	1 incident w/ death / injuries (Authority negligence)	Stopped 1-4 weeks; additional impacts	National headlines / investigation; Causes significant public concern and review of leadership' s actions.	Significant harm	Fine/Additional enforcement/forced update manuals
3 Medium	\$500k-\$2 million	Multiple lost-time injuries	Single event – serious injuries	Stopped 1-7 days / additional impacts	State/Local headlines/regulatory inquiry; Negative/damaging media/social media.	Significant release	LOI
2 Low	\$50k-\$500k	Single lost-time injury	Multiple Injuries or a Significant Injury	Interruption over several days	Local headlines (not front page); Some social media chatter with no mainstream media pick up lasting less than 1/2 day	Minor transient harm	Briefings/Inspector updates
1 Negligible	Less than \$50k	No Injury	Minor Injuries	Minor service disruption	Local report (not front page); Infrequent and uninfluential media / social media coverage and chatter.	Pollution – no measurable harm	Courtesy heads up to inspector/No FAA involvement



**Treatments (Controls & Mitigations) Effectiveness:**

Criteria	Description
5	Reduces nearly all likelihood and/or consequences.
4	Reduces most likelihood and/or consequences.
3	Reduces some likelihood and/or consequences.
2	Reduces little/no likelihood and/or consequences
1	Unsure of current treatments / uncontrollable

**Criticality Matrix:**

		Consequence				
Likelihood	5 = Almost Certain	Medium	High	Extreme	Extreme	Extreme
	4 = Likely	Medium	High	High	Extreme	Extreme
	3 = Possible	Low	Medium	High	Extreme	Extreme
	2 = Unlikely	Low	Low	Medium	High	Extreme
	1 = Rare	Low	Low	Medium	High	High
		1 = Insignificant	2 = Minor	3 = Moderate	4 = Major	5 = Catastrophic

***RULES AND REGULATIONS OF  
THE COLUMBUS REGIONAL  
AIRPORT AUTHORITY***

*Effective March 18, 2019*

***John Glenn Columbus  
International Airport***

***Rickenbacker International  
Airport***

***Bolton Field Airport***



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**TITLE 1 GENERAL  
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**A**

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

**ACCESS FEE(S)** - The fee or fees charged to Taxicab Drivers, Commercial Ground Transportation Operators or Off-Site Operators by the Authority for the use of the Airport as set out in the Authority's Schedule of Fees, Rates and Charges.

**AERONAUTICAL ACTIVITY** - Any activity that involves, makes possible, or is required for the operation of aircraft or that contributes to or is required for the safety of such operations. Activities within this definition, commonly conducted on airports, include, but are not limited to, the following: general and corporate aviation, air taxi and charter operations, scheduled and nonscheduled air carrier operations, pilot training, aircraft rental and sightseeing, aerial photography, crop dusting, aerial advertising and surveying, aircraft sales and services, aircraft storage, sale of aviation petroleum products, repair and maintenance of aircraft (including aircraft cleaning), ground handling, sale of aircraft parts, parachute or ultralight activities, and any other activities that, because of their direct relationship to the operation of aircraft, can appropriately be regarded as aeronautical activities. Activities, such as model aircraft and model rocket operations, are not aeronautical activities.

**AGREEMENT ACTIVATION FEE** - A one-time fee based on a TNC Operator's activity at CMH and LCK during an Unpermitted Operations Period.

**AIRCRAFT** - Any contrivance now known or hereafter invented which is used or designed for navigation of or flight in air, except a parachute or other contrivance designed for such navigation but used primarily as safety equipment. This includes, but is not limited to, airplanes, airships, balloons, dirigibles, rockets, helicopters, gliders, gyrocopters, ground-effect machines, sailplanes, amphibians, and seaplanes.

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

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

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

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

**AIRPORT** - The property operated and administered by the Columbus Regional Airport Authority and includes John Glenn Columbus International Airport (CMH), Rickenbacker International Airport (LCK) and Bolton Field Airport (TZR), or any airport that may in the future be owned or operated by the Authority.

**AIRPORT AUTHORITY APPROVED IDENTIFICATION** - Identification issued by the Authority, as well as identification defined in an airport security program (ASP), which authorizes access to a restricted area, that is not issued by the Authority.

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

**AIRPORT AUTHORIZED VEHICLE** - Any vehicle listed in Section 402.02.

**AIRPORT OPERATIONS** - See "Operations Division".

**AIRPORT SECURITY COORDINATOR (ASC)** - The Authority's primary and immediate contact for security-related activities and communications with the TSA.

**AIRPORT SECURITY PROGRAM (ASP)** - A Sensitive Security Information document protected under 49 CFR Part 1520 pertaining only to a specific airport, and approved by the TSA, which describes the systems and methods in place to satisfy Part 1542 Transportation Security Regulation (TSR).

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

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

**APP** - The mobile smartphone application, platform or Digital Network developed by Operator that connects passengers with TNC Drivers/Vehicles.

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

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

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

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

## **B**

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

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

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

## **C**

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

**COMMERCIAL AERONAUTICAL OPERATOR** – As used in the Authority’s Schedule of Fees, Rates and Charges, commercial aeronautical operator means a person who, conducts activities that involve, make possible, or are required for the operation of Aircraft, or that contributes to, or is required for the safe conduct and utility of such Aircraft operations, the purpose of such Activity being to generate and/or secure earnings, income, compensation (including exchange of service), and/or profit, whether or not such objectives are accomplished.

**COMMERCIAL GROUND TRANSPORTATION REPRESENTATIVE** – See “Representative”.

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

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

**COMMERCIAL VEHICLE** – Any vehicle engaged in transporting individuals or property for a commercial entity, regardless of whether the charge for such service is paid, either directly or indirectly, by the customer being served. For the purposes of Title 5 only, a taxicab and TNC Vehicle are not defined as a commercial vehicle.

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

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

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

## **D**

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

**DIGITAL NETWORK** - Any online-enabled application, software, web site, or system offered or utilized by a transportation network company that enables the prearrangement of rides with transportation network company drivers.

## **E**

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

**ESCORTED ACCESS** - Authorization to be in a restricted area only when properly escorted. Further defined in Section 403.03 of this document.

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

## **F**

**FIXED BASE OPERATOR (FBO)** – A Commercial Aeronautical Operator engaged in the sale of products, services, and facilities to Aircraft Operators. Aeronautical Activities to be provided by FBO's operating, or proposing to operate at an Authority owned airport, are presented in the respective Minimum Standards in effect for each of the Authority's Airports.

**FUEL** – Any substance (solid, liquid, or gaseous) used to operate any engine in Aircraft or Vehicles.

**FUEL HANDLING** - The transporting, delivering, fueling, or draining of Fuel or Fuel waste products.

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

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

## **G**

**GENERAL AVIATION (GA)** – All aviation with exception of air carriers certified under CFR 14 Parts 121, 125 or 129 operations (including cargo) and government. General Aviation Aircraft are utilized for Commercial and non-commercial purposes including business/corporate, recreational/pleasure, charter/air taxi, industrial/special purpose, and instructional.

## **H**

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

## **J**

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

**JOHN GLENN COLUMBUS INTERNATIONAL AIRPORT (CMH)** – See AIRPORT.

## **M**

**MINIMUM STANDARDS** – Where adopted, those qualifications, standards, and criteria set forth as the minimum requirements to be met as a condition for the right to engage in Activities directly associated with General Aviation at each of the respective Airports.

**MONTHLY FEE** - the product of the following: (i) the number of Trips conducted by the TNC Operator's Vehicles in one calendar month, and (ii) the Per Trip Fee then in effect.

**MONTHLY REPORT** - The Monthly Report shall be in an agreed-upon electronic or paper format (as specified by Authority), and shall contain the total number of Trips conducted by all TNC Vehicles using the Airports during the reporting period.

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

## N

**NATIONAL FIRE PROTECTION ASSOCIATION (NFPA)** – All codes, standards, rules, and regulations contained in the Standards of the National Fire Protection Association, as may be amended from time to time, and are incorporated herein by reference.

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

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

## O

**OFF-SITE OPERATOR GROSS REVENUES** - All revenues received, derived or accruing to an Off-Site Parking or Rental Car Operator (Off-Site Operator) from its operations conducted at, on, from, or to the Airport, including, but not limited to: (a) all time and mileage charges, (b) any and all add-on fees such as fees for Collision Damage Waiver (CDW) or other supplemental insurance, multiple drivers or vehicular upgrades, fuel, and (c) all parking fees and ancillary services, unless specifically excluded as follows. Gross Revenues shall not include (1) any amount of Access Fees collected, (2) any federal, state or local sales taxes required by law to be separately stated and collected from the Off-Site Operator's customers and is directly remitted to the taxing authority, (3) amounts received from any source, including insurance, for damage to or loss ("loss of use" insurance receipts are considered Gross Revenue), conversion or abandonment of vehicles or other property, (4) proceeds from the sale or disposal of an Off-Site Operator's equipment or vehicles, (5) any amount of refunds or credit for refunds provided an explanation and documentation supporting the refund/credit, including the reason/cause and copies of the transaction involved are attached to the monthly report sent to the Authority, and (6) any amount of complimentary parking, provided an approval log is maintained justifying the complimentary parking and a copy of said log is attached to the monthly report sent to the Authority.

Without otherwise limiting its application, "operations conducted at, on, from, or to the Airport" shall be presumed to include all transactions occurring (in whole or in part) at, or allocated to, locations of an Off-Site Operator which provides services to Airport customers, regardless of its distance from the Airport, provided that an Off-Site Rental Car Operator may rebut this presumption with respect to a transaction when the Off-Site Operator obtains and maintains one of the following types of documentation:

1. Photocopies of identification showing an address within the Columbus Metropolitan Statistical Area (MSA),
2. Photocopies of airline tickets or travel itinerary showing an arrival to the Columbus MSA more than 24 hours before the beginning of a transaction and a departure

occurring more than 24 hours after the termination of the transaction,

3. Photocopies of documentation showing an arrival to and departure from the Columbus MSA by a means other than air travel (e.g. bus ticket), or

4. Other documentation approved by the Authority demonstrating that the transaction was not conducted at, on, from or to the Airport.

If an individual rental car contract extends for a period for more than 2 weeks, Gross Revenues shall be limited to twice the Off-Site Operator's weekly rate.

The number and amount of transactions occurring (in whole or in part) at, or allocated to, locations of an Off-Site Operator shall be shown in detail on the Monthly Gross Revenue Report and the Annual Statement. The number and amount of transactions occurring (in whole or in part) at, or allocated to, locations of an Off-Site Operator which are excluded from Gross Revenues shall be shown in detail on the Monthly Gross Revenue Report and the Annual Statement, and supporting documentation including the reason/cause of exclusion and copies of the transaction shall be attached to the Monthly Gross Revenue Report and the Annual Statement. The number and amount of complimentary parking occurring (in whole or in part) at, or allocated to, locations of an Off-Site Operator shall be shown on the Monthly Gross Revenue Report and the Annual Statement, and copies of ledgers/log books etc., supporting and explaining the reason for the complimentary parking. This definition of Off-Site Operator Gross Revenues is specific to Section 503 Off-Site Operators.

**OFF-SITE PARKING OPERATOR** - Any Person who owns or operates a business that provides parking services and uses the Airport by transporting customers to or from the Airport other than pursuant to a contract with the Authority for such services.

**OFF-SITE OPERATOR** - Any Off-Site Rental Car Operator, Off-Site Parking Operator, or any Person who is both an Off-Site Car Rental Operator and Off-Site Parking Operator.

**OFF-SITE RENTAL CAR OPERATOR** - Any Person, corporation, partnership, association, limited liability company, proprietorship, or other entity who owns or operates a business that provides car rental, peer-to-peer car rental or sharing, or car hosting services and uses the Airport by transporting customers to or from the Airport or uses the airport to deliver car rentals, peer-to-peer car rentals or shared vehicles, or hosted cars other than pursuant to a contract with the Authority for such services.

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

**OPERATOR (AIRSIDE)** - A Person that has entered into an Agreement with the Authority to engage in Aeronautical Activities.

**OPERATOR OR DRIVER (LANDSIDE)** – See **VEHICLE OPERATOR OR DRIVER**.

## **P**

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

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

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

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

**PERMIT or GROUND TRANSPORTATION PERMIT** - Any permit issued to a Taxicab Driver, Commercial Ground Transportation Operator or an Off-Site Parking or Rental Car Operator by the Authority pursuant to these Rules.

**PERMIT APPLICATION** - An application submitted by a Taxicab Driver, Commercial Ground Transportation Operator or an Off-Site Parking or Rental Car Operator (Off-Site Operator) for a Ground Transportation or Taxicab permit pursuant to Sections 501, 502, or 503 of these Rules

**PERMIT PERIOD** - means the time period from January 1 through and including December 31.

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

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

**PER TRIP FEE** - A fee for each pick-up or drop-off of a passenger at an Airport by a vehicle regulated pursuant to Title 5 of these Rules and Regulations. As of the date of these rules, the Per Trip Fee is \$4.00 for each pick-up and each drip-off at an Airport. Such fee may hereafter be amended or modified from time to time by the Authority in its Schedule of Fees, Rates and Charges.

**PIGGY-BACKING** - The act of following an individual, or vehicle, through an access

control point into the restricted area without properly using an airport authorized access control method, system, or procedure.

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

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

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

## **R**

**RAMP** – See APRON.

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

**REGULATED AREA (TSA)** - Any area of the airport defined according to 49 CFR Part 1540 or 1542 and in the Airport Security Program and designated as not generally open to the public, unless authorization has been granted to enter, including SIDA, AOA, Sterile and Secured Areas.

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

**RESTRICTED AREA (CRAA)** – Any area of the Airport designated as not generally open to the public and secured by an access control device. This excludes TSA Regulated Areas.

**RESTRICTED AREA** - An Airport Restricted Area is inclusive of both CRAA and TSA Regulated Areas

**RICKENBACKER INTERNATIONAL AIRPORT (LCK)** – See AIRPORT

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

## S

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

**SECURED AREA** - An area or areas of the airport that have been so designated in an airport security program, and to which access is controlled by a system, method or procedure as required by TSR Part 1542.207.

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

**SELF-FUELING** - Non-Commercial Fueling of Aircraft owned (under the full and exclusive control) and operated by an entity utilizing the Operator's own equipment and operated by entity's employees.

**SOLICITATION, TO SOLICIT OR SOLICITING FOR A GROUND TRANSPORTATION SERVICE** - Any act done for the purpose of obtaining business. A representative shall not initiate conversation with customers or potential customers. This definition is applicable to Title 5, Ground Transportation, only.

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

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

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

## T

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

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

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

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

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

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

**TNC DESIGNATED LOADING AREAS** – The designated loading zones for a TNC which are shown on, and made a part of, each Agreement entered into between a TNC and the Authority.

**TNC DRIVER** - Any individual meeting the definition of Ohio Revised Code Section 3942.01(G) who has been approved by a TNC to use a privately-owned vehicle, or vehicle otherwise authorized for the individual’s use, to transport passengers whose rides are arranged through the TNC’s online-enabled application (App). The term “TNC Driver” applies at all times that TNC Driver is on Airport property by reason of the TNC Driver’s relationship with the TNC, regardless of whether the TNC Vehicle is carrying a passenger.

**TNC Vehicle** - The personal, privately-owned, or otherwise authorized for use by the TNC Driver vehicle used by a TNC Driver that is insured by the vehicle’s owner and covered by the TNC Operator’s commercial liability insurance policy.

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

**TRANSPORTATION NETWORK COMPANY OR “TNC”** - Includes a corporation, partnership, association, limited liability company, proprietorship, or any other entity operating in this state pursuant to Ohio Revised Code Chapter 4925 that uses a digital network to connect transportation network company riders to transportation network company drivers who provide transportation network company services.

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

**TRASH** - Means garbage, litter, refuse, waste, rubbish, ashes, cans, bottles, wire, paper, cartons, boxes, automobile parts, furniture, glass, or anything else of an unsightly or unsanitary nature.

**TRIP** - each instance in which a TNC Driver affiliated with a TNC Operator picks up a passenger on Airport property.

**TNC DESIGNATED LOADING AREAS** - The designated loading areas located at the Terminal Buildings at CMH and LCK, in front of the Terminal Building or T-Hangars at TZR, in front of any hotel located on Airport Authority property and, in front of any business located on Airport Authority property. These areas may be changed from time to time for the convenience of the Authority or its customers.

**TSA** – The Transportation Security Administration

## **U**

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

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

**UNPERMITTED OPERATIONS PERIOD** - all TNC Vehicle pick-up activities by TNC Drivers operating to, on or from Airport property using Operator's app from the period of specified in Section 4.1(d) of a TNC Operator's Agreement with the Authority, through the date the tracking processes described in a TNC Operating Agreement are fully operational.

## **V**

**VEHICLE** – Any device that is capable of moving itself, or being moved, from place to place upon wheels; but does not include any device designed to be moved by human muscular power or designed to move primarily through the air.

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

## **W**

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

## **SECTION 102 GENERAL RULES**

### **Section 102.01 GENERAL**

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

B. Authority – The Rules and Regulations govern actions of persons and organizations conducting any activity in, at, on, to, or from John Glenn Columbus International Airport, Rickenbacker International Airport, and Bolton Field Airport as those terms are defined in Section 101. These Rules and Regulations are enacted pursuant to Ohio Revised Code, Section 4582.31(A) (14) and are intended for the safe, fair, orderly, and efficient operation of the Airport. These Rules and Regulations replace any previous rules or regulations on the same subject and are in addition to, and not in place of, any federal, state, or local regulation or law. Furthermore, except as otherwise provided, where there is a conflict between these Rules and Regulations and an agreement or other right to use Authority facilities any person has with the Authority, these Rules and Regulations shall control.

### **Section 102.02 SCOPE**

The airports are owned and operated by the Columbus Regional Airport Authority ("Airport Authority" or "Authority"). The Airport Authority is organized pursuant to Section 4582.21, et seq., Ohio Revised Code.

### **Section 102.03 COMPLIANCE AND ENFORCEMENT**

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

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

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

D. All persons subject to these Rules and Regulations must also comply with any applicable federal, state or local law, ordinance, directive, or regulation; failure to do so shall subject such person to enforcement actions and penalties under these Rules. Furthermore, persons shall comply with any lawful order given by Authority personnel; federal, state, or local governmental officials; or any other designee vested with authority to issue orders on the Airport in furtherance of the enforcement

of the safety and security of the airport pursuant, but not limited to 49 CFR Parts 1540 and 1542; 14 CFR Part 139; Federal Security Directives; or, any other applicable federal, state, or local law, ordinance, regulation or directive.

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

#### **Section 102.04 VIOLATION, SEVERABILITY, AND INTERPRETATION**

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

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

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

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

E. Persons violating these Rules and Regulations may also be charged with a minor misdemeanor for such violation, punishable by a fine of up to \$150.00, pursuant to Section 4582.31(C), Ohio Revised Code.

#### **F. Severability and Interpretation**

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

2. In the event that any provision of these Rules and Regulations is deemed to be ambiguous and a determination as to the meaning of the provision is required, the matter shall be referred to the President & CEO or designee. The determination of the President & CEO or designee as to the meaning of the

provision shall be final and shall be deemed to be incorporated in these Rules as though it were fully set forth herein.

#### **Section 102.05 COMPLIANCE WITH RULES AND REGULATIONS**

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

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

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

#### **Section 102.06 SUSPENSION OF RULES AND REGULATIONS DURING CRITICAL OR EXIGENT CIRCUMSTANCES**

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

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

C. Any owner, lessee, operator or other person having control, or the right of control, of any aircraft or other equipment/inventory stored, does, by use of the Airport, agree and consent, notwithstanding any provision in any agreement, lease, permit or other instrument to the contrary, that the President & CEO, or designee, may take any and all necessary action to effect the prompt removal or disposal of disabled aircraft or other equipment/inventory stored in or on Authority property, and/or debris that obstruct any part of the Airport or represent a risk/hazard the Authority deems necessary to mitigate; that any costs incurred by or on behalf of the Authority for any such removal or disposal shall be paid to the Authority; that any claim for compensation against the Authority and any of its officers, agents or employees, for any and all loss or damage sustained to any such aircraft, or any part thereof, or other equipment/inventory, and/or debris, by reason of any such removal or disposal, is waived; and that the owner, lessee, operator or other person having control, or the right of control, of any aircraft, or other equipment/inventory, and/or debris, shall indemnify, hold harmless and defend the Authority and all of its officers, agents and employees, against any and all liability for injury to or the death of any person, or

for any injury to any property arising out of such removal or disposal of any aircraft, equipment/inventory, and/or debris.

#### **Section 102.07 RIGHT TO OPERATE AND DEVELOP AIRPORT**

Authority reserves the right to operate and to further develop, improve, repair, alter, add to, and operationally change the Airport, including but not limited to its roadways, parking areas, terminal facilities, aprons, landing areas and taxiways, as it may see fit, without interference or hindrance by any entity, including Off-Site Parking or Rental Car Operators, doing business in, on, at, to, or from the Airport and free from any and all liability to any entity, including Off-Site Parking or Rental Car Operators, doing business in, on, at, to, or from the Airport for damages, including but not limited to lost profits, lost business and lost opportunities during and as a result of the making of such developments, improvements, repairs, alterations, additions or operational changes.

#### **Section 102.08 SUBORDINATION**

These Rules and Regulations and all permits will be subordinate to the provisions and requirements of any existing or future agreement between the Authority and the United States of America relative to the development, operation or maintenance of the Airport.

#### **Section 102.09 CONSTRUCTION**

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

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

B. In these Rules and Regulations, the word:

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

## **SECTION 103 FEES, RATES AND CHARGES FOR THE CONDUCT OF AERONAUTICAL ACTIVITIES AT AN AIRPORT**

### **Section 103.01 FEES, RATES AND CHARGES**

A. All persons conducting any aeronautical activity in, at, on, to or from any of the Airports without a written agreement or permit to conduct such activity are nonetheless subject to all applicable fees, rates and charges for the activity or activities conducted in, at, on, to or from the Airport and contained in the Authority's Schedule of Fees, Rates and Charges, as updated and amended from time to time, including the reporting, recordkeeping and audit requirements contained in this Section 103.

B. Aeronautical activities are placed by the Authority, into one of three classifications under the Schedule of Fees, Rates and Charges and are subject to the fees within those classifications. Aeronautical activity classifications are as follows:

1. Signatory Airlines (Passenger or Cargo);
2. Non-Signatory Airlines (Passenger or Cargo); or
3. Non-Airline Aviation – all other aeronautical activity.

Additionally, all persons, with the exception of the Authority, regardless of classification, conducting aeronautical activity in, at, on, to, or from any of the Airports are subject to the applicable Access Control Fees set forth in the Schedule of Fees, Rates and Charges.

C. Non-Airline aviation companies are required to remit use fees to support the operations of the Airports and their infrastructure. These fees shall be based on the applicable fee percentage as contained in the Authority's Schedule of Fees, Rates and Charges, as updated and amended from time to time, and will be applied to the Non-Airline aviation company's gross revenues.

D. Each Non-Airline Aviation Company conducting activities at **John Glenn Columbus International Airport (CMH)**, and subject to the rates and charges, which stores or sells aircraft fuel or lubricants shall pay to the Authority a fuel flowage fee as set out in the Authority's Schedule of Fees, Rates and Charges, as updated and amended from time to time.

The only exception to the above schedule of payments shall be for sales to:

1. Scheduled air carriers operating under a certificate of public convenience and necessity issued under the Federal Aviation Act of 1958, as amended, or properly certificated foreign air carriers, provided the carrier is a current signatory airline at John Glenn Columbus International Airport.

2. Any scheduled air carrier not identified in D.1., above, provided that:

- a. A sale is made to one user; and,
- b. The sale is for delivery and on-loading for one aircraft at one time; and,
- c. The sale exceeds 5,000 gallons.

In the event that the scheduled air carrier identified in Section D.2, above meets all of the above qualifications, the scheduled air carrier shall be charged the per gallon fuel flowage fee set out in the then current Schedule of Fees, Rates and Charges for John Glenn Columbus International Airport for the entire amount of fuel purchased during each individual transaction.

3. Any air carrier who has executed an Air Cargo Use Agreement for the use of John Glenn Columbus International Airport.

The fee shall accrue upon delivery of the fuel or lubricants to the Non-Airline Aviation Company and payment shall be remitted monthly by the fifteenth (15<sup>th</sup>) day of each month together with a report on a form acceptable to the Authority.

Each petroleum company making delivery of aircraft fuel or lubricants to an operator shall be responsible for payment of the fees thereon in the event the operator fails to make payment.

E. Each Non-Airline Aviation Company conducting activities at **Rickenbacker International Airport (LCK)** and subject to the rates and charges, which stores or sells aircraft fuel or lubricants shall pay to the Authority a fuel flowage fee as set out in the Authority's Schedule of Fees, Rates and Charges, as updated and amended from time to time.

The only exception to the above schedule of payments shall be for sales to:

- 1. Scheduled air carriers operating under a certificate of public convenience and necessity issued under the Federal Aviation Act of 1958, as amended, or properly certificated foreign air carriers, provided the carrier is a current signatory cargo or passenger airline at Rickenbacker International Airport.
- 2. Any scheduled air carrier not identified in E.1., above, provided that:
  - a. A sale is made to one user; and,
  - b. The sale is for delivery and on-loading for one aircraft at one time; and,
  - c. The sale exceeds 5,000 gallons.

In the event that the scheduled air carrier identified in Section E.2, above meets all of the above qualifications, the scheduled air carrier shall be charged the per gallon fuel flowage fee set out in the then current Schedule of Fees, Rates and Charges for Rickenbacker International Airport for the entire amount of fuel purchased during each individual transaction.

The fee shall accrue upon delivery of the fuel or lubricants to the Non-Airline Aviation Company and payment shall be remitted monthly by the fifteenth (15<sup>th</sup>) day of each month together with a report on a form acceptable to the Authority.

Each petroleum company making delivery of aircraft fuel or lubricants to an operator shall be responsible for payment of the fees thereon in the event the operator fails to make payment.

F. Each Non-Airline Aviation Company conducting activities at **Bolton Field Airport (TZR)** and subject to the rates and charges, which stores or sells aircraft fuel or lubricants shall pay to the Authority a fuel flowage fee as set out in the Authority's Schedule of Fees, Rates and Charges, as updated and amended from time to time.

G. Non-Airline Aviation Company Gross Revenue from sales, services, commissions and brokerage fees shall be determined by the use of the accrual method of accounting but does not include sales and services from one non-airline aviation company to any other non-airline aviation company for resale by the purchasing non-airline aviation company.

H. For purposes of this Section 103, "Non-Airline Aviation Company Gross Revenue", unless specifically excluded by Section 103.01.I., below, means the total amount charged by a non-airline aviation company conducting business in, at, on, to or from any of the Airports, including but not limited to: drop shipments, brokerage fees earned on all sales including the sale of aircraft, any separately stated fees, surcharges and other charges, related directly or indirectly to the non-airline aviation company's activities at an Airport.

#### I. Exclusions from Gross Revenue.

Non-Airline Aviation Company Fees shall not be assessed on gross revenues from:

1. Aviation petroleum products for which a fuel flowage fee charge is assessed, including petroleum products sold to signatory airlines;
2. Sale of new and used aircraft ;
3. Scheduled air carrier operations conducted pursuant to a certificate of public convenience and necessity issued under the Federal Aviation Administration Act of 1958, as amended, or may be amended or reenacted, provided said carrier shall operate under a current and valid contract with the Authority for the use of the Airport;
4. Sales or similar taxes or fees imposed by federal, state, county, or municipal law which are separately stated to and paid by the customer and which are payable directly to the taxing authority by the Non-Airline Aviation Company. No deduction from Gross Revenues shall be allowed for such items including, but not limited to, franchise taxes, taxes levied on Non-Airline Aviation Company's activities, facilities, equipment, or real or personal property, payroll taxes, or other various operating costs;
5. Collection of use fees from customers if separately stated on the invoice;
6. Direct cost of shipping as supported by shipment invoices from carriers;

7. Direct reimbursement of travel and lodging;
8. If a fee is paid to another airport and it is a percentage of the sale, the amount of the fee may be deducted up to the amount that would have been due to the Authority. If the fee paid to another airport is less than the amount due to the Authority, the difference is owed to the Authority.

### **Section 103.02. PAYMENT OF USE FEES**

A. Use fees shall be payable quarterly on or before the twentieth (20<sup>th</sup>) day following the close of each fiscal quarter, or part thereof, in which gross revenue subject to this section is earned by the Non-Airline Aviation Company.

Annually, not later than ninety (90) days after the close of the Non-Airline Aviation Company's fiscal year, a report shall be filed showing, with respect to such fiscal year, the gross revenue subject to this section which was earned during such preceding fiscal year. From such total gross revenue there shall be deducted the gross revenue, if any, previously reported during the fiscal year, and user fees applicable to gross revenue not previously reported and paid shall be due and payable.

B. The President & CEO, or designee, shall prescribe the forms and required content to be used by the Non-Airline Aviation Company for purposes of reporting gross revenue earned which is subject to this section and for the payment of the related use fees.

C. A late payment penalty equal to the prime rate listed in the Wall Street Journal plus four percent (4%), calculated monthly, from the date the payment is due will be imposed for late payments.

D. If a Non-Airline Aviation Company is delinquent in payment of fees, they may be considered in default of their Lease Agreement.

### **Section 103.03. RECORD KEEPING AND AUDIT**

A. In connection with payments made to the Authority under this Section 103, all persons shall maintain adequate records in accordance with generally accepted accounting practices. Upon ten (10) business day's written notice, the Authority, or any duly authorized representative of the Authority, has the right to audit all persons' records that relate to payments to the Authority, including records of parent, affiliate and subsidiary companies. The requested records will be available at the person's normal office during regular business hours and adequate workspace and access to office equipment (copier and fax machines) will be available at no charge to the Authority or its representative during the audit review. If the requested records are not received by the Authority within ten (10) business days of written notice, an administrative fee of one hundred dollars (\$100.00) per day will be assessed. During the audit, the Authority or its' representative, has the right to interview all current or former employees. The right to initiate an audit will extend for three (3) years after the termination of services.

B. Records as referred to in this section shall include, but not be limited to, any and all information, materials, and data of every kind and character, including without limitation, financial statements, general ledgers, accounts payable, accounts receivable, papers, documents, subscriptions, recordings, agreements, purchase orders, leases, contracts, subcontract files, commitments, arrangements, notes, receipts, vouchers, memoranda, written policies, time sheets, payroll registers, cancelled checks, supporting documentation, insurance rebates and any and all other agreements or documents that may in the Authority's judgment have a bearing on or pertain to any matters, rights, duties or obligations under or covered by this section. Such records shall be made available in hard copy as well as electronically (computer readable data) when available.

C. If as a result of any audit, it is determined that the Authority was underpaid by more than one-half percent (0.5%) of the amounts payable to the Authority pursuant to these rules and regulations during the audited period, the reasonable costs of the audit plus a fifteen percent (15%) penalty of the underpayment will be assessed. Any underpayment, penalty or interest which is required based on the result of the audit, will be paid to the Authority no later than forty-five (45) days after presentation of the Authority's audit findings to the responsible person. Interest shall be set at the Prime Rate listed in the Wall Street Journal plus four percent (4%), calculated monthly, from the date the payment is due.

## **TITLE 2 TRAFFIC AND PARKING - LANDSIDE**

### **SECTION 201 TRAFFIC AND PARKING**

#### **Section 201.01 Registration of Motor Vehicles with Authority**

##### **A. Registration and Permit Required**

1. All persons employed at the Airport, or who conduct business and park in an access controlled or reserved lot at the Airport shall register their motor vehicle with the Parking & Ground Transportation Department, and obtain and display a permit, decal or AVI card on the registered vehicle.
2. No person who is required to register a motor vehicle, but who has not so registered, shall park such motor vehicle on any street, roadway, land or property of the Authority other than in pay parking facilities.
3. Misuse of assigned parking privileges, e.g. parking in short-term or reserved garage parking when assigned to the long-term garage area or staging in the employee parking lot if driving for a TNC during off-duty hours, may result in re-assignment or revocation of parking privileges in addition to a fine.

##### **B. Application Forms**

Registration of commercial vehicle operators, taxis, or motor vehicles shall be made using application forms prescribed by the Authority. Such application forms shall be accompanied by any fees established by the Authority. See Title 5 for taxis, commercial vehicles, and Transportation Network Operators.

##### **C. Giving False Information**

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

##### **D. Reserved Lot Permits**

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

##### **E. Special Event Parking**

The Authority shall establish guidelines and procedures by which arrangements shall be made to provide parking for visitors who are to attend and take part in training sessions, special events and other special meetings. In order to make special parking arrangements, the requestor shall present a written request to the Parking & Ground

Transportation Department at least ten (10) days prior to the commencement of the event, identifying the location of the event and the number of persons involved, and shall give such other information requested. Upon receipt of such information, arrangements will be made to provide parking areas for the persons participating, and appropriate permits may be issued designating the area in which those persons shall park their vehicles. Any special permits needed for events not outlined herein must be approved by the Parking & Ground Transportation Department prior to their issuance.

#### F. Media Parking

1. The Parking & Ground Transportation Department may authorize a designated parking area for media representatives while on official business.
2. The Sr. Manager, Communications & Media Relations, (614) 239-4081, or the Communications Center, (614) 239-4029, shall inform media representatives of proper parking procedures.

#### G. Display of Permits: Transfer of Vehicles

1. Decals, stickers, or AVI cards, when issued, shall be displayed on the motor vehicle to which they are issued in accordance with the guidelines and procedures established by the Parking & Ground Transportation Department.
2. If a motor vehicle for which a permit has been issued is no longer being operated, the decal, sticker, or AVI card shall be removed from the vehicle and the remnants, or the entire functioning AVI card, as applicable, presented to the Parking & Ground Transportation Department for issuance of a new decal, sticker, or AVI card for the new vehicle. A fee may be charged for the replacement. If no remnants are presented for replacement decals or stickers, the applicant must show proof that the decal, or sticker is unobtainable, and sign an affidavit certifying that the previous decals or stickers have been destroyed. Applicant shall assume full responsibility for unauthorized use if found in service.

#### H. Unauthorized Use of AVI Cards

1. AVI cards are not transferable from company to company or individual to individual. AVI cards may be used only with the vehicle(s) registered with the Parking & Ground Transportation Department and displaying the corresponding parking decal, if issued.
2. AVI cards are the property of the Authority, and may be deactivated and/or recalled if not used in accordance with these Rules.

#### I. Visitor and General Public Parking

Visitors to the Airport shall park in designated parking spaces in any public parking facility. Fees are payable upon departure from the parking facility.

## J. Fees

Holders of permits and AVI cards are responsible for payment of Access and Parking Fees as published in the Authority's Schedule of Fees, Rates and Charges.

### **Section 201.02    Parking Prohibitions in Specified Places**

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

1. On a sidewalk, except a bicycle.
2. Within ten (10) feet of a fire hydrant.
3. Within fifty (50) feet of the nearest rail of a railroad crossing.
4. Within twenty (20) feet of the driveway entrance to any fire station, and on the side of a street opposite the entrance to any fire station, within seventy-five (75) feet of such entrance when it is properly posted with signs.
5. At any place designated as "no parking" pursuant to these Rules and Regulations.
6. At any place designated as "no stopping" pursuant to these Rules and Regulations.
7. In a handicapped/disability designated parking space unless the vehicle is a handicapped designated vehicle as shown by its display of a valid removable windshield placard, temporary removable windshield placard or license plate(s) imprinted with the international access symbol.
8. Other than a motor bus, in a bus loading area when such area has been officially designated and appropriately posted with a sign. However, the driver of a passenger vehicle may stop temporarily in a bus loading area for the purpose of, and while actually engaged in, loading or unloading passengers, when such stopping does not interfere with any motor bus entering or leaving the bus loading area.
9. Any place marked as a loading zone for any period of time longer than is necessary for the expeditious loading or unloading of passengers or merchandise.
10. In parking facilities where individual parking spaces are marked, each vehicle shall be parked entirely within an individual parking space.

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

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

### **Section 201.03 General Enforcement**

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

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

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

1. In any action charging a violation of the Section 201.02 Parking Rules and Regulations governing the stopping, standing or parking of a vehicle, it is presumed that the person who has registered such vehicle with the State of Ohio Bureau of Motor Vehicles was the person who parked or placed such vehicle at the point where, and for the time during which, such violation occurred.

2. The owner of a vehicle shall be entitled to establish non-liability for violation of these Rules and Regulations by proving the vehicle was in the care, custody, or control of a person other than the owner at the time of the violation pursuant to a written rental or lease agreement or affidavit providing that except for such agreement, no other business relationship with respect to the vehicle in question exists between the operator and owner.

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

### **Section 201.04 Special Uses of Public Ways**

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

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

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

#### B. Restrictions on Commercial Vehicles

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

#### C. Restricted Streets and Roadways

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

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

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

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

### **Section 201.05 Traffic Control Devices**

#### A. Authority to Install

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

#### B. Obedience to Devices

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

officer subject to the exceptions granted the driver of an authorized emergency vehicle in these Rules and Regulations.

#### C. Signs Required for Enforcement

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

#### D. Loading Zones

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

### **Section 201.06 Damaging Curbs, Sidewalks or Traffic Control Devices**

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

### **Section 201.07 Impounding of Vehicles**

#### A. Disabled Vehicles

1. Law enforcement officers and designees are hereby authorized to remove or direct the removal of a vehicle from a street or roadway to the nearest garage or other place of safety when a vehicle upon a street or roadway is so disabled as to constitute an obstruction to traffic.
2. If a vehicle is towed to and stored in a public garage, the towing company shall follow all rules and regulations governing impounded vehicles from private property pursuant to Columbus City Code, Section 2107 et seq.
3. If a vehicle is impounded and stored on Authority property, the officer shall immediately attempt to ascertain the name of the owner and shall notify the owner of the action taken. If the officer is unable to notify the owner and the vehicle remains impounded for a period of thirty days, then the officer shall cause the vehicle to be disposed of in accordance with the State Statutes applicable to abandoned vehicles.

## **B. Parking Violation**

A vehicle parked, stopped or standing on a public street or highway in commission of a parking violation is subject to impoundment. Such impoundment shall follow all rules and regulations, including fees, governing Impounding of Vehicles, Columbus City Code, Section 2107 et seq.

## **Section 201.08 ENFORCEMENT AND PENALTIES – See Title 20**

## **SECTION 202 DRIVING WITHIN THE TERMINAL AND PARKING GARAGE**

### **Section 202.01 DRIVING WITHIN THE AIRPORT TERMINAL AND PARKING GARAGE**

A. Any person employed and/or working on Authority premises and operating a motorized device, including electric carts and tugs, within the terminal or parking garage must have in his/her possession a valid operator's license recognized by the State of Ohio.

B. No person shall operate a motorized device, including electric carts and tugs, within the terminal or parking garage without prior approval of the President & CEO or designee.

### **Section 202.02 GENERAL OPERATING PROCEDURES**

A. General operating procedures for motorized devices operating within the terminal or parking garage:

1. No person shall leave a motorized device unattended and with motor running or with its motor capable of being started by an unauthorized operator.
2. No person shall operate a motorized device without due caution, or in a reckless or careless manner which could endanger the safety of persons and/or property.
3. No person operating a motorized device shall fail to yield right-of-way to pedestrians, emergency personnel or emergency equipment.
4. No person shall operate a vehicle while under the influence of an alcoholic beverage or any drug or substance that impairs the operator's ability to function normally.
5. Operators of motorized devices must provide proof of training by their employer.
6. No person shall operate a motorized device in a manner which impedes normal operation, activity, or enjoyment of the terminal.

7. Operators of motorized devices shall ensure all passengers are seated in seats permanently affixed to the motorized device or riding in areas of the motorized device designed for passenger load.
8. No person shall load or drive a motorized device in a manner that would allow any object or substance to fall from the motorized device and become a hazard to persons, or other motorized devices or vehicles.
9. The operator and/or owner of a motorized device is/are responsible for any property damage and/or bodily injury resulting from, and for any clean up required as a result of, any object or substance that falls from the motorized device.
10. The operator and/or owner of a motorized device is/are responsible for any property damage and/or bodily injury caused by the operator's negligence, failure to comply with these Rules and Regulations, and/or improper operation.
11. Owners are responsible for maintaining motorized devices in sound mechanical condition and in compliance with manufacturer's specifications.
12. Motorized devices, except those in use by individuals with a disability as mobility devices, or devices in use by Authority personnel, shall sound beeper/horn and have a flashing yellow light while in motion.
13. No person shall leave a motorized device stopped with the beeper/horn sounding.
14. Motorized devices shall be stored, and their batteries recharged, in areas specifically designated by the Authority. The location of such areas may be modified by the Authority from time to time by giving written notice to the affected persons. All such areas shall be secured free of tripping or other safety hazards.
15. No person shall park a motorized device within the terminal or parking garage in a manner which impedes access to a security checkpoint, jet-bridge, holdroom, restroom, emergency exit, emergency or courtesy phone, TDD device, fire alarm pull handle, fire extinguisher, AED, or any other equipment or area that may need to be accessed by persons with a disability or for emergency purposes.
16. No person shall park a motorized device in the terminal or parking garage in a manner which impedes wheeled or pedestrian traffic.
17. Motorized devices operated for the purpose of passenger assistance shall be reserved for the use of airport patrons needing and/or requesting assistance.
18. No person shall operate a motorized device at a speed in excess of five (5) miles per hour.

19. Motorized devices placed in use after the effective date of these Rules and Regulations shall be electronically or mechanically governed at a speed of five (5) miles per hour or less.

20. Speed limits do not apply to emergency equipment, Public Safety or Operations vehicles, or motorized devices responding to an emergency.

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

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

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

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

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

### **Section 202.03    ENFORCEMENT AND PENALTIES – See Title 20**

**Title 3 Health, Safety & Environment**  
**SECTION 301 PERSONAL CONDUCT**

**Section 301.01 COMPLIANCE WITH SIGNS**

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

**Section 301.02 Use of Airport Premises**

**A. Conduct**

1. No individual, singularly or in association with others, shall by his, her or their conduct, or by congregating with others, prevent any other person(s) lawfully entitled thereto from the use and enjoyment of the airport and its facilities or any part thereof, or prevent any other person(s), equipment or vehicles lawfully entitled thereto from passage from place to place, or through entrances, exits or passageways on the airport.
2. Individuals employed at the airport shall not engage in unprofessional conduct including, but not limited to, watching television for extended periods of time, sleeping, or engaging in loud or abusive conversation in public areas; or, consuming food or beverages other than in areas designated for such consumption or in non-public lease hold areas.
3. The airport is not a public forum. Permitted picketing, leafleting, or demonstrations shall only be conducted in designated areas of the airport and only after receipt of written permission of the President & CEO or designee. Applications may be obtained from the Business Development Department or the Legal Services Office.

**B. Carts, wheelchairs, strollers and similar devices**

1. Carts, wheelchairs, strollers and similar devices are prohibited on all escalators and moving walkways at the airport.
2. Baggage carts used in commercial operations shall be stored in areas specifically designated by the Authority. Such areas may be modified by the Authority from time to time by giving written notice to the affected persons.

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

### **Section 301.03 SKATEBOARDS, BICYCLES, ROLLER BLADES, AND SCOOTERS**

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

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

### **Section 301.04 GAMBLING**

Except as authorized by the Authority, no person shall engage in or operate any form of gambling while on the airport.

### **Section 301.05 VENDING MACHINES AND DISPLAY RACKS**

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

### **Section 301.06 PROPERTY DAMAGE**

A. Damage or destruction of airport property is prohibited and persons so involved will be fully liable to the Authority.

B. No person shall alter, make additions to, or erect any structure or sign or make any excavation on, airport property without prior written authorization of the Authority.

C. Damage or destruction of property shall be immediately reported to the Airport Communications Center.

### **Section 301.07 ALCOHOLIC BEVERAGES**

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

## **Section 301.08 ANIMALS**

A. Except for animals that are to be, or have been, transported by air and are properly confined for air travel, no person shall permit any wild or non-domesticated animal under his or her control or custody to enter the airport.

B. No individual, other than in conduct of an official act, shall hunt, pursue, trap, catch, injure or kill any animal on the airport without the prior written authorization of the President & CEO or designee.

C. No person shall feed or engage in any other act to encourage the congregation of birds or other animals on the airport.

D. No person shall enter any part of the airport with a domestic animal, unless such animal is to be, or has been, transported by air and is either carried in an individual's arms or otherwise confined so as to be completely under control other than:

1. A person with a disability with a service animal;
2. Working animals under the control of authorized handlers who are present at the airport as authorized and approved by the Authority.

E. No individual shall permit any animal to relieve itself except in designated pet relief areas.

F. Owners and/or other persons having custody or control of an animal while at the airport are responsible, financially and legally, for damage or injury caused by the animal.

G. Owners and/or other persons having custody or control of an animal while at the airport, whose animal is disruptive, including service and working animals, will be asked to confine the animal while at the airport or to remove the animal from the premises.

## **Section 301.09 FIREARMS AND DEADLY WEAPONS**

A. Other than as authorized by federal or state law, no person, except law enforcement officers with verifiable identification and such other persons authorized by the President & CEO, or designee, shall carry a firearm or deadly weapon into any terminal, unless the firearm or deadly weapon is encased for shipment for the purpose of checking such firearm or deadly weapon with an airline to be lawfully transported on an aircraft.

B. Other than as authorized by federal or state law, or as specified in Section 301.09A, above, of these Rules and Regulations, no person shall carry, bring or otherwise transport, a firearm, deadly weapon, dangerous ordnance or other weapon as defined in Sections 2923.11 to 2923.24, Ohio Revised Code, anywhere on Authority premises.

C. No person shall discharge any firearm or weapon on the airport except in the performance of official Authority duties or as otherwise authorized by the President & CEO or designee.

D. No person shall furnish, give, sell or trade any firearm or weapon on the airport without prior written authorization from the Authority.

### **Section 301.10 LOST, MISLAID AND ABANDONED PROPERTY**

A. Any person finding lost, mislaid or abandoned personal property in the public areas at the airport or on Commercial Ground Transportation Vehicles serving the airport shall immediately deposit them with the Authority Public Safety Division. Nothing in this paragraph shall be construed to deny the right of scheduled air carriers, or other tenants, to maintain "lost and found" services for the property of their patrons, invitees or employees. Articles to which the owner is not entitled to lawful possession shall be forfeited to the Authority for disposal in accordance with the provisions of applicable state law.

B. Funds in excess of \$1,000.00, and personal property valued in excess of \$1,000.00, may be considered to be mislaid rather than lost or abandoned. Property determined to be mislaid will be retained by the Authority.

C. Final determination of the status of property; whether lost, mislaid or abandoned, will be made by the Legal Services Office on behalf of the Authority consistent with these Rules and Regulations and applicable law.

D. In the event a finder disputes the decision of the Authority as to the status of found property, the finder may file suit in a court of local jurisdiction.

E. Lost and abandoned property, if not returned to its owner within ninety (90) days, may be re-claimed by the finder upon written request to the Authority.

F. The Authority retains the right to dispose of lost, mislaid or abandoned property by auction or such other method as it determines suitable or to convert such property to the use of the Authority.

G. Electronic devices will be "wiped" of all data prior to disposal to any third party.

H. An electronic device may be retained for longer than ninety (90) days in an effort to locate the owner.

### **Section 301.11 SPITTING, etc.**

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

## **Section 301.12 USE OF RESTROOMS**

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

## **Section 301.13 ENFORCEMENT AND PENALTIES – See Title 20**

# **SECTION 302 FIRE AND SAFETY**

## **Section 302.01 FUELING OPERATIONS**

A. Unless otherwise previously approved by the Authority in writing (i.e. Lease, Commercial Aeronautical Activity, Self-Fuel Servicing Permit or other), no Operator shall conduct any aircraft fueling operations at CRAA Airports. All approved fueling operations shall be conducted in accordance with applicable CRAA policy and the following directives.

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

1. The operation follows procedures approved by the Federal Aviation Administration (FAA) and published by the aircraft operator to assure safety of the operation; and

2. Prior approval is obtained from the on duty ARFF supervisor.

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

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

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

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

G. Fueling hoses shall be inspected before use every day. The hose shall be fully extended and checked for evidence of blistering, carcass saturation or separation,

cuts, nicks, or abrasions that expose reinforcement material, and for slippage, misalignment or leaks at couplings. If slippage, misalignment, or leaks are found at couplings, the cause of the problem shall be determined and remedied. Defective hoses shall be removed from service.

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

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

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

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

K. Only vehicles and equipment specifically designed for dispensing fuel into aircraft, vehicles, and Ground Service Equipment (GSE) are allowed to engage in fueling on the airport.

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

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

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

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

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

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

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

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

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

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

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

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

1. Aircraft fuel servicing vehicles shall be positioned so that they can be moved promptly after all aircraft fuel hoses have been disconnected and stowed.
2. During fueling, fuel servicing vehicles shall be positioned so that a clear path of egress from the area of the aircraft or vehicle being serviced is maintained.
3. The propulsion or pumping engine of aircraft fuel servicing vehicles shall not be positioned under the wing of aircraft during over-wing fueling or where aircraft

fuel system vents are located on the upper wing surface. Aircraft fuel servicing vehicles shall not be positioned within a ten (10) foot radius of aircraft fuel system vent openings.

4. Operators shall set the parking brakes and/or chocks on fuel servicing vehicles before leaving the vehicle unattended.

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

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

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

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

## **Section 302.02 SMOKING**

A. Smoking, including the use of e-cigarettes or similar products intended to mimic a smoking device, is prohibited except in specially designated areas of the airport. For the purposes of these Rules and Regulations, "smoking" shall be defined as inhaling, exhaling, burning, or carrying any lighted cigar, cigarette, pipe, or other lighted smoking device for burning tobacco or any other plant. "Smoking device" means any lighted cigar, cigarette, pipe or other device designed for burning tobacco or any plant for the purposes of inhaling smoke. The definitions of "smoking" and "smoking device" shall otherwise be as defined by Ohio Administrative Code 3701-52-01 as it may from time to time be amended.

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

C. Smoking material shall only be disposed of in proper receptacles designed for that purpose and not in trash receptacles.

D. Smoking material shall not be disposed of unless it is completely extinguished prior to disposal.

### **Section 302.03 OPEN FLAME OPERATIONS (See Section 302.17, for the use of Bar-B-Q grills.)**

A. Except as provided in Section 302.03B, below, no person shall conduct any open flame operations unless a hot-work permit is obtained from the President & CEO or designee.

B. Lead and carbon burning, fusion gas and electric welding, blow-torch work, reservoir repairs, engine testing, battery charging, and all operations involving open flames shall be restricted to a repair shop section and isolated from the storage section of any hangar or building. During such operations, the shop shall be separated from the storage section by closing all doors and openings to the storage section.

### **Section 302.04 LEASEHOLD HOUSEKEEPING**

A. All persons occupying space at the airport shall keep the space allotted to them clean and free from rubbish and accumulation of any material.

B. Chemicals and materials may be stored inside or about any leasehold in boxes, crates, containers, and bottles provided by the original manufacturer or an equivalent approved container. All floors shall be kept clean and free from fuel and oil.

C. The use of volatile or flammable solvents for cleaning is prohibited except in self-contained part cleaning systems.

D. Approved metal receptacles with a self-closing, self-extinguishing cover shall be used for the storage of oily waste rags and similar material. The contents of these receptacles shall be removed daily by persons occupying space. Receptacles shall be stenciled "DIRTY RAGS".

E. Drip pans shall be placed under engines and lubricating oil storage containers and kept clean at all times.

F. Clothes lockers shall be constructed of metal or fire-resistant material.

G. Areas below luggage conveyer belts shall be kept clear and free of combustible materials and shall be cleaned on a regular basis.

H. Trash receptacles shall be emptied and the contents removed to the designated outside receptacles at the end of each shift and as otherwise needed.

I. Packing materials (e.g. shipping Styrofoam "peanuts") shall be stored in approved

type metal containers with self-closing lids.

### **Section 302.05 STORAGE OF FLAMMABLE/COMBUSTIBLE MATERIALS**

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

B. In areas with sprinklers, there shall be a minimum of eighteen (18) inches clearance from the bottom of the sprinkler head and around the sprinkler.

C. Gasoline, kerosene, ethyl, jet fuel, ether, lubricating oil, or other flammable gases or liquids, including those used in connection with the process of "doping" shall be stored in accordance with the applicable codes and standards. Buildings shall be provided with suitable fire suppression devices and first-aid equipment.

D. No person shall keep, transport, or store lubricating oils on the airport except in containers and receptacles designed for such purpose and in areas specifically approved for such storage in compliance with the applicable codes, standards and recommended practices of FAA regulations and City of Columbus and/or applicable county codes.

E. Open containers of flammable or combustible liquids shall be stored only in a fire rated cabinet, in accordance with City of Columbus and/or applicable county codes.

F. Fire rated cabinets shall be marked in conspicuous lettering, FLAMMABLE - KEEP FIRE AWAY!

G. Oxygen cylinders or any type of organic oxidizer shall not be stored in or near areas where petroleum products are stored or used, or stored in a manner that allows the cylinder or oxidizer container to be in contact with the floor of the storage facility.

### **Section 302.06 TRANSPORTATION OF HAZARDOUS MATERIALS**

A. No person shall, without prior permission from the President & CEO, or designee, keep, transport, handle, or store at, in or upon the airport any cargo of explosives or other hazardous articles which is barred from loading in, or for transportation by Civil Aircraft in the United States under the current provisions of regulations promulgated by the Department of Transportation, the FAA, or by any other competent authority. Compliance with said regulations shall not constitute or be construed to constitute a waiver of the required notice or an implied permission to keep, transport, handle or store such explosives or other dangerous articles at, in or upon the airport. Advance notice of at least twenty-four (24) hours shall be given the President & CEO, or designee, to permit full investigation and clearances for any operation requiring a waiver of this rule.

B. No person may offer or accept any hazardous article for shipment at the airport unless the shipment is handled and stored in full compliance with the current provisions of Part 103 of the FAA Regulations.

C. Any person engaged in transportation of hazardous articles, including indirect shippers, shall have designated personnel at the airport authorized and responsible for receiving and handling such shipments in compliance with the prescribed regulations.

D. Any person engaged in the transportation of hazardous articles, including indirect shippers, shall provide, or have available, storage facilities which reasonably ensure against unauthorized access or exposure—of persons and against damage to shipments while at the airport.

### **Section 302.07 MOTORIZED GROUND SERVICE EQUIPMENT AROUND AIRCRAFT**

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

### **Section 302.08 OPERATING MOTOR VEHICLES IN HANGARS**

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

### **Section 302.09 AIRCRAFT ELECTRICAL AND ELECTRONIC SYSTEMS**

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

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

### **Section 302.10 ELECTRICAL EQUIPMENT AND LIGHTING SYSTEM**

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

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

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

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

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

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

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

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

### **Section 302.11 HEATING HANGARS**

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

### **Section 302.12 USE OF CLEANING FLUIDS**

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

### **Section 302.13 REPAIRING AIRCRAFT**

A. No person shall repair an aircraft or aircraft engine, propeller, or other aircraft apparatus in any area of the airport other than those areas specifically designed for such repairs, except that minor adjustments or repairs may be made while the aircraft is at a parked position prepared for departure. The Authority reserves the right to have operator relocate any aircraft being repaired at a gate position.

B. Aircraft repairs in storage areas of hangars shall be limited to inspections and replacements of parts and repairs incident thereto, provided such repairs do not involve appliances using open flames or heated parts.

C. The starting or operating of aircraft engines inside any hangar is prohibited. This shall not be construed as prohibiting the use of tractors with NFPA approved exhaust systems when moving planes within any hangar.

#### **Section 302.14 DOPING, SPRAY-PAINTING AND PAINT STRIPPING**

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

B. For paint, varnish, or lacquer spraying operations, the arrangement, construction, ventilation and protection of spraying booths and the storing and handling of materials shall be in accordance with NFPA Standards and the City of Columbus and applicable county code.

#### **Section 302.15 FIRE EXTINGUISHERS**

A. Fire extinguishing equipment at the airport shall not be tampered with at any time nor used for any purpose other than firefighting or fire prevention. All such equipment shall be maintained in accordance with NFPA Standards. Tags showing the date of the last inspection shall be attached to each unit or records acceptable to Fire Underwriters shall be kept showing the status of such equipment.

B. All tenants, concessionaires, lessees of hangars, aircraft maintenance buildings, or shop facilities shall supply and maintain an adequate number of readily accessible fire extinguishers.

C. At least one wheeled fire extinguisher having a rating of not less than 80-B:C and a minimum capacity of not less than one hundred twenty-five (125) lbs. shall be provided at each gate or stand, or at intervals of two hundred (200) feet along the length of aircraft ramps.

D. All tenants and lessees shall permit inspection of the tenant's or lessee's premises during regular business hours from time to time as may be necessary to determine if adequate fire extinguisher coverage exists.

E. Fire extinguisher/hose cabinets shall not be blocked by objects or debris.

F. The use of any fire-extinguishing equipment shall be immediately reported to the Communications Center.

G. Fire-extinguishing equipment shall be replaced or replenished within seventy-two (72) hours following use.

### **Section 302.16 STORAGE OF COMPRESSED GAS CYLINDERS**

- A. Compressed gas cylinders shall be secured in a manner that prevents them from falling or being knocked over.
- B. Full and empty cylinders shall not be stored together.
- C. Empty cylinders shall be tagged as such.

### **Section 302.17 USE OF BAR-B-Q GRILLS**

- A. Grills must be propane fueled. No charcoal grills will be permitted.
  - 1. Propane bottles must be stored upright.
  - 2. Propane bottles may not be stored inside any building.
- B. Grilling activity must be coordinated at least twenty-four (24) hours in advance with Airport Operations.
- C. Grilling may only be conducted in the tenant's lease area.
- D. Grills must remain fifty (50) feet from any aircraft, fueling vehicle, and fueling operation.
- E. Grills must be twenty (20) feet from any building and/or jet bridge.
- F. Grills must be positioned so as not to affect any fire detecting equipment.
- G. At least one (1) fire extinguisher shall be readily accessible, within five (5) feet of the grill.
- H. Grills will be staffed and monitored at all times while in use and until the grill is cool to the touch.
- I. Grills shall be safely stored in the tenant's leased area in a manner as not to hinder any airport related activity.

### **Section 302.18 POWDER ACTIVATED TOOLS**

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

### **Section 302.19 ENFORCEMENT AND PENALTIES – See Title 20**

## **SECTION 303 ENVIRONMENTAL**

### **Section 303.01 DISPOSAL OF TRASH**

A. No person shall, regardless of intent, throw, drop, discard, or deposit trash anywhere on the airport, except in receptacles and other places provided for such purpose.

B. Unless otherwise specified by contract, contractors working for or at the Airport shall dispose of all construction related material in receptacles provided by the contractor.

C. Persons using trash receptacles shall ensure all material is secured in the receptacle before departing the area.

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

E. Persons shall observe specifically labeled receptacles and ensure that only the appropriate trash, recyclables, or other waste is placed into the corresponding receptacle.

### **Section 303.02 STORAGE AND TRANSPORT OF TRASH**

A. All trash must be sufficiently covered when transported to prevent any part of the load from spilling or leaking.

B. Stored or transported trash must be in tied plastic bags or equivalent alternative.

C. All trash and construction debris containers located inside the AOA fence shall remain covered to prevent the release of foreign object debris (FOD) that could be a hazard to aircraft.

### **Section 303.03 FILL OR BUILDING MATERIALS DUMPING**

No person shall dispose of any fill or building materials or any other discarded or waste materials on airport property.

### **Section 303.04 ABANDONING PROPERTY**

No person shall abandon any property on the airport.

## **Section 303.05    REGULATORY OBLIGATION**

The Authority holds environmental permits, including National Pollution Discharge Elimination System (NPDES) and industrial wastewater disposal permits. Authority tenants are subject to the provisions found within these permits, and shall comply with the provisions. When permits are accompanied by implementation plans, such as a Stormwater Pollution Prevention Plan (SWPPP), tenants shall comply with the provisions in these plans.

## **Section 303.06    STORAGE TANKS AND CONTAINERS**

Tenants shall be responsible for compliance with all storage tank and container regulations, including registration, insurance, operation, and maintenance. Site selection, installation, and removal of storage tanks and containers shall be made with written permission of the Authority. Written records kept by tenants in conjunction with operation and maintenance of storage tanks and containers shall be made immediately available to the Authority upon request.

## **Section 303.07    SPILLS            (See also, FIRE AND SAFETY)**

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

1. Any person, including the owners or operators of aircraft, causing the overflow or spillage of fuel, oil, grease or other contaminants or pollutants anywhere on the airport shall be responsible for ensuring the immediate notification, containment and cleanup of such spillage. Cleanup shall be at the expense of the responsible party.
2. In the event of failure or refusal to comply with such notification, containment, and cleanup, the overflow or spillage will be cleaned up by the Authority at the expense of the responsible party. If there is more than one responsible party, the Authority may, at its discretion, apportion expenses between parties.
3. All overflows or spillages of fuel, oil, grease or other contaminants shall be immediately reported to the Airport Communications Center.
4. Details of all spillages must be reported to the Authority. If requested by the Authority, such report shall also be in writing, within thirty (30) days of the request.
5. All reports required by the State of Ohio Environmental Protection Agency, or other regulatory agencies, shall be completed and submitted by the responsible party.

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

7. As necessary, a fireguard shall be promptly posted by the responsible party.

### **Section 303.08 AIRCRAFT AND EQUIPMENT SERVICING**

No person shall service, wash, or repair aircraft or GSE in areas not approved by the Authority. When approved by the Authority, servicing, washing, or repair must be done in accordance with all federal, state, local, and airport permit conditions.

### **Section 303.09 ANTI-IDLING**

No person shall allow a vehicle or piece of equipment to idle on Authority property without a bona fide operational need. Operational needs include, but are not limited to occupant safety, emergency response, or ground service equipment actively serving an aircraft.

### **Section 303.10 DEICING**

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

1. Aircraft deicing and anti-icing materials shall only be handled and applied directly to aircraft in areas designated by the Authority in accordance with these Rules and Regulations and applicable federal, state and local laws, rules and regulations.
2. Aircraft deicing and anti-icing materials may be handled and dispensed outside of the designated areas where a person requests and receives prior approval from the President & CEO, or designee.
3. The dispensing of deicing and anti-icing materials shall be reported to the Authority in a content and manner specified by the Authority.

#### **B. Response to a Spill Of Aircraft Deicing/Anti-Icing Materials**

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

- a. Immediately notify the Airport Communications Center of the spill or release;
- b. Immediately commence and complete containment and cleanup of the spill or release in accordance with applicable federal, state, and/or local laws, ordinances or regulations;

c. Cooperate fully with the Authority and any federal, state and local regulators to assure containment and cleanup of the spill or release are completed in accordance with applicable federal, state, and/or local laws, ordinances or regulations; and,

d. If requested by the Authority, submit a written report to the Authority within thirty (30) days of the incident, providing detail of the spill or release and demonstrating that containment and cleanup was completed in accordance with applicable federal, state, and/or local laws, ordinances or regulations.

**Section 303.11    ENFORCEMENT AND PENALTIES – See Title 20.**

## **TITLE 4 SECURITY, ACCESS CONTROL AND AIRSIDE ACTIVITIES**

### **SECTION 401 AERONAUTICAL**

#### **Section 401.01 DUTY TO REPORT ACCIDENT**

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

#### **Section 401.02 DUTY TO REMOVE AIRCRAFT**

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

#### **Section 401.03 DAMAGE INSPECTION OF AIRPORT FACILITIES**

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

#### **Section 401.04 UNMANNED AIRCRAFT SYSTEMS**

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

#### **Section 401.05 USE OF AIR CARRIER GATES AND RAMPS**

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

#### **Section 401.06 ENFORCEMENT AND PENALTIES - See Title 20**

## **SECTION 402 DRIVING ON THE AIRFIELD**

### **Section 402.01 DRIVING AUTHORIZATION**

A. Airport Operations or Public Safety personnel, or anyone so authorized by the Authority, shall have the right to cause to be immediately ejected from the airport or 49 CFR Part 1540.5 designated AOA, any person and/or vehicle in violation of these Rules and Regulations, or any laws, or ordinances that presents an immediate safety hazard

B. No person shall operate or knowingly allow another to operate a vehicle or bicycle on the airfield or 49 CFR Part 1540.5 designated AOA except:

1. Persons with airport authority issued identification designating the person as possessing "ramp driving" privileges
2. Persons with airport authority issued identification designating the person as possessing "full driving" privileges
3. Persons under escort, as defined in Section 403.03.

C. All persons driving on the airfield or 49 CFR Part 1540.5 designated AOA must have a valid operator's license recognized by the State of Ohio in their possession.

### **Section 402.02 AIRFIELD ACCESS - VEHICLE AUTHORIZATION**

A. No vehicles or bicycles are permitted on the airfield or 49 CFR Part 1540.5 designated AOA without the prior written approval of the President & CEO, or designee.

B. Tenant and Contractor Authorized Vehicles must:

1. Display a decal or sign with the agency name and/or logo in contrasting colors, on both sides of the vehicle. Lettering shall be no less than one (1) inch in height and readable, without assistance, at a distance of no less than 200 feet, or
2. Be marked with temporary vehicle identification media issued by the Airport Identification Office, or
3. Display a valid Airfield Vehicle Permit permanently affixed to the lower left corner (driver's side) of the windshield or in such other location or manner as authorized by the President & CEO or designee.

C. Airport Authority vehicles are identified with large red or black numerals located near the doors, or display a valid Airfield Vehicle Permit as set out in Section 402.02, above. Marked Public Safety Division vehicles are identified as Airport Police or ARFF vehicles.

D. Unmarked, street licensed vehicles, including those owned by a governmental entity, must have a valid Airfield Vehicle Permit displayed as set out in Section 402.02.B. above.

E. Vehicles without markings as specified above, will be required to be escorted by persons with Authority Issued Identification with escort authority that includes airfield driving authorization.

F. Vehicles under escort must be escorted by vehicles that meet Section 402.02B standards and include a driver who has airfield driving authorization.

G. Vehicles operating on privately owned property designated as 49 CFR Part 1540.5 AOA must be under escort or display a decal or sign with the entity name and/or logo in contrasting colors, on both sides of the vehicle. Lettering shall be no less than one (1) inch in height and readable, without assistance, at a distance of no less than 200 feet

### **Section 402.03 GENERAL OPERATING PROCEDURES**

A. Persons operating vehicles or ground service equipment on the airfield shall yield right of way to:

1. Aircraft;
2. Aircraft under tow;
3. Emergency equipment;
4. Pedestrians;
3. Snow equipment; or
4. Any vehicles or ground service equipment already within a designated roadway or driving lane.

B. Persons operating vehicles on 49 CFR Part 1540.5 designated AOA shall drive in a safe manner.

C. No vehicle or ground service equipment shall be driven between the terminal building and parked aircraft except when servicing that aircraft.

D. Unless being used for servicing, vehicles must maintain a reasonably safe distance from parked aircraft.

E. Vehicles shall use designated service roads and vehicle lanes, when available, to transit between locations.

F. The designated emergency vehicle roadway between the ARFF Station and the east terminal apron is intended for use by ARFF equipment and shall only be used by Public Safety and Airport Operations Division during emergencies. Other uses shall be as authorized by the President & CEO, or designee.

G. No person shall operate a vehicle, bicycle or piece of ground service equipment through a tenant's leased area(s) without legitimate business purpose with that tenant, or while on Authority business.

H. Drivers and passenger(s) must be seated on seats permanently affixed to the vehicle or must ride in those areas of the vehicle designed for passenger load.

I. No person shall load or drive a vehicle in a manner that would allow any object or substance to fall from a vehicle and become a hazard to persons, aircraft, or other vehicles.

J. The operator and/or owner of a vehicle is/are responsible for any property damage and/or bodily injury resulting from, and for any clean up required as a result of, any object or substance that falls from the vehicle.

K. The operator and/or owner of a vehicle is/are responsible for property damage and/or bodily injury caused by improper operation or lack of due caution while operating a vehicle.

L. No vehicle motor shall be left running while stopped or parked in baggage make-up areas.

M. No vehicle or other device intended for transportation shall be operated on any portion of the airfield:

1. In willful, wanton or reckless disregard of the safety of persons or property;
2. With carelessness or without due caution or at a speed or in a manner which could endanger persons or property;
3. If it is hazardously equipped or loaded in a manner which could endanger persons or property;
4. In a manner that obstructs, interferes with, or delays aircraft operations.

N. No person shall:

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

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

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

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

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

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

S. Persons driving vehicles or other devices shall stop at all inspection checkpoints and not attempt to elude, bypass or circumnavigate any inspection checkpoint including roving patrols (see also Section 403, Security of Restricted Areas and Access Control System).

#### **Section 402.04 SPEED LIMITS**

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

1. The maximum speed limit for all vehicles and equipment operating on aprons/ramps is fifteen (15) miles per hour.
2. The maximum speed for all vehicles and ground service equipment on designated service roads not contiguous with aircraft ramps or operating areas is twenty-five (25) miles per hour.
3. The maximum speed for vehicles operating in the baggage makeup areas, inside of the terminal, or within fifty (50) feet of hangars, and aircraft is five (5) miles per hour.
4. The maximum speed for vehicles driving through the CMH terminal underpasses, including the areas under the BHS Matrix Buildings, is five (5) miles per hour.

## **Section 402.05 VEHICLE/EQUIPMENT PARKING**

A. Except during an emergency, all vehicles and ground service equipment on the Airfield shall be parked in designated parking areas. Vehicles found parked outside of designated areas or outside of company lease areas will be considered illegally parked. Illegally parked vehicles may be ticketed and/or towed at the owner's expense.

B. No T-hangar or General Aviation tenant may park in the leased T-Hangar area of another for more time than it takes to load or unload passengers and/or equipment.

C. No vehicle shall be parked within ten (10) feet of a fire hydrant or fire extinguisher, or in such a manner as to impede access to the hydrant or extinguisher.

D. Any unauthorized vehicle or ground service equipment that has been parked in a space reserved for specific parking, or parked in a manner that impedes aircraft/airport operations may be removed, or caused to be removed, at owner/operator expense (including towing and storage charges), by Airport Police or Operations personnel.

E. Except in authorized areas, no vehicle or piece of ground service equipment shall be left unattended on any portion of the Airfield.

F. Vehicles shall not be left unoccupied while the motor is running except as operationally necessary for the servicing of aircraft. An operable parking brake must be engaged and/or the wheels chocked.

G. Lavatory carts containing waste may not be parked inside the terminal building, including in tenant leased baggage make-up areas.

## **Section 402.06 VEHICLE LIGHTS**

A. All motorized ground service equipment and vehicles will be equipped with two (2) headlights and two (2) taillights. During the period between sunset and sunrise, while it is raining, or when visibility is poor (e.g. fog, unusually dark daylight, etc.), the operator must have the headlights and taillights illuminated whenever the vehicle or ground service equipment is being driven.

B. Headlights shall be adjusted so they do not illuminate aircraft cockpit areas.

C. With the exception of vehicles under escort, Public Safety Division vehicles and ARFF vehicles, all operators of vehicles and/or ground service equipment on aircraft movement areas shall operate a rotating beacon or flashing light, at all times. Vehicles not equipped with a rotating beacon or flashing light must be escorted by an Authorized vehicle that is so equipped.

D. Vehicles performing deicing operations at remote deicing locations adjacent to taxiways shall have a rotating or flashing beacon, amber in color, in operation at all times.

## **Section 402.07    VEHICLE MAINTENANCE**

A. All vehicles and ground service equipment operated on the Airfield must be maintained by the company and be in sound mechanical condition and in compliance with manufacturer's specifications.

B. All disabled vehicles must be moved to a proper parking location, or removed from the airfield as soon as possible. The Authority reserves the right to relocate a disabled vehicle at the expense of the owner if the owner is provided seventy-two (72) hour notice and arrangements to have the vehicle removed have not been made, or immediately if the vehicle presents an unsafe condition or undue hardship for other Airfield operators.

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

## **Section 402.08    INSURANCE**

A. The owners/operators of vehicles authorized to operate on the apron/ramp, 49 CFR Part 1540.5 designated AOA, or movement areas of the airfield must maintain General Liability/Aviation Liability/Automobile Liability coverage of at least \$10,000,000 per occurrence, or such additional amount as may be required by the Authority.

B. The owners/operators of vehicles authorized to operate in general aviation facilities or areas at, or adjoining, CMH and LCK, except those identified in Section 402.08.C, must maintain General Liability/Aviation Liability/Automobile Liability coverage of at least \$10,000,000 per occurrence, or such additional amount as may be required by the Authority.

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

D. The owners/operators of vehicles permitted to park in the airside ARFF parking lot must maintain General Liability/Automobile Liability coverage of at least \$300,000, per occurrence, or such other amounts as may be required by the Authority.

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

F. Failure to maintain required coverage will result in the suspension or termination of access privileges, including driving privileges.

## **Section 402.09    AIRCRAFT MOVEMENT AREA OPERATIONS**

A. No vehicle or ground service equipment, unless under escort, shall be driven upon the aircraft movement area unless the Authority has granted full driving privileges to the operator.

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

1. Be in continuous communication with air traffic control via two-way radio;
2. Acknowledge all directions given by air traffic control;
3. Follow all directions given by air traffic control;
4. Not proceed past the "hold short" lines of the runway without authorization from air traffic control;
5. Operate a rotating beacon or flashing light unless under approved escort. (see 402.06C)

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

## **Section 402.10    SAFETY, GENERAL**

A. No person shall walk beyond one hundred fifty (150) feet of the terminal building unless operationally necessary.

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

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

## **Section 402.11    ENFORCEMENT AND PENALTIES – See Title 20**

## **SECTION 403 SECURITY OF RESTRICTED AREAS/ACCESS CONTROL SYSTEM**

### **Section 403.01 AIRPORT IDENTIFICATION SYSTEM**

A. Persons granted unescorted access to any TSA Regulated Areas, including, but not limited to 49 CFR Part 1540.5 designated AOA, Secured SIDA and Sterile areas, must display Airport Authority issued or Airport Authority approved identification on their outermost garment, above the waist, at all times.

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

C. Persons possessing and properly displaying the following Airport Authority issued or Airport Authority approved identification have authorized, unescorted access, to the airfield or 49 CFR Part 1540.5 designated AOA, Secured Area, Sterile Area or SIDA, but are subject to the restrictions and limitations imposed by, but not limited to, these Rules and Regulations:

1. Airport Authority Issued Identification;
2. FAA Identification Form 110-A. The FAA in-flight inspectors shall use this identification in the performance of their official duties;
3. Air carrier identification media used by flight crewmembers (cockpit and cabin crews) of U.S. certified air carriers is authorized for unescorted movement in the following restricted areas under the following conditions:
  - a. The immediate vicinity of the aircraft to which flight crews are assigned;
  - b. Flight crews operations/flight office or the equivalent;
  - c. Direct route between the aircraft and crew operations/flight office equivalent area;
  - d. Identification must be worn by the flight crewmember to which it was issued;
  - e. Escort authority is not extended to flight crewmembers possessing only an air carrier-issued identification;
  - f. Flight crew members must be in uniform and wear air carrier-issued identification on their outermost garment, at waist level or above, so as to be readily visible.
4. Reserved

## **Section 403.02 AIRPORT ISSUED IDENTIFICATION/ACCESS CONTROL**

A. Improper use of Airport Authority Issued Identification/Access Control Media, including keys, may result in immediate confiscation and canceling of access privileges including ID Badge and/or other physical access.

B. Access control media including Airport Authority issued identification, keys checked out of the electronic key boxes, numeric codes and keys, shall not be used:

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

C. Those types of access control media which may be shared (including non-regulatory keys stored in an electronic key box) remain the responsibility of the person to whom they are issued.

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

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

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

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

## **Section 403.03 RULES OF "ESCORT"**

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

1. A person providing escort must properly display a valid Airport Authority issued identification badge with "Escort" authority. (Exception, see Section 403.01.C.5)
2. If the escort is required to drive on the airfield, the escort must have driving privileges, both the escort and the person being escorted must have a valid

driver's license in his/her possession as required in Section 402.01C, and the vehicle must be properly marked as specified in Section 402.

3. A person may provide escort only in areas they are authorized to access.

4. An escort must remain in close proximity to, maintain sight of, and be able to readily or immediately observe, direct, and control the movement and actions of the person(s), vehicle(s) and equipment being escorted.

5. The escorted person/vehicle/equipment may engage in or perform, only the activities for which the escorted access has been granted.

6. If the escorted person/vehicle/equipment engages in activities, other than for those which the escorted access has been granted, the escort must remove that person/vehicle/equipment from the restricted area and notify the airport police or, if the situation so warrants, notify the airport police to have the person/vehicle/equipment removed. In all cases, the airport police must be immediately notified of any escorted person/vehicle/equipment which has acted beyond the scope of the activities for which access was granted.

7. A holder of Airport Authority issued identification may not escort another holder of Airport Authority issued identification (with or without the identification being present), unless the person being escorted has a badge color that does not authorize presence in that TSA regulated area.

**8. No person, intending to board an aircraft, may be escorted around or past screening checkpoints without the prior, express consent of the Transportation Security Administration.**

9. Individuals under escort are required to provide valid government issued photo identification upon request. Access may be denied for inability to provide photo identification.

10. No person shall provide an escort for unauthorized purposes.

11. No person shall provide an escort to an unauthorized individual.

#### **Section 403.04 RULES OF "CHALLENGE."**

A. All holders of Airport Authority issued identification are required to challenge/report persons/vehicles/equipment observed in a TSA Regulated Area, whose authorization is not apparent.

B. Escort any unbadged or unauthorized person out of the TSA Regulated Area and immediately report the incident to the Airport Communications Center.

1. Be sure the individual is taken to a non-sterile, public area.

2. Notify the Airport Communications Center immediately with details of the challenge and maintain visual contact with the individual.

C. If a person/vehicle/equipment becomes uncooperative when challenged or, upon observation, is perceived as a threat to personal safety, do not approach the person/vehicle/equipment but maintain visual contact and immediately notify the Airport Communications Center.

D. If contact cannot be maintained with the person/vehicle/equipment, a physical description, direction of travel and all information on their movement shall be provided to the responding officer.

#### **Section 403.05 SECURITY OF THE RESTRICTED AREA/ACCESS CONTROL SYSTEM**

A. Any access control media that are lost or stolen must be reported immediately to the Airport Communications Center or the Airport Identification Office by the person to whom they are issued or his/her supervisor.

B. Any person finding an Airport Authority approved identification or access control media will immediately contact the Airport Communications Center.

C. No person shall leave unsecured or allow unauthorized access through any door, gate, bag belt roll-down doors (inbound and outbound) or any other access point leading to, or allowing access to, a TSA Regulated Area.

D. No person shall allow another holder of Airport Authority issued identification to proceed through the same access point they are accessing without the second person first presenting their own Airport Authority issued identification and receiving acknowledgment from the system that they have permission to enter the area.

E. No person shall proceed through an access point behind another holder of Airport Authority issued identification without first presenting their own Airport Authority issued identification and receiving acknowledgment from the system that they have permission to enter the area. ("piggy-backing" is allowed only when the "rules of escort" apply.)

F. All bag belt roll-down doors and access-ways to the restricted area shall be properly monitored while the belts are in use. Monitoring shall be done by the tenant last utilizing the belt. Belts shall not be left unattended while in use.

G. No person shall fail to properly arm/disarm jet bridges and loading doors in accordance with current procedures as established by the Public Safety and/or Operations Divisions.

## **Section 403.06 MISCELLANEOUS SECURITY RULES**

A. Except during emergency or exigent circumstances such as an evacuation, no person will enter/exit, or attempt to enter/exit any restricted area except through designated entrances and exits.

### **B. Bypass Entrances**

**1. Escort privileges do not apply to dedicated bypass doors leading from public non-sterile to public sterile areas.** (See also Section 403.03).

2. All persons using dedicated bypass doors must possess and use their Airport Authority issued identification badge and any other form of required input, to gain access to a sterile area.

**3. Bypass entrances may only be used while performing tenant-related work or for an Authority related function.**

**4. No person will bypass a security-screening checkpoint when conducting personal business.**

**C. Unless Section 403.03.A8 applies, No person will bypass a TSA passenger screening checkpoint when departing the airport by air whether for personal or business purposes.**

D. No person shall divulge information regarding the airport security system, any airport tenant's security system, or any topic affecting air transportation security to any unauthorized person.

E. No person shall park, place or store, or allow any object to be parked, placed or stored within ten (10) feet of either side of the airfield perimeter fence. The President & CEO, or designee, must approve any exceptions. Objects and vehicles are subject to removal or towing at owner/operator expense, in addition to any other penalties provided by these Rules and Regulations.

### **F. TSA Regulated Area Security Inspection Checkpoint**

1. No person shall bypass or attempt to bypass a security inspection checkpoint, (vehicle or pedestrian) or other security procedure enacted within or adjacent to TSA regulated areas, except as authorized by the President & CEO or designee.

2. No person shall fail or refuse to comply with an employee inspection process. Failure to comply may result in immediate suspension of the person's ID badge or area access.

G. Holders of Airport Authority issued identification are required to abide by training and instruction received during the airport identification issuance process.

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

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

J. No person or vehicle shall access a restricted area through an access point, including vehicle checkpoints, without complying with the entry requirements of that access point.

#### K. Vehicle Access Points

1. No pedestrian may use a vehicle gate to access the airfield unless express permission is granted by the Federal Security Director, Transportation Security Administration (TSA) and one of the Authority's Airport Security Coordinators.

2. All badged individuals entering Secured Area by way of a vehicle checkpoint must have their badge presented to the gate guard for validation;

3. Individuals, property, and vehicles entering or remaining in the Secured SIDA, Sterile, or AOA areas are subject to search.

4. No person shall bypass or attempt to bypass a vehicle checkpoint, construction gate, or other security procedure enacted within a TSA Regulated Area;

5. Badged drivers must present their badge to the Card Reader when exiting the airfield.

6. All badged individuals in a vehicle must have their badge presented to the vehicle gate card reader prior to entry into the airfield.

**7. Badged drivers must make sure no unauthorized access to the airfield occurs while a gate is open.**

### **Section 403.07 CONTRACTORS/WORKSITE SECURITY**

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

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

C. Construction gates must be closed when not actively in use and secured when not staffed.

D. The contractor/tenant/concessionaire will be responsible for securing and controlling access to all tools and dangerous items while working in TSA Regulated Areas of the Airport.

E. The primary contractor responsible for a project is responsible for ensuring all subcontractors abiding by the entirety of these Rules and Regulations and any other direction issued by the CRAA or TSA. Fines due from contractors may be taken from any amounts due and owing the primary contractor from the Authority.

F. The primary contractor on any project shall make sure all badges, including those issued to sub-contractors, are returned to the Authority. Failure to return all badges will result in a \$250/per badge fee which may be taken from any amounts due and owing the primary contractor from the Authority.

### **Section 403.08 SAFETY AND SECURITY OF THE AIRPORT**

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

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

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

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

c. Entering, without authorization, any area to which access is restricted or controlled in accordance with any airport or airline security program or guidelines or in accordance with any Federal, state or local statutes or regulations.

2. No person shall cause the evacuation, clearing or closing of the airport or any portion thereof, or otherwise cause public inconvenience or alarm, by doing any of the following:

a. Initiating or circulating a report or warning of an alleged or impending fire, explosion, crime, or other catastrophe, knowing that such report or warning is false;

b. Threatening to commit any offense of violence;

c. Committing any act with disregard of the likelihood that its commission will cause public inconvenience or alarm;

d. Committing any act with the intent to penetrate, ascertain the existence or capabilities of, or circumvent the safety or security procedures, physical or written, of the Authority or any air carrier, fixed-base operator, tenant, contractor or concessionaire operating at the airport.

3. Whoever violates Section 403.08 of these Rules and Regulations:

a. May be subject to civil liability for damages, including, but not limited to, the costs of any security or emergency services (e.g. fire, police, emergency medical services);

b. This section shall not limit the liability of the individual or person to the Authority or to any other person(s) for any other damages caused by his/her acts(s);

c. May additionally be charged with federal, state, and/or local criminal or civil violations.

## **Section 403.09 ENFORCEMENT AND PENALTIES – See Title 20**

**TITLE 5 GROUND TRANSPORTATION**  
**SECTION 501 TAXICAB RULES AND OPERATING PROCEDURES**

**Section 501.01 GENERAL**

A. These Taxicab Rules and Operating Procedures (TROP) are intended to:

1. Promote high-quality ground transportation services in a manner that is consistent with public safety and convenience;
2. Ensure the efficient movement of passengers to and from the Airport; and
3. Ensure the efficient use of the limited capacity of the terminal roadway, vehicle parking, and vehicle boarding facilities.

B. The Authority reserves the right to amend these TROP at any time. Notice of such amendment shall be posted in accordance with Ohio Revised Code Section 4582.31(A)(14).

C. In an emergency, these procedures are subject to temporary changes by the Authority without prior notice.

**Section 501.02 TAXICAB PERMITS**

A. Permit Applications. A Taxicab driver applying for, or renewing, a Taxicab Permit must possess a valid City of Columbus Vehicle for Hire Driver's License. He/she shall submit to the Taxicab Manager a completed application form which shall include the following information concerning the applicant:

1. Name, address, and phone number;
2. Driver's Abstract Record from Ohio Bureau of Motor Vehicles;
4. Previous taxicab driving and other work history;
5. Release to conduct criminal history record check;
6. Evidence of a valid City of Columbus Vehicle for Hire Driver's License, , not under suspension or revocation, from the City of Columbus;
7. In compliance with Section 501.04(F) of these Rules and Regulations, evidence that applicant has at least six (6) months taxi experience in the City of Columbus area prior to submission of the driver's Permit Application;
8. Proof of financial responsibility in compliance with Columbus City Code 587.14 to 587.17; and
9. Evidence that the applicant does not have convictions for any offense listed in Columbus City Code 589.05(b);
10. An Affidavit attesting that the information contained in the Application and attached thereto is true and correct to the best of the applicant's knowledge and belief;
11. Information regarding the age, make, model, condition and mileage of the driver's current vehicle.

B. Review of Permit Applications. The Taxicab Manager shall review the information submitted for authenticity and completeness, and shall conduct the following tests and investigations, as approved by the Authority, to applicant's seeking Permits for the first time:

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

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

1. The applicant has provided incomplete, false or misleading information;
2. The applicant has failed to provide current certificates, licenses or other information or documentary evidence required;
3. The permit is sought in furtherance of, or in connection with, some unlawful enterprise or activity;
4. The applicant is in violation of a previously issued Taxicab Permit;
5. The applicant has failed to pay fees to the Authority;
6. The applicant's operating authority or license is suspended or revoked by another regulatory agency;
7. The applicant has more than twelve (12) points on record within the previous three (3) years from the date of application; and
8. The applicant has been convicted of any offense listed in Columbus City Code 589.09(a) through (d);

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

### **Section 501.03 SOLICITATION OF SERVICES**

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

### **Section 501.04 STANDARDS FOR OPERATION**

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

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

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

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

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

F. Probationary Period and Past Driving Experience - All Taxicab Drivers shall be probationary during the first six (6) months of the Permit period. Qualified Taxicab Drivers shall also have six (6) months of taxicab driving experience in the City of Columbus prior to their date of application for permit.

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

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

1. Authority Trip Fee. All Taxicab Drivers who pick up passengers at an Authority controlled terminal shall pay a per trip fee for each pick-up and drop-off of a passenger. Such fee may hereafter be amended or modified from time to time by the Authority in its Schedule of Fees, Rates and Charges. As of the date of these rules, the per-trip fee is \$4.00 for each pick-up and each drop-off at an Airport.

I. Provision of receipts. Taxicab Drivers shall give any passenger so requesting a receipt in writing signed by the driver. The receipt shall contain the identification numbers of the vehicle and its driver, all items for which a charge is made, the total amount paid and the date of payment.

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

K. Transport of domestic animals. Taxicab Driver shall not refuse to take a passenger with a domestic animal provided that the animal is being transported in a carrying case. (Transport of service animals is covered in Section 501.04L, Transport of persons with disabilities, below)

L. Transport of persons with disabilities.

1. Taxi drivers cannot refuse to provide services to persons with disabilities who are able to use taxi vehicles;

2. Taxi drivers cannot charge a surcharge, higher fares or additional fees for carrying individuals with disabilities and their equipment or service animals than are charged to other persons;

3. Taxi drivers must provide assistance with the stowing of mobility devices (wheelchairs, walkers, etc.); and,

4. Service animals must be allowed to ride with a person with a disability.

- a. Taxi drivers may not require proof that an animal is a service animal.

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

N. Knowledge of the Columbus Metropolitan Area. Taxicab Drivers must possess knowledge of the general area surrounding the Airport.

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

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

1. No Taxicab Driver shall be permitted to tamper with a vehicle's taximeter to increase fares charged to customers. At no time shall a Taxicab Driver turn off a vehicle's meter after the taxicab has been hired. Taximeters should run even though the customer may have negotiated a special or fixed fare.

2. No Taxicab Driver shall fail to post and maintain the schedule of rates filed with the City of Columbus for that taxicab in a location that is readily visible to the passenger;

3. No Taxicab Driver shall knowingly operate a taxicab in which a taximeter is not attached or inspected, registers improperly, displays a fee in excess of the rate on file with the City of Columbus or posted in the taxicab, in which the seal affixed by the Sealer of Weights and Measures of the City of Columbus is broken or expired or fail to use a taximeter whenever transporting passenger(s) even if the driver and passenger(s) have mutually agreed to the fare amount regardless of the destination;

4. No Taxicab Driver shall collect a fare in excess of the meter rate or showing a fare on the meter when the taxicab is not transporting passengers or packages for which the meter is being used to determine the charge, or fail to use the taximeter when transporting passengers;

5. No Taxicab Driver shall violate the fare rates for more than one passenger as described in City of Columbus Code Section 591.05;

6. Taxicab Drivers shall not solicit any passenger by any means whatsoever calculated to induce persons to engage the services of any Taxicab Driver;

7. Taxicab Drivers shall not refuse to provide permitted service to any passenger requesting such service on the basis of the passenger's age, disability, sex, race national origin, or for any other reason other than for the safety of the Taxicab Driver. All such exceptions shall be based on the sole opinion of the Taxicab Manager.

8. Taxicab Drivers shall not move, or attempt to move, baggage, parcels or other personal property of another in and around the Walk-Up Areas, except to move such baggage, parcels or other personal property to or from the interior of the Taxicab Driver's taxicab at such zone curb area for the assistance of any passenger who has engaged such Taxicab Driver;

9. Taxicab Drivers shall not have in his/her possession a lighted cigarette, cigar, or pipe, e-cigarette, or use chewing tobacco or snuff, while any passenger is being transported in his/her taxicab;

10. Taxicab Drivers shall not operate a Taxicab while under the influence of any intoxicant or controlled substance;

11. Taxicab Drivers shall not dispose of garbage, papers, refuse or other material on airport property except in receptacles provided for that purpose;

12. Taxicab Drivers shall not engage in loud talk or calls to and from other drivers of taxicabs while at the Airport, or sound horns or other mechanical devices for purposes other than lawful traffic signals;

13. Taxicab Drivers shall not stop to unload passengers in either the middle of the street, intersection, or on the left side of a street (other than on a one-way street), or otherwise load or unload passengers in any manner that will in any way impede or interfere with the orderly flow of traffic on the streets;

14. Taxicab Drivers shall not take a route, other than the most direct and expeditious, to a destination unless so requested by the passenger;

15. Taxicab Drivers shall not perform, or allow to be performed, vehicle repairs or maintenance, including but not limited to car washing and oil changes, on Airport property;

16. Taxicab Drivers shall not fail to remove, or cause to be removed, within a reasonable time, the Taxicab Driver's taxicab from Airport premises in the event the taxicab becomes inoperable;

17. Taxicab Drivers shall not permit any family member, friend or other person not designated by the Taxicab Manager to sit in his/her cab or come on Airport property to visit them, while their taxicab is in operation for hire unless said individual is riding for training purposes and has been authorized by the Taxicab Manager or Authority;

18. Taxicab Drivers shall not engage in illegal gambling or any other illegal activity while at the Airport;

18. Taxicab Drivers shall not leave the Walk-Up Areas, or their immediate vicinity, except to assist a passenger as reasonably necessary.

**19. No driver shall talk or text on a mobile/smart phone, or other mobile device, while operating, driving or in physical control of a vehicle for hire, unless the driver has stopped the vehicle out of the lane of traffic, while a paying fare is in the vehicle. Taxicab drivers violating this operating procedure are subject to disciplinary action up to and including revocation of their airport permit;**

20. Taxicab Drivers shall not require payment by cash when the taxicab has a working credit card machine.

#### Q. Taxicab Line Procedures

1. Entering and Leaving the Taxicab line. Each Taxicab Driver, except as hereinafter provided, upon entering the Airport or immediately upon unloading passengers and/or property, shall either leave the Airport or proceed to the Taxicab line, taking its place at the rear of the line of Taxicabs stationed in the Holding Area. Each Taxicab Driver, unless dispatched to a location other than the Airport, or having prior obligations to transport a contract customer to the Airport, shall maintain his/her place in the Taxicab line and shall not depart from there to

pick up passengers and/or property until such Taxicab arrives at the head of the line and is signaled to pick up passengers and/or property. Taxicabs shall respond to signals or call up by the Taxicab Manager or the Authority representative at the passenger loading area.

2. Emergency Operations. In the event there are no Taxicabs available in one or more of the Taxicab lines or in the Taxicab holding area, or in the event of extreme weather conditions or other emergency, any Taxicab, including those without Airport taxicab permits, shall obey the directive of the Taxicab Manager or the Authority representative to pick up a passenger and/or property from the Taxicab line.

3. Anticipated Unusual Passenger Load. If the Authority anticipates an unusual passenger load that cannot be served by the Permitted Taxicab Drivers, temporary decals shall be issued at \$10.00 per driver per day and shall be in effect during the peak traffic period. All temporary decals shall be surrendered to the Taxicab Manager or Authority representative after completion of the event.

#### R. Records

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

- a. Driver's name, address, and phone number;
- b. Driver's affiliated company, garage address and phone number;
- c. Driver's picture (passport size);
- d. Make and model of vehicle;
- e. License plate number;
- f. Make and model of taximeter; and
- g. City of Columbus Taxicab license number.

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

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

- a. The driver's name, number and company;
- b. The time the driver began and ended his/her day;
- c. Each trip made that day including the:

- (1) Beginning time,
- (2) Destination,
- (3) Drop-Off time,
- (4) Number of passengers, and
- (5) Dollar amount of fare.

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

## **Section 501.05 VEHICLE STANDARDS**

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

1. State and City requirements. Meet all requirements imposed by the State of Ohio and City of Columbus for taxicabs.

2. Additional Interior Requirements

a. Fire Extinguishers. Equipped with a fully charged fire extinguisher which bears the label of approval of a national testing laboratory acceptable to the Authority Fire Chief and satisfying all requirements of Columbus City Code Chapter 2519.

b. Two-Way Radio. Operational, F.C.C. licensed two-way radio receiver/transmitter for dispatching. Radios shall be configured operationally to allow for the prompt dispatch of taxicabs to meet the specific demands of the taxicab passengers desiring transportation to and from the Airport.

c. Power Plant. Equipped with a power plant strong enough to properly and safely move the vehicle.

d. Seat Belts. Equipped with enough fully functional seat belts for each passenger and equal to the maximum designated seating capacity for that vehicle.

e. Speedometer and Odometer. Equipped with a properly working speedometer and odometer.

f. Passenger Compartment Lights. Equipped with a properly working light in the passenger compartment controlled by a switch in the passenger compartment or turned on upon request of a passenger. If the light becomes defective, it must be repaired and again be operating properly by the next day the taxicab is made available for hire.

g. Horn. Equipped with a fully functional horn.

h. No View Impeding Shades or Curtains. Taxicab shall not be equipped with shades or curtains that impede the passengers' view of any window or driver's area of the taxicab.

### 3. Additional Exterior Requirements

a. Identifying Information. Every taxicab shall have painted or affixed on the front or rear door, on both sides, the name and telephone number of the taxicab service which operates the taxicab. Such letter and number shall be at least two and one-half inches in height and shall be of a color contrasting with the background color of the taxicab.

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

a. No vehicle participating in the program shall be older than ten (10) model years.

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

a. Safety. Vehicles shall be maintained in a safe condition. Exhaust systems shall be fully intact and vehicles shall not emit noise at a level higher than 50 decibels.

b. Exterior Cleanliness. Vehicles shall at all times be clean, except that Taxicab Drivers shall have a twenty-four (24) hour period, after a snow or rain storm within the Columbus Metropolitan Area, to return the exterior of the taxicab to a clean condition acceptable to the Authority.

(1) No advertising, bumper stickers, or other signs not approved by the Airport shall be permitted.

(2) The exterior of the Taxicab shall be free of dirt and any visible damage or missing parts, including hubcaps and wheel rings.

c. Interior Cleanliness. Clean and sanitary condition and swept and dusted at all times.

(1) The Taxicab interior, including the trunk and rear portions of station wagons, must be maintained in clean and stain free condition, and shall be free of all foreign matter, including but not limited to dirt, grime, oil, food, offensive odors and litter.

(2) The upholstery, interior door panels and all floor coverings shall be kept clean, intact, and free of stains, burns, rips and tears.

(3) The entire Taxicab interior, including the trunk, shall be free from all leaks.

d. Trunk and Luggage Area. The trunk and luggage area shall contain only the following:

- (1) An inflated spare tire and tools necessary for proper installation of the spare tire;
- (2) Tools and accessories necessary for the safe operation of the taxicab;
- (3) Items necessary for vehicle cleaning and passenger safety and/or convenience.
- (4) There shall be no holes, tears, rust or any other condition that might cause or contribute to damage to a taxicab passenger's luggage, or other possessions, transported in the trunk.

e. Tires. Tires must be rated for "all weather." All tires must be free of visible defects, properly inflated and have at least 3/32 inch of tread remaining.

## **Section 501.06 INSPECTIONS**

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

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

## **Section 501.07 ENFORCEMENT AND PENALTIES**

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

B. Revocation or Permanent Revocation of Permit. Upon the occurrence of violations of these rules and operating procedures by a permitted Taxicab Driver, the Taxicab

Manager may immediately suspend a Taxicab Driver and recommend revocation or permanent revocation of the Taxicab Driver's permit to the Authority's Taxicab Appeal Board. The Taxicab Appeal Board's decision is final.

C. Revocation and Permanent Revocation Procedures. All Revocations and Permanent Revocations will be considered by the Taxicab Appeal Board. Taxicab Drivers shall be provided a hearing conducted by the Taxicab Appeal Board Chairman. The Board Chairman, or designee, shall provide the time, date, and place of the hearing to the Taxicab Driver within three (3) business days of the date of receipt of the request for Revocation or Permanent Revocation from the Taxicab Manager. The Board will be composed of the Sr. Manager Parking & Ground Transportation (Chairman), a member of Public Safety, the Parking & Ground Transportation Manager, and an independent Taxicab Driver representative who is actively involved in day-to-day taxicab operations. This Board has the responsibility to hear the evidence provided at the hearing and to review pertinent documents and evidence outside of the hearing. The Board will attempt to provide an answer upon completion of the hearing. At a maximum, an answer will be provided to the Taxicab Driver within fourteen (14) days from the date of the hearing regarding the Board's decision. **THE DECISION OF THIS BOARD IS FINAL.**

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

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

More than one (1) continuance of an appeal hearing will be granted only upon approval of the Sr. Manager, Parking & Ground Transportation, or designee.

Failure to appear at a hearing on the scheduled date and time or to secure a continuance date will result in the permanent revocation of the Permit as of the date set for the appeal hearing.

## **Section 501.08 SUSPENSION OR PERMANENT REVOCATION OF PERMIT**

A. Causes for Suspension of Permit. In addition to any other rights the Authority may have pursuant to Federal, State or Local law and Authority rules, the Taxicab Manager, may suspend a Taxicab Driver's Operating Permit under the following circumstances:

1. Failure of the Taxicab Driver to comply with Taxicab starter's orders;

2. Operating or knowingly permitting the illegal or unsafe operation of a motor vehicle; and
3. Three (3) or more violations of the Authority's Rules and Regulations (other than those set out in Section 501) by the Taxicab Driver within a one year period;
4. Failure to comply with federal, state or local laws;
5. Failure to comply with the Taxicab Rules and Operating Procedures (TROP) set out in this Section 501;
6. Failure to provide taxicab services when reasonably requested by the Taxicab Manager;
7. Failure to pay the required taxicab stand fee;
8. Abusive behavior toward Taxicab Manager, starters, Authority personnel, or passengers;
9. During an investigation of any alleged criminal activity;
10. Failure to comply with contractor agreement of the Taxicab Manager; and
11. Any other reason deemed necessary to maintain the standards set for taxicab operations at John Glenn Columbus International Airport.

B. Causes for Revocation or Permanent Revocation of Permit. The Taxicab Manager may request of the Taxicab Appeal Board the revocation or permanent revocation of a Taxicab Driver's Operating Permit under the following circumstances:

1. The Taxicab Driver provided false or misleading information or omitted requested information during the Taxicab Permit Application process;
2. The Taxicab Driver attempts to sell, transfer or lease a Taxicab Permit;
3. The Taxicab Driver fails to provide the required proof of automobile liability coverage or other current certificates, licenses or other required information or documentary evidence;
4. The Taxicab Driver is convicted of a crime against a taxicab customer.
5. The Taxicab Driver is operating in furtherance of, or in connection with, some unlawful enterprise or activity while operating the taxicab;
6. The Taxicab Driver is operating in violation of a previously issued Taxicab Permit Notice of Violation or Suspension;
7. The Taxicab Driver's operating authority or license is suspended or revoked by

another regulatory agency;

8. The Taxicab Driver fails to pay the required taxicab stand fee, or any other fee, charge or penalty assessed under these Rules and Regulations three (3) or more times within a rolling twelve (12) month period;

9. The Taxicab Driver fails to comply with federal, state or local laws two (2) or more times within a rolling twelve (12) month period;

10. The Taxicab Driver fails to comply with these rules three (3) or more times within a rolling twelve (12) month period;

11. The Taxicab Driver has more than twelve (12) points on record during the previous two (2) years as defined by the state motor vehicle laws; or

12. The Taxicab Driver is convicted of any felony or more than three (3) misdemeanors while operating under an Authority issued Taxicab Operating Permit, or such convictions are discovered to have occurred during the previous ten (10) years.

## **SECTION 502 COMMERCIAL GROUND TRANSPORTATION**

### **Section 502.01 GENERAL**

A. The Rules for Commercial Ground Transportation govern the actions of vehicles and drivers and companies who conduct courtesy, scheduled, prearranged, contracted, and other livery services at John Glenn Columbus International Airport as those terms are defined in **Title 1, Section 101, DEFINITIONS**. The conduct of taxicabs, taxicab drivers and taxicab companies is governed by the provisions of **Title 5, Section 501**, of these Rules and Regulations. The conduct of Transportation Network Companies (TNC) and TNC vehicles and drivers is governed by the provisions of **Title 5, Section 504**, of these Rules and Regulations.

### **Section 502.02 SOLICITING**

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

B. Signage, other than advertising as authorized in Section 502.02A, above, may not be posted or displayed on airport property without the consent of the Authority's Parking & Ground Transportation Department and Office of Business Development.

## **Section 502.03 UNAUTHORIZED PARKING**

- A. No commercial vehicle may be left unattended while running.
- B. Unless authorized in section 502.04(A)(1), drivers may not leave vehicles unattended.
- C. Commercial Vehicles shall be parked in designated areas only.

## **Section 502.04 BEHAVIOR OF REPRESENTATIVES**

A. Commercial Providers, Special Events, and Ambulettes: (*except* Courtesy Shuttles as defined in Section 101, Definitions)

1. Each Company may assign one representative to display the name of a passenger on a hand-held sign or electronic device, not to exceed 11"x17" in size, or as otherwise approved by the Authority. This representative may be the driver of the commercial vehicle, provided that the vehicle is legally parked in a designated non-curb parking space. Oversized vehicles parked on the curb may not be left unattended without approval by an Authority representative. Additional representatives must be authorized by the Parking & Ground Transportation Department prior to the start of any event.

2. The representative must have on his or her person a list of the passenger(s) being picked-up and their flight information, including but not limited to, flight number, arrival date and time and airline. Such list shall be available for inspection by Authority personnel at all times, and may be stored on an electronic device provided that device is available for inspection by Authority personnel.

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

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

B. Courtesy Shuttles

- 1. Drivers of courtesy shuttles must remain within arm's reach of their vehicles.
- 2. Courtesy shuttles may only transport customers of their organization.

### C. Charter Buses (Commercial Vehicles larger than 24 passenger)

1. Charter bus vehicles operating at the airport must be licensed by PUCO or ICC.
2. Charter bus drivers must remain within arm's reach of their vehicles.
3. Each company operating a charter bus may assign one representative, other than the driver, to display the name of the company by which the shuttle has been hired on a hand-held sign or electronic device, not to exceed 11"x17" in size, or as otherwise approved by the Authority. Additional representatives must be authorized by the Parking & Ground Transportation Department prior to the start of any event.
4. The representative may be stationed in the baggage claim level of the terminal building at the foot of the escalators or in such other area as may be designated by the Authority from time to time. At no time shall representatives solicit passengers on airport property including, but not limited to, through use of the information booth paging or telephone system. Representatives may only display a sign to communicate with passengers.
5. Representatives may not restrict, or cause others to restrict, access to or exit from any portion of the terminal, including, but not limited to, the baggage belts, escalators, elevators or information booth, by their actions.
6. The driver and representative must have on their person information detailing the charter group being picked-up and their flight information, including but not limited to, flight number, arrival date and time, and airline. Such information shall be available for inspection by Authority personnel at all times, and may be stored on an electronic device provided that device is available for inspection by Authority personnel.

### **Section 502.05 ALL COMMERCIAL GROUND TRANSPORTATION COMPANIES**

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

1. Failure to operate vehicles in a safe and lawful manner at all times.
2. Failure to yield to any and all pedestrians.
3. Stopping to load or unload passengers in non-designated areas.
4. Engaging in the use of profanity including its likeness or as a gesture, rudeness or discourtesy to anyone;
5. Sleeping or reclining in any vehicle;
6. Loitering or congregating on Airport premises;

7. Fighting or engaging in roughhousing or horseplay;
8. Gambling;
9. Behaving in an unprofessional or discourteous manner;
10. Coercing, deceiving or intimidating anyone;
11. Soliciting for passengers or passenger fares;
12. Interfering in any manner whatsoever with a passenger's selection of a commercial ground transportation company or other form of transportation;
13. Performing vehicle maintenance on airport premises.
14. Stopping or parking in a designated crosswalk
15. Stopping or parking in a roadway.
16. Parking facing the wrong direction.
17. Stopping, parking or driving on walkways.
18. Failure to turn off engine and/or failure to set brake while stopped or parked.
19. Parking or stopping in a designated "No Loading," "No Parking," or "Bus Loading" zone, including all areas marked by hashed lines painted on the pavement.
20. Allowing a person the use of other person's permit.
21. Parking in a pre-arranged or special event space in such a way that would prevent a second vehicle from sharing the space either in front of or behind that vehicle without impeding the drive lane.
22. Piggy-backing through access control gates.

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

1. Failure to obtain a ground transportation permit.
2. Display or use of permit issued to another operator or previously revoked or suspended.
3. Failure to display or failure to properly display an issued ground transportation permit.

4. Display or use of permit not issued to vehicle.
5. Display or use of permit previously revoked.
6. Late or non-payment of fees under Section 502.08.

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

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

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

#### **Section 502.06 VEHICLES ON COMMERCIAL DRIVE**

A. Due to limited space in the commercial area, ground transportation providers using multiple vehicles to pick-up a single customer or group shall stage only one vehicle within the gated commercial area at a time. Other vehicles should be staged in the cell phone lot (or other location designated by the Authority). An authority representative, at their sole discretion, may require a company with multiple vehicles in the gated commercial area for any purpose to stage some vehicles in the cell phone lot or other designated area to alleviate existing or potential congestion.

B. It is the responsibility of all ground transportation providers to track the status of arriving flights when such information is publicly available. Drivers shall stage their vehicle in the cell phone lot (or other location designated by the Authority) as necessary prior to entering the gated commercial area, such that they avoid any unnecessary dwell time within the gated commercial area.

#### **Section 502.07 GROUND TRANSPORTATION PERMITS**

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

##### **B. Approval of Application for Permit**

1. A Permit may be granted when a commercial ground transportation operator, including an off-site parking or rental car operator provides the following:
  - a. An accurately completed Application signed by an authorized representative of the commercial ground transportation operator, including an off-site parking or rental car operator;

b. A certificate of insurance;

c. Satisfactory evidence that the commercial ground transportation company, including an off-site parking or rental car operator, possesses a valid underlying permit from the City of Columbus License Bureau, PUCO, ICC, or an explanation of why such an underlying permit is not necessary;

d. Satisfactory evidence that the commercial ground transportation company, including off-site parking or rental car operator, shall, in its operations at the Airport, provide all services in compliance with the Americans with Disabilities Act and Title VI of the Civil Rights Act of 1964.

### C. Denial of Application for Permit

#### 1. The Authority may deny an Application for a Permit if:

a. The Application submitted is incomplete, is incorrect, contains false or misleading statements, or is otherwise not in compliance with these Rules.

b. A satisfactory Certificate of Insurance is not provided.

c. Activities to be performed or the vehicles proposed to be used would create a threat to the health or safety of persons or property at, in, on or about the Airport, or would be likely to interfere with the safe, orderly, and expeditious flow of traffic to, from, at, or about the Airport, as determined by the Authority in its sole discretion.

d. The commercial ground transportation company, including an Off-Site Parking or Rental Car Operator, is in violation of any health, safety, insurance, inspection, licensing, certification, or other requirement imposed by any governmental agency or authority having jurisdiction.

e. The commercial ground transportation company, including an Off-Site Parking or Rental Car Operator, is in violation of a previously issued Ground Transportation Permit or is in breach of any rules of or contract with the Authority.

f. The commercial ground transportation company, including an Off-Site Parking or Rental Car Operator proposes to use any vehicle not conforming to applicable state motor vehicle code requirements including any vehicle inspection requirements.

g. The commercial ground transportation company, including an Off-Site Parking or Rental Car Operator, is not current in the payment of all amounts owed to the Authority.

h. The commercial ground transportation company, including an Off-Site Parking or Rental Car Operator, has received three or more suspensions in a

single year during the past three years or has had their permit revoked for any reason during the past three years.

#### D. Revocation of Permit

1. The revocation or expiration of any operating authority issued by a city, state, or other regulatory body will result in the immediate revocation of the commercial ground transportation permit. If the operating authority is reinstated or renewed, a commercial ground transportation company, or off-site parking or rental car operator, may apply for a new ground transportation permit.
2. Ground transportation permits may be revoked for non-payment of fees as outlined in Section 502.08, below.

#### E. Updating Of Application

1. Each Permitted commercial ground transportation company, including an Off-Site Parking or Rental Car Operator, must promptly update all information contained in its Permit Application, whenever and to the extent that such information becomes inaccurate or incomplete.
2. An applicant who has been denied a Permit pursuant to Section 502.07.C, above, may reapply for a Permit pursuant to Section 502.07.B at any time following the elimination of each ground for the Authority's denial of the application for a Permit pursuant to Section 502.07C.

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

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

H. Operators must be listed on a company's driver list and be registered with the Parking & Ground Transportation Department before they can begin operations on Authority premises.

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

1. A fifty dollar (\$50.00) pick up fee must be paid prior to picking up customer.
2. Company information and driver identification must be provided to the on duty Ground Transportation Coordinator and/or the Parking & Ground Transportation Department before loading customer.

3. Customer information must be provided (i.e., name, flight, arrival time and destination of the customer) to airport representative upon request.
4. Transportation company representative must contact the Parking & Ground Transportation Department on the first business day after the pick-up to arrange for a permit to operate at Authority facilities.
5. Failure to comply with any of these requirements will result in denial of future ground transportation services to customers of non-compliant commercial company.

## **Section 502.08 FEES**

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

## **Section 502.09 ENFORCEMENT AND PENALTIES - see Title 20**

# **SECTION 503 OFF-SITE PARKING OPERATORS AND OFF-SITE CAR RENTAL OPERATIONS**

## **Section 503.01 PERMIT REQUIREMENT**

All Off-Site Operators must obtain a Ground Transportation Permit pursuant to Section 502 of these Rules, to use the Airport.

## **Section 503.02 GOVERNANCE OF RULES**

All Off-Site Operators shall be governed by these Rules and the Access Fees set out in the effective, applicable Schedule of Fees, Rates and Charges. Off-Site Operators shall not be subject to the fee(s) imposed by **Title 1, Section 103**, of these Rules.

### **Section 503.03 SUBMITTING APPLICATION**

Every Off-Site Operator shall submit an application for a Ground Transportation Permit, to operate as a Commercial Ground Transportation Company, to the Authority pursuant to Section 502 of these Rules. An application for renewal of a Ground Transportation Permit shall be submitted to, and approved by the Authority not later than December 31 in order to continue operations beginning January 1 of the new year.

### **Section 503.04 SUSPENSION OF OFF-SITE OPERATOR'S GROUND TRANSPORTATION PERMIT**

A. The Authority may suspend an Off-Site Operator's Ground Transportation Permit as a result of any violation of these Rules, including but not limited to the Rules specifically set forth below in this Section 503.04 (the "Enumerated Rules"), if such violation continues for a period of ten (10) business days after Off-Site Operator receives written notice of the violation from the Authority:

1. The Off-Site Operator fails to pay the Authority any Access Fee when due;
2. The Off-Site Operator fails to submit to the Authority a Monthly Gross Revenue Report; or
3. The Off-Site Operator fails to provide the Authority a current Certificate of Insurance.

The Authority may not suspend an Off-Site Operator's Ground Transportation Permit for the violation of any of the provisions in Section 503 (**other than the Enumerated Rules in this Section 503.04**) if either: (a) the violation is not readily curable within ten (10) business days and the Off-Site Operator is diligently attempting to cure such violation; or, (b) the Off-Site Operator disagrees with the Authority's determination that such Rule has been violated, appeals the Authority's determination and the Authority has granted a stay in accordance with Section 503.24.

If a violation under (a), above, is not cured within 60 days the Off-Site Operator will take the necessary action to appeal the violation under Section 503.24 of these Rules in order to obtain the necessary additional time to cure such violation.

If, under (b), above, the Off-Site Operator disagrees with the Authority's determination and the Authority has granted a stay in accordance with Section 503.24; the Authority and the Off-Site Operator shall cooperate in good faith to determine whether a violation of the Rules has occurred and, if it is determined that a violation has occurred, the parties shall agree upon a reasonable schedule to permit the Off-Site Operator to cure the violation

B. The decision to suspend an Off-Site Operator's Ground Transportation Permit for a violation of these Rules is at the reasonable discretion of the Authority and the

failure of the Authority to issue a suspension in one case shall not be construed as a waiver by the Authority of its authority to suspend an Off-Site Operator's Permit for any other violation of these Rules.

### **Section 503.05    TERMINATION OF GROUND TRANSPORTATION PERMIT**

A. The Authority may immediately terminate an Off-Site Operator's Ground Transportation Permit if the Off-Site Operator has received three (3) or more suspensions in a single year. Each suspension constitutes the beginning of a separate one-year period such that two (2) additional suspensions within one (1) year after a suspension gives rise to the Authority's right to terminate Off-Site Operator's permit hereunder. Notwithstanding the foregoing termination right, after an Off-Site Operator's Permit is suspended pursuant to Section 503.04, the Authority may immediately terminate an Off-Site Parking or Rental Car Operator's Permit by giving an Off-Site Parking or Rental Car Operator written notice of such termination after the Off-Site Parking or Rental Car Operator fails to correct the violation or violations giving rise to the Off-Site Parking or Rental Car Operator's suspension pursuant to Section 503.04 within thirty (30) calendar days of the effective date of the suspension

B. The decision to terminate an Off-Site Parking or Rental Car Operator's Permit for a violation of these Rules is at the sole discretion of the Authority and the failure of the Authority to terminate a Permit in one case shall not be construed as a waiver by the Authority of its authority to terminate an Off-Site Parking or Rental Car Operator's Permit for any other violation of these Rules.

### **Section 503.06    PROHIBITION OF USE OF AIRPORT**

Any Off-Site Parking or Rental Car Operator that does not have a valid Ground Transportation Permit is prohibited from conducting business in, at, on, to, or from the Airport.

### **Section 503.07    ACCESS FEES**

A. Off-Site Parking or Rental Car Operators shall pay to the Authority the Commercial Access Fee stated in the effective, applicable Authority Schedule of Fees, Rates and Charges.

B. Payment and Administration of Access Fee.

1. Off-Site Parking or Rental Car Operators shall pay to the Authority the Access Fee calculated on each month's Gross Revenues by the fifteenth (15<sup>th</sup>) day of the subsequent month. Access Fees shall be paid at such place as designated by the Authority in writing to the Off-Site Parking or Rental Car Operator, without prior demand and without any abatement, deduction or set-off.

2. If an Off-Site Parking or Rental Car Operator fails to pay any Access Fee when due, the unpaid Access Fee shall bear interest from its due date to the date of payment at a rate of ten percent (10%) per annum, compounded monthly. For

purposes of these rules, interest on any unpaid Access Fee shall be deemed an unpaid Access Fee.

3. The Authority shall send written notices to all Off-Site Parking or Rental Car Operators at least thirty (30) days prior to the effective date of any change in the determination of Access Fees.

### **Section 503.08 REPORTING REQUIREMENTS**

A. Each Off-Site Parking or Rental Car Operator shall, on or before the fifteenth (15<sup>th</sup>) day of each month, submit a report to such place as designated by the Authority in writing, in the form prescribed by the Authority, showing the Gross Revenues of the Off-Site Parking or Rental Car Operator and its calculation of the Access Fee to the Authority that is payable under these Rules for the preceding month.

1. The Monthly Gross Revenue Report shall be submitted and signed by an authorized representative of the Off-Site Parking or Rental Car Operator.

2. The Monthly Gross Revenue Report shall show the detail and breakdown of Gross Revenue and exclusions from Gross Revenue including refunds, credits, and complimentary parking. All excluded revenue shall have supporting documentation attached to the Monthly Gross Revenue Report, including reason/cause of exclusion, copies of the transaction, and copies of any log book entries supporting the exclusion as required by the Authority and shall be accompanied by the Off-Site Parking or Rental Car Operator's payment of any Access Fee then due.

3. The Monthly Gross Revenue Report shall be submitted each month during which the Off-Site Parking or Rental Car Operator's Permit is in effect and the month subsequent to the expiration or termination of the Off-Site Parking or Rental Car Operator's Permit even if no Access Fee is due for a particular month.

### **Section 503.09 ANNUAL STATEMENT**

A. Each Off-Site Parking or Rental Car Operator shall submit to the Authority by March 31 of each year a statement indicating its Access Fees paid to the Authority in, and its Gross Revenues and Access Fees due for, the immediately preceding Permit Period.

B. The statement shall contain a representation that the amounts of Gross Revenues and Access Fees due for the immediately preceding Permit Period indicated in the statement were calculated in accordance with these Rules.

C. If the statement provided by an Off-Site Parking or Rental Car Operator to the Authority with respect to any Permit Period indicates that the amount of Access Fees paid to the Authority exceeded the Access Fees due for that Permit Period, then the Authority, or its duly authorized representatives, may, at the Authority's sole discretion, examine and audit the records, accounts and books of the Off-Site Parking

or Rental Car Operator to determine whether excess Access Fees were paid by the Off-Site Parking or Rental Car Operator.

1. Notice of any election by the Authority to examine and audit an Off-Site Parking or Rental Car Operator's records, accounts and books as permitted by this Section 14.9 must be given by the Authority within ninety (90) days of its receipt of the Off-Site Parking or Rental Car Operator's annual statement.

2. If the audit shows that the amount of Access Fees paid by the Off-Site Parking or Rental Car Operator did exceed the Access Fees due for the Permit Period, then the Authority and the Operator will each pay one-half of the cost of the audit.

3. In the event that the audit shows that the amount of Access Fees paid by the Off-Site Parking or Rental Car Operator did not exceed the Access Fees due for the Permit Period, then the Off-Site Parking or Rental Car Operator shall pay the full cost of obtaining the audit.

4. The amount of any excess Access Fee paid as reflected in the Off-Site Parking or Rental Car Operator's annual statement or the audit, as applicable, at the option of the Authority, will be refunded to the Off-Site Parking or Rental Car Operator or credited to the Access Fees next due and owing from the Off-Site Parking or Rental Car Operator to the Authority, provided however, if the Off-Site Parking or Rental Car Operator is no longer conducting business at, on, from or to the Airport, the amount of the excess shall be refunded by the Authority to the Off-Site Parking or Rental Car Operator.

D. If the Off-Site Parking or Rental Car Operator's annual statement or the audit, as applicable, indicates that the amount of Access Fees due for the Permit Period in question exceeded the amount of Access Fees paid to the Authority for that Permit Period, the Off-Site Parking or Rental Car Operator shall pay the amount of Access Fees still due for the Permit Period, plus applicable interest on late Access Fees pursuant to Section 503.07, within fifteen (15) days after receipt of written notice from the Authority demanding payment.

#### **Section 503.10 INSPECTION AND MAINTENANCE OF RECORDS**

A. All records, reports, files, documents, electronic files, accounts, books, data and any other information, regardless of form, maintained by an Off-Site Parking or Rental Car Operator ("Operator's Records") shall be subject to inspection and audit by the Authority, or its duly authorized representatives, at all reasonable times.

B. Upon ten (10) days' prior notice from the Authority, an Off-Site Parking or Rental Car Operator shall make available to the Authority, or its duly authorized representative, Operator's Records as may be requested from time to time by the Authority to assist in the determination of the Access Fees due to the Authority and the determination of Operator's Gross Revenues.

C. Off-Site Parking or Rental Car Operator's Records will be made available in Columbus, Ohio, unless the Off-Site Parking or Rental Car Operator requires that Operator's Records be maintained outside of Columbus and the Off-Site Parking or Rental Car Operator agrees to pay for all travel costs associated with the audit by the Authority or its designated agent.

D. Off-Site Parking or Rental Car Operator shall require its directors, officers, agents and employees to disclose to the Authority any and all information, including Operator's Records, pertaining to the Off-Site Parking or Rental Car Operator's business operations at, on, from or to the Airport and shall provide representatives of the Authority with adequate and appropriate work space, including access to photocopy machines.

E. In the event that any audit by the Authority or its authorized representative conducted pursuant to this Section 503 discloses deficiencies in the Access Fees paid by an Off-Site Parking or Rental Car Operator to the Authority for the audited period, the Off-Site Parking or Rental Car Operator shall pay the deficiencies together with interest on such deficiency from its due date at a rate of ten percent (10%) per annum, compounded monthly within fifteen (15) days after receipt of written notice from the Authority demanding payment therefor.

1. Any deficiency not paid within fifteen (15) days after receipt of the written notice from the Authority shall bear interest at a rate of ten percent (10%) per annum, compounded monthly. If such deficiency is in excess of five percent (5%) of the amount previously paid to the Authority for the audited period, the Off-Site Parking or Rental Car Operator shall also pay upon written demand by the Authority, and in addition to underpaid Access Fees and accrued interest thereon, all costs and expenses of the audit.

F. In the event any audit by the Authority or its authorized representative conducted pursuant to this Section 503 discloses an excess in the Access Fees paid by an Off-Site Parking or Rental Car Operator to the Authority for the audited period, the amount of the excess will be refunded to the Off-Site Parking or Rental Car Operator within thirty (30) days or credited to the Access Fees next due and owing from the Off-Site Parking or Rental Car Operator to the Authority, provided, however, if the Off-Site Parking or Rental Car Operator is no longer conducting business at, on, from or to the Airport, the amount of the excess shall be promptly refunded by the Authority to such Operator.

G. The Authority's right to examine and audit and to collect any unpaid Access Fees shall survive the expiration of the term of any Ground Transportation Permit, shall be independent of the existence or nonexistence of any Ground Transportation Permit, and shall be binding on any successors or assigns of the Off-Site Parking or Rental Car Operator.

H. The Authority's right to examine and audit shall also extend to subcontractors of the Off-Site Parking or Rental Car Operator and other entities doing business with the Off-Site Parking or Rental Car Operator in arrangements relating to Airport-

related activities. The Off-Site Parking or Rental Car Operator shall disclose this right to examine to all current and future subcontractors at the time of entering into such relationships.

I. Records shall be maintained by an Off-Site Parking or Rental Car Operator for a period of not less than two (2) years beyond the end of the year in which such record was created. Books and records of the Off-Site Parking or Rental Car Operator will be maintained in a manner consistent with generally accepted accounting principles and all original documents must be retained by the Off-Site Parking or Rental Car Operator during this time frame without exception.

J. The existence of and reasons for any deviation from this standard shall be disclosed to the Authority in writing at the time of applying for a Ground Transportation Permit.

### **Section 503.11 NONEXCLUSIVE RIGHTS**

It is understood that each Off-Site Parking or Rental Car Operator's rights and privileges to use the Airport are nonexclusive. All Off-Site Parking or Rental Car Operators shall be subject to these rules.

### **Section 503.12 CUSTOMER TRANSPORTATION SERVICE**

A. Permitted Off-Site Parking or Rental Car Operators shall operate their customer transportation services between the Airport terminal and the Off-Site Parking or Rental Car Operator's facilities at their own cost and expense.

B. Off-Site Parking or Rental Car Operators shall embark and disembark passengers only at the drop off and pick up areas designated by the Authority for use by Off-Site Parking or Rental Car Operators.

C. Each vehicle used by an Off-Site Parking or Rental Car Operator to conduct business in, at, on, to, or from the Airport shall be identified by the Off-Site Parking or Rental Car Operator in its Application, as updated from time to time and as required by Section 502 of these Rules and Regulations.

1. All such vehicles shall have permanently affixed exterior signage indicating the name of the Permitted Off-Site Parking or Rental Car Operator as set forth on the Ground Transportation Permit.

2. After prior notice to the Ground Transportation Department, an Off-Site Parking or Rental Car Operator may operate a substitute customer transportation vehicle for a period not to exceed forty-eight (48) hours in the event that an identified vehicle is removed for service or repair. To the extent possible, the Off-Site Parking or Rental Car Operator shall affix temporary signage indicating the name of the Permitted Off-Site Parking or Rental Car Operator to the substitute customer transportation vehicle.

3. Permitted Off-Site Parking or Rental Car Operators shall affix to all customer transportation vehicles identifying stickers that may be issued by the Authority from time to time.

D. Each Off-Site Parking or Rental Car Operator shall maintain all customer transportation vehicles in safe and clean operating condition.

1. An Off-Site Parking or Rental Car Operator shall immediately remove from service and repair any customer transportation vehicle that is damaged or has a defect that would affect the safety of passengers or others.

2. Each Off-Site Parking or Rental Car Operator shall maintain and keep in good operating condition the air conditioning and heating units within the customer transportation vehicles.

E. All customer transportation vehicles purchased by an Off-Site Parking or Rental Car Operator shall be titled and licensed in the State of Ohio and shall be subject to reasonable inspection by the Authority.

### **Section 503.13 VALET SERVICES**

A. Off-Site Parking or Rental Car Operators may conduct valet services at, on, from or to the Airport only with the approval of the Authority and only in areas designated by the Authority.

B. The Authority reserves the right to require an Off-Site Parking or Rental Car Operator, immediately upon receipt of written notice from the Authority, to limit, suspend or terminate any or all valet services at the Airport if the Authority, as directed by the Federal Aviation Administration/Transportation Security Administration, determines that such limitation, suspension or termination is necessary.

### **Section 503.14 REMOVAL OF IMPROPERLY RETURNED VEHICLES**

If an Off-Site Parking or Rental Car Operator's customer returns a rental vehicle to any parking lot owned by the Authority, the Off-Site Parking or Rental Car Operator will pay the regular public parking fee for the vehicle.

### **Section 503.15 LICENSES, PERMITS**

Each Off-Site Parking or Rental Car Operator shall accept full responsibility for obtaining and paying for any and all licenses, permits or authorizations to operate its business, which are, or may be required by the U.S. Government, State of Ohio, City of Columbus, or any legally authorized political entity or subdivision and shall conduct its business in compliance with the laws, ordinances, rules and regulations of these governmental entities.

## **Section 503.16    INSURANCE**

A. Each Off-Site Parking or Rental Car Operator must maintain in full force and effect, and at its own expense, during the period of any use of the Airport, the following policy or policies of insurance:

1. Commercial General Liability insurance, including property damage, insuring Authority and the Off-Site Parking or Rental Car Operator from and against all claims, demands, actions, or liability for injury to or death of any persons and for damage to property arising from or related to the use or occupancy of the Airport or the operation of the Off-Site Parking or Rental Car Operator's business. This insurance must include, but need not be limited to, coverage for operations, blanket contractual, personal injury, operations, ownership, maintenance and use of owned or non-owned equipment or hired automobiles, bodily injury and property damage. The insurance must provide coverage for risks in amounts not less than \$1,000,000 per occurrence and \$1,000,000 in the aggregate.

2. Workers' compensation insurance with a limit of no less than the amount required by law.

3. Comprehensive Automobile Liability Insurance for bodily injury and property damage with a Combined Single Limit of One Million Dollars (\$1,000,000) for each accident for all vehicles owned, operated, leased or hired by the Off-Site Parking or Rental Car Operator and used to transport customers to, from or about the Airport.

4. All policies of insurance described in this paragraph must be issued by responsible companies qualified to write such coverages in the State of Ohio. An original Certificate or Certificates of Insurance issued by the insuring company or companies evidencing compliance with this Section must be delivered to Authority at the time of submitting an Application and at least ten (10) days prior to the termination or expiration of each existing policy. All Commercial General Liability policies must contain the following:

a. The Authority must be named as an additional insured.

b. The Authority, although named as an additional insured, will nevertheless be entitled to recovery under said policies for any loss occasioned to it and its servants, agents, directors and employees by reason of the negligence of the Off-Site Parking or Rental Car Operator, its officers, agents, operators or employees.

c. The company writing such policy must agree to give Authority not less than 30 days' prior written notice of any cancellation, or reduction of such insurance.

d. All Commercial General Liability policies must be written as primary policies, not entitled to contribution from, nor contributing with, any coverage which Authority may carry.

5. Each Off-Site Parking or Rental Car Operator shall waive all rights it may have against the Authority for loss or damage to its property or property in which it may have an interest where such loss is caused by a peril of the type generally covered by property insurance with extended coverage or arising from any cause which the Off-Site Parking or Rental Car Operator was obligated to insure against under these Rules.

### **Section 503.17 TAXES AND ASSESSMENTS**

Each Off-Site Parking or Rental Car Operator will pay all lawful taxes, including without limitation real estate and personal property taxes and assessments assessed, levied, confirmed, or imposed during the term of its Permit.

### **Section 503.18 STANDARDS OF OPERATION**

In addition to the standards set forth in Section 502,

A. No Off-Site Parking or Rental Car Operator may use the Airport for any purpose or in any manner prohibited by laws of the United States or the State of Ohio, ordinances of the City of Columbus, Ohio, or Rules of the Authority.

B. Each Off-Site Parking or Rental Car Operator shall prohibit smoking in vehicles transporting its customers to, from or about the Airport.

C. Each Off-Site Parking or Rental Car Operator and its agents, servants and employees shall conduct and carry on the Off-Site Parking or Rental Car Operator's business at Airport in a friendly, cooperative, though competitive, manner with its competitors engaged in similar business at Airport. Off-Site Parking or Rental Car Operator and its agents, servants and employees shall not engage in open, notorious or public disputes, disagreements or conflicts tending to deteriorate the quality of the services of Off-Site Parking or Rental Car Operator or its competitors to the public. The Authority shall have the right to resolve all such disputes, disagreements or conflicts and the determination thereof and the manner in which Off-Site Parking or Rental Car Operator shall thereafter operate shall be binding upon Off-Site Parking or Rental Car Operator.

D. The Off-Site Parking or Rental Car Operator and its agents, servants or employees while on the Airport: shall be clean, neat in appearance and courteous at all times; shall not use improper language; act in a loud, boisterous or otherwise improper manner; or be permitted to solicit business while on Airport grounds unless previously approved by the Authority; and shall not consume alcoholic beverages or use drugs (unless prescribed by a physician) while providing the services which Off-Site Parking or Rental Car Operator's Permit authorizes at the Airport.

E. No agent, servant or employee of an Off-Site Parking or Rental Car Operator will bring any deadly weapon on the Airport.

F. Each Off-Site Parking or Rental Car Operator shall ensure that its' owned, leased and rental vehicles, when operated by any of its employees, servants or agents, are operated in a safe and legal manner and in compliance with all posted traffic control signs and posted speed limits.

G. The Off-Site Parking or Rental Car Operator and its agents, servants or employees will be factual and accurate when providing information about Off-Site Parking or Rental Car Operator's services and the services of any firm Operator represents. The Off-Site Parking or Rental Car Operator and its agents, servants or employees shall not use misleading or deceptive practices which could be damaging to the consumer or the Authority.

H. The Off-Site Parking or Rental Car Operator will provide, upon request, complete details about terms and conditions of any service provided pursuant to a Ground Transportation Permit.

I. The Off-Site Parking or Rental Car Operator shall train, or provide for the training of, its agents, servants and employees to be able to competently and adequately perform their assigned responsibilities.

J. The Off-Site Parking or Rental Car Operator and its agents, servants and employees shall not leave any vehicle unattended in any area other than an area designated and authorized designated for unattended vehicles by the Authority.

K. No Off-Site Parking or Rental Car Operator shall use space at the Airport other than that designated by the Authority for use by the Off-Site Parking or Rental Car Operator.

### **Section 503.19 INDEMNIFICATION**

A. The Off-Site Parking or Rental Car Operator will indemnify Authority, its directors, officers, agents and employees against, and hold Authority, its directors, officers, agents, and employees harmless from, any and all demands, claims, causes of action, fines, penalties, damages, losses, liabilities, judgments and expenses (including, without limitation, attorneys' fees and court costs) incurred in connection with or arising from:

1. The use of the Airport by the Off-Site Parking or Rental Car Operator, its agents, servants and employees, or any person claiming under Off-Site Parking or Rental Car Operator;
2. Any activity, work or thing done, permitted or suffered by Off-Site Parking or Rental Car Operator, its agents, servants and employees, related to Off-Site Parking or Rental Car Operator's permitted operations on or about the Airport;
3. Any acts, omissions, intentional wrongdoing or gross negligence of Off-Site Parking or Rental Car Operator, its agents, servants and employees or any person claiming under Off-Site Parking or Rental Car Operator;

4. Any breach, violation, or nonperformance by the Off-Site Parking or Rental Car Operator, its agents, servants and employees or any person claiming under the Off-Site Parking or Rental Car Operator any term, covenant or provision of these Rules, any rules of the Airport or any law, ordinance or governmental requirement of any kind.

B. If any action or proceeding is brought against Authority, its directors, officers, agents or employees by reason of any such claim, the Off-Site Parking or Rental Car Operator, upon notice from Authority, will defend the claim at the Off-Site Parking or Rental Car Operator's expense with counsel reasonably satisfactory to Authority.

### **Section 503.20 WAIVER AND RELEASE**

A. Off-Site Parking or Rental Car Operator waives and releases all claims against Authority, its directors, officers, employees and agents with respect to all matters for which Authority has disclaimed liability pursuant to the provisions of these Rules.

B. In addition, each Off-Site Parking or Rental Car Operator waives and releases all claims against the Authority, its directors, officers, employees and agents for any loss, injury, death, or damage to persons, property or the Off-Site Parking or Rental Car Operator's business occasioned by any cause beyond Authority's control.

C. Each Off-Site Parking or Rental Car Operator waives and releases all claims against the Authority and its directors, officers, employees or agents for loss of anticipated profits in any suit or proceeding involving use of the Airport pursuant to a License

### **Section 503.21 RULES**

A. Each Off-Site Parking or Rental Car Operator must at its sole cost and expense, observe and comply with any and all valid and applicable requirements of duly constituted public authorities and with all United States of America, State of Ohio and any local governmental statutes, ordinances, rules, regulations (especially regulations relating to airport security as set forth in Parts 107 and 139 of the Federal Aviation Administration Regulations and the Americans with Disabilities Act), now in force or which may hereafter be in force, which shall impose any duty upon Authority or Off-Site Parking or Rental Car Operator with respect to the use, occupation or alteration of the Airport.

B. These requirements shall include but not be limited to, Rules and Regulations of the Columbus Regional Airport Authority promulgated from time to time by or at the direction of Authority.

### **Section 503.22 PENALTIES AND FINES**

A. Each Off-Site Parking or Rental Car Operator shall pay (or reimburse Authority) within thirty (30) days of written notice and indemnify, defend and hold Authority harmless from liability for any and all penalties or fines imposed against Authority by the United States of America, the State of Ohio or any local governmental body on

account of any acts or omissions of Off-Site Parking or Rental Car Operator, its contractors, agents, employees or invitees, upon the Airport.

B. Off-Site Parking or Rental Car Operator shall pay for all traffic or parking violations issued to the Operator's vehicles unless the Off-Site Parking or Rental Car Operator provides proof as set forth in Ohio Revised Code Section 4521.09 that the vehicle was not under the control of the Off-Site Parking or Rental Car Operator at the time the violation was issued.

### **Section 503.23    OTHER REQUIREMENTS**

A. No person on the grounds of race, color or national origin shall be excluded from participation in, denied the benefits of, or be otherwise subjected to discrimination in, the use of the Airport by an Off-Site Parking or Rental Car Operator, and each Off-Site Parking or Rental Car Operator will use the Airport in compliance with all other requirements imposed by or pursuant to 49 CFR Part 21, Nondiscrimination in Federally Assisted Programs of the Department of Transportation, and as said regulations may be amended.

B. Each Off-Site Parking or Rental Car Operator must furnish service on a fair, equal and not unjustly discriminatory basis to all Airport users, and must charge fair, reasonable and not unjustly discriminatory prices for each unit or service; provided, that the Off-Site Parking or Rental Car Operator may be allowed to make reasonable and nondiscriminatory discounts, rebates or other similar types of price reductions to volume purchasers.

C. Each Operator must undertake an affirmative action program as required by 14 CFR Part 152, Subpart E, to ensure that no person will on the grounds of race, creed, color, national origin or sex be excluded from participating in any employment, contracting or leasing activities covered by 14 CFR Part 152, Subpart E. Each Operator must assure that no person will be excluded on these grounds from participating in or receiving the services or benefits of any program or activity covered by this subpart. Each Operator will require that its covered sub-organizations provide assurances to Operator that they similarly will undertake affirmative action programs and that they will require assurances from their sub-organizations, as required by 14 CFR, Part 152, Subpart E, to the same effect.

D. Each Off-Site Parking or Rental Car Operator must insert the above three provisions in any agreement by which Off-Site Parking or Rental Car Operator grants a right or privilege to any person, firm or corporation to render services to the public on the Airport.

### **Section 503.24    ACTION BY AUTHORITY AND APPEALS**

A. Any action to be taken or approval to be given by the Authority pursuant to Section 503 of these Rules may be taken or given by the President & CEO or designee. Any persons aggrieved by an action taken or the denial of an approval who wishes to appeal such action or denial may do so pursuant to the provisions of this Section 503.24. All appeals shall be perfected by filing a written Notice of Appeal with the

Sr. Manager, Parking & Ground Transportation, or designee, within thirty (30) days of the action or denial from which it appeals. A Notice of Appeal must contain a complete description of the action or denial which is being appealed and a complete statement of the reasons appellant opposes such action or denial.

B. Within ten (10) business days after receipt by the Sr. Manager, Parking & Ground Transportation, or designee, of a Notice of Appeal, the Sr. Manager, Parking & Ground Transportation, or designee, shall notify the appellant in writing of the date, time and place for a hearing regarding the appeal. The date set for the hearing shall occur within twenty-five (25) days after receipt of the Notice of Appeal. All parties shall have the right to appear and be heard in person or by legal counsel, to present their case. Issues to be considered at the hearing shall be limited to the matters and reasons set forth in the Notice of Appeal. A written decision stating conclusions of fact shall be rendered by the Sr. Manager, Parking & Ground Transportation, or designee, within ten (10) days after the conclusion of a hearing. The decision of the Sr. Manager, Parking & Ground Transportation, or designee, shall be journalized in the records of the Authority and shall constitute the final decision of the Authority regarding an appeal.

C. The filing of a Notice of Appeal shall not automatically operate as a stay of the action which is being appealed. If an appellant desires a stay of an action pending the outcome of the hearing, it must request the stay in writing to the Sr. Manager, Parking & Ground Transportation, or designee, after filing its Notice of Appeal. Such request shall set forth appellant's reasons supporting the requested stay and shall contain a complete description of the hardship that would result to the appellant if the stay were not issued. Within ten (10) days after the receipt of the request, the Sr. Manager, Parking & Ground Transportation, or designee, shall render a written decision on the request. A decision to grant a stay may be conditioned on a requirement that the appellant post a security deposit of a specified amount to cover any potential damage that might arise during the course of the stay.

D. An Operator must obtain a final decision of the Authority regarding an appeal before commencing to have a court of competent jurisdiction review any decision by the Authority pursuant to these Rules. These Rules and Operator's License shall be governed by the laws of the State of Ohio. Any litigation arising out of or related to these Rules or Operator's License shall be brought and held only in the Common Pleas Court of Franklin County, Ohio. Operator consents to the exclusive jurisdiction of and venue in that Court.

## **SECTION 504 TRANSPORTATION NETWORK COMPANIES**

### **Section 504.01 SOLICITING**

A. Transportation Network Companies (TNCs) including TNC Drivers are prohibited from soliciting business at the airport either in person or through third parties. TNCs may, however, contract for advertising in designated areas of the terminal or other available commercial advertising areas.

B. Signage, other than advertising as authorized in Section 504.1A, above, may not be posted or displayed on airport property without the consent of the Authority's Parking & Ground Transportation Department and Business Development Department.

### **Section 504.02 PARKING IN TNC DESIGNATED LOADING AREAS**

A. TNC Designated Loading and Unloading Areas are located at: the Terminal Building at the John Glenn Columbus International Airport (CMH); the Terminal Building or Airport Authority Administration/Fixed Base Operator Building at Rickenbacker International Airport (LCK); in front of the Terminal Building at Bolton Field Airport (TZR); in front of any hotel located on Airport Authority property; and, in front of any other business located on Airport Authority property. While TNC Vehicles are using a TNC Designated Loading Area:

1. No TNC vehicle may be left unattended;
2. TNC Vehicles shall stage and/or park in designated areas only;
3. TNC Vehicles shall display trade dress at all times;

B. TNC Vehicles shall not remain in any TNC Designated Loading/Unloading Area longer than necessary to load/unload passengers and baggage.

### **Section 504.03 PARKING IN STAGING AREAS**

A. Staging Areas for TNC Vehicles are located at CMH and LCK and may be designated in the future at TZR if needed. While TNC Vehicles are using a Staging Area:

1. No TNC vehicle may be left unattended;
2. Use of Staging Area is limited to sixty (60) minutes or the posted time limits, whichever is shorter;
3. TNC Vehicles shall display trade dress at all times.

### **Section 504.04 ALL TRANSPORTATION NETWORK COMPANIES**

A. Trade dress shall be displayed on the TNC Vehicle in an approved location while operating on Airport roadways, whether or not carrying a passenger.

B. TNC Driver shall maintain an open application at all times while on Airport Authority property.

C. No TNC Vehicle shall post or display, on the exterior thereof, any signage, advertising or other displays except for TNC Operator's Trade Dress.

D. In lieu of a physical waybill, every passenger pick-up shall be documented electronically for the ride to which it relates.

E. TNC Drivers are prohibited from any of the following acts and may be issued a Notice of Violation for:

1. Failure to yield to any and all pedestrians;
2. Failure to follow any and all directions or instructions provided by Airport Authority representatives;
3. Parking in non-designated areas;
4. Turning off or disabling the App when a TNC Vehicle is on Airport Authority property;
5. Allowing operation of a TNC Vehicle on Airport roadways by an unauthorized TNC Driver;
6. Transporting a passenger in an unauthorized vehicle;
7. Picking-up a passenger or their baggage, at any location other than the Designated Areas;
8. Failure to present the electronic waybill for inspection upon request by Authority personnel;
9. Failing to provide information, or providing false information, to police officers or Authority personnel;
10. Displaying, to an Authority official, a waybill in an altered or fictitious form;
11. Soliciting passengers on Authority property;
12. Recirculating more than twice on the road in front of the CMH or LCK Airport terminals;
13. Using or possessing any alcoholic beverage while on the App or on Authority property;
14. Failing to operate a vehicle in a safe and lawful manner;
15. Failing to comply with posted speed limits and traffic control signs;
16. Using profane or vulgar language with passengers or Authority staff;
17. Attempting to solicit payment in excess of that authorized by law;
18. Soliciting for or on behalf of any hotel, club, nightclub, or other business;

19. Soliciting of any activity prohibited by the applicable laws, rules or regulations;
20. Operating a vehicle which is not in a safe mechanical condition or which lacks mandatory safety equipment;
21. Disconnecting any pollution control equipment;
22. Using or possessing any illegal drug or narcotic while on airport property;
23. Operating a vehicle without proper certification or at any time during which TNC Operator's authority is suspended or revoked; and
24. Engaging in any criminal activity.

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

G. Behavior and activities of TNC Operators or TNC Drivers must conform to all applicable Federal, State, and local regulations and laws including all Authority rules and regulations as well as the applicable provisions of any and all applicable federal, state and local disability rights legislation including the Americans with Disabilities Act, and Title VI of the Civil Rights Act of 1964.

H. Transport of persons with disabilities.

1. TNC drivers cannot refuse to provide services to persons with disabilities who are able to use TNC vehicles;
2. TNC drivers cannot charge a surcharge, higher fares or additional fees for carrying individuals with disabilities and their equipment or service animals than are charged to other persons;
3. TNC drivers must provide assistance with the stowing of mobility devices (wheelchairs, walkers, etc.); and,
4. Service animals must be allowed to ride with a person with a disability.

(1) TNC drivers may not require proof that an animal is a service animal.

I. TNC Operators are responsible for the actions of their TNC Drivers while the TNC Drivers are on Authority property.

## **Section 504.05 TRANSPORTATION NETWORK COMPANY OPERATING AGREEMENT**

A. All TNC Operators must possess a current, valid Public Utility Commission of Ohio (PUCO) Transportation Network Company Permit and enter into an Operating Agreement with the Airport Authority prior to commencing operations at the Airport(s).

## **Section 504.06 GOVERNANCE OF RULES**

A. All TNC Operators shall be governed by these Rules, which shall include and become a part of, the Rules of the Columbus Regional Airport Authority, and the Access Fees set out in the effective, applicable Schedule of Fees, Rates and Charges. TNC Operators shall not be subject to the fee(s) imposed by **Section 13**, Fees, Rates, and Charges for the Conduct of Aeronautical Activities at an Airport, of these Rules.

## **Section 504.07 PERMIT REQUIREMENT**

A. Every TNC Operator shall submit an application for a TNC Operator Permit, to the Authority pursuant to this Section of the Rules of the Columbus Regional Airport Authority. An application for renewal of a TNC Permit shall be submitted to, and approved by the Authority annually, upon submission to the Authority of a copy of the TNC Operator's PUCO Permit and insurance certificate listing the Authority as an additional insured, in order to continue operations at the Airport(s).

## **Section 504.08 FEES**

A. Payment of any Agreement Activation Fee per the TNC Operator's Agreement with the Authority.

B. Payment of Monthly Fee, is due, in full, within fifteen (15) days after the close of any calendar month. The TNC Operator's Monthly Report shall be submitted together with the Monthly Fee.

C. Late payment is any payment post-marked or hand-delivered more than thirty (30) days past the payment due date.

D. All payments hereunder, including Monthly Fees, shall be paid in lawful money of the United States of America, free from all claims, demands, setoffs, or counterclaims of any kind. Any payments hereunder, including Monthly Fees, not paid when due shall be subject to a service charge of one and one-half percent (1.5%) per month.

E. Failure of a TNC Operator to pay its fees in a timely manner may result in legal action to recover the fees for which the Operator is responsible together with all costs, including legal fees and costs, incurred by the Authority in attempting to collect those fees.

## **Section 504.09 ENFORCEMENT AND PENALTIES – See Title 20**

## **TITLE 20 ENFORCEMENT AND PENALTIES**

### **SECTION 2001 ENFORCEMENT AND PENALTIES**

#### **Section 2001.01 ENFORCEMENT**

A. The Authority's goal is voluntary compliance with these Rules and Regulations by all employees and users of the airport. The Authority or its designees shall conduct inspections to ensure compliance with these Rules and Regulations for the safety of persons and property at the airport.

B. The President & CEO, or designee, can deny any person(s) violating these Rules and Regulations the use of the airport under Section 102.04 of these Rules and Regulations. Any and all person(s), including employers and all responsible employees in their individual capacity, found by the Authority to have contributed to a violation of these Rules and Regulations may be issued a NOV by the Authority which shall subject each person(s) to penalties and fines according to the schedule set out in this **Title 20 – Enforcement and Penalties**.

C. The Authority reserves the right to deem repeated violations of these Rules and Regulations by: 1) employees of any person with a contract, lease or other agreement with the Authority; 2) any person with a contract, lease or other agreement with the Authority; or 3) any person with any agreement or responsibility to provide services for or on behalf of a person with a contract, lease or other agreement with the Authority, in default of the contract, lease or other agreement with the Authority, entitling the Authority to exercise any and all rights and remedies available to the Authority under the contract, lease or other agreement and at law or in equity.

D. Any person(s) whose officers, employees, agents, tenants, contractors or subcontractors are responsible for any action that: 1) results in a fine or penalty assessed against the Authority for violation of any applicable federal, state or local laws, rules, or regulations; and/or 2) causes the Authority to incur cleanup costs due to a responsible person's failure to timely mitigate a situation they have caused or for which they are responsible pursuant to these Rules and Regulations shall, within ten (10) days of receipt of written notification from the Authority, remit to the Authority the total amount of any fine or penalty assessed against the Authority and/or the mitigation costs incurred by the Authority.

E. Enforcement Options – Depending on the severity and circumstances of the alleged violation, persons who violate these Rules and Regulations may be:

- Issued a verbal warning
- Issued a written warning using the Notice of Violation form
- Issued a Notice of Violation (NOV)
- Immediately suspended from Authority granted access and/or driving privileges
- Permanently suspended from Authority granted access and/or driving privileges
- Criminally prosecuted (by law enforcement officers, only)

F. Immediate Suspension – When the severity of the violation is such that the safety and/or security of the airport would be jeopardized by a person's continued access and/or driving privileges, these privileges will be immediately suspended, all access control equipment confiscated, and the affected access control devices 'blocked'. This suspension will remain in effect until review by an Authority Hearing Officer.

## **Section 2001.02 ASSESSMENTS, FINES AND DISCIPLINARY ACTION**

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

Any person receiving a Notice of Violation of any of the provisions of these Rules and Regulations, for which payment of an assessment or fine may be made to the Authority, shall have the option of paying the assessment or fine within the time and at the place specified in the Notice of Violation; or, the person may make a written appeal on the prescribed form for final disposition of the alleged violation in accordance with the appeals procedure provided for in this Title 20.

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

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

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

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

## **Section 2001.03 APPEALS**

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

1. A person who is personally or constructively served with a Notice of Violation charging the commission of a violation may answer the charge by appearing personally before an Authority Hearing Examiner/Authority Hearing Committee or by mail. Violations of Section 201.02, Parking, will be reviewed by an Authority Hearing Examiner; all other violations may be reviewed by either an Authority Hearing Examiner or by a 3 or 5 member Authority Hearing Committee. An answer

by the violator shall be made within thirty (30) days from the date of the violation, and shall be in one of the following forms:

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

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

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

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

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

If a person admits that he committed a violation with explanation and the person fails to pay the amount of the fine due within fifteen (15) days after the date of the determination, unless the amount due has previously been paid, the determination of the Hearing Examiner/Committee and the amount of the fine due

shall be considered a judgment and shall be treated as if it were a judgment rendered subsequent to a hearing held pursuant to these Rules and Regulations.

5. A person who denies that he committed a violation shall be granted a hearing concerning the infraction. The Authority shall set a date for the hearing and notify the person, in writing, of the date, time, and place of the hearing. The hearing shall be conducted by an Authority Hearing Examiner/Committee in accordance with these Rules and Regulations. The President & CEO of the Authority shall appoint hearing examiners to hear appeals. No person shall be appointed as a hearing examiner unless the person is an attorney admitted to the practice of law in this state or was formerly employed as a law enforcement officer. Members of the Authority Hearing Committee do not need to meet the requirements of a Hearing Examiner but shall be chosen from among the Operations, Public Safety, Parking & Ground Transportation and Legal Services Divisions of the Authority.

#### B. Failure to Answer

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

a) If the person who fails to answer was the operator of the vehicle involved in a Section 201.02, Parking, violation at the time of the issuance of the Notice of Violation and was personally served with the Notice of Violation, a notification of violation shall be sent to that person, and additionally if such person is not the owner of the vehicle, as determined from the records of the Bureau of Motor Vehicles, a notification of the violation also shall be sent to the owner at his most recent address appearing in such records;

b) If the person who fails to answer was the owner of the vehicle that was involved in a Section 201.02, Parking, violation and was constructively served with the Notice of Violation, a notification of the violation shall be sent to the owner at his most recent address appearing in the records of the Bureau of Motor Vehicles.

c) If the person who fails to answer received a Notice of Violation for some other type of violation of these Rules and Regulations, notice shall be sent to either his most recent address appearing in Authority records and/or to his employer.

2. A notification of violation shall be sent within 120 days after the expiration of the time specified for the making of an answer, shall be sent by first class mail, and shall contain all of the following:

a) An identification of the violation with which the person was charged including the time and date of the violation. Such identification may be a copy

of the Notice of Violation that was originally served, personally or constructively, upon the person;

b) A statement of the amount of the fine, penalties, fees and costs arising out of the violation that are due;

c) A warning that the person must answer the violation charged in the Notice of Violation within thirty (30) days or a default civil judgment in the amount of the fine, penalties, fees and costs due may be entered against the person;

d) A description of the allowable answers that may be made and notification that the person will be afforded a hearing before the Authority if he denies in his answer that he committed the violation;

e) An identification of the manners in which and the entity to which an answer may be made;

f) A warning that if the person fails to appear at a requested hearing, a default civil judgment in the amount of the fine, penalties, fees and costs due may be entered against the person.

g) If a Section 201.02, Parking, violation, a warning that the registration of the vehicle involved in the parking violation, if the vehicle is registered in this state, may not be renewed or transferred if a civil judgment or a default civil judgment is entered against the person until the judgment is paid or until it is otherwise finally disposed of in a manner specified in this Title 20.

3. A person who receives a Notice of Violation pursuant to these Rules and Regulations may answer the violation with which he is charged in any of the manners listed above. An answer under these Rules and Regulations shall be made within thirty (30) days after the date on which the Notice of Violation was written. If the answer includes payment of the fine arising out of the violation any additional penalty, fee or cost arising out of such violation shall also be paid.

4. If a person who is issued a Notice of Violation fails to answer within the 30 days specified above, the failure to answer shall be considered to be an admission that the person committed the violation and a default civil judgment, in the amount of the fine, penalties, and costs due may be entered against the person. Failure to timely answer the violation identified in the Notice of Violation may result in the imposition of an additional penalty of five dollars (\$5.00).

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

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

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

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

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

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

4. If a person for whom a hearing is to be conducted fails to appear at the scheduled hearing and fails to submit evidence, the Hearing Examiner/Committee shall, if he determines from any evidence and testimony presented at the hearing, by a preponderance of the evidence, that the person committed the violation,

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

5. If a person who is sent a Notice of Violation pursuant to these Rules and Regulations does not timely answer, as provided above, the Authority Hearing Examiner/Committee shall, if he determines from any evidence and testimony presented to him by the Authority, by a preponderance of the evidence, that the person committed the violation, enter a default judgment against the person and require the person to pay the appropriate fine and any additional penalties, fees and costs. A default judgment entered shall be entered in the records of the Authority.

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

7. A default judgment entered under these Rules and Regulations may be vacated by the Hearing Examiner/Committee who entered it if all of the following apply:

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

8. Payment of any judgment or default judgment entered against a person pursuant to these Rules and Regulations shall be made to the Authority within ten (10) days of the date of entry. For violations of Section 201.02, Parking, if payment is not made within this time period, the judgment or default judgment shall be filed with the Clerk of the Franklin County Municipal Court and when so filed, shall have the same force and effect as a money judgment in a civil action rendered in that Court.

As required by Section 4521.08 of the Ohio Revised Code, judgments and default judgments filed with the Franklin County Municipal Court pursuant to this Section shall be maintained in a separate index and judgment roll from other judgments rendered in that Court. Computer printouts, microfilm, microdot, microfiche, or other similar data recording techniques may be utilized to record such judgments. When a judgment or default judgment is filed with the Court, execution may be levied, and such other measures may be taken for its collection as are authorized for the collection of an unpaid money judgment in a civil action rendered in that Court. The Municipal Court may assess costs against the judgment debtor, in an

amount not exceeding ten dollars (\$10.00) for each violation, to be paid upon satisfaction of the judgment.

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

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

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

#### D. Notice of Third Unpaid Judgment or Default Judgment

1. Pursuant to the provisions of Section 4521.10, Ohio Revised Code, the Authority is authorized to give notice to the Registrar of the Ohio Bureau of Motor Vehicles of the fact that three or more judgments or default judgments for violations of Section 201.02, Parking, have been entered against a person under the provisions of Section 4521.08, Ohio Revised Code, and these Rules and Regulations. The notice, if given, shall be given not earlier than sixteen days nor later than three years after the date of entry of the third judgment or default judgment, and shall be in a form and manner, and contain such information as the Registrar of the Ohio Bureau of Motor Vehicles prescribes.

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

If the notice was not given in error, the Authority shall charge the person a five dollar processing fee for each judgment or default judgment for which notice has previously been given under this section to cover the costs of the Bureau of Motor Vehicles in administering this section. Upon payment of that fee, together with

the payment of all outstanding judgments and default judgments, the Authority shall provide such person a release to be presented at the time of registering or transferring the registration of a motor vehicle owned or leased by him and notify the Registrar that the judgments have been paid. The total amount of such five dollar (\$5.00) fees collected under this section shall be transmitted monthly to the Registrar of the Ohio Bureau of Motor Vehicles for deposit in the State highway safety fund established by Section 4501.06, Ohio Revised Code.

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

#### **Section 2001.04 NOTICES OF VIOLATION PROCEDURES (Not Applicable Sections 501, 502, 503, AND 504)**

Notices of Violation issued for all sections, with the exception of Title 5, Sections 501, 502, 503 and 504, of these Rules and Regulations will be executed as follows:

- A. The issuing official will insert the fine onto the Notice of Violation (NOV) as found in the Reference Guide at the rear of this section. The violator will be instructed to pay the fine or Appeal the NOV/request a Hearing.
- B. Copies of the NOV designated for the Authority will be forwarded to the individual designated for data entry.
- C. The data entry person will conduct an administrative review of the offense and based upon the total fine figure as defined by this particular offense, or compounded by the past record of the offender, will assess additional penalties according to the matrix in Section 2001.08. The violator will be notified of the additional action to be taken within ten (10) business days of the decision. The cited person will then have thirty (30) days from the notification to either satisfy the requirements of the additional assessment or make a written appeal of the decision.

#### **Section 2001.05 ADMINISTRATIVE PENALTIES APPLICABLE TO TITLE 502**

Any ground transportation company issued a notice of violation of Section 502 of these Rules and Regulations shall be assessed a fine and/or suspension of pick-up activities. The amount of the fine and/or suspension shall be determined based on the total number of violations assessed to the company within a rolling 12-month period.

- First Violation: \$100 fine
- Second Violation: \$150 fine
- Third Violation: \$200 fine
- Fourth Violation: \$300 fine, suspension from picking-up passengers at any Airport by any company representative for a period not to exceed five (5) calendar days.

- Fifth Violation: \$400 fine, suspension from picking-up passengers at any Airport by any company representative for a period not to exceed twelve (12) months.

#### **Section 2001.06 ADMINISTRATIVE PENALTIES APPLICABLE TO TITLE 504**

Any Transportation Network Company or Transportation Network Company driver issued a notice of violation of Section 504 of these Rules and Regulations shall be assessed a fine of \$50 per occurrence.

#### **Section 2001.07 ADMINISTRATIVE PENALTIES (OTHER THAN TITLE 5)**

Violations as described in this document have been assigned various penalties (see Section 2001.08). Additional penalties may be assessed based on the number of offenses or based on the total fine amount or number of points accumulated. This information will be utilized during the administrative review process in making determinations as to additional penalties.

**Additional penalties may be assessed based on the number of offenses or based on the total fine amount or number of points accumulated.**

<b>OFFENSE</b>	<b>PENALTY ASSESSED</b>
1 <sup>st</sup> offense within rolling 24 month period	<ul style="list-style-type: none"> <li>▪ Warning unless offense is for 2 or more points</li> </ul>
2 <sup>nd</sup> offense within rolling 24 month period of 1 <sup>st</sup> offense or accumulation of 2 or more points	<ul style="list-style-type: none"> <li>▪ Security Badge access suspended for one (1) full day (a 24-hour period) following issuance of NOV</li> <li>▪ Payment of fine amount</li> </ul>
3 <sup>rd</sup> offense within rolling 24 month period of 1 <sup>st</sup> offense or accumulation of 3 points	<ul style="list-style-type: none"> <li>▪ Security Badge access suspended for three (3) consecutive days (a 72-hour period) following issuance of NOV</li> <li>▪ Payment of fine amount</li> </ul>
4 <sup>th</sup> offense within rolling 24 month period of 1 <sup>st</sup> offense or accumulation of 4 points	<ul style="list-style-type: none"> <li>▪ Security Badge access suspended for fifteen (15) consecutive days (a 360-hour period) following issuance of NOV</li> <li>▪ Payment of fine amount</li> </ul>
5 <sup>th</sup> offense within rolling 24 month period of 1 <sup>st</sup> offense or accumulation of 5 points	<ul style="list-style-type: none"> <li>▪ Permanent revocation of ID badge privileges</li> </ul>

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

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

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

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

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

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

<b>Section 2001.08 REFERENCE GUIDE – ALPHABETICAL BY DESCRIPTION</b>			
<b>DESCRIPTION</b>	<b>SECTION</b>	<b>FINE</b>	<b>POINTS</b>
Abandoning Property	303.04	\$25	1
Access control equipment, lost or stolen reporting	403.05A	\$25	1
Access control, accessing through approved doors only	403.06A	\$25	1
Access control, arming/disarming jet bridge doors	403.05G	\$25	1
Access control, bypass entrances	403.06B	\$25	1
Access control, bypassing inspection checkpoint restrictions	402.03S	\$25	2
Access control, bypassing TSA passenger screen checkpoint when departing the airport by air	403.06C	\$150*	5*
Access control, divulging information about prohibited	403.06D	\$25	2
Access control, inducing panic	403.08A2	150*	5*
Access control, leaving unsecured	403.05C	\$25	2
Access control, testing of procedures prohibited	403.08A1	150*	5*
Access point, person or vehicle, compliance with entry requirements	403.06J	\$25	3
Air carrier gates and ramps, use by GA aircraft prohibited	401.05	\$25	1
Aircraft accident, duty to remove	401.02	\$25	1
Aircraft accident, duty to report	401.01	\$25	1
Aircraft electrical and electronic systems	302.09	\$25	1
Aircraft and Equipment Servicing	303.08	\$25	1
Aircraft pushback, blocking driving lanes	402.03Q	\$25	1
Aircraft repairing	302.13	\$25	1
Aircraft, model (see Unmanned Aircraft Systems)			
Alcoholic beverages	301.07	\$25	1
Animals	301.08	\$25	1
Anti-idling	303.09	\$25	1
Bar-B-Q grills	302.17	\$25	2
Bicycles (see Skateboards)			
Burning trash	303.01D	\$25	1
Carts and strollers, non-motorized	301.02B	\$25	1
Challenging, reporting threats	403.04B, C	\$25	1
Challenging, required by all ID holders	403.04A	\$25	1
Checkpoints, inspection (See Access control, bypassing inspection checkpoint restrictions)			
Cleaning fluids, use of	302.12	\$25	1
Compressed gas cylinders, storage of	302.16	\$25	2

<b>Section 2001.08 REFERENCE GUIDE – ALPHABETICAL BY DESCRIPTION</b>			
<b>DESCRIPTION</b>	<b>SECTION</b>	<b>FINE</b>	<b>POINTS</b>
Conduct, prevent use of airport	301.02A1	\$25	1
Conduct, unprofessional	301.02A2	\$25	1
Covering trash (See, Trash, Storage and Transport)			
Damage to aircraft and/or property reporting requirements	402.10C	\$25	1
Deicing / anti-icing material handling & dispensing	303.10A	\$25	1
Deicing / anti-icing material spills	303.10B	\$25	1
Deliveries, use of stairs/freight elevators	301.02C	\$25	1
Doping, spray-painting, and paint stripping	302.14	\$25	2
Driving, 49CFR Part 1540.5 designated AOA	402.03B	\$25	1
Driving within terminal and parking garage – motor running	202.02A1	\$25	1
Driving, aircraft movement area, “full driving” required	402.09A	\$25	3
Driving, aircraft movement area, communicating with ATC	402.09B	\$25	2
Driving, aircraft movement area, escort requirements	402.09C	\$25	2
Driving, airfield “full-driving” privileges	402.01B2	\$25	3
Driving, airfield with escort required (use Escorting)	402.01B3	n/a	
Driving, airfield, “ramp-driving” privileges	402.01B1	\$25	3
Driving, alcohol / drug influence	402.03N1	150*	5*
Driving, between building and aircraft	402.03C	\$25	1
Driving, careless, without due care, or speed related	402.03M2	\$25	3
Driving, catalytic converter equipped vehicle around fuel spill	402.03N3	\$25	3
Driving, designated lanes or roadways	402.03E	\$25	1
Driving, emergency roadway	402.03F	\$25	1
Driving, hazardously equipped/loaded vehicle	402.03M3	\$25	2
Driving, improper operation or due caution	402.03K	\$25	2
Driving, leased area	402.03G	\$25	1
Driving, material falling from vehicle allowed	402.03I	\$25	1
Driving, material falling from vehicle clean up required	402.03J	\$25	1
Driving, obstructs, delays, or interferes with aircraft ops.	402.03M4	\$25	2
Driving, operator’s license required	402.01C	\$25	1

<b>Section 2001.08 REFERENCE GUIDE – ALPHABETICAL BY DESCRIPTION</b>			
<b>DESCRIPTION</b>	<b>SECTION</b>	<b>FINE</b>	<b>POINTS</b>
Driving, proper seating required	402.03H	\$25	1
Driving, reckless, wanton, willful operation	402.03M1	\$150*	5*
Driving, safe distance from aircraft	402.03D	\$25	2
Driving, speed limits, aprons/ramps (15 mph)	402.04A1	\$25	2
Driving, speed limits, baggage makeup areas/hangars/50 ft. of aircraft (5 mph)	402.04A3	\$25	2
Driving, speed limits, designated service roads (25 mph)	402.04A2	\$25	2
Driving, speed limits, terminal underpass/BHS Matrix (5 mph)	402.04A4	\$25	2
Driving, starting only when safe to do so	402.03N4	\$25	1
Driving, traffic control device, duty to obey, airside, non-movement	402.03O1	\$25	1
Driving, traffic control device, duty to obey, airside-movement	402.03O2	\$25	3
Driving, traffic control device, duty to obey, landside	201.05B	\$25	1
Driving, within terminal and parking garage	202.01	\$25	1
Driving, within terminal and parking garage – Careless/ reckless/without due caution	202.02A2	\$25	3
Driving, within terminal and parking garage – drug/alcohol	202.02A4	\$150*	5*
Driving, within terminal and parking garage – general procedures	202.02A5-A19	\$25	1
Driving, within terminal and parking garage – yielding right of way	202.02A3	\$25	2
Driving, airside, yielding right-of-way	402.03A	\$25	2
Dumping, fill or building materials	303.03	\$25	1
Disposal, trash	303.01A,B,C,E	\$25	1
Equipment, maintaining in sound condition	402.07A	\$25	1
Escorted, approved activity(s) only	403.03A5	\$25	2
Escorting, approved activity(s) only, removal required	403.03A6	\$25	1
Escorting, driving privileges required on airfield	403.03A2	\$25	1
Escorting, Identification display required	403.03A1	\$25	1
Escorting, only where authorized	403.03A3	\$25	1
Escorting, other badge holder allowed	403.03A7	\$25	1
Escorting, police notification requirement	403.03A6	\$25	1
Escorting, remaining in close proximity	403.03A4	\$25	2

<b>Section 2001.08 REFERENCE GUIDE – ALPHABETICAL BY DESCRIPTION</b>			
<b>DESCRIPTION</b>	<b>SECTION</b>	<b>FINE</b>	<b>POINTS</b>
Escorting, through dedicated or “by-pass” doors prohibited (See Access Control By-Pass Entrances			
False Information (See also 102.01C)	102.03E	\$25	2
Fence, perimeter, parking, storing items within 10 feet	403.06E	\$25	1
Fire extinguishers	302.15	\$25	1
Firearms & weapons	301.09	150*	5*
Flammable / combustible material, storage of	302.05	\$25	2
Fueling operations	302.01	\$25	1
Gambling	301.04	\$25	2
Ground service equipment, around aircraft, emergency	302.07	\$25	2
Ground service equipment, operating with more than 4 carts	402.03N2	\$25	1
Hangars, driving in	302.08	\$25	1
Hangars, heating	302.11	\$25	2
Hazardous materials, transportation of	302.06	\$25	2
Housekeeping, leasehold	302.04	\$25	1
Identification media, authorized areas only	403.01B	\$25	1
Identification media, display requirements	403.01A	\$25	1
Identification media, duty to report violations	403.06H	\$25	2
Identification media, failing to surrender	403.02E	\$150*	5*
Identification media, finding by another	403.05B	\$25	1
Identification media, misuse of	403.02A	150*	5
Identification media, modifications prohibited	403.02F	150*	5
Identification media, other approved forms	403.01C	\$25	1
Identification media, piggy-backing prohibited	403.05E	\$25	2
Identification media, use by another	403.02B2	150*	5*
Inducing panic (See Access Control, inducing panic)			
Insurance, ramps/movement areas(\$10,000,000)	402.08A	Access denied	N/A
Insurance, general aviation areas (\$10,000,000)	402.08B	Access denied	N/A
Insurance, T-Hangar / tie-down (\$300,000)	402.08C	Access denied	N/A
Insurance, ARFF airside parking (\$300,000)	402.08D	Access denied	N/A
Microwave beam, driving across w/o authorization	402.03R	\$25	1

<b>Section 2001.08 REFERENCE GUIDE – ALPHABETICAL BY DESCRIPTION</b>			
<b>DESCRIPTION</b>	<b>SECTION</b>	<b>FINE</b>	<b>POINTS</b>
Motor Vehicles, Registration – failure to	201.01	\$25	1
Open flame operation (see 302.17 for Bar-B-Q grills)	302.03	\$25	2
Parking, chocks or parking brake required (See Parking, unattended with motor running)			
Parking, airfield, designated areas only	402.05A	\$25	1
Parking, impeding aircraft operations	402.05D	\$25	2
Parking, Public, Bus Loading Area	201.02A8	\$25	1
Parking, Public, Designated Parking Space	201.01I	\$25	1
Parking, Public, Fire Station Entrance	201.02A4	\$25	2
Parking, Public, Handicap/Disabled Parking Space	201.02A7	\$500	N/A
Parking, Public, Individual Space	201.02A10	\$25	1
Parking, Public, Loading Zone	201.02A9	\$25	1
Parking, Public, More than 12" from Curb	201.02C	\$25	1
Parking, Public, Obstructing Street or Crossing	201.02B	\$25	1
Parking, Public, On Sidewalk (except bicycle)	201.02A1	\$25	1
Parking, Public, Prohibited by Signage	201.02A5 & 201.02A6	\$25	1
Parking, Public, within 10' of Fire Hydrant	201.02A2	\$25	1
Parking, Public, within 50' of Railroad Crossing	201.02A3	\$25	1
Parking, airside, within ten feet of or impede access to fire hydrant/extinguisher	402.05C	\$25	2
Parking, T-hangar	402.05B	\$25	1
Parking, airfield, unattended ground service equipment	402.05E	\$25	1
Parking, airfield, unattended with motor running (parking brake & chocks)	402.05F	\$25	1
Picketing/ Pamphleting/Demonstrations without Permit or not in designated area	301.02A3	Access Denied	N/A
Property Damage	301.06	\$25	2
Restrooms, use	301.12	\$25	1
Roller blades (see Skateboards)			
Security Directives (& orders), complying with	102.03D	\$25	2
Signs, complying with	301.01	\$25	1
Skateboards, bicycles, hover boards, roller blades & scooters	301.03	\$25	1
Smoking	302.02	\$25	1
Spills	303.07	\$25	1
Spitting, etc.	301.11	\$25	1

<b>Section 2001.08 REFERENCE GUIDE – ALPHABETICAL BY DESCRIPTION</b>			
<b>DESCRIPTION</b>	<b>SECTION</b>	<b>FINE</b>	<b>POINTS</b>
Tools, holders of Authority issued ID responsible (See also Worksites, tool control policy)	403.06I	\$25	2
Tools, powder activated	302.18	\$25	2
Traffic Control Device, obeying (See Driving, traffic control device, duty to obey)			
Traffic Control Device, airside, tampering with	402.03P	\$25	2
Trash, burning (See Burning trash)			
Trash, dumping (See Disposal of trash)			
Trash, storage and transport	303.02	\$25	1
Test or application for Authority issued identification - alter, modify or falsify or attempt to alter, modify or falsify	403.02G	Identification issuance denied	N/A
Test or application for Authority issued identification - alter, modify or falsify or attempt to alter, modify or falsify - <b>aiding</b>	403.02G	150*	5*
Unmanned Aircraft Systems	401.04	\$25	2
Unsafe activities near aircraft gates	402.10B	\$25	2
Vehicles, airfield requirements	402.02	\$25	1
Vehicles, baggage make-up areas, motor running	402.03L	\$25	1
Vehicles, blocking (See Parking, impeding aircraft operations)			
Vehicles, disabled, moving	402.07B	\$25	1
Vehicles, lights requirements	402.06A	\$25	1
Vehicles, lights, aircraft cockpit	402.06B	\$25	1
Vehicles, lights, rotating beacon on deicing equipment	402.06D	\$25	1
Vehicles, repairing in designated areas only	402.07C	\$25	1
Vehicles, rotating beacon requirements - general	402.06C	\$25	1
Vehicles, unoccupied while motor running (See Parking, unattended w/ motor running)			
Vending machines and display racks	301.05	\$25	1
Walking more than 150 ft. from airside of terminal	402.10A	\$25	1
Worksites, access to	403.07A	\$25	2
Worksites, badge return	403.07F	\$250	N/A
Worksites, construction gate	403.07C	\$25	3
Worksites, contractor compliance requirements	403.07B	\$25	3
Worksites, contractor subcontractor requirements	403.07E	\$25	3

<b>Section 2001.08 REFERENCE GUIDE – ALPHABETICAL BY DESCRIPTION</b>			
<b>DESCRIPTION</b>	<b>SECTION</b>	<b>FINE</b>	<b>POINTS</b>
Worksites, tool control policy	403.07D	\$25	3
<b>All others not specified</b>	<b>All Others</b>	<b>\$25</b>	<b>1</b>

\* Immediate confiscation of ID Badge

<b>Section 2001.08 REFERENCE GUIDE – NUMERICAL BY SECTION</b>			
<b>DESCRIPTION</b>	<b>SECTION</b>	<b>FINE</b>	<b>POINTS</b>
(See also Worksites, tool control policy)			
Aircraft, model (see Unmanned Aircraft Systems)			
Bicycles (see Skateboards)			
Checkpoints, inspection (See Access control, bypassing inspection checkpoint restrictions)			
Covering trash (See, Trash, Storage and Transport)			
Escorting, through dedicated or "by-pass" doors prohibited (See Access Control By-Pass Entrances)			
Inducing panic (See Access Control, inducing panic)			
Parking, chocks or parking brake required (See Parking, unattended with motor running)			
Roller blades (see Skateboards)			
Traffic Control Device, obeying (See Driving, traffic control device, duty to obey)			
Trash, burning (See Burning trash)			
Trash, dumping (See Disposal of trash)			
Vehicles, blocking (See Parking, impeding aircraft operations)			
Vehicles, unoccupied while motor running (See Parking, unattended w/ motor running)			
Security Directives (& orders), complying with	102.03D	\$25	2
False Information (See also 102.01C)	102.03E	\$25	2
Motor Vehicles, Registration – failure to	201.01	\$25	1
Parking, Public, Designated Parking Space	201.01I	\$25	1
Parking, Public, On Sidewalk (except bicycle)	201.02A1	\$25	1
Parking, Public, Individual Space	201.02A10	\$25	1
Parking, Public, within 10' of Fire Hydrant	201.02A2	\$25	1
Parking, Public, within 50' of Railroad Crossing	201.02A3	\$25	1
Parking, Public, Fire Station Entrance	201.02A4	\$25	2

<b>Section 2001.08 REFERENCE GUIDE – NUMERICAL BY SECTION</b>			
<b>DESCRIPTION</b>	<b>SECTION</b>	<b>FINE</b>	<b>POINTS</b>
Parking, Public, Prohibited by Signage	201.02A5 & 201.02A6	\$25	1
Parking, Public, Handicap/Disabled Parking Space	201.02A7	\$500	N/A
Parking, Public, Bus Loading Area	201.02A8	\$25	1
Parking, Public, Loading Zone	201.02A9	\$25	1
Parking, Public, Obstructing Street or Crossing	201.02B	\$25	1
Parking, Public, More than 12" from Curb	201.02C	\$25	1
Driving, traffic control device, duty to obey, landside	201.05B	\$25	1
Driving, within terminal and parking garage	202.01	\$25	1
Driving within terminal and parking garage – motor running	202.02A1	\$25	1
Driving, within terminal and parking garage – Careless/ reckless/without due caution	202.02A2	\$25	3
Driving, within terminal and parking garage – yielding right of way	202.02A3	\$25	2
Driving, within terminal and parking garage – drug/alcohol	202.02A4	\$150*	5*
Driving, within terminal and parking garage – general procedures	202.02A5-A19	\$25	1
Signs, complying with	301.01	\$25	1
Conduct, prevent use of airport	301.02A1	\$25	1
Conduct, unprofessional	301.02A2	\$25	1
Picketing/ Pamphleting/Demonstrations without Permit or not in designated area	301.02A3	Access Denied	N/A
Carts and strollers, non-motorized	301.02B	\$25	1
Deliveries, use of stairs/freight elevators	301.02C	\$25	1
Skateboards, bicycles, hover boards, roller blades & scooters	301.03	\$25	1
Gambling	301.04	\$25	2
Vending machines and display racks	301.05	\$25	1
Property Damage	301.06	\$25	2
Alcoholic beverages	301.07	\$25	1
Animals	301.08	\$25	1
Firearms & weapons	301.09	150*	5*

<b>Section 2001.08 REFERENCE GUIDE – NUMERICAL BY SECTION</b>			
<b>DESCRIPTION</b>	<b>SECTION</b>	<b>FINE</b>	<b>POINTS</b>
Spitting, etc.	301.11	\$25	1
Restrooms, use	301.12	\$25	1
Fueling operations	302.01	\$25	1
Smoking	302.02	\$25	1
Open flame operation (see 302.17 for Bar-B-Q grills)	302.03	\$25	2
Housekeeping, leasehold	302.04	\$25	1
Flammable / combustible material, storage of	302.05	\$25	2
Hazardous materials, transportation of	302.06	\$25	2
Ground service equipment, around aircraft, emergency	302.07	\$25	2
Hangars, driving in	302.08	\$25	1
Aircraft electrical and electronic systems	302.09	\$25	1
Hangars, heating	302.11	\$25	2
Cleaning fluids, use of	302.12	\$25	1
Aircraft repairing	302.13	\$25	1
Doping, spray-painting, and paint stripping	302.14	\$25	2
Fire extinguishers	302.15	\$25	1
Compressed gas cylinders, storage of	302.16	\$25	2
Bar-B-Q grills	302.17	\$25	2
Tools, powder activated	302.18	\$25	2
Disposal, trash	303.01A,B,C, ,E	\$25	1
Burning trash	303.01D	\$25	1
Trash, storage and transport	303.02	\$25	1
Dumping, fill or building materials	303.03	\$25	1
Abandoning Property	303.04	\$25	1
Spills	303.07	\$25	1
Aircraft and Equipment Servicing	303.08	\$25	1
Anti-idling	303.09	\$25	1
Deicing / anti-icing material handling & dispensing	303.10A	\$25	1
Deicing / anti-icing material spills	303.10B	\$25	1
Aircraft accident, duty to report	401.01	\$25	1
Aircraft accident, duty to remove	401.02	\$25	1
Unmanned Aircraft Systems	401.04	\$25	2
Air carrier gates and ramps, use by GA aircraft prohibited	401.05	\$25	1

<b>Section 2001.08 REFERENCE GUIDE – NUMERICAL BY SECTION</b>			
<b>DESCRIPTION</b>	<b>SECTION</b>	<b>FINE</b>	<b>POINTS</b>
Driving, airfield, "ramp-driving" privileges	402.01B1	\$25	3
Driving, airfield "full-driving" privileges	402.01B2	\$25	3
Driving, airfield with escort required (use Escorting)	402.01B3	n/a	
Driving, operator's license required	402.01C	\$25	1
Vehicles, airfield requirements	402.02	\$25	1
Driving, airside, yielding right-of-way	402.03A	\$25	2
Driving, 49CFR Part 1540.5 designated AOA	402.03B	\$25	1
Driving, between building and aircraft	402.03C	\$25	1
Driving, safe distance from aircraft	402.03D	\$25	2
Driving, designated lanes or roadways	402.03E	\$25	1
Driving, emergency roadway	402.03F	\$25	1
Driving, leased area	402.03G	\$25	1
Driving, proper seating required	402.03H	\$25	1
Driving, material falling from vehicle allowed	402.03I	\$25	1
Driving, material falling from vehicle clean up required	402.03J	\$25	1
Driving, improper operation or due caution	402.03K	\$25	2
Vehicles, baggage make-up areas, motor running	402.03L	\$25	1
Driving, reckless, wanton, willful operation	402.03M1	\$150*	5*
Driving, careless, without due care, or speed related	402.03M2	\$25	3
Driving, hazardously equipped/loaded vehicle	402.03M3	\$25	2
Driving, obstructs, delays, or interferes with aircraft ops.	402.03M4	\$25	2
Driving, alcohol / drug influence	402.03N1	150*	5*
Ground service equipment, operating with more than 4 carts	402.03N2	\$25	1
Driving, catalytic converter equipped vehicle around fuel spill	402.03N3	\$25	3
Driving, starting only when safe to do so	402.03N4	\$25	1
Driving, traffic control device, duty to obey, airside, non-movement	402.03O1	\$25	1
Driving, traffic control device, duty to obey, airside-movement	402.03O2	\$25	3

<b>Section 2001.08 REFERENCE GUIDE – NUMERICAL BY SECTION</b>			
<b>DESCRIPTION</b>	<b>SECTION</b>	<b>FINE</b>	<b>POINTS</b>
Traffic Control Device, airside, tampering with	402.03P	\$25	2
Aircraft pushback, blocking driving lanes	402.03Q	\$25	1
Microwave beam, driving across w/o authorization	402.03R	\$25	1
Access control, bypassing inspection checkpoint restrictions	402.03S	\$25	2
Driving, speed limits, aprons/ramps (15 mph)	402.04A1	\$25	2
Driving, speed limits, designated service roads (25 mph)	402.04A2	\$25	2
Driving, speed limits, baggage makeup areas/hangars/50 ft. of aircraft (5 mph)	402.04A3	\$25	2
Driving, speed limits, terminal underpass/BHS Matrix (5 mph)	402.04A4	\$25	2
Parking, airfield, designated areas only	402.05A	\$25	1
Parking, T-hangar	402.05B	\$25	1
Parking, airside, within ten feet of or impede access to fire hydrant/extinguisher	402.05C	\$25	2
Parking, impeding aircraft operations	402.05D	\$25	2
Parking, airfield, unattended ground service equipment	402.05E	\$25	1
Parking, airfield, unattended with motor running (parking brake & chocks)	402.05F	\$25	1
Vehicles, lights requirements	402.06A	\$25	1
Vehicles, lights, aircraft cockpit	402.06B	\$25	1
Vehicles, rotating beacon requirements - general	402.06C	\$25	1
Vehicles, lights, rotating beacon on deicing equipment	402.06D	\$25	1
Equipment, maintaining in sound condition	402.07A	\$25	1
Vehicles, disabled, moving	402.07B	\$25	1
Vehicles, repairing in designated areas only	402.07C	\$25	1
Insurance, ramps/movement areas(\$10,000,000)	402.08A	Access denied	N/A
Insurance, general aviation areas (\$10,000,000)	402.08B	Access denied	N/A
Insurance, T-Hangar / tie-down (\$300,000)	402.08C	Access denied	N/A

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<b>DESCRIPTION</b>	<b>SECTION</b>	<b>FINE</b>	<b>POINTS</b>
Insurance, ARFF airside parking (\$300,000)	402.08D	Access denied	N/A
Driving, aircraft movement area, "full driving" required	402.09A	\$25	3
Driving, aircraft movement area, communicating with ATC	402.09B	\$25	2
Driving, aircraft movement area, escort requirements	402.09C	\$25	2
Walking more than 150 ft. from airside of terminal	402.10A	\$25	1
Unsafe activities near aircraft gates	402.10B	\$25	2
Damage to aircraft and/or property reporting requirements	402.10C	\$25	1
Identification media, display requirements	403.01A	\$25	1
Identification media, authorized areas only	403.01B	\$25	1
Identification media, other approved forms	403.01C	\$25	1
Identification media, misuse of	403.02A	150*	5
Identification media, use by another	403.02B2	150*	5*
Identification media, failing to surrender	403.02E	\$150*	5*
Identification media, modifications prohibited	403.02F	150*	5
Test or application for Authority issued identification - alter, modify or falsify or attempt to alter, modify or falsify	403.02G	Identification issuance denied	N/A
Test or application for Authority issued identification - alter, modify or falsify or attempt to alter, modify or falsify - aiding	403.02G	150*	5*
Escorting, Identification display required	403.03A1	\$25	1
Escorting, driving privileges required on airfield	403.03A2	\$25	1
Escorting, only where authorized	403.03A3	\$25	1
Escorting, remaining in close proximity	403.03A4	\$25	2
Escorted, approved activity(s) only	403.03A5	\$25	2
Escorting, approved activity(s) only, removal required	403.03A6	\$25	1
Escorting, police notification requirement	403.03A6	\$25	1

**Section 2001.08 REFERENCE GUIDE – NUMERICAL BY SECTION**

<b>DESCRIPTION</b>	<b>SECTION</b>	<b>FINE</b>	<b>POINTS</b>
Escorting, other badge holder allowed	403.03A7	\$25	1
Challenging, required by all ID holders	403.04A	\$25	1
Challenging, reporting threats	403.04B, C	\$25	1
Access control equipment, lost or stolen reporting	403.05A	\$25	1
Identification media, finding by another	403.05B	\$25	1
Access control, leaving unsecured	403.05C	\$25	2
Identification media, piggy-backing prohibited	403.05E	\$25	2
Access control, arming/disarming jet bridge doors	403.05G	\$25	1
Access control, accessing through approved doors only	403.06A	\$25	1
Access control, bypass entrances	403.06B	\$25	1
Access control, bypassing TSA passenger screen checkpoint when departing the airport by air	403.06C	\$150*	5*
Access control, divulging information about prohibited	403.06D	\$25	2
Fence, perimeter, parking, storing items within 10 feet	403.06E	\$25	1
Identification media, duty to report violations	403.06H	\$25	2
Tools, holders of Authority issued ID responsible	403.06I	\$25	2
Access point, person or vehicle, compliance with entry requirements	403.06J	\$25	3
Worksites, access to	403.07A	\$25	2
Worksites, contractor compliance requirements	403.07B	\$25	3
Worksites, construction gate	403.07C	\$25	3
Worksites, tool control policy	403.07D	\$25	3
Worksites, contractor subcontractor requirements	403.07E	\$25	3
Worksites, badge return	403.07F	\$250	N/A
Access control, testing of procedures prohibited	403.08A1	150*	5*
Access control, inducing panic	403.08A2	150*	5*
All others not specified	All Others	\$25	1

\* Immediate confiscation of ID Badge