

CVG DRIVER AND SECURITY HANDBOOK

INTRODUCTION

This Driver and Security Handbook has been developed for employees of air carriers, tenants and contractors of the airport who work and/or drive in the Security Identification Display Area (SIDA).

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

The Kenton County Airport Board, its members, officers and employees, or any participating governmental agency, by publication of said rules and regulations assume no responsibility for loss, injury or damage to persons or property by reason of fire, vandalism, collision, strikes, wind, flood, earthquake, or other acts of god or acts of public enemy, nor does the Airport Board assume liability for personal injury or property damage while on airport property or while using the facilities of same.

CONTENTS

Section 1—Definitions	3
Section 2—Security Identification Display Area (SIDA)	7
Airport Security Program.....	7
Authorized Access	8
Application for an Identification Badge.....	9
Proper Display of an Identification Badge.....	9
Prohibiting Access of Unauthorized Persons	10
Authorizing Access to a Specific SIDA	10
Lost or Stolen Identification Badges	10
Proper Escorting.....	11
Authorized Vehicles in the SIDA	11
Delivery Vehicle Access	12
Airport Issued Vehicle Ramp Permits.....	12
Section 3—Vehicles Operating in the SIDA	13
Authorized Vehicle Operators	13
Vehicle Entry Procedures.....	13
Vehicle Exit Procedures	14
Driving Regulations	14
Vehicle Escorts.....	14
Designated Traffic Lanes and Walkways.....	15
Speed Limits, Stop and Yield Signs	16
Accident Reporting Procedures	16
Vehicle Access Requirements Ramp Access	16
Aircraft Movement Procedures	17
Vehicles in Aircraft Movement Area	18
Section 4—Enforcement of Rules & Regulations	19

SECTION 1 DEFINITIONS

Definitions are as used in this handbook unless the context requires otherwise:

Air Operations Area (AOA) – A portion of an airport, specified in the Airport Security Program, in which security measures specified in Part 1540 are carried out. This area includes aircraft movement areas, aircraft parking areas, loading ramps, and safety areas, for use by aircraft regulated under 49 CFR Part 1544 or 1546, and any adjacent areas (such as general aviation areas) that are not separated by adequate security systems, measures, or procedures. This area does not include the Secured Area.

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

Airport Security Program (ASP) – The security program which is the responsibility of an airport operator pursuant to 49 CFR 1542.

Airport Police – Airport police will be those persons employed by the Board and who will be charged with the responsibility of maintaining public order, safety and welfare, and the enforcement of these rules and regulations.

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

Airport Security Coordinator – Person designated by the Board charged with the authority and responsibility to implement and enforce the Airport’s Security Program, employed by the Board and under the direction of the CEO, or such designated representative.

Airport Tenants – Individuals, partnerships, corporations, or other business entities, and their agents, employees, and subtenants, that occupy or control part or all of areas, buildings, or other facilities at the airport which they lease from the Board.

Authorized Persons – Those persons authorized with an identification badge issued by the airport security coordinator, or designated representative, to have access to airport security areas.

Board/Airport Board – The Kenton County Airport Board (KCAB).

Airport Chief Operations Officer (COO) – The person responsible for the day-to-day operations of the airport under general supervision of the Director of Aviation and appointed by the Board.

Escort – To accompany or monitor the activities of an individual who does not have unescorted access authority into or within a Secured Area or SIDA, and/or Air Operations Area (AOA).

Airport Chief Executive Officer (CEO) – The person responsible for the operation and management of the airport, or a designated representative appointed by the Board.

FAA – Federal Aviation Administration.

Hearing Officer – A designated representative who will conduct hearings pursuant to the provisions of these rules and regulations.

Identification Badge – Identification for authorized persons containing the individual’s name, company name and individual’s photograph. There are two types of identification badges:

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

Airport Approved – Other types of identification that have approval

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

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

Personal Identification Number (PIN) – The individual access entry number that works in conjunction with the airport issued identification badge to allow entry into airport security areas.

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

Restricted Area – Any area not open to the general public.

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

Security Access System – Equipment installed or placed by or under the direction of the Board, or designated representative, to monitor or control entrances to and exits from airport security areas. Security devices include, but are not limited to, bells, sirens, communication equipment, locks and corresponding keys, emergency exits, electronic access controls and other security equipment.

Security Identification Display Area (SIDA) – A portion of an airport, specified in the Airport Security Program, in which security measures specified in Part 1542 are carried out. This area includes the Secured Area and may include other areas of the airport.

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

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

Sterile Area – A portion of an airport defined in the airport security program that provides passengers access to boarding aircraft and to which access generally is controlled by TSA, or by an aircraft operator under Part 1544 of 49 CFR Chapter XII, or a foreign air carrier under Part 1546 of 49 CFR Chapter XII, through the screening of persons and property.

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

SECTION 2

SECURITY IDENTIFICATION DISPLAY AREA (SIDA)

AIRPORT SECURITY PROGRAM

The airport is required to have a Transportation Security Administration (TSA) approved Airport Security Program and use certain control functions to prevent the unauthorized entry of persons into restricted areas including requirements, when appropriate, for the display of identification. The airport is responsible for prompt detection and subsequent action to control each penetration, or attempt of same, into the restricted areas by a person whose entry is not authorized in accordance with 49 CFR 1542 and the Airport Security Program.

All tenants and sublease tenants on the airport whose leased areas provide direct access to restricted areas shall be responsible for security in their respective areas. All doors, gates, service docks, etc., that enter a Security Identification Display Area must be kept locked and/or controlled at all times to prevent unauthorized entry.

All persons, including employees, must be screened upon entering the airline terminal concourses, along with x-raying of their baggage and investigation of personal items. Any exception to this rule will be as directed by the Federal Security Director. Any time an individual with an airport issued identification badge passes through a staffed perimeter access point, the person responsible for checking the identification will stop the individual, verify/compare the photograph to the individual, check the expiration date and check against the current stop list. Anyone not matching the photograph on the identification or having an expired, altered or bogus identification will be referred immediately to the airport police who will confiscate the identification and take any other appropriate action.

No person shall enter any airport property area or building posted as being closed to the public with the exception of the following:

1. Persons assigned to duty therein under the authorization of airport tenants and/or the Airport CEO or his designated representative.

2. Persons authorized under contractual agreement with the Airport Board.
3. Authorized representatives of the Transportation Security Administration and other U.S. governmental agencies.
4. Persons engaged, about to be engaged, or having been engaged in the operation of any aircraft.
5. Passengers under airline personnel supervision entering ramp operational areas for the purpose of enplaning or deplaning aircraft.
6. Airport police or fire personnel.

AUTHORIZED ACCESS

All persons having authorized access to the restricted SIDA must have an airport approved identification badge or be under airport approved escort. The airport approved identification badge must be properly displayed at all times within the restricted area.

The colored border on an airport issued identification badge signifies the area(s) to which the individual is authorized access.

The color of the line indicates whether or not the individual is authorized to drive in the restricted movement and non-movement area.

Green line surrounding photo:

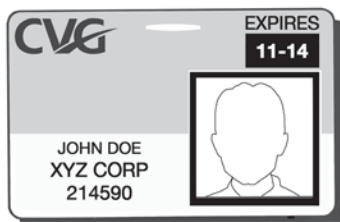
Authorizes the individual to drive an authorized vehicle in restrictive movement and non-movement areas.

Red line surrounding photo:

Authorizes the individual to drive an authorized vehicle in restricted non-movement areas.

Black line surrounding photo:

Individual is NOT authorized to drive in restricted areas unescorted.



Dashed red/black line surrounding photo: Individual is only allowed to drive in designated areas.

Dashed green/black line surrounding photo: Individual is only allowed to drive in designated portions of the movement area.

Airline issued identification badges will be honored for working,

uniformed flight crew members only on their air carrier apron and in the immediate proximity of their assigned company aircraft.

APPLICATION FOR AN IDENTIFICATION BADGE

Persons who are employed by the airport or an airport tenant needing access to any restricted area must submit to a fingerprint-based criminal history records check along with an application for an identification badge/access card. The photo identification badge will be issued and maintained by the airport identification office and will remain the property of the Kenton County Airport Board. The badge application form must be signed by an authorized tenant representative. The applicant will furnish personal and physical characteristics and sign the form signifying receipt of the badge and that he/she understands and agrees to abide by all rules and regulations. The airport is responsible for briefing each individual who is issued an identification badge concerning this airport's identification system, driving regulations and challenging of unauthorized persons.

All air carriers and tenants must provide immediate notification to the police department when: 1) an individual's access authority has been revoked or limited; 2) an individual's airport issued ID badge has been lost or stolen; or 3) the tenant becomes aware that the access control system or a component of the system has been compromised or threatened through any means.

When an employee is terminated, the requesting tenant must immediately retrieve the badge and notify the identification office of this termination (open Monday through Friday from 8:00 AM to 5:00 PM), or notify the police department after hours, on weekends, and holidays. When termination is a normal retirement or separation, you must contact the identification office by the end of the next business day. All badges must be returned to the ID office within three business days.

PROPER DISPLAY OF AN IDENTIFICATION BADGE

Unless under airport approved escort, each and every person within a restricted area is required to continuously display airport approved identification.

PROHIBITING ACCESS OF UNAUTHORIZED PERSONS

Authorized persons will not permit unauthorized persons to have access to airport security areas unless under escort by an authorized

person. Authorized persons must challenge persons not displaying an appropriate identification badge. For purposes of this section only, challenge means; (a) to ask the person to see his/her identification badge, or (b) to immediately notify the airport police with a description of the individual not displaying an identification badge. Challengers are not expected to place themselves or others into dangerous situations and, if a challenger believes that making a verbal challenge would do so, a verbal challenge need not be made and instead the airport police should immediately be notified. In all cases, the airport police should be notified immediately and the unauthorized person should be kept under observation to the extent possible until the police arrive.

AUTHORIZING ACCESS TO A SPECIFIC SIDA

Any person with an airport issued SIDA badge with authorized access through a specific door may clear another person with them who has his/her own SIDA badge but does not have access to that specific door. Before the authorized individual allows access, he/she must first call the airport police department to verify the other individual's badge is valid and that individual may pass through this specific door.

LOST OR STOLEN IDENTIFICATION BADGES

The airport and its tenants are jointly responsible for control, accountability and issuance of identification badges. All records for the identification system are maintained in the airport identification office.

In the event an individual's restricted area identification badge is lost or stolen, the airport police must be notified immediately. A lost/stolen report will be completed prior to a new badge being issued - cost to be determined by the airport. If the badge is found and returned to the airport identification office, the fee will be refunded - minus a processing fee.

PROPER ESCORTING

Any person who has an airport issued identification badge permitting access to a SIDA may escort a reasonable number of persons if their

badge has an “E”. A person who has an airport issued identification badge may NOT be escorted by another person. Except, a person with a Sterile Area only badge MAY be escorted onto the ramp, but must remain under escort restrictions. A person who has an airport approved badge (corporate ID) may be escorted into restricted areas they do not have access to. A person who is escorting other persons on a SIDA must be in a position to actively monitor, direct and control the movements and actions of the escorted person. If the escorted person is challenged for having no badge, the escort must be in a position to immediately step in to declare he/she is escorting the unbadged person. The escort may transfer escort authority to another person who has an airport issued identification badge with an “E” permitting escorts within the SIDA. The transfer must be conducted in a clear way so the employee fully understands his/her responsibility. An employee may refuse the transfer, at which time the transferring employee must either find another employee, or escort the unbadged person from a SIDA.

AUTHORIZED VEHICLES IN THE SIDA

All vehicles authorized to be in the Security Identification Display Area must be readily identifiable. Vehicles of tenants, concessionaires and vendors that are normally authorized to access the SIDA must display company color schemes and names or insignia of commercial design on both sides of the vehicle, discernible at a distance of no less than 250 feet, and display a valid ramp permit on the windshield, registered with and obtained from the airport police department.



Passenger vehicles, including pickup trucks, must have a company name or logo of commercial design displayed on each side of the vehicle, discernible at a distance of no less than 250 feet. Construction vehicles requiring access to the SIDA must be properly identified with company names. Special equipment such as cranes, bulldozers, etc. will be exempt from this requirement. Airport staff cars and U.S. government vehicles will display proper logo and Kentucky official license plates and/or authorized agency vehicle flags.

DELIVERY VEHICLES ACCESS

Persons entering the Security Identification Display Area through the perimeter checkpoint located at the gate off Logan Road (maintained by an airport Public Safety Assistant Monday through Friday from 7 a.m. to 4 p.m.) will be issued a temporary permit and must be escorted at all times. Temporary permits are only issued to persons needing one-time access providing a service to tenants within the restricted area.

AIRPORT ISSUED VEHICLE RAMP PERMITS

The airport issued permanent ramp permit is a decal with RAMP PERMIT printed on it along with a number which is registered with the airport police department and must be displayed on the lower left windshield.



A temporary ramp permit is a 5 1/2" X 8 1/2" card which must be visible through the vehicle's left windshield. The temporary permit may be used on ramp vehicles unless a permanent ramp permit is obtained. A tenant that has the need to utilize a vehicle on the ramp for a short term may obtain a temporary vehicle ramp permit from the police department. Examples of short term uses are to replace a vehicle that is down for repairs, or for very short projects. The person who obtains the temporary ramp permit must have a red box around his/her picture on the airport issued identification badge and must be an employee of the agency. The vehicle must be marked properly on both sides of the vehicle. If the vehicle is a rental vehicle, the contract must be in the name of the tenant, not a person, and show proof of the vehicle being added to the tenant's insurance policy. The temporary permit is also issued at perimeter checkpoints to vehicles with drivers who do not have a SIDA badge; these drivers at their vehicles must be escorted at all times.

CINCINNATI/NORTHERN KENTUCKY INTERNATIONAL AIRPORT	
TEMPORARY RAMP AND APRON OPERATING PERMIT MUST BE VISIBLY DISPLAYED	
COMPANY _____	
REG. NO. _____	
DATE _____	
TIME IN _____ TIME OUT _____	

SECTION 3 VEHICLES OPERATING IN THE SECURITY IDENTIFICATION DISPLAY AREA

AUTHORIZED VEHICLE OPERATORS

No persons shall operate motorized equipment in restricted areas except:

1. Persons with airport issued identification with a red or green line surrounding the photo.
2. Persons under escort by a KCAB employee.
3. Persons under escort by the airport's contract escort service.
4. Persons under escort by an authorized contractor.
5. Airline personnel in their exclusive use area.



VEHICLE ENTRY PROCEDURES

1. The driver of each vehicle is responsible for swiping all passengers' identification badges on the reader marked "PASSENGER(S)SWIPE ONLY" to verify each employee's status.
2. If an employee's badge is not accepted, the driver may not take the employee through the gate. The driver should take the employee to the identification office or airport police department to determine the status of the badge.
3. If all employees' badges are accepted as indicated on the reader screen with the word "ACCEPTED", the driver then swipes his badge in the reader marked "DRIVER" and enters his personal identification number (PIN) to activate the gate.
4. The driver should stop the vehicle in such a manner as to prevent any vehicles that may try to piggyback/tailgate through the entrance gate. Also observe to ensure no foot traffic enters at this time.
5. Using caution once the perimeter gate is fully open, enter and wait for the gate to completely close before proceeding. If a second authorized vehicle arrives at the gate before it closes, this vehicle must wait until the gate begins to close before initiating the opening procedures.

6. If the gate stops during closing and begins to re-open, the access control becomes the responsibility of the following vehicle operator.

VEHICLE EXIT PROCEDURES

In the event of multiple vehicles, the last vehicle is responsible for insuring that the gate is fully secured before proceeding.

DRIVING REGULATIONS

While operating in the Security Identification Display Area, all motorized equipment shall:

1. Pass no less than 150 feet to the rear of taxiing aircraft.
2. Not be driven between a parked aircraft and its loading gate.
3. Not be constructed, equipped or loaded so as to be a danger to, or likely to endanger, persons or property.
4. Have passengers seated in seats permanently affixed to the vehicle or riding in areas of the vehicle designated for passenger travel.
5. Not pull more than four tandem carts behind a baggage or freight tug (unless operating in an airline's own exclusive use area).
6. Not be parked within four feet of any security fence.

VEHICLE ESCORTS

Only the airport's escort service and persons with a small-truck emblem on their airport issued identification badge, may escort vehicles on the ramp and across taxilanes. All vehicles that are being escorted should have a Temporary Ramp Permit displayed on the dash of the vehicle. Vehicles under escort are not required to display a company name or logo on the side of the vehicle. Airline employees are able to escort vehicles per definitions below.

Delta Air Lines - Delta Air Lines is allowed to escort vendors in their exclusive area after a permit has been issued and placed on the vehicle. Delta employees possessing an airport ID badge with a red square may escort two vehicles. Delta's exclusive areas will be the Delta hangar apron, and in and around Concourses B. Delta is not allowed to escort any vehicle across taxilanes, therefore, they cannot escort from the hangar to Concourses A or B.

DHL Worldwide Express - DHL Worldwide Express is allowed to escort vendors in their leasehold area after a permit has been issued and placed on the vehicle. DHL is not allowed to escort any vehicle across taxilanes.

Other Airlines - All other airlines must obtain escorts from an approved escort service. Once the escorted vehicle is in the airline leasehold area, an airline employee possessing an airport ID with a red square may escort two vehicles in the airline leasehold area only. They cannot escort a vehicle on the ramp road or across taxilanes.

Contractors - Contractors possessing an airport ID badge with a red line or a dashed red/black line surrounding the photo and a truck emblem may escort a maximum of two vehicles on and off of the SIDA. All passengers in vehicles must be in possession of airport ID badges or under an approved escort. If employees are not badged, an employee with a permanent airport ID badge with an "E" (for escorts) must be in close proximity of the person and be able to exercise positive control over them. Contractor vehicles must have a temporary vehicle ramp permit displayed as stated above, and display logos on both sides of the vehicle with the company's name. The logo must be equal to a commercial grade logo and be visible from up to 250 feet.

DESIGNATED TRAFFIC LANES AND WALKWAYS

No person shall travel on airport property other than on roads, walkways or places provided for the particular class of traffic.

1. Vehicles shall travel in designated traffic lanes while traveling in the Security Identification Display Area.
2. Persons shall not walk across open ramp areas, taxilanes, taxiways and/or runways.
3. Only personnel authorized by KCAB may drive unescorted on the runways and taxiways.

SPEED LIMITS, STOP, AND YIELD SIGNS

All motorized equipment shall be operated in strict compliance with posted stop, yield and speed limit traffic signs.

1. Speed limits (unless otherwise posted):
AOA, ramp areas (white lines)25 mph
Baggage makeup drive area (yellow lines) 15 mph
Other airport roadways.....25 mph
2. Stop signs: All motorized equipment must stop on all white hold lines and at all stop signs. If the view is obstructed, the driver should proceed cautiously to a point where vision is unobstructed, and proceed only if safe to do so.
3. Yielding and yield signs: Where marked roadways are not available, slow down and drive to the right when approaching another vehicle. Give the right-of-way at YIELD signs painted on ramp roads. Vehicle operators are to give way to all aircraft and to emergency vehicles giving an audible or visual alarm.



ACCIDENT REPORTING PROCEDURES

All persons involved in any personal injury or in any accident, including aircraft, automobile or other motor vehicle on airport property shall make a full report to the airport police in this order:

1. Stop the vehicle at the scene,
2. Notify the airport police immediately,
3. Give all information to complete necessary reports.

VEHICLE ACCESS REQUIREMENTS - RAMP ACCESS

1. All persons must display a valid airport identification badge.
2. All vehicles must have an airport-issued ramp permit properly

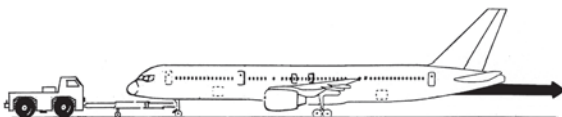
displayed.

3. All vehicles must have visual identification (decal, sign or flag) with the tenant's name and/or logo.
4. All vehicles needing one time access to provide a service to tenants within the restricted area must be under approved escort with temporary ramp permit properly displayed.
5. If an unauthorized vehicle or person enters or attempts entry, try to obtain a complete description, location or direction of travel, and report immediately to airport police.

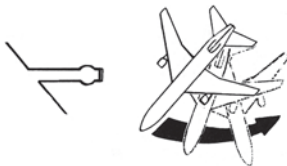
AIRCRAFT MOVEMENT PROCEDURES

There are three ways an aircraft can move away from the gate area. Listed below is a brief description of each procedure and signs to watch for to know when an aircraft is about to depart a gate area.

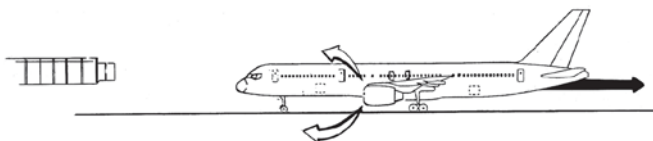
1. **PUSH BACK** - A tow truck is attached to the nose gear of the aircraft and pushes the aircraft away from the gate. This procedure is used at gates located in congested areas and gates where there is limited taxi space behind the aircraft.



2. **POWER OUT** - The aircraft will leave the gate area under its own power and in a forward motion.



3. **POWER BACK** - The aircraft will leave the gate area under its own power in a reverse motion.



Some of the warning signs seen prior to an aircraft moving away from its gate area are:

1. Aircraft with red rotating beacon or strobe light.
2. Jetway or jet bridge pulled away from the aircraft.
3. All doors, baggage compartments and stairs secured.
4. Ground support equipment moved away from aircraft.
5. Wheel chocks moved away from aircraft.
6. Ramp signaling agent, spotter, wing walker, etc. positioned around the aircraft.

VEHICLES IN AIRCRAFT MOVEMENT AREA

The identification badge/access card and vehicle ramp permit do not authorize an individual to drive or access the airfield's taxiways and runways without being escorted by a properly equipped vehicle. Only those personnel authorized by KCAB may drive or access these areas without escort. All personnel in these areas must be under radio contact with the control tower.

All taxiways and runways are marked with signs and/or lights. All taxiways are marked with blue lights and all runways are marked with white and red lights aligned approximately 50 feet apart. The runway lights go from white to amber to red starting at the arrival end of the runway to the far end.

If an individual driving within the restricted area inadvertently drives onto a runway or taxiway, he/she should move to the grassed area 15-20 feet off the hard surface and wait until an airport police or fire vehicle arrives for escort off the field.

SECTION 4 ENFORCEMENT OF RULES & REGULATIONS

The officers of the airport police department are empowered to enforce the rules and regulations of the Cincinnati/Northern Kentucky International Airport and to issue ramp citations to individuals for violations of these rules and regulations. A copy of the ramp citation will be forwarded to the offending individual's employer with a letter from the Vice President of Safety, Security and Compliance. Violations of these rules and regulations will be divided into three levels, with each level having applicable penalties for the first and multiple violations.

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

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

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

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