

**GENERAL AVIATION
AIRPORT RULES AND REGULATIONS**



**SAN JOSE
MINETA
INTERNATIONAL
AIRPORT**



Overhead view of GA West.

**MINETA SAN JOSE INTERNATIONAL AIRPORT
(CITY OF SAN JOSE)**

**GENERAL AVIATION AIRPORT ACCESS CONTROL SYSTEM
INSTRUCTIONS**

The following information is provided to assist General Aviation badge holders in the use of the Airport's security access control equipment. If you have questions regarding the security access control badge issuance process, please contact the General Aviation Business Office at (408) 392-3577. For problems regarding the operation or malfunctions of the system, please contact the Airport Operations Center at (408) 277-5100.

GENERAL

In compliance with airport and TSA Security Regulations under 49 CFR Part 1540, there are two distinct security areas on the Airport with respect to security procedures, the Air Carrier (SIDA) and the General Aviation areas (non-SIDA). Access badges issued to authorized General Aviation users are not valid beyond GA West as indicated on the above map.

Vehicles operating in or parked at GA West are required to display either the red and white checker stickers or a temporary parking permit. Authorized vehicle parking is an important component of the Airport security program in the General Aviation operations areas.

GENERAL AVIATION SECURITY BADGE REQUIREMENTS:

1. The security access badge must be worn on the badge holder's outermost layer of clothing above the waist to be visible whenever in the Airport's General Aviation security area i.e., inside the AOA fence.
2. The security access badges are not transferable or assignable by the badge holder. Access badges are for the assigned individual only; **badge use by a third party is strictly prohibited.**
3. Each badge holder is responsible for escorting his/her guests while inside the AOA fence. During escort, guests must remain within sight and sound of the badge holder. Do not escort more people than you can safely control.
4. The security access badges may not be modified or altered.
5. The badge holder must continuously safeguard his/her security access badge. Lost or stolen access badges must be reported **immediately** to the Airport Operations Center, at (408) 277-5100 (24 hours).
6. The expiration date is printed on each badge. The badge expires at exactly 12 noon on the date of expiration and will not provide access after that. Badges should be renewed before the expiration date. Once a badge has expired, it must be returned to the Badging Office as soon as possible. A lost badge fee will be assessed for badges not returned within 30 days. **An expired badge should not be displayed or used at card readers.**

7. Individuals without Airport-approved identification or proper escort should be approached and questioned. If they are not able to produce proper identification, please notify the San Jose Police Department by calling 9-1-1.
8. A tenant with a valid badge may escort a tenant with an expired badge, so long as proper escort procedures are followed and the expired badge is returned to the Badging Office. Non-badge holders may also be escorted.
9. A tenant with an expired badge can also be escorted to/from their aircraft by Airport Operations. Call 408-277-5100 to make escort arrangements.

AIRCRAFT OPERATIONS

1. Transient aircraft are prohibited in GA West and are required to use an FBO for Aircraft Parking and/or servicing. Tenants allowing transient aircraft to park in GA West will be in violation of these Rules and Regulations.
2. Spaces in GA West area are assigned to a specific tenant. Only aircraft attached to a specific space are permitted to use that space. Transient or other tenant aircraft found using a space not assigned to them may be relocated at the owner's expense.
3. Run-ups should not occur on the ramp at GA West. The airport has a designated run-up pad inside the movement area that such activity can be safely conducted in.
4. Aircraft using a tie-down space should be properly secured to the ground using the provided tie-down points to prevent unintended movement during high winds, earthquakes, etc. Use of gust locks, chocks, and the aircraft parking brake are highly encouraged.

RAMP VIOLATIONS

1. The airport provides several trash bins for tenant convenience. Unwanted items which do not safely fit inside the bins must be disposed of off-site by the tenant. The airport **does not** provide disposal services for large items. Items **may not** be left outside on the ground where they have the potential of becoming FOD or attracting wildlife.
2. Waste fuel from sumping or other maintenance activities may only be disposed of in the designated container. Fuel **may not** be disposed of in the **waste oil** container.
3. Per San Jose Municipal Code (SJMC 25.06.310), dogs and other animals must be kept on a leash and under control at all times while on the AOA.

Violations of the Airport's ramp rules and regulations, including those listed above for Aircraft Operations, may result in verbal warnings, ramp and/or administrative citations, badge revocation, or further consequences.

USE OF ACCESS BADGES

For a badge holder to be granted access through a badge reader-controlled vehicle gate, the following procedures are to be used:

1. Swipe badge at card reader.
2. Enter your personal PIN code.
3. The status light on the reader will show steady green to indicate that access has been granted and the gate will open.

All occupants of the vehicle possessing Airport ID badges must have their badge read through and receive a steady green light before entering. A red light indicates that access has been denied. Do not continue attempting to gain access should you receive a red light after more than 2 swipes.

4. Once access has been granted to all badged vehicle occupants and the gate opens, drive through the gate and stop (beyond the loop sensor) until the gate closes behind you to assure that no other persons or vehicles enter the gate.

Tenants must not allow any other vehicle(s) to enter the secure area by following another vehicle through a gate, even if the driver(s) display an Airport-issued security access badge or are driving a government, airline or tenant company vehicle. Each vehicle must be granted access only with the use of a security access control badge. Badge holders escorting guests onto the airfield may allow the guest's car to follow them through the vehicle gate but must remain until the gate is completely closed.

5. When exiting, if there are multiple vehicles leaving at once, it is incumbent on the last vehicle exiting to ensure that the vehicle gate properly closes and secures, remaining at the outside driveway as necessary before driving away. Should the gate fail to close properly, the AOC must be notified immediately and the vehicle leaving last must remain to monitor the gate until relieved by Airport Operations.

For access through a pedestrian gate, the same procedures listed above apply except that the badge holder will be required to manually open the gate once access has been granted.

Piggybacking through pedestrian gates is prohibited, however you may escort your guests through the pedestrian gate. **ALL PEDESTRIAN ACCESS MUST BE THROUGH PEDESTRIAN**

GATES. PEDESTRIAN ACCESS THROUGH A VEHICLE GATE IS PROHIBITED.

It should be emphasized that attempted use of a badge at an unauthorized reader and the unauthorized opening of any gate will generate an alarm in the Airport Operations Center and initiate an immediate response to the area.

SECURITY VIOLATIONS

Compliance with the Airport's security rules and regulations is imperative to the safety of the airport and your aircraft. Violations of the Airport's security rules and regulations may result in verbal warnings, administrative citations, badge revocation, or further consequences.

Administrative Citations (Admin Cites) are issued for Airport security violations. The program has identified two specific City of San Jose Municipal Codes (SJMC) for use in enforcing Airport security violations. SJMC 25.06.010, Violation of Airport Rules and Regulations, carries a \$100.00 fine. SJMC 25.06.320, Entering Restricted Areas Prohibited, carries a \$1,000.00 fine. These fines increase for multiple violations.

Thank you for your cooperation with this security program.

(866)-GA-SECURE Hotline

The Transportation Security Administration has implemented a national toll-free hotline that the general aviation community can use to report any out of the ordinary event or activity at a general aviation airport. This hotline is operated by the National Response Center and centralizes reporting to the appropriate local, state, and federal agencies. If you spot any out of the ordinary activity at a general aviation airport, you are encouraged to call (866) GA SECURE.

If you spot any suspicious activities at Mineta San Jose International Airport, please call 9-1-1 as soon as possible.

RAMP DRIVING RULES

1. Ramp driving is limited to the area of GA West.
2. Driving behind the blast fence between the east side of the airfield and GA West is strictly prohibited. Only authorized vehicles are permitted to drive behind the blast fence.
3. Use caution when driving on the ramp, as small maneuvering aircraft can be difficult to see.
4. Under no circumstances are vehicles allowed on the Taxiways or Runways.
5. Vehicles may park in the assigned A/C parking space per the diagram below or along the fence line parallel with hangar building 8, or other designated vehicle parking areas.
6. Vehicles may not be stored in GA West. If a vehicle appears to be stored, the tenant responsible for the vehicle will be contacted by Airport Staff and the vehicle will be required to be relocated off Airport property within a specified time period.

RECOMMENDED PARKING OF CARS IN AIRCRAFT PARKING SPACES

