

Chapter 3 - AIRPORTS

ARTICLE I. - IN GENERAL

DIVISION 1. - GENERAL PROVISIONS/PERSONAL CONDUCT

Sec. 3-17. - Definitions.

Airport Identification Media: Identification media issued by the Badge and Identification Office of the Airport Security Division which has been approved by the Transportation Security Administration for the San Antonio International Airport.

Airport Police: The San Antonio Airport Police Division of the San Antonio Police Department

Emergency vehicle: Vehicles of the police departments, fire departments, ambulances, airport operations and security vehicles, and/or vehicles conveying an airport official or airport employee in response to any emergency call.

Geo-Fence: a polygon whose points are geographic coordinates which define a virtual boundary around a geographic area on SAT property designated by SAT. There may be multiple Geo-Fences that are nested or geographically separate from the main fence surrounding the entire Airport property

San Antonio Airport System: San Antonio International Airport or Stinson Municipal Airport. Also refers to the Aviation Department of the City of San Antonio.

~~*SIDA badge:* The identification media authorized by the director and the TSA to provide unescorted access to the SIDA. The SIDA badge is color-coded to correspond to the area to which the badge holder has approved access. The SIDA badge may also be programmed to allow the badge holder access through security-controlled portals of the SIDA.~~

Transportation Network Company ("TNC"): a firm, corporation or company that uses an internet enabled application or digital platform to send or transmit an electronic, radio or telephonic communication through the use of a portable or handheld device, monitor, smartphone or other electronic device to connect passengers with transportation network drivers for transportation network operations.

TNC Operator: a person who receives connections to potential passengers and related services from TNC in exchange for payment of a fee to TNC; and uses a TNC vehicle to offer or provide a prearranged ride to passengers upon connection through the digital network controlled by TNC in return for compensation or payment of a fee. A person is acting as a TNC Operator anytime the person is a TNC Operator on a TNCs digital network, regardless of whether the person has a passenger in the vehicle.

Sec. 3-20. - Health.

In an effort to minimize exposure in airport facilities to communicable diseases and to ensure that potential disease vectors from endemic areas that may be harboring in aircraft are not released into San Antonio, all Aviation Department personnel, and airport tenants, and their personnel are required to immediately report any known or suspected communicable disease or potential

disease vector discovered at San Antonio International and Stinson Municipal Airports ~~that may have a public health consequence~~ to the airport communications center.

(Ord. No. 2015-04-09-0289, 1(Att. I), 4-9-15)

Sec. 3-21. - Right of inspection.

The ~~City, as represented by the Director, authorized City officials, or other approved officials as may be necessary,~~ reserves the right to inspect all buildings, improvements, betterments, and equipment located on, or activities conducted at, the airport, including but not limited to fuel equipment, effluent and chemical discharges, and any other inspection necessary ~~for the City~~ to comply with health, safety, and environmental regulations at the federal, state, or local level or to comply with grant assurances made by ~~City~~ to any governmental agency. Advance notice of inspection may be provided by the ~~City~~ as a courtesy, but is not required.

Nothing herein contained shall be construed to limit the use of any area or portion of any terminal space by authorized officers or employees of the airport, or by airport contractors, or to prevent ~~law enforcement any police officer, fire officer,~~ or any other public officer or employee from entering upon any part of the airport terminal when properly required to do so in the performance of his/her official duties.

(Ord. No. 2015-04-09-0289, 1(Att. I), 4-9-15)

Sec. 3-26. - Reflective safety vests.

All persons on the AOA at ~~San Antonio International Airport and at Stinson Municipal Airport the San Antonio Airport System~~ must wear a reflective safety vest at all times. This regulation does not apply to aircraft passengers traversing to or from an aircraft and transient pilots or staff pilots conducting duties associated with the inspection or operation of an aircraft in preparation for flight.

- ~~(a)~~ All persons working on any airport highways, streets, or roads shall also be required to wear high visibility reflective safety vests, garments or clothing to comply with the U.S. Department of Transportation's Work Zone Safety and Mobility regulations.
- ~~(b)~~ All required reflective safety vests, garments and clothing must, at a minimum, meet American National Standard Institute (ANSI) 107 standard, Class 2 Performance Level and be worn properly, which means the outermost garment, fastened in the front by using the zipper or Velcro fastener.
- ~~(c)~~ Within the AOA, deviations to the ANSI requirements must be submitted to the Aviation Director in writing for approval.

(Ord. No. 2015-04-09-0289, 1(Att. I), 4-9-15)

Sec. 3-31. - Animals.

No person shall enter the terminal building of the airport with a dog or other animal except service animals, therapy animals or animals to be transported by air, unless approved by the Director. Non-service animals to be transported by air must be caged for travel and taken directly to the airline for loading onto the aircraft. Disembarking pets must remain caged and be taken directly to ground transportation or other means of departure from the terminal area. At no time shall non-service animals be removed from their transportation cage while in the terminal building except

| when using the designated pet relief area. Transportation cages shall not be discarded in the terminal or on any other airport property.

| ~~Authorized animals on the~~ airport property are to relieve themselves solely in designated pet relief areas as may be established or approved by the Director from time to time.

No person shall allow or transport any animal onto the AOA unless it is properly leashed or restricted by other means as deemed appropriate by the Director to prevent the animal from interfering with airport operations.

(Ord. No. 2015-04-09-0289, 1(Att. I), 4-9-15)

| **Sec. 3-33. - Open flame and smoking**vaping/e-cigarette restrictions.

(a) No person shall conduct any open flame operations in any hangar or elsewhere on the airport unless specifically authorized by the Director in writing. Any open flame operations authorized by the Director shall be conducted strictly in accordance with applicable fire and safety regulations. Authorization shall not be granted until such operation has been investigated and it has been determined that there is no fire hazard to airport property.

| (b) Open flame welding within fifty (50) feet of aircraft fueling operations is prohibited. An operational fire extinguisher must be present at the site during welding operations.

| (c) Smoking, vaping and the use of e-cigarettes -is prohibited on the AOA, in any hangar, shop, service station area, fuel storage area, terminal, office, or in any building, room, or place on the airport where smoking is prohibited by law. The Director is authorized to designate smoking and nonsmoking areas at San Antonio International Airport and Stinson Municipal Airport.

(Ord. No. 2015-04-09-0289, 1(Att. I), 4-9-15)

| **Sec. 3-40 - Appearance standards.**

~~Each entity having personnel on airport property shall require its employees, subcontractors, and/or independent contractors who work in public view and about the terminal buildings to wear clean and neat attire (as appropriate to the job duties performed) and to display proper identification. Uniforms and dress code should be professional. Those not in uniforms should dress in a way that is conducive to a professional environment.~~

The Director is authorized to issue regulations establishing dress, behavioral and service standards and grooming requirements for tenants, concessionaires and other entities operating at the San Antonio International Airport and interacting with the public to ensure a consistent professional standard of dress and conducts is presented to the traveling public at the San Antonio International Airport and Stinson Municipal Airport. All ~~Non-uniformed~~ clothing and accessories shall be free of obscenities, rude messages, and political statements.

(Ord. No. 2015-04-09-0289, 1(Att. I), 4-9-15)

| **Secs. 3-41—3-45. - Reserved**

DIVISION 2. - AIRCRAFT OPERATIONS

Sec. 3-52. - Authorized aircraft parking areas.

- (a) No person shall park an aircraft or leave an aircraft standing at any location on the airport other than those areas designated for the parking of aircraft. The parking of any aircraft outside of areas designated for aircraft parking is prohibited without permission from the Director.
- (b) All parked aircraft must have at least one (1) wheel chocked in the front and back of the wheel by wheel blocks or other approved devices except in cases where, ~~in the opinion of authorized by~~ the Director, proven procedures, ~~such as those followed by the scheduled airlines,~~ that are equally safe are employed. Parking procedures followed by the scheduled airlines are proven examples.
- (c) Upon notification by the Director, the operator of any aircraft parked or stored at any terminal shall move such aircraft from the place where it is parked or stored to a location designated by the Director. If the operator refuses to comply with such direction, the Director may remove or cause to be removed such aircraft to such designated place at the operator's expense, and without liability for damage that may result in the course of such moving.
- (d) All aircraft parked on non-leased aircraft parking areas must have cones or another type of barricade approved by the Director at the outer edge of the wingtips, nose, and tail of the aircraft unless an exemption from this requirement has been granted by the Director.
- (e) No person or entity shall reserve any non-leased aircraft parking position by any means without permission from the Director. The parking, placement, or staging of any equipment, barricades, or objects of any type on a non-leased aircraft parking spot for more than five (5) minutes prior or after the aircraft's arrival or departure from the parking spot is prohibited without the permission of the Director.
- (f) Parking of aircraft such that any part extends beyond the leasehold is forbidden, and any damage to property caused by any part extending beyond the lease area will be the responsibility of the lease holder in violation.

(Ord. No. [2015-04-09-0289](#), 1(Att. I), 4-9-15)

Sec. 3-67. - General aviation aircraft parking at terminals.

No general aviation aircraft shall park at a terminal gate at San Antonio International Airport without the permission of the Director. ~~Such Any~~ general aviation aircraft ~~that does park at a terminal gate at San Antonio International Airport~~ shall immediately disembark from said gate when requested by the Director.

(Ord. No. [2015-04-09-0289](#), 1(Att. I), 4-9-15)

Sec. 3-69. - Trash disposal from aircraft.

- ~~(a)~~ Airline and/or aircraft operators must promptly dispose of all aircraft trash in appropriate receptacles. In no event shall aircraft trash be deposited into foreign object debris (FOD) receptacles.
- ~~(b)~~(a) All trash or refuse material brought into the airport from countries or provinces outside of the United States of America ~~that is subject to the federal standards regarding the disposal of~~

~~trash from countries or provinces outside of the United States of America~~ must be disposed of in adherence with all federal regulations.

(Ord. No. [2015-04-09-0289](#), 1(Att. I), 4-9-15)

Sec. 3-73. – Aircraft operations at the General Aviation Federal Inspection Station.

- (a) Aircraft, equipment and personnel located at the General Aviation Customs ramp, serving the General Aviation Federal Inspection Station (GA FIS) located at 1775 Skyplace Blvd, must follow all procedures and guidelines established by Customs and Border Protection (CBP). Services may only be rendered to aircraft that have requested said services prior to arrival or departure from the GA FIS ramp.
- (b) Entities wishing to conduct services on the GA FIS ramp must first receive a Marshalling Services Permit issued by the San Antonio Airport System.
- (c) Service provider (permittee) shall adhere to the Permit's requirements.
- (d) The Director may terminate the Marshalling Agreement as stipulated in the permit.

Sec. 3-74. – Unmanned Aircraft Systems or Drones.

Operators of all Unmanned Aircraft System (UAS) systems may not operate a UAS within the Class C or Class D Airspace, the airspace included at both airports in the San Antonio Airport System, unless the operator has prior authorization from the FAA Air Traffic Control Tower (210-805-5507). Operators of all UAS systems are required to contact the Airport Duty Manager (210-207-3433) and the FAA Air Traffic Control Tower prior to flight within three miles of either airport in the San Antonio Airport System

Unauthorized UAS system operations will be investigated by the FAA with the assistance of local law enforcement as required.

Secs. 3-7~~35~~—3-76. - Reserved.

DIVISION 3. - VEHICLE OPERATORS

Sec. 3-77. - Operation of vehicles in public areas.

Vehicles operating in public areas or on roads outside the AOA (including those crossing any public area or road outside the AOA) within the airport's boundaries shall be operated in accordance with the following minimum requirements:

- (1) All vehicles shall be operated in accordance with the applicable laws and regulations of the jurisdiction(s) in which the airport is located. The driver or operator shall also have a license(s), certification(s), permit(s), or endorsement(s), as required by such laws and regulations for type of vehicle being operated.
- (2) All vehicles shall, at all times, comply with any lawful order, signal, or direction of any authorized representative of the **A**irport **P**olice or **A**viation **D**epartment staff member. Where vehicular traffic is controlled by traffic lights, signs, mechanical or electrical signals, or pavement markings, such lights, signs, signals, and markings shall be obeyed unless authorized by the **A**irport **P**olice or directed otherwise by appropriately assigned personnel.
- (3) No vehicle shall be operated in a manner that creates an unreasonable risk of harm to persons or property ~~or while the driver thereof is under the influence of any substance that impairs, impedes, or otherwise affects the ability of the driver to safely operate the vehicle,~~ or if such vehicle is so constructed, equipped, or loaded as to create an unreasonable risk of harm to persons or property.
- (4) Pedestrians in marked crosswalks shall at all times have the right-of-way over vehicular traffic, and drivers of vehicles must yield the right-of-way.
- (5) Vehicle parking.
 - a. No person shall park a vehicle for loading, unloading, or any other purpose on the airport other than in the areas specifically established for parking and in the manner prescribed by signs, lines, or other means.
 - b. No person shall abandon any vehicle on the airport.
 - c. No person shall park a vehicle on grass areas, or in a manner so as to obstruct roadways.
 - d. No person shall park a vehicle in any space marked for parking in such a manner as to occupy part of another marked space.
 - e. No person shall park or stop any vehicle in any reserved areas so marked, unless authorized to do so.
 - f. All employees of companies, organizations, or agencies having tenancy on the airport shall park private vehicles on leased premises only or in designated employee parking lots. Only those persons with authorization shall be permitted in the **C**ity-owned employee parking lot(s). The **D**irector shall establish and designate public and employee parking areas.
- (6) All service vehicles, including but not limited to company utility trucks, government-owned vehicles, and delivery trucks, shall only park in designated areas as authorized by the **D**irector.
 - (1) No persons shall clean or make any repairs to vehicles anywhere within the airport boundary other than in areas designated for such purposes or within their own leased areas, except minor emergency repairs necessary to remove such vehicles from the airport; nor shall any persons move, interfere, or tamper with any vehicle or put in motion the engine or take or use any vehicle part, instrument, or tool thereof without the permission of the owner or without satisfactory evidence of the right to do so presented in advance to the **D**irector.
 - (2) Persons who do not have proper authorization to operate a vehicle on the AOA but require to do so must contact the **A**viation **D**epartment for an escort.
- (7) No stopping, standing or parking on certain streets

- a. When signs are erected on the curb on any roadway located on airport premises giving notice thereof, no person shall stop, stand or park a vehicles except while actively loading or unloading unless previously authorized by Airport Police.
- a. This provision prohibiting the standing or parking of a vehicle shall apply at all times except when it is necessary to stop a vehicle to avoid conflict with other traffic or in compliance with the directions of a Police Officer or an official traffic-control device.
- b. Provided, however, that subsections (a) above shall not apply to any emergency vehicle.
- c. Violation of any of the provisions hereof shall be punished by a fine in an amount not to exceed \$500.00 and the vehicle may be subject to towing.
- d. Any City employee whose duty is to enforce the parking provisions contained in this chapter shall attach to any vehicle parked in violation thereof, a notice that such vehicle has been parked in violation of such provisions and summoning the violator to appear at the Office of the Clerk of the Municipal Court in regard to such violation.
- e. When any vehicle is found parked in violation of any parking provisions contained in this chapter, such fact shall be prima facie evidence that the person in whose name it is registered is guilty of a violation of the parking provisions contained in this chapter.
- f. If the violator fails to make payment, the Clerk of the Municipal Court shall issue process for his or her appearance.

(Ord. No. [2015-04-09-0289](#), 1(Att. I), 4-9-15)

DIVISION 4. - GROUND TRANSPORTATION—VEHICLES FOR HIRE

Sec. 3-85. - Scope and intent.

- (a) The provisions of this division shall be followed by all persons, holders, companies, drivers, and representatives providing vehicle for hire services.
 - (b) The Director is authorized to enforce all provisions of this chapter and City ordinances,⁵⁷ ~~including the City's ground transportation ordinance, Chapter 33, as amended, and ordinances relating to commercial activities and personal conduct at San Antonio International and Stinson Municipal Airports.~~
 - (c) All representatives, drivers, operators, holders, owners, and persons operating any vehicle for hire shall obey all lawful orders issued by the Director whenever conducting operations or operating any vehicle for said purpose while on airport property.
- (Ord. No. [2015-04-09-0289](#), 1(Att. I), 4-9-15)

Sec. 3-92. - TNC Airport Operations.

All TNC Operators in the San Antonio Airport System shall operate in accordance with and adhere to the following regulations in order to regulate the traffic flow and:

- (a) TNC Operators shall not operate on San Antonio Airport System property without the proper use of TNC's application. TNC Operators may not pick-up passengers who are paying for services using any other method than TNC's application. No personal pick-ups or pre-arranged pick-ups for which the TNC Operator receives compensation other than through TNC's digital network or application are allowed to operate on airport property.
- (b) TNC Operators shall adhere to Chapter 95 of the Texas Administrative Code.
- (c) TNCs are encouraged to maintain and utilize a geo-fence technology to maintain airport originating trip data based on trips booked through the TNC digital network or application, which shall include trip originations in four-hour intervals. Trips shall mean any passenger pick-up, including but not limited to on and within the airport property as defined by the Geo-Fence(s) established by the Airport System. Such data shall include when a passenger is picked up on airport property as part of a ride booked through the TNC application or digital network. TNCs shall share the trip data through Geo-Fence application while operating within the SAAS. TNCs shall be encouraged to provide the data in real time to the official web-hosted rideshare monitoring application of the City, a third-party application or digital platform using an HTTP/HTTPS POST message which contains a JSON data packet. Specific URL addresses, request and response formats, TNC identification designations, usernames and passwords, Geo-Fence definitions and boundaries, and message fields and associated formats shall be provided to the TNC prior to implementation by Aviation Department.
- (d) TNCs shall submit to the Aviation Department a separate monthly report (monthly report) for San Antonio International and Stinson Municipal Airports containing details of each individual pick-up and drop-off trip conducted within the SAAS boundaries including date, time and a vehicle identifier, the total number of originating trips for each day within the reporting period and a total of those originating trips for the month. TNC shall submit such monthly reports within fifteen (15) days after the close of each calendar month.
- (e) TNCs shall pay the per trip fee set out in Section 3-180 for each trip originating at either airport in the San Antonio Airport System on a monthly basis within thirty (30) days after the close of each calendar month. Any payments not paid when due shall be subject to a service charge of the lessor for the purpose of verifying that a TNC is accurately reporting and sharing trip data and verifying the per trip fee payments, the City shall have the right, no more than once every 12 months, to visually inspect a sample of records that the TNC is required to maintain at a mutually

agreeable location. The sample shall be chosen randomly by the City in a manner agreeable to both parties. Any record furnished to the City may exclude information that would identify specific drivers or riders. If such audit discloses that TNC's monthly reports were understated, TNC shall pay to the City within thirty (30) days of receiving notice, the additional originating trip fees due for the days audited together with interest at the lesser of eighteen (18%) per annum or the maximum allowed by law, from the date(s) such amount was originally due.

- (f) The Aviation Department reserves the right, at any time, to change, alter and expand the Airport property, including the terminals, roadways and designated pick-up, drop-off and/or staging areas. The City reserves the right, at the Director's sole discretion, to adopt rules and regulations related to security or other operational matters that may affect TNC's business.

Secs. 3-~~9293~~—3-96. - Reserved.

DIVISION 5. - ENVIRONMENTAL/NOISE ABATEMENT

Sec. 3-99. - Storm water pollution prevention plan and other rules.

All persons or entities operating or conducting any activity or business upon the airport shall comply with the Storm Water Pollution Prevention Plan (SWP3 or SWPPP) and any revisions thereto. A copy of the SWP3 is on file at the office of the Director (and online with at the Environmental Stewardship site: <https://www.sanantonio.gov/Aviation/Environmental-Stewardship/SPCC-Plans>). A tenant may choose to operate under a separate (individual) storm water pollution prevention plan, but must coordinate its individual plan with the Airport's SWP3. All persons or entities that use the airport facilities shall comply with these rules as promulgated by the Director:

- (1) Aircraft Washing. No aircraft washing is to take place on San Antonio Airport System property. There are no wash racks available for washing commercial or private aircraft.
- (2) Soil Management Plan. The San Antonio Airport System has established a Soil Management Plan to establish practices for managing soil generated or handled by airport projects to ensure that excavated or imported soil that is suspected of being contaminated is separated from clean soil and managed in compliance with Federal, State and Local requirements.
 - a. As much as possible, soil characterization must be performed prior to soil importation or excavation.
 - b. Soil must not be imported or exported without an approved Soil Management Plan Authorization approved by the Environmental Stewardship Division.
 - c. A Soil Screening Plan must be prepared for all projects; the plan will guide the day to day operation of handling soil and soil stockpiles
 - d. Uncontaminated soils may be stored on airport property at designated storage sites, and segregated by project. Impacted soils may be reused on Airport property only. Contaminated soils must be disposed of at an ESD approved facility and may not be long-term stockpiled on airport property.
 - e. Quantities of excavated/imported soils and soil data must be documented by the Project Manager. Information includes the source for the soil, sampling record, analytical results, and disposal records.
 - f. In the event of an emergency, the appropriate notifications need to be made to the SAT Communications Center, Operations, Environmental Stewardship, and the Fire Department.
 - g. A weekly status report will be prepared describing field activities, and summaries of weekly totals for excavated/imported soil. At project close out the Project Manager will make sure that all information and reports are up to date related to soil excavation/import.
- (3) All parties must comply with the TCI "Soil Relocation and Communications Plan", as posted on the city's TCI website. <https://www.sanantonio.gov/TCI/Projects/Soil-Relocation>
- (4) Storm water Laws and regulations for construction areas on the airport require the design and implementation of silt fences and erosion control techniques to minimize the impact of sediment run-off during storm events. Control measures will also include best management practices used to prevent or reduce the discharge of pollutants to waters off of airport property. Based on the Texas Commission on Environmental Quality (TCEQ) Construction Storm Water Permit requirements, construction contractors who have filed a Notice of Intent (NOI) are required to install and maintain all structural controls and Best

Management Plans, inventory of exposed materials, good housekeeping measures and spill prevention.

- (5) Procedures for Lease Close Out at Tenant locations: At least 120 days before the expiration of lease, the tenant will coordinate with the Properties and Environmental Stewardship Divisions of the San Antonio Airport System to conduct an environmental inspection or examination of the property and supply the data and the results of the inspection to the two divisions of the Airport System. If the results of the assessment indicate that property has been impacted by the release of Hazardous Substances or hazardous waste is detected, the tenant will clean up the contamination at its own expense, and in accordance with applicable federal, state, and local law.

Any written revisions or additions made to any of these rules by the Director will be available at the office of the Director.

~~The triturator rules are currently posted on the walls of the triturator building. Tenants who fail to comply with any of the triturator rules may lose their AOA driving privileges.~~

(Ord. No. 2015-04-09-0289, 1(Att. I), 4-9-15)

Sec. 3-101. - Spill or release notification and cleanup.

- (a) All airport businesses must comply with all the U.S. Environmental Protection Agency (EPA) Spill Prevention Control and Countermeasures (SPCC) rules.
- (b) Airport businesses must immediately report all fuel and motor oil spills and hazardous waste spills to the airport communications center (210-207-3433).
- (c) Upon notification of a spill or release, the airport communications center will notify the ~~Aircraft Rescue and Fire Fighting (ARFF) division of the City Fire Department~~, Environmental Stewardship Division and other emergency responders, as necessary and appropriate, to ensure that any imminent hazard is mitigated, the release is contained, and necessary notifications are made to Aviation Department personnel in accordance with internal operational procedures. However, it is the ultimate responsibility of the tenant or business to contain and clean up the spill or release.
- (d) All external notifications to regulatory agencies shall be coordinated through the Director via the Airport Communications Center; however, all airport businesses are responsible for making all notifications required by federal, state, and local regulations for releases resulting from their operations. The Director will assist in determining the appropriate notifications.
- (e) In the event of a spill release exceeds the Reportable Quantity limits, the business must notify the Texas Commission on Environmental Quality (TCEQ) within 24 hours of the spill or release. The Environmental Stewardship Division will notify the San Antonio Water System (SAWS), and if required, the San Antonio River Authority.
- (f) If a major spill or release occurs and the tenant or business fails to remediate the impacted area, the ESD will procure an environmental contractor to remedy the area(s) that have been impacted. The ESD will back-charge the tenant or business for all costs.
- (g) No person shall allow any solid or liquid (including any new or waste restaurant fry oil) to be placed or poured into any interior floor drains, manholes, or other sewer connections, except those fluids approved by the SAWS, and with the concurrence of Director. Chemicals must be stored in a manner to minimize the potential for spills to reach any drains. Bulk chemical storage drums must be placed within spill pallets to contain spills and releases. In addition, no person shall allow any solid or liquid to be discharged to any exterior drain, inlet, manhole, or other storm sewer connection without first obtaining approval from the Director to do so. An Industrial Waste Water Permit issued by the state department of environmental quality is

required by SAWS for ~~any non-stormwater~~ discharges to the sanitary sewer system ~~in order to not impact the treatment system.~~

(Ord. No. 2015-04-09-0289, 1(Att. I), 4-9-15)

Sec. 3-102. - Pavement deicing.

All pavement deicing chemicals used at the airport must comply with the following standards:

(1) Each airport tenant must obtain prior written approval from the Director prior to the application of any pavement deicing product.

(2) Prohibited products: ~~The use of urea-based deicing products is prohibited on both landside and~~

- a. ~~Airside payment surfaces at the airport.~~ The use of Urea-based deicing products is prohibited on both landside and airside pavement surfaces at the airport.
- b. The use of deicing products containing formates (e.g., potassium formate and sodium formate) is prohibited on airside pavement surfaces. Note: potassium acetate is not potassium formate and is not part of this restriction.
- c. Because salts of chlorine sometimes affect runway concrete (PCC), products containing chloride, (sodium chloride, etc.) are strictly prohibited from use on the airside.
- d. Products prohibited by the FAA for deicing use shall not be used landside or airside at the airport.

(3) Approved products.

- a. Airside. The use of pavement deicers on the air operations area (AOA) must comply with the requirements specified in FAA Advisory Circular 150/5200-30B, as it may be amended from time to time. Currently, the only approved products for application on airside surfaces at the airport are potassium acetate and sodium acetate.

~~b.~~ Landside. The use of pavement deicers on landside pavement must comply with the requirements in FAA Advisory Circular 150/5200-30B, as may be amended from time to time. Currently the only FAA approved products for application on landside surfaces at the airport are chloride (sodium chloride, etc.) based products.

(Ord. No. 2015-04-09-0289, 1(Att. I), 4-9-15)

Sec. 3-103. - Aircraft deicing.

(a) Aircraft deicing (the removal or prevention of snow and/or ice with chemical substances) shall only be accomplished after the Director's written acceptance of the user's detailed deicing plan.

(b) Before granting written permission for aircraft deicing, the Director will review the deicing plans, deicing manuals, and training materials; inspect any deicing equipment; and accept the containment and recovery plan that will be used by the lessee for aircraft deicing.

(c) Use of chemical substances for the purpose of removing snow and/or ice shall comply with all regulatory measures, as they may change from time to time.

(d) All deicing and anti-icing shall be performed in accordance with the Airport's Deicing Program, ~~if and when such program is promulgated by the director. When promulgated, the deicing program will be made available for review by contacting the director's office which contains authorized deicing locations and procedures. The Airport's Deicing Program is available from~~

the Operations Division at (210) 413-4928 or the Environmental Stewardship Division (210) 207-3862.

- (e) Best management practices should be used to minimize the use of glycol through proper application techniques.
- (f) To the extent possible, other deicing and anti-icing techniques should be used to minimize the use of glycol. These techniques are described in detail in FAA Advisory Circular 20-117 Hazards Following Ground Deicing and Ground Operations in Conditions Conducive to Aircraft Icing.
- (g) For safety reasons, efforts must be made to collect overspray from ramp areas if feasible to keep ramp surfaces clean and to avoid deicing fluids from entering the storm drains. Designated deicing areas have been established at the west, south, and east ramps. Deicing at the gates is prohibited.
- (h) Collected aircraft deicing and anti-icing fluids shall be disposed of or recycled in accordance with the Clean Water Act and U.S. Environmental Protection Agency Effluent Limitation Guidelines (ELGs), if any.
- (i) Weekly, each aircraft owner who uses deicing fluids must report quantities and concentrations of deicer used (inclusive of quantities disposed of or recycled) to the director Environmental Stewardship Division designated representative if any aircraft deicing fluids are used during the week. The week shall run Sunday through Saturday. Reports are due on Tuesday for the prior week.
- (j) As required by the TCEQ Texas Pollutant Discharge Elimination System Multi-Sector General Permit, deicing season is identified for SAT from October through March. Implementation of control measures, including Best Management Practices, facility inspections and monitoring must be conducted with particular emphasis throughout the defined deicing season.
- (k) Each aircraft owner who uses deicing fluids must track and record the use of aircraft deicing fluids for the deicing year (July 1st—June 30th), including inventories on hand at the start and end of the deicing year. If a deicing contractor is used, the owner of the aircraft is still responsible for filing the annual report. These data shall be reported annually for use in projecting future infrastructure and staffing needs, and may become a reporting requirement of the airport's industrial storm water permit. The annual aircraft deicing fluid use and inventory report must be submitted to the Director by the end of the deicing year (June 30th). The report must include total gallons (neat) of Type I and Type IV deicing fluid applied during the deicing year just completed, as well as Type I/IV inventories on hand at the start and end of the deicing year.

(Ord. No. 2015-04-09-0289, 1(Att. I), 4-9-15)

DIVISION 7. - COMMERCIAL ACTIVITY

Sec. 3-142. - Changes by tenant.

No tenants or lessees will be permitted to effect structural changes, additions or decorative changes, including signs or displays of any type, or repairs to any City-owned buildings without prior written permission of the Director. Additionally, no tenant or lessees shall be permitted to effect changes to any existing non-City owned facility located on airport property, construct a new facility on airport property, or complete surveying work on airport property without prior written permission from the Director. The tenant or lessee shall furnish any and all documentation regarding the proposed changes or construction, in a quantity specified by the Director, ~~to the director~~ for his or her review and approval.

(a) Airport Security Division must be notified prior to any changes to a tenant's legal name on lease agreements, including assignments and assumptions. Airport Security Division must also be notified prior to any alternations and activities by tenants that impact the layout or physical structure of the AOA, SIDA, Secured Area or Sterile Area. The aforementioned division will determine if TSA notification is required; if so, TSA requires 45 days of notice to any changes in the form of a Change or Condition, Temporary or Permanent Amendment to the Security Plan of the San Antonio International Airport. No alterations or activities will be permitted until TSA written approval has been received.

(Ord. No. [2015-04-09-0289](#), 1(Att. I), 4-9-15)

Sec. 3-146. - Construction or repair.

- (a) Prior approval shall be obtained from the Director before any survey, repair, or construction activity of any kind is commenced on any City-owned property at the airport. This shall include utility connections, paving, excavations, and removal of soil or fill material or other improvement to land on the airport.
- (b) Prior to the commencement of any construction, an airspace study on FAA Form 7460-1 shall be completed except for construction within an existing structure.
- (c) In the event construction equipment will be used which is higher than the structure being erected under a granted permit, the operator of the equipment must notify the Aviation Department, keep the equipment in a lowered position to the maximum extent possible, and install appropriate hazard marking and/or lighting on the top extremity of the equipment.
- (d) All necessary City permits and licenses shall be obtained prior to performing any construction or repairs.

(e) Any repair or deficiency that is the responsibility of the Aviation Department to correct may be reported to the Aviation Department through the feedback page on the Aviation Department's website.

(e)(f) In order to comply with TSA regulations, Airport Security must be notified prior to tenants initiating any alterations and activities that impact the layout or physical structure of the AOA, SIDA, Secured Area or Sterile Area. Airport Security will determine if TSA notification is required; if so, TSA requires a 45 day notice in advance of any work commencing through a Change of Condition, Temporary Amendment or Permanent Amendment form. No alterations or activities will be permitted until Airport Security receives written approval from TSA.

(Ord. No. [2015-04-09-0289](#), 1(Att. I), 4-9-15)

Sec. 3-147. - Nonconcessionaire rental car business permit.

- (a) The Director is authorized to grant nonexclusive user permits substantially in the same form as the San Antonio International Airport nonconcessionaire rental car business permit previously approved by ordinance. Said permit grants permission and access to the airport by nonconcessionaire rental car businesses using San Antonio International Airport or Stinson Municipal Airport in exchange for payment of a Permit Fee and the collection and remittance of Customer Facility Charges.
- (b) The permit authorizes nonconcessionaire rental car businesses to access and use the airport for loading and unloading of airport patrons at designated locations ~~and provides for nonconcessionaire rental car businesses to access the airport advertising and reservation board located in the baggage claim areas of airport terminals.~~
- (c) The user fee, consistent with City ordinance, is based upon the benefits derived by nonconcessionaire rental car businesses by their use of San Antonio International Airport ~~and shall not be higher than the percentage fee for concessionaire rental car businesses operating at San Antonio International Airport in accordance with division 10 of these rules and regulations.~~

(Ord. No. [2015-04-09-0289](#), 1(Att. I), 4-9-15)

DIVISION 8. - SECURITY

Sec. 3-159. - Authorization for identification.

The Director, before granting authorization for entrance or operations within restricted areas previously defined, must determine from existing facts or from information provided by the applicant that the entrance and/or operations are necessary for the regular operations of the airport and that such authorization will not cause any security problem for the airport or for the lessees of airport property.

- (a) The Director shall have the right to require those seeking authorization for entrance or operations within restricted areas previously defined to provide information relative to the applicant's name and address, his/her employer and address, his/her proposed activities within the restricted area, and any other information necessary to establish the right of entry and fulfill the federally mandated requirements to receive an approved airport identification media as established in the airport security program. The Director shall have the authority to limit the location, entrance, duration of time in the area, and the point of ingress and egress by any person or vehicle authorized to enter the restricted areas. The Director may terminate any authorization upon a change of conditions affecting airport security.
- (b) Each person authorized to access the restricted area of the airport shall be issued airport identification media in accordance with the federally approved airport security program. The approved airport identification media is the property of the San Antonio Airport System and may be revoked, suspended or confiscated at any time by the Director for security or safety infractions.
- (c) Persons in possession of airport identification media shall immediately return such media to the appropriate airport representatives upon voluntary or involuntary termination of employment. Employers shall be responsible for the return of airport identification media and keys upon the termination of any employee in possession of such airport identification media. Rates for unreturned keys and identification media are in Division 10.
- (d) In the interest of the safety and security of the traveling public and employees working at the airport, the City reserves the right to be more stringent in the interpretation of the disqualifying offenses outlined in 49 C.F.R. Part 1542.209 regarding the authorization to be issued or maintain possession of approved airport identification media.
- (e) The Aviation Director reserves the right to consider any of the following dispositions appearing in an applicant's criminal history in determining whether or not to issue or renew airport identification media to an applicant: felony convictions, felony deferred adjudications, Class A misdemeanor convictions, Class A adjudications, or a pattern of criminal behavior determined, in the Director's sole discretion, to pose a threat to persons or property. Airport identification media will not be issued to any applicant who has outstanding active arrest warrants. Proof of resolution of arrest warrants must be provided to the Airport Security Division.

(Ord. No. [2015-04-09-0289](#), 1(Att. I), 4-9-15)

DIVISION 10. - RATES AND FEES

Sec. 3-179. - Parking rates and charges.

The Aviation Department shall implement rates and charges for parking privileges at San Antonio International Airport, which shall remain in effect unless amended by order of the City Council as may be necessary from time to time. The times and rates for the parking areas shall be published on the City's website. Such charges are inclusive of sales tax payable to the state and are as follows:

- (1) Long-Term Parking Area: The rates and times to be established by the Aviation Director and shall not exceed a maximum of \$11.00 for each 24-hour period. Upon the opening of the Short-Term Parking Area, the rates and time to be established by the Aviation Director and shall not exceed a maximum of \$16.00 for each 24-hour period.

~~0—0.25 hour or fraction thereof: \$0.00~~

~~0.25—1 hour or fraction thereof: \$2.00~~

~~Each additional hour or fraction thereof: \$2.00~~

~~Maximum, 4—24 hours or fraction thereof: \$11.00~~

~~Effective April 2017~~

~~Long-term parking area:~~

~~—0—15 minutes: \$0.00~~

~~—16 minutes—1 hour: \$3.00~~

~~—1.00—2.00 hours: \$5.00~~

~~—2.00—3.00 hours: \$7.00~~

~~—3.00—4.00 hours: \$9.00~~

~~—4.00—24 hours (maximum): \$12.00~~

- (2) Short-Term Parking Area: The rates and times to be established by the Aviation Director and shall not exceed a maximum of \$24.00 for each 24-hour period. Upon the opening of the Short-Term Parking Area, the rates and time to be established by the Aviation Director and shall not exceed a maximum of \$29.00 for each 24-hour period.

~~0.00—0.25 hour or fraction thereof: \$0.00~~

~~0.25—0.50 hour or fraction thereof: \$2.00~~

~~0.50—1.00 hour or fraction thereof: \$3.00~~

~~1.00—2.00 hour or fraction thereof: \$5.00~~

~~2.00—3.00 hour or fraction thereof: \$8.00~~

~~3.00—4.00 hour or fraction thereof: \$11.00~~

~~4.00—5.00 hour or fraction thereof: \$14.00~~

~~5.00—6.00 hour or fraction thereof: \$18.00~~

~~Longer than 6.00 hours: \$24.00 per day~~

~~Effective April 2017~~

~~Hourly Short-Term Parking Area:~~

~~0—15 minutes: \$0.00~~

~~16—30 minutes: \$3.00~~

~~31 minutes—1 hour: \$5.00~~

~~1.00—1.50 hours: \$7.00~~

~~1.50—2.00 hours: \$9.00~~

~~2.00—2.50 hours: \$11.00~~

~~2.50—3.00 hours: \$13.00~~

~~3.00—3.50 hours: \$15.00~~

~~3.50—4.00 hours: \$17.00~~

~~4.00—24 hours (maximum): \$25.00~~

~~(3) Remote Economy Parking Areas: The rates and times to be established by the Aviation Director and shall not exceed a maximum of \$10.00 for each 24-hour period.~~

~~0—1 hour or fraction thereof: \$2.00~~

~~1—2 hours or fraction thereof: \$4.00~~

~~2—3 hours or fraction thereof: \$6.00~~

~~3—24 hours or fraction thereof: \$8.00~~

~~Effective April 2017~~

~~Remote Parking Areas:~~

~~0—15 minutes: \$0.00~~

~~16 minutes—1 hour: \$3.00~~

~~1.00—2.00 hours: \$5.00~~

~~2.00—3.00 hours: \$7.00~~

~~3.00—24 hours (maximum): \$8.00~~

~~(3)(4) Maximum-Minimum charges for a lost ticket in airport public parking lots and garages: area shall be the Maximum 24-hour rate per day for the applicable parking area.~~

~~(5) Grace period. The Aviation Director is authorized to establish a grace period for any parking area at the San Antonio International Airport.~~

~~(4)(6) Employee-pParking Fees For Non-passengers shall be set by the Aviation Director.:~~

- a. Issuance of parking access card, ~~/tag or sticker (new or replacement)~~: \$15.00
- b. Terminal building employees ~~for tenant employees or City employees~~ (per month): ~~\$30.00~~
a fee not to exceed \$75.00.
- ~~b-c.~~ Employees of passenger airlines serving the City but based elsewhere (per month) in
Employee Parking Lot: A fee not to exceed \$50.00 \$75.00.
- ~~c-d.~~ Replacement of lost/damaged parking access cards: \$25.00
- ~~d-e.~~ Reserved parking, eligibility, number of spaces and location to be determined by Director
(per month): ~~\$40.00. Effective December 1, 2010: \$50.00~~ A fee not to exceed \$75.00.
- ~~e-f.~~ Late payment of employee parking fees: \$5.00

Employee monthly parking fees shall be payable on a monthly basis, in advance.

Employee monthly parking fees shall not be pro-rated for any reason. Refunds for pre-paid months will only be given if the card is returned prior to the beginning of the month that was prepaid. Refunds will be for full months only. Fees for the issuance or replacement of parking access cards shall be paid at the time of issuance or replacement.

~~(5)(7)~~ Parking programs. The City Manager is hereby authorized to establish rates for pilot parking programs in public parking areas at San Antonio International Airport for passenger convenience. Upon completion of an initial 12-month pilot program, in order to implement the program on a permanent basis, City Council must approve each such program and its associated rates and charges.

~~(6)(8)~~ Frequent Guaranteed parker Parking P program. A program offering a limited number of parking spaces in a access-controlled parking areas ~~dedicated corral~~ within anthe airport parking garage areas ~~for frequent parkers upon enrollment and payment of a monthly fee.~~

Long-Term Parking Area: Monthly rate: \$240.00

Short-Term Parking Area: Monthly rate: \$360.00

~~(7)~~

(Ord. No. [2015-04-09-0289](#), 1(Att. I), 4-9-15; Ord. No. [2015-06-18-0550](#), § 1, 6-18-15; Ord. No. [2015-10-15-0874](#), § 2(Att. I), 10-15-15; Ord. No. [2016-09-15-0697](#), § 2(Att. F), 9-15-16)

Sec. 3-180. - Payment of ground transportation airport operating permits and per trip fees by class.

~~(a)~~ The Aviation Department is hereby authorized to implement a permit system and to collect ground transportation per trip fees from certain classes of commercial vehicles operating at San Antonio International Airport. All such vehicles shall remit to Aviation Department staff ~~the required paperwork and shall establish a Ground Transportation escrow account to be used for the payment of the required per trip fees as established in section 3-180(c). This includes collecting the airport operating permit fee as established in chapter 33 of this Code.~~

(1) Commercial Vehicles:

a. Taxi

b. Limousine

c. Hotel/Motel vehicle (any type or size used for transporting customers)

d. Charter Service as defined in Chapter 33 "Vehicle For Hire" of the City Code

~~(a)(b)~~ The airport permit fees, to be paid annually, shall be as follows:

<u>Vehicle Type</u>	<u>Permit Fee</u>
Taxi	<u>\$150.00</u>
Charter <u>(annual)</u>	\$50.00

~~Vehicle Fee~~

Taxi \$150.00

~~Charter (annual) 50.00~~

(c) The ground transportation fees, to be paid per trip, shall be as follows:

Vehicle Type	Fee (Per Trip)
Taxi	\$1.25
Transportation Network Company (TNC)	\$1.50
Limousine	\$2.00
Charter	\$3.00
Hotel/Motel Shuttle	\$1.50

(1) The Aviation Director is authorized to establish the fees at a rate that shall not exceed \$5.00 per trip for all vehicle types except TNCs.

(2) The Aviation Director is authorized to change the fees for TNCs using the methodology approved under Chapter 95 of the Texas Administrative Code.

(d) Account reinstatement fee will be assessed when the credit card on file is declined or the account has a zero or negative balance). The Aviation Director shall authorize the permit reinstatement fee up to \$15 for taxis and \$30 for other higher-capacity commercial transportation vehicles.

~~Permit reinstatement fees shall be charged as follows:~~

~~Vehicle — Reinstatement Fee~~

~~Taxi \$10.00~~

~~Limousine 25.00~~

~~Hotel/motel shuttle 25.00~~

(Ord. No. [2015-04-09-0289](#), 1(Att. I), 4-9-15; Ord. No. [2016-12-08-0969](#), § 1(Att. C), 12-8-16)

Editor's note— Ord. No. [2016-12-08-0969](#), [§ 1](#)(Att. C), adopted December 8, 2016, changed the title of [section 3-180](#) from "Payment of ground transportation fees by class" to "Payment of ground transportation airport operating permits and per trip fees by class." The historical notation has been preserved for reference purposes.

Sec. 3-183. - Security access and control charges.

(a) The Aviation Department shall implement the charges ~~for security access and badging~~airport identification media at San Antonio International Airport set forth below. These rates shall remain in effect unless amended by action of the City Council as may be necessary from time to time. The following charges are inclusive of sales tax payable to the state:

(1) FBI fingerprint-based criminal history records check: \$27.00

Administrative fee payable to the Aviation Department: \$38.00

(2) Airport ~~security access ID badge~~ identification media (initial and renewals): \$35.00

(3) Air Operations Area parking permit: \$5.00

(4) Nonreturned security access ID badge Unaccountable Airport Identification (ID) media (Lost, stolen or non-returned): \$75.00 \$150.00

Employers will be assessed and are responsible for paying the above fee for any unaccountable airport identification media for which they are designated sponsor in the system. In the event that an airport identification media, which has been previously

reported as unaccountable, is returned to the Airport Badging Office within thirty (30) days after such airport identification media was deemed unaccountable. City shall refund the employer \$100.00 if the employer has paid the \$150.00 fee. Employers are encouraged to return the airport identification media even after the thirty (30) days.

The fee will be assessed if the airport identification media is not turned in within seven days of an employee leaving employment.

Lost security access ID badge: \$25

A refund in the amount of fifteen (\$15) shall be authorized for any security badge found and returned to the airport police personnel identification office within thirty (30) days from the date the security badge was declared lost or stolen.

(5) Badge and ID Missed Appointment Fee: \$25.00

The following constitutes a missed appointment:

a. Arriving 15 minutes after scheduled appointment.

b. Failure to arrive at the scheduled date or time of appointment.

c. Failure to present all required documents for scheduled appointments. A list of required documents can be found on the Airport Security's website (<http://www.sanantonio.gov/Aviation/Security/Badge-and-ID#156781624-get-a-badge>).

Applicants or authorized signatories must notify the Badge and ID Office at satbadgeoffice@sanantonio.gov of cancellations 24 hours prior to the date and time of the scheduled appointment.

(4)(6) Airport Identification Media ~~Security access ID badge~~ reactivation fee after security violation:

First offense: \$25.00

Second offense: \$50.00

Third offense: \$75.00

Fourth offense— Airport Identification Media ~~Badge~~ issuance/reactivation will be denied.

(7) ~~Lost/nonreturned key: \$25.00~~

The Aviation Director shall set a fee for non-returned or damaged fees Non-returned/Damaged key: Employers shall pay the following amount for each key that is not returned or damaged to the Airport Security Office

Standard Key: \$25.00

Electronic Key: \$75.00

(5)(8) Progressive security enforcement fee: \$10.00 × frequency × severity factor as described in section 3-184.

(Ord. No. [2015-04-09-0289](#), 1(Att. I), 4-9-15)

Sec. 3-188. - Administrative review fee.

~~An airport tenant or airport subtenant under a lease in which the city is landlord must pay the city a processing fee of one thousand five hundred dollars (\$1,500.00) when seeking permission to assign or sublet a lease. The fee is non-refundable, whether or not the assignment is approved.~~

In the event of an airport tenant subleasing a portion of the premise where the City is the landlord and the City must review the sublease agreement, a processing fee will be assessed and shall not

be more than \$1,500.00. The processing fee is a one-time fee due at the initial review and calculated on 5% of the following the rents charged on a monthly basis as stated in the sublease and over the term of the sublease (not to exceed 12 consecutive months for subleases lasting longer than one year).

Airport tenants who request the transfer of a lease agreement to a prospective or existing tenant through an assignment and assumption agreement must pay the Administrative review fee of \$1,500.00 upon seeking the approval of the Aviation Director. The fee is nonrefundable regardless of the outcome of the Director's decision or the assignment and assumption.

(Ord. No. [2015-04-09-0289](#), 1(Att. I), 4-9-15)

Sec. 3-190. - Mobile food truck fee.

The Aviation Director shall set the rate for a mobile food truck fee in an assigned or unassigned area not to exceed \$450.00.

~~(a) Mobile food truck fee unassigned areas: \$220.00~~

~~(b) Mobile food truck fee assigned areas: \$440.00~~

(Ord. No. [2015-04-09-0289](#), 1(Att. I), 4-9-15)

Sec. 3-191. - Offsite airport catering fee.

Offsite airport catering fee: Eight (8) percent of gross revenue.

(Ord. No. [2015-04-09-0289](#), 1(Att. I), 4-9-15)

Sec. 3-192. - Non-concessionaire rental car business permit fee.

Non-concessionaire rental car business permit fee: ~~Eight (8) percent of gross revenue.~~ Shall not be higher than the percentage fee for concessionaire rental car businesses operating at the San Antonio International Airport.

(Ord. No. [2015-04-09-0289](#), 1(Att. I), 4-9-15)

3-194 Event Rentals

- (a) Aviation Director shall have the authority to rent existing conference space to tenants or outside organizations for meetings and special events in the Airport System that do not have a previously-approved facility policy. A special event may include the use of space and table(s) and chairs in areas of either or both terminal buildings for an organization to use as an event check-in. Displays for such event check-ins shall require prior approval from the Aviation Director or designee before posting.
- (b) The rates and fees associated with the rental shall not exceed a maximum rate of \$300.00 for an eight hour rental during the business hours of 7:45 a.m. until 4:30 p.m. Monday through Friday excluding City Holidays.
- (c) Aviation Director may approve events for the conference space during non-business hours at a rate not to exceed \$600.
- (d) The entity renting the space will be responsible for set-up and clean-up of the event or may be charged with a cleanup fee of up to \$100 depending upon the size of the facility and scope of the required clean-up.

(d)(e) The entity renting the space shall pay the airport the offsite catering fee.

Secs. 3-~~193~~195—3-219. - Reserved.