



# Airport Badging Handbook

## Contents

- Airport Badge Fees .....3
- Airport Badge Types and Access Zones .....3
- Notice of Violation Program.....7
- Violation Levels ..... 12
- Type of Violation ..... 13

## Key Contacts

### **Airport Operations**

- Main Number: (909) 382-2382
- Airport Operations Duty Phone: (909) 556-1383

### **Airport Security**

- Badging Office (909) 382-2381
- Roving Security Officers (909) 832-2393  
(909) 454-5970

## Airport Badge Fees

Badge Fee Schedule	Fee
New Badge	\$20.00
Replacement for Damaged Badge	\$10.00
Badge Renewal before Expiration Date	\$0.00
Badge Renewal for Expired Badge	\$40.00
Replacement for Lost or Stolen Badge	\$40.00
Unreturned Badge	\$60.00

## Airport Badge Types and Access Zones

The new Airport badge types are color coded to quickly identify appropriate Airport Operations Area (AOA) access privileges. Each badge type comes with newly designated ramp access, driving allowances and restrictions, including access to the North Perimeter Service Road.

### New Badge Color Codes

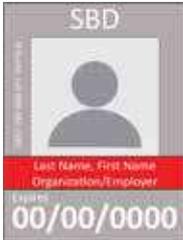
- Blue Badges**

Blue badges will have ALL access/driving privileges to the Runway, Taxiways, all Perimeter Service Roads, and all AOA ramps.



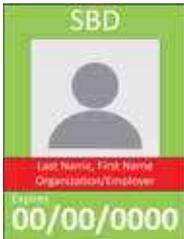
- **Gray Badges**

Gray Badges will have access/driving privileges to All AOA ramps, including the North Service Road.



- **Green Badges**

Green Badges will have access/driving privileges to the North/West Ramp Only. Green Badges will **NOT** have North Service Road Access



- **Orange Badges**

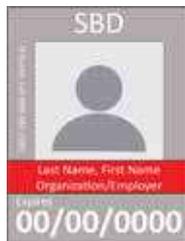
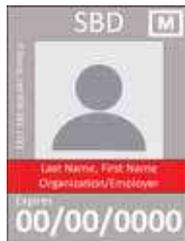
Badges will have access/driving privileges on the General Aviation Ramp Only. Orange Badges will **NOT** have North Service Road access.



## Additional Privilege Identifying Features

- **Red Stripe**

Driving Privilege, within designated AOA access area.



- **No Stripe**

Pedestrian badge; no driving privilege on the AOA



- **Boxed M in Upper Right Corner**

Movement Area Privilege (Runway + Taxiways)



## Notice of Violation Program

### **Introduction:**

This Operating Directive is designed to ensure compliance with the San Bernardino International Airport Authority (Airport) rules and regulations and federal obligations as set forth herein. This Operating Directive includes: 1. Airport Rules and Regulations; 2. Airport Operating Directives; 3. Airport Security Plans; 4. Leases, Contracts, Agreements and/or Permits.

### **Purpose**

Compliance with this Operating Directive is mandatory for all airport users, tenants, their employees, agents, representatives, contractors, and/or sublessees. In addition, to facilitate compliance, this Operating Directive provides a progressive enforcement mechanism and violation fee structure to ensure a safe and efficient airport operating environment. A written “Notice of Violation” (NOV) will be issued for instances of non-compliance as set forth herein.

## Enforcement Procedures

Consistent with airport rules and regulations, and federal obligations, a NOV will be issued on behalf of the Executive Director by Airport Operations and/or Airport Security personnel that includes progressive penalties, fines and/or revocations.

- I. **General:** Compliance actions, including the amount of any associated fee assessment will be based on one or more of the following factors:
  - a. Severity of the violation.
  - b. The duration, quantity and quality of pollutants, and/or the effect on public safety and/or the environment (i.e. did the violation cause extensive damage, cause an operational impact, result in a mandatory reporting requirement or administrative fine from a responding agency, etc.).
  - c. If the violation did, or could have resulted in personal injury, loss of human life, and/or damage to Airport property or facilities.
  - d. The violator's knowledge, either negligent or intentional, of the regulation violated.
  - e. Any history of violations, including individuals and/or tenants, previous enforcement actions involving the site, Airport tenant, business or individual.
  - f. The effectiveness of the enforcement action as a deterrent to similar violations.
- II. **Compliance Actions:** In accordance with Airport rules and regulations, Airport Security and Airport Operations will take compliance actions on behalf of the Executive Director by issuing NOVs on Airport owned property.
- III. **Types of Enforcement:** Any Airport user, tenant, their employees, agents, representatives, contractors, and/or sublessees in violation will receive a

written NOV for non-compliance with airport rules and regulations or federal obligations. Appeals from the receipt of a NOV may be filed in writing to the Airport Manager or designee. The Airport Manager will then review the information submitted and make a decision as to whether a violation occurred and whether any sanctions imposed as a result of this violation are appropriate. Should the recipient of the NOV request an appeal of the Airport Manager's decision, the Executive Director would then make a last and final determination. Barring any appeals and decisions made within the appeals process, all NOV's are final decisions. The NOV will contain at a minimum: date/time of violation, name of violator, applicable Section and/or item number being violated, and the signature of the issuing party. NOV copies will be distributed to the violator, the employer (when applicable), and one copy kept at the Airport Badging Office.

- a. Self-Reporting:** Self reporting and demonstrated good faith efforts to comply with Airport rules and regulations, Airport operating directives, Airport security plans, lease requirements, and/or permits will be considered favorably during any compliance and/or appeals process.
  
- b. Leaks, Spills, or Discharges:** Generally, the Airport will not initiate formal enforcement action on a self-reported, unavoidable leak, spill, or discharge under the following circumstances:
  1. When it is unreasonable to prevent such an occurrence.
  2. The leak, spill, or discharge amount is minimal.
  3. No substances have entered the storm drains.
  4. The leak, spill, or discharge poses no significant or widespread risk to human health or the environment.
  5. No NOV's or other correspondence had been issued to violator for a similar violation within the previous 90-calendar days.

**IV. Types of Penalties, Violations, Fines and Revocations:** Penalties that are imposed as a result of safety and security violations will be categorized in levels. Levels will escalate from Level I through Level III and the list provided below is not exhaustive nor meant to be all encompassing. Any offense not covered below will be evaluated on a case by case basis. In accordance with Airport rules and regulations, on behalf of the Executive Director, Airport Security and/or Airport Operations personnel will issue NOVs up to One Thousand and 00/100 Dollars (\$1,000) per violation, per day, for any violation of the Airport rules and regulations, and/or terms of any commercial lease agreement, or permit which regulates the conduct of operations at the Airport in addition to the remedies permitted in any lease, agreement, or permit. As applicable, each day (24-hour period) a violation continues shall be considered a new violation. Any NOV compliance actions shall not exclude, or be intended to infer, that resultant penalties will replace or limit any other fines, assessments, or other similar penalty that may be issued by a regulatory agency or public jurisdiction. For each violation found, a NOV will be forwarded to the appropriate entity (violation and/or Airport tenant). If a violation has created a situation considered an Imminent Danger, serious and/or a Willful Offense, the Airport Manager has the authority to issue “stop work” orders, without penalty to contracts or agreements, and proceed with the abatement of the violation with the responsible entity being responsible for all reasonable costs incurred for the abatement of such violation(s). For the purposes herein, the terms Imminent Danger and Willful Offense are defined as follows:

- a. **“Imminent Danger”** means the existence of any condition or practice in an area which could reasonably be expected immediately to cause death or serious physical harm to any person(s) if operations were to proceed in the area or if the person(s) were to enter it before the condition or practice.
  
- b. **“Willful Offense”** means an Airport tenant has failed to abate the hazard for which a previous NOV has been issued, or when the tenant repeats a violation for which they have already received a NOV.

## Violation Levels

	1st Violation	2nd Violation	3rd Violation	Tenant Responsibility
Level I	Re-take the training course within 15 days	Badge revocation for 24 hours and re-take training course within 5 business days	Badge revocation for 5 days and re-take training course on the next business day	3rd Infractions only: In writing by company manager acknowledging the infractions and stated counseling has taken place
Level II	Re-take the training course within 10 days	Badge revocation for 5 days and re-take training course on the next business day	Badge revocation for 30 days and re-take training course on the next business day	2nd and 3rd Infractions only: In writing by company manager acknowledging the infractions and stated counseling has taken place
Level III	Revocation of badge privileges for 5 business days	Badge revocation for 30 days and retake training course	Permanent revocation from AOA Access	All Infractions: In writing by company manager acknowledging the infractions and stated counseling has taken place
Fine or Revocation	Fine up to \$250	Fine up to \$500 and/or suspension of Permit or Agreement	Fine up to \$1000 and/or revocation of Permit/ Agreement as applicable	

## Type of Violation

	Level 1	Level 2	Level 3	Fine or Revocation
<b>1. Moving Violations on AOA</b>				
a.	Speeding on the AOA	•		
b.	Driving on AOA without State-issued driver license	•		
c.	Driving on movement area without movement area endorsement		•	
d.	Failure to use flashing lights, beacon or other approved vehicle identifying on the AOA		•	
e.	AOA vehicle registration violation	•		
f.	Failure to yield to aircraft		•	
g.	Erratic or reckless driving	•		
h.	Parking vehicles and/or equipment within 15 ft. of fire hydrant or other fire control apparatus	•		
i.	Unsafe, careless or improper operation of Aircraft		•	
j.	Failure to observe stop sign	•		

		Level 1	Level 2	Level 3	Fine or Revocation
<b>2. Security Violations on AOA</b>					
a.	Failure to properly display an Airport approved badge in AOA	•			
b.	Allowing unauthorized access into the AOA		•		
c.	Failure to secure vehicle gate or AOA access door		•		
d.	Displaying a false, altered or forged badge			•	•
e.	Improper entrance into the AOA-piggybacking or tailgating		•		
f.	Lending one's own valid badge to another person or using another one's badge to gain access			•	•
g.	Failure to possess a valid SBD I.D. Badge in the AOA		•		
h.	Improper personnel escort procedures	•			
i.	Entering AOA while badge is suspended			•	•
j.	Failure to challenge unauthorized individual in the AOA	•			
k.	Improper vehicle escort procedures (permitting tailgate entry, abandoning escort, moving from AOA gate prematurely)	•			

		Level 1	Level 2	Level 3	Fine or Revocation
<b>3. Environmental Violations</b>					
a.	Improper disposal of waste	•			
b.	Unauthorized painting or Non Permitted painting		•		
c.	Unreported spills				•
d.	Improper containment of spills	•			
e.	Leaking GSE, Trucks or Vehicles				•
f.	Containment of open fluids and materials				•
g.	Containment of open fluids and materials				•
<b>4. Safety and Health Violations</b>					
a.	Housekeeping violations: Blocking aisles, doorways, emergency exits, trash, FOD, falling hazards	•			
b.	No Labels, No Hazard signs posted	•			
c.	Electrical Safety Violations	•			
d.	Feeding animals or encouraging the congregation of animals	•			
e.	Failure to follow lockout/tag out procedures		•		
f.	Failure to follow proper confined space entry procedures	•			

		Level 1	Level 2	Level 3	Fine or Revocation
<b>4. Safety and Health Violations, continued</b>					
<b>g.</b>	Improper use or storage of hazardous chemicals	•			
<b>h.</b>	Failure to follow Hot Work Procedures		•		
<b>i.</b>	Fueling or Defueling aircraft inside or within 50 ft. of hangar or building			•	
<b>j.</b>	Fueling or Defueling aircraft while thunderstorms activity within 5 statute miles	•			
<b>k.</b>	Smoking on AOA	•			
<b>l.</b>	Parking fuel trucks within 50 ft. of structures			•	
<b>m.</b>	Conducting improper or prohibitive fueling activities or in unauthorized areas		•		
<b>n.</b>	Failure to have the proper fire extinguishing equipment while conducting fueling activities	•			
<b>o.</b>	Open flame operations on the AOA without SBIAA approval	•			
<b>p.</b>	Failure to properly dispose of Regulated Garbage			•	•

		Level 1	Level 2	Level 3	Fine or Revocation
<b>5. Non-Moving Violations on AOA</b>					
a.	Vehicle in No Parking Zone	•			
b.	Parking in Fire Lane	•			
c.	Starting engines or APU inside hangar or building			•	•
d.	Vehicle Safety Violation				•
e.	Unauthorized use of the Airport for commercial use without valid Operating Permit				•
f.	Unauthorized construction, modification or improvement to airport facilities				•
g.	Failure to file and obtain approved FAA 7460-1 form for all crane, construction, or development activities				•
h.	Parking or storing derelict aircraft, vehicles or equipment				•
i.	Failure to adhere to operating agreements and permits i.e. Commercial Operating Permit & Special Events Permit				•

## Airport Map



← NORTH - Map not to scale

Bldg.	Building Name	Occupant
6	Parcel	Amazon Air Regional Air Hub
48	Norton Regional Events Center	Inland Valley Development Agency San Bernardino International Airport Authority Norton Air Force Base Museum
56	Office Building & Former Commissary	Various Tenants
57	Parcel	San Bernardino Regional Emergency Training Center (SBRETC)
58	Parcel	USDA Forest Service Airtanker Base
180/190	Hangar	GA Hangar Complex
199	Hangar	San Bernardino County Sheriff's Aviation Division
330 / 341	Office Building & Hangar	World Wide Wings Flight School
670	Hangar	Executive Jet Maintenance (MRO)
671	Executive Jet Terminal (FBO)	Luxivair SBD
672	International Arrivals Facility	SBD International Airport
673	Domestic Arrivals/ Departures Terminal	Airport Operations & Security
674	Hangar	CAS
675 / 12	Air Cargo Facility & Bonded Warehouse	SBD International Airport
680	Fire Station	San Bernardino County Fire - ARRF SBD International Airport Badging Office
695	Hangar	UPS
730	Building	Airport Maintenance
763	MRO Hangar	Unical, Aeropro
794	Tower	Serco (Air Traffic Control)
795	Hangar	FedEx



SBD International Airport  
**Operating Directive 20-001**