

TABLE OF CONTENTS

SECTION 1 - DEFINITIONS	3
SECTION 2 - AIRPORT SECURITY AREAS	7
SECTION 3 - IDENTIFICATION BADGES	11
SECTION 4 - DUTIES OF AUTHORIZED PERSONS	13
SECTION 5 - FIRE SAFETY AND PREVENTION	15
SECTION 6 - RESPONSIBILITY OF AIRPORT TENANTS	18
SECTION 7 - OTHER PROHIBITED ACTS	19
SECTION 8 - ENFORCEMENT	20
SECTION 9 - PENALTIES	22

Proper use of 1542.207(A) Access Portals (Doors/Gates with Red Placards):

At 1542.207(A) access points, individuals must swipe their own badges and input their own PINs. The following activities are not allowed at 1542.207(A) access points:

- Following a person through an access point without utilizing the access control system (piggybacking).
- Using the ID of another person to enter a secured area.
- Escorting another SIDA badged employee into a SIDA area.
- Propping open an access point and leaving it unattended.
- Leaving the area before the access point fully closes.

Proper Use of 1542.207(B) Access Portals (Doors beyond the Security Checkpoint):

At 1542.207(B) access points, one person may open the door/access point and then allow other persons to gain access so long as the following occurs:

- Any individual who opens the door/access point with his/her ID card or cipher code must maintain control and responsibility of that access point from the time he/she opens it until it is closed.
- That person must verify the access authority of all other persons attempting to use that same access point.
- That person challenges and turns away any person who is not allowed access to that area.
- That person ensures the access point is fully secured before leaving the area.

SECTION 1 – DEFINITIONS

AIR OPERATIONS AREA (AOA)

A portion of an airport, specified in the Airport Security Program, in which security measures specified in 49 CFR Part 1500 are carried out. This area includes aircraft movement areas, aircraft parking areas, loading ramps, and safety areas for use by aircraft regulated under 49 CFR Parts 1544 or 1546, and any adjacent areas (such as general aviation areas) that are not separated by adequate security systems, measures, or procedures. This area does not include the secured area.

AIRCRAFT FUEL SERVICING HYDRANT VEHICLE

A vehicle equipped with facilities to transfer fuel between a fuel hydrant and an aircraft.

AIRCRAFT FUEL SERVICING TANK VEHICLE

A self-propelled vehicle having a cargo tank for the transportation of aviation fuel.

AIRPORT

Includes all land and improvements thereon within the geographic boundary lines of the Cincinnati/Northern Kentucky International Airport, Boone County, Kentucky.

AIRPORT POLICE

Airport police are those persons employed by the Board charged with the responsibility of maintaining public order, safety and welfare, and the enforcement of these Rules and Regulations.

AIRPORT SECURITY AREA

Any area identified in the Airport Security Program as requiring each person to continuously display airport-approved identification or be under airport-approved escort. Areas which are closed to the general public and are used to perform the daily activities and operation of the airport. These areas include, but are not limited to, the Security Identification Display Area, leased operational areas, perimeter roads, locations having access to the Security Identification Display Area and those areas which are restricted to use by authorized tenants and personnel while engaged in their respective airport duties.

AIRPORT SECURITY COORDINATOR

Person designated by the Board charged with the authority and responsibility to implement and enforce the Airport Security Program, employed by the Board and under the direction of the Vice President of Safety, Security and Compliance, or such employee's designated representative.

AIRPORT SECURITY PROGRAM (ASP)

A security program approved by TSA under §1542.101 of 49 CFR Chapter XII.

AIRPORT TENANT

Individual, partnership, corporation, or other business entity, and their agents, employees, and subtenants, occupying or controlling part or all of areas, buildings, or other facilities at the airport, which they lease from the Board.

AUTHORIZED PERSON

A person authorized with an identification badge issued by the airport security coordinator, or designated representative, to have access to airport security areas.

BOARD

The Kenton County Airport Board (KCAB).

Chief Executive Officer

The person responsible for the operation and management of the Airport, and is appointed by the Board.

Chief Operating Officer

A person responsible for the day-to-day operations of the Airport under general supervision of the Chief Executive Officer and appointed by the Board.

AUTHORIZED PERSON

A person authorized with an identification badge issued by the airport security coordinator, or designated representative, to have access to airport security areas.

DEADMAN FLOW CONTROL

A device that needs a positive action by a person to allow the flow of fuel.

ESCORT

To accompany or monitor the activities of an individual who does not have unescorted access authority into or within a secured area of SIDA, and/or Air Operations Area.

FAA

The Federal Aviation Administration.

HEARING OFFICER

A designated representative who will conduct hearings pursuant to the provisions of these Rules and Regulations.

IDENTIFICATION BADGE

Identification for authorized persons containing the individual's name, company name and photograph. Only persons 18 years of age or older may obtain an identification badge that permits access to the Secured Area. There are two types of identification badges:

AIRPORT-ISSUED IDENTIFICATION BADGE

Identification that is issued by the Board to an authorized person for performance of the person's duties within the airport security areas.

AIRPORT-APPROVED IDENTIFICATION BADGE

Other types of identification that have approval from the airport security coordinator for use by a specific person for performance of the person's duties within the airport security areas. This type of identification is limited as to areas of operation, cannot open electronic control access doors and cannot be used to escort persons into airport security areas.

PERSON

Any individual, partnership, firm, corporation, unincorporated association or any legal entity.

PERSONNEL IDENTIFICATION NUMBER (PIN)

The individual access entry number that works in conjunction with the airport-issued identification badge to allow entry into airport security areas.

RAMP CITATION

A citation written by airport police and given to a person for safety or security violations. Ramp citations are on a form developed and prescribed by the airport police.

RESTRICTED AREA

Any area not open to the general public.

REVOCATION

The discontinuance of a person's ability to access airport security areas. This includes, but is not limited to, revoking or restricting the person's identification badge.

SECURITY ACCESS SYSTEM

Equipment installed or placed by or under the direction of the Board or designated representative, to monitor or control entrances to and exits from

airport security areas. Security devices include, but are not limited to, bells, sirens, communication equipment, locks and corresponding keys, emergency exits, electronic access control and other security equipment.

SECURITY IDENTIFICATION DISPLAY AREA (SIDA)

A portion of an airport specified in the Airport Security Program, in which security measures specified in 49 CFR Part 1540 are carried out. This area includes the secured area and may include other areas of the airport.

SECURITY PERIMETER

The portion of the airport that is enclosed by fencing, walls or other barriers, and to which access is controlled through designated entry points.

SECURITY SCREENING AREA

An access point of a sterile area where persons and belongings are inspected prior to entrance. This area includes both entrance and exit points to the sterile area.

STERILE AREA

A portion of an airport defined in the Airport Security Program that provides passengers with access to boarding aircraft and to which that access generally is controlled by TSA, or by an aircraft operator under Part 1544 of 49 CFR Chapter XII or a foreign air carrier under Part 1546 of said chapter, through the screening of persons and property.

SUSPENSION

The temporary discontinuance of a person's ability to access airport security areas. This includes, but is not limited to, suspending or restricting the person's identification badge.

TSA

Transportation Security Administration.

SECTION 2 - AIRPORT SECURITY AREAS

2.1 ADHERENCE TO AIRPORT SECURITY DIRECTIONS

All persons will obey lawful orders and directions of airport police officers or other persons responsible for insuring compliance with these Rules and Regulations. All orders or directions will be consistent with the Airport Security Program, Board Ordinances, Board Rules and Regulations, and applicable state, federal and local laws.

2.2 UNAUTHORIZED ENTRY AND EXIT

No person will seek entry to or exit from airport security areas except through designated entrances and exits. No person will seek entry to or exit from airport security areas over, under or through fencing, walls, windows, air, other vents, or marked fire exits except in an emergency.

2.3 ENTERING A SECURITY AREA BY FOLLOWING ANOTHER (PIGGYBACKING)

No person will enter or allow another to enter into an airport security area except by using his/her identification badge and PIN. No person will follow another into an airport security area without first using his/her own identification badge through any electronic access installed at the entry point. Every person must ensure that no other person enters the restricted area while the gate/door is open. This provision does not apply to a person under escort.

2.4 WALKING ACROSS THE RAMP

All pedestrians will walk only on designated pedestrian walkways in restricted areas and/or the AOA except to the extent necessary to perform and/or to provide services on behalf of the Board, a tenant of the Board or a contractor performing work at the airport.

2.5 TAMPERING WITH SECURITY DEVICE

No person will tamper with or in any way hamper the effective operation of the security access system.

2.6 DRIVING INTO A SECURITY AREA BEHIND ANOTHER (TAILGATING)

No person will drive a vehicle into an airport security area unless the driver has used his/her own airport-issued identification badge and PIN to open any electronic access installed at the entry point. No person will allow other vehicles to follow or tailgate into airport security areas. This provision does not apply to vehicles under escort.

2.7 OPERATING MOTORIZED EQUIPMENT

No person will operate motorized equipment in a restricted area except:

1. A person with a valid state driver's license and 18 years of age or older.
2. A person with an airport-issued identification badge designating the person as authorized to drive and assigned to work within restricted areas.
3. A person under escort by an airport police or fire vehicle.
4. A person under escort by the airport's escort service.
5. A person under escort by another person with vehicle escort authority.

2.8 IDENTIFYING VEHICLES AUTHORIZED IN AIRPORT SECURITY AREA

Vehicles within restricted areas must be readily identifiable by displaying a decal or sign of the agency name and/or logo on both sides of the vehicle that is readable at a distance of no less than 250 feet and must display a ramp permit registered with the airport police department. Airport Board vehicles and approved federal government vehicles may display approved flags in lieu of a decal and ramp permit.

- A. A construction vehicle requiring access to the Air Operations Area must be properly identified with company name and ramp permit. Special equipment such as a crane, bulldozer, etc. will be exempt from this requirement.
- B. A vehicle having no distinctive marking will be required to be escorted by an authorized vehicle under radio control.

2.9 CLEAR ZONE MAINTAINED

No person will park, store or place an item within four (4) feet of either side of a security perimeter fence. This four (4)-foot area will be referred to as the "clear zone."

2.10 ESCORTS

A person performing an escort must, at all times, be in a position to actively monitor, direct and control the movements and actions of the individual and/or vehicle being escorted. An escort shall only be permitted in the performance of direct job duties. A person who has been issued an airport-issued identification badge may NOT be escorted by another. A person who has been issued an airport-approved identification badge may be escorted by another only in those areas where the airport-approved identification badge does not permit access. A person with a Sterile Area Only badge MAY be escorted into areas where that badge does not give unescorted access.

2.11 UNAUTHORIZED VEHICLE ESCORT

Only the airport police (including Public Safety Assistants), airport fire department, escorts under contract with the Board to perform vehicle escort services, and contractors specifically approved by the Board, shall be permitted to escort vehicles on the ramp road and across taxi lanes of the Air Operations Area.

2.11A ESCORTING MORE THAN 4 VEHICLES

No more than 4 vehicles may be escorted at one time.

2.11B IMPROPER VEHICLE ESCORT

Airport tenants with an airport-issued identification badge designating the person as authorized to drive within restricted areas may only escort vehicles within their leasehold area and shall not be permitted to escort more than two (2) vehicles at one time.

2.12 PULLING MORE THAN 4 CARTS

A tug shall not pull more than four tandem carts, except when operating in an airline's exclusive use area.

2.13 FAILURE TO YIELD TO AIRCRAFT

All vehicles will yield the right-of-way to aircraft and will be operated to avoid interference with aircraft operations or other vehicle traffic.

2.14 DRIVING OUTSIDE THE WHITE LINES

All vehicles operating in the AOA will travel within the white lines that designate the ramp road, unless operating in their own lease- hold area.

2.15 DRIVING IN 150 FEET TO THE REAR OF A TAXIING AIRCRAFT

All vehicles and motorized equipment must pass to the rear of taxiing aircraft at a safe distance of at least 150 feet.

2.16 CARELESS/RECKLESS OPERATION OF VEHICLE IN AOA

Motorized equipment and vehicles in the AOA will not be driven in a careless or reckless manner.

2.17 SPEEDING

All vehicles and motorized equipment shall abide by all posted speed limits in the Air Operations Areas.

2.18 DISREGARDING STOP SIGN

All vehicles and motorized equipment shall come to a complete stop at all white hold lines and at all posted stop signs.

2.19 ALL STATE LAWS APPLICABLE TO VEHICLES IN THE AOA

The laws of the Commonwealth of Kentucky in regard to the operation of motor vehicles, including traffic regulation, are hereby made applicable to the operation of motor vehicles in the AOA. Any person violating any provision of the Kentucky Revised Statutes shall be subject to the penalties provided therein.

2.20 PASSENGERS TO BE IN AFFIXED SEAT OR DESIGNATED AREA

Passenger(s) must be seated in seats permanently affixed to the vehicle or must ride in areas of the vehicle designated for passenger travel.

2.21 SMOKING

No person will smoke or carry lighted cigars, cigarettes, pipes, matches, or any open flame in or upon any fuel storage area, public landing area, public ramp or apron area, public passenger ramp and apron area, public cargo ramp and apron area or public aircraft parking and storage area, on any open deck, gallery or balcony contiguous to and overlooking any such area, in any other place where smoking is specifically prohibited by signs, or upon any open space within fifty (50) feet of any fuel service vehicle which is not in motion.

2.22 VEHICLE REGISTRATION

All vehicles operating in the Air Operations Area shall be registered with the Chief Executive Officer and no vehicle shall be operated in such area unless so registered and the approval of such operation is granted by the Chief Executive Officer or Chief Operating Officer.

2.23 VEHICLE EQUIPMENT

Vehicles operating on runways and taxiways shall be equipped with a two-way radio for communication with the control tower, unless escorted by authorized vehicles or such other safety equipment as may be directed by the Chief Executive Officer or Chief Operating Officer.

2.24 DELIVERY VEHICLES

Delivery vehicles will enter the AOA through the perimeter checkpoint located at the gate off Logan Road (maintained by an airport Public Safety Assistant, Monday through Friday from 7:00 AM to 4:00 PM) and must be escorted at all times. Each such vehicle shall display a ramp pass issued by the personnel on duty at the gate.

2.25 DANGEROUS VEHICLES OR EQUIPMENT

All vehicles and motorized equipment shall not be constructed, equipped or loaded so as to be a danger or likely to endanger

persons or property.

SECTION 3 - IDENTIFICATION BADGES

3.1 ISSUANCE OF AN AIRPORT-ISSUED IDENTIFICATION BADGE

Before any airport-issued identification badge is issued to any person, such person shall be subject to the necessary background check as required under 49 CFR 1542 and as such may be amended from time to time. Violations of this provision may subject said individual to penalties provided for under applicable local, state and federal laws.

3.2 DISPLAYING BADGE

Authorized persons will display their valid airport-issued or airport-approved identification badges whenever they are within the SIDA. The badge will be displayed on the person's outermost garment, above the waist, and in plain view at all times.

3.3 MISUSE OF BADGE

No person will falsify, forge, counterfeit, alter or tamper with any identification badge for any purpose whatsoever.

3.4 USING THE BADGE OF ANOTHER

No person will use or attempt to use another's identification badge for any purpose whatsoever.

3.5 ALLOWING ANOTHER TO USE BADGE

No person will allow or permit another person to use or attempt to use that person's or any other person's identification badge for any purpose whatsoever.

3.6 EXPIRED BADGE

No person will use or attempt to use an expired identification badge for entry into, exit from, or while inside of an airport security area.

3.7 PERFORMANCE OF JOB DUTIES

Within airport security areas, identification badges will be used only in direct performance of an authorized person's official job duties.

3.8 NOTIFY OF CHANGES

Each person issued an identification badge will notify the ID Department within ten (10) days of a change in the person's name or home address.

3.9 KCAB PROPERTY

Identification badges are the property of the Board. They must be returned to the airport upon revocation, suspension, ending employment at the airport, or upon demand of the Board.

3.10 ATTACHING PIN TO IDENTIFICATION BADGE

Persons will not attach and/or write their PIN on an identification badge in any manner.

SECTION 4 - DUTIES OF AUTHORIZED PERSONS

4.1 CUSTODY OF KEYS OR OTHER MEANS OF ACCESS

Only an authorized person will have custody of, access to, or use of keys or other means of access used to lock and secure airport security areas. Authorized persons will not duplicate or turn over keys or other means used for access to airport security areas to anyone without approval from the airport security coordinator or his designee.

4.2 PROHIBIT ACCESS TO UNAUTHORIZED PERSONS

Authorized persons will not permit unauthorized persons to have access to airport security areas unless under escort by an authorized person. Authorized persons must challenge anyone not displaying a valid identification badge. For purposes of this section only, challenge means (a) to ask the person to see the person's identification badge or (b) to immediately notify the airport police department with a description of the person not displaying an identification badge. Challengers are not expected to place themselves or others into dangerous situations and, if a challenger believes that making a verbal challenge would do so, a verbal challenge need not be made and the procedure specified in 4.2(b) hereof shall be followed. In all cases, the airport police should be notified immediately and the unauthorized person should be kept under observation to the extent possible until airport police arrive.

4.3 SECURITY OF ACCESS POINTS

No person will leave open, propped or unsecured any door, gate or access point leading to or allowing access to an airport security area.

4.4 TIMED DOORS

No person will hold, prop, or cause a door, gate or access point to be open beyond the period of time allowed by a security device unless an authorized person attends the door. When an authorized person is attending a security door, that person must be physically present at the door and must use the person's airport-issued identification badge to activate additional time for the door to be open.

4.5 REPORT VIOLATIONS

Authorized persons will promptly report to the airport police department any violation of these Rules and Regulations that they observe or of which they have knowledge.

4.6 UNSECURE AIRCRAFT

Airlines and personnel will be responsible for the safety and security of aircraft per FAA and TSA standards.

4.7 FAILURE TO CONTROL PROHIBITED ITEM

No person shall be in possession of an item prohibited by the TSA in a sterile area except for those persons who have demonstrated a need for the particular item in connection with the performance of their duties at the airport and have received the prior approval of the Chief Executive Officer or Chief Operating Officer, or their designee. Any such authorized person may not attempt to bring the item through security screening devices in the terminal buildings and must remain in possession of the item at all times.

4.8 FAILURE TO ADHERE TO TSA DIRECTIVES

No person shall fail to comply with any order, directive, rule or regulation of the Transportation Security Administration.

4.9 IMPROPER ENTRY THROUGH SECURITY DOOR

No person shall enter a security door improperly so as to sound an alarm and/or cause a police response.

4.10 FAILURE TO FOLLOW NOTIFICATION PROCEDURE

Airport tenants must provide immediate notification to the police department when:

1. an individual's access authority has been revoked or limited
2. an individual's identification badge has been lost or stolen, or
3. the tenant becomes aware that the access control system or a component of the system has been compromised or threatened through any means.

When an employee is terminated or quits with cause, the requesting tenant must immediately retrieve the badge and notify the Identification Office and/or the airport police. When termination is a normal retirement, transfer, or separation, you must contact the Identification Office by the end of the next business day. Badges must be returned to the ID office within three business days.

SECTION 5 - FIRE SAFETY AND PREVENTION

5.1 IMPROPER USE OF FIRE EXIT

No person will exit or enter a building through a fire exit door, except during an emergency.

5.2 EXPLOSIVES AND OTHER DANGEROUS ARTICLES

No person will store, keep, handle, use, dispense, or transport in or upon the airport any explosive such as dynamite, nitroglycerine, black powder, or gaseous poisons, without the permission of the Chief Executive Officer or Chief Operating Officer, or Airport Fire Chief. Before using these materials, a standard operating procedure with emergency procedures must be submitted to the Airport Fire Chief.

5.3 HAZARDOUS CARGO

All off-loading of hazardous cargo will be conducted on the northwest ramp, or area designated by the Chief Executive Officer or Chief Operating Officer, or Airport Fire Chief.

5.4 STORAGE OF FLAMMABLE MATERIAL

No person will keep or store any flammable liquids, gases, signal flares, or other similar materials in the hangars or in any buildings on the airport, provided, however, that such materials may be kept in aircraft in the proper receptacles installed in aircraft for such purpose, or in rooms or flammable cabinets specifically approved for such storage by the Chief Executive Officer or Chief Operating Officer, or Airport Fire Chief.

5.5 AIRCRAFT NOT BONDED (ELECTRICALLY) FOR FUELING

During all fuel handling operations in connection with any aircraft at the airport, the aircraft and the fuel dispensing or draining apparatus will be bonded by wire to prevent the possibility of static ignition of volatile liquids.

5.6 FUEL TRUCK PARKED WITHIN 50 FEET OF BUILDING

No aircraft fuel servicing vehicle will be parked within 50 feet of a building or hangar, other than a fuel servicing hydrant vehicle, or within 10 feet of any other aircraft fuel servicing vehicle and only in areas designated for such purpose by the Chief Executive Officer or Chief Operating Officer.

5.7 AIRCRAFT FUELING

Aircraft fueling is prohibited while the engine of the aircraft being fueled is running or is being heated. Fuel will be delivered or drained through hose and connections approved by the National Fire

Protection Association. Starting engines when fuel is on the ground is prohibited. No person will start the engines of any aircraft when there is gasoline or any type of fuel under the aircraft.

When filling a fuel tender from storage, two persons will be in active attendance, except that only one person will be required if a Deadman flow control is in use on the fill-pipe and the control for said valve must be continuously in the attendant's hand in order to maintain fuel flow. Deadman flow controls will be designed to preclude defeating their intended purpose.

5.8 AIRCRAFT FUEL SERVICING LOCATIONS

Aircraft fuel servicing will be performed outdoors. Aircraft fuel servicing incidental to aircraft fuel system maintenance operations will comply with the requirements of the National Fire Protection Association, Section 410, Standard for Aircraft Maintenance. Aircraft being fueled will be positioned so that aircraft fuel system vents or fuel tank openings are not closer than 25 feet (8 meters) from any terminal building, hangar, service building, or enclosed passenger concourse other than a loading walkway. Aircraft being fueled will not be positioned so that the vent or tank openings are within 50 feet (15 meters) of any combustion and ventilation air-intake to any boiler, heater, or incinerator room.

5.9 PARKING AIRCRAFT FUEL SERVICING TANK VEHICLES

Parking areas for unattended aircraft fuel servicing tank vehicles will be arranged to provide the following:

- A. Dispersal of vehicles in the event of an emergency;
- B. A minimum of 10 feet (3 meters) of clear space between parked vehicles for accessibility for fire control purposes;
- C. Prevention of any leakage from draining to an adjacent building or storm drain that is not suitably designed to handle fuel; and
- D. A minimum of 50 feet (15 meters) from any parked aircraft and buildings other than maintenance facilities and garages for fuel servicing tank vehicles.

5.10 PARKING AIRCRAFT FUEL SERVICING HYDRANT VEHICLES

Parking areas for unattended aircraft fuel servicing hydrant vehicles will be arranged to provide the following:

- A. Dispersal of the vehicles in the event of an emergency; and
- B. Prevention of any leakage from draining to an adjacent building or storm drain that is not suitably designed to handle fuel.

5.11 FIRE EXTINGUISHER EQUIPMENT

No person will tamper with fire extinguisher equipment at the airport at any time or use it for any purpose other than fire fighting or fire prevention. All such equipment will be inspected and maintained according to the National Fire Protection Association. Annual inspections will be performed by the airport fire department.

5.12 OPERATION OF FLAME OR SPARK PRODUCING DEVICE

No person shall operate an oxy-acetylene torch, electric arc or similar flame or spark-producing device on any part of the airport, except in areas within leased premises designated for such use by the Director of Aviation, without first obtaining a cutting and welding permit from the Chief Executive Officer or Chief Operating Officer, or airport fire chief.

5.13 OPEN FLAME OPERATORS

No person shall start any open fires of any type, including flare pots, torches, or fires in containers formerly used for oil, paint, and similar materials on any part of the airport without permission of the airport fire chief.

5.14 DRY CHEMICAL FIRE EXTINGUISHERS AVAILABLE

During fuel handling operations in connection with any aircraft at the airport, at least two dry chemical fire extinguishers (30 pounds or larger) or other type fire extinguishers acceptable to the Director of Aviation shall be immediately available for use in connection therewith.

5.15 FIRE CODE

All fire codes applicable to the airport as published by the National Fire Protection Association and the Kentucky Building Code shall govern all operations on the airport and persons operating thereon.

SECTION 6 - RESPONSIBILITY OF AIRPORT TENANTS

6.1 POSTING SIGNS PROHIBITING ACCESS

Airport tenants with access to airport security areas on their property will follow these Rules and Regulations by posting signs approved by the Board which prohibit access leading into airport security areas.

6.2 PREVENTING UNAUTHORIZED ACCESS TO AIRPORT SECURITY AREAS

Airport tenants with access to airport security areas will at all times keep the access secured or staffed in a manner that prevents unauthorized persons from accessing airport security areas. Tenants will retain keys or other means of access to airport security areas under their control and issue such access only to authorized persons.

6.3 AIRPORT SECURITY CONTACT

Airport tenants with access to airport security areas will appoint at least one employee of the airport tenant as the security contact primarily responsible for the airport tenant's leased area which accesses airport security areas. Airport tenants will advise the airport security coordinator in writing of the person or persons at all times having such responsibility.

6.4 PENALTY

Failure to comply with Section 6 hereof may result in the confiscation of the violator's identification badge or result in the non-issuance of an identification badge to an airport tenant.

SECTION 7 - OTHER PROHIBITED ACTS

7.1 FIREARM - DEFINED

For this section only, firearm means any item from which a shot may be fired by the force of an explosion, including a starter pistol, a compressed air gun, BB-gun and flare pistol.

7.2 BYPASSING SECURITY SCREENING AREA

No person will enter a sterile area through a security screening area unless first going through equipment that has been installed for inspection of person(s) and their belongings. Armed federal and local law enforcement officers on official duties at the airport and others exempted by the TSA do not have to be inspected provided they follow TSA regulations.

7.3 STATEMENTS AGAINST AVIATION SAFETY OR SECURITY

No person will make a statement to another so as to indicate that the person or another may have possession of a firearm, bomb, explosive device, or other weapon while at the airport.

7.4 INTERFERE WITH FLIGHT OPERATIONS

No person will intimidate, threaten, hinder, or obstruct an aircraft crew member in the performance of the crew member's official job duties or lessen the ability of such aircraft crew member to perform the crew member's duties.

7.5 UNATTENDED BAGGAGE

No person will leave any bag, luggage, box or container unattended in terminal areas of the airport that are accessible to the public.

7.6 PRESENTING A WEAPON AT A SECURITY SCREENING AREA

No person will place a firearm, explosive device, knife, or other TSA-prohibited item that could be used as a weapon into the inspection equipment at the security screening area without first declaring such item. Only persons authorized by the TSA may test security screening areas.

7.7 PENALTY

Violations of Section 7 hereof will be subject to penalties provided under applicable federal, state and local laws.

SECTION 8 - ENFORCEMENT

The officers of the airport police department are empowered to enforce these Rules and Regulations of the Cincinnati/Northern Kentucky International Airport. In addition to the penalties set forth in Regulation 01.10, officers may issue ramp citations to individuals for violations of these Rules and Regulations. A copy of the ramp citation will be forwarded to the offending individual's employer with a letter from the Chief Operating Officer. Violations of these Rules and Regulations will be divided into three levels, with each level having applicable penalties for the first and multiple violations. See Section 9.

Examples of penalties provided in Section 9 include: confiscation of a person's identification badge, permanent revocation of a person's identification badge, suspension from the airport security areas and/or required attendance at a recertification class with the violator's supervisor. If a person's identification badge is confiscated, the individual will be escorted from the airport security area. If a person is required to attend a recertification class, the person will not be permitted access to the airport security areas until such time as the individual has attended a re-certification class, and if a person fails to attend a recertification class within ten (10) days after issuance of the ramp citation the person will be deleted from the security access system. Individuals attending recertification classes are required to sign a recertification form agreeing to comply with Airport Rules and Regulations pertaining to restricted access.

A person may appeal the issuance of any ramp citation if written notice of appeal is delivered to the Chief Operating Officer within seven (7) days after issuance of the ramp citation. The written notice of appeal must state the offense(s) and the basis for appeal. Upon timely receipt of the written notice of appeal by the Chief Operating Officer, the penalty for the violation(s) will be suspended until the hearing officer renders a decision, but in no event will the individual be permitted access to airport security areas within a twenty-four (24) hour period after the individual's identification badge has been confiscated.

The Chief Operating Officer, or his designee, will serve as the hearing officer for all appeals. The hearing officer shall schedule a hearing to take place within twenty (20) days after delivery of the written notice of appeal. The hearing officer shall provide written notice of the time, date and place of the hearing to interested parties, at least five (5) days prior to the hearing. The hearing shall be conducted on an informal basis. The airport police officer who issued the ramp citation shall be present and the person charged with

a violation shall be afforded a reasonable opportunity to present the substance and basis of the person's appeal.

After consideration of all the facts and circumstances, the hearing officer shall furnish interested parties with a written copy of the facts and basis of the hearing officer's decision. If it is determined that a violation did NOT occur, a copy of the decision shall be forwarded to the individual's employer. If the hearing officer determines that the ramp citation was properly issued, the remainder of the individual's penalty shall immediately be reinstated; provided however, if the Hearing Officer determines that there exists significant mitigating factors such that the penalty imposed under Subsection 01.10 of the Rules and Regulations is not warranted after having reviewed all the facts and circumstances, the Hearing Officer may impose a less severe penalty than what is prescribed by Subsection 01.10. The imposition of a lesser penalty does not affect the level or number of the offense and does not affect or limit the imposition of future penalties should future violations occur within the prescribed time period.

The Rules and Regulations of the Airport require each person operating at the Airport to comply with the Rules and Regulations of the Airport, including the obligation to comply with all directives of the Chief Executive Officer and/or the Chief Operating Officer or their designee. This Handbook is being furnished as an aid to assist you in understanding some of your obligations under the Rules and Regulations of the Airport while operating at the Airport. This Handbook is not a complete summary of the Rules and Regulations of the Airport which are available at www.cvgairport.com. It is each person's responsibility to review the Rules and Regulations of the Airport in its entirety to understand all obligations applicable to persons operating at the Airport. To the extent there is a conflict with this Handbook and the Rules and Regulations of the Airport, the Rules and Regulations shall control. To the extent there is a conflict with this Handbook and federal, state or local laws, such federal, state or local laws shall control.

SECTION 9 - PENALTIES

Section	Violation	Level
2.1	Disobeying Orders Or Directions Of Airport Police Officer	1
2.2	Unauthorized Entry Or Exit From Airport Security Area	3
2.3	Bypassing The Security Access System (Piggybacking)	3
2.4	Walking Across The Ramp	1
2.5	Tampering With Security Device	3
2.6	Tailgating	3
2.7A	Must Have Valid Driver's License In Possession	1
2.7B	Airport ID Must Designate Authorized To Drive	1
2.7C	Failure To Maintain Escort With Police Or Fire Escort	1
2.7D	Delivery Vehicles Must Have Ramp Pass And Be Under Escort At All Times	1
2.8	No Vehicle Ramp Permit	1
2.8	Vehicle Not Properly Identified	1
2.9	Parked Vehicle Within 4 Feet Of AOA Fence	1
2.10	Escort Violations	2
2.11	Unauthorized Vehicle Escort	1
2.11A	Escorting More Than 4 Vehicles	1
2.11B	Improper Vehicle Escort	1
2.12	Pulling More Than 4 Carts	1
2.13	Failure To Yield To Aircraft	1
2.14	Driving Outside The White Lines	1
2.15	Driving Within 150 Feet Of Rear Of Taxiing Aircraft	1
2.16	Careless/Reckless Operation Of Vehicle In AOA	1
2.17	Speeding	1
2.18	Disregarding Stop Sign	1
2.19	All State Laws Applicable To Vehicles In The AOA	1
2.20	Passengers To Be In Affixed Seat Or Designated Area	1
2.21	Smoking	1
2.22	Vehicle Registration	1
2.23	Vehicle Equipment	1
2.24	Delivery Vehicles	1
2.25	Dangerous Vehicles or Equipment	1

Section	Violation	Level
3.2	Improper Display Of ID (ID Must Be On Person)	1
3.2	No ID (Person Does Not Possess Valid ID Or ID Not On Person)	3
3.3	Misusing Badge	3
3.4	Using Another Person's ID	3
3.5	Allowing Another Person To Use ID	3
3.6	Using An Expired Badge	2
3.7	Using Badge For Reasons Other Than Work	1
3.8	Failure To Notify The ID Department Of Name Or Address Changes	1
3.9	Failure To Return Badge To KCAB	1
3.10	Having PIN Affixed To ID	2
4.1	Misuse Of Airport-Issued Keys Or Security Device	2
4.2	Failure To Challenge Person Without ID	2
4.2	Allowing Unauthorized Person To Have Access	3
4.3	Failure To Secure	2
4.4	Causing A Security Device To Remain Open	2
4.4	Failure To Remain At Unsecured Door/Gate	2
4.5	Failure To Report Violations To Airport Police	1
4.6	Failure To Secure Aircraft	1
4.7	Failure to Control Prohibited Item	2
4.8	Failure to Adhere to TSA Directives	2
4.9	Improper Entry Through Security Door	1
4.10	Failure to Follow Notification Procedure	3
5.1	Improper Use of Fire Exit	2
5.2	Explosives And Other Dangerous Articles	1
5.3	Hazardous Cargo	1
5.4	Storage of Flammable Material	1
5.5	Aircraft Not Bonded (Electrically) For Fueling	1
5.6	Fuel Truck Parked Within 50 Feet of Building	1
5.7	Aircraft Fueling	1
5.8	Aircraft Fuel Servicing Locations	1
5.9	Parking Aircraft Fuel Servicing Tank Vehicles	1
5.10	Parking Aircraft Fuel Servicing Hydrant Vehicles	1
5.11	Fire Extinguisher Equipment	1
5.12	Operation Of Flame Or Spark-Producing Device	1
5.13	Open Flame Operators	1
5.14	Dry Chemical Fire Extinguishers Available	1
5.15	Fire Code	1

Section	Violation	Level
7.2	Bypassing Security Screening Area	3
7.3	Statements Against Aviation Safety or Security	3
7.4	Interfere With Flight Operations	3
7.5	Unattended Baggage	2
7.6	Presenting a Weapon at Security Screening Area	3

LEVEL ONE PENALTIES

1ST OFFENSE

Warning.

2ND OFFENSE

Retraining within 5 days of violation.

3RD OFFENSE

One-day suspension from access to the AOA - ID held until violator and supervisor go through retraining at the Identification Office.

4TH OR ADDITIONAL OFFENSE

Will be at the discretion of the Chief Operating Officer, or his designee, which could have a suspension of up to one year or permanent revocation of ID.

LEVEL TWO PENALTIES

1ST OFFENSE

Immediate confiscation of ID by airport police - ID held until violator and supervisor go through retraining at the Identification Office.

2ND OFFENSE

Immediate confiscation of ID by airport police, seven days suspension - ID held until violator and supervisor go through retraining at the Identification Office.

3RD OR ADDITIONAL OFFENSE

Will be at the discretion of the Chief Operating Officer, or his designee, which could have a suspension of up to one year or permanent revocation of ID.

LEVEL THREE PENALTIES

1ST OFFENSE

Immediate confiscation of ID by airport police, seven days suspension - ID held until violator and supervisor go through retraining at the Identification Office.

2ND OR ADDITIONAL OFFENSE

Will be at the discretion of the Chief Operating Officer, or his designee, which could have a suspension of up to one year or permanent revocation of ID.

NOTE: Whenever an identification badge is confiscated or suspended, a reasonable reinstatement fee will be assessed.

Violations which are at least two years old from the date of issuance shall not be considered for purposes of determining the penalty hereunder.

Revised: 03/19

