

SECTION 2 – GENERAL

LIST OF REVISIONS

The following list identifies all changes and revisions made to this specific Section of the ONT Rules and Regulations Manual.

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Section 2- General

This Section establishes conditions, limitations and restrictions on commercial activities, personal conduct, and behavior applicable to all persons, relating to the use of Ontario International Airport (ONT). Written operating procedures issued by the ONT CEO or an authorized representative are considered addendum to these Rules and Regulations.

2.1 Right of ONT CEO to Control the Airport

The ONT CEO or his/her authorized representative shall have the right at any time to close the Airport in its entirety or any portion thereof to air traffic, to delay or restrict any flight or other aircraft operation, to refuse takeoff permission to aircraft, and to deny the use of the Airport or any portion thereof to any specified class of aircraft or to any individual or group, when any such action is considered necessary and desirable to avoid endangering persons or property and to be consistent with the safe and proper operation of ONT. In the event the condition of the Airport, or any part thereof, is considered to be unsafe for landings or takeoffs, a Notice to Air Mission (NOTAM) shall be issued, or cause to be issued, closing any affected area, or the entire Airport.

2.2 Labor Disputes

ONT is owned and operated by the OIAA. As a public enterprise for the benefit of the residents of the Inland Empire region and the general traveling public. In order that these facilities function properly in a safe and efficient manner and that free access to and from these facilities be maintained at all times, the following rules are established regarding picketing and other strike activities on Airport premises:

2.3 Commercial Activity

No person shall enter or remain on Airport property and buy, sell, peddle, or offer for sale or purchase any goods, merchandise, property or perform services (including surveys) of any kind whatsoever, on or from Airport property, without the express written consent of the ONT CEO, (909) 544-5300.

2.4 Soliciting:

No person shall solicit funds for any purpose at the Airport without permission from the OIAA.

2.5 Loitering:

No person who is unable to give satisfactory explanation of their presence at the airport shall loiter in or about any area or facility of ONT.

2.6 Lost And Found Articles:

ONT prioritizes the care and management of found items. We will safely retain most items for a period of 90 days. Items that will not be retained include perishable goods and any other item deemed unsafe to keep during our regular retention period. Should these items remain unclaimed after this period, they will be discarded or sent to auction, depending on the item's nature and condition. Please note that ONT cannot be held responsible for any damage that may have occurred to an item left on the airport's campus.

2.7 General Cleanliness:

No person shall place, discharge or deposit in any manner, paper, trash, rubbish, or other refuse anywhere at ONT except in receptacles and other places prescribed by the ONT CEO or his/her authorized representative.

Any deposit of trash, debris, or refuse in unauthorized locations must be cleaned up immediately in an effective manner by the tenant, company, agent or party responsible for same.

All litter and refuse must be covered when transported in vehicles, and all receptacles for same must have covers and liners to ensure against leaking, dripping, sifting, or otherwise escaping of materials and liquids. Receptacles, containers, carts and vehicles equipped with liners, barriers and/or seals help protect against contaminating ground water runoff, storm drains and water tables. See **Appendix II, Environment Services**

2.7.1 No person shall use any restroom other than in a clean and sanitary manner.

2.7.2 ONT prohibits sorting of recyclables on aircraft aprons and aircraft parking positions. Tenants of ONT with Operating Agreements are specifically required to adhere to the Rules and Regulations contained herein.

2.8 Dogs and Other Animals:

No person shall enter any terminal building with any animal, except a guide dog, or one properly confined or ready for shipment. Animals are permitted in non-air operations areas of the Airport if on a leash or restrained in such a manner as to be under control. Unless for work, shipment or mobility related purposes, no animals are allowed on the AOA.

2.9 Smoking

It is the purpose of this Sub-Section to regulate smoking at the Airport in the same manner and extent as provided in Section 7-1.503 of the Ontario Municipal Code. The provisions of this Sub-Section shall be interpreted and applied in the same manner as said in Section 7-1. 5 03.

2.9.1 Air Operations Areas (AOA). No person shall smoke any product including e-cigarettes or carry lighted cigars, cigarettes, pipes, matches, or any naked flames in or upon any fuel storage area, aircraft movement area, passenger terminal gate, cargo ramp or apron area, aircraft parking position, or any open deck, gallery or balcony contiguous to or overlooking of any such area, or in any other place where smoking is specifically prohibited by signs. Designated AOA Smoking Areas are established as follows:

2.9.1.1 Terminal 2; adjacent Gate 211 apron/ramp level; and,

2.9.1.2 Terminal 4; adjacent Gate 402 and north of Gate 410, ramp level.

2.9.1.3 Air Cargo Center; between buildings 540 and 550.

2.9.2 Workplace. It is unlawful to smoke inside any enclosed area of a structure, or within 20 feet of any structure entrance (door) at ONT, including any structure leased by the OIAA.

2.9.3 Public Lounges, Airline Boarding/Waiting Areas and Ticketing Lines. It is unlawful to smoke in Airport ticket lines, public circulation areas, public waiting room areas, or within 20 feet of any structure entrance (door). Designated public smoking areas are located outside at the east and west ends of ONT Passenger Terminals.

2.9.4 Restaurants and Bars. It is unlawful to smoke in restaurants and bars located in ONT passenger terminals.

2.10 Commercial / Non-Commercial Filming, Student Filing and Photography

The ONT Film Desk has the responsibility of coordinating and supervising filming activities as mandated by the OIAA. All entities, including tenants, must contact the ONT Film Desk, prior to conducting any filming (feature film, television show, or television news magazine), video (music or training), or photographic project at ONT.

2.10.1 Film Production companies, airport tenants, students and others requesting to film, photograph, or videotape projects of a commercial, promotional or training nature at ONT must obtain a Film Permit in advance of the proposed production date. See ONT Filming.

2.10.2 An ONT Film Permit does not constitute a contract. Film Permits are conditional, subject to ONT security and operational requirements, the needs of its tenants, and the traveling public.

2.10.3 Filming activity is permitted only in locations approved by the ONT Film Desk and requires a production location scout, or technical scout, prior to filming. Filming is not allowed on any lessee's premises or lessee's facilities, unless specifically stated as a permitted use in the lease agreement, or unless individual permission is granted by the ONT CEO or his/her authorized representative.

2.11 Advertisements:

No person shall post, distribute, or display signs, circulars, printed or written matter of an advertising nature at the Airport without the express written consent of the ONT CEO or his/her authorized representative and in such manner as may be prescribed.

2.12 Airport Signs:

No signs exposed to public view shall be installed at the Airport without prior approval from the ONT CEO or his/her authorized representative. Sign installations shall conform to the requirements of **Section 10, the Ontario International Airport Sign Code**,

2.13 Passenger Elevators and Escalators:

Public elevators and escalators are to be used by passengers and airport employees only. Freight and tenant supplies are restricted to service elevators located outside of public view.

In the event the main passenger elevator in Terminal 2 or 4 becomes inoperative, the following passenger handling procedures will be implemented:

Terminal 2: Outbound passengers will be routed to the service elevator via ACAM doors T2-1203 and T2-1205 to the concession's hallway via ACAM door T2-2211 to the TSA screening checkpoint via ACAM door T2-2287.

Inbound passengers will be directed to the area adjacent gate 204, and then escorted through ACAMs door T2-2205 to the service elevator for first floor access via ACAM doors T2-1205 and T2-1203.

Terminal 4: Outbound passengers will be routed to the service elevator via ACAM doors T4-1203 and T4-1205 to the concession's hallway via ACAM door T4-2211 to the TSA screening checkpoint via ACAM door T4-2287.

Inbound passengers will be directed to the area adjacent gate 405, and then escorted through ACAMs door T4-2205 to the service elevator for first floor access via ACAM doors T2-1205 and T4-1203.

In the event main elevators in Terminal's 2 or 4 become inoperative, the following passenger handling procedures will be implemented:

TSA will perform passenger screening prior to access to ACAMs doors.

Terminal 2: Outbound and inbound passengers will be escorted through ACAM door T2-1396 east of baggage carousel 3 to ACAM door T2-1540 to the elevator at gate 211.

Terminal 4: Outbound and inbound passengers will be escorted through ACAM door T4-1396 east of baggage carousel 3 to ACAM door T4-1438 to the elevator at gate 410.

Elevators located at T2 gate 203 and T4 gate 402 may be used in the unlikely event elevators at T2 gate 211 and T4 gate 410 become inoperative at the same time main elevators are out of service.

2.14 Tenant Conduct Regarding Unauthorized Activities

2.14.1 ONT tenants, tenant employees, or any other employee authorized to perform functions at the Airport, shall not assist, in any way, any person engaging in unauthorized activities as identified by: Federal Government Transportation Security Order (TSO); and/or, the ONT CEO or his/her authorized representative.

2.14.2 Individuals who have been granted limited or full access to the OIAA CCTV system must treat the footage as SSI and it is for official business use only. Those who do not comply will have their privileges suspended or permanently revoked.

2.15 Tenant Construction Requirements

All tenant construction must receive prior written consent from the OIAA and conform to the requirements as contained in the tenant's OIAA – Facility Use Agreement, Improvements and Alterations

2.16 Airport Construction and Obstruction Control:

Conduct of any construction, alteration, or other modification of Airport premises requires prior review and Letter of Construction Approval or Notice to Proceed issued by the OIAA. ONT Airport Operations overseas construction safety specifications and precautions affecting air operations.

2.17 Damage to Airport Property:

No person shall destroy, or cause to destroy, injure, damage, deface, or disturb in any way, property of any nature located on the Airport, nor willfully abandon any personal property on the Airport. Any person causing or responsible for such injury, destruction, damage, or disturbance shall report such damage immediately to the OPD Airport Bureau (909) 986-3371 and, upon demand by the ONT CEO or

his/her authorized representative, shall reimburse the Airport for the full cost of damages incurred by the OIAA. Any person causing or failing to report and/or reimburse the Airport for injury, destruction, damage, or disturbance of Airport property, may be refused the use of any facility until and unless said report and/or reimbursement has been made.

2.18 Bird Hazard Reduction - Wildlife Hazard Management:

- 2.18.1 In general, wildlife which may impact aircraft, including birds, not only create a hazard to the wildlife involved; but can adversely affect the safety of aircraft flight, and the safety of the traveling public who use ONT. For this reason, Ontario Airport Operations manages an FAA approved ONT Wildlife Hazard Management Plan (WHMP) assisted by a contract USDA Wildlife Biologist.
- 2.18.2 ONT Airside Operations monitors the Air Operations Area for the presence of wildlife. When bird(s) or other wildlife is observed to be a hazard to flight operations, ONT Airport Operations staff shall report to FAA ONT Air Traffic Control Tower (ATCT) controllers the following: the type and approximate location of the wildlife hazard; if involving birds, report the estimated number(s) and direction of flight above ground level (AGL); and, when the wildlife no longer presents an operational hazard.
- 2.18.3 It is FAA policy for ONT ATCT controllers, who observe or receive a wildlife hazard report, to advise aircraft pilots of the wildlife activity until the hazard potential is abated.
- 2.18.4 To the greatest extent practicable, as operationally safe, ONT Airport Operations, (909) 214-7682 or (909) 214-7683, conduct bird dispersal activities to discourage birds from flocking or nesting on ONT AMA.
- 2.18.5 ONT, in coordination with other ONT WHMP participants, conduct ongoing wildlife habitat mitigation with emphasis to eliminate conditions that create a habitat attracting bird populations at ONT.
- 2.18.6 In accordance with FAA Regulations, and the ONT WHMP, no person shall: feed, provide habitat, introduce, encourage, or attract the introduction of wildlife on the Airport.

2.19 Plastic Covers

Plastic covers shall not be used in any portion of the AOA, except to cover pallets or containers and only where such covered pallets or containers are completely secured by netting. Plastic covers shall not be disposed of in any exterior waste containers within the boundaries of the Airport.

2.20 Unmanned Aircraft Systems (Drones)

It is unlawful for any person to operate any unmanned aerial system (UAS) or drone in a manner or in proximity to the Ontario International Airport that is prohibited by any Federal, State, or local regulation.

2.21 Personal Conduct

2.21.1 No Person shall be or become intoxicated or drunk, commit any disorderly, obscene, or indecent act, wear offensive or gang related clothing, commit any act of nuisance, commit any act of endangerment or any act that may or is likely to endanger Persons or OIAA Facilities nor conduct or engage in any form of gambling on OIAA Facilities.

2.21.2 As further described in Section 7 – Airport Security, no Person shall attempt entry to or enter upon the sterile, secured, restricted or limited access areas of the Facilities, or any Security Identification Display Area (“SIDA”) of the Facilities, except a Person in compliance with one or more of the following provisions:

2.21.2.1 Such Person shall complete, successfully, all portions of the airline passenger pre-boarding inspection process to the satisfaction of the appropriate controlling authority and shall afterwards remain only in authorized locations maintained for passenger embarkation and debarkation, or

2.21.2.2 Such Person shall be validly badged in accordance with applicable security regulations and shall be an authorized Authority tenant, employee or other authorized Person acting in compliance with all applicable policies, codes, rules, regulations, standards, and instructions of the Authority, or

2.21.2.3 Such Person shall be escorted by either an authorized OIAA tenant, employee, or other authorized Persons who is validly badged in accordance with applicable security regulations and such Person and escort shall comply with all applicable policies, codes, rules, regulations, standards, and instructions of the OIAA.

2.21.2.4 The person is in possession of a valid ONT+ pass issued in their name and verifiable by a valid form of identification.

2.21.3 No Person, including those identified in subsection (b) above, shall introduce, or attempt to introduce, any object that may be used as a weapon to any area under the jurisdiction of the Authority unless acting in compliance with all applicable policies, codes, rules, regulations, standards, and instructions of the Authority. Such objects include, but are not limited to, firearms, air rifles and pistols, edged weapons and tools, explosives or incendiaries, clubs or bludgeons, throwing stars, and imitations thereof.

2.21.4 No Person shall willfully tamper, alter, move, or otherwise affect any security device, CCTV camera, PIN pad coding box, electromagnetic locking device or other such device, or perimeter fence, gate, or gate tracing device.

2.21.5 No Person shall willfully activate any security or emergency notification device or cause a security or emergency alarm when no threat to security or emergency conditions exists.

2.21.6 No Person shall willfully interfere with or obstruct the duties of any duly authorized and appointed security personnel, employee, or representative of the OIAA actively engage in performing duties regarding the security or operation of the Facilities.

2.21.7 No Person shall engage in riding and operating balance boards, bicycles, hover boards, roller blades, skateboards, Segways and all other similar vehicles or devices within the terminal, ramp / apron and concourse facilities, and on immediate terminal walkways and those connecting to the terminal and parking facilities (lots 2 and 4)

2.21.8 Any individual found creating unsafe conditions, hazards or engaging in unsafe practices in the workplace will be subject to corrective measures.

2.22 Trespassing / No Lodging

2.22.1 Due to the physical limitations of the Terminal Complex, high volumes of Passenger traffic and concern for the general safety, security, and welfare of the traveling public, it shall be unlawful for any Person to sleep in or remain in the Airport between the hours of 10:00 pm and 6:00 am after having been requested to leave by an OIAA representative or by a duly appointed law enforcement officer. This section does not apply to:

2.22.1.1 Any person holding a valid airline ticket for travel within 24 hours.

2.22.1.2 Any person in the terminal meeting a specific and identifiable arriving passenger or accompanying a departing ticketed passenger.

2.22.1.3 Any Airport employee acting in the course and scope of his or her employment.

2.22.1.4 Any employee of a government entity or an approved business located or doing business within the Airport Terminal.

2.22.1.5 Any Person whose presence in the terminal is substantially and directly related to the air transportation of passengers or property.

2.22.1.6 Person issued a valid ONT+ pass verifiable by a valid identification on the current date while abiding by the specific terms and conditions of its issuance.

2.22.2 It shall be unlawful for any Person, whose actions at the Airport constitute a proximate and cognizable threat to the safety of personnel or to Airport security, to remain on Airport property after having been requested to leave the property by a duly appointed law enforcement officer or an Authority security representative.

2.22.3 It is unlawful for any person or persons to intentionally block or give the appearance to a reasonable person that the entrance is blocked at any entrance to any OIAA Terminals

2.23 Criminal Conduct

2.23.1 No Person shall use any OIAA Facilities For any criminal activity in violation of this Code or any applicable federal, state, and local law.

2.23.2 Any Person involved in a criminal activity at OIAA Facilities in violation of this Code or at applicable federal, state, and local law may be detained, arrested, and prosecuted to the full extent of the law.

2.24 Recording Phone Calls to Airport Control Center

For security purposes, the OIAA records phone calls to the Airport Control Center. Continuing with a call to the Airport Control Center waives an expectation of privacy by the caller.