

Roswell Air Center

Rules and Regulations



August 2023

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Section 1 DEFINITIONS

Agreement – A written, legally enforceable contract between the City of Roswell and any party concerning access to and use of the Roswell Air Center.

Air Carrier – A Commercial Aeronautical Operator holding an operating certificate under Federal Aviation Regulation Part 121.

Air Center Director – The person hired by the City of Roswell to administer and direct the operation of the Airport and to enforce the Rules and Regulations and the Minimum Standards, and his/her designee.

Air Operations Area (AOA) – The area of the Airport bounded by a fence to which access is otherwise restricted and which is primarily used or intended to be used for landing, takeoff, or surface maneuvering of aircraft, and related activities.

Aircraft - Any contrivance now known or hereafter invented, used or designed for navigation of or flight in the air.

Airport - Roswell Air Center and all of the area, buildings, facilities, and improvements within the interior boundaries of such Airport as it now exists or as it may be hereafter or extended or enlarged and as depicted on a current Airport Layout Plan approved by the Federal Aviation Administration.

Airport Layout Plan (ALP) – The current, FAA-approved drawing depicting the physical layout of the Airport and identifying the location and configuration of current and proposed runways, taxiways, buildings, roadways, utilities, navigational aids, etc.

Airport Security Coordinator (ASC) - This person is ROW's primary and immediate contact for security related activities and communications with TSA. The ASC is responsible for ensuring compliance with the TSA approved Airport Security Program, federal regulations, and Security Directives. The ASC reviews ALL security violations and determines any sanctions to be assessed to a badge holder or Airport Tenant.

Airport Security Office (ASO) – The ASO is responsible for administration of the Airport Security Program and for issuing security ID media to authorized personnel.

Airport Security Program (ASP) – A security program approved by TSA under 49 CFR Part 1542.101. The ASP is regulatory in nature, and once approved by TSA it must be strictly followed.

Airport Tenant Any person or organization, other than an air carrier, that has an agreement with ROW to conduct business on airport property.

Authorized Persons - All non-public areas of the Airport are restricted and are marked with signage. Only persons authorized in accordance with ASP procedures are permitted in restricted areas of the Airport.

Authorized Signatory - The individual or designated representative of a company doing business at ROW, which is authorized to sponsor and request airport security ID media. The Authorized Signatory is responsible for completing mandatory audits and will also act as the liaison for their respective company should a security infraction occur. The Authorized Signatory is also responsible for facilitating the initial security ID media issuing process.

Badge - This is a generic term used to describe any ROW issued airport security ID access media.

Breach Of Rules Notice (BORN) - An official notice to the ROW badge holder and the badge holder's company authorized signatory advising of a security violation. A violation may necessitate a meeting with the Airport Security Coordinator (ASC).

CFR – The Code of Federal Regulations.

Challenge - The requirement to verify if an individual is authorized to be in a restricted area of the airport by asking for proper ROW credentials. During a challenge the badge expiration date, badge level and photo of holder, should be confirmed. If a person is uncomfortable challenging an individual, they should maintain visual contact and contact Airport Security or the Pecos Valley Regional Communications Center (PVRCC) at (575) 647-6141

Emergency Number - 9-1-1 - In the event of an emergency at the airport, dial 9-1-1 and tell the operator there is an emergency at the airport. Your call will be routed to the Pecos Valley Regional Communications Center (PVRCC)

Employee Training - A training presentation and video containing security/driving rules that are mandatory viewing for anybody who wishes to be issued an airport badge and drive in the AOA. This presentation outlines the major components of airport security and driving requirements and specific badge holder responsibilities at ROW.

Entity – Each partnership, organization, or business that has a legal and separately identifiable existence.

Entry Control Point (ECP) – Access Controlled and Monitored Vehicle gates that control access into or out of the AOA and SIDA Restricted Areas of ROW.

Escort - The act of continuously accompanying and monitoring the activities of an individual who is not allowed to enter, or be within, the Secured Area, SIDA (Security Identification Display Area), AOA (Air Operations Area), and/or the Sterile Area unescorted. Person(s) escorting MUST be authorized to provide escorts in the area in which they are escorting.

Escorted Access – Unbadged individuals needing temporary access to the AOA, SIDA, Secured Area or other areas controlled for security purposes must be escorted by a person that has a current, valid badge for the area where the escort is being conducted.

Expiration Date - ROW security ID media expire at 12:01 a.m. on the date indicated on the front of the badge. It is the responsibility of the badge holder to renew their badge before the expiration date. Failure to do so will result in the automatic deactivation of the badge which will prevent the holder from accessing any area of the airport under control of the security system.

Federal Aviation Administration (FAA) – The Administration within the Department of Transportation of the United States Government that has the responsibility of regulating Aeronautical Activities.

Fixed Base Operator (FBO) – An Entity that maintains and operates facilities at the Airport for the purpose of providing commercial aeronautical services including but not limited to the retail sale of aviation fuels, aircraft line services, and aircraft airframe and engine repair and maintenance at the Airport.

Foreign Object Debris (FOD) - Foreign Object Debris is any nuts, bolts, trash, or loose items on the AOA that can damage an aircraft. It is the responsibility and obligation of everyone who travels on the AOA to remove any FOD encountered Debris found on runways, taxiways and aprons that can cause damage to aircraft components.

FP CHRC – Fingerprint Criminal History Records Check

ID – Identification (as in ID badge)

Incursion - An occurrence at an airport involving the incorrect presence of an aircraft, vehicle, or person on the protected area of a surface designated for the landing and take-off of aircraft. If you commit an incursion, then your ROW Badge will be suspended or revoked immediately.

Incursions can be caused by:

- Driving onto the Movement Area without the proper authorization or “clearance” from the ATCT.
- Failing to follow ATC instructions or protocols.
- Being unfamiliar with the airfield.
- Being distracted while driving (e.g. talking/texting on cell phone or radio and not paying attention to where you are driving).
- Interfering with an aircraft operation (i.e., failing to yield to an aircraft);

The best way to prevent an incursion: **STAY OFF THE MOVEMENT AREA!**

Individual - A private or natural person as distinguished from a partnership, organization, or business.

Maintenance – Aircraft inspection, overhaul, repair, preservation, and replacement of parts, including preventative maintenance, as described in Part 43 of the Federal Aviation Regulations.

Motor Vehicle - Any self-propelled conveyance other than an aircraft.

Motor Vehicle Operator Permit - A driving authorization issued by ROW that allows an individual to operate a motor vehicle on a SIDA, Secured Area, or AOA at ROW. The individual must first have a valid state driver’s license, participate in a driver’s training session and pass the Motor Vehicle Operator Permit test before a Motor Vehicle Operator Permit will be issued. To operate a vehicle on the Movement Area (see Section 7 of this section), the applicant must have a valid need as determined by the Airports Management and complete the Movement Area training to obtain a Movement Area endorsement.

Operator - Any person who is in actual physical control of an aircraft or motor vehicle, regardless of the ownership of the vehicle.

Owner - Any person who holds the legal title of an aircraft or motor vehicle.

Movement Area - The Movement Area are those areas on the AOA that ARE under the control of the Air Traffic Control Tower (ATCT) and require their authorization or “clearance” to enter and operate. The Movement Area includes all runways, associated taxiways, and Safety Areas, exclusive of loading ramps and aircraft parking aprons. Safety Areas are the areas adjacent to runways and taxiways,

Non-Movement Area - Ramps and airport service roads wherein clearance from the ATCT is not required to operate a motor vehicle.

Pecos Valley Regional Communications Center (PVRCC) – The Pecos Valley Regional Communications Center provides dispatching of Police and Emergency Services for the Roswell Air Center, as well as 911 answering and entire area of Chaves County, which includes the Roswell Police Department, Chaves County Sheriff’s Department, Towns of Dexter, Hagerman and Lake Arthur as well as the City and County Fire Departments and Superior Ambulance.

Piggy Backing - The act of following someone through a portal when they do not use their own badge or are not under approved escort and/or not authorized to access that area. It is the responsibility of all badge

holders to prevent any piggy backing by challenging any individual who attempts to piggyback and report the incident immediately to any of the following; the ASC, Airport Security, a police officer or the Pecos Valley Regional Communications Center.

Prohibited Items - Deadly or dangerous weapons including but not limited to, firearms, bows and arrows, hunting knives, explosives, etc., are prohibited in the Sterile and other Restricted Areas of the Airport. A full list of all the prohibited items can be viewed on the TSA's website www.tsa.gov. Civil and/or criminal penalties may apply to any individual in possession of prohibited items in a Security Sensitive Area without prior authorization or approval, with the following exceptions:

- Items necessary for the performance of one's duties in the area. The employee is responsible for ensuring the tools are always accounted for and never left unattended in the Sterile Area or accessible to passengers.
- Law enforcement officers in the performance of their official duties, and
- Private individuals directly accessing their private aircraft lawfully in possession of items not otherwise prohibited by law or regulation.

Ramps (Aprons) - Paved areas used for the parking or servicing of aircraft.

RAP BACK Program - A program overseen by the Federal Bureau of Investigation (FBI) that provides an additional element to the background checks conducted on Aviation ID Badge holders. The program provides 24/7/365 vetting of a subscribed badge holder's criminal history and provides notice to the ROW ASO should a ROW badge holder have contact with any law enforcement or court system where they submit fingerprints. ROW will then follow up on the notice to determine if the badge holder's eligibility to have unescorted access into the secured areas of ROW will continue.

Restricted Area - Any area of the airport inside the ROW perimeter fence where personnel must have a valid ROW Security Badge or other ROW Authorized ID.

ROW – The Roswell Air Center.

Runway - A defined rectangular area on a land airport constructed for the landing and takeoff runs of aircraft along its length.

Runway Safety Area - A defined space surrounding the runway prepared or suitable for reducing the risk of damage to airplanes in the event of an undershoot, overshoot or excursion from the runway.

Secured Areas - Any area of the Airport as identified in the Airport Security Program requiring security access procedures consistent with regulations promulgated by the FAA or TSA, and all other applicable regulations.

Security Identification Display Area (SIDA) – Any area requiring each person to continuously display airport approved identification unless the person is under an airport approved escort. This area refers to portions of an airport, specified in the Airport Security Program (ASP), in which security measures required by regulation must be carried out. This area includes EACH ROW Tenant areas and associated operational aprons and the Secured Area. All ROW Security ID Badge holders must wear and display their badge above waist level, below the neck, and on the outermost layer of clothing when in the SIDA/Secured Area.

- If you observe a person not displaying a badge, or the badge is obscured, you must challenge the person and confirm their identity and authorization to be in the area. If you are uncomfortable with challenging, maintain visual contact of the individual and call Airport Security or you can call for a police officer by contacting the PVRCC.

Security Violation - A security violation is an act or omission that violates or is prohibited by the Transportation Security Administration Regulation Part 1542, or by the ROW Security Rules, which are derived from the ROW Airport Security Program (ASP).

- A Breach of Rules Notice (BORN) is issued to document the violation. Security violations may result in penalties assigned to the ID badge holder, and they accrue. If a certain number of violations are accrued within a specific time, a sanction may be issued, which may result in a temporary suspension of a Badge Holder's ID Badge. The sanction, if less than 30-months old will remain on the badge after the suspension period has expired. If the sanction attains an age of 30-months or more when the suspension expires, the sanction will drop off the record.
 - A Breach of Rules Notice (BORN) Citation and a letter from the ASC or his designee to the offender with a copy to the offender's employer apply to all offenses.
- A violation deemed severe by the Airport Security Coordinator (ASC), or their designee is cause for permanent revocation of the offender's ID badge. When a badge is revoked, the holder becomes ineligible to be issued a ROW badge at any level.
- In all circumstances, the Roswell Air Center reserves the right to penalize companies conducting business at the Roswell Air Center for security infractions (example: knowingly encouraging employees to commit violations; not being responsible by supporting the Violation Program, failing to review and return "active badge lists" provided by the Airport Security Office). Penalties may be assessed and determined based on consultation and coordination with TSA.

Sensitive Security Information (SSI) – SSI is information that, if publicly released, would be detrimental to transportation security, as defined by Federal Regulation 49 C.F.R. Part 1520. The regulation prohibits disclosing to persons without a need to know (except with the written permission of the Administrator of the Transportation Security Administration or the Secretary of Transportation) certain specific information regarding security measures employed at ROW. Unauthorized release may result in civil penalty or other actions.

Smoking - Engaging in an act that generates smoke for the purpose of human inhalation, such as, for example: possessing a lighted pipe, a lighted cigar, a lighted cigarette of any kind or operating an electronic cigarette; or lighting or igniting a pipe, a cigar, or a cigarette of any kind.

Sterile Area – a portion of an airport...that provides passengers access to boarding aircraft and to which the access generally is controlled by TSA or by an aircraft operator under Federal Regulation 49 C.F.R. Part 1544 (or 1546).

Tailgating – Tailgating occurs when an authorized individual(s), on foot or in a vehicle, 8.2.30 enters through a portal (Door, GATE or ECP) providing access to the secured area, any SIDA or the AOA after an authorized persons granted access and before the portal is secured.

Taxiway - A defined path designated for the surface maneuvering of aircraft to and from the runways and aircraft parking areas.

Tenant – Any entity or individual that has an Agreement with the City of Roswell for occupying space at the Airport.

Terminal – The commercial passenger terminal located at the Roswell Air Center.

TSA – Transportation Security Administration is a government organization that works to protect the nation's transportation systems. TSA is a part of the Department of Homeland Security (DHS).

Unescorted Access - The authorization granted to individuals by ROW, as the Air Center/Airport operator, aircraft operator, or foreign air carrier under Parts 1542, 1544 or 1546 to gain entry given by the ROW to be present without an escort in secured area, SIDAs, the AOA, or other areas of the airport based on an operational need. This privilege is assigned to those individuals that have met all TSA and Airport requirements for such access. When an employee is granted Unescorted Access, the responsibilities associated with it are immediately assigned as well. In other words, this is the point at which the employee becomes a part of the ROW "Security Team".

Variance – The grant of a modification to the Rules and Regulations requirements, often for only a temporary period to address unique facts or hardships.

Weapon – Any instrument of offensive or defensive combat, or anything used, or reasonably capable of being used to injure, wound, or kill a person, including a firearm, knife, metallic knuckles, slingshot, club, tear gas gun, mace, pepper spray, Taser, chemical weapon, electric weapon or device, or explosive device.

Section 2 INTRODUCTION

2.1 Authority

The Roswell Air Center (the Airport) is owned by the City of Roswell (the City). Airport staff are responsible for all operational and administrative functions of the Airport as authorized by the City. The Roswell Air Center Rules and Regulations (Rules) are promulgated under the policy making authority of the Governing Body of the City of Roswell. Administration of the terms of the Rules shall be under the authority, responsibility, and control of the Air Center Director (Director). All leases, permits and other written agreements authorizing the use of Airport property and facilities shall require compliance with the Rules.

In addition to the Rules, all persons on Airport property are subject to all applicable provisions of the laws of the United States, the State of New Mexico, and the City of Roswell. If any provision of the Rules is found to be in conflict with any other Airport policies, standards, rules, regulations, or directives, any provision of any applicable federal, state, county, or local laws, or any provision of an existing or future Agreement, the provision that establishes the higher or stricter standard shall prevail unless a variance is granted by the Director.

The Rules may be subject to revision from time to time as circumstances warrant for the safety of aircraft and personnel using the Airport. Revision or amendment of any rule or regulation contained herein shall not affect the validity of the remainder of those Airport regulations. These Rules cancel and supersede all previous Roswell Air Center Rules and Regulations governing use of the Airport.

2.2 Purpose

The purpose of the Rules is to promote safety and security in all Airport activities.

2.3 Applicability

All aircraft, pilots, operators, companies, business organizations, government agencies and all persons coming onto Airport property for any purpose are subject to the Rules.

Section 3 GENERAL REQUIREMENTS

3.1 Prohibited Activities

3.1.1 No person shall:

- 3.1.1.1 Tamper with, disturb, mar, deface or carry away any property on the Airport.
- 3.1.1.2 Solicit funds, alms, or fares on the Airport for any purpose unless he has received written permission to do so issued by the Director.
- 3.1.1.3 Post, distribute or display signs, advertisements, circulars, printed or written matter on the Airport unless he has received written permission to do so issued by the Director.
- 3.1.1.4 Take any still pictures or video on the Airport for commercial purposes unless he has received written permission from the Director; permission shall be denied or restricted if Airport safety, security or national defense might be lessened or impaired in any way or on the request of Airport customers.
- 3.1.1.5 Allow any dog or other animal which they own, control or are responsible for to run or be at large on the Airport. Animals, while on the Airport, must be leashed or otherwise so confined as to prohibit them from running or being at large.
- 3.1.1.6 Allow any dog or other animal which they own, control or are responsible for, except a service animal as provided for in the Americans with Disabilities Act, to enter any space on the Airport used for the purpose of preparation or consumption of food or beverages.
- 3.1.1.7 Walk in a picket line as a picket or take part in a labor or other public demonstration on any part of the Airport except at a place specifically assigned by the Director for picket lines or other public demonstrations.
- 3.1.1.8 Drive any vehicle, walk or be present on any part of the AOA, a SIDA or the Secured Area for the purpose of being a spectator or sightseer unless specific permission has been granted by the Director.

3.2 Required Actions

- 3.2.1 Each person shall report all damage, injury or destruction caused by him/her to any property on the Airport, including real property, personal property, improvements, fixtures, or equipment which is owned or controlled by the city, or which is owned or controlled by any other person or governmental agency and used in connection with the landing, take-off, control, or safety of aircraft. The person or his/her employer causing such damage shall be responsible for all necessary repair or replacement.

3.3 Enforcement

3.3.1 All Airport use is by privilege and is subject to these Rules and Regulations, as well as any applicable Local, State or Federal Regulations. Such privilege may be revoked or refused for failure to comply with any federal, state, county or city laws or ordinances, or rules governing the Airport and allowed activities thereon. Authority to revoke any privilege or to refuse any persons or conduct under the Rules lies with the Director as granted herein, Section 2, Subsection 2.1. Any person on the Airport deemed in violation of the terms of these Rules may be removed by the Director, Airport Security, or law enforcement. The City reserves the right to enforce these Rules and Regulations through an enforcement and civil administrative process or pursue criminal penalties as provided for by law.

3.4 Disputes

3.4.1 Any party aggrieved by a decision of the Director through Section 3.3 Enforcement may appeal (in writing) within 7 business days after such decision is issued. Rights to any appeal not submitted within the 7 - day period will be waived. See Section 9 – “Appeals” for appeal of disputes of these Rules.

Section 4 FIRE PREVENTION

4.1 Prohibited Activities

4.1.1 No person shall:

- 4.1.1.1 Smoke on any Airport apron or ramp, in any public building, in any aircraft, or in any other place where smoking specifically is prohibited by signs.
- 4.1.1.2 Conduct any doping or painting process in any room or building unless such room or building is properly ventilated and unless such room or building has been approved for such use by the Director.
- 4.1.1.3 Use flammable liquids in the cleaning of aircraft, aircraft engines, or aircraft parts or appliances unless such cleaning operations are conducted in open air, or in a room specifically set aside for that purpose which room shall be properly ventilated, equipped by the user with adequate and readily accessible fire extinguishing apparatus, and shall conform to the requirements of Roswell, New Mexico – Code of Ordinances, chapter 13.
- 4.1.1.4 Conduct any open flame operations on the Airport without specific permission from the Director.
- 4.1.1.5 Store, stock or keep any material or equipment in such a manner as to constitute a fire hazard.
- 4.1.1.6 Tamper with, injure or destroy, or remove or cause to be removed from its holder, container, reel or bracket any equipment or device used in fire prevention or for extinguishing fires except in case of emergency or fire. Such equipment shall not be taken from such hangar or building by any person except in case of fire or emergency, or by written permission from the Director.
- 4.1.1.7 Obstruct, injure or render inoperable any fire door, hangar door, sprinkler riser, hose box, fire hydrant or pit or any fire-fighting equipment at any time.
- 4.1.1.8 Store any fuel or lubricants or volatile flammable substance, or perform any service maintenance or repair on aircraft, except his own aircraft, in the area or areas of the Airport set aside, designated and used for storing aircraft in what is known as a "T" hangar or "unit" hangar.

4.2 Required Actions

- 4.2.1.1 Lubricating or waste oils must only be kept in aircraft in the proper receptacles installed in the aircraft for such purposes, or in containers provided with safe draw-off devices, or rooms in hangars or areas specifically approved for such storage by the Director and the fire department.

- 4.2.1.2 Oily waste, rags or other rubbish may only be stored in a safe, self-closing metal receptacle. Said oily waste and rubbish shall be removed from the Airport at least twice a week.
- 4.2.1.3 All floors in space which is leased, assigned, or otherwise made available for use must be kept free and clear of fuel, oil, grease or other foreign materials that could cause a fire or a slippery or otherwise unsafe condition.
- 4.2.1.4 Any fuel, oil or grease must be immediately cleaned up and removed from any paved surface upon which it has been spilled or dropped. Spills on runways, taxiways and aprons must be immediately reported to Airport management.

Section 5 AIRCRAFT FUELING

5.1 Prohibited Activities

5.1.1 No person shall:

- 5.1.1.1 Run or start any aircraft engine while the aircraft is being fueled or defueled.
- 5.1.1.2 Start the engine of any aircraft when aircraft fuel or volatile flammable liquid is on the ground under such aircraft.
- 5.1.1.3 Fuel or defuel any aircraft in any hangar or enclosed space.
- 5.1.1.4 Smoke within 50 feet of any aircraft being fueled or defueled.
- 5.1.1.5 Operate any radio transmitter or receiver or switch any electrical appliances on or off in any aircraft while it is being fueled or defueled.
- 5.1.1.6 Fuel or defuel any aircraft wherein there are passengers unless during said operation a passenger loading ramp is in place at the cabin door, the door of the cabin is open, and a cabin attendant is at or near the door.
- 5.1.1.7 Use any material during the fueling or defueling of any aircraft which is likely to cause a discharge of static electricity.
- 5.1.1.8 Fuel or defuel any aircraft when any part of said aircraft is closer than 50 feet to the passenger terminal building or any place where persons are congregated or likely to be congregated.
- 5.1.1.9 Operate any motor vehicle in any hangar unless its exhaust is protected by screens or baffles to prevent sparks from escaping and to prevent the propagation of flame. Standard or original equipment mufflers installed on motor vehicles by the manufacturer will be considered adequate for purposes of this paragraph.

5.2 Required Actions

- 5.2.1 All commercial line service providers must comply with the current version of FAA Advisory Circular 150/5230-4 "Aircraft Fuel Storage, Handling, Training, and Dispensing on Airports" and the current version of NFPA 407 "Standard for Aircraft Fuel Servicing".
- 5.2.2 The highest degree of care must be exercised while engaged in fueling or defueling aircraft to prevent overflow or spillage of fuel.
- 5.2.3 All points of static electrical potential of the aircraft and the fuel dispensing apparatus must be grounded while the aircraft is being fueled or defueled.
- 5.2.4 All hoses, funnels, or other fueling or defueling apparatus must be grounded to prevent ignition of volatile liquids while engaged in fueling or defueling any aircraft. All such equipment shall be equipped with proper grounding devices.

5.2.5 Adequate fire extinguishers must be within ready reach while engaged in fueling or defueling any aircraft.

Section 6 OPERATION OF AIRCRAFT

6.1 Prohibited Activities

6.1.1 No person shall:

- 6.1.1.1 Taxi any aircraft on any ramp or apron at a speed more than 20 knots or 25 miles per hour.
- 6.1.1.2 Taxi any aircraft not equipped with adequate brakes on any ramp or apron at any speed unless an attendant is always beside at least one wing.
- 6.1.1.3 Taxi any aircraft in the vicinity of aircraft landing or taking off.
- 6.1.1.4 Taxi any aircraft on any apron or ramp to enter any area where passengers are boarding or disembarking any aircraft.
- 6.1.1.5 Taxi any aircraft upon a runway except to take off or land or when given permission from the Air Traffic Control Tower (ATCT) to taxi on or cross a runway.
- 6.1.1.6 Leave any aircraft unattended, standing, parked, disabled, or wrecked on any taxiway, runway, or any place other than an area designated for parking of aircraft, at night or after sunset unless the navigation lights and at least one landing light, if the aircraft is equipped with landing lights, are turned on and functioning. If such aircraft lighting is not possible, proper warning lights must immediately be lit and placed around the aircraft. Specific prior authority must be granted by the Director for aircraft to be located in areas not designated for aircraft parking.
- 6.1.1.7 Take off or land any aircraft except in case of emergency or accident, on any apron, ramp, taxiway or any place other than a runway. This paragraph shall not apply to the take-off or landing of a helicopter or other aircraft which takes off or lands vertically.
- 6.1.1.8 Take off or land any helicopter or other aircraft which takes off or lands vertically except at places designated for such take-offs and landings by the Director or the ATCT.
- 6.1.1.9 Park any aircraft or vehicle within 15 feet of any fire hydrant.
- 6.1.1.10 "Run-up," or operate at high revolutions per minute (RPMs) an aircraft engine near any passenger terminal building, hangars or other buildings. Areas for running up, operating at high RPMs, or checking aircraft engines and aircraft have been designated by the Director.
- 6.1.1.11 Taxi any aircraft into any hangar.
- 6.1.1.12 Start or run any aircraft engine in any hangar.

- 6.1.1.13 Start or run any aircraft engine without a competent operator or pilot at the controls of the aircraft.
- 6.1.1.14 Run the engine of a parked aircraft in a manner that damages any other property or aircraft, or that blows dirt, gravel, foreign object debris (FOD) or other material across taxiways or runways so as to endanger the safety of persons or property.
- 6.1.1.15 Start or taxi any aircraft in any place where the exhaust or engine blast is likely to cause injury to persons or property. If the aircraft cannot be started or taxied without violating the provisions of this paragraph, the operator shall have it towed to a location where such operations can be done safely.
- 6.1.1.16 Operate an aircraft so as to use any passenger gate position at the passenger terminal any longer than may be necessary to enplane and deplane passengers, fuel the aircraft and perform minor cleaning or maintenance of the aircraft. All other matters with respect to the operation and maintenance of the aircraft shall be conducted at proper places away from said passenger gate positions. Aircraft may remain parked overnight at gate positions with prior approval from the Director.
- 6.1.1.17 Park any aircraft in such a manner or place so as to block or prevent any other parked aircraft from free and unobstructed movement in the event that it becomes necessary to move any one parked aircraft due to an emergency. The intention of this paragraph is to assure that any one parked aircraft may be easily moved away from its position without first moving other parked aircraft. This paragraph shall not apply to the parking of aircraft in aircraft hangars.

6.2 Required Actions

- 6.2.1 All operation of aircraft, whether ground or airborne, must be in compliance with 14 CFR Parts 91, 121, 125 or 135, as applicable for the type of operation being conducted.
- 6.2.2 All aircraft operators must follow ATCT instructions in the event of aircraft emergencies or accidents.
- 6.2.3 All unattended aircraft, other than large commercial aircraft, not in a hangar must be securely tied down.

Section 7 OPERATION OF MOTOR VEHICLES

7.1 General

- 7.1.1 The only motor vehicle operations permitted on the Secured Area, SIDA, or the AOA are those vehicles operated by the Airport Operations, the airlines and airport tenants who provide regular and consistent service in the Secured Area, a SIDA, and the AOA, and/or motor vehicle operations specifically authorized by the Airport Management.
- 7.1.2 All vehicles must successfully complete a vehicle safety inspection before they may be operated on any part of the Secured Area, the SIDA, or AOA. Vehicle safety inspections are conducted by ROW Airport personnel.
- 7.1.3 A Motor Vehicle Operator Permit and a valid state driver's license are required for all individuals who operate a motor vehicle on the Secured Area, SIDA, or AOA. Vehicle operators are responsible for the actions of all passengers associated with the vehicle they are operating while in the Secured Area or AOA.

7.2 Policy

- 7.2.1 Federal Aviation Administration Regulations Part 139 requires an airport operator to ensure that each employee, tenant, or contractor who operates a ground vehicle on any portion of the airport's secured areas or the Movement Area is familiar with the airport's procedures for the safe operation of ground vehicles and the consequences of non-compliance. In order to comply with this regulation, ROW has established this Directive to provide rules governing the operation of a motor vehicle within the Secured Area, SIDAs and AOA.

7.3 Motor Vehicle Operator Permit Criteria

- 7.3.1 Anyone desiring to operate a motor vehicle within the AOA must first obtain a Motor Vehicle Operator Permit. The following criteria must be met before a Motor Vehicle Operator Permit will be issued:
 - 7.3.1.1 All applicants seeking a ROW Motor Vehicle Operator Permit must first have, or have applied for, a ROW ID badge.
 - 7.3.1.2 State Driver's License
- 7.3.2 All applicants seeking a ROW Motor Vehicle Operator Permit must have a valid state-issued driver's license. If a permit holder's state driver's license should become suspended or revoked, the permit holder must report this information to ROW immediately. All driving privileges shall be revoked until the permit holder provides ROW with proof that his/her state driver's license has been reinstated by the issuing authority.

7.4 Prohibited Activities

- 7.4.1 No person shall:

- 7.4.1.1 Operate any motor vehicle or mobile equipment, including, but not limited to, cars, trucks, forklifts, tow tractors, power units, and other motorized vehicles, other than aircraft, on any Airport apron, ramp, taxiway, runway, or any part of the Airport:
 - 7.4.1.1.1 Unless the operator of said vehicle or equipment has Airport business or is assigned by his employer to conduct business on the Airport; and
 - 7.4.1.1.2 Unless the motor vehicle or equipment being used by such operator bears or has attached to it a permit sticker, issued by the Director in accordance with the Roswell Air Center Airport Security Program (ASP), or a vehicle of a business authorized to operate on the Airport bears a sign/logo on both sides of the vehicle, readable from a distance of fifty (50) feet identifying the vehicle as authorized to operate in that area of the Airport.
- 7.4.1.2 Operate any motor vehicle or mobile equipment on any ramp or apron so as to enter any area where passengers are entering or leaving any aircraft.
- 7.4.1.3 Operate any motor vehicle or mobile equipment between the passenger terminal building and any facility operated by a fixed base operator or an air carrier other than via driving lanes provided for such traffic.
- 7.4.1.4 Park any motor vehicle in any place on the Airport which has not been specifically established for motor vehicle parking. Designated vehicle parking is marked or posted by signs, lines or other means for identifying such parking.
- 7.4.1.5 Abandon any motor vehicle on the Airport; fail to pay any lawfully established motor vehicle parking fees; park any motor vehicle so as to obstruct any Airport roadways, lanes, parking areas or pedestrian ways.
- 7.4.1.6 Park a motor vehicle in any area marked off and identified by signs as an employee parking area or a tenant parking area unless such person is an authorized employee, tenant, or tenant's guest. The Director shall mark off and identify such employee parking areas by signs and other means.

7.5 Required Actions

- 7.5.1 Prior to permit issuance, a person requesting authorization to drive a vehicle on the Airport must provide the city with proof of insurance of the following kinds and amounts:
 - 7.5.1.1 Bodily injury liability in the amount of \$100,000.00 for each person and \$300,000.00 per occurrence.
 - 7.5.1.2 Property damage liability in the amount of \$50,000.00 or more.
 - 7.5.1.3 Said policies provide for ten days' advance written notice of cancellation to the city.
 - 7.5.1.4 Vehicles operated by the United States of America are exempt from this insurance requirement.

- 7.5.2 Motor vehicle or mobile equipment operators must yield the right-of-way to any aircraft or pedestrian when operating on, entering, or leaving any place on the Airport. Aircraft moving or being moved on any place on the Airport shall always have right-of-way over all motor vehicles or mobile equipment.
- 7.5.3 Motor vehicles or mobile equipment that are to be operated on taxiways and runways must be equipped with two-way radio equipment capable of receiving and transmitting on the ATCT frequency used for such communications. This radio equipment must be turned on, in good working order and capable of communicating with the ATCT at all times. Exceptions to this radio equipment requirement may be made by the Director with respect to individual vehicles when the safety of the taxiways or runways is not impaired by such exceptions. Exceptions shall be canceled when safety necessitates radio communication.
- 7.5.4 Motor vehicles or mobile equipment that cannot communicate with the ATCT by radio must be escorted at all times while on a taxiway or runway by a vehicle equipped with proper radio equipment.
- 7.5.5 Operators of motor vehicles and mobile equipment must immediately acknowledge and comply with all ATCT instructions or communicate the reason they cannot comply.
- 7.5.6 All motor vehicles and mobile equipment must have a functioning amber flashing beacon or strobe to operate on any apron, ramp, taxiway or landing area unless specifically exempted by the Director to use the vehicle's four-way flashers.
- 7.5.7 All motor vehicles and mobile equipment must have its lights turned on (including four-way flashers or amber beacon or strobe) and must be clearly visible from the front and rear to operate on any apron, ramp, taxiway or landing area at night.
- 7.5.8 Operators of motor vehicles and mobile equipment must operate in such a manner as to be under complete and safe control at all times.
- 7.5.9 Operators of motor vehicles and mobile equipment must comply with all traffic control signs and markings.
- 7.5.10 Operators of motor vehicles and mobile equipment must comply with Airport speed limits whether posted or not posted:
 - 7.5.10.1 5 miles per hour when immediately adjacent to aircraft, 15 miles per hour when not immediately adjacent to aircraft.
 - 7.5.10.2 25 miles per hour while on perimeter roads inside the AOA.
 - 7.5.10.3 Speed limits shall not apply to operators of motor vehicles or mobile equipment attending emergencies concerning danger to persons or property. Such operators shall drive at a speed that is reasonable under the circumstances.
- 7.5.11 Parking brakes must be engaged on any unattended motor vehicle or mobile equipment.

7.6 Enforcement

7.6.1 Enforcement of this section and any violation thereof shall be pursuant to the Roswell New Mexico Code of Ordinances, Chapter 24, and any other applicable statute(s).

Section 8 AIRPORT SECURITY

8.1 Purpose

- 8.1.1 This Section of the ROW Airport Rules and Regulations Manual covers the Security Rules and procedures at the Roswell Air Center. Safety and security of the traveling public, tenants, public and ROW badge holders are the ultimate goals of the Roswell Air Center (ROW). To that end this Guide is intended to assist ALL ROW Security ID Badge Holders in recognizing, responding to, and complying with required rules and regulations governing ID Badging at ROW.
- 8.1.2 Each Airport employee, every Tennant and every Airport ID badge holder is required to comply with:
 - 8.1.2.1 Federal, state, and local laws and,
 - 8.1.2.2 TSA regulations which include 49 CFR 1503 (Investigation and Enforcement), 49 CFR 1520 (Security Sensitive Information Protections), 49 CFR 1540 (Security Responsibilities of Employees) and 49 CFR 1542 (Airport Security Rules) and
 - 8.1.2.3 Airport Security Rules and Regulations.
- 8.1.3 The purpose of this document is to assist persons working at the Roswell Air Center in understanding TSA and Airport rules and regulations concerning security. ROW Security Rules, Regulations, and Procedures are based on the Airport Security Program (ASP).
- 8.1.4 This manual contains specific rules and regulations, as well as information relating to compliance and enforcement. Direction is also provided regarding identification badges, access procedures, escorts, and alarm monitoring. Note too that all persons and their property are subject to inspection while on Airport property.
- 8.1.5 This manual is intended to describe in general, the content, identity and essential functions set forth regarding security requirements for working at the Roswell Air Center. It is not to be construed as an exhaustive list of all security functions or requirements.
- 8.1.6 The Airport security team is made up of four players, each with their own areas of responsibility. The team includes the Transportation Security Administration (TSA), Roswell Air Center (the Airport), the Airport tenants, and you.
- 8.1.7 Airport security starts with you and can be as simple as making sure a door is closed, or reporting a suspicious person, so stay alert and be aware of activities around you. You are also responsible to protect Airport security by not sharing any security information, not even with family or friends.

8.2 Airport ID Badges

8.2.1 At the Roswell Air Center, a uniform system of personnel recognition and identification has been established. Color coded identification badges issued by the ROW Security are the major instruments for recognition of authorized personnel.

8.2.1.1 A person shall not enter any Restricted Area unless the Airport has first been issued a valid Airport ID Badge authorizing access. An Airport ID Badge does not authorize access to the entire Airport. Airport ID Badges are issued to support your job duties and responsibilities at the Airport and MUST be used for official business purposes only.

8.2.1.2 A person may not tamper, damage, interfere with, compromise, modify, attempt to circumvent, or cause a person to tamper, damage, or interfere with, compromise, modify, attempt to circumvent any security system, measure, or procedure.

8.2.1.3 Badge holders are only authorized to be in the area denoted by the color of their Badge. The following Badge colors and access areas are currently in use at the Airport.

Color	Authorized Area Access
Green	Access to Secured, SIDA and AOA Areas
Blue	Access to SIDA and AOA Areas
Red	Access to AOA Assigned Areas
White	Access to Public Terminal Area

8.2.1.4 Airport Issued Identification badges as well as security training is required for all persons who require unescorted access to the Security Identification Display Areas (SIDA) or the Air Operations Area (AOA) of the Airport. An ROW Airport Employee Identification (ID) Badge and a Personal Identification Number (PIN) are required to gain access to the SIDA and/or the AOA. The ID Badge must be presented to the card reader and the PIN entered into a keypad located at the Access Points (PACS controlled door or Gate).

8.2.1.4.1 A valid ID badge must always be worn while in the AOA, SIDA or Secured Area above the waist and below the neck, on the outer most garment.

8.2.1.5 If a company badge is to be worn along with the ROW airport badge, the airport badge must be displayed on top. All personnel that are based at ROW or have a work-related operational need must be badged (exception being transient pilots). Employees must have a valid reason to be on the in a SIDA, AOA, Secured, or sterile area.

8.2.1.6 Non- ROW Airport ID badged Airline Flight Crew employees, while in uniform, are allowed access through certain security doors that lead into their Aircraft.

Uniformed Airline Badged Flight Crew are allowed on the Secured Area in the footprint of their aircraft.

8.2.2 Badge Application

8.2.2.1 The following information is intended to assist you with security questions and procedures for securing an Airport ID Badge.

8.2.2.2 To receive an identification badge, the applicant's employer or sponsor must be registered with the ASC prior to beginning the application process. After filing all necessary documents and obtaining specialized training, the employer or sponsor will have one or two employees who will be the company's "Authorized Signatory". The Authorized Signatory will ensure the applicant's badge application is filled out. Only Badge Application Forms signed by an Authorized Signatory will be accepted for processing and indicates that the applicant is authorized to be fingerprinted and attend security training.

8.2.2.2.1 Badge issuance of an Airport ID Badge is limited to those individuals who have cleared the FBI-based criminal history records check, as well as the TSA-based Security Threat Assessment (STA) and have a frequent and reoccurring need for access.

8.2.2.2.2 Individuals requesting access to the AOA, Secured Area, sterile area or SIDA must complete an application for a Badge, which is made on the ROW Airport ID Badge application and the Fingerprint Application Forms. These forms must be filled out, properly signed, by the individual employer's Authorized Signatory. The applicant must also provide the signed forms and submit to fingerprinting at the Airport Security Office

8.2.2.2.3 When the fingerprint results are returned to the airport they will be reviewed by an ASC. The applicant will be in one of three categories:

8.2.2.2.3.1 Approved for security training.

8.2.2.2.3.2 Denied for security training, or,

8.2.2.2.3.3 Asked for additional information regarding the results of the FP CHRC /STA

8.2.3 Badge Use

8.2.3.1.1 The ID badge issued remains the property of the ROW, however it is issued to the applicant for as long as he/she has an operational need to be on the AOA, SIDA, Secured Area or in the Sterile Area at ROW. This ID badge is never to be loaned or borrowed. Doing so is a Security Violation. The ROW ID Badge is issued strictly for use by the individual to whom it is issued.

8.2.3.1.2 It is the responsibility of the Employer / Authorized Signatory to immediately collect identification badges from employees who no longer work for the company and return them to an ASC at the Airport Security Office.

8.2.3.1.3 Badges not returned within 24 hours of termination will result in the assessment of a financial penalty to the employee/employer. These penalties are outlined on the back of the badge application form.

8.2.3.1.4 Lost badges must immediately be reported to an ASC or to the Airport Security Office. Once a badge has been reported lost, it will be deactivated in the access control system. The fee for replacement of a lost badge is outlined on the back of the badge application form. A letter signed by the employer's Authorized Signatory must also be submitted on company letterhead describing the circumstances surrounding the lost badge.

8.2.4 Expired ID Badges

8.2.4.1.1 It is the responsibility of each badge holder to maintain a current ID. Any individual challenged who is displaying expired ID media will be treated as have gained unauthorized access to the Restricted areas of Airport in violation of ROW's Rules and Regulations.

8.2.5 Contractor and Construction Badges

8.2.5.1.1 Construction and Contractor employees working in AOA, SIDA, Secured Area, or Sterile Area are required to have an airport identification badge.

8.2.5.1.2 The ASC will set the ratio of airport badged to company badged employees depending on the location and number of non-badged employees working in the area. There must also be an airport badged site supervisor in the area at all times with non-airport badged employees.

8.3 Challenge Program

8.3.1 When an employee is granted Unescorted Access to the AOA, SIDA, Secured Area or Sterile Area at the Roswell Air Center, the responsibilities associated with that Unescorted Access are immediately assigned as well. In other words, this is the point at which the employee becomes a part of the Roswell Air Center "Security Team".

8.3.2 TSA and ROW rules and regulations require badge holders to challenge everyone located in the AOA, SIDA and Secured Areas. Challenging is simply checking a person's Airport issued Badge ID to ensure that the individual may legitimately have access to that area. When challenging, you should check to make sure the photo on the ID matches the individual displaying the ID and check the expiration date to ensure the ID is current. If you are unsure if the individual belongs in that area, contact Airport Security.

8.3.3 If you encounter an individual that is not displaying a proper ID or is not being properly escorted, escort that individual outside of the perimeter fence and contact Airport Security. If the individual is unwilling to cooperate with your instructions, do not force them. Instead make your way to a telephone and contact Airport Security or Roswell City Police by calling 911.

- 8.3.4 In order to measure the effectiveness of this regulation, ROW has developed a program referred to as “Roswell Robby”. This program is designed to increase awareness concerning proper badge display, piggybacking, and badge misuse, escorting and challenge procedures using SCAN (Stop Challenge and Notify).
- 8.3.4.1 SCAN is designed to provide feedback to the ROW and Airport Tenants regarding security compliance at the Roswell Air Center. In accomplishing this objective, test subjects assess compliance with regulations by attempting to circumvent or bypass security measures in several areas. Test subjects may attempt to follow employees through AOA, SIDA, or Secured Area access points, or walk in restricted areas without proper identification etc.
- 8.3.4.2 The subject, “Roswell Robby (or Roberta)” is an imposter who does not belong in the SIDA, Secured Area, or the AOA. He or she can remain in those areas, only until someone challenges them and makes them produce an airport-approved and unexpired ID.
- 8.3.5 Employees that properly challenge test subjects and comply with security measures are often issued rewards in appreciation of their efforts. Conversely, employees that fail to challenge test subjects or comply with security measures may receive a Breach of Rules Notice (BORN) Violation along with associated penalties including access revocation and badge confiscation.

8.4 Escort Procedures

- 8.4.1 All individuals with a need to escort in the Restricted Areas (SIDA, AOA, Secure, and Sterile areas) must apply and receive escort authorization from the ROW Security Office. The company you work for must demonstrate an operational need for escort authority by submitting a letter of justification. Escorting authority will be authorized for official business only.
- 8.4.1.1 Upon approval, the ROW Security Office will issue ROW Access Media with an “E” escort icon to the individuals authorized to receive escort authority. Note that employees of governmental agencies are exempt from the requirement to obtain the escort icon.
- 8.4.1.2 Only individuals approved and trained to perform escort duties, with a current and valid ID are authorized to provide an escort to an unbadged individual who has an operational need to be on the airfield.
- 8.4.1.3 The person providing the escort must be in positive control of the visitor being always escorted.
- 8.4.1.3.1 Positive control is defined as line-of-sight visibility with the ability to provide verbal instructions to the person being escorted such that the person can hear and carry out the instructions accordingly.
- 8.4.1.4 The maximum number of persons that can be escorted by one (1) badged ROW person is Five (5).

8.4.1.5 Persons who have unescorted access authority are required to continuously accompany or supervise persons in a manner sufficient to act if the person engages in activities other than what access has been granted for Escorts must inform all escorted individuals that they must remain with the escorted party at a distance that continuously enables direct verbal communication until they have exited the SIDA or AOA.

8.4.1.5.1 Individuals with a valid or expired badged at the Roswell Air Center may not be escorted.

8.4.1.5.2 While the results are pending, escort of a new employee is permissible for orientation and training purposes for up to 30 days.

8.4.1.5.3 Individuals who fail to qualify for Unescorted Access to the Secured Area or sterile area because of a disqualifying crime conviction may not be escorted in any ROW Restricted Areas or the Sterile area for any reason.

8.4.2 Airfield Access

8.4.2.1 Access into ROW SIDAs and AOA is controlled in one of two (2) ways: locks and keys, or ROW ID Badge and pin number.

8.4.2.2 Authorized persons requiring access inside the perimeter fence should be able to gain access on their own using their assigned ID badge and through their assigned means of access. Any individual, with or without what appears to be a legitimate ID Badge, who is not able to gain access on their own and is requesting that you let them in should be considered suspicious. Do not let the person inside the fence or into any restricted areas of the Airport, and immediately notify Airport Security.

8.4.3 Vehicle Access

8.4.3.1 To gain authorized access inside the perimeter fence, a vehicle must have a current and valid ROW issued AOA, SIDA or Secured Area Sticker on the authorized vehicle, and the driver must possess a ROW issued identification badge along with AOA driving privileges (a "D" on their badge) or be escorted by someone with said privileges.

8.4.3.1.1 In all cases the vehicle driver must remain and observe the access gate until it fully closes.

8.4.4 Vehicle Escorts

8.4.4.1 Only vehicles with a need to conduct official airport business will be allowed to be escorted into the SIDA, AOA, or Secured Area.

8.4.4.2 Vendors requiring temporary vehicle access must be always escorted by the tenant they are servicing. Unless otherwise approved by the Airport, tenants are limited to a 1:3 escort ratio.

8.4.4.3 Escorts must obtain a “Vehicle Under Escort” numbered Hang Tag for each Escorted Vehicle from Airport Security. The Hang Tag must be displayed by hanging the Escorted Vehicle’s tag on the rear-view mirror while the Vehicle is within the ROW perimeter fence. Requests for the Hang Tag must be made a minimum of 24 hours in advance. Registration of the “Escorted Vehicle” must be provided for each specific escorted vehicle. The Hang Tag must be returned when the vehicle leaves the Airfield.

8.4.4.3.1 Private pilots are not permitted to conduct vehicle escorts.

8.4.5 Construction Constrictors

8.4.5.1 Contractors and Construction Employees may only enter through designated or assigned gates. Employees must possess an ROW issued identification badge or be escorted by someone with an Escort Authorized ROW issued identification badge.

8.4.5.2 Badging requirements (including the ratio of badged to non-badged employees, as well as the ratio of vehicles registered with the airport to non-airport registered vehicles) vary by project. These numbers will be determined by the ASC for each individual project.

8.5 Sensitive Security Information

8.5.1 As an authorized badge-holder, you may not discuss any security related incidents that occur at the Airport or give out details about the Airport’s security system to anyone who does not have a need to know. If anyone tries to obtain information from you regarding the Airport’s Security rules and procedures, report it to your supervisor, Roswell Police or Airport Security immediately.

8.5.2 Violation of the SSI regulation is a federal offense and is punishable with a civil infraction and/or jail time.

8.6 Access Control

8.6.1 General

8.6.1.1 Code of Federal Regulations 49CFR Part 1542 mandates that the Roswell Air Center maintain a security system that will ensure that only authorized persons have access to restricted areas and that access be denied immediately at access points, to individuals whose access privileges have changed. The system must also differentiate between persons authorized to have access to a particular portion of the restricted area and be capable of limiting an individuals’ access by time and date. The Roswell Air Center meets these requirements through it’s the Physical Access Control System (PACS).

8.6.2 Access Points

- 8.6.2.1 All persons entering the restricted areas of ROW must enter through an assigned access point that allows for authorized access in accordance with 49 CFR 1542. At the ROW all doors that give access to the SIDA and Secured Areas are equipped with a Pin Pad Card Reader. Badges issued by the Airport Security Office are encoded with specific information that identifies the badge holder and their specific areas of authorized access at the airport.
- 8.6.2.2 In attempting to gain access, each individual badge holder is required to swipe their Badge ID and enter their personal identification number (PIN) and let the Airport's Physical Access Control System determine if they are to be granted access.
 - 8.6.2.2.1 No person may enter any restricted area of ROW without individually seeking authorization, and
 - 8.6.2.2.2 No badge holder shall permit another person to enter the restricted areas of ROW through use of his or her badge ID. (Hereinafter, piggybacking).
- 8.6.2.3 An airport issued identification badge does not give the badge holder unlimited access to all areas of the airport. There must be a duty related need for company business to access the AOA, a SIDA or the Secured Area. Individuals located in areas where they are not authorized for access will be dealt with as security violators.

8.6.3 Access Point Alarms

- 8.6.3.1 Persons responsible for causing a door to alarm must remain at the door, notify the Airport Security, and provide them with an explanation for the alarm.
 - 8.6.3.1.1 NO PENALTIES will be assessed to a person who remains at the door (or ECP) until cleared by Airport Security.
- 8.6.3.2 If a door (or ECP) alarm is activated and the individual responsible does not remain at the door (or ECP), Airport Security and/or RPD will investigate. When the violator is located, a citation through the BORN process (as outlined in Section 7) will be issued to that individual. Penalties for this violation range from revocation of access privileges and badge confiscation for a certain number of days to permanent revocation.
- 8.6.3.3 If an audible alarm is heard inside the Terminal, in a SIDA or on the AOA, the person hearing the alarm must contact Airport Security and provide information such as the location of the alarming door or gate, a description of the violator and the last direction of travel, if known.

8.7 Enforcement

8.7.1 General

8.7.1.1 ROW Airport Security has Security Officers that enforce airport rules and regulations. In addition, the Roswell Police Department (RPD) consists of state certified law enforcement officers with full arrest powers. Airport Security, in conjunction with Roswell Police enforce airport rules and regulations, as well as local, state, and federal laws at the Roswell Air Center. Additionally, the Airport has also authorized members of Airport Administration, and Airport Operations and Maintenance staff to conduct inspections and issue violations regarding safety and security on the airfield, ramp, and construction areas of the airport.

8.7.1.2 All violators will receive a written Breach of Rules Notice (BORN) Violation Citations. If deemed necessary, any of the above-mentioned airport staff may also immediately revoke or suspend and confiscate the ROW Airport issued Identification Badge for any violation of the Airport Rules and Regulations.

8.7.2 Penalties

8.7.2.1 Violations of the Airport Rules and Regulations will be the cause for penalties. A Breach of Rules Notice (BORN) Citation and a letter from the ASC to the offender's employer authorized signatory, apply to all offenses. The Airport reserves the right to impose an administrative penalty and suspend or terminate the unescorted access privileges of any Airport ID Badged employee. Administrative penalties and/or badge suspension/termination shall be the direct result of an attempt to bypass the Airport badging system, compromise Airport Security, violate the Airport's Security Rules & Procedures or the Airport's Security Program.

8.7.2.2 Violations of the Airport Security Plan (ASP) and/or Transportation Security Administration (TSA) Title 49 of the Code of Federal Regulation (CFR), Parts 1540 and 1542, even when not listed below will incur penalties and employees will be cited for such violations.

8.7.2.3 A violation deemed severe by the Airport Security Coordinator (ASC), or their designee is a cause for permanent revocation of the offender's ID badge. A Breach of Rules Notice (BORN) Citation and a letter from the ASC to the offender will be sent with a copy to the offender's employer Authorized Signatory.

8.7.2.4 Penalties may be assessed and determined based on consultation and coordination with TSA. Penalties that are imposed because of safety or security rules violations will be categorized in one of four levels. The list below is not exhaustive, and violations not listed below will be dealt with on a case-by-case basis.

8.7.2.5 In all circumstances, the Roswell Air Center reserves the right to penalize companies conducting business at the Roswell Air Center for Airport Rules and Regulations infractions (example: knowingly encouraging employees to commit violations; not being responsible by supporting the Violation Program, failing to review and return "active badge lists" provided by the Airport Security Office, failing to return terminated employee badges within 24 hours, or Tenant Lease Violations).

8.7.3 Levels Of Violations

8.7.3.1 LEVEL 1

- 8.7.3.1.1 Breach of Rules Notice (BORN) Citations issued because of the Level 1 Violations offenses, listed in the VIOLATIONS Section below, will require the recipient to re-take the security training course within 2 business days of the offense.
- 8.7.3.1.2 A subsequent LEVEL 1 offense within 12 months of the first will result in a 24-hour suspension of access privileges, a \$50.00 fine, and the offender must attend the next regularly scheduled security training class. In addition, the offender's supervisor must provide the ASC a letter on company letterhead indicating he/she is aware this is the offender's second violation, certified that counseling of the offender has taken place.
- 8.7.3.1.3 A third LEVEL 1 offense occurring within any 12-month period will result in the suspension of access privileges for five (5) days, a \$100.00 fine, and the offender must attend security training within two (2) days.

8.7.3.2 LEVEL 2

- 8.7.3.2.1 Breach of Rules Notice (BORN) Citations issued because of the Level 2 Violations offenses, listed in the VIOLATIONS Section below will require the recipient to re-take the security training class within two (2) business days, a \$100.00 fine, and a suspension of access privileges for 24 hours.
- 8.7.3.2.2 A subsequent LEVEL 2 offense within 12 months of the first will result in the revocation of access privileges and badge confiscation for five (5) days, a \$200.00 fine, and will require the offender to re-take the next regularly scheduled security training class. In addition, the offender's supervisor must provide the ASC a letter on company letterhead indicating he/she is aware this is the offender's second violation and certify that counseling has taken place.
- 8.7.3.2.3 A third LEVEL 2 offense occurring within any 12-month period will result in badge confiscation and revocation of airport access privileges for 30 days, a \$300.00 fine, and will require the offender to re-take the security training class within two (2) business days.

8.7.3.3 LEVEL 3

- 8.7.3.3.1 Breach of Rules Notice (BORN) Citations issued because of the LEVEL 3 Violations offenses, listed in the VIOLATIONS Section below, will result in the revocation of airport access privileges and badge confiscation for five (5) days for the first offense, a \$200.00 fine, and will require the offender to re-take the security training class within two (2) business days.
- 8.7.3.3.2 Any subsequent LEVEL 3 offense within 12 months of the first will result in the revocation of airport access privileges and badge confiscation for 30 days, a

\$300.00 fine, and mandatory security training at the next regularly scheduled security training class. In addition, the offender's supervisor must provide the ASC a letter on company letterhead indicating he/she is aware this is the offender's second violation, and counseling has taken place.

8.7.3.3.3 Any additional LEVEL 3 offense within 12 months may result in permanent revocation of airport access privileges.

9.1.3.4 **LEVEL 4**

8.7.3.3.4 Breach of Rules Notice (BORN) Citations issued because of the LEVEL 4 Violations offenses, listed in the VIOLATIONS Section below will result in permanent revocation of airport access privileges and badge confiscation for the first offense.

8.8 Violations

8.8.1 The violations listed below represent several of the most common violations for which citations are issued. It must not be construed as a complete list of federal and state laws or Airport Rules and Regulations that are enforceable on airport property.

Violation	Level
Improper display of ID Badge	1
Failure to challenge	1
No operational need to be in the area where the individual was challenged	1

Violation	Level
Being present inside the perimeter fence with expired ID Badge	2
Exceeding pedestrian escort ratio	2
Failure to maintain control of passengers/boarding /Exit Door	2
Exceeding vehicle escort ratio	2
Piggybacking	2
Failure to remain at an alarming door	2
Failure to notify Airport Security of a door alarm	2
Violation of the Five-Foot Clear Zone	2

Violation	Level
Display or Use of an Invalid or Modified ID Badge	3
Using a Secured Door or Gate for other than official use	3
Circumventing the Airports Physical Access Control System	3
Being in the Secured Area without authorization	3

Violation	Level
Loaning/borrowing an ID Badge	4
Escorting someone whose access is revoked or suspended	4
Duplication or Reproduction of an ID Badge	4

8.8.2 Note: Additional civil penalties up to \$11,000 may be imposed by the TSA for any security violation that takes place.

- 8.8.3 **WARNING: ANY PERSON LOCATED IN ANY RESTRICTED AREA WHILE THEIR ACCESS IS REVOKED AND BADGE CONFISCATED WILL BE SUBJECT TO ARREST AND PROSECUTION.**
- 8.8.4 Civil Penalties Assessed by the TSA
- 8.8.4.1 Fines or penalties may be assessed by the TSA for infractions/violations of applicable TSA regulations and/or the Airport Security Plan may be passed on to the airline/tenant involved.
- 8.8.5 Security ID Media Suspensions and Revocations
- 8.8.5.1 ROW Security may immediately deactivate a Security ID Badge holder's access privileges when necessary. ROW Security or Roswell Police will take immediate possession of the security ID media, turning it in to the Airport Security Office (ASO). The deactivation of a security ID media will require timely notification of the ASC.
- 8.8.5.2 The ASC will review the reason for the deactivation and determine the future of the security ID media. If an ID Badge is suspended or revoked the ASC shall notify the Federal Security Director (FSD) or their designee. The ID Badge holder is not permitted to be escorted into any SIDA, the AOA, the Secured Area, or the Sterile Area when their ID Badge is suspended or revoked.
- 8.8.5.3 Except for LEVEL 4 Violations, prior to a security ID Badge being suspended due to a combination of BORNs notices will be provided to the authorized signatory and ID Badge holder outlining the impending suspension. This will provide at least a five (5) business day notice to allow the ID Badge holder to contest the suspension as outlined under Due Process.
- 8.8.5.3.1 Security ID media revocations will be immediate and may remain in effect during any appeal process.
- 8.8.5.4 Should an ID Badge holder have their driving privileges suspended by ROW at the time of the violation, the security ID media will be confiscated and turned over to the ASO. This will cause the security function of the security ID media to be deactivated and the ID Badge holder will no longer have access to any restricted areas of ROW. The ID media holder will be immediately escorted from the area and the ID Badge holder must contact their authorized signatory and ASO to have another security ID Badge issued without driving authorization, for a fee.
- 8.8.5.5 ANY ROW ID MEDIA THAT IS SUSPENDED, REVOKED OR EXPIRED MUST BE SURRENDERED IMMEDIATELY TO THE ASO, an ROW SECURITY OFFICER OR AN RPD OFFICER. EMPLOYERS ARE NOT PERMITTED TO RETAIN ANY SECURITY ID MEDIA UNDER ANY CIRCUMSTANCES PENDING A REINSTATEMENT TO EMPLOYMENT DUE TO AN INTERNAL PERSONNEL ACTION.

Section 9 Appeals

9.1.1 General

- 9.1.1.1 An appeal process is available to those who receive a Breach of Rules Notice (BORN) Violation Citations or have had their privileges revoked by the Airport Director for violation of the Airport Rules and Regulations, Local, State, or Federal Regulations. This process allows the individual an opportunity to reveal any extenuating circumstances which may influence the assessment of penalties associated with the violation.
- 9.1.1.2 Individuals cited for Airport Rules and Regulations, TSA Title 49 of the Code of Federal Regulation, Parts 1540 and 1542 and/or the Airport Security Plan (ASP) violations will be granted fourteen (14) calendar days from the dated violation notice within which to file an appeal in writing before penalties are assessed.
- 9.1.1.3 Appeals from the receipt of a BORN may be filed, in writing, to the ASC. The ASC will then review the information submitted and decide as to whether a violation occurred and/or whether any sanctions imposed as a result of the violations are appropriate under these policies. If no appeal is received, permanent penalties will be assessed based upon the offense cited.
- 9.1.1.4 Further appeals to the decision of the ASC will be heard, with a presumption of correctness accorded to the findings of the ASC, by the Air Center Director.

9.1.2 Initial Process

- 9.1.2.1 If a ROW Security ID media holder receives a Breach of Rules Notice (BORN) Violation Citations or has their ID Badge media is suspended/revoked, they may appeal such notice in writing or email to the ASC within five (5) calendar days from the date of the Breach of Rules Notice (BORN) Violation to:

Airport Security Coordinator
Rowell Air Center
1 Jerry Smith Circle
Roswell, NM 88203

- 9.1.2.1.1 If a security ID Badge is confiscated because of a driving violation, the Security ID Badge holder may appeal to ROW Operations for relief as per driving regulations. The holder still must get a new security ID media issued without a driving endorsement for a fee.
 - 9.1.2.2 The written appeal shall include all information that may be relevant the violator wishes the ASC to consider that disputes them from being accountable for the violation and resulting penalty. Failure to make a written appeal within five (5) business days shall cause the ID Badge holder to forfeit any future appeal of the assessed sanction.

- 9.1.2.3 During the time of an appeal, the security ID Badge media MAY continue to be active as determined by the ASC and the circumstances surrounding the violation being appealed.
- 9.1.2.4 The ID Badge holder must provide contact information such as an email address to facilitate timely notice of the process ROW. In all cases the ID Badge holder's authorized signatory will be copied with all correspondence electronically or other means. If an ID media holder does not have email accessible, a letter will be mailed to their last known address and their authorized signatory copied and notified by email.
- 9.1.2.5 Within seven (7) business days after hearing the appeal, the ASC will notify the violator in writing of the decision to uphold, reduce or vacate the sanction. The determination of the ASC or designee shall be the final action of the appeal on the violation and no further appeals will be considered by the ASC.
- 9.1.2.6 Should the ASC or alternate ASC not be available to respond within established timelines, notice will be provided to the appealing party and the timeline "frozen" to permit response and re-establishment of the outlined timelines to permit the appeal to progress within the prescribed schedule. The ASC may also designate someone to continue the appeals process. The appealing party will be advised of any adjusted timelines or assignment of an alternate ASC.

9.1.3 Appeals

- 9.1.3.1 If a ROW ID Badge Holder receives a finding from the ASC, in which revocation and/or suspension of a Security ID Badge media is upheld, the person may submit a written appeal to the Air Center Director within seven (7) calendar days from the date of the ASC's decision via US Mail or email to:

Airport Security Coordinator
Rowell Air Center
1 Jerry Smith Circle
Roswell, NM 88203

- 9.1.3.2 Written appeals will be reviewed by the Air Center Director. The ASC or designee will facilitate the Air Center Director's Review. Hearings in front of the Air Center Director will be scheduled as needed. The individual or company who has received the BORN and associated penalties and their Authorized Signatory will be invited to attend the Review Panel meeting.
 - 9.1.3.2.1 Information presented at the review will be limited to the facts associated with the violation when presented or other information and evidence the ID media holder feels may mitigate the imposed sanction. The ID media holder may offer alternative sanctions for consideration.
 - 9.1.3.2.2 During the appeal process the Security ID media MAY continue to be active at the discretion of the ASC and based upon the circumstances of the violation resulting in the sanction.

9.1.3.2.3 In the event the Review by the Air Center Director upholds the Penalties, suspension or revocation, the ASC, or designee, shall notify the individual and their authorized signatory as appropriate of the decision to uphold, vacate or modify the sanction within seven (7) calendar days after the Review decision, providing an effective date of the sanction.

9.1.3.3 The determination of the Air Center Director shall be final and there shall be no further administrative appeal of the violation or resulting sanctions.