

Appendix 15 Port of Portland-Portland International Airport Case Example

Appendix 15

Port of Portland

Portland International Airport (PDX)

Portland, Oregon

The Port of Portland is committed to responsible environmental stewardship and implementation of proactive environmental programs which are integrated into aspects of its decision-making. The Port has a stated goal to minimize waste through source reduction, reuse, or recycling, including at Portland International Airport (PDX), which it operates. PDX's program is focused on diverting materials from the landfill and includes reuse, recycling, and composting strategies as well as a partnership with a local university. PDX's waste diversion goal is 90% or greater.

PDX's program was established to reduce costs, address environmental impacts, and in compliance with the Oregon Department of Environmental Quality 2050 Materials Management Vision, other state mandates and programs, the City of Portland's requirements, and the Port's requirements and goals of its facilities. PDX maintains a written procedure for Port-wide waste management and minimization (included at the end of this case example). This procedure applies to all Port employees and those working on its behalf (contractors and service providers). The procedure explains that the Port will strive to eliminate waste in its operations and seek ways to reduce waste through purchasing practices, maximizing the useful life of materials, and reusing materials, as well as through recycling and composting programs. The Port also has a Five Years to Zero Waste Plan which provides guidance for actions that will be needed to reach zero waste in 2019 and waste management procedures are outlined in the MSP's Rules (attached at the end of this case example).

The Port's Airport Operations and Environmental Operations departments administer waste and recycling hauling contracts with private collection companies. Through these agreements, the Port receives commodity rebates based on market values for cardboard and commingled recyclables. The Port is charged a fee for landfill disposal of waste; whereas recycling is essentially free. The Port also saves thanks to the installation of compactors in place of dumpsters which reduce the number of hauls that are needed and increase the rebate available for the material because it is already consolidated. In total, the Port's Airport recycling program covers its costs and makes approximately ten thousand dollars a year net.

The Port's Environmental Operations Department is responsible for monitoring waste management activities and measuring and tracking waste metrics. The Department has established a Waste Minimization Team made up of representatives from the program's stakeholders to assist in these efforts as well as program management. Data for the tracking of these metrics is provided by the hauling contractors, collected from on-site scales, estimated from previous studies and audits, and determined during regular waste assessments. The Port has conducted waste composition studies, passenger interviews, tenant surveys, and facility audits to better understand waste generation at the PDX. Some of the waste stream composition studies include analyzing all the waste generated at PDX or in a specific area in a 24-hour period (Figures 1 to 3).

Based on surveys and social media, PDX reports high passenger and employee satisfaction with the program.

PDX operates a centralized program under which it provides containers for employee, passenger, and tenant use and contracts for collection services for the facility. Janitorial services are performed by contractors of PDX and its tenants. Waste management areas are organized and signed to reduce contamination and increase capture. PDX manages waste from airlines; some of the airlines participate in the recycling program, including some that recycle deplaned waste.

PDX also manages waste generated by the food and beverage and retail operations; most of these tenants participate in the recycling program and most of the food and beverage operators donate and collect food for composting. Once waste deplaned from inbound international flights is sterilized, it is also disposed of in containers managed under the Airport's program.

Port employees also have access to labeled recycling containers. Employees receive information about waste management practices during new employee and recurring training; in emails; on container labels and signage; and from presentations at monthly management meetings. According to the Port's sustainable procurement policy, Janitorial paper products, soaps, chemicals and other supplies purchased for PDX are reusable, recyclable, packaged in bulk, or contain recycled content. The policy applies to all Port employees involved in purchasing goods and services for the Port and is intended to balance environmental, social, and economic considerations. To reduce the waste associated with disposable coffee cups and other beverage containers at the Port's new Headquarters building, the Port gave each Port employee a coupon in the amount of ten dollars to use at the terminal shops toward the purchase of a reusable mug or tumbler of their choice.

PDX established guidelines for a major carpet replacement project at the facility; these guidelines included no carpet to landfill and stipulated that the contractors had to recycle or find other methods to manage the generated material. Based on these requirements and the anticipated condition of the material, the carpet was expected to go to a waste to energy facility. However, as the community learned about the project, organizations started expressing interest in reusing the old carpet. To receive carpet material, organizations and businesses submitted applications which stated how much carpet they wanted to receive; the applicants also agreed to use the carpet and not dispose of it in the landfill. The project contractor modified their process to remove the carpet to produce larger pieces. The Port provided space in a cargo building to store the removed carpet (Figure 4) and hold pickups by organizations selected to receive the material.

Thirty-four percent of the removed carpet was reinstalled as flooring (Figure 5), used as upholstery for furniture (Figure 6), and made into doormats (Figures 7 and 8) and other novelty items (Figure 9). The remaining portion was recycled into carpet pad along with scraps and trimmings generated during the installation of the new carpet. Between reuse and recycling, one hundred percent of the removed carpet was diverted from the landfill. This project illustrates the combination of project waste and recycling requirements (presented during the early phases); commitment from the Port and contractors to those goals; and a unique demand from the community for the material. A summary of the project's benefits and recognition is included at the end of this case example.

Passengers have access to labeled recycling containers throughout the terminal (Figures 10 through 13). PDX's restrooms feature hand dryers and paper towel dispensers; the paper towel dispensers have signs which ask users to conserve resources (Figure 14).

PDX recently completed a pilot program for use of reusable dishes at one of the PDX's food courts instead of disposable items (Figure 15); this program was called "Green Plate."

The Port provides beverage collection stations for passengers to empty their beverage containers before passing through security checkpoints (Figure 16). The labels on these stations were recently redesigned based on passenger feedback and observations of passenger behavior. Information about recycling and other programs is communicated to passengers via signage, news stories, social media, and other outreach. The Port is planning to conduct additional public outreach to further increase material diversion and reduce contamination.

Tenant waste management requirements are listed in the PDX'S Rules and referenced in each tenant lease. These Rules are typically updated every one to two years and describe how all tenants are expected to perform with respect to waste. The Concessions Operations Department invites the Waste Minimization Team to present during new concessions managers training. Presentations on waste management are also conducted during monthly concessions managers meetings.

PDX's composting program includes pre-consumer back-of-house food waste, including coffee grounds from coffee shops, as well as post-consumer food waste, including food collected from employee areas. Food waste is sent to a biomethane facility approximately 100 miles south of the PDX. This facility accepts food waste only; it does not accept compostable products like paper towels, paper napkins, or compostable serviceware.

The Port facilitates Cleanup Events which provide tenants the opportunity to recycle, donate, or dispose of unwanted bulky items at no cost (Figures 17 and 18). Tenants and employees are encouraged to reuse items donated by others at these events. The Port's Waste Minimization Team provides assistance to tenants to support reuse and connects tenants with reuse opportunities for their materials. PDX has a bucket wash area for cleaning of five gallon and other buckets for their reuse by airport tenants or donation to local organizations (Figure 19).

To address waste of edible food, the Port facilitated a partnership between PDX's restaurants, including HMS Host, and a local non-profit organization that works to address hunger in the Portland area; Airport restaurants donate prepared food items to the organization for hunger relief in the community. All restaurants and shops are encouraged to participate; those that elect to do so sign an agreement with the partner organization (included at the end of this case example). The Port provides space, refrigerators, and logistics for the program; however, the relationship is between the food and beverage tenants and the receiving organization.

Participating tenants collect food in milk crates and transport the crates to food donation refrigerators located near a central waste collection area (Figure 20). The tenants complete a Food Donation slip (Figure 21) and attach it to their milk crate and place the crate of food in the refrigerator.

They also document the date and time of their delivery as well as the temperature of the refrigerator. The partner organization collects the food three to four times each week, documents the weight of food donated by each participant, and distributes it directly to schools and other food rescue organizations. Tenants can

also donate food service products such as plates, napkins, and to-go boxes; the program also accepts toiletries and other supplies from airlines' first-class cabins. The program receives food from around a dozen tenants who donate in total an average of two tons of food each month. Since the program's introduction, over 116 tons of food have been donated, which is the equivalent of 175,000 meals.

PDX's many coffee shops also play a role in waste reduction by serving beverages in customers' reusable mugs and offering discounts for such purchases. This program was established under a previous concessionaire contract and when it lapsed during the transition of contracts and operators, passengers and PDX employees called to inquire about the change and request its return.

The Port provides regular tenant outreach and education and offers rewards and incentives to increase tenant participation and improve results. When a new tenant is selected for the terminal, the Waste Minimization Team strives to provide training before the restaurant or shop opens and to communicate what is expected of the tenant before they even open for business.

The Port's Waste Minimization Team provides assistance rather than policing the program in a disciplinary manner. For example, the Team conducts waste assessments for individual restaurants to provide customized recommendations and support. Information about the waste management program is communicated to tenants during tenant training and monthly management meetings, as well as on container labels and signage.

The Team also rewards and thanks tenant employees on the spot that are observed following proper waste management procedures such as composting or cleaning buckets for reuse, for example, with a small gift card. The Port has found that this approach is more effective and creates an atmosphere where tenants feel comfortable approaching the Team with questions and ideas.

The Port of Portland has partnered with Portland State University to hire student consultants from the University's Community Environmental Services. During their employment with the Port, the students gain real-world experience managing waste management programs. The students analyze data; run outreach and education campaigns; and complete other projects at PDX. Alumni of the program hold sustainability-related positions at other government agencies and organizations. The Port's website includes more information about this program and the projects students have completed; screenshots of this information on the website are included at the end of this case example.

The Port has developed an Airport Recycling, Reuse, and Waste Management Plan as well as other waste and sustainability reports. Information about the program's progress is reported to the Port of Portland Commission in an annual report; it is provided to the Port's leadership team through the organization's environmental management system. Information about the program's progress is shared with external stakeholders via an environmental report and the Port's environmental blog and website. The Port also shares information about its program with other airports and facilities to multiply its positive impact and help others avoid some of the mistakes made in the program's development and expansion.

The Port follows a plan-do-check-act continuous improvement model to further its program. Data and feedback about the program are collected through waste audits, program analyses, and pilot studies. Based

on the Green Plates pilot program, the Port is considering providing reusable dishes in the food courts to reduce waste. Based on a recent Food Optimization Study (included at the end of this case example), the Port is considering additional food waste reduction strategies.

In the long-term, the Port is considering relocating the waste management facility to another location, potentially away from the terminal, to provide greater flexibility for future needs. The current facility is centrally located, and some tenants have 45- to 60-minute round trip travel times to this facility. Waste materials would be collected at multiple staging areas located throughout the terminal at more convenient distances and then transferred to the larger facility for further processing and/or pick up by the hauler.

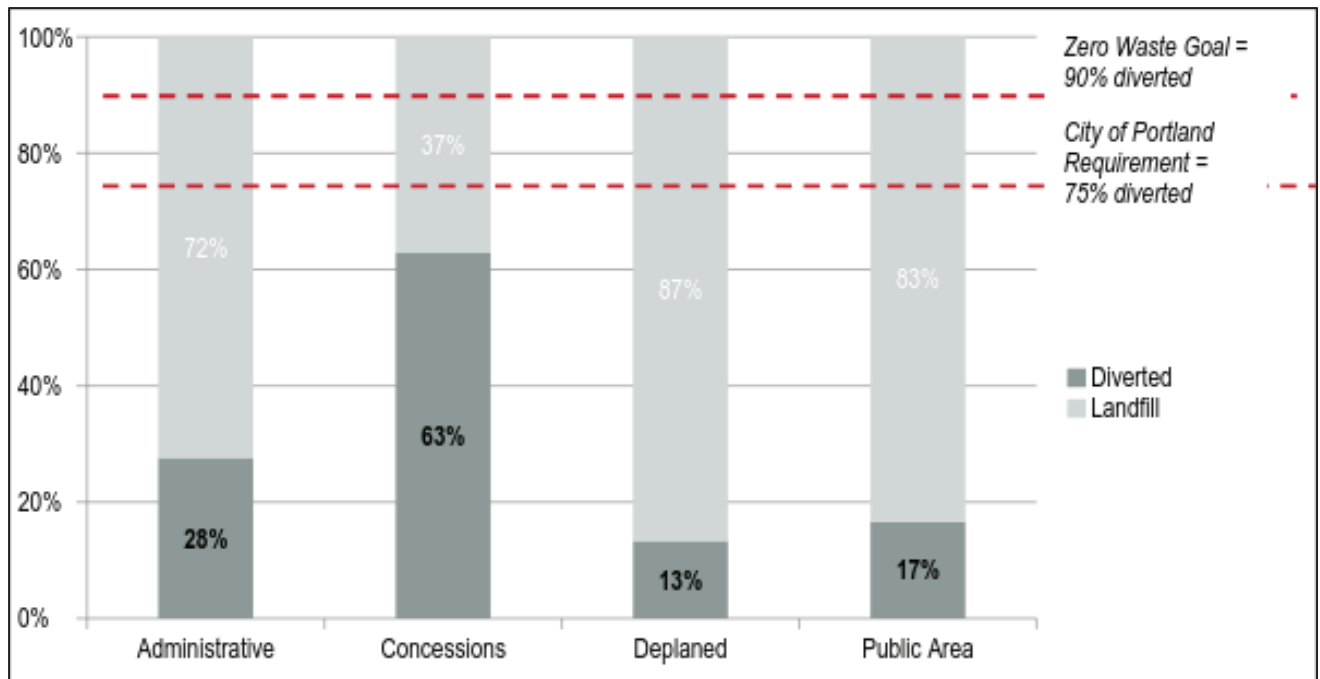


Figure 1: Airport diversion rates by source area in relation to City and Port goals area based on 2016 24-Hour Waste Characterization Assessment; courtesy of Port of Portland

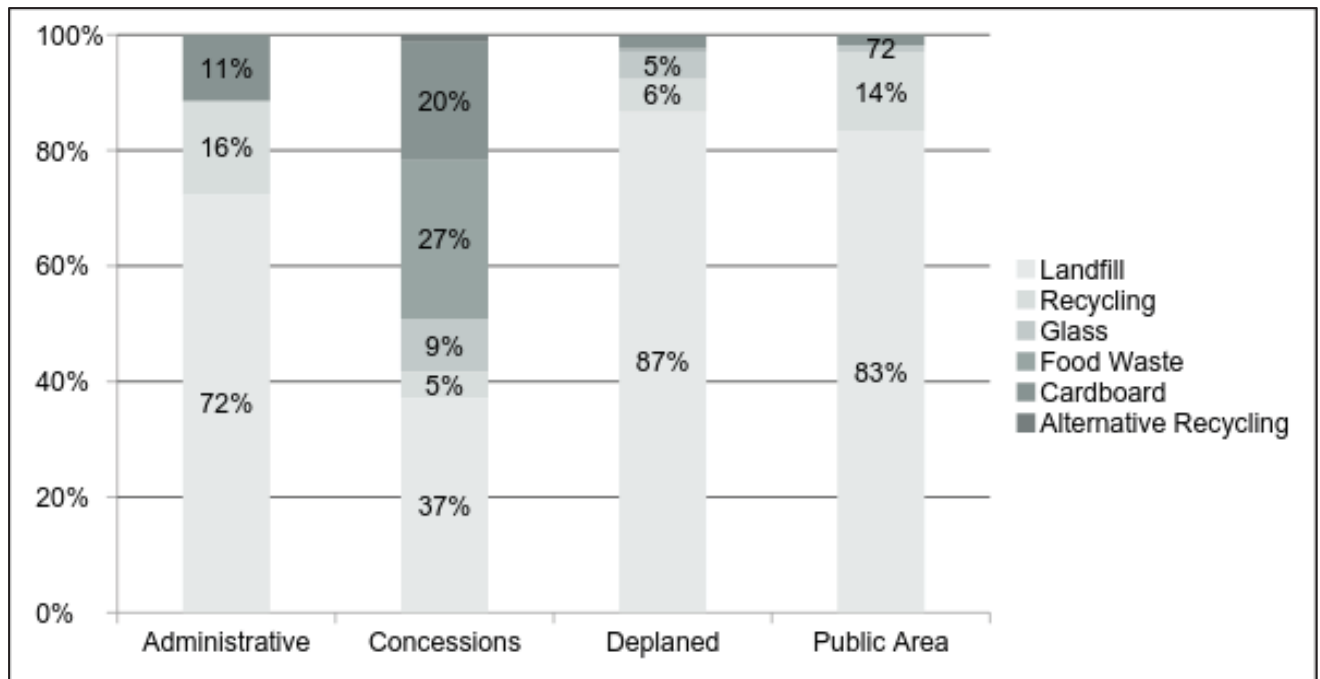


Figure 2: Material composition by source area based on 2016 24-Hour Waste Characterization Assessment; courtesy of Port of Portland

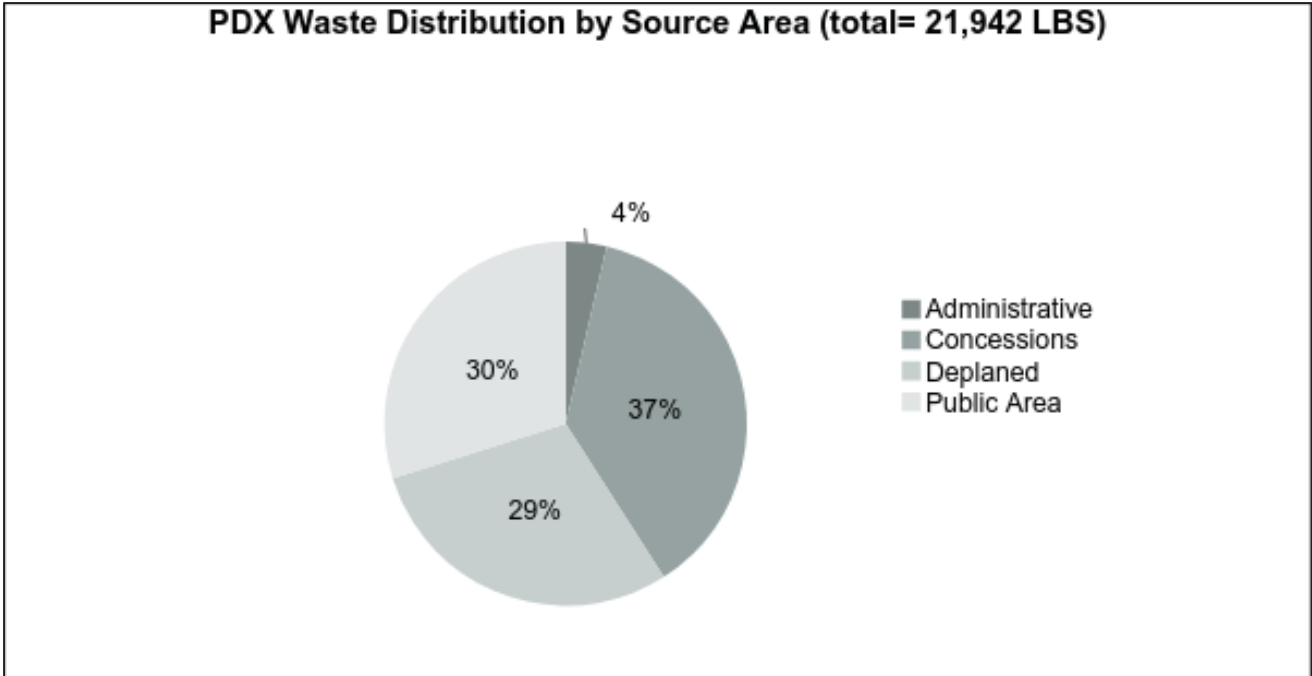


Figure 3: Waste generation by source area (by weight) based on 2016 24-Hour Waste Characterization Assessment findings; courtesy of Port of Portland.



Figure 4 Removed carpet stockpiled for pick up by receiving organizations; courtesy of Port of Portland



Figure 5: Removed carpet reinstalled as flooring; courtesy of Port of Portland



Figure 6: Removed carpet reused as upholstery for furniture; courtesy of Port of Portland



Figure 7: Removed carpet made into doormats; courtesy of Port of Portland



Figure 8: Removed carpet made into doormats; courtesy of Port of Portland



Figure 9: Removed carpet made into novelty items (bags); courtesy of Port of Portland



Figure 10: Lid of recycling container; courtesy of Port of Portland.



Figure 11: Terminal public space waste and recycling containers; courtesy of Port of Portland.



Figure 12: Waste and recycling containers in concourse food court; courtesy of Port of Portland



Figure 13: Trash, food scraps, and beverage collection unit in concourse food court; courtesy of Port of Portland.



Figure 14: "Please Conserve" signage on restroom paper towel dispenser; courtesy of Port of Portland.



Figure 15: Food court reusable “Green Plate” pilot program; courtesy of Port of Portland.



Figure 16: Beverage collection unit, signage updated 2012 based on passenger feedback; courtesy of Port of Portland



Figure 17: Airport-hosted Cleanup Events for all tenants to donate, recycle, or dispose of unwanted bulky items; courtesy of Port of Portland.



Figure 18: Airport-hosted Cleanup Events for all tenants to donate, recycle, or dispose of unwanted bulky items; courtesy of Port of Portland.



Figure 19: Tenant bucket wash area, including buckets stacked by size; courtesy of Port of Portland.



Figure 20: Food donation milk crates and refrigerator; courtesy of Port of Portland



PORT OF PORTLAND
Food Donation Slip

Date:

Company:

Initials:

Figure 21: Food donation slip; courtesy of Port of Portland.

PROCEDURE PORT-WIDE WASTE MANAGEMENT AND MINIMIZATION	Procedure No.: PR-POR-WST-002
	Original Date: March 19, 2014
	Revision Date: September 01, 2015
	Page: 1 of 10
	Owner: Land Quality Environmental Manager

1. PURPOSE

The purpose of this procedure is to ensure solid and hazardous waste, recycling and reuse streams are efficiently managed Port-wide in a manner that is in compliance with all legal and regulatory requirements, striving for waste minimization and moving toward zero waste in alignment with Port policy.

2. SCOPE

This procedure covers all waste & recycling streams and surplus for which the Port is responsible generated at Port of Portland facilities and operations, as well as construction waste, illicit dumping and/or abandoned waste left for the Port to manage or coordinate proper disposal. This procedure also includes waste managed by the Port on behalf the public and tenants as part of lease agreements.

Attachments to this procedure address site/operation-specific waste stream handling guidance. Activity-specific work instructions may also exist for specific activities – see cross references at the end of this document and/or access related documents in the Environmental Library on Navigator.

The Port also has a waste minimization outreach team and a program for tenants and customers for which the Port does not manage waste. This team encourages solid and hazardous waste minimization practices with a goal of moving toward zero waste.

3. DEFINITIONS

The following definitions shall apply.

3.1 CES

Community Environmental Services – a team of PSU college interns hired by the Port to coordinate and track and promote various aspects of the Port’s Waste Minimization Program; a key component of the Port’s Waste Minimization Team.

3.2 Hazardous Waste

- Listed waste: contains constituents from any of four waste lists in the federal regulations: non-specific sources (“F” wastes), specific sources (“K” wastes), acutely hazardous wastes (“P” wastes), or discarded commercial chemical products (“U” wastes). States can define additional state-specific hazardous wastes.
- Characteristic waste: exhibits one or more of four hazardous waste characteristics: ignitable, corrosive, reactive, or toxic.

3.3 MFM

MFM means Marine Facility Maintenance.

3.4 MX

MX means Aviation Maintenance (PDX, HIO, TTD).

3.5 OSHA

OSHA means Occupational Health and Safety Administration.

3.6 PCB

PCB means polychlorinated biphenyl.

3.7 Property Maintenance

Property Maintenance – also referred to as Landscape Facility Maintenance or LFM.

3.8 RCRA

RCRA means Resource Conservation and Recovery Act – Federal waste management regulations.

3.9 Solid Waste

Solid waste means any discarded material, abandoned, recycled, or considered inherently waste-like. Further details and exclusions are defined under [40 CFR 260.2](#).

3.10 Universal Waste

Universal waste means specified common waste streams that may otherwise be considered hazardous, that have different management standards in order to improve recycling and recovery and reduce regulatory burden on businesses that generate these wastes (batteries, PCB-containing light ballasts, agricultural pesticides, fluorescent and high intensity discharge lamps, thermostats, etc.)

3.11 Zero Waste

Zero waste is defined by EPA as 90% or greater landfill waste diversion.

Additional and expanded definitions are available in the Appendix of the EMS Manual.

4. RESPONSIBILITY

- 4.1 Environmental Affairs and EMS Program Manager is responsible for working with the Land Quality Environmental Manager to perform a periodic review of the contents and implementation of this work instruction and implement updates or corrective actions when needed.
- 4.2 Foreman and supervisors – designate waste & recycling handling instructions on work orders, preventative maintenance (PMs), or like documents that initiate work by maintenance staff, and consider waste management implications when specifying products and/or making purchasing decisions. Contact Environmental Operations for specific guidance or assistance with waste management and minimization requirements.
- 4.3 Land Quality Environmental Manager and staff (including onsite contractors such as the CES team) is responsible for providing expertise and guidance regarding waste management and minimization; coordinating management and facilitating the testing and disposal of potentially hazardous, special and universal wastes; coordinating management of solid waste streams; and tracking waste stream management costs and volumes by weight.
- 4.4 Maintenance, Janitorial, Distribution and Facilities Management Staff - includes PDX Maintenance, GA Maintenance, Marine Facility Maintenance (MFM), Property Maintenance (LFM), HQ Distribution and Facilities Management and Electrical Shop staff - are responsible for:
 - 4.4.2 Managing waste & recycling streams based on the location where the waste is generated in the manner compliant with regulations and Port policy/procedures, facilitated by Environmental Operations staff.
 - 4.4.3 Ensuring equipment (such as equipment containing oil or ozone depleting

substances) is tested and appropriately serviced before being transferred, disposed of, or put into the surplus pool, and

- 4.4.4 Working with the Land Quality Environmental Manager on recycling, reuse or disposal of materials with no saleable value.
- 4.5 Port Managers and Staff – manage waste with a goal of eliminating hazardous waste, landfill diversion and waste minimization; consider waste implications in specifications and purchasing.
- 4.6 Waste Minimization Team – are responsible for delivering waste management and minimization outreach as well as waste audits, tracking and reporting.

5. PROCEDURE

- 5.1 **All wastes and recyclables generated by Port operations** will be managed at locations established by the Port of Portland under the oversight of the Land Quality Environmental Manager and staff in alignment with the Port's Waste Minimization Policy.
 - o Identify, quantify, characterize and document each waste stream to determine if it is a hazardous waste, special waste, or non-hazardous waste;
 - o Work to reduce waste at the source through sustainable procurement and minimize waste through reduction, reuse and recycling;
 - o Find markets for solid waste streams that cannot be reduced;
 - o Ensure appropriate labeling, storage and timely management;
 - o Ensure all wastes are handled in a safe and legal manner and are recycled or disposed of properly.
 - o Promote the purchase of recycled and reused materials when making purchasing decisions.
- 5.1.1 For assistance with understanding hazards, handling, storage, labeling and/or disposal requirements, contact Environmental Operations or the Waste Minimization Team (CES).
- 5.1.2 The foreman and supervisors will designate waste handling instructions on work orders, preventative maintenance (PMs), or like documents that initiate work by maintenance staff as well as consider waste management implications when specifying products or making purchasing decisions.
- 5.2 **General Waste Handling Guidance by Waste Type:**
 - 5.2.2 **Non-hazardous wastes(s)**: Wherever feasible, we encourage waste minimization and landfill diversion by reducing waste at the source, product take-back agreements, and identifying opportunities for reuse and recycling. Periodically, the Port's Waste Minimization Team conducts waste audits in an effort to identify opportunities and track improvements over time.
 - 5.2.3 **Special wastes**: some solid wastes, while not considered hazardous under RCRA, still require special handling, permits, shipping manifests, and recordkeeping. Examples include: used oil, bead blast that isn't hazardous,

e-waste, storm sewer or trench cleanout, sweepings collection or the solids from runway rubber removal and some off-spec commercial chemical products.

- 5.2.4 **Hazardous and unknown materials:** require special handling, labeling, permitting, storage, and timely disposal. References to determine if a waste is hazardous (listed or characteristic) include Safety Data Sheets (SDS), Technical Data Sheets, Niosh Pocket Guide to Chemical Hazards, and/or the Emergency Guidebook to understand hazardous materials and associated labeling, storage, handling and disposal requirements as well as incompatibility considerations.
- o Ensure the container compatible with the intended contents and is properly labeled. An accumulation start date should be included on the label when the first waste is deposited into the container.
 - o Ensure the lid is securely closed except when adding or removing waste.
 - o Ensure incompatible wastes are managed and stored separately.
 - o Arrange for proper disposal in a timely manner. Frequency of hazardous waste disposal is regulated by generator status. Specific training is required for staff completing shipping manifests for hazardous waste. Manifests must be tracked to ensure the specified disposal site received the waste and actions taken if a signed copy of the manifest indicating receipt of the shipment is not returned in a timely manner.
 - o The Port tracks all hazardous waste disposal to demonstrate generator status and to identify opportunities for improved management and minimization. Generator status dictates the frequency at which hazardous waste must be disposed, documentation, training, and other requirements.
 - o For assistance with managing hazardous wastes or unknown materials that may be hazardous, and arranging for pick-up and disposal contact Environmental Operations.
- 5.2.5 **Universal waste:** similar to hazardous wastes, universal wastes must be managed in containers, compatible with the waste, labeled with "Universal Waste" and the contents and dated when the first waste materials were deposited, with lids securely closed except when adding or removing materials. The waste must be managed in specific accumulation area. Waste volumes by weight are tracked by the Waste Minimization Team. Procedures pertaining to specific waste stream handling – such as batteries, are outlined in operations-specific work instructions and/or the operations area summaries associated with this procedure.
- 5.3 **Common Specific Waste Stream Management:**
- 5.3.2 **Abandoned waste and illicit dumping:** Work with Metro's Regional Illegal Dumping (RID) Patrol team to address abandoned waste and illicit dumping on Port properties, adjacent properties/roadways or properties maintained by the Port. For areas outside of the Metro service area, contact Environmental Operations.
- 5.3.3 **Aerosol cans and puncturing units:** Un-punctured aerosol cans are

handled as hazardous waste. When cans have been properly punctured and the residues drained, they can be placed in the appropriate scrap metal recycling bin. The drained liquids must be contained and managed as hazardous waste. (Responsibility: Maintenance Staff). Designated Environmental Operations staff checks the satellite collection station periodically (frequency depends on location) for added contents (weight), and, when full, coordinates testing, staging and disposal. Ensure the puncture station filter is maintained and changed as needed. When changing the filter, evaluate for hazardous characteristics prior to disposal.

5.3.4 **Asbestos:** historically, asbestos was commonly used in a variety of construction products including insulation, pipe lagging, ceiling tiles, floor coverings, and other materials. It is a known carcinogen and requires special handling and disposal. Specific OSHA regulations and training requirements exist for workers involved in asbestos projects or that have the potential for asbestos exposure. Generally, the Port hires third-party contractors to identify, manage and remove asbestos containing materials. Asbestos-containing materials are more commonly found in structures and equipment predating 1980. If work is planned on a structure or equipment that may have asbestos containing materials, contact Environmental Operations (Land Quality Environmental Manager).

5.3.5 **Batteries:** Batteries contain hazardous materials and are handled in accordance with Universal Waste rules. Segregate and store spent batteries by type in properly labeled (including accumulation start date), lidded containers. In general, the Port collects and recycles all batteries. The Port handles lead-acid batteries in accordance with 40 CFR 266.8 (Subpart G) which makes them exempt from the hazardous waste regulations if they are reclaimed. See area specific guidance (attached to this document) for details on collection areas and practices specific to the types of batteries collected for recycling and the associated collection areas.

Alkaline batteries may be disposed of in general trash, however the Port generally prefers to collect and recycle alkaline with the general battery collection.

5.3.6 **Bulbs and Lamps:** Fluorescent tubes, HIDs, LEDs, etc. Taken to designated collection areas (see attachments for details pertaining to Port operating areas) for recycling by approved vendor. Incandescent, halogen, and LED lamps do not contain mercury and may be disposed as normal trash, however the Port typically recycles these with other lamps. Bulbs are staged in approved, labeled (including accumulation start date) containers for recycling with the lids maintained securely closed except when adding lamps. Pick-up coordinated by Environmental Operations staff.

5.3.7 **Cardboard and Paper:** Recycle all cardboard and paper products where feasible.

5.3.8 **Construction Debris:** By law, construction projects that meet a threshold cost are required to recycle materials. This is incorporated into the contractor agreement and includes monthly waste management reporting as well as a summary of waste generation and recycling at the end of the Port project. Materials that test as hazardous must be managed accordingly.

- 5.3.9 **Empty Drums:** all original labels should be marked through and the drums should be marked with an “Empty” or “MT” label and moved to an empty drum collection area. It is best practice to also label the empty drum collection area. Drums damaged or worn beyond reusability should be removed from service and properly recycled or disposed of.
- 5.3.10 **Emergency and spill cleanup materials:** Any leaks and spills shall be reported to Environmental Operations and cleaned up per the relevant operations Spill Prevention, Control and Countermeasure Plan (SPCC) and the Spill Response Plan. Handling and disposal requirements may vary based on the materials, contact Environmental Operations (Land Quality Environmental Manager) for assistance.
- 5.3.11 **E-Waste:** E-waste is comprised of unwanted electronic equipment including computers, mobile phones, printers, office electronic devices, televisions and cathode ray tube (CRT) monitors. E-waste is managed as potentially hazardous waste due to the common presence of heavy metals such as lead, cadmium, and mercury. Generally, e-waste is managed and tracked through the Port’s IT department. Port Distribution coordinates recycling with the designated vendor. E-waste is also collected at the Hazardous Materials Building for recycling and appropriate disposal through contracted vendors. Periodically, Environmental Operations will coordinate a special collection event to manage tenant e-waste and other recycling.
- 5.3.12 **Food Waste:** food waste should be disposed of in designated compost bins (where available) or in disposal bins that are on a regular (weekly) pick up schedule. Ensure lids remained closed except when adding or removing materials.
- 5.3.13 **General Refuse:** the Port has a goal of zero waste (90% or greater landfill waste diversion) Port-wide. To ensure the Port achieves and maintains this goal, ensure only non-recyclable, non-hazardous and/or other wastes with no special management requirements (universal/special wastes) end up in the general refuse. Recycle and manage these other items as designated in this procedure. Ensure dumpster lids remained closed except when adding or removing materials. For assistance, contact Environmental Operations.
- 5.3.14 **Materials past useful life:** damaged or worn materials - beyond reusability should be properly recycled or disposed of.
- 5.3.15 **Metals/Scrap:** Collect all metals for recycling. When feasible, segregate non-ferrous metal waste streams to improve revenue/cost recovery. Aerosol cans that have been properly punctured and drained can be included in the scrap metal recycling stream. Ensure dumpster lids remained closed except when adding or removing materials or the bins are covered in order to protect stormwater.
- 5.3.16 **Painted surfaces, paint chips and paint containing heavy metals:** generally, the Port hires third-party contractors to identify, manage and remove paint containing heavy metals (such as lead based paint). Because the management threshold for lead-based paint is low and the Port owns and operates a variety of older facilities and equipment, our standard practice is to treat all painted surfaces as if paint containing heavy metals is present. If work is planned on a structure or equipment, contact Environmental

Operations (Land Quality Environmental Manager).

- 5.3.17 **PCB wastes:** Older electrical equipment, such as transformers, capacitors, electric motors, and light ballasts may contain PCBs. All PCB-containing equipment should be labeled as such, but any equipment older than 1980 should be tested prior to disposition or treated as hazardous waste. Any light ballasts not specifically labeled as “No PCBs” should be handled as PCB containing materials and managed as hazardous waste.
- 5.3.18 **Plastics:** Collect all plastics that are accepted for recycling. When feasible, segregate plastics waste streams to improve recycling opportunities/ costs/ recovery for these waste streams.
- 5.3.19 **Scrap Metal:** Collect all metals for recycling. When feasible, segregate non-ferrous metal waste streams to improve revenue/cost recovery. Aerosol cans that have been properly punctured and drained can be included in the scrap metal recycling stream. Ensure dumpster lids remained closed except when adding or removing materials or the bins are covered in order to protect stormwater.
- 5.3.20 **Shop Rags/Wipes:** Rags are centrally collected and managed based on generator knowledge at each site. Used rags are generally collected in 55-gallon metal drums at the site of use, and then full drums are delivered by maintenance to the Hazardous Materials (HazMat) Building for any necessary testing and coordination of disposal. Used shop rags are currently disposed at an approved landfill under permit as special waste. We will continue to evaluate opportunities to minimize this waste stream through procedures or laundering services that meet the Port’s needs.
- 5.3.21 **Styrofoam:** look for opportunities to recycle and reuse Styrofoam where feasible. Vendors periodically accept block Styrofoam, depending on the market. Styrofoam peanuts are often accepted for reuse at post-office-box and mailing retail stores such as UPS. Contact the Waste Minimization Team for assistance.
- 5.3.22 **Tires:** transfer used tires to recycling staging areas (designated in operations area attachments to this procedure). Ensure tires are properly stored, covered and protected from stormwater. A facility that stores more than 99 tires onsite must have a storage site permit, unless granted a beneficial use permit by DEQ. Generators are allowed to haul scrap tires generated at their facility without a permit, but they must maintain documentation of their disposal. As a best practice, label the area where used tires are collected. Maintenance Staff or Environmental Operations Staff coordinates recycling of used tires.
- 5.3.23 **Used oil and oil containing equipment:** generally, the Port collects used oil for recycling (energy recovery) through a licensed vendor or as onsite fuel space heating (heat recovery). Some Port maintenance shops have used oil burners used for heating. All used oil should be tested for likely hazardous contaminants (such as chlorinated solvents and heavy metals) prior to transfer for recycling, disposal or use in shop heaters. Records of the tests should be maintained for at least three years. Used oil that tests as hazardous, should be managed as a hazardous waste. Used oil volumes should also be tracked by their final disposition (recycling, heat recovery,

disposal). Ensure all used oil collection containers, including catch pans that contain oil overnight, are labeled “used oil.”

To maintain used oil transporter status – for transfer of used oil to maintenance shops for heating – the Port must submit an Annual Hazard Waste Report to Oregon DEQ (due March 1 of each year). This is required to maintain transporter registration – regardless of generator status.

When the Port divests of equipment that it no longer needs through the government surplus system or, when there is limited or no value, through donation or recycling, any oil containing electrical equipment should be tested for PCBs prior to transfer/disposal. For all surplus or salvage equipment or materials see the [Port Surplus and Salvage Materials procedure \(PR-POR-WST-001\)](#).

- 5.4 **Satellite accumulation** for hazardous wastes is allowed near the workstation where the waste is being generated and in control of staff aware of proper spill response actions. The container must be labeled and securely closed except when adding or removing wastes. No more than 55 gallons can be accumulated, and once the 55 gallon limit is reached, the drum must be moved to the hazardous waste storage area within three days.
- 5.5 **Storage:** Generally, it is good to segregate wastes and recycling whenever possible to improve opportunities for recycling and cost recovery. In addition, all wastes should be stored in doors, under cover or in covered containers. Hazardous wastes and universal wastes have more specific requirements for storage and disposal:
- Wastes must be stored in tanks or containers with the lids securely closed unless adding or removing waste;
 - Dumpsters should be maintained under cover or with the lids closed unless adding or removing waste.
 - Containers must be in good condition and compatible with the wastes
 - Containers must be managed to prevent rupture or damage
 - Drums must be appropriately labeled indicating contents
 - Incompatibles must be separated
 - Drums cannot be stacked over 2 drums high
 - Aisle space must be adequate to allow full inspection of each container with documented weekly inspections
 - Containers must be labeled “Hazardous Waste” or “Universal Waste” as applicable to the contents and the date waste was first placed in the container and visible as well as readable.
 - “No Smoking” signs must be posted if ignitable or reactive wastes are being stored.
- 5.6 **Shipping:** Wastes, such as hazardous, universal, or special wastes, that require manifests or special shipping papers must be prepared and signed by staff with

appropriate training. Generally Environmental Operations Staff fulfill this role.

- 5.7 **Record Keeping:** provide an original or a legible copy of all shipping papers (weight tickets, manifests, bills of lading, certificates of recycling or other) to the Environmental Operations Staff for waste/recycling tracking for any wastes shipped or taken offsite. This information is used to demonstrate compliance as well as to identify opportunities for improved management and reduced waste. Records should be maintained at the facility where the waste was generated.
- 5.8 **Training:** from a regulatory perspective, training requirements are dictated by generator status and the material being managed. Port hazardous waste operations are generally classified as conditionally exempt small quantity generators (CESQG). Depending on the employee's duties, job-specific training may be required to comply with EPA, DEQ, DOT, and OSHA regulations with respect to handling, storing, and transporting hazardous materials and wastes. In order to maintain awareness and implement best practices, the Port also strives to reach all employees with communications related to waste management and minimization as well as providing periodic training and outreach.
- 5.9 Additional detail and guidance related to typical waste streams generated by specific Port operations is provided in attachments to this procedure and/or in operations/activity-specific work instructions.
- 5.10 **Any questions regarding handling, storage and disposition of waste or recyclable material** should be directed to the Environmental Operations Department, Land Quality Environmental Manager, Waste Minimization Team (CES) or staff with waste management and minimization responsibilities.

6. VERIFICATION AND CORRECTIVE ACTION

- 6.1 This work instruction is to be reviewed at a minimum every two years by the Land Quality Environmental Manager and EMS Program Manager to verify the purpose and scope is applicable to Port needs and the steps within adequately support the purpose and scope. If deficiencies are discovered, corrective action will be taken.
- 6.2 Port conformance with this procedure will reviewed on a periodic basis as part of the environmental audit process. If nonconformance is discovered, corrective action will be taken.

7. RELATED POLICIES, PROCEDURES, AND GUIDELINES

- 7.1 Policy [6.1.11](#), *Environmental Policy*
- 7.2 Policy [7.4.12](#), *Waste Minimization*
- 7.3 Policy [7.2.16](#), *Sustainable Procurement*
- 7.4 Abandoned Compressed Gas Cylinder Handling Work Instruction ([WI-AVI-WST-005](#))
- 7.5 Decant and Solids Collection Box Management: Wastewater Batch Discharge and Solids Management Work Instruction ([WI-MID-WTR-002](#))
- 7.6 Disposal of Chlorinated Water: Hydrant & Water Line Flushing Work Instruction ([WI-POR-WTR-010](#))
- 7.7 Managing Ozone Depleting Substances Work Instruction ([WI-POR-AIR-004](#))
- 7.8 Runway Rubber Removal Work Instruction ([WI-AVI-WTR-004](#))
- 7.9 Port Surplus and Salvage Materials Procedure ([WI-POR-WST-001](#))
- 7.10 Used Oil Management (Aviation) Work Instruction ([WI-AVI-WST-004](#))

8. ATTACHMENTS

- 8.1 [Waste Management at Aviation Operations and HQ: Portland International Airport \(PDX\), MX Operations, Central Utility Plant \(CUP\), and Building MX Shop, Troutdale \(TTD\) MX, Hillsboro \(HIO\) MX, and Port Headquarters \(HQ\).](#)
- 8.2 [Waste Management at Navigation Base and Dredge Operations](#)
- 8.3 [Waste Management for Marine and Industrial Development Operations and T6 ICTSI Leasehold and Electric Shop.](#)
- 8.4 [Waste Management – Tenants, Properties, Construction Waste, and Contaminated Sites](#)

9. REVISION HISTORY

Procedure No. PR-POR-WST-002: Port-Wide Waste Management And Minimization	
Date	Description of Modification
Various: 2000 through 2013	Specific waste handling work instructions were developed for each waste stream and sometimes customized by location or facility.
03/19/2014	<p>01/28/2014: this procedure updates and consolidates previous waste management work instructions by providing a Port-wide Procedure and general guidance that addresses waste management at the operational area or waste stream level. It also reflects changes in roles, responsibilities and titles as part of organizational changes.</p> <p>This replaces the following work instructions:</p> <ul style="list-style-type: none"> • MID Waste Management Work Instruction WI-MID-WST-002 • T6 Electrical Shop Waste Management Work Instruction WI-MID-WST-003 • MID Hazardous Waste Management Work Instruction WI-MID-WST-004 <p>This Port-wide procedure was reviewed and approved by the Environmental Core Team on March 19, 2014.</p>
09/01/2015	Updated specific waste management guidance per recommendations from internal audit.

**PORTLAND
INTERNATIONAL
AIRPORT
RULES**

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INTRODUCTION

The Port of Portland ("Port") extends a warm welcome to all users of Portland International Airport ("PDX" or "Airport"). In order to promote a safe and enjoyable Airport experience, the Port has enacted the *Portland International Airport Rules* ("Rules"), which govern and regulate the activities and conduct of persons and entities using the Airport. The Rules must be read in conjunction with the Port ordinances, all applicable provisions of the Charter and Code of the City of Portland, other governing local regulations, all individual contracts that a user may have with the Port, and all applicable state and federal laws. The Rules are subject to change at any time in order to remain current with changing laws, regulations, and Airport operations.

PREFACE

ADMINISTRATION AND RESPONSIBILITY

The Rules apply to activities, operations, and use of Portland International Airport. Copies of the Rules, may be obtained during normal business hours at the Airport's Administrative Offices, located at 7200 N.E. Airport Way, Portland, OR 97218 or by accessing the following link: http://www.portofportland.com/PDFPOP/PDX_Rules.pdf. Every person and entity doing business at the Airport is responsible for maintaining a current knowledge of, and complying with all Rules that are applicable to their activities at the Airport.

CHANGES TO RULES

The Rules may be supplemented, significantly amended, or repealed ("Formal Amendment") from time to time by the Executive Director. Any Formal Amendment to the Rules shall be effective upon the date of signature by the Port's Executive Director, unless the amendment specifies a different effective date. The Rules will also be regularly updated to reflect errata corrections, changes in contact information, changes to implement Transportation Security Administration ("TSA") security directives, or changes to those process and procedural documents referenced in **Appendix A, Table A** ("Minor Amendment"). The Rules will be reviewed and any changes will be published electronically.

CONSTRUCTION

The Rules shall be construed to be consistent with, and not in limitation of, federal, state, or local laws; Port and City of Portland Ordinances; Federal Aviation Administration ("FAA") and TSA directives and regulations; and in addition to all obligations contained in any lease or other contract between the party subject to the Rules and the Port.

PORT CONSENT OR ACTION

Wherever the Rules require the Port's consent or approval, or permit the Port to act such consent, approval, or action may be given or performed by the Port Commission or it may be delegated to the Port's Executive Director, or his/her delegates. In the event the Rules are silent as to the standard for any consent, approval, determination, or similar discretionary action by the Port, the standard shall be deemed to be in the sole reasonable discretion of the Port.

AIRPORT LAYOUT

A map of the Terminal, the Landside and Airside Areas of Airport Operations is attached as **Appendix B**.

OTHER IMPORTANT DOCUMENTS

In addition to maintaining familiarity and complying with the Rules, Tenants and Airport users must be familiar with and abide by the processes and procedures described in other Airport-related documents including, but not limited to, those documents listed in **Appendix A, Tables A and B**. Copies of these documents are available from the sources listed in **Appendix A**.

NONDISCRIMINATION POLICY

All individuals working on Airport property or visiting Airport property shall do so without being subjected to discrimination and/or harassment, including sexual harassment.

In furtherance of its nondiscrimination policy the Port prohibits Tenants, service providers, and contractors from discriminating against or harassing any person employed at the Airport, visiting the Airport, or seeking the services of the Airport's Tenants, service providers, and contractors, on the basis of the person's actual or perceived race, color, creed, religion, national origin, ancestry, age, sex, sexual orientation, gender identity, domestic partner status, marital status, or disability.

Any violation of this nondiscrimination policy should be reported to the Customer Communication Coordinator (see Chapter 9) for investigation. To the extent permitted by law, should it be determined that any employee of a Tenant, service provider, or contractor has violated this policy, the Executive Director may impose appropriate corrective action including, but not limited to, imposing a requirement that the Tenant, service provider, or contractor provide diversity/cultural sensitivity training to its Airport based employees, as a condition of continued use of Airport facilities. The required training shall take place within a time frame designated by the Executive Director. The Tenant, service provider, or contractor shall be responsible for all costs associated with the training.

All organizations employing individuals at the Airport, including Tenants, service providers, and contractors, are urged to provide their employees with annual workplace diversity and cultural sensitivity training.

PDX EMERGENCY NUMBERS AND OTHER IMPORTANT NUMBERS

Access Control Administrator	(503) 415-6135
Airside Operations Manager	(503) 415-6146
Airport Operations Supervisor for Airside	(503) 460-4134
Airport Operations Supervisor for Landside	(503) 460-4181
Airport Security Coordinator	(503) 415-6491
Airside Properties	(503) 415-6568
Commercial Roadway Manager/Ground Transportation	(503) 415-6106
Communications Center (Non Emergency)	(503) 460-4747
Concessions Operations Manager	(503) 830-6686 or (503) 415-6025
Conference Center	(503) 460-4050
Custodial Services	(503) 460-4683
Customer Communication Coordinator	(503) 460-4234 or 1-800-739-4636
Customer Relations Supervisor	(503) 415-6153
Emergency Environmental Compliance and Spills	(503) 460-4000
Emergency (Port of Portland)	(503) 460-4000
Environmental and Safety Department	(503) 415-6678
Environmental Waste Minimization Program Manager	(503) 415-6679
FAA	1 -866-TELL-FAA (1-866-835-5322)
FAA Tower	(503) 493-7500
Fire Department	(503) 460-4600
Fire Emergency	(503) 460-4000
Fire Department, Fire Prevention Office	(503) 460-4619 or (503) 460-4612
Free Speech Permits	(503) 415-6232
Landside Operations Manager	(503) 415-6515
Legal Division	(503) 415-6562 or (503) 415-6034
Lost and Found	(503) 460-4272 or 1-800-547-8411, x 4272
Media Relations Department	(503) 415-6591 or (503) 548-1774

Medical Emergency	(503) 460-4000
Noise Management	(503) 460-4100 or 1-800-938-6647
Planning and Development Department	(503) 415-6065
Paging	(503) 460-4040
Parking System Manager	(503) 415-6529
PDX Information	(503) 460-4234 or 1-800-739-4636
Permit and Right-of-Entry Request	(503) 415-6591
Photography/Filming Permit and Right-of-Entry	(503) 415-6591 or (503) 548-1774
Port Administrative Offices	(503) 415-6100 or 1-800-547-8411
Port Police, Fire and Medical Airport Assistance (Emergency)	(503) 460-4000
Port Police (Non Emergency)	(503) 460-4221
Public Safety and Security Department	(503) 415-6490
Security Badging Office	(503) 460-4500
Security Operations Manager	(503) 415-6489
Senior Concessions Operations Manager	(503) 317-1797 or (503) 415-6022
Tenant Construction Coordinator	(503) 415-6176
Tenant Design Office	(503) 415-6233
Terminal Maintenance	(503) 460-4683
Terminal Leasing Manager	(503) 415-6554
Terminal Operations Manager	(503) 415-6441
Transportation Security Administration	1-866-289-9673
TriMet	(503) 238-RIDE (7433)
TriMet Employer Programs	(503) 962-7670
Wildlife Emergency Response	(503) 830-0713

USEFUL WEBSITES

Federal Aviation Administration	www.faa.gov
Portland International Airport	www.flypdx.com
Port of Portland	www.portofportland.com
Port of Portland Noise Management	www.portofportland.com/Noise_Mgmt_Home.aspx
Port of Portland Public Records Requests	https://www.portofportland.com/Public_Records_Request.aspx
Port of Portland Tenant Improvement Process	www.portofportland.com/PDX_Tenant_Imprvmnts_Home.aspx
Transportation Security Administration	www.tsa.gov
Transportation Security Administration Permitted and Prohibited Items	http://www.tsa.gov/traveler-information/prohibited-items
TriMet	www.trimet.org
TriMet Employer Programs	www.trimet.org/employers/
US. Customs and Border Protection	www.cbp.gov
U.S. Department of Homeland Security	www.dhs.gov

DEFINED TERMS

The following definitions shall apply to the Rules. Specific sections where the defined terms are used provide the full context of each term.

"Access Control System" means the computerized access system used by the Port to control access through doors and gates into the Secured Area and portions of the Air Operations Area and the Sterile Area.

"Access Device" means any security key, lock combination or other device, besides a Security Badge, manufactured or created for the purpose of accessing the Restricted Area or Sterile Area through a door or gate.

"Accident" means an unintentional collision between an aircraft or vehicle and another aircraft, vehicle, person, or object that results in property damage, personal injury, or death.

"Aircraft Operator" means any person or entity who uses, causes to be used, or authorizes to be used an aircraft with or without the right of legal control as owner, lessee or otherwise for the purpose of air navigation including piloting aircraft or the operation of aircraft on any part of the surface of the Airport.

"Airfield Citation" means a citation issued by the Port's Airside Operations Department ("Airside Operations Department") or Port Police for violation of the Rules pertaining to Restricted Area Vehicle Operations. No fines are associated with Airfield Citations.

"Air Operations Area" or "AOA" means that portion of the Restricted Area, located outside the Secured Area that includes the Aircraft Movement Areas (defined with Non-Movement Area), including Runways, Taxiways, Aprons, aircraft parking areas, loading Ramps, and safety areas, for use by aircraft and regulated under 49 CFR 1540, 49 CFR 1542, 49 CFR 1544 or 49 CFR 1546. The AOA, with the exception of the General Aviation Area, is designated as a Security Identification Display Area.

"Airport" means the Portland International Airport; also referred to as PDX.

"Airport Control Zone" means that area of airspace designated by the Port in the Approach and Clear Zone Plan which is controlled by the Federal Aviation Administration to regulate aircraft taking off or landing at the Airport.

"Airport Customer" means any person who arrives at or departs from the Airport.

"Airport Operations Supervisor" means the primary point of contact for operations airside, landside and in the Terminal.

"Airport Security Coordinator" or "ASC" means the person appointed by the Port to serve as the primary and immediate contact for security-related activities and communications with the TSA. The Airport Security Coordinator performs duties, as specified in 49 CFR 1542.3. Reference to Airport Security Coordinator shall include his or her designee.

"Airport Security Program" or "ASP" means the Airport security program required by 49 CFR 1542 and approved by the TSA.

"Airside" means those areas of the Airport that are used by, or are in support of aircraft, including Air Operations Area and the Secured Area.

"**Airside Operations**" means the Port run maintenance and operation of the airfield in accordance with FAA requirements.

"**Airside Operations Manager**" means the Port's manager primarily responsible for the operation of the airfield, including management of Restricted Area vehicle operations.

"**Air Traffic Control Tower**" means the facility that uses air/ground communications, visual signaling, and other devices to provide Air Traffic Control services to aircraft operating in the vicinity of the Airport or on the Movement Area.

"**Alternate Access Door**" means any Access Control System controlled door providing direct access from a non-restricted public area into the Sterile Area.

"**Apron**" or "**Ramp**", as these terms are each used in the Rules, means the defined area of the Airport intended to accommodate an aircraft for the purposes of loading and unloading passengers or cargo, or for refueling or maintenance.

"**Authorized Signatory**" means a person(s) designated by an Airport Tenant or an Airport contractor who will sign for the company and will verify that each Security Badge and/or Access Device applicant from the company has a valid need for a PDX Security Badge or Access Device.

"**Authorized Vendor**" means an entity that has a written contractual agreement with an Airport Tenant or the Port to deliver a product or provide a service to the Airport. Taxicabs, limousines, shuttles, or other passenger transportation services, courier services and construction contractors are not considered Authorized Vendors, but Ground Transportation Permitted Businesses.

"**Badgeholder**" means a person who has been issued a valid Security Badge.

"**Best Management Practices**" means reasonable practices that are developed for the use, handling and storage of Hazardous Substances according to industry standards. Best Management Practices for various types of operations at the Airport have been developed by the Port and can be obtained from the Environmental and Safety Department.

"**Business Day**" means Monday through Friday, except those holidays on which the Port's Airport administrative office is closed.

"**Chauffeured Limousine**" means any custom luxury vehicle transporting passengers for hire, as a common carrier defined by either State of Oregon or State of Washington law, where the Driver is uniformed, a partition separates the Driver from the passengers, and arrangements for the hire of the Chauffeured Limousine have been made prior to the Chauffeured Limousine arriving at the Airport. Chauffeured Limousines are a type of Reservation Only Vehicle.

"**Chief of Police**" means the Chief of Port Police, who is the head of Port Police.

"**Chief of Public Safety and Security**" means the Port manager in charge of public safety and security for the Airport and other Port facilities.

"**Class I, II and III Airfield Driving Violations**" mean the three (3) categories of Restricted Area driving violations at the Airport, from least to most severe. An Airfield Driving Violation means any failure to comply with the Rules on matters of vehicle operations within the Restricted Area.

"Class I, II and III Security Violations" mean the three (3) categories of Security Violations at the Airport, from least to most severe. A Security Violation means any failure to comply with the Rules on matters of security.

"Commercial Activity" means any activity undertaken at the Airport for profit or personal gain including, but not limited to, Concession agreements, leasing and subleasing of real and personal property, the sale of goods and services, advertising, rental cars, and the operation of Ground Transportation Vehicles transporting Airport Customers to or from the Airport.

"Commercial Ground Transportation Vehicle" means any vehicle traveling on streets, roads, or highways that is owned, leased, or used by a Ground Transportation Permitted Business or non permitted business, for the purpose of transporting Airport Customers and/or luggage to or from the Commercial Roadway, whether said transportation is for hire or provided without charge. A vehicle used solely for the transportation of luggage or other cargo, but not Airport Customers, shall not be deemed a Commercial Ground Transportation Vehicle.

"Commercial Roadway" means that portion of the Airport roadway system or other areas at the Airport designated, from time to time, by the Executive Director, as the roadway to be used by Commercial Ground Transportation Vehicles for the dropping off or picking up of Airport Customers or airline crews.

"Communications Center" means the communications center at the Airport, where police, fire, medical and other emergency response personnel are dispatched, alarms are received, and visual monitors are observed.

"Concession" means a retail, food and beverage, or rental car establishment at the Airport.

"Concessionaire" means a merchant who operates a retail store, a food and beverage establishment, or rental car services in the Terminal.

"Courtesy Vehicle" means any Commercial Ground Transportation Vehicle utilized by a hotel, motel, car rental company, parking facility, or other business to transport Airport Customers and their baggage and goods to and from the Airport without direct or indirect charge to Airport Customers.

"Criminal History Record Check" or "CHRC" means a review of a fingerprint-based criminal history record to determine if a person has been convicted of a disqualifying crime that would preclude issuance of any level of PDX Security Badge, as specified in 49 CFR 1542.209.

"Decision Letter" means the letter sent by the Airport Security Coordinator to the Badgeholder and the Badgeholder's manager after the Airport Security Coordinator has completed his or her investigation informing them of the Airport Security Coordinator's decision. If the Airport Security Coordinator, in his or her sole discretion, determined that a violation of the Airport Security Program occurred, the Decision Letter may contain a penalty to be imposed against the Badgeholder, or it may contain a warning to the Badgeholder for the Security Violation.

"Driver" means any person driving a Commercial Ground Transportation Vehicle or other authorized vehicle, or in attendance of a parked Commercial Ground Transportation Vehicle or other authorized vehicle, at the Airport.

"Emergency Operations Center" or **"EOC"** means the command post established at the Airport to deal with emergency events or bad weather conditions. The EOC is managed by the EOC Manager.

"Exclusion" means a citation and order issued by a Port Police officer restricting a person from coming onto Airport property for a duration of time due to violation of laws, or Port ordinances.

"Executive Director" or **"Director"** means the chief executive officer of the Port and his or her delegates including, without limitation, the Chief Operating Officer and the Chief Commercial Officer.

"Federal Aviation Administration" or **"FAA"** means the federal agency responsible for the safety and efficiency of aviation operations.

"Fire Department" means the Port's Fire Department based at the Airport.

"Fixed Route Vehicle" means a passenger vehicle which transports passengers on a fixed route and/or a set of prescribed stops and keeps to a timetable.

"Foreign Object Debris" is the debris that causes damage to aircraft engines, tires, or skin from rocks, trash, or debris found on Runways, Taxiways and Aprons.

"Formal Amendment" means a change to the substance of the Rules that may include without limitation their cancellation or significant supplementation, or a change that impacts the general public.

"Free Speech Permit" means a permit issued to a person or group allowing the person or group to exercise constitutionally protected free speech rights in accordance with the Airport's reasonable time, place, and manner requirements.

"General Aviation" or **"GA"** means that portion of civil aviation that encompasses all facets of aviation, except air carriers holding a Certificate of Public Convenience and Necessity.

"General Aviation Area" means that portion of the AOA, as described in the Airport Security Program, which is designated for parking and storage of General Aviation aircraft, and is the only portion of the AOA not designated as a SIDA.

"Gouging Fares" means Ground Transportation fares that exceed usual or customary fares for the service provided.

"Ground Service Equipment" or **"GSE"** means vehicles or equipment required to service aircraft while enplaning or deplaning Airport passengers and cargo.

"Ground Transportation Office" means the Port office, or offices, located at the Airport where Ground Transportation Permit applications, Ground Transportation Permits, and Roadway Access Devices may be obtained.

"Ground Transportation Permit" means a permit, including a day permit, monthly permit, or trip permit issued to a Ground Transportation Permitted Business authorizing Commercial Ground Transportation Vehicles to pick up Airport Customers on the Commercial Roadway in accordance with Port Ordinance No. 450-R and Port Ordinance No. 451-R.

"Ground Transportation Permitted Business" means any Ground Transportation business that has obtained a Ground Transportation Permit to operate on the Commercial Roadway.

"Hacking" means a Driver's attempt to solicit, persuade, or urge an Airport Customer to hire a particular Commercial Ground Transportation Vehicle, or dissuade an Airport Customer from using any other Commercial Ground Transportation Vehicle.

"Hazardous Substance" or **"Hazardous Material"** means any substance, emission, pollutant, material or product defined or designated as hazardous, toxic, radioactive, dangerous or regulated wastes or materials, or any other similar term in or under any environmental laws, and include, but is not limited to, petroleum and petroleum derived products.

"Hearings Officer" means the person designated by the Port to whom an appeal for an Airport Exclusion or the revocation or suspension of a Ground Transportation Permit is to be addressed or the person authorized to hold a tow appeal hearing and render a decision as described in the Code and Charter of the City of Portland 16.30.450E, *Hearing Administration* and pursuant to any intergovernmental agreements between the City of Portland and the Port with respect to tow hearings.

"Holding Area" means a location at the Airport designated by the Port as the official area available for Commercial Ground Transportation Vehicles or other authorized vehicles to park while waiting to load Airport Customers or meet scheduled pick-up times.

"Incursion" means any occurrence at the Airport involving the incorrect presence of an aircraft, vehicle or person in the protected area of a surface designed for the landing, take off; or taxiing of aircraft.

"Jet Blast" means jet engine exhaust or propeller wash (thrust stream turbulence).

"Landside" means those areas outside of the Terminal associated with Terminal use outside of the Secured Area.

"Light Gun" means a hand-held, directional light-signaling device that emits a brilliant narrow beam of white, green, or red light, as selected by the Air Traffic Control Tower controller. The color and type of light transmitted can be used to approve or disapprove anticipated pilot or vehicle actions where radio communication is not available. The Light Gun is used to control traffic operating in the vicinity of the Airport and on the Airport Movement Area.

"Marijuana" shall mean and include all parts of the plant of the genus *cannibus*, whether or not growing, the seeds thereof, the resin extracted from any part of the plant, and every compound, manufacture, salt, derivative, mixture, or preparation of the plant, its seeds or its resin, including marijuana concentrate and marijuana products and consumables. Marijuana does not include industrial hemp, nor does it include fiber produced from the stalks, oil or cake made from the seeds of the plant, sterilized seed or the plant which is incapable of germination, or the weight of any other ingredient combined with marijuana to prepare oral administrations, food or drink. Marijuana shall not mean medical marijuana as that term is defined under Oregon law.

"Midfield Secured Area Checkpoint" means an airfield checkpoint staffed by security personnel who check PDX Security Badges to determine if personnel will be granted access to the Secured Area.

"Minor Amendment" means a non-substantive modification to the Rules that may include without limitation, errata correction, changes to Port contact information, staff titles, modification or elimination of those documents referenced at **Appendix A**, changes, language updates to comply with new TSA security directives or other DHS mandated changes to the Airport Security Program.

"Movement Area" means Runways, Taxiways and other areas of the Airport that are used for taxiing, hover taxiing, takeoff, and landing of aircraft, exclusive of loading Aprons and parking areas. It includes all areas under the direct and positive control of the Air Traffic Control Tower. Specific approval for entry into the Movement Area must be obtained from the Airside Operations Department and the Air Traffic Control Tower.

"Movement Area Boundary Line" means the boundary line between the Non-Movement Area and Movement Area. This line consists of three lines: white-red-white. No person shall cross the Movement Area Boundary Line without prior Airside Operations Department approval and without first being in contact with Air Traffic Control Tower. Crossing the Movement Area Boundary Line without authorization results in an Incursion.

"Non-Movement Area" means Ramp areas, Aprons, and other areas not under positive control of the Air Traffic Control Tower.

"Notice of Violation" means the issuance by the Port of an Airfield Citation, a Decision Letter, a Notice of Suspension or Revocation of a Ground Transportation Permit, a Free Speech Permit or of a criminal citation for violation of any of the Rules.

"On-Demand Vehicles" means Commercial Ground Transportation Vehicles that come to the Airport to pick up waiting Airport Customers, on demand, and without a prior reservation. Taxicabs are the most common On-Demand Vehicles.

"Offensive Verbal Contact" or **"Offensive Physical Contact"** means the use of profane or threatening language or gestures directed at, or in front of, any Airport Customer, other Drivers, or Port representatives or employees, and shall include any physical altercation.

"Parking Access Credential" means an Access Device issued to employees for parking in any of the Airport's parking lots. PDX Security Badges can also provide access to the Employee Parking Lot. All other Airport parking lots require a separate Parking Access Credential.

"Parking Control Representative" means a Port employee to whom express authority has been delegated to provide assistance to Port Police officers in the enforcement of parking and traffic laws and regulations pursuant to Port ordinances.

"Parking Garages" means the public parking structures located adjacent to the Terminal and Commercial Roadway.

"PDX" means Portland International Airport.

"PDX Security Badge" means a Port-issued Security Badge, including Secured Area Badge, AOA Badge, GA Badge and Sterile Area Badge.

"Permit and Right-of-Entry" means a permit issued to carry on any non-exclusive activities in generally non-exclusive areas at the Airport for a limited duration of time, which must be issued by the Port in advance of any such activities.

"Photography/Filming Permit" means a permit and right-of-entry for photography and filming purposes, which must be issued by the Port in advance of any filming.

"Port Police" means a peace officer appointed by the Port pursuant to ORS 778.260.

"Port-Approved Security Badge" means those security badges recognized by the Port, as set forth in the Chapter 2 of the Rules.

"Port Commission" means the Board of Commissioners of the Port.

"Port Designated Security Provider" means a security company officer contracted by the Port and tasked by the Public Safety and Security Department to provide security services.

"Port of Portland" or "Port" means the port district of the State of Oregon that owns and operates the Airport pursuant to ORS 778.005 through ORS 778.990.

"Port Ordinance No. 360" means that certain Port Ordinance No. 360 pertaining to towing and storage of vehicles illegally parked, stored or abandoned on Port property, adopted by the Port Commission, as the same may be amended from time to time.

"Port Ordinance No. 423-R" means that certain Port Ordinance No. 423-R pertaining to regulating use and operation of the Airports and its facilities, adopted by the Port Commission, as the same may be amended from time to time.

"Port Ordinance No. 433-R" means that certain Port Ordinance No. 433-R pertaining to certain rents, fees, and other charges and regulating the use of facilities and services at the Airport.

"Port Ordinance No. 450-R" means that certain Port Ordinance No. 450-R, regulating the use of the Commercial Roadway to best serve the needs of Airport Customers at the Airport, adopted by the Port Commission, as the same may be amended from time to time.

"Port Ordinance No. 451-R" means that certain Port Ordinance No. 451-R, setting forth a concession fee and responsibilities of off-airport rental car, parking lot, park & fly, hotel and stay, park & fly hotel businesses serving Airport Customers, adopted by the Port Commission, as the same may be amended from time to time.

"Port Reviewer" means the person designated by the Port to whom a review of any violation of the Rules is to be addressed.

"Public Safety and Security Department" means the Port's department that is responsible for developing, administering and enforcing the Airport Security Program and the Rules on matters of security.

"Reservation Only Vehicle" means any Commercial Ground Transportation Vehicle transporting Airport Customers for hire, as a common carrier, where the arrangements for hire of the Reservation Only Vehicle have been made prior to the Reservation Only Vehicle arriving at the Airport. Reservation Only Vehicles include Chauffeured Limousines.

"Restricted Area" or **"RA"** means the area of the Airport within the security perimeter fence, including the AOA and the Secured Area. Access to the Restricted Area is limited to those persons who possess and appropriately display a Security Badges.

"Restricted Area Driving Authorization" means an authorization to operate motor vehicles within the Restricted Area given by the Port to properly trained and badged personnel.

"Roadway Access Device" means the automated vehicle identification mechanism used to admit Commercial Ground Transportation Vehicles onto the Commercial Roadway.

"Runway" means a defined rectangular area for the landing and takeoff of aircraft along its length.

"Scheduled Service Vehicle" means any Commercial Ground Transportation Vehicle transporting Airport Customers for hire, as a common carrier, that has a regular published time schedule established for picking up Airport Customers at the Airport.

"Secured Area" means that portion of the Restricted Area, as defined in the ASP, where Aircraft Operators that have a security program under 49 CFR 1544, or 49 CFR 1546, enplane and deplane passengers and sort and load baggage. The Secured Area is described as beginning at the North Midfield Secured Area Checkpoint near the west edge of the General Aviation Ramp on the north side, and continuing around the west and south sides of the Terminal to the South Midfield Secured Area Checkpoint, near the east edge of the Concourse A (Horizon) Ramp. The Secured Area is located between the security perimeter fence, or Terminal, and the outer vehicle lane surrounding the Terminal Ramp. The Secured Area also includes all areas within the Terminal designated as Restricted. The Secured Area is designated as a Security Identification Display Area.

"Security Badge" means any badge approved by the Port to indicate employment at the Airport, or unescorted access authority in a portion of the Restricted Area or Sterile Area.

"Security Badge Training" means the Airport's security training system.

"Security Badging Office" means the Port office responsible for the issuance of Security Badges and keys and for processing items found in the Terminal and on shuttle buses operating to and from Employee Parking Lots.

"Security Identification Display Area" or **"SIDA"** means the Secured Area and the AOA, with the exception of the GA Area, and may include other areas of the Airport as designated by the Port in the Airport Security Program. A CHRC and an STA are required before the Port may issue a PDX Security Badge allowing unescorted access to the Security Identification Display Area.

"Security Key" means a key for any door or gate providing direct access to any part of the Secured Area and the Air Operations Area.

"Security Screening Checkpoint" means a checkpoint used for the screening of passengers and their possessions prior to entering the Sterile Area.

"Security Threat Assessment" or **"STA"** means the Transportation Security Administration process of verifying that an individual is not a threat to civil aviation security by checking the individual against various U.S. Department of Homeland Security records.

"Sensitive Security Information" means any information, the release of which is controlled and restricted by 49 CFR 1520.

"Service Road" means a designated roadway for vehicles in a Non-Movement Area.

"Space Jumping" means moving from one parking spot to another to avoid being cited and/or towed for time limit violations.

"Sterile Area" means an area, including the Airport concourses, that provides passengers access to boarding aircraft and to which the access is controlled by the TSA, through the screening of persons and property, at a Security Screening Checkpoint.

"Taxicab" means any Commercial Ground Transportation Vehicle which carries Airport Customers for hire where the destination and route traveled may be controlled by an Airport Customer and the fare is calculated on the basis of an initial fee, distance traveled, waiting time, or any combination thereof, and which is duly permitted by the applicable regulatory jurisdiction.

"Taxiway" means a defined path, usually paved, designated for the taxiing of aircraft from one part of the Airport to another.

"Tenant" means any person or business leasing or renting space at the Airport, including but not limited to, Concessionaires and airlines.

"Terminal" means the primary building at the Airport where Airport Customers come to fly in and fly out of the Airport.

"Terminal Roadway" means the roadway adjacent to the Airport providing access to the Terminal and intended for Airport use by the general public and Ground Transportation Permitted Businesses.

"Training" means a retraining for a Badgeholder who has violated the Rule pertaining to Security. This penalty requires the Badgeholder to re-take and pass Security Badge Training within ten (10) calendar days of the date on the Decision Letter. If the Security Badge Training is not successfully accomplished within ten (10) calendar days, the Badgeholder's Security Badge shall be deactivated.

"Transportation Assistant" means an individual assigned by the Port to provide customer service information and assure that Ground Transportation Permitted Business representatives and Drivers comply with Rules pertaining to Ground Transportation.

"Transportation Security Administration" or **"TSA"** means the federal agency within the U.S. Department of Homeland Security that was created by the Aviation and Transportation Security Act to regulate transportation security. The lead person for the TSA at most airports is the Federal Security Director (**"FSD"**) and his or her deputy and assistant FSDs.

"Transportation Security Regulations" or **"TSRs"** means the federal regulations that outline airport and Aircraft Operator responsibilities regarding transportation security. The most commonly applied TSRs in civil aviation are 49 CFR 1540 (Civil Aviation Security), 49 CFR 1542 (Airport Security), 49 CFR 1544 (Aircraft Operator Security), and 49 CFR 1546 (Foreign Air Carrier Security).

CHAPTER 1

ENFORCEMENT OF RULES

1. OVERVIEW

Chapter 1 of the Rules describes the sanctions, remedies and procedures by which the Port may enforce applicable laws, Port ordinances and the Rules.

2. CONTRACTUAL REMEDIES

A person or business that violates any lease, Concession agreement, permit or other authorization ("Agreement") issued by the Port is subject to any remedies available to the Port under the terms of the Agreement or under civil law. In its discretion, the Port may choose to use some or all of the procedures described in this Chapter to ascertain facts relevant to the alleged violation of the Agreement. In addition, if the conduct that violates the Agreement also violates any law, Port ordinance, or the Rules, the Port may also take an enforcement action authorized by this Chapter.

3. ENFORCEMENT; SANCTIONS

Depending on the nature of the violation and its severity, the Port may take one (1) or more of the following actions against a person or business that violates any applicable law, Port ordinance or the Rules:

- (a) suspend or revoke a permit or other authorization to engage in a particular activity at the Airport;
- (b) exclude a person or persons from the Airport for a period of time to be determined by the Chief Operating Officer and/or the Port Police, not to exceed ninety (90) calendar days;
- (c) for a Security Violation, suspend or revoke a person's PDX Security Badge and access device;
- (d) for a violation of Port Ordinance No. 450-R and Port Ordinance No. 451-R, other Port ordinance, or any Rule governing use of the Commercial Roadway, Airfield or other PDX facility, deactivate one (1) or more Commercial Road facility access devices;
- (e) require a person to undergo fining to prevent future violations;
- (f) issue a citation for violation of a law or Port ordinance, punishable by a fine as authorized by ORS 778.990 or ORS 153, and ORS 161 to 169;
- (g) for a violation of Rules governing use or operations on the Airfield, issue an Airfield Citation;
- (h) seek injunctive relief to enjoin a violation of any Port ordinance, Agreement, or Rule described in Section 2 of this Chapter;
- (i) pursue any other remedy.

The Port imposes Rules pertaining to specific operations as follows: (i) Airport security in Chapter 3 of the Rules; (ii) Restricted Area vehicle operations in Chapter 23 of the Rules; (iii) Ground Transportation Permitted Businesses and service in Port Ordinance No. 450-R, Port Ordinance No. 451-R, and Chapter 25 of the Rules.

4. EXCLUSIONS; LIMITATIONS ON AIRPORT USE; VARIANCE

4.1 Exclusion

If the Chief Operating Officer or a Port Police officer reasonably believes: (a) that a person has violated a law, a Port ordinance or a Rule or that the person has engaged in disruptive conduct; and (b) that the person's continued presence at the Airport endangers Airport security or public safety, is likely to interfere with efficient operation of the Airport or is likely to substantially inconvenience other users of the Airport; the Chief Operating Officer or a Port Police officer may immediately order the person to leave the Airport and may exclude the person from the Airport for a period not to exceed ninety (90) calendar days. The Port shall issue a Notice of Violation, detailing the violation, the associated sanction (as further described in Section 5 of this Chapter), and instructions on obtaining a variance to the exclusion prior to a hearing.

4.2 Limited Use of Airport

A person who is excluded from the Airport pursuant to Section 4.1 of this Chapter may use the Airport for the following limited purposes, subject to the following conditions: (a) fly out of the Airport: a person may be at the Airport for not more than three (3) hours immediately prior to the scheduled departure of a commercial flight for which the person holds a valid ticket; (b) fly into the Airport: a person may be at the Airport for not more than one (1) hour following the arrival of a commercial flight on which the person was a passenger, as evidenced by a ticket receipt or airline flight manifest; or (c) use the Airport for another purpose, only in strict compliance with a written variance from the Chief Operating Officer, the Chief of Police or the Chief of Public Safety and Security, which variance shall specify a limited period of time and a specific purpose for which the excluded person may use the Airport.

4.3 Short Term Exclusion

If a person enters a security screening checkpoint at the Airport and refuses to comply with the lawful direction of an official authorized to conduct screening at the checkpoint, Port Police may immediately order the person to leave the Airport and may exclude the person from the Airport for a period not to exceed forty-eight (48) hours. The Port shall issue a Notice of Violation, detailing the violation, the associated sanction, and instructions on obtaining a variance to the exclusion. The excluded person shall be prohibited from entering the Airport for any purpose, unless the Chief of Police grants a variance, which variance shall specify a limited period of time and a specific purpose for which the excluded person may use the Airport. Nothing in this Section shall limit the authority of the Port to exclude a person pursuant to Section 4.1 of this Chapter.

5. NOTICE OF VIOLATION

5.1 Notice of Violation

Upon taking enforcement action, the Chief Operating Officer or a Port Police officer shall issue a "Notice of Violation" to the person or business affected by the enforcement action. The Notice of Violation may be served by any means reasonably calculated to provide actual notice to the person or business alleged to have committed the violation, including but not limited to hand delivery, first class mail to the last known address of the person or business, fax or e-mail.

5.2 Content of Notice of Violation

The Notice of Violation shall state or describe: (a) the law, Port ordinance or Rule that the person or business is alleged to have violated; (b) a brief description of the conduct constituting the violation; (c) the time and place of the violation; (d) a description of the sanctions that may be imposed; (e) if the sanction includes a suspension or revocation of a right or privilege, or an exclusion from the Airport, the date on which it is to begin and, in case of a suspension or exclusion, its duration; (f) the right to appeal, including the right to a hearing, and how to file an appeal; (g) that if no appeal is filed, the sanction will become final and will take effect upon expiration of the time to appeal. A defect in the Notice of Violation shall not be grounds to invalidate the Notice of Violation or to refrain from imposing a sanction unless the defect substantially prejudiced the person's or business' ability to present a defense to the enforcement action.

6. REQUEST FOR HEARING

A person or business that intends to appeal the enforcement action must file a written notice of appeal no later than earlier of ten (10) calendar days after the Notice of Violation is placed in the mail, or seven (7) calendar days after the notice is delivered (by hand delivery, fax or e-mail) to the person or business alleged to have committed the violation. The request for hearing must be filed in accordance with instructions in the Notice of Violation and must state the grounds for appeal, including the reason or reasons that the Notice of Violation is incorrect.

7. STATUS OF SANCTION PENDING A HEARING

Except as provided in Section 4 and Section 7 of this Chapter, a sanction shall not take effect until: (a) the time to file an appeal has expired and no valid appeal has been filed; or (b) if a valid appeal is filed, the Hearings Officer issues an order imposing a sanction.

The Chief Operating Officer, the Chief Commercial Officer, or his or her designee may find and order that a sanction must take effect immediately in order to protect Airport security or public safety, prevent interference with the efficient operation of the Airport, or protect other users of the Airport from substantial inconvenience. In such event, the Chief Operating Officer, the Chief Commercial Officer, or his or her designee shall provide written findings describing the basis for an immediate sanction within twenty-four (24) hours of the incident resulting in immediate sanction. If a person or a business is alleged to have violated a Rule pertaining to security and the violation, if proven, could result in suspension or revocation of a PDX Security Badge, the Chief Operating Officer or the Chief Commercial Officer need not make any additional findings before immediately suspending the person's PDX Security Badge and deactivating the person's Access Devices.

A person or business subject to an immediate sanction may present additional information to the Chief Operating Officer or the Chief Commercial Officer to support a request that the Chief Operating Officer or the Chief Commercial Officer suspend or modify the sanction pending appeal.

If the sanction takes effect immediately, it shall remain in effect until it is amended by the Chief Operating Officer or the Chief Commercial Officer,, it expires by its terms or the Hearings Officer orders that it be terminated.

8. DATE OF HEARING

If the Chief Operating Officer or the Chief Commercial Officer has ordered that a sanction take effect immediately, the hearing shall be held no later than fourteen (14) calendar days from the date a hearing is requested. In all other cases, the hearing shall be scheduled no later than thirty (30) calendar days from the date the hearing is requested. The Chief Operating Officer, the Chief Commercial Officer, or the Hearings Officer shall provide notice of the time and place of the hearing not less than seven (7) calendar days before the hearing date; notice of the hearing date shall be effective when postmarked or sent by fax or e-mail. In any case, the Hearings Officer may schedule the hearing at a later date if both parties agree.

9. HEARING PROCEDURE

The Chief Operating Officer or the Chief Commercial Officer shall appoint a Hearings Officer, who may be a Port employee or a person engaged by the Port for the specific purpose of conducting hearings. If the Hearings Officer is a Port employee, the Hearings Officer shall be a person with operational responsibility for, or knowledge relevant to, the subject matter of the alleged violation. The Hearings Officer shall have full control of the proceedings.

The hearing shall be informal and shall be designed to ascertain material facts accurately and expeditiously. The Port shall have the burden to prove the allegations in the Notice of Violation by a preponderance of the evidence. The person requesting the hearing shall be allowed to examine witnesses, if any are present, and to present documentary evidence concerning disputed factual matters. The Hearings Officer may consider and rely on evidence of a type commonly relied upon by reasonably prudent persons in the conduct of their serious affairs. If a fact asserted by the Port or the appealing party is not disputed, the Hearings Officer may, in circumstances deemed appropriate by the Hearings Officer, treat the asserted fact as true. The Hearings Officer shall give effect to rules of privilege recognized by law. The Hearings Officer may exclude irrelevant or repetitious evidence. The Hearings Officer shall make an audio or audiovisual record of the proceedings. The Hearings Officer shall issue a written decision describing the factual and legal basis of the decision.

10. FINAL DECISION

The Hearings Officer's decision is the Port's final decision concerning a violation.

11. CRIMINAL CITATIONS

The procedures described in Sections 5 through 10 of this Chapter do not apply to citations for violations of law that are "offenses" as defined in ORS 161.

CHAPTER 2

PUBLIC ORDER

1. OBSTRUCTION OF AIRPORT USE

No person shall obstruct, impair or interfere with the use of the Airport, or with the use of the Airport Control Zone, by any other person, unless authorized by the Executive Director. No person shall obstruct, impair or interfere with the passage or safe and efficient use of the Airport or the Airport Control Zone, by any other person, vehicle or aircraft, unless authorized by the Executive Director.

2. ACCESS TO NON-PUBLIC AREAS

Unless authorized by the Executive Director and in compliance with the terms and conditions of such authorization, no person shall: (a) enter any portion of the Airport not open to the general public or which is designated for a specific use; (b) enter a Restricted Area or a Sterile Area; (c) assist, enable or authorize another person to enter a Restricted Area or a Sterile Area.

3. ACCIDENT REPORTS

A person involved in an accident which results in injury to persons or damage to an aircraft, another vehicle, or any property must immediately report such accident to the Communications Center. Any person involved in such an accident shall: (a) immediately stop and remain at the scene of the accident; (b) render reasonable assistance to injured persons; and (c) remain at the scene of the accident and cooperate fully with Port Police officers or Airport Operations Supervisors investigating the accident.

4. ANIMALS

No person shall bring any animal in the Airport except: (a) in the pet relief areas, provided the animal is restrained by a leash; (b) while transporting, delivering or receiving animals, provided the animal is in a crate or kennel, or other approved container; (c) while using or training service animals who are trained and registered to assist those people who are impaired; and (d) while using law enforcement and other government working animals.

5. SOLICITING RIDES

No person shall stand in or on the side of an Airport road for the purpose of soliciting a ride from the owner or operator of any private, non-commercial motor vehicle or aircraft at the airport, except in case of an emergency.

6. NO LODGING

Due to the physical limitations of the Terminal, high volumes of passenger traffic and concern for the general safety, security and welfare of the traveling public, no person shall sleep in or remain in the Airport for the purpose of lodging, unless the following occurs: (a) the person has arrived at, is in transit through, or will be departing from the Airport as an airline passenger within twenty-four (24) hours, as evidenced by a valid travel itinerary, ticket, or boarding pass matching the person's valid identification; or (b) the person is awaiting the arrival of an airline passenger on a flight that has been unexpectedly delayed or cancelled and the passenger is expected to arrive within twelve (12) hours, as evidenced by passenger and flight information

verifiable with the airline. Nonetheless, the Executive Director may declare an emergency and allow temporary lodging in case of severe weather or other conditions which are beyond the control of the Port and causing disruption to airport activity.

7. LOST ARTICLES

No person shall abandon any personal property at the Airport. Any personal property so abandoned shall be disposed of pursuant to the applicable laws of the State of Oregon. Any person finding lost, misplaced or abandoned items in the public areas of the Airport shall deliver them to the Security Badging Office, where items found in the Terminal and on shuttle buses operating to and from Employee Parking Lots are processed.

8. INTOXICANTS

8.1 Restricted Area Employees

No airport employee who works in the Sterile Area, Air Operations Area or Secured Area may use, or arrive for work under the influence of any substance or intoxicant that impairs the ability to safely perform their work.

8.2 Alcoholic Beverages

No person shall drink any alcoholic beverage at the Airport: (a) on or along any sidewalk, roadway, or open area; (b) in the Parking Garages, other parking facilities, and other Airport areas designated by the Executive Director for use by the general public; (c) in a motor vehicle when the vehicle is upon an Airport road; (d) in those portions of the Terminal open for use by the general public, including those portions designated for a specific use, except within premises licensed by the Oregon Liquor Control Commission; and (e) except at designated Airport events, as authorized by the Executive Director. No person in any public area of the Terminal or in any Restricted Area, or in the area adjacent to the aircraft loading gates designated for use by passengers waiting to board an aircraft, shall be in possession of a bottle, can, or other receptacle containing an alcoholic beverage which has been opened, or with a broken seal, or where the contents of which have been partially removed, unless the bottle, can, or other receptacle is enclosed in a suitcase, carrying case, or other container.

8.3 Recreational Marijuana

8.3.1 Definition

For the purposes of Section 8.2 of this Chapter, the term "Marijuana" shall mean and include all parts of the plant of the genus cannabis, whether or not growing, the seeds thereof, the resin extracted from any part of the plant, and every compound, manufacture, salt, derivative, mixture, or preparation of the plant, its seeds or its resin, including marijuana concentrate and marijuana products and consumables. Marijuana does not include industrial hemp, nor does it include fiber produced from the stalks, oil or cake made from the seeds of the plant, sterilized seed or the plant which is incapable of germination, or the weight of any other ingredient combined with marijuana to prepare oral administrations, food or drink. Marijuana shall not mean medical marijuana as that term is defined under Oregon law.

8.3.2 Prohibition

No person shall consume, use, display, transfer, distribute, sell, transport, advertise, market, or grow Marijuana on any property or facilities owned by the Port at the

Airport including, but not limited to, any buildings, structures, the Terminal, the Parking Garages or other parking facilities, the Commercial Roadway, roadways, runways, land, hangars, warehouses, rental car facilities, and administrative offices. In addition to the restrictions listed above, no passenger traveling out of state and no airport employee may possess Marijuana in the Secured Area, the Sterile Area or the Air Operations Area.

9. HAZARDS TO AVIATION

No person shall operate or release any model aircraft, rocket, kite, balloon, parachute, firework, flare gun or other article or substance upon or over the boundaries of the Airport without the prior approval of the Executive Director, except as follows: (a) personnel of the National Weather Service and of the United States Department of Commerce, when performing their official duties; (b) persons parachuting from an aircraft in an emergency situation; (c) persons releasing seed, sprays, dusts, or similar substances for horticultural or agricultural purposes over farms adjacent to the Airport.

No person shall operate an aircraft, model aircraft, rocket, kite, balloon, parachute, firework, flare gun or other article or substance within the Airport Control Zone except as required for normal, routine use of the Airport or its facilities.

No person shall operate a non-powered aircraft at an airport, except as approved by the Executive Director and in compliance with regulations of the Port, or in case of an emergency.

10. VEHICLES AT THE AIRPORT

No person shall drive any vehicle at the Airport or in any parking or other area, except: (a) while in possession of a valid Driver's license issued in that person's name, which allows such person to legally drive on public roadways in the State of Oregon; and (b) in a vehicle which may be lawfully operated on the public roadways of the State of Oregon, unless the vehicle is an Airport service vehicle specifically designated for use only in the Airport Operations Area.

10.1 Speed Limits

No person shall drive a vehicle at the Airport at a speed greater than is established and posted for each individual location. No person shall drive a vehicle at the Airport at a speed greater than is reasonable and prudent having due regard to traffic, condition of the vehicle, surface width of the roadway, hazard at intersections, pedestrian traffic and other conditions then existing. Except as provided in Section 10.1 of this Chapter, in no event shall any person drive a vehicle at the airport at a speed greater than designated herein.

10.1.1 Emergency Vehicles

The speeds designated in Section 10.1 of this Chapter do not apply to Authorized Emergency Vehicles. However, the driver or operator of an authorized emergency vehicle shall not drive without due regard for the safety of all persons using the airport roadways. "Authorized Emergency Vehicle" means vehicles of the Fire Department, the Port Police, the Port's Operations Department ("Operations Department"), and emergency vehicles of municipal, state, federal or other public service agencies and ambulances, while being used for emergency purposes.

10.2 Driving Recklessly or While Intoxicated

No person shall drive a vehicle at the Airport carelessly, recklessly, or while impaired by liquor, inhalants, controlled substances, or prescription medication.

10.3 Use of Roads, Streets, and Walkways

No person shall travel in any public area of the Airport except on designated Airport roads, streets and walkways provided for that particular class of traffic without the prior approval of the Executive Director. No person shall use any Airport roads, streets or walkways in such manner as to hinder or obstruct their proper use.

10.4 Parking

No person shall park or store a vehicle in any public area of the Airport except in areas specifically posted and designated for such purpose and in accordance with the posted and designated rules regulating parking and storage of vehicles, without the prior approval of the Executive Director.

10.5 Abandoned or Unreasonably Parked Vehicles

No person shall abandon any vehicle at the Airport. Any vehicle abandoned at the Airport, or any vehicle parked or stored contrary to posted parking designations, or any vehicle which obstructs or interferes with the safe and efficient operation of the Airport may be towed. The legal owner, registered owner or person entitled to possession of a vehicle that has been towed may reclaim the vehicle upon presentation of satisfactory proof of ownership or right of possession, signing a vehicle release form at the Port Police office, making payment for the actual costs incurred in the removal, preservation and custody of the vehicle, including actual towing fees and storage charges, and acceptance of service of citation in lieu of arrest for violation of a Port ordinance, if any, arising from the abandonment, parking or storing of the vehicle.

10.6 Vehicles in Restricted Areas

No person shall drive, park or store a vehicle in any Restricted Area except with the prior approval of the Executive Director and in compliance with the terms and conditions of such approval.

10.7 Pedestrian Crosswalks

No person shall drive a vehicle through a designated pedestrian crosswalk without stopping and yielding if the crosswalk is occupied by a pedestrian. No person shall cross, enter, or remain upon any street or road at the Airport except at a designated pedestrian crosswalk.

10.8 Traffic Signs and Signals

No person shall drive a vehicle at the Airport contrary to the instructions of any official traffic markings, notices, directions, signs or signals, unless otherwise directed by a Port Police officer or other person as authorized by the Executive Director.

10.9 Unattended Vehicles

No person driving or in charge of a vehicle shall permit the vehicle to stand unattended on any Airport road, unless authorized by the Executive Director.

11. MUTILATION OF CITATIONS

It is unlawful for any unauthorized person to change, erase, alter, mar, mark, mutilate, improperly dispose of or destroy a citation form which has been issued under authority of any Port ordinance.

12. AIRPORT LIABILITY

The Port assumes no responsibility for loss, injury or damage to persons or property on the Airport or using the Airport facilities.

CHAPTER 3

SECURITY

1. GENERAL GUIDELINES

The Port imposes the following Rules pertaining to security in order to provide for the safety and security of persons and property traveling through the Airport and in order to comply with all legally mandated requirements pertaining to the Airport. The Rules pertaining to security covered in this Chapter are mandated by the U.S. Department of Homeland Security by and through the TSA. Failure to comply with the Rules pertaining to security, the Airport Security Program, and all applicable federal regulations may result in enforcement action by the Port and potential TSA civil penalties. Where appropriate, the corresponding class for the Security Violation is listed for reference in Section 16 of this Chapter.

2. COMPLIANCE REQUIREMENTS

2.1 Rules Pertaining to Security

No person or vehicle may access or be in any Restricted Area or Sterile Area of the Airport unless they are in strict compliance with the Rules pertaining to security.

2.2 Federal Security Regulations

All persons in possession of, or applying for, a PDX Security Badge or Access Device, and those with authority to authorize the application for or possession of Security Badges or Access Devices for use at the Airport must comply with the following Transportation Security Regulations ("TSR") found in 49 CFR 1520, 49 CFR 1540 and 49 CFR 1542, which shall be considered as part of the Rules pertaining to security. All TSRs are available for review online at <http://www.tsa.gov/stakeholders/security-regulations> or copies may be obtained through the Public Safety and Security Department.

(a) TSR 1520 - Protection of Sensitive Security Information. Failure to comply with this TSR Section shall constitute a Class I Security Violation.

(b) TSR 1540.103 - Fraud and intentional falsification of records. Failure to comply with this TSR Section shall constitute a Class III Security Violation.

(c) TSR 1540.105 – Security responsibilities of employees and other persons. Failure to comply with this TSR Section shall constitute a Class I-III Security Violation.

(d) TSR 1540.107 - Submission to screening and inspection. Failure to comply with this TSR Section shall constitute a Class III Security Violation.

(e) TSR 1540.109 - Prohibition against interference with screening personnel. Failure to comply with this TSR Section shall constitute a Class II Security Violation.

(f) TSR 1540.111 - Carriage of weapons, explosives, and incendiaries by individuals. Failure to comply with this TSR Section shall constitute a Class III Security Violation.

(g) TSR 1542 - Airport Security. Failure to comply with this TSR Section shall constitute a Class I-III Security Violation.

2.3 Security Violation Enforcement

Persons who are in violation of the Rules pertaining to security shall be subject to enforcement and penalties as set forth in this Chapter. The Airport Security Coordinator ("ASC") reserves the right to exercise reasonable discretion in determining the class of Security Violation and enforcement action prescribed, based on the circumstances of the Security Violation.

2.4 Suspended or Revoked Access

Any person whose PDX Security Badge or Access Device access privileges have been suspended or revoked, as provided in this Chapter, is prohibited from accessing the Restricted Area, or from accessing any Sterile Area, unless that person is in possession of a valid airline ticket boarding pass with an arrival or departure time scheduled within three (3) hours of entry into the Sterile Area. Violators of the Rules pertaining to security may be subject to arrest for criminal trespass. Failure to comply with this Section shall constitute a Class II Security Violation.

2.5 Escort Restrictions

A Badgeholder may escort only for legitimate business purposes. Absent the approval of the ASC, it is prohibited for any other Badgeholder to escort into a Restricted Area or a Sterile Area any Badgeholder whose access privileges have been suspended or revoked under Section 16 of this Chapter, or anyone who has failed either the Security Threat Assessment or the CHRC. New employees may be escorted into a Restricted Area or a Sterile Area during active completion of the PDX Security Badge application process. It is strictly prohibited to escort in lieu of completion of the PDX Security Badge application process. Failure to comply with this Section shall constitute a Class II Security Violation.

2.6 Disqualifying Conviction Access Restrictions

PDX Security Badge applicants who fail the CHRC, as specified in 49 CFR 1542.209, or the STA, are prohibited from accessing the Sterile Area or the Restricted Area, with or without an escort, unless they are in possession of a valid airline ticket boarding pass with an arrival or departure time scheduled within three (3) hours of entry into the Sterile Area. It is prohibited to knowingly fail to submit a prospective employee to the PDX Security Badge application process or to knowingly provide an escort to a prospective employee with a suspected disqualifying conviction. Failure to comply with this Section shall, at a minimum, constitute a Class II Security Violation.

2.7 Compliance Testing Authorization

Security compliance testing may only be performed by those individuals authorized by 49 CFR 1540.105(b). The ASC may authorize such testing for Tenants or other operators, but the authorization must be in writing and identify a specific time period for testing, the specific measures to be tested, and the manner of testing. The ASC or ASC's designee may conduct compliance testing without written authorization. Failure to comply with this Section shall constitute a Class II Security Violation.

3. APPROVED SECURITY BADGES

Unless revoked or suspended, the following unexpired Security Badges, when used or displayed by the persons to whom they are issued, are recognized as valid Security Badges issued by the Port.

3.1 PDX Security Badges

Four (4) types of PDX Security Badges are issued by the Port to Port employees, employees of Tenants, and certain contractors and suppliers of PDX. The PDX Security Badges are: (a) Secured Area Badges; (b) AOA Badges; (c) GA Area Badges; and (d) Sterile Area Badges. The Port retains ownership of all PDX Security Badges, and the ASC reserves the right to deny new applicants a PDX Security Badge, suspend the badge for an existing Badgeholder and with cause revoke the Badgeholder's badge and unescorted access privileges.

(a) "Secured Area Badge" Is issued to those persons authorized for unescorted access to the Restricted Area and the Sterile Area. The Secured Area Badge is issued only to those persons who have passed a TSA-mandated CHRC and an STA.

(b) "AOA Badge" is issued to those persons authorized for unescorted access to the AOA, but not authorized for unescorted access to the Secured Area or Sterile Area. The AOA Badge is only issued to those persons who have passed a TSA-mandated CHRC and an STA.

(c) "GA Area Badge" is issued to those persons authorized unescorted access to the GA Area, but not authorized for unescorted access to the rest of the AOA designated as a Security Identification Display Area, to the Secured Area or to the Sterile Area. The GA Area Badge is only issued to those persons who have passed a TSA-mandated CHRC and an STA.

(d) "Sterile Area Badge" is issued to those persons authorized for unescorted access to the Sterile Area for employment purposes, but not authorized for unescorted access to the Restricted Area or the GA Area. The Sterile Area Badge is issued only to those persons who have passed a TSA-mandated CHRC and an STA.

3.1.1 Aircraft Operators Issued Security Badges

Security Badges issued and controlled by passenger Aircraft Operators with an approved *Aircraft Operator Standard Security Program*, under 49 CFR 1544 or 49 CFR 1546, are authorized in the following conditions:

(a) Aircraft Operator Security Badges, issued to flight crew and cabin crew members, are authorized for unescorted movement in the following portions of the Secured Area: (i) the immediate vicinity of the aircraft to which flight crews and cabin crews are assigned; (ii) flight crews and cabin crews operations/fight office, or the equivalent; and (iii) those areas of the Secured Area between the areas described in (i) and (ii).

(b) Flight crew and cabin crew members must be in uniform and wear Aircraft Operator Security Badges at waist level or above. This Security Badge must be worn by the crew member to whom it was issued.

(c) Aircraft Operator Security Badges issued by Horizon Air to their employees who are located inside the leasehold area of the Horizon Air Maintenance/Operations facility on the AOA only.

(d) Unexpired Security Badges issued by Aircraft Operators, with a TSA-approved personnel identification system meeting the requirements of 49 CFR 1544.231(c), to their transient aircraft mechanic personnel not based at the Airport, valid in the following portions of the Restricted Area: (i) the immediate vicinity of the aircraft to which the transient mechanics are assigned; (ii) transient mechanics' operations/flight office, or the equivalent; and (iii) those areas of the Secured Area between the areas described in (i) and (ii) adjacent to the Terminal utilized for aircraft parking.

3.1.2 United States Air Force Flight Line Badges

United States Air Force flight line badges are approved Security Badges when Oregon Air National Guard and U.S. Air Force Reserve personnel based at the Portland Air Base are in uniform and on official duty, and only within the AOA.

3.1.3 FAA Pilots Certificate

FAA Pilots Certificate for Federal Aviation Regulation Part 139 pilots (coupled with another photo ID) who are outside the Secured Area and are either in the vicinity of their aircraft, their operations/flight office or at a location in between. General Aviation pilots are responsible for the identification and control of any passengers/visitors.

3.1.4 FAA Form 110A

FAA Form 110A, *Aviation Safety Inspector's Credential*, is recognized as authorizing FAA Aviation Safety Inspectors unescorted presence in Restricted Areas of the Airport when conducting their assigned duties.

3.1.5 TSA/FAA Special Agent Credentials

TSA agents and FAA agents with TSA or FAA Special Agent credentials, and Federal Security Directors, Deputy Federal Security Directors, and Assistant Federal Security Directors with TSA credentials are approved for unescorted presence in the Restricted Areas when conducting assigned duties.

3.1.6 Other Security Badges

Other Security Badges may be given temporary approval, from time to time, by the Chief of Public Safety and Security or the ASC. The acceptance of these other Security Badges or identification media by the Port does not give the bearers permission to be in any part of a Restricted Area unless their presence is job-related.

3.1.7 Identification Required to Obtain a PDX Security Badge

When applying for a PDX Security Badge, the TSA requires specific forms of identification (including, but not limited to Form I-9, *Employment Eligibility Verification*), as they may change from time to time, in order to verify an individual's identity. If the applicant requests it, the Security Badging Office will assign an alternate nine (9) digit number to substitute for the social security number for use in badging and training records. Using an alternate number may delay the clearance of an applicant's criminal background check. The holder of a PDX Security Badge may be assigned a new PDX Security Badge that does not have a social security number associated with it. The request must be made during the PDX Security Badge renewal process. Once an alternate nine (9) digit number is obtained, prior records cannot

be modified to delete the social security number it substitutes, except pursuant to regular records retention and destruction schedules.

3.2 Tenant Employee Authorization for PDX/POPID Security Badge

A business with an ongoing need for employees to have unescorted access to the Restricted Area must maintain on file with the Security Badging Office an *Authorization for PDX/POPID Security Badge* on file with the Security Badging Office. The *Authorization for PDX/POPID Security Badge* shall describe the number and type of Security Badges that may be issued on behalf of the employees of the authorized business.

4. BADGEHOLDER'S RESPONSIBILITY

4.1 Security Badge Display

Each unescorted person in a Restricted Area must continuously display an unexpired PDX authorized Security Badge on the outermost garment, above waist level, so as to be visible at all times. Any person in a Restricted Area without a Security Badge must be escorted, as described in this Chapter. Failure to comply with this Section shall constitute a Class I Security Violation.

4.2 TSA Security Screening

PDX Security Badges may not be used to bypass, or escort others in a manner that bypasses Security Screening Checkpoints in order to board an aircraft as a passenger in violation of 49 CFR 1540.105 or 49 CFR 1540.107. Failure to comply with this Section shall constitute a Class III Security Violation.

4.3 Use of Another Person's Security Badge

The use of a PDX authorized Security Badge by anyone other than the Badgeholder for the purpose of unescorted access to or in a Restricted Area or Sterile Area is prohibited. Failure to comply with this Section shall constitute a Class III Security Violation.

4.4 Providing a Security Badge to Another Person

No person may provide a PDX authorized Security Badge to any other person for the purpose of unescorted access to or in a Restricted Area or Sterile Area. Failure to comply with this Section shall constitute a Class III Security Violation.

4.5 Providing or Obtaining an Access Device

No person may provide an Access Device to any other person, or obtain an Access Device from any other person, for the purpose of facilitating unauthorized access to a Restricted Area or Sterile Area. Failure to comply with this Section shall constitute a Class III Security Violation.

4.6 Duplication of Access Device Prohibited

No person may duplicate without authorization an Access Device that provides access to a Restricted Area or Sterile Area. Failure to comply with this Section shall constitute a Class III Security Violation.

4.7 Security Badge Challenge Requirement

All Badgeholders of PDX issued or authorized Restricted Area Security Badges have the responsibility to challenge individuals without clearly visible Security Badges in the Restricted Area, unless the individuals are clearly under escort, and to immediately act to report such incidents to the Communications Center. Failure to comply with this Section shall constitute a Class I Security Violation.

4.7.1 Security Badge Challenge Procedure

The Badgeholder performing the challenge must approach and request the challenged person to present their PDX issued or authorized Security Badge. If a Security Badge is presented, the challenger shall ensure the Security Badge is valid for the area, belongs to the person in possession, and has not expired. If the challenger has reason to fear for his or her safety or is otherwise uncomfortable in making a challenge, he/she must immediately take action to report the incident to the Communications Center. Failure to comply with this Section shall constitute a Class I Security Violation.

4.7.2 Security Badge Challenge Compliance

If challenged while in a Restricted Area without a PDX issued or authorized Security Badge displayed, the challenged individual must immediately and fully display his or her Security Badge. Failure to comply with this Section shall constitute a Class II Security Violation.

5. ACCESS CONTROL PROCEDURES

The following Rules pertaining to security apply to access through Restricted Area and Sterile Area doors and pedestrian gates.

5.1 Secured and Sterile Door Access

Each unescorted PDX Secured Area Badgeholder entering the Secured Area through any door or pedestrian gate, or entering the Sterile Area through any Alternate Access Door, must swipe his or her own Secured Area Badge through the card reader and get a green light on the reader before entering. Only one (1) unescorted Secured Area Badgeholder may access the Secured Area through any door or gate, or access the Sterile Area through any Alternate Access Door, at a time, unless otherwise approved by the ASC. Each Secured Area Badgeholder accessing the Secured Area, or accessing the Sterile Area through an Alternate Access Door, must ensure that no other unescorted individuals access the Secured Area or Sterile Area while the door or gate is open. "Piggybacking" occurs when a Badgeholder fails to ensure that a door or a gate closes behind the Badgeholder and an unescorted person slips in behind without swiping his or her PDX Security Badge. Failure to comply with this Section shall constitute a Class II Security Violation.

5.2 Access Control System Audible Alarms

When an audible door alarm sounds at an access control door that a Badgeholder has opened, the Badgeholder should immediately close the door and ensure that it is secured. Failure to comply with this Section shall constitute a Class I Security Violation.

5.3 Pull Stations

Access Control System doors may be outfitted with an emergency override switch, or "Pull Station," which resembles a fire alarm pull box. In the event of an emergency, the Pull Station may be pulled and the door is thereby unlocked. The Pull Stations are intended for emergency use only and are not to be used for routine access by anyone. Failure to comply with this Section shall constitute a Class III Security Violation.

5.4 Forcing Open Security Doors or Gates

Persons are prohibited from forcing open a door or gate providing access to the Restricted Area or Sterile Area for the purpose of unauthorized access. Failure to comply with this Section shall constitute a Class III Security Violation.

5.5 Reporting Malfunctions

Any Badgeholder who has used his or her PDX Security Badge to open an Access Control System controlled door or gate is required to immediately take action to report to the Communications Center any apparent malfunction of the alarm or locking mechanism. Any Badgeholder in the vicinity of an Access Control System controlled door or gate emitting an audible alarm shall check the vicinity for unauthorized personnel. After completing the inspection, the person will attempt to secure the door and immediately notify the Communications Center of the results of such inspection. Failure to comply with this Section shall constitute a Class II Security Violation.

5.6 Vehicle Gates

The following Rules for access through vehicle gates shall apply.

5.6.1 AOA Gates

Only one (1) vehicle may enter an Access Control System controlled vehicle gate into the AOA on the swipe of a PDX Security Badge, unless the Badgeholder gaining access is escorting other vehicles. A Badgeholder must also have a "D" icon on his or her PDX Security Badge in order to be authorized to drive in the AOA. The Badgeholder who opens the vehicle gate to enter the AOA must ensure that the gate is closed and secured behind the Badgeholder before driving away from the gate. If exiting from an AOA gate with other vehicles, the Badgeholder of the last unescorted vehicle in line must ensure that the gate is closed and secured behind the Badgeholder before driving away. Prior to entering the AOA through a construction gate, Badgeholders shall present their Security Badge to a Security Badging Officer for entry to an AOA gate. Failure to comply with this Section shall constitute a Class II Security Violation.

5.6.2 Secured Area Gates; Midfield Checkpoints

In addition to the Restricted Area gate requirements of this Chapter, each occupant in the vehicle must swipe his or her Secured Area badge and obtain a green light from the card reader when entering the Secured Area through a vehicle gate. Those without a Secured Area badge, and those who do not get a green light from the card reader, must be escorted. Failure to comply with this Section shall constitute a Class II Security Violation.

5.6.3 Pedestrian Access Prohibited

Pedestrians are prohibited from entering or exiting the AOA through any vehicle gate, except for Port employees from Port Police, the Fire Department, the Planning and

Development Department, the Public Safety and Security Department, the Airport Operations Supervisors, or other employees designated by the ASC. Failure to comply with this Section shall constitute a Class I Security Violation.

5.7 Elevators

The following Rules for access from elevators into the Secured Area shall apply.

5.7.1 Access Procedures

A Badgeholder whose PDX Secured Area badge is used to gain access to the Secured Area must ensure that each unescorted person, on any elevator, swipe their own Secured Area Badge and get a green light on the reader. A red light indicates that the Secured Area Badge was improperly swiped, or that the Badgeholder is not authorized for access to the Secured Area and must be denied access. Failure to comply with this Section shall constitute a Class II Security Violation.

5.7.2 Reporting and Challenging Requirements

Anyone who observes a PDX Secured Area Badgeholder enter the Secured Area from an elevator, after being denied access, as shown by a red light on the reader, must immediately report the incident to the Communications Center. Any PDX Secured Area Badgeholder calling an elevator to the Secured Area is responsible to challenge any individual not displaying a valid PDX Security Badge who attempts to enter the Secured Area from the elevator as the door opens, and to immediately report the incident to the Communications Center. Failure to comply with this Section shall constitute a Class II Security Violation.

6. KEYS AND LOCKS

6.1 Port Issued Keys

The Port controls all keying of Port owned facilities, including Tenant premises. Keying and lock repair are performed by a licensed and bonded locksmith employed by the Port. Requests for the issuance of keys must be made following the appropriate application process and must be submitted to the Security Badging Office for processing. After the request has been processed, keys will be available for distribution at the Security Badging Office. Please refer to the PDX Key Program, which is available upon request from the Public Safety and Security Department.

6.2 Locked Out Procedure

In the event a Tenant's employee is locked out or has forgotten or lost the keys to the premises, the employee must contact the Tenant's manager for assistance in accessing the premises. In the event of fire or a life threatening emergency, please contact the Communications Center. The Port Police or the Fire Department will only respond in case of fire or life threatening emergencies. Requests to unlock a Tenant's premises in case of forgotten keys or locked out events should not be forwarded to the Port Police or the Fire Department. Only an Authorized Signatory of the Tenant may request additional keys to the premises.

7. FIREARMS AND EXPLOSIVES

7.1 Possession

No persons, except authorized law enforcement officers or members of the armed forces of the United States on official duty, shall possess any firearms or explosives within a Restricted Area without written permission of the ASC, unless under escort by a Port Police officer. This does not apply to persons lawfully transporting or carrying firearms or deadly weapons in the General Aviation Area. Requests for permission to possess firearms or explosives within a Restricted Area shall be submitted in writing to the ASC who shall have sole discretion in granting or denying such requests. Failure to comply with this Section shall constitute a Class III Security Violation.

7.2 Storage

Except for firearms and explosives belonging to authorized law enforcement officers, firearms and explosives may not be stored within the Restricted Area or Sterile Area unless a TSA and Port-approved storage and safety plan is on file in the office of the ASC. Failure to comply with this Section shall constitute a Class III Security Violation.

8. SECURING ALLOWED PROHIBITED ITEMS IN THE STERILE AREA

Badgeholders who have a PDX issued or approved Security Badge and are authorized to have certain items in the Sterile Area that are otherwise prohibited by the TSA for access through the Security Screening Checkpoints, particularly various tools relating to authorized construction projects in the Sterile Area, are prohibited from leaving said items unattended in the Sterile Area, unless they are secured in a room inaccessible to screened passengers or in a locked storage container larger than a carry-on bag. Failure to comply with this Section shall constitute a Class II Security Violation.

9. PROHIBITED ITEMS IN THE STERILE AREA

Badgeholders who have a PDX issued or approved Security Badge may not possess or carry items into or within the Sterile Area that are otherwise prohibited by the TSA through the Security Screening Checkpoints unless the items are required for job-related activities. A Badgeholder is prohibited from delivering a prohibited item to any person in the Sterile Area. A list of prohibited items is available on the TSA website at:

<http://www.tsa.gov/traveler-information/prohibited-items>

10. LIGHTERS AND MATCHES

There are limitations on carrying lighters and matches through the Security Screening Checkpoints. For the most current restrictions refer to the TSA website at:

<http://www.tsa.gov/traveler-information/prohibited-items>

11. AOA ACCESS THROUGH TENANT-OCCUPIED FACILITIES

Tenants are responsible to control access onto the AOA from the facilities that they occupy. Failure to comply with this Section shall constitute a Class II Security Violation.

12. ESCORTING REQUIREMENTS

The following Rules for escorting shall apply.

12.1 General Escort Requirements

Only those persons with PDX Security Badges, excluding Sterile Area Badges, or FAA Pilot's Certificates have escort authority, and only in those areas commensurate with their PDX Security Badge access privileges. A Badgeholder in possession of a Security Badge, other than a PDX Security Badge, does not have escort authority. Escorts must ensure that individuals being escorted have a legitimate business purpose to be within the Restricted Area or Sterile Area. Escorts must accompany and monitor individuals being escorted in a manner sufficient to identify whether the escorted individuals are engaged in any activities other than those for which the escort was wanted. Responsibility for an escort may be transferred to another PDX Security Badgeholder, but the Badgeholder assuming responsibility for the escort must positively acknowledge the specific number of individuals being escorted prior to relieving the original escort. Airport employers shall not permit the escort of their prospective or permanent employees into a Restricted Area or a Sterile Area to avoid the Security Badge application process. Employees who enter a Restricted Area or a Sterile Area as part of their employment responsibilities must complete the Security Badging Process within a reasonable time following commencement of their employment at the Airport. Failure to comply with this Section shall constitute a Class II Security Violation.

12.2 Escorting Persons in the Restricted Area

Anyone may be escorted into the Restricted Area who has a legitimate business purpose to be there, with the following exceptions: (a) Badgeholders in possession of an expired PDX Secured Area Badge may not be escorted into the Secured Area by a person with a valid PDX Secured Area Badge; (b) PDX Secured Area Badgeholders whose Secured Area Badge is swiped through the card reader at a Midfield Secured Area Checkpoint, resulting in a red light on the card reader, may not be escorted into the Secured Area through the Midfield Secured Area Checkpoint; and (c) an applicant for a PDX Security Badge that has failed either the STA or the CHRC. Failure to comply with this Section shall constitute a Class III Security Violation.

12.3 Escorting Persons in the Sterile Area

Any person with a legitimate business purpose to access the Sterile Area who does not have a PDX Secured Area Badge or a PDX Sterile Area Badge in his or her possession, may be escorted into the Sterile Area, but must remain under escort by a person with a valid PDX Secured Area Badge until he/she is escorted out of the Sterile Area into a public area. Escorting is not authorized if the person has failed either the STA or the CHRC. Failure to comply with this Section shall constitute a Class II Security Violation for the PDX Security Badgeholder responsible for providing the escort.

12.4 Restricted Area Vehicle Escort

A Badgeholder with driving authority may escort a vehicle into a Restricted Area for a legitimate business purpose. While in transit within a Restricted Area, an escorted vehicle must remain under the control and at a reasonable distance from the escorting vehicle. The PDX Security Badgeholder of the escorting vehicle must continuously monitor the vehicle being escorted in a manner sufficient to identify whether or not the escorted vehicle(s) is engaged in

activities other than those for which escorted access was wanted. Failure to comply with this Section shall constitute a Class II Security Violation and a Class II Driving Violation.

12.5 Reporting Unauthorized Activities

If an escorted individual engages in activities other than those for which escorted access was granted, and the escorted individual fails to disengage from such activities when requested, the PDX Security Badgeholder providing the escort is responsible for immediately taking action to report the incident to the Communications Center.

13. PDX AUTHORIZED SIGNATORY RESPONSIBILITIES

13.1 General Responsibilities

The Authorized Signatory should only sign PDX Security Badge application forms or Access Device request forms for their employees who have a routine and legitimate need to access areas of the Airport, as designated by the Authorized Signatory on the form. An Authorized Signatory is prohibited from signing any PDX Security Badge application form or Access Device request form that does not include: (a) the applicant's name; (b) the company name; and (c) the Authorized Signatory's initials indicating the Security Badge type or key code requested. Failure to comply with this Section may result in removal of the Authorized Signatory status, as determined by the ASC. An Authorized Signatory must be in possession of a valid PDX Security Badge and must take the mandatory Authorized Signatory training class provided by the Port.

13.2 Notification Requirements

Immediate notification to the Security Badging Office from an employer is required whenever an employer or Authorized Signatory becomes aware of any of the following: (a) a PDX Security Badge and/or an Access Device issued to an employee is lost or stolen; (b) a Badgeholder's employment is terminated and the PDX Security Badge and/or the Access Device is not returned to the employer or the Authorized Signatory at the time of termination; (c) an employee might be considered a threat to Airport security; or (d) an employee who has a PDX Security Badge and/or an Access Device is convicted of a disqualifying crime. The employer or the Authorized Signatory must contact the Security Badging Office to request immediate deactivation of the PDX Security Badge and/or Access Device. If the Security Badging Office is closed, the employer or the Authorized Signatory must contact the Communications Center to request immediate deactivation of the PDX Security Badge and/or Access Device. Failure to comply with this Section shall constitute a Class I – III Security Violation.

13.3 Unreturned PDX Security Badge and/or Access Device

Every effort must be made by an employer and/or its Authorized Signatory to obtain any PDX Security Badges and/or Access Devices that were unreturned after being deactivated. An employer may be billed a fee for each PDX Security Badge and/or Access Device that is not returned to the Security Badging Office within thirty (30) calendar days of an employee's employment being terminated. The fee will be returned to the employer if the PDX Security Badge and/or Access Device are returned within sixty (60) calendar days of the PDX Security Badge and/or Access Device being deactivated.

13.4 Security Badge Training

13.4.1 General Requirements

A PDX Security Badge may not be issued to any person who has not been in possession of a valid PDX Security Badge during the previous thirty (30) calendar days, until a background check, the required training and verification of specific identification documents have been completed. All applicants for a PDX Security Badge must successfully complete the Interactive Computer Based Training ("ICBT") for the PDX Security Badge they have applied for. If the applicant fails an ICBT module, the applicant may take again the failed ICBT module no sooner than the next Business Day. If an applicant fails an ICBT module three (3) times, the applicant must wait six (6) months before the failed ICBT module can be taken again.

13.4.2 Special Circumstances

The Port recognizes that some applicants may have special circumstances that make it challenging to successfully complete the ICBT. The instructor in the classroom will be available to: (a) assist applicants in the use of the computer system; (b) clarify course questions; or (c) explain words that the applicant does not understand. The instructor will not read or translate course material for an applicant. Applicants with special needs must have their employer or Authorized Signatory contact the Security Badging Office to discuss their circumstances and reasonable accommodations prior to scheduling the ICBT.

13.4.3 Interpreter Requirements

Interpreter assistance for the ICBT is authorized if all of the following conditions are met and apply: (a) the applicant is applying for a Sterile Area badge; (b) the applicant does not speak English fluently; (c) the interpreter is provided and paid for by the employee's employer or by the Authorized Signatory; (d) the interpreter must have a valid PDX Secured Area or Sterile Area Badge; and (e) the interpreter must assist the applicant in understanding the content of the ICBT, but cannot provide answers to the ICBT questions.

13.5 Badge and Access Device Audit

The Authorized Signatory is responsible for complying with all Port audits of PDX Security Badges and Access Devices. Audits shall include annual audits, special emphasis audits, key audits, or other audits as determined by the ASC. Failure to comply with this Section shall constitute a security violation or in a fine.

14. PDX SECURITY BADGEHOLDER RESPONSIBILITIES

14.1 General Requirements

A PDX Security Badge and/or Access Device Badgeholder is responsible for safeguarding his or her PDX Security Badge and/or Access Device and for returning either to the Security Badging Office if he/she no longer has a need to access Restricted Areas of the Airport. When a PDX Security Badge and/or Access Device is no longer required, the Authorized Signatory or the Badgeholder will deliver such PDX Security Badge and/or Access Device to the Security Badging Office during business hours on the day the change is effective, or on the first (1st) Business Day after the date the change is effective.

14.2 Lost PDX Security Badge or Access Device

If a PDX Security Badge and/or Access Device is lost, the PDX Security Badge and/or Access Device Badgeholder must notify the Security Badging Office as soon as possible during business hours or the Communications Center after business hours. To obtain a replacement PDX Security Badge and/or Access Device the PDX Security Badge and/or Access Device Badgeholder must present to the Security Badging Office an application signed by his or her Authorized Signatory and pay the current replacement fee.

14.2.1 Fees

Fees are determined by the number of PDX Security Badges and/or Access Devices that have been lost by an employee. The number of PDX Security Badges and/or Access Devices for an employee are tracked separately using a rolling four (4) year period beginning with the date the first (1st) PDX Security Badge and/or Access Device was lost. Fees paid by an employee will be refunded to that employee if the lost PDX Security Badge and/or Access Device is returned to the PDX Badging Office within two (2) Business Days of when it was reported lost and a new PDX Security Badge and/or Access Device was issued. Tenants shall pay fees for PDX Security Badges that are not deactivated upon separation of an employee or after the completion of a construction project. The most current Fee Schedule is attached hereto as **Appendix C, Table A**.

14.2.2 Final Determination

After a PDX Security Badge and/or Access Device has been reported lost three (3) times, the ASC will issue a letter indicating that an additional PDX Security Badge and/or Access Device will not be issued and will outline the process for appealing this decision, as also described in Chapter 1 of the Rules.

14.3 Stolen PDX Security Badge and/or Access Device

If a PDX Security Badge and/or Access Device is stolen, the PDX Security Badge and/or Access Device Badgeholder must notify the Security Badging Office as soon as possible during business hours or the Communications Center after business hours. In addition, a police report must be filed. To obtain a replacement PDX Security Badge and/or Access Device the PDX Security Badge and/or Access Device Badgeholder must present to the Security Badging Office an application signed by his or her employer or the Authorized Signatory. If the police report case number is provided, the replacement fee will be waived. Stolen badges do not count towards a PDX Security Badgeholder's cumulative lost badge number.

14.4 Receipts for Returned PDX Security Badges and/or Access Devices

When a PDX Security Badge and/or Access Device is returned, a receipt will be issued by the Security Badging Office. Receipts must be retained and can be used as proof that a PDX Security Badge and/or Access Device was returned, should a dispute arise.

14.5 Reporting Subsequent Disqualifying Criminal Convictions

Any Badgeholder who has been issued a PDX Security Badge and who is subsequently convicted of a disqualifying crime, as described in 49 CFR 1542.209, must report the conviction and surrender any PDX Security Badge and/or Access Device to the Security Badging Office within twenty-four (24) hours of conviction, or as soon as it is practical. If the Security Badging Office is closed, the PDX Security Badge and/or Access Device must be surrendered within the

same timeframe to Port Police. Failure to comply with this Section may result in the permanent revocation of the PDX Security Badge.

15. SECURITY VIOLATIONS ENFORCEMENT

15.1 Reporting Security Violations or Suspicious Activity

All Badgeholders must report, or take reasonable steps to report, any suspicious activity, violation or suspected violation of the Rules to the Communications Center. Failure to comply with this Section shall constitute a Class I Security Violation.

15.2 Investigating Reported Security Violations

The ASC or his or her designee will investigate all alleged and reported Security Violations by Badgeholders of PDX issued or approved Security Badges of the Rules providing for security. After an alleged Security Violation, the Badgeholder and/or the witness will be interviewed and have an opportunity to provide an account of the incident. Upon the conclusion of the investigation phase, the ASC will issue a Decision Letter with the findings and required enforcement actions.

15.3 Enforcement Responsibility

Enforcement of the Rules pertaining to security shall be the responsibility of the ASC and of the Port Police.

16. SECURITY VIOLATIONS PENALTIES

The following guidelines shall apply for penalties levied for Security Violations.

16.1 Suspension or Revocation of Unescorted Access Privileges

Upon either suspension or revocation of a Badgeholder's access privileges, the Port will deactivate and confiscate any PDX Security Badge issued to the affected Badgeholder and such Badgeholder shall: (a) leave the Restricted Areas; and (b) surrender the PDX Security Badge to the Security Badging Office or Port Police.

16.2 Suspension or Revocation of an Employer's Access Privileges

Upon either suspension or revocation of an employee's access privileges, the Port may deactivate and/or confiscate any or all PDX Security Badges held by the affected employer, including the PDX Security Badges of all employees, contractors and agents whose access privileges were authorized by that employer. All affected Badgeholders must immediately surrender any PDX Security Badge authorized by the employer to the Security Badging Office or Port Police and, if a PDX Security Badgeholder is within Restricted Areas at the Airport, leave the Restricted Areas. The Port may also cancel the affected employer's ability to request the issuance of PDX Security Badges, unless waived by the ASC.

16.3 Reauthorization of Unescorted Access Privileges

In all cases, if a PDX Security Badgeholder's access privileges have been revoked or suspended and the ASC has authorized the access privileges to be reinstated, the Badgeholder shall have to successfully complete Training and fulfill any other requirements outlined in a Decision Letter issued by the ASC prior to reinstatement of their access privileges.

16.4 Immediate Threats to Security

If, in the opinion of Port Police or the ASC, a Security Violation, a criminal act, or a threat of violence or harm by a PDX issued or approved Security Badge Badgeholder constitutes an immediate or continuing threat to the security of the Airport or the safety of people at the Airport, Port Police or the ASC may immediately suspend the PDX Security Badgeholder's Restricted Area or Sterile Area access privileges. The ASC may temporarily suspend access privileges if credible information from a federal, state or local law enforcement agency deems an individual or an employer is a threat to the security of the Airport or the safety of persons at the Airport. Suspension of access privileges under this Section is subject to due process and review as described in Chapter 1 of the Rules.

16.4.1 Temporary Suspension of PDX Security Badges

Port Police or the ASC may temporarily suspend PDX Security Badges if credible information from a federal, state or local law enforcement agency deems an individual or an employer to be a threat to the security of the Airport or to the safety of persons at the Airport. The temporary suspension is subject to due process and review as described in Chapter 1 of the Rules.

16.5 Badgeholder Penalties

The "Enforcement Matrix," is a guideline to be used by the ASC for issuing penalties for substantiated Security Violations. Although the Enforcement Matrix will generally be followed in most cases, the penalties given for some Security Violations may vary from the Enforcement Matrix, depending on the nature of each specific Security Violation, the timing of its occurrence and if, in the reasonable opinion of the ASC, a variation from the Enforcement Matrix is warranted by the findings of the Security Violation investigation. All penalties imposed are in addition to any other rights or remedies available to the Port.

16.6 Security Violation Penalties for PDX Security Badgeholders

The Enforcement Matrix illustrates the possible penalties and enforcement actions for various classes of Security Violations. The following penalties may be imposed for violations of the Rules pertaining to security, the Airport Security Program, or any applicable federal regulations.

16.6.1 Decision Letter

A "Decision Letter" is written by the ASC and sent to the employer of a Badgeholder who has committed the Security Violation. A copy of the Decision Letter is also sent to the Badgeholder who committed the Security Violation. The Decision Letter may request a written response from the employer of the Badgeholder who committed the Security Violation within seven (7) calendar days of the date of the letter, outlining what actions have been taken to prevent future Security violations by the Badgeholder.

16.6.2 Badgeholder Suspension

A suspension may be levied against a Badgeholder who has committed a Security Violation of the Rules pertaining to security. A suspension will result in the deactivation of the offending Badgeholder's PDX Security Badge for the period of time specified in the Decision Letter. During the suspension period, the Badgeholder may not be escorted in any Restricted Area or Sterile Area and may only work in public areas of the Airport.

16.6.3 Security Badge Revocation

A revocation may be levied against a Badgeholder who has committed a serious Security Violation or several Security Violations of the Rules pertaining to security. A revocation will result in the indefinite deactivation of a Badgeholder's PDX Security Badge. The Badgeholder may not be escorted in any Restricted Area or Sterile Area and may only work in public areas of the Airport. Once a Security Badge has been revoked, it will not be reinstated for a period of at least five (5) years.

16.7 Illustrative Table of Penalties

The Security Enforcement Matrix is based on the number of Security Violations occurring sporadically over a five (5) year period. If successive Security Violations occur in a shorter period of time, the penalties are likely to be more severe, up to and including suspension or revocation of the PDX Security Badge. As used herein, the term revocation shall generally mean that a person whose PDX Security Badge is revoked will not be allowed to apply for a new PDX Security Badge for a period of five (5) years. Depending on the circumstances, this period may be extended or shortened, based on mitigating or exacerbating circumstances, in the reasonable discretion of the ASC.

SECURITY ENFORCEMENT MATRIX

	Class I Security Violation	Class II Security Violation	Class III Security Violation
First Offense	<ul style="list-style-type: none"> • Training 	Training; Suspension of PDX Security Badge access privileges up to 7 days	Training; Suspension of PDX Security Badge access privileges from 7 to 30 days
Second Offense (and any subsequent Class III offenses)	<ul style="list-style-type: none"> • Training; suspension of PDX Security Badge access privileges up to 7 days 	Training; suspension of PDX Security Badge access privileges from 7 to 30 days	Training; suspension of PDX Security Badge access privileges from 30 days to revocation
Third Offense (and any subsequent Class II or III offenses)	<ul style="list-style-type: none"> • Training; suspension of PDX Security Badge access privileges from 7 to 30 days 	Suspension of PDX Security Badge access privileges from 30 days to revocation	Revocation of PDX Security Badge
Fourth Offense (and any subsequent offenses)	Suspension of PDX Security Badge access privileges from 30 days to revocation	Revocation of PDX Security Badge	Revocation of PDX Security Badge

This *Security Enforcement Matrix* is for general guidance. The ASC reserves the right to exercise discretion in determining the class of security violation and enforcement action prescribed, and may take into account the circumstances of the security violation.

17. HEARING PROCEDURE

All reviews of any penalties as set forth in this Chapter shall be submitted to the Chief of Public Safety and Security, and shall be taken in accordance with the procedures set forth in Chapter 1 of the Rules.

CHAPTER 4

PUBLIC PARKING, EMPLOYEE PARKING, ABANDONED VEHICLES, AND TRIMET SERVICES

1. AVAILABILITY AND POLICY

Public parking is available at the Airport in parking facilities designated as public parking. Parking for employees is available to all Airport part-time or full-time employees, including Port employees and Tenant employees. All employees parking in any Airport parking area must do so in accordance with the PDX Employee Parking Guidelines and Terms of Use, a copy of which is available in the Employee Parking Office and attached hereto as **Appendix D**.

2. LOCATIONS

There are multiple Vehicle (as defined in Section 10.1.6 of this Chapter) parking locations at the Airport, as follows. Motorcycle parking is located next to the Terminal at the north end of the lower roadway.

2.1 Parking Garages

There are two (2) parking garages ("Parking Garages") at the Airport as follows.

2.1.1 Short Term Parking Garage

The "Short Term Parking Garage" is located adjacent to the Terminal and is connected to the Terminal by two (2) tunnels, two (2) skybridges and two (2) pedestrian crosswalks.

2.1.2 Long Term Parking Garage

The "Long Term Parking Garage" is located directly east of the Short Term Parking Garage and is connected to the Terminal by two (2) tunnels and to the Long Term Garage at the west elevator cores.

2.2 Economy Parking Lots

The "Economy Parking Lots" are located off of N.E. Airport Way, near the I-205 freeway. Access to the Economy Parking Lots is from the Cascade Parkway exit off N.E. Airport Way.

2.3 Employee Parking Lots

2.3.1 Employee Parking Lot

The "Employee Parking Lot" is located off of N.E. Alderwood Street, south of N.E. Airport Way in the Portland International Center.

2.3.2 Employee Surface Parking Lot

The "Employee Surface Parking Lot" is located south of the Long Term Parking Garage. The Employee Surface Parking Lot is available to Port employees and designees. Access to the Employee Surface Parking Lot is from N.E. Airport Way.

3. COST, DISTRIBUTION AND ACCESS

3.1 Employee Parking Rates

Employee parking rates are available by calling the Port's Parking Systems Department ("Parking Systems Department"). Parking rates are subject to periodic review and change as the Port deems necessary, with a thirty (30) calendar day written notice provided to those already in possession of a parking permit. Parking spaces are subject to availability, on a first come, first serve basis.

3.1.1 Employee Parking Lot

Airport Employers or employees using the Employee Parking Lot are subject to the PDX Employee Parking Guidelines and Terms of Use. Employees must pay a monthly parking fee per parking space, which shall not be prorated. Tenants will be invoiced monthly for their employees' parking spaces. Non-domicile airline employees parking in the Employee Parking Lot are required to make payment to the Port's current parking operator on a quarterly basis, or as established by the Port. Parking is available only on a month-to-month basis, except for non-domicile parking which is on a quarterly basis, or as established by the Port. Shorter duration parking is allowed in all public parking lots, for the same price as it is available to the general public. Those employees electing to use any public parking lot on a daily basis must pay for each day of use at the standard general public parking rate.

3.1.2 Employee Surface Parking Lot

The Employee Surface Parking Lot is currently available for Port employees or designees assigned to work at the Airport. Parking Access Credentials for the Employee Surface Parking Lot are available for a fee through the Parking System Department.

3.1.3 Parking Garages

Parking in the Parking Garages is available for Port employees and designees at assigned locations. The Port reserves the right to discontinue any monthly employee parking in the Parking Garages. Parking Access Credentials for the Parking Garage are available for a fee through the Parking System Department.

3.2 Parking Access Identification

Employees who purchase monthly parking privileges will be issued a Parking Access Credential that will allow access in and out of the Employee Parking Lot, the Employee Surface Parking Lot, or the Parking Garages.

4. SHUTTLE BUSES

Free shuttle buses operate in the Economy Parking Lots and in the Employee Parking Lot twenty-four (24) hours a day, seven (7) days a week. Shuttle pick-up/drop-off areas are located at marked covered shelters throughout the Economy Parking Lot, the Employee Parking Lot and the Terminal. Shuttle buses pick up/drop off only at these designated shelters. Shuttle buses are equipped for wheelchair access and are in compliance with the Americans with Disabilities Act.

5. PARKING LOTS SAFETY AND SECURITY

5.1 Restricted Entry

Access to the public parking lots is through a gated system requiring one of these two options: (a) pulling a ticket; or (b) using a Parking Access Credential. Only current Port and Tenant employees using a valid and current Parking Access Credential may enter the Employee Parking Lot, the Employee Surface Parking Lot, or the Parking Garages. The entrance gates are designed to allow for one (1) Vehicle (as defined in Section 10.1.6 of this Chapter) to pass through at a time. Dual passage is not allowed. Parking Access Credentials used to gain access into a parking area must also be used to exit, or the gate will not be activated. It is a violation of the Rules to allow any other person to use the employee's Parking Access Credential.

5.2 Non-Emergency Communications

For non-emergency assistance, such as flat tires, dead batteries, or Vehicle (as defined in Section 10.1.6 of this Chapter) location, anyone using the parking lots may: (a) contact any shuttle bus driver or parking system operator employee who can relay the message to a supervisor; or (b) press the intercom at the entry and exit gate, inside each shuttle bus shelter, or at the call boxes located in the Parking Garages to call the parking system operator employee. Emergency telephones or emergency intercom systems located in each bus shelter and in the Parking Garages should be used to obtain emergency assistance.

6. ABUSE OF PARKING PRIVILEGES

6.1 Entry Cards

Parking Access Credentials are non-transferable. Misuse of the Parking Access Credential is considered a violation of the Rules and may result in a suspension or revocation of parking access privileges.

6.2 Damaging Parking Facilities

Any person who causes damage to any of the Port's facilities in any parking lot or in the Parking Garages will be assessed the full cost of any necessary repair or replacement. The unpaid assessments shall subject the employee to suspension of the parking privileges until the assessment is paid in full.

6.3 Unpaid Fees for Public Parking Lots

Anyone parking in the public parking lots must pay the appropriate fee at the time of exit or complete an Insufficient Funds Form.

6.4 Unpaid Fees for Employee Parking Lot

Any Tenant or employee with a past due parking account will be subject to suspension of parking privileges until the account is made current. An employee's employer or, if applicable, an employee, will be fully responsible for the timely payment of the parking fee for each Credential. A parking fee not paid within thirty (30) calendar days of the date of the notice sent by the Port will be considered delinquent and could result in deactivation of all Credentials on the account. If the parking fee is delinquent three (3) times or more within one (1) year, multiple Employee Parking Lot privileges may be revoked. If a Credential is deactivated for non payment of the parking fee, a reasonable deactivation fee shall be charged to the employee's employer or,

if applicable, to the employee in order to cover any administrative expenses incurred into by the Port. Access to the Employee Parking Lot will not be restored until such time as the delinquent amount and the deactivation fee are paid in full.

7. PROHIBITED PARKING PRACTICES IN EMPLOYEE PARKING LOTS

Parking is allowed only in designated marked parking spaces. In the Employee Parking Lot, the Employee Surface Parking Lot and in the Parking Garages employees shall not: (a) park adjacent to yellow painted curb; (b) double park in any location; (c) park in striped areas adjacent to parking spaces designated for the disabled; (d) park in areas with "No Parking" signs; (e) park in a manner that will impede the flow of vehicles or shuttle bus traffic through the Employee Parking Lot; (f) park in more than one (1) marked parking space; (g) park any motor homes, trailers, or boats, except when fully attached to a Vehicle at all times on a day to day basis; (h) park in a disabled space without a permit; (i) camp or stay overnight in a parked Vehicle; (j) park any Vehicle that is not used to travel to and from the Airport; and (k) park motorcycles. Failure to comply with this Section may result in citation, Towing (as defined in Section 10.1.5 of this Chapter), or in revocation of the Parking Access Credential.

8. PROHIBITED PARKING PRACTICES IN PUBLIC PARKING LOTS

Vehicle (as defined in Section 10.1.6 of this Chapter) parking is allowed only in designated marked parking spaces. There will be no in and out privileges. The following uses are not allowed in the public parking lots: (a) parking adjacent to yellow painted curb; (b) double parking in any location; (c) parking in striped areas adjacent to parking spaces designated for the disabled; (d) parking in areas with "No Parking" signs posted; (e) parking in any area that will impede the flow of Vehicle or shuttle bus traffic through the Economy Parking Lots and the Employee Parking Lot; (f) parking so as to take up more than one (1) marked parking space; (g) parking in a disabled space without a permit; (h) camping or staying overnight in a parked Vehicle of any nature; (i) parking any Vehicle that is not used to travel to and from the Airport; and (j) motorcycle parking. All of the above are a violation of the Rules and may result in citation and/or Towing (as defined in Section 10.1.5 of this Chapter), per Port Ordinance No. 360.

9. SANCTIONS

9.1 Vehicle Parking Violations

Any person who parks a Vehicle (as defined in Section 10.1.6 of this Chapter) in violation of the Rules shall be subject to a parking violation administrative fee per each violation, which may be assessed against either the owner or Vehicle operator. In addition to a parking violation administrative fee, Vehicles parked in violation of the Rules may be subject to one (1) or more of the following sanctions: (a) the Vehicle may be Towed (as defined in Section 10.1.5 of this Chapter) and the owner or Vehicle operator will be subject to Towing fees associated with relocation of the Vehicle; (b) the Vehicle may be fitted with a boot or other restrictive device to prevent it from being driven; and (c) a citation for illegal parking may be issued. Before the Vehicle is released, the owner or Vehicle operator must present photo ID, their Parking Access Credential (if applicable), proof of Vehicle ownership (Vehicle registration), and must pay, in full, all fines or other charges. Failure to pay the parking violation administrative fee or any other Towing fee due under this Section within five (5) calendar days of issuance may also result in suspension of parking privileges until the fee has been paid.

9.2 Suspension of Parking Privileges

Employees who own or operate a Vehicle (as defined in Section 10.1.6 of this Chapter) that is parked in violation of the Rules shall be subject to suspension of parking privileges for a period of up to thirty (30) calendar days. Employees whose parking privileges have been previously suspended and who parked in violation of the Rules on a subsequent occasion may be subject to longer suspension or permanent revocation of employee parking privileges, in the discretion of the Port. The Port reserves the right to revoke parking privileges to any employee for violating the Rules.

10. TOWING AND STORAGE OF VEHICLES ILLEGALLY PARKED, STORED OR ABANDONED

10.1 Definitions

For the purposes of this Chapter, the following definitions shall apply.

10.1.1 Abandoned Vehicle

"Abandoned Vehicle" means any Bicycle (as defined in Section 10.1.2), Motorcycle (as defined in Section 10.1.4 of this Chapter), or Vehicle (as defined in Section 10.1.8 of this Chapter) that has been deserted or relinquished without any intent on the part of the last operator to regain possession of the Vehicle. A Vehicle shall be considered abandoned if it has remained in the same location for more than twenty-four (24) hours and one (1) or more of the following conditions exist: (a) the Vehicle has an expired license plate, invalid temporary permit or invalid or revoked registration affixed to it; (b) the Vehicle reasonably appears to be inoperative, disabled, wrecked, partially dismantled or junked; and (c) the Vehicle has been parked in an Airport public parking lot, or in the Employee Parking Lot or the Employee Surface Parking Lot for more than thirty (30) calendar days (seven (7) calendar days for a Motorcycle) without written advance approval of extended stay to the parking system operator.

10.1.2 Bicycle

"Bicycle" means a vehicle composed of one (1), two (2) or three (3) wheels held in a frame and propelled by pedals. A Bicycle shall be considered abandoned if it has remained in the same location for more than twenty-four (24) hours and one (1) or more of the following conditions exist: (a) the bicycle reasonably appears to be inoperative, disabled, wrecked, partially dismantled or junked; and (b) the bicycle has been parked in an Airport public parking lot, or in the Employee Parking Lot or the Employee Surface Parking Lot for more than seven (7) calendar days without written advance approval of extended stay to the parking system operator.

10.1.3 Law Enforcement Agency

"Law Enforcement Agency" means any state, federal, local or regional governmental authority authorized to enforce any civil or criminal law.

10.1.4 Motorcycle

"Motorcycle" means every vehicle designed to travel with not more than three (3) wheels in contact with the ground and with a seat or saddle for use of the rider.

10.1.5 Storage

"Storage" means the holding of a Vehicle (as defined in Section 10.1.6 of this Chapter), along with the related fees for such holding, at any storage facility.

10.1.6 Tow Hearings Officer

"Tow Hearings Officer" means the Hearings Officer of the City of Portland, Oregon, as described in Code and Charter of the City of Portland 16.30.450E, *Hearing Administration* and pursuant to any intergovernmental agreements between the City of Portland and the Port with respect to tow hearings.

10.1.7 Towing

"Towing" means the taking possession of a Vehicle (as defined in Section 10.1.6 of this Chapter) and removal of the Vehicle to a storage facility or physically restraining or immobilizing the Vehicle at the direction of a Port employee or officer.

10.1.8 Vehicle

"Vehicle" means every motorized device in, upon, or by which a person or property may be transported or drawn upon any street or highway.

10.2 Towing and Storage of Vehicles

10.2.1 Authority to Tow

Any Vehicle found on any property owned, operated, leased or controlled by the Port in violation of the Rules set out in Section 10.2 of this Chapter, or as may be lawfully promulgated from time to time, may be Towed and/or Stored upon the order of a Port Police officer, a Parking System Department manager or the Tow Hearings Officer, and taken to or kept in a Storage area designated by the Port, and held at the expense of the owner or other person entitled to possession thereof.

10.2.2 Towing After Notice

A Vehicle may be Towed or Stored, after first giving the notice as described in Section 10.3.2 of this Chapter, when: (a) the Vehicle is parked or kept in violation of a posted parking or other restriction but where there is no reasonable need to immediately remove the Vehicle; (b) the Vehicle is parked on property owned, controlled or operated by the Port without express Port permission; (c) the Vehicle is parked or kept in a manner that violates duly enacted or adopted Port policies relative to that class or type of the Vehicle; (d) otherwise permitted by law; or (e) the Vehicle is an Abandoned Vehicle.

10.2.3 Towing Prior to Notice

Vehicles may be Towed without prior notice only under one (1) or more of the following circumstances: (a) the Vehicle is impeding or likely to impede the normal flow of vehicular or pedestrian traffic; (b) the Vehicle is illegally parked or kept in a conspicuously noticed or posted space, zone, traffic lane or taxiway where parking is limited to designated classes of Vehicles or is prohibited in excess of a designated time period, during certain hours, on designated days, or otherwise where the Vehicle interferes or is reasonably likely to interfere with the intended use of such a space, zone, traffic lane or taxiway; (c) the Vehicle is blocking

construction and/or maintenance work; (d) the Vehicle poses an imminent threat to public safety; (e) the Vehicle is driven by a person who is taken into custody by a federal, state or local Law Enforcement Agency; (f) a federal, state or local Law Enforcement Agency believes the Vehicle to be stolen; or (g) federal, state or local law otherwise requires or permits such removal without notice.

10.3 Notice to Interested Parties of Vehicle Towing

10.3.1 Notice Prior to Towing

Prior to Towing or Storing a Vehicle pursuant to Section 10.2.2 of this Chapter, notice shall be given of the Port's authority and intention to Tow and/or Store the Vehicle as well as the procedures available for obtaining a hearing to contest the validity of the proposed Tow and/or Storage by: (a) affixing a warning for the Vehicle at least seven (7) calendar days prior to the proposed Tow and/or Storage; and (b) mailing a notice within forty-eight (48) hours (Saturdays, Sundays, and holidays excluded) after the warning is affixed to the Vehicle to the registered owner(s) and any other persons who reasonably appear to have an interest of record in the Vehicle. The Tow warning and the mailed notice shall state the following: (i) that the Vehicle is parked in violation of a Port ordinance or other applicable law; (ii) that the Port intends to cause the Vehicle to be Towed, removed and/or Stored if the violation is not corrected; and (iii) that a hearing is available to contest the validity of the intended Tow as well as the time to request said hearing. If a timely request for hearing is made and received pursuant to Section 10.3.2 of this Chapter, the Vehicle shall not be Towed or Stored until the Tow Hearings Officer so orders or allows.

10.3.2 Notice Subsequent to Towing

After a Vehicle has been Towed and/or Stored pursuant to Section 10.2.3 of this Chapter, notice shall be provided to the registered owner(s) and such other person(s) who reasonably appear to have an interest of record in the Vehicle. Notice shall be mailed to such persons within forty-eight (48) hours after the Towing of the Vehicle (Saturdays, Sundays, and holidays excluded) and shall state at a minimum the following: (a) that the Vehicle has been Towed; (b) the location of the Vehicle and that it may be reclaimed only upon evidence that the claimant is the owner or other person entitled to possession; (c) the address and telephone number of the person or facility that may be contacted for information on the charges that must be paid before the Vehicle will be released and the procedures for obtaining the release of the Vehicle; (d) that the Vehicle and its contents are subject to a lien for the Towing and Storage charges; (e) that if the Vehicle is not claimed within thirty (30) calendar days after the mailing date of the notice, the Vehicle and its contents may be subject to sale and that failure to reclaim the Vehicle within the thirty (30) calendar day time period will constitute a waiver of all interest in the Vehicle; and (f) that a hearing may be requested to contest the validity of the Tow and shall set forth the time in which a hearing may be requested and the method for requesting such a hearing. If a Vehicle has been reclaimed prior to the time required for the mailing of the notice, no notice need be mailed or provided; except that the person(s) reclaiming the Vehicle shall be provided, at the time the Vehicle is released, with written notice of the opportunity for a hearing to contest the Tow and/or Storage consistent with Section 4 of this Chapter.

10.3.3 Delay of Notice

In those circumstances where it can reasonably be anticipated that mailing of notice may hinder or prevent the apprehension of a suspect in an ongoing criminal investigation, the mailing of notice may be delayed until such time as will not prejudice that investigation or apprehension.

10.3.4 Notice Not Required

No notice need be mailed when the Vehicle does not display license plates or other identifying markings by which the ownership of the Vehicle can be determined or when the identity of the owner of the Vehicle is not otherwise available from the appropriate state or federal Vehicle licensing or registration authority.

10.3.5 Notice of Right to Hearing

Written notice of the opportunity to contest the validity of the Tow of a Vehicle, together with a statement of the time in which a hearing may be requested and the method of requesting a hearing, shall be given each person who seeks to redeem a Vehicle which has been Towed pursuant to Section 10.2 of this Chapter by the Tow company or other facility holding such Vehicle.

10.4 Hearing to Contest Validity of Vehicle Tow

10.4.1 Right to Hearing

After a Vehicle has been Towed pursuant to Section 10.2.3 of this Chapter or prior to Towing pursuant to Section 10.2.2 of this Chapter, and upon timely application filed with the Tow Hearings Officer, either the owner or a person with a demonstrated financial interest in the Vehicle, or that person's legal representative may request a hearing to contest the validity of the Tow. In the case of a Vehicle Towed pursuant to Section 10.2.3 of this Chapter, such application shall be received by the Tow Hearings Officer not later than five (5) calendar days after mailing of the notice. In the case of a Vehicle covered by Section 10.2.2 of this Chapter, such application shall be filed with and received by the Tow Hearings Officer not later than five (5) calendar days after affixing the Tow warning to the Vehicle. The Tow Hearings Officer may, for good cause, grant a request for hearing filed after the time limits set out above. If the notice was delayed pursuant to Section 10.3.5 of this Chapter, the Tow Hearings Officer shall grant a request for hearing received within ten (10) calendar days after the mailing date of the notice or ten (10) calendar days after the date the Vehicle was reclaimed, whichever is first.

10.4.2 Request for a Hearing

A request for hearing must be in writing and shall state the grounds upon which the person requesting the hearing believes the Tow to be invalid. In addition, all requests for a hearing shall include the following information: (a) applicant's name; (b) applicant's address where notice of hearing is to be sent; (c) applicant's telephone number; (d) Vehicle make and model; (e) license number; (f) date Towed; and (g) place and approximate time of Tow, if the latter is known.

10.4.3 Scheduling of a Hearing

The Tow Hearings Officer shall conduct a hearing on the matter within fourteen (14) calendar days of receipt of a proper request filed pursuant to Section 10.4 of this Chapter, provided, in all cases where a Vehicle has been Towed and not yet released, the Tow Hearings Officer shall set and conduct the hearing within seventy-two (72) hours (Saturdays, Sundays and holidays excluded) of receipt of the request.

10.4.4 Conduct of a Hearing

The hearing shall afford a reasonable opportunity for the person(s) requesting it to demonstrate by the statements of witnesses and other competent evidence, that the basis for Towing or Storage of the Vehicle was invalid.

10.4.5 Tow or Storage Found Invalid

If the Tow Hearings Officer finds the Tow invalid, the Tow Hearings Officer shall order that the Vehicle be released and as appropriate, order the return of all monies paid for Tow and/or Storage charges, to the person who paid such charges. If such Vehicle is yet to be Towed, the Tow Hearings Officer shall order that such Vehicle not be. In any case where the Tow Hearings Officer orders the Vehicle released, the Vehicle must be picked up within twenty-four (24) hours to avoid further Storage charges.

10.4.6 Tow or Storage Found Valid

If the Tow Hearings Officer finds that the Tow was valid, the Tow Hearings Officer shall order the Vehicle held. If such Vehicle is yet to be Towed, the Tow Hearings Officer shall order that such Vehicle be Towed and impounded.

10.4.7 No Appeal

The decision of the Tow Hearings Officer is final, and cannot be appealed.

10.5 Towing and Storage Charges; Redemption of Vehicles

10.5.1 Towing and Storage Charges

All Towing and Storage charges shall be paid prior to release of a Vehicle Towed or Stored pursuant to Section 10.2 of this Chapter and shall constitute a lien pursuant to ORS 87.152.

10.5.2 Waiver of Payment of Charges by the Port

The accrued Towing and Storage charges assessed under Section 10.5.1 of this Chapter shall be waived by the Tow Hearings Officer if, after the hearing, the basis for having the Vehicle Towed and Stored is found to be invalid or unjustified, and no other basis exists for the Vehicle to be held. A person's inability to pay the Towing and Storage charges, in and of itself, is not a sufficient basis for the waiving of such charges.

10.5.3 Release of Vehicle

If the required Towing and Storage charges have been paid or if the Tow Hearings Officer orders the Vehicle released and no other grounds exist for the continued impoundment of the Vehicle, the Vehicle shall be immediately released to the person(s) entitled to its lawful possession.

10.5.4 Person(s) to Whom Vehicle May be Released

A Vehicle Towed pursuant to Section 10.2 of this Chapter may be released to the owner of record as shown on the records of the appropriate state motor Vehicles authority, to the person who was lawfully in possession or control of the Vehicle at the time it was Towed, or to such other person who presents to the Tow Hearings Officer sufficient evidence as the Tow Hearings Officer in the exercise of his discretion, believes shows a right to possession and/or control of the Vehicle.

11. TRIMET PASSES

The Port encourages its own employees and other Airport employees to utilize public transportation provided by TriMet to and from the Airport. TriMet offers many different services for employers of all sizes, from transit pass programs to alternative commute solutions. For more information contact TriMet Employer Programs at (503) 962-7670 or at: www.trimet.org/employers/index.htm.

CHAPTER 5

ENVIRONMENTAL COMPLIANCE

All users of the Airport must comply with all applicable federal, state, and local environmental laws, and the Rules while at the Airport. All users and Tenants of the Airport must obtain all required permits with respect to air emissions, discharge of processed waste water, and any other regulated or permitted environmental matters. Users and Tenants of the Airport shall comply with all terms of their environmental permits. Tenants shall comply with all environmental provisions of their leases or other agreements with the Port. Storm water runoff from the Airport may be permitted by the Port through the Port's Storm Water Use Agreement, or such other conditions that the Port may choose to impose including, but not limited to, the requirement to become a co-permittee on the Port's National Pollutant Discharge Elimination System ("NPDES") Storm Water permits. Discharges outside the parameters of the Port's NPDES Storm Water permit, or in violation of Port imposed conditions, are not allowed. In addition to the enforcement authorities described in Chapter 1 of the Rules, the Port has adopted the *Storm Water System Enforcement Rules* which govern protection of the municipal storm water system, which includes storm water facilities at the Airport. The Port is required by law to maintain a program that allows it to detect, remove, and eliminate illicit discharges from the Port's storm water system. Illicit discharges include any discharge through an unauthorized connection to the Port's storm water system and any discharge that does not consist entirely of storm water, unless specifically allowed by law. The Port may use either the enforcement authorities described in Chapter 1, or the *Storm Water System Enforcement Rules*, to address storm water-related violations.

1. ENVIRONMENTAL BEST MANAGEMENT PRACTICES

The Port, in cooperation with a number of Tenants, has developed environmental guidelines for users of the Airport, entitled "Best Management Practices." Each Tenant or user of the Airport shall manage and conduct all activities at the Airport in compliance with these Best Management Practices, as applicable to such Tenant or user's Airport activities. Copies of the Best Management Practices are available by calling the Port's Environmental and Safety Department ("Environmental and Safety Department").

2. SPILL RESPONSE

In the event of a fuel or other spill, the responsible party shall take all necessary actions to minimize the impact from the spill and shall immediately notify the Communications Center. Any vehicle transporting fuel at the Airport must have a working radio or cellular telephone at all times in order to provide such notice. "All necessary actions" must be taken to stop the source of the spill and promptly implementing spill management measures to prevent the spill from adversely impacting the environment. The responsible party shall appropriately clean up the spill as soon as possible. The Fire Department will respond to spills on Airport property upon receipt of the above notice. Tenants of the Airport transporting fuel or other liquids, including on any vehicle operating at the Airport, shall keep appropriate and sufficient spill response material and equipment on hand to respond to a minor spill and have a response contractor identified for responding to a major spill. The responsible party shall be liable for all response

costs and clean-up costs, and for all damages of any nature to persons or property as a result of the spill.

3. DE-ICING MATERIALS

In the event of an ice or snow occurrence, the Port will provide FAA and Port approved de-icing material for pavement use only. An Airline wishing to obtain such product must bring a sealable container to the Planning and Development Department to retrieve the material. The material is currently provided free of charge.

4. HAZARDOUS SUBSTANCE PROHIBITION LIST

The Port's list of prohibited chemicals is intended to prohibit the placement, storage, use, transport, generation, or treatment of certain chemicals and materials on Port property. The preparation of this list of chemicals and materials is based on four (4) criteria: (a) the production of the chemical or material has been, or is about to be in the near future, prohibited by an agency of the government; (b) the chemical or material has caused a sufficient number of human health problems from exposure including, but not limited to, exposure caused by application, mismanagement and/or spills, to cause the Port concern for the potential of adverse health effects; (c) the chemical or material is highly toxic and there are acceptable substitutes; and (d) pesticides and insecticides used in any experimental or pilot program where the pesticides and insecticides have not been finally approved for the proposed application by the Environmental Protection Agency. The Port may allow exceptions to this prohibition on a case-by-case basis. Requests for exceptions shall be made, in writing, to the Port by the Tenant. No use of prohibited chemicals or materials will be made without prior written approval of the Port, which may be granted or denied in the Port's sole discretion.

4.1 Prohibited Chemicals and Materials

- (a) Polychlorinated biphenyl compounds (PCBs);
- (b) Asbestos and asbestos containing materials;
- (c) Methyl bromide;
- (d) Chlorinated solvents;
- (e) Ozone depleting products (e.g. halon, target CFC refrigerants);
- (f) Radioactive materials (excluding such material that is contained in exit signs, smoke detectors, gamma source for calibration and like devices).

4.2 Chemicals and Materials of Concern

The following is a non-inclusive list of chemicals and materials that are not included in the prohibition, but are of serious concern to the Port, and Best Management Practices must be followed in conjunction with their use. Written procedures are required to be given to employees for their management and use, and for emergency response. The written procedures need not be submitted to the Port, but must be available for review, upon request by Port officials or agents. Tenants using or storing the following chemicals and materials are required to submit to the Port copies of the annual State Fire Marshall Report, listing these chemicals and materials:

- (a) all lead containing chemicals and materials;
- (b) cadmium;

- (c) OSHA's list of regulated carcinogenic chemicals and materials;
- (d) phostoxin;
- (e) chlorine gas;
- (f) concentrated acids, e.g. sulfuric acid.

5. QUESTIONS

Questions concerning environmental compliance with the Rules and for exemptions to the Prohibited Chemicals and Materials list should be directed to the Environmental and Safety Department.

CHAPTER 6

WILDLIFE HAZARD MANAGEMENT PROGRAM; DOMESTIC ANIMALS IN THE AIRPORT

1. GENERAL GUIDELINES

The Port has developed an FAA-required Wildlife Hazard Management Program in order to minimize the number of aircraft wildlife strikes that occur at the Airport. Because of its location, the Airport has a particularly high potential for wildlife incidents with aircraft. Therefore, the Port must take appropriate measures to mitigate these risks. Port wildlife staff patrol the Airfield during all daylight hours, seven (7) days a week, in order to disperse wildlife from flight paths, identify attractants to wildlife, and determine appropriate wildlife management strategies. The success of this program depends on the cooperation of all the Tenants, vendors, Airport employees and visitors. Below are some specific ways in which all Airport users and visitors can help this program be successful.

2. AVOID CREATING WILDLIFE ATTRACTANTS

Good housekeeping on Ramp areas minimizes the amount of trash, food wrappers, and food scraps that are a strong attractant to wildlife. Keeping garbage can lids closed and doing regular clean-ups can prevent birds and animals from using hazardous areas near Runways to forage for food, and will decrease problems with pests in buildings. It is not acceptable to feed the birds at the Airport. This includes birdfeeders hanging from buildings, people putting out seed, or throwing food scraps to birds in any area on or near the Airport. Feeding of birds is particularly problematic on or around the Airfield, at the cell phone waiting area, and on the Commercial Roadway between the Terminal and Parking Garages.

3. REPORTING WILDLIFE PROBLEMS

If a Tenant finds that there is a problem with wildlife in the area, such as birds nesting in a jetway or other areas at the Airport, a call to the Port wildlife emergency response will help the Port determine the best response to the problem. Urgent concerns, such as injured or displaced wildlife, must be addressed by Port wildlife staff immediately. Port wildlife staff can also often offer practical advice to Tenants for ongoing problems with wildlife, or determine if an outside contractor needs to be called in to resolve the issue.

4. REPORTING AIRCRAFT/WILDLIFE STRIKES

The Port maintains a database of all wildlife strikes that occur at the Airport. This database automatically generates the FAA-required *Form 5200-7, Bird/Other Wildlife Strike Report* that is then sent to the FAA. Reporting strikes allows Port wildlife staff to know of issues as soon as they arise, address them as soon as possible, and then quickly report strikes to the FAA. After a wildlife strike has occurred at the Airport, the first call should be to the Airport Operations Supervisor for Airside, so that a Runway inspection can be completed to remove any resulting Foreign Object Debris. The twenty-four (24) hour telephone number to call to report a wildlife strike is (503) 460-4134. Pilots, maintenance personnel, or airline managers can also call Port wildlife staff to follow up with strike information or discuss the Wildlife Hazard Management Program at the Airport. The wildlife contact information is as follows:

Wildlife Manager
8:00 a.m. to 5:00 p.m., Monday through Friday
Telephone: (503) 415-6179
Mobile: (503) 807-4585

Wildlife Technicians
Sunrise to Sunset, 7 days a week
Mobile: (503) 830-0713

5. COMPLYING WITH AIRPORT LANDSCAPING REQUIREMENTS

Tenants can avoid creating wildlife attractants by refraining from the use of certain landscaping materials around their buildings. The Port developed specific guidelines for landscaping, that have been accepted by the FAA, which outline what species of landscaping materials are acceptable for planting at the Airport, and how the plant materials will be spaced. A copy of these standards can be obtained by calling the Port's Wildlife Manager or by accessing the following link: http://www.portofportland.com/PDFPOP/Env_2009_WHMP_Lndscpng_%20Stndrds.pdf. Any time a Tenant is replacing landscaping material, modifying existing landscaping, or landscaping a new area, the plant material and design must comply with the standards outlined in the Port's Wildlife Hazard Management Program.

6. DOMESTIC ANIMALS AND ANIMALS IN TRANSPORT

With the exception of working law enforcement animals or service animals who are trained and registered to assist those people who are visually impaired and hearing impaired, it is not acceptable for employees at the Airport to bring domestic animals to work. Domestic animals can escape from buildings or cars and create a hazard on the Airfield or on the roads. Airline personnel handling animals in transport should ensure that crates and/or carriers are properly secured, and under no circumstances should animals in transport be allowed out of the carrier on the Airfield. Animals should also not be left unattended in the crate or carrier. Carriers should be kept under close supervision and in climate controlled environments. However, if an animal escapes from the crate or carrier, an immediate call to a Port wildlife technician will ensure that someone will try to locate the animal. There is an area designated for domestic animal walking and relief located adjacent to the Airport Lost and Found Office, or the Airport's baggage claim level.

7. ANIMALS IN THE TERMINAL

Animals within the Terminal should be contained in a crate or kennel, or other approved container, except for law enforcement and other government working animals or service animals who are trained (or being trained) and registered to assist those people who are impaired. The Airport provides an outdoor pet relief area adjacent to the Lost and Found Office on the Airport's baggage claim level. Animals must be leashed when using the pet relief area, which is well lit and covered with bark dust. Animal owners are required to clean up after their animals.

8. INJURED ANIMALS

For assistance with injured or lost animals, please call any of the numbers listed above.

CHAPTER 7

SNOW AND ICE EVENTS

1. SNOW AND ICE RESPONSE PLAN

Whenever a snow and/or ice event occurs or is forecast to occur at the Airport, a command post will be established and notification of appropriate entities will be made. Generally, during initial preparation for a snow and/or ice event, or during clean-up functions following an event, the command post may be mobile, and is limited to an "Incident Commander" staffed by the Airside Operations Department and representatives from the Planning and Development Department. During larger events, an EOC may be staffed, and the EOC Manager will then be responsible for determining priorities, assignments of staff and tactical strategies to meet the safety and efficiency demands of the Airport.

2. EVENT LEVELS

Response procedures at the Airport have been established to assist in the overall success of controlling snow and/or ice events. Pre-established event levels have been defined to assist staff in determining the severity of a snow or ice storm. These event level descriptions are as follows.

2.1 Event Level I

Anticipated freezing precipitation. Light or forecasted precipitation with the possibility of freezing. Precipitation events are manageable and can continue to be managed with regularly scheduled Airside Operations Department and Planning and Development Department staff, or minimal additional resources. The Planning and Development Department will be contacted and additional maintenance call-outs will be made as needed. The Airport Operations Supervisor for Airside on duty will act as the Incident Commander. Event and clean-up are not anticipated to last more than eight (8) to ten (10) hours. An "Incident Command System" event management structure will be established.

2.2 Event Level II

Up to four (4) inches of snowfall is forecast over a twenty-four (24) hour period. Any ice storm or freezing rain and/or icing event up to twenty-four (24) hour duration. Any complications to a Level I event (e.g. aircraft incident, Hazardous Material incident, or an extended security incident). The Airside Operations Department and the Planning and Development Department staff will transition to twelve (12) hour shifts and twenty-four (24) hour coverage. Port staff will be recalled to the Airport as needed. For snow events, the Port contracted Gate/Ramp snow removal team will be placed on stand-by six (6) to twelve (12) hours prior to call out. An Incident Command System event management structure will be established. The EOC will be staffed as needed for internal and external communication and coordination.

2.3 Event Level III

Over four (4) inches of snowfall is forecast over a twenty-four (24) hour period. Severe icing or freezing rain event up to twenty-four (24) hour duration. Any complications to a Level II event. The Airside Operations Department and the Planning and Development Department staff will transition to twelve (12) hour shifts and twenty-four (24) hour coverage. All available

Port and Port-contracted resources will be recalled, assigned or staged. An Incident Command System event management structure will be established. The EOC will be staffed as needed for internal and external communication and coordination.

3. EVENT COMMUNICATION

The Airport Operations Department shall be responsible for communicating operational impacts during any snow/ice event. The Airport Operations Department will activate a "Snow Desk" to communicate incident specific operational impacts to both airfield and landside for events with an anticipated duration greater than twelve (12) hours. The Snow Desk phone number is (503) 460-4134.

The Airport Operations Department shall communicate operational information on the *PASSUR Field Condition Report* website and shall maintain current Airport status information concerning: (a) Airport Operations Department's employee levels and contact information; (b) EOC status and contact information; (c) Runway and Taxiway condition and configuration including: (i) open/closed/restricted status; (ii) forecast closure and opening times for snow removal and surface treatment; and (iii) surface friction readings generated by continuous friction measuring equipment; (d) FAA Notices to Airmen; (e) aircraft parking impacts; (f) weather observation and forecast data; (g) Terminal and Landside impacts; and (h) general Tenant advisories. Tenants and other Airport users may request access to the *PASSUR Field Condition Report* by contacting the Airport Operations Department at pdxpassur@portofportland.com.

4. GATE/RAMP SNOW REMOVAL RESPONSIBILITIES

Snow removal responsibilities are as follows:

(a) The Airside Operations Manager and the Airport Operations Supervisor will manage the staging and dispatch of Ramp snow removal staff and equipment.

(b) The Airport Operations Supervisor will direct the snow removal teams in response to requests from airlines operations staff.

(c) Airlines staff shall contact the Airport Operations Supervisor to request snow removal at gates and Ramps. Airlines staff should be aware of the scheduled use of Ramps and parking positions requiring snow removal and be prepared to relocate ground service equipment to accommodate the operation of snow removal equipment.

(d) Tenant leases specifically identify areas of responsibility for snow/ice removal that will be completed by the Tenant or the Port. Port snow/ice removal areas will be prioritized in accordance with the Emergency Operations Center prioritization schedule and the tactical needs of the Airport.

CHAPTER 8

FREE SPEECH

1. EXERCISE OF FREE SPEECH

The use of the Airport for the purpose of engaging in free speech activities, as defined in Port Ordinance No. 423-R and these Rules, shall not impair or interfere with the rights of other persons or the transportation function of the Airport. No person engaging in free speech activities shall physically or verbally obstruct, delay or interfere with the free movement of any persons, vehicles or aircraft in, upon or through the Airport or otherwise prevent the orderly and efficient use of the Airport for its primary purpose. To insure compliance with this principle, the Port has established reasonable time, place, and manner requirements for the exercise of free speech activities at the Airport. The Rules are intended to balance an individual's free speech rights with the preservation of the Airport's transportation primary purpose and shall apply to all persons, groups, and organizations desiring to use the Airport for free speech activities. The large volumes of Airport Customers and vehicular traffic in the Terminal and on the adjacent roadways, the size and layout of the Terminal, security issues, and the ongoing construction activity in and around the Terminal, makes it necessary for the Airport to regulate the time, place, and manner of the free speech activities, particularly those free speech activities involving use of placards, signs, tables, and other physical devices.

2. PERMIT REQUIRED

All free speech activities on Airport property shall be conducted only with the express permission of the Port through a Free Speech Permit. The Free Speech Permit will specify the requirements for the exercise of free speech activities in order to prevent interference with travel and Airport operations, safety and security. No person, while engaged in free speech activities, shall physically or verbally obstruct, delay or interfere with the free movement of any person at the Airport. Holders of a Free Speech Permit for informational picketing are allowed a maximum of ten (10) persons per pedestrian in each pass-through designated by the Port. Other designated areas may be available to accommodate a larger number of participants. A Free Speech Permit will be valid for a period not to exceed seven (7) successive days, but may be renewed. Whenever possible, requests for Free Speech Permits should be submitted not less than three (3), nor more than ten (10) Business Days in advance of the date of intended use to facilitate timely Free Speech Permit issuance. There is no charge for a Free Speech Permit.

2.1 Locations in the Terminal

A limited number of locations will be assigned by the Port to holders of Free Speech Permits on any particular day in the Terminal on a first come, first served basis along the walls, at the north and south pedestrian pass-throughs and at other locations designated by the Port.

2.2 Locations Outside the Terminal

Free speech activities conducted outside the Terminal shall not be permitted on paved portions of streets, roadways or driveways.

2.3 Restrictions

The following restrictions shall apply:

- (a) free speech activities shall not be permitted in those portions of the Airport not open to the general public;
- (b) no person shall engage in free speech activities within ten (10) feet of any person waiting in line or any person loading and unloading baggage;
- (c) the use of sound or voice amplifying apparatus in or adjacent to the Terminal is prohibited. Chanting, dancing or similar conduct are prohibited;
- (d) tables, stands, chairs or other structures shall not be used or placed upon Airport property;
- (e) no person shall engage in free speech activities in a manner that obstructs entrance to or exit from the Terminal, walkways, roadways, parking or concourses;
- (f) collection of money and gathering of signatures inside or outside the Terminal on Airport property is prohibited;
- (g) holders of a Free Speech Permit must obey all directions of Port Police officers and other uniformed or authorized Port personnel designated to facilitate the movement of Airport Customers and traffic in, to, and from the Terminal, walkways and roadways; and
- (h) all signs used on Airport property shall be of professional quality and, for safety, security and congestion purposes, no signs larger than twenty-two (22) inches by twenty-eight (28) inches shall be permitted.

2.4 Exception

A person whose certified physical disability prevents or makes standing difficult may use a folding chair during permitted Free Speech Activities.

3. PHYSICAL OBSTRUCTION

In no event shall anything that may constitute a physical obstruction be brought into the Terminal by the holder of a Free Speech Permit without the prior written approval of the Port. Due to safety and congestion concerns, no free speech activities can take place outside of the Terminal along the walkways of the upper or lower Commercial Roadways, or on or adjacent to the Airport roadways at any time.

4. PERMIT VIOLATION OR DENIAL OF PERMIT

A Permittee who violates the terms or conditions of a Permit may have his or her Permit revoked and may be refused the right to obtain another Permit for a period of time that the Port deems reasonable. The Permit may also be denied if the Port determines that the activity does not constitute legally protected free speech. Denial or suspension of a Free Speech Permit may be reviewed, pursuant to the appeal procedures set forth in Chapter 1 of the Rules.

5. COMMERCIAL ACTIVITIES

This Chapter does not apply to the issuance of any permit for a Commercial Activity.

6. EMERGENCY SUSPENSION

The Executive Director may suspend a Free Speech Permit without notice in the event of an emergency at the Airport impacting, or potentially impacting the safety of persons and property, or when necessary to implement required emergency security procedures.

7. COMPLAINTS

Any person having a complaint or concern regarding the exercise of free speech rights at the Airport may contact the Port's Legal Division.

CHAPTER 9

CUSTOMER COMPLAINT AND COMPLIMENTS

1. COMPLAINT AND COMPLIMENTS PROCESS

The Port is committed to providing Airport Customers, employees, Tenants, and visitors alike, prompt and equitable resolution to complaints and compliments regarding Airport and Terminal facility issues. The Port also appreciates and wishes to acknowledge the receipt of compliments.

The Port is committed to responding to Airport Customer issues in an open, courteous and timely manner, and recognizes that Airport Customer communications may take place via the web, telephone, e-mail, written notes, or face-to-face. The following process has been developed to ensure that Airport Customers are heard and that their concerns or compliments are appreciated and receive a prompt response.

2. AIRCRAFT NOISE

Complaints and comments regarding aircraft noise are handled by the Port's Noise Management Office, see: www.portofportland.com/Noise_Mgmt_Home.aspx. The Noise Management Office also supports and sponsors various committees that: (a) focus attention on Airport activities; (b) educate the public on the aviation environment; and (c) work to minimize negative impacts of Airport activities on the community. The Citizen Noise Advisory Committee ("CNAC") is comprised of fifteen (15) citizen members from multiple jurisdictions in the Portland metro area. The CNAC meets monthly and acts in an advisory capacity to the Executive Director. Public participation is encouraged and each meeting has time allotted for public comment. Airport Noise Management Office staff members are also available for presentations to neighborhood associations and other organizations.

3. PORT POLICE

Complaints and comments regarding the actions or conduct of any member of Port Police should be immediately forwarded to an on duty Port Police supervisor, twenty-four (24) hours a day through the Communications Center.

4. ALL OTHER AIRPORT COMPLAINTS AND/OR QUESTIONS

For all other complaints and questions:

(a) The individual receiving the complaint or question ("Receiver") shall forward the complaint or question with all pertinent information to the Customer Communication Coordinator ("CCC") by e-mail at PDXCustomerService@portofportland.com or by telephone.

(b) If the Receiver is also the person responsible for responding ("Responder"), the Receiver shall determine the appropriate action to take and respond to the Airport Customer. A copy of all documentation and the response shall be forwarded to the CCC. Verbal complaints, comments and responses shall be documented in writing by the Receiver.

(c) If a complaint or question is focused on Airport security in areas under the jurisdiction of the TSA or FAA, the complaint or question should be directed to the CCC, to be forwarded to the TSA Customer Support Manager at the Airport. All TSA queries may also be directed to the TSA using the TSA's toll free number 1-866-289-9673.

(d) All complaints and questions to be responded to by the Port shall receive an initial response not later than the end of the second (2nd) work day (for the Responder) following receipt of the complaint or question. The initial response shall, at a minimum:

- (i) Acknowledge receipt of the complaint or question;
- (ii) Identify who will be responding and how they may be contacted; and
- (iii) Indicate when a response will be provided.

(e) If more than one department, division, or agency is involved in preparing a response to a complaint or question, the Receiver should forward the complaint or question to the CCC, who will provide the initial response and manage the complaint resolution process.

(f) Each complaint shall be investigated thoroughly and responded to by mail, fax, e-mail, telephone or in person. The findings, conclusions and response to the investigation shall be documented in writing, by the Responder. Complaint resolution should be completed within ten (10) Business Days.

(g) Complaints or questions regarding matters within the jurisdiction of the airlines and other Tenants are beyond the control of the Port and will be handled by the airlines and other Tenants, in accordance with their respective complaints procedure.

CHAPTER 10

PARKING CONTROL REPRESENTATIVES AND TERMINAL ROADWAY MANAGEMENT

1. LOADING AND UNLOADING; ENPLANING AND DEPLANING ROADWAYS

Vehicles shall not park at the curb, except for active loading or unloading. Active loading or unloading means that all Airport Customers and their luggage are at curbside next to their vehicle being loaded or unloaded. Vehicles may be cited for illegal parking for loading times exceeding five (5) minutes. Drivers who do not move vehicles when requested, or leave a vehicle unattended, will be subject to citation. Unattended vehicles may also be towed at the owner's expense.

2. WHEELCHAIR ACCESSIBLE RAMPS

Wheelchair accessible ramps are identified by signage on both the upper and lower Terminal Roadways. Handicapped accessible parking is not available on the Terminal Roadways. Drivers will be required to move their vehicles if not in the process of active loading or unloading.

3. UNATTENDED VEHICLES PROHIBITED

Port regulations prohibit unattended vehicles on the Terminal Roadway. Therefore, any unattended vehicle will be cited and/or towed, with the towing charge assessed to the vehicle owner.

4. ASSISTING AIRPORT CUSTOMERS

People who need to assist Airport Customers shall not park on the Terminal Roadway, and the driver must remain within the vehicle at all times while using the terminal curbs.

5. PARKING CONTROL REPRESENTATIVE

The Executive Director and his or her designee, Port Parking Control Representatives, Parking Control Supervisors or their designees, and Port Police have the authority to regulate traffic movement and congestion on the Terminal Roadway and to issue citations to individuals who fail to obey all applicable laws, Port ordinances and the Rules.

CHAPTER 11

FIRE AND LIFE SAFETY

1. FIRE INSPECTION PROGRAM

The Fire Department, in conjunction with the City of Portland Fire Department, conducts regular inspections of all Tenant space, including storage areas, for the purpose of fire prevention and to ensure compliance with fire safety practices. An inspection report will be issued to the Tenant after each inspection containing information relating to findings of non-compliance and/or recommendations by the inspector with a date of re-inspection to ensure that the required corrections have been completed. The Tenant is responsible for responding with corrective action to items identified during the inspection that are within the Tenants premises, within the timeframe identified on the inspection report. The Fire Department will work with the Tenants to ensure compliance with the fire safety practices and codes. The City of Portland Emergency Services levies fines for non-compliance with fire code requirements. Tenants can report potential fire code problems, or concerns about fire safety to the Fire Department.

2. FIRE PREVENTION ISSUES PERTAINING TO DECORATIONS

2.1 Christmas Trees

Christmas trees are allowed in the Terminal during a designated holiday season by special permit only. Permits are available by calling the Fire Department, Fire Prevention Office between 7:30 a.m. and 5:00 p.m., Monday through Friday. Permitted trees shall not be placed in any exit path or near any heating device. Christmas trees located in public spaces shall not have wrapped gift boxes under them. A fine wire mesh shall be used around the base of any tree and extended to the width of the lower branches to preclude the possibility that a package could be hidden under the tree. This mesh shall be flame proof and must be see-through.

2.1.1 Natural Christmas Trees

Display of natural Christmas trees, if permitted, shall comply with all of the following: (a) the tree shall be mounted securely in a tree stand with a water-type reservoir and must be watered daily; (b) it may be decorated only with UL-listed miniature lights in good, working and safe condition and UL-listed heavy duty (14 gauge minimum) extension cords with built-in overload protection (breakers) in good, working and safe condition; (c) it shall be removed from the Terminal no later than the first (1st) Business Day following New Year's Day; (d) it shall be removed sooner at any indication of dryness, such as brittleness, loss of color, or falling needles; and (e) it must be sawed off at an angle at least one (1) inch above the original cut and kept in a water-tight container with the water level above the cut as long as the tree is indoors.

2.1.2 Artificial Trees

Display of artificial trees, if permitted, and which are non-metallic, may be decorated only with UL-listed miniature lights in good, workable and safe condition and UL-listed heavy duty (14 gauge minimum) extension cords with built-in overload protection (breakers) in good, workable and safe condition. Metallic trees or decorations shall not be

decorated with any type of electrical decoration or devices. Trees shall not be placed in any exit path or near any heating device.

2.2 Decorations

Any Tenant requesting to display decorations within their leasehold shall submit advance request to the Port in writing. All decorations shall be either fire retardant, or treated with a flame retardant to be flame resistant. Electrical decorations used other than on trees, must use only UL-listed miniature lights in good, workable and safe condition and UL-listed heavy-duty (14 gauge minimum) extension cords with built-in overload protection (breakers) in good, workable and safe condition. Boughs, wreaths and similar decorations shall be removed at any indication of dryness such as brittleness, loss of color, or falling needles. Decorative lighting shall conform to uniform fire and electrical code requirements. Representatives of the Fire Department will be available to review proposed decorations to determine if they comply with the requirements of the Rules. Any Tenant decorating with any form of tree, boughs, wreaths or other natural decorations or lighting shall have a 2A 10BC (five (5) pound ABC-type dry chemical) rated fire extinguisher readily available for use and shall instruct Tenant's employees on the use of such fire extinguisher.

2.3 Candles or Open Flames

Candles, or any other source of open flame, are not allowed for any decorations or ceremonies, unless specifically approved, in writing, by the Fire Department, prior to such use.

3. HOT WORKS PERMITS

Cutting, welding, brazing, or any other process resulting in a spark being produced, requires a valid Fire Department permit. To obtain a permit contact the Fire Department at least twenty-four (24) hours prior to the operation requiring such cutting, welding, brazing, or other similar process.

4. FIRE PROTECTION SYSTEM IMPAIRMENTS

No one shall tamper with, disable, or otherwise impair any fire protection or life safety device. Impairments for the reason of inspection, maintenance, repair or replacement of fire protection or life safety devices shall be coordinated with the Planning and Development Department at least seventy-two (72) hours in advance.

5. FIRE SAFETY IN STORAGE AREAS

Tenants using storage areas must be aware of these common storage problems and must correct them to ensure fire safety: (a) storage too close to sprinkler heads; (b) improper storage of flammable and combustible liquids, and aerosols or oily rags; (c) blocking of exit ways, fire equipment, and electrical panels.

6. FUEL TRUCKS AND FUEL STORAGE AND DISPENSING FACILITIES

All mobile fuel trucks and fuel farms must be inspected no less than quarterly in accordance with Federal Aviation Regulation Part 139. Any discrepancies noted during the inspection process must be corrected in accordance with FAA Fire Codes and/or International Fire Codes.

7. FIRE CODES

The Rules shall not be construed as granting any form of exclusion from any Fire Codes and/or Building Codes. All fire codes and ordinances must be obeyed.

CHAPTER 12

SMOKING

1. PROHIBITION OF SMOKING

Except for designated outdoor smoking locations, as described in Section 3 of this Chapter, no person shall smoke or carry lighted cigars, cigarettes, electronic cigarettes, pipes, matches or any open flame: (a) in or upon the Secured Area and the AOA, or any open deck, gallery or balcony contiguous to or overlooking the Secured Area and the AOA; (b) in all enclosed places of employment; (c) in all public areas of the Airport, defined as all enclosed areas of the buildings to which Airport Customers have access, including, for example, Terminal lobbies, the baggage claim areas, restaurants, public restrooms, stairways, hallways, escalators, moving walkways, and elevators; (d) public curbside areas outside of and adjacent to the Terminal; and (e) in the ground transportation areas at the Airport, the rental car area, in the Parking Garages, and at the ground transportation staging lots.

2. FINES

The Port may impose a fine of up to \$250.00 for each violation of Section 1 of this Chapter.

3. APPROVED OUTDOOR SMOKING LOCATIONS

Smoking will only be permitted in officially posted and designated smoking areas: (a) outside of the Terminal on the upper and lower roadway; and (b) immediately north of the rental cars quick turn around facility below the ramp leading from it to the second (2nd) level of the Short Term Parking Garage. All persons using the smoking areas are responsible for keeping the area clean.

CHAPTER 13

ADVERTISING, PROMOTION AND SIGNAGE

1. EXCLUSIVE CONTRACT FOR ADVERTISING SERVICES

The Port maintains a separate advertising contract for placement of a limited amount of advertising and promotional displays in designated areas in the Airport. If an individual Tenant is interested in advertising in the public areas of the Terminal or on the concourses, the Port's advertising Concessionaire should be contacted directly regarding available spaces. Contact information for the Port's advertising Concessionaire can be obtained by calling the Senior Concessions Operations Manager. All other Tenant advertising and promotion requests shall be made in writing to the Port's Aviation Business and Properties Department ("Aviation Business and Properties Department"). Advertising materials cannot be placed in the Parking Garages or in the rental cars lobby. This Section applies only to contracts for the limited amount of space available for commercial advertising at the Airport. The Port has different rules for free speech activities. Those interested in conducting free speech activities at the Airport should refer to Chapter 8 of the Rules regarding the free speech permit program.

2. RESTRICTIONS ON ADVERTISING AT THE AIRPORT

The Port does not permit the placement of commercial advertising materials at the Airport that contain: (a) religious or political messages; (b) content that violates the intellectual property rights of another; (c) content that is deceptive or misleading; (d) content that depicts physical violence against a person or an animal; (e) content prohibited by law or a court order; or (f) aromatic or scented displays. These restrictions shall not be based on the viewpoint of content but shall be based rather on whether the content could negatively impact the comfort of Airport Customers using the Airport for its primary transportation purpose. These restrictions are intended to: (i) maintain neutrality on religious and political issues; (ii) avoid creating discomfort for the travelling public potentially generated by controversial topics; (iii) avoid the potential for violating the Establishment Clause of the U.S. Constitution, which prohibits a public entity from advancing religion; and (iv) prevent a potential reduction in income earned from selling advertising space, because commercial advertisers would be dissuaded from using the same forum commonly used by those wishing to communicate controversial messages.

3. IN-STORE PROMOTIONS

Individual Concessionaires are encouraged to hold in-store promotions. Concessionaires will be required to remove promotional displays or merchandise considered objectionable by the Port or alter objectionable features. Promotional activities for the Concessionaire's other Portland retail locations (flyers, brochures, etc.) are only allowed within the leased area, unless otherwise approved, in writing, by the Port.

4. IN-STORE DISPLAYS

Concessionaires are encouraged to creatively merchandise and display their products and wares. Should the contents of the display be objectionable to the Port, in its sole discretion, the Concessionaire will be required to remove the objectionable display upon written notice by the Port.

5. CUSTOMER ACCESS TO MERCHANDISE

Airport Customers should have clear access to merchandise throughout the Concessions location. "Access" is defined as an individual's clear and unobstructed entry into and through the Concession without barriers or obstacles to reach merchandise or services. All Concessionaires are required to comply with the Americans with Disabilities Act.

6. MUSIC SYSTEMS

Music systems may be installed and maintained to create a pleasant and relaxing shopping or eating environment in enclosed spaces leased to a Concessionaire. The music shall be licensed in accordance with the law and volume levels should be moderated to ensure that it does not compete with the music and paging system operating in the public areas, and must not be audible outside the Concession premises, at any time, including after closing for the day.

7. MAJOR SALES PROMOTIONS; EVENTS; MARKETING OPPORTUNITIES

Currently, the Port provides Concessionaires with three (3) major sales promotions and/or events per year during: (a) the summer travel season; (b) the winter holiday season; and (c) the spring break period. Although participation in these events is not mandatory, Concessionaires will be invoiced per the terms of their leases. Additional sales promotions, events and marketing opportunities may be offered during other times of the year, for example Valentine's Day, Mother's Day, Father's Day, etc, as well as ongoing customer loyalty programs.

8. SIGNAGE

8.1 Terminal Appearance Standards

It is the Port's intent and policy to maintain the aesthetics of the Terminal and to carefully control advertising and signage within the Terminal to avoid confusion, clutter, and interference with the overall interior of the Terminal. The requirements of the *Terminal Design Standards* must be adhered to. Most signs are also subject to review and approval by the Port's Design Review Committee.

8.2 Airport Public Area Signage

All informational and directional signs in the public areas are the responsibility of the Port. Tenants with questions or concerns about the signage should contact the Terminal Operations Manager.

8.3 Concessions Signage Standards

Retail and food and beverage Concessionaires, due to the nature of their businesses, have additional signage and display standards for use within their leasehold. In general, all Concessionaire signage must be reviewed and approved through the Port design review process prior to installation.

CHAPTER 14

AUTHORIZED VENDOR AND TENANT DELIVERIES

Chapter 14 of the Rules is to be used in conjunction with, and is subject to the Restricted Area Vehicle Driving Requirements found in Chapter 23 of the Rules and is intended to maintain and improve the safe operation of vehicles in the Restricted Area. The Port reserves the right to change access times in accordance with changes in airfield traffic patterns and/or weather.

1. RESTRICTED AREA DELIVERIES

1.1 Vendor Access Policy

Airside access is restricted to days and times that do not conflict with airfield operations. The vendor access gate to the airfield is open and staffed to accommodate escort service to the Terminal receiving/loading dock per the posted schedule at the access gate. The Port reserves the right to schedule deliveries and/or modify operating hours. Per TSA requirements, all Concession deliveries are required to be received at the Terminal receiving/loading dock, where the Port Designated Security Provider will follow a process established by the Port for inspection of the delivery. The process is conducted prior to completion of delivery to the Concessionaire storage facility, store, restaurant or other place of business at the Airport. Concession deliveries are restricted from being delivered from the public areas directly. This includes, but is not limited to the North Service Parking Area and the South Service Parking Area, front Terminal curbside and Airport parking lots.

1.2 Vendor Delivery Hours

Vehicles will be escorted from the vendor access gate NA44/45 through the North Midfield Security Check Point to the receiving/loading dock by the Port Designated Security Provider. Normal operating hours are established by the Port's Concession Department ("Concession Department") and may be changed based on patterns of vendor traffic and optimization of the process. The current vendor delivery hours are available by request to the Port Designated Security Provider or to the Dock Master. Vehicle drivers who have a PDX Secured Area Badge are then allowed to complete their deliveries, unescorted. Vehicle drivers who do not have a PDX Secured Area Badge must make arrangements in advance with the receiving Concessionaire(s) for a security escort to complete the delivery process at the Terminal. Upon completion of delivery at the Terminal, contact the Port Designated Security Provider or the Dock Master to be escorted back to the vendor access gate NA44/45 and exit the Restricted Area.

1.3 Important Vendor Delivery Contact Information

Important contact information is as follows:

Concessions Operations Manager	(503) 830-6686
Concessions Operations Specialist	(503) 816-9759
Dock Master	(503) 764-6229

1.4 Delivery Zones

The authorized delivery and loading zone is the Terminal receiving/loading dock, which is accessible through vendor access gate NA44/45. Non-compliance will result in the citation and towing of the vehicle. The delivery zone is subject to change during construction.

1.5 Vehicle Identification for Delivery Zones

All vehicles utilizing the Terminal receiving/loading dock must be adequately marked with company name and/or logo on both sides of the vehicle. Requirements for marking vendor vehicles are outlined in Section 3.2 of this Chapter.

1.6 Delivery Zone Parking Restrictions

Use of the Terminal receiving/loading dock is restricted and subject to change at the Port's sole discretion.

1.7 Delivery Through Terminal

Efforts should be made to avoid using public areas of the Terminal for large quantity deliveries during peak hours. If supplies must be transferred through the public portions of the Terminal, these pick-ups/deliveries should be scheduled during non-peak aircraft arrival and departure times. The Port reserves the right to determine delivery routes through the Terminal and to reschedule deliveries as it becomes necessary. Whenever possible non public areas on both levels of the Terminal should be used to transport materials and products.

1.8 Application for Vehicle Operator Permit

Concessionaires may submit requests on the vendor's behalf for Restricted Area access to the airfield as described in Section 1.1 of this Chapter. Concessionaires who require vendor deliveries in the Restricted Area must be authorized in advance by the Port. Before a vehicle operator permit can be granted, vendor employees with the Port's approval are required to complete an airfield driver's training course administered by the Security Badging Office. Vendor employees that do not require or are not approved for a vehicle operator permit will be provided a vehicle escort by the Port's vendor escort contractor.

1.9 Vehicle Operator Permit

It is the policy of the Port that no person shall drive in the Restricted Area unless: (a) such person has a valid vehicle operator permit issued by the Port to such person; or (b) such person is escorted by a person having a vehicle operator permit issued to such escort (i.e. the Port's assigned vendor escort contractor). A PDX Security Badge by itself does not convey permission to operate a vehicle in the Restricted Area.

2. OBTAINING VENDOR ACCESS APPROVAL

Vendors desiring access to the Restricted Area will coordinate with their Concessionaires who on their behalf will facilitate the authorization process. The Concessionaire or vendors shall submit an authorization form to the Port to confirm the need for the vendor's services and access to the Restricted Area. Vendors shall comply with the Rules and all regulations adopted by the Port, the Executive Director, or the Executive Director's designee to such vendor's use of Airport property.

3. VENDOR ACCESS GATE

3.1 Location

Vendor access gate NA44/45 provides access to the Restricted Area of the Airport is located off of Frontage Road, east of 82nd Avenue.

3.2 Signage

All vehicles shall display identifying signage affixed to the exterior of both sides of the vehicles. The identifying signage shall be distinctly recognizable and visible from a distance of at least fifty (50) feet. All identifying signage shall provide sharp contrast to the vehicle color and preferably be reflective. The identifying signage shall be made professionally, at least twelve (12) inches long or in diameter, and with lettering at least three (3) inches high. Any rented vehicles operating on the airfield must have signage to indicate the company that is using the vehicle on the airfield. Failure to comply with this Section shall constitute a Class I Driving Violation per Section 3.2 of Chapter 23 of the Rules.

3.3 Escort Requirements

A Port Designated Security Provider will escort all vendor vehicles. The Port Designated Security Provider will be located at the designated vendor access gate and will provide escort for all Concession vendors from the airside access gate to the Terminal receiving/loading dock. No vendor vehicles are to be driven in the Restricted Area without a Port Designated Security Provider or the Port's authorization.

3.4 Time Limit

There are no posted airside delivery time limits. However, it is expected that deliveries will occur as quickly as possible, in order to provide space and time for other deliveries that need to be completed that same day. Every effort must be made to ensure that delivery vehicles have exited the airfield prior to the end of vendor access hours.

4. NORTH SERVICE PARKING AREA AND SOUTH SERVICE PARKING AREA

4.1 Location

The North Service Parking Area is located on the north end of the lower roadway. The South Service Parking Area is located at the south end of the lower roadway, adjacent to the light rail station. Both the North Service Parking Area and the South Service Parking Area are dedicated parking areas, clearly marked and not available for public parking.

4.2 Time Limit

Authorized operators are required to limit active loading and unloading to a maximum of forty-five (45) minutes. Authorized operators who exceed the time limit shall leave the area for at least one (1) hour before returning to the North Service Parking Area and the South Service Parking Area for additional loading and unloading. Time limits are subject to change at the Port's discretion.

4.3 Authorized Use

Authorized operators are not permitted to occupy the North Service Parking Area and the South Service Parking Area with multiple vehicles or for extended periods of time. The number of vehicles is limited to two (2) vehicles at any time. Moving from one (1) parking spot to

another to avoid being cited and/or towed for time limit violations ("Space Jumping") is prohibited and citation or towing may occur. No vehicles may be left unattended in the North Service Parking Area and the South Service Parking Area at any time. The vehicle driver must be with the vehicle and be able to move the vehicle at all times.

4.4 Important North Service Parking Area and the South Service Parking Area Contact Information

Important contact information is as follows:

Airport Operations Supervisor (503) 460-4181

Ground Transportation Office (503) 415-6686

4.5 Vehicle Height Clearance Limitations

Drivers must observe vehicle height clearance signage posted at the entrances to the North Service Parking Area. Additionally, the three (3) parking spaces at the end of the North Service Parking Area are reserved for vehicles over ten (10) feet in height, per posted signage. Violators will be subject to citation and/or towing.

4.6 Vehicle Signage Requirements

All vehicles shall display identifying signage affixed to the exterior of both sides of the vehicles. The identifying signage shall be distinctly recognizable and visible from a distance of at least fifty (50) feet. All identifying signage shall provide sharp contrast to the vehicle color and preferably be reflective. The identifying signage shall be made professionally, at least twelve (12) inches long or in diameter, and with lettering at least three (3) inches high. Failure to comply with this Section shall constitute a Class I Driving Violation per Section 3.2 of Chapter 23 of the Rules.

CHAPTER 15

ENVIRONMENTAL PRACTICES

All Airport Tenants are required to properly manage their own refuse in accordance with Title 17, Chapter 17.102, Solid Waste and Recycling Collection, of the Code and Charter of the City of Portland, as it may be amended from time to time . The Port administers the waste management contract for the hauling of solid waste and recyclable/compostable materials at the Terminal. All Tenants operating on Port property are required to separate recyclable/compostable materials from their waste streams and ensure that recyclables/compostables are not placed into landfill bound waste containers. Tenants using the central waste collection area located beneath the Concourse Connector Corridor are required to have SIDA badges in order to deposit waste materials originating in the leased premises in the Terminal.

1. GREASE RECYCLING PROGRAM

All Concessionaires are required to participate in the grease recycling program implemented by the Port. Food and beverage Concession facilities constructed after the year 2004 must install and maintain used cooking oil/liquid grease tanks, as specified in the *Terminal Design Standards*. The Port will perform regular inspections in order to ensure proper maintenance and that the grease tanks are operating as designed. Any problems and/or deficiencies identified during an inspection must be promptly addressed by the Concessionaire. Concessionaires will also install and maintain grease traps, as required by Chapter 29 of the *Oregon Structural Specialty Code*, the *Oregon Plumbing Specialty Code*, the manufacturer's specifications, and any applicable best management practices. Concessionaires are solely responsible for all costs associated with the interception, collection and appropriate disposal of fats, oils and grease generated by their operations on the Premises, and for compliance with all related laws. For those food and beverage Concessionaires who do not have their own heat traced grease recycling facilities, the Port provides a grease rendering bin. The bin is provided in the central waste collection area for cooking oil recycling only. Water and sludge are not to be disposed of in this container. If a grease spill occurs, the Concessionaire should immediately report the spill to the responsible Concessions Operations Manager or the Environmental Waste Minimization Program Manager. Concessionaires will be billed for all clean-up costs incurred by the Port for cleaning up grease spills. The Port has the specific right to conduct inspections, without notice, of all grease interception, collection and transport systems and equipment to ensure that the required level of maintenance is being provided. The results of these inspections will be provided to the Concessionaires in writing. Subject to the notice requirement set forth below, if the Port determines that a Concessionaire is not adequately maintaining its grease interception and collection systems and equipment, the Port will have the right to hire a third party to undertake the maintenance and repair of Concessionaire's grease interception and collection systems and equipment, at Concessionaire's sole cost, for the remainder of the Concessionaire's lease term. Notwithstanding the foregoing, the Port will provide up to two (2) written notices in any year to a Concessionaire, with a time for cure, before it may exercise its option to contract with a third party to perform maintenance of Concessionaire's grease interception and collection systems and equipment. The Port also reserves the right to recover the cost of repair or maintenance of its grease waste, sanitary waste, sanitary sewer and other facility systems that are

damaged or adversely impacted by a Concessionaire's failure to properly maintain its equipment or properly dispose of fats, oils or grease as required above.

2. RECYCLABLE/COMPOSTABLE MATERIALS

Pursuant to Title 17, Chapter 17.102, *Solid Waste and Recycling Collection*, of the Code and Charter of the City of Portland, as it may be amended from time to time, Portland businesses, including Tenants in multi-tenant buildings, malls, office parks, and airports, must separate recyclable materials from mixed waste and set out separated materials for recycling within practical limitations. The City of Portland requires property owners and/or managers that offer waste collection services to provide a recycling collection system that allows Tenants to comply with the City of Portland's recycling requirements. For Port-provided waste collection services, detailed information is available to Tenants on what is recyclable/compostable and how these items should be managed.

3. DESIGNATED DISPOSAL

The Port maintains at the Terminal a centrally located solid waste and recycling center with trash compactors and recycling/food waste facilities. The solid waste and recycling center is located on the west side of the Terminal beneath the Concourse Connector Corridor. Waste generated by Tenant operations, deliveries, and storage areas shall be disposed of in this area. Terminal Tenant managers will advise their employees on how, where and what to recycle to ensure compliance with Port and City of Portland requirements. Temporary storage, abandonment or disposal of waste in places other than the designated solid waste and recycling bins anywhere on Port property is not permitted and is subject to corrective action and fines. Placing recyclable materials into waste compactors bound for the landfill is prohibited. Placing non recyclable materials into recycling containers is prohibited.

4. OVERSIZE ITEMS

It is the responsibility of the Tenant to store and properly dispose, recycle or donate oversized items that cannot be managed using the standard containers provided by the Port. The Port may occasionally host special events to collect, salvage and recycle items that cannot be easily placed into the compactor or recycling containers.

5. FOOD WASTE COLLECTION

The Port has implemented a food waste collection program consistent with the City of Portland's *Portland Composts!* program. Tenants in the Terminal who produce food waste are required to participate in the food waste collection program and all other Tenants are encouraged to participate. Items that may be placed into the food waste recycling containers include all types of foods (including vegetative waste, meat, bones, plate scrapings, coffee grounds etc.) and food soiled paper (including napkins, paper towels, waxed cardboard, coffee filters, etc.). It is the responsibility of the Tenant to purchase and use appropriate compostable bags or reusable containers for food waste and compostables disposal. Restaurants and food providers at the Airport are encouraged to use durable plates and flatware that can be cleaned and reused, or use containers, flatware, cups, lids, straws and plastic ware that can be collected and composted under the existing program.

6. WASTE MANAGEMENT INFORMATION

For questions and/or information about waste management, call PDX Recycles at (503) 415-6245, the Port's Waste Minimization Program Manager at (503) 415-6679, or the METRO Recycling Hotline at (503) 234-3000.

CHAPTER 16

TERMINAL MAINTENANCE

1. MAINTENANCE SERVICES

The Port's "Planning and Development Department" is responsible for the repair and upkeep of the Airfield, Airport grounds, and the public or common areas of the Terminal and leased spaces, as set forth in the leases and in the lease Maintenance Matrix. The Planning and Development Department may also be available to assist Tenants with other repairs and maintenance-related activities, as work scheduling will allow. The Planning and Development Department has established fees for these Tenant services. For information, Tenants should contact the Planning and Development Department.

2. MAINTENANCE RESPONSIBILITIES

2.1 Port Responsibilities

The Planning and Development Department is responsible for the maintenance, repair, and upkeep of the following items found within the Tenants premises, unless otherwise specified in the lease: (a) broken lock or key in store front roll-up gate; (b) electrical power supplied to the store (Tenant responsibility begins at outlet); (c) storefront exterior wood refurbishment in the Oregon Market; (d) HVAC system; and (e) pest control.

2.2 Tenant Responsibilities

The Tenant is responsible for the following, and all other items as provided in the Tenants lease: (a) maintaining the premises in good repair and keep in a clean condition and orderly appearance; (b) any other upkeep and repair within their leasehold including, but not limited to, spot lights; display case and spot and window lighting; carpet; fixtures and any equipment or custom features of the premises; (c) arranging for janitorial service for inside the leasehold; and (d) cleaning or repairs to Terminal facilities outside the leased premises that are damaged by the Tenant's employees while conducting support activities for the Tenant.

3. CONTRACTING MAINTENANCE AND TENANT IMPROVEMENT WORK

Tenants who desire to contract for maintenance work can do so by contracting with a reputable outside vendor (who must be approved, in writing, by the Port) or, when available, the Planning and Development Department for those items outside the Port's regular maintenance responsibilities in accordance with Tenant's lease.

3.1 Contracting with Outside Vendor Services

Tenants must coordinate with the Port's Property Manager or Tenant Construction Coordinator to complete the proper permit forms and design review before receiving Port approval for the use of an outside vendor. The outside Vendor must be licensed and bonded. The finished work product must meet or exceed Port standards and the original materials and workmanship must conform to any federal, state, or local rules and regulations. All work shall be subject to inspection by the Port.

3.2 Contracting with the Planning and Development Department

Tenants contracting with the Planning and Development Department will be billed on an hourly basis for labor and the cost of supplies and may be subject to a minimum billing policy. Questions concerning current maintenance billing rates can be submitted to the Planning and Development Department. When requesting the Planning and Development Department's services by authorized Port employees, Tenants should identify the items in need of attention and time frame for completion. Efforts will be made to meet the request in a timely manner, depending on the Planning and Development Department's staff level and workload. Tenants should limit their request to the Planning and Development Department for maintenance and repair only.

4. EMERGENCY MAINTENANCE

The Planning and Development Department will respond to emergencies as a priority. A Tenant should make clear in the request to the dispatcher that an emergency situation exists that requires immediate attention. Examples of emergency maintenance requests are: broken water pipes, broken display window glass, exposed electrical wiring, inoperable entry gate, etc. All costs of repairs determined to be the Tenant's responsibility will be billed to the Tenant.

CHAPTER 17

IMPROVEMENTS TO LEASED SPACE AT THE AIRPORT

1. CONDITIONS FOR DESIGN REVIEW AND PERMITS

The design review and construction permitting processes ensure compliance with *Terminal Design Standards* and ensure that new construction is compatible with present and future Airport facilities. The processes also ensure compliance with the applicable legal requirements of other authorities with jurisdiction over construction at the Airport. Tenants are required to obtain the written consent of the Port in order to carry out any structural or non-structural alterations to Port property.

2. PURPOSE OF TERMINAL DESIGN STANDARDS

The purpose of the *Terminal Design Standards* is to give existing and prospective Tenants clear information to guide them in designing, constructing, and maintaining a space which supports the mission and operational needs of the Airport. The *Terminal Design Standards* will assist the Tenant in understanding some of the unique conditions of PDX and how these conditions affect the design, construction process, and the construction cost of their space. The *Terminal Design Standards* are only intended to serve as a starting point for quality design. It is the intent of the Port to encourage individual identity and expression, although the Tenant will be required to establish a space consistent with the quality of design and materials established in the public spaces of the Airport through the aid of the Port's design review process.

3. DESIGN REVIEW AND PERMIT APPLICATION PROCEDURE

Tenants must contact the Business and Properties Property Manager, who will coordinate with the Planning and Development Department to discuss any plans for Tenant improvements, alterations, or construction, and must follow the Port's design review process. The Port has developed a multi-step process to ensure that applicants comply with the *Terminal Design Standards* and provide the highest quality of planning, architecture, and engineering at the Airport. The required steps may include:

- (a) Pre-Design Orientation Meeting
- (b) Schematic (Preliminary) Design Review
- (c) Pre-Design Development Orientation Meeting
- (d) Design Development Review
- (e) Construction Document Review and Permit Issuance

Each applicant is required to become familiar with the content and intent of the *Terminal Design Standards* and all other Port documents applicable to their location. The current applicable documents may be obtained by calling the Business and Properties Department or the Planning and Development Department. Each applicant shall also require their designers and contractors to become familiar with these documents as well and to make inspections as necessary to ensure compliance. The applicants are also required to comply with applicable regulations of other governing bodies, including the City of Portland, the County of Multnomah, the State of Oregon, and the FAA. The Americans with Disabilities Act also applies.

The design review process is an official Port review of the applicant's proposal and is mandatory for all applicants. The design review process is coordinated by the Planning and Development Department in coordination with Business and Properties. An appointment to start the design review process can be made by calling the Planning and Development Department. Each step of the design review process is to be completed as outlined in the *Terminal Design Standards*. All drawing submittals shall be professionally drawn to industry standards. Each succeeding step will be reviewed separately, based upon the submission package. Depending on the size of the project, each step of the design review process takes approximately two (2) weeks to complete, provided all the required documents in the application package have been received by the Planning and Development Department. All approvals and comments will be distributed to the applicant in writing. The applicant may not proceed to the next step until approval of the previous step is received from the Port.

After the design review process is completed, the tenant will work with the Port's Tenant Construction Coordinator on the Port permit application process. Tenants may obtain a copy of the *Terminal Design Standards* and the *Standard Details and Construction Master Specifications*, on the Port's public website as follows: www.portofportland.com/ENG_Specs.aspx. In accordance with the instructions on the permit application, a copy of the application, the required number of detailed plans, maps and/or other pertinent information must be submitted to the Tenant Construction Coordinator. If all necessary information is submitted with the application, Port processing normally takes approximately two (2) weeks, depending on the size of the project and the level of detail furnished to the Port. The City of Portland permit process may take longer. Tenants are required to notify the Tenant Construction Coordinator at least seven (7) calendar days before work is commenced and upon completion of work.

4. PORT'S RIGHT TO CONSTRUCT/DEVELOP AIRPORT

Construction and alteration of the Terminal, concourses, and roadways is ongoing and must be scheduled and staged to meet the demands of the traveling public. The Port reserves the right to add amenities, develop or otherwise improve the Airport. During construction, remodeling, expansion, relocation, maintenance, and repair of the Airport, Tenants should expect some inconveniences during the process including, but not limited to, noise, dust, vibration, and changes in access. Should any Tenant experience extraordinary, unworkable conditions related to construction, that Tenant should immediately contact the appropriate Port Property Manager during business hours or an Airport Operations Supervisor after business hours. The Port will attempt to remedy the situation, or at least to minimize the construction impact on the Tenant.

CHAPTER 18

AIRPORT POLICE AND FIRE DEPARTMENTS

1. PORT POLICE

Port Police, located on the third floor of the Terminal, is responsible for the overall safety and security of the Airport. Port Police officers are recognized by the State of Oregon as fully certified officers of the law, with primary jurisdiction over the Airport. Port Police officers are on duty twenty-four (24) hours a day, seven (7) days a week.

1.1 Criminal or Suspicious Activity

Persons should call the Communications Center to report a crime in progress or other suspicious activity. Port Police officers are available to meet with business representatives, employees and concerned citizens to discuss specific issues regarding criminal activities in the Terminal or about the Airport.

1.2 Crime Prevention

Port Police routinely patrols the Terminal, the airfield, and the roadways and areas on the perimeter of the Airport. Port Police meets with Airport businesses on a regular basis to discuss current problems, ideas, and methods of improving security. Business managers with questions or concerns may contact Port Police for assistance.

2. AIRPORT FIRE AND RESCUE DEPARTMENT

The Port has a fully trained and equipped fire department ("Fire Department") located at the Airport.

2.1 Medical

The Fire Department has Emergency Medical Technicians on duty twenty-four (24) hours a day, seven (7) days a week, to handle medical emergencies. Persons should call the Communications Center or 911 for medical emergency or assistance.

2.2 Fire

Persons should call the Communications Center or 911 immediately to report any fire, smoke or fire alarm. Report any other potential hazard relevant to the Fire Department through the Communication Center. Tenants should attempt to fight the fire with a portable fire extinguisher only if: (a) Tenant has been trained in the use of a fire extinguisher; (b) the Fire Department has already been notified; and (c) Tenant can do so without being exposed to injury or the possibility of becoming trapped by the fire.

3. DEFIBRILLATORS IN THE TERMINAL

Automatic External Defibrillators ("AEDs") will be located throughout the Terminal for emergency use by trained personnel. AEDs will be monitored, tested, and maintained by the Fire Department.

CHAPTER 19

CONCESSIONS HOURS OF OPERATION AND CONDUCT

1. TEMPORARY CLOSURES

Concessionaires requiring a temporary closure of their Concession for audit, store remodeling, maintenance work, inventory, or other purposes, must advise the Port, in writing, at least three (3) calendar days in advance of the closure and receive the Port's approval. This written notice should include the proposed date for closure and purpose of the closure, as well as the specific date set for re-opening. If closure is approved by the Port, a professionally produced sign must be placed in public view advising Airport Customers of the closure and the date for re-opening.

2. INCLEMENT WEATHER

Retail and food and beverage Concessions are expected to be open at all times during the designated hours specified in the lease. Concessionaires should make every effort to be open on time and stay open during inclement weather, or other emergency situations, in order to provide services to the traveling public, especially if delayed flights are involved.

3. CLOSURES DUE TO OTHER CONCERNS

Should a Concessionaire call for closure or curtailment of hours due to an emergency, strike, lockout, or other cause, notification of such an event should be made immediately to the Senior Concessions Operations Manager.

4. EMPLOYEE STANDARDS AND CONDUCT

The Port maintains high standards for its own employees and encourages Concessionaires to employ personnel eager to assume a high standard of service to the public. Employees are expected to be courteous at all times and shall refrain from acting in a loud, boisterous, or otherwise improper manner. Concessionaires are encouraged to include extensive customer service training with their overall instruction of new personnel, as well as a thorough orientation of the Airport, so that employees can correctly answer Airport Customer questions regarding Airport facilities, directions, etc. Complaints received by the Port concerning a Concessionaire's employee or employees will be forwarded to the Concessionaire for response. A copy of the Concessionaire's written response shall be forwarded to the Port's Customer Service Manager. Appropriate dress, grooming and hygiene are required of all employees who serve the public.

CHAPTER 20

PERMIT AND RIGHT-OF-ENTRY; LOITERING

1. PERMITS FOR TEMPORARY USE OF AIRPORT FACILITIES

In addition to Free Speech Permits, Tenants and members of the public may request a Permit and Right-of-Entry to conduct various activities in non-exclusive use areas of the Airport for short durations of time. A reasonable fee will be charged for any Permit and Right-of-Entry associated with a Commercial Activity. Labor unions may obtain a Permit and Right-of-Entry for activities related to their union. There is no charge for Free Speech Permits, including those issued to labor unions in conjunction with labor protests, strikes, etc. Questions concerning Permits and Right-of-Entry should be directed to the Operations Department.

2. NO LOITERING

For security reasons, no person in or about the Airport who is unable to give a satisfactory explanation of his or her presence, shall be allowed to loiter in or about any area or facility of the Airport. Holders of a Free Speech Permit should carry their Free Speech Permits with them in case they are questioned by a Port Police officer, other Port staff, or Tenants. Tenants should contact Port Police through the Communications Center if they are concerned that a person maybe loitering, or to report any person engaged in suspicious or disruptive conduct.

CHAPTER 21

PORT CONSTRUCTION

1. RIGHT TO DEVELOP AIRPORT

The Port reserves the right to add amenities, develop or otherwise improve the Airport in such manner as it deems necessary and appropriate in its sole discretion. Construction and alteration of the Terminal, concourses, parking facilities and Airport roadways is ongoing to meet the demands of the traveling public.

2. INCONVENIENCES DURING CONSTRUCTION

During construction, remodeling, expansion, relocation, maintenance, and repair of the Airport, Tenants and other users of the Airport should expect some inconveniences during the process including, but not limited to, noise, dust, vibration, and changes in access. Should any Tenant experience significant adverse working conditions related to construction, the Tenant should contact the Communications Center immediately. The Port will attempt to remedy the situation, or minimize construction impact.

CHAPTER 22

MEDIA/PRESS

1. POLICY

The media is generally permitted on Airport property in the course of normal media operations, subject to the following limitations: (a) where applicable the Rules restrict access; (b) where safety and operational conditions, in the sole judgment of Port management, preclude access; (c) where the physical presence of media representatives would unreasonably hinder Airport operations; (d) where portions of Port property or facilities are leased or otherwise subject to a permitted use by a third party (in which case, permission for access rests with the lessee or other permitted user). Media vehicles on assignment are generally required to park in the public parking areas. If a media vehicle is allowed to park on the upper/outer Commercial Roadway for live broadcasting, the vehicle must have signage visible from the exterior of the vehicle and must also be attended at all times, without exceptions. Parking in non-public areas, including the upper/outer Commercial Roadway, with the exception of the media live broadcasting area, requires prior written permission from the Port. Media vehicles are not allowed inside the Secured Areas of the Airport without an authorized Airport escort. Members of the media do not require a special permit in order to provide regular news coverage at the Airport, but are required to obtain a Permit for other specific projects or productions.

2. COMMERCIAL FILMING

The Port makes its facilities available for commercial film activity on a fee basis, to the extent feasible, in the Port's sole discretion. A Permit and Right-of-Entry for Photography and Filming ("Photography/Filming Permit") must be obtained from the Port in advance of any filming or photography activity.

2.1 Commercial Filming Requests

Parties interested in using any Port facility as a setting for film or commercial production must contact the Port's Media Relations Department ("Media Relation Department") to request a Photography/Filming Permit. The complete details of the request should be received at least five (5) Business Days prior to the starting of filming in order to ensure adequate time for Port staff to complete the required Photography/Filming Permit. Parties need to complete a worksheet which provides a detailed description of the filming to be done, including: dates, times, locations, number of persons and vehicles on site; any special lighting, sound, and/or parking needs. The Port retains sole discretion to grant or deny any Photography/Filming Permit application. Fees will be charged based on the duration, time, and complexity of each project, on a case-by-case basis.

2.2 Restrictions

Any Photography/Filming Permit issued to the media or a production company, or any other filming crew or party, will not allow interference or disturbance with the day-to-day business or operations of the Airport, the Port, or its Tenants. If such interference or disturbance occurs, the Port may require immediate termination of the filming. The Port does not control access to private businesses located on the Airport, including within the Terminal. Any approval for use of or filming of or in leased space or facilities must be agreed to separately with the

Tenant leasing the space. The use of the Port's logo, or reference to the Port in the context of the filming, must receive advance written approval from the Media Relations Department. Use of any Tenant logo must receive prior written approval from the Tenant. Parties may not solicit extras on Port property. No barbecues or open fires are allowed. Without advance written approval by the Port, the following are not allowed: (a) explosives or firearms; (b) explosive sound effects or sounds like gun shots; and (c) weapons. Interrupting business operations, or failure to follow the Rules, the applicable Photography/Filming Permit, or Port filming guidelines, may result in immediate revocation of the right to film on Port property, without a refund of the Photography/Filming Permit fees.

2.3 Filming and Photography for Internet or for Promotional Use

Any party interested in using Port property located at PDX, other than the seventh (7th) floor of the Short Term Parking Garage or the Long Term Parking Garage, the cell phone waiting area, or any other area that is designated as a free photography and filming area, shall be required to obtain a Photography/Filming Permit pursuant to Section 2.1 of this Chapter. Any party that profits monetarily or otherwise (including advertising, self-promotion, or any other benefit therefrom) from the use of any photograph or film obtained at the Airport, no matter where taken, shall be required to obtain a Photography/Filming Permit pursuant to Section 2.1 of this Chapter. If the Ports determines that a party has profited from a photograph or film obtained on Port property located at PDX, that party shall be required to pay all applicable fees associated with such use and/or immediately cease use of such photograph or film. Any party that posts photographs or film on any social media site may only do so for personal entertainment purposes and in no way shall profit from such posting. Notwithstanding the foregoing, the Port may use all legally available remedies to stop the use or the receipt of payment from the use of photographs or film obtained without Port permission.

2.4 Stock Photography or Video

Stock photography or videos owned by the Port may be requested through the Media Relations Department and may only be used for non-commercial purposes.

CHAPTER 23

RESTRICTED AREA VEHICLE OPERATIONS

1. GENERAL GUIDELINES

No person shall drive in the Restricted Area unless: (a) such person has successfully completed the required training and is in possession of a valid, appropriately annotated PDX Security Badge (with a "D" icon); or (b) such person is escorted by an individual who meets the foregoing badging requirements. The Restricted Area includes both "Non-Movement Areas" and "Movement Areas." Requirements for operations in Non-Movement and Movement Areas are described in Section 5 and Section 6 of this Chapter. Employers who obtain authorization to operate vehicles within the Restricted Area are responsible for their employees' and vendors' compliance with the Rules. Failure to comply with this Section may result in a Class III Driving Violation per **Appendix C, Table B**.

2. DRIVER REQUIREMENTS

In order to obtain authorization to operate a vehicle in the Restricted Area, each applicant must comply with the following.

2.1 Application

An applicant must be approved by the Authorized Signatory of his or her employer and must have a business need for the authorization to drive in the Restricted Area. The applicant and the Authorized Signatory must complete the applicable portions of the PDX Security Badge Application prior to taking the Port-required driver training.

2.2 Valid Driver's License

The applicant must possess a valid driver's license. The Restricted Area Driving Authorization is invalid during any period that a driver's license is not valid. Failure to comply with this Section may result in a Class III Driving Violation per **Appendix C, Table B**.

2.3 Valid PDX Security Badge

The applicant must possess a valid PDX Security Badge. The Restricted Area Driving Authorization is revoked or suspended for any period the PDX Security Badge of such driver is revoked or suspended.

2.4 Operation of Vehicle

In addition to the requirements listed above, no vehicle shall be operated in the Restricted Area unless the driver is licensed to operate a specific class of vehicle with a license released by an appropriate state-licensing agency, or if allowed by Oregon law, by the driver's employer through a company training/certification program.

2.5 Driver Training

The applicant must successfully complete all required Port driver training courses and, if applicable, the Port's hands-on Movement Area training course.

2.6 Escort Requirements

Only those persons with a legitimate business purpose who have an appropriately annotated PDX Security Badge (with a "D" icon) may escort vehicles within the Restricted Area. Unless otherwise coordinated, vehicle operators without a PDX Security Badge must be escorted by an appropriately badged driver (as described in Section 1 of this Chapter) operating an appropriately marked vehicle (as described in Section 3.2 of this Chapter). Escorts must continuously accompany, monitor and control the movements of vehicles operated by unbadged drivers while those vehicles are within the Restricted Area. Responsibility for a vehicle escort may be transferred to another appropriately badged vehicle operator. Citations for infractions or violations incurred by an unbadged vehicle operator will be issued to that vehicle's escort. Any deviation from the escort requirements must be approved by an Airside Operations Manager. Failure to comply with this Section may result in a Class II Security Violation per Section 12.4 of Chapter 3 of the Rules, a Class II Driving Violation per **Appendix C, Table B**, or both.

PDX Security Badge Icons Relating to Restricted Area Vehicle Operations			
<i>Icon</i>	<i>Category</i>	<i>Training Required</i>	<i>Authorization</i>
C	Contractor	Computer-based training for airfield construction; limited Restricted Area access based on construction project.	None.
D	Restricted Area Driver	Computer-based training for Restricted Area vehicle operation.	Vehicle operation within the Restricted Area; vehicle escort (see Section 2.6 of this Chapter).
E	Escort	Hands-on training with Airside Operations Department.	Vehicle escort (see Section 4.8 of this Chapter).
F	Flagger	Hands-on training with Airside Operations Department.	None.
M	Movement Area Driver	Computer-based training for Movement Area vehicle operation; hands-on training with Airside Operations Department.	Vehicle operation within the Movement Area (see Section 6 of this Chapter).
S	Superintendent	Hands-on training with Airside Operations Department.	Vehicle escort (see Section 4.8 of this Chapter).

3. GENERAL VEHICLE REQUIREMENTS

Vehicles operating in the Restricted Area must comply with the following requirements.

3.1 Vehicle Registration

The vehicle must be properly licensed in the State of Oregon.

3.2 Vehicle Identification

The vehicle shall display identifying signage affixed to the exterior of both sides. The identifying signage shall be distinctly recognizable and visible from a distance of at least fifty (50) feet. All identifying signage shall provide sharp contrast to the vehicle color and preferably be reflective. Such identifying signage shall be professionally manufactured, at least twelve (12) inches in diameter or square, with lettering at least three (3) inches in height. Failure to comply with this Section shall constitute a Class I Driving Violation per **Appendix C, Table B**.

3.3 Vehicles Exempt From Identification

Vehicles exempt from vehicle identification requirements include: (a) unmarked Port Police vehicles, as authorized by the Chief of Police or his or her designee; (b) vehicles under authorized escort; (c) vehicles within the boundaries of the General Aviation Ramp; and (d) any other vehicle authorized, in writing, by the ASC. Proof of such authorization must be in the vehicle.

3.4 Vehicle Operating Condition

The vehicle must be in sound mechanical and structural condition with unobstructed forward and side vision from the driver's seat. In addition, the vehicle must have the appropriately rated and inspected fire extinguishers, if a service vehicle or fuel truck. The Port may determine, in its sole discretion, whether a vehicle is safe or unsafe to operate in the Restricted Area. Failure to comply with this Section shall be a Class I Driving Violation per **Appendix C, Table B** and, at the discretion of the Airport Operations Manager, the vehicle may be prohibited from operating on the airfield.

3.5 Vehicle Equipment

The vehicle must be equipped with either: (a) running lights appropriate to the vehicle, if equipped with an electrical system or connections, which must be used between sunset and sunrise, or when visibility is less than one thousand (1,000) feet; or (b) reflective devices displayed on the front, rear and sides of a contrasting color to the equipment. Failure to comply with this Section shall be a Class I Driving Violation per **Appendix C, Table B** and, at the discretion of the Airport Operations Manager, the vehicle may be prohibited from operating on the airfield.

4. RESTRICTED AREA DRIVING

4.1 Right-Of-Way

Drivers in the Restricted Area shall yield the right-of-way to moving aircraft and pedestrians at all times. Failure to comply with this Section shall be a Class II Driving Violation per **Appendix C, Table B**.

4.2 Right-Of-Way for Emergency Vehicles

Drivers shall yield the right-of-way to any vehicle using red or blue emergency lights and/or an audible emergency signal. Failure to comply with this Section shall be a Class II Driving Violation per **Appendix C, Table B**.

4.3 Designated Service Roads

Drivers shall use the designated service roads or vehicle lanes except when servicing an aircraft. Additional requirements for operating in Non-Movement Areas are specified in Section 5 of this Chapter. Failure to comply with this Section shall be a Class I Driving Violation per **Appendix C, Table B**.

4.4 Reckless or Careless Vehicle Operation

Drivers shall not operate vehicles in a reckless manner that could threaten the life or safety of any person or damage or destruction of property. Failure to comply with this Section shall be a Class III Driving Violation per **Appendix C, Table B**.

4.5 Maximum Speed Limits

The maximum speed limits at the following locations are as follows:

Perimeter/Service Road	20 mph
Ramp	10 mph
Bag Tunnel/Concourse Pass-Throughs	5 mph

For all other locations, the maximum speed limits will be posted at the locations themselves. Regardless of the above or posted speed limits, no vehicle shall be driven at a speed that endangers persons or property. Drivers shall proceed at a speed which accounts for congestion, reduced visibility, slippery surfaces, or any other hazardous condition. Failure to comply with this Section shall be a Class II Driving Violation per **Appendix C, Table B**.

4.6 Passing A Vehicle

Passing a vehicle shall be accomplished in a safe manner, within the confines of designated roadways and within the posted or designated speed limit. Failure to comply with this Section shall be a Class II Driving Violation per **Appendix C, Table B**.

4.7 Personal Vehicles

No personal vehicles are allowed in the Restricted Area, unless authorized by the Port. Failure to comply with this Section shall be a Class I Driving Violation per **Appendix C, Table B**.

4.8 Escort Vehicle Requirement

Pursuant to Chapter 3 of the Rules, an escort vehicle must meet Security Badging Office requirements for drivers and may only: (a) escort up to three (3) vehicles; and (b) escort two (2) tractor trailer rigs, or two (2) buses. Failure to comply with this Section shall be a Class I Driving Violation per **Appendix C, Table B**.

4.9 Traffic Signage

All traffic signs, including stop signs and pavement markings, must be obeyed at all times. Failure to comply with this Section shall be a Class II Driving Violation per **Appendix C, Table B**.

4.10 Crossing Points

All vehicles must proceed with caution after stopping at an aircraft crossing point. Failure to comply with this Section shall be a Class II Driving Violation per **Appendix C, Table B**.

4.11 Containment of Vehicle Loads

Drivers are responsible for the containment of any loads or materials being carried and/or towed in or by their vehicles. Failure to comply with this Section shall be a Class I Driving Violation per **Appendix C, Table B**.

4.12 Tractor and Container Carriers

Tractor and container carriers shall tow no more carts, pods, igloos, or containers than are safe, under control, and tracking properly. The maximum tractor train length is: (a) four (4) baggage/cargo carts inside the Terminal baggage tunnel; (b) five (5) baggage/cargo carts outside the Terminal baggage tunnel; (c) two (2) LD-4/LD-7 or larger transporters/dollies; (d) four (4) LD-3 or smaller transporters/dollies; (e) two (2) of any mix of LD-3 or smaller transporters/dollies with LD-4/LD-7 or larger transport/dollies; and (f) four (4) of any mix of baggage/cargo carts and LD-3 or smaller transport/dollies. Any deviation from these requirements must be approved by the Airside Operations Manager. Failure to comply with this Section shall be a Class I Driving Violation per **Appendix C, Table B**.

4.13 Driving Between Aircraft and Passenger Terminal

Except for those vehicles servicing an aircraft, no driver shall park or pass between an aircraft and the Terminal when an aircraft is parked at a gate position. Failure to comply with this Section shall be a Class I Driving Violation per **Appendix C, Table B**.

4.14 Driving Between Terminal and Ground Crews

Unless directed by the aircraft ground crew, no driver shall drive between the Terminal and ground crews: (a) pushing back an aircraft; or (b) returning to a gate after pushing back an aircraft. For the purposes of cargo Ramp ground handling, vehicle operators should not drive between active ground crews and the point of origin of the pushback operation, unless so directed by the ground crew. Failure to comply with this Section shall be a Class II Driving Violation per **Appendix C, Table B**.

4.15 Vehicle Passenger Restrictions

No driver shall: (a) operate any vehicle that is overloaded or carrying more passengers than the vehicle was designed to carry; (b) ride on the running board or stand up in the body of moving vehicle; or (c) ride with arms or legs protruding from the vehicle, except when the vehicle was specifically designed for such use. The driver is responsible for the activities of all passengers in the vehicle. Failure to comply with this Section shall be a Class I Driving Violation per **Appendix C, Table B**.

4.16 Passenger Loading Bridges

Vehicles may be operated under passenger loading bridges only on designated and marked vehicle roadways. The Airside Operations Department staff must approve the parking of vehicles or equipment under any passenger loading bridge. Failure to comply with this Section

shall be a Class I Driving Violation and, in addition, may be subject to fines per **Appendix C, Table B.**

4.17 Vehicle Guide Person

A vehicle guide person is required whenever the visibility of the driver is obstructed. Failure to comply with this Section shall be a Class I Driving Violation per **Appendix C, Table B.**

4.18 Accidents

An Accident occurring in the Restricted Area that results in injury to a person or damage to an aircraft, another vehicle, or other property requires involved vehicle operators to: (a) immediately stop and remain at the scene of the Accident; (b) render reasonable assistance, if the driver is capable of doing so, to any person injured in the Accident; (c) immediately report the Accident to the Communications Center; and (d) provide any information to Port Police or the Airside Operations Department in order to complete an Accident report investigation. Failure to comply with this Section shall be a Class II Driving Violation per **Appendix C, Table B.**

4.19 Foreign Object Debris

All drivers driving in the Restricted Area shall assist in the maintenance of clear and uncluttered Restricted Areas to avoid aircraft damage due to Foreign Object Debris. If any Foreign Object Debris is sighted in the Movement Area, drivers should notify the Airport Operations Supervisor for Airside. Failure to comply with this Section shall be a Class I Driving Violation per **Appendix C, Table B.**

4.20 Unattended Vehicle

Drivers shall not leave the engine running on an unattended vehicle, except when required for aircraft servicing. Failure to comply with this Section shall be a Class I Driving Violation per **Appendix C, Table B.**

4.21 Parked Vehicles and Ground Service Equipment

When not servicing an aircraft or undertaking their intended functions, vehicles and ground service equipment shall be parked only in approved, marked parking stalls or within a Tenant's own area. No driver shall do any of the following: (a) park a vehicle in an aircraft parking area, a marked safety area, or any grass area; (b) park a vehicle in a manner that obstructs or interferes with any Movement Area, Restricted Area, or adjacent aircraft parking position; (c) park, or leave unattended, vehicles or other equipment that interfere with the use of a facility by others or prevents movement or passage of aircraft, emergency vehicles, or other vehicles and equipment; (d) park a vehicle or equipment within three (3) feet of a fire hydrant, or in a manner that prohibits a vehicle accessing the fire hydrant; (e) park a fuel tanker, except when servicing an aircraft, within fifty (50) feet of any aircraft or building, other than maintenance facilities and garages for fuel servicing tank vehicles. Failure to comply with this Section may result in the issuance of a parking Airfield Citation to the owner of the vehicle or equipment and a fine as set forth in the table of Airfield Fines as shown in **Appendix C, Table B.** Vehicles or equipment parked as described in (a) through (e) may be towed to an alternate location at the owner's expense. When working a scheduled flight on a Port-managed parking position (Terminal gate or remote parking Ramp), ground service equipment required to

ground handle the aircraft may be staged at the Ramp area associated with the parking position thirty (30) minutes prior to the arrival of the aircraft. Ground service equipment must be removed from the Ramp area associated with the parking position thirty (30) minutes after the aircraft is moved from the parking position. Accommodations for extraordinary circumstances, including unusual aircraft type or handling of consecutive flights on the same Post-managed parking position, must be communicated and coordinated with the Airport Operations Supervisor for Airside.

4.22 Electronic Devices

The use of entertainment headsets, text messaging devices, and other entertainment devices is prohibited while driving in the Restricted Area. Failure to comply with this Section shall be a Class I Driving Violation per **Appendix C, Table B**.

4.23 Hearing Protection

Hearing protection or communications headsets may be worn while operating a vehicle, in accordance with safety regulations and requirements.

4.24 Alcohol or Use of Substances That Impair Ability

No driver shall operate a vehicle, or any other equipment, within the Restricted Area under the influence of alcohol or illegal drugs. No driver shall operate a vehicle, or any other equipment, within the Restricted Area while under the influence of any prescription or over-the-counter medication that impairs, or may impair, the driver's physical or mental abilities. Failure to comply with this Section shall be a Class III Driving Violation per **Appendix C, Table B**.

5. DRIVING IN NON-MOVEMENT AREAS

5.1 Non-Movement Areas

Drivers driving in a Non-Movement Area must have successfully completed the Port's driver training and have in their possession a valid PDX Security Badge with a "D" icon.

5.2 Movement Area Boundary Line

No person, vehicle, or aircraft under tow shall cross the Movement Area Boundary Line from the Non-Movement Area without prior approval from both the Airport Operations Supervisor for Airside and the Air Traffic Control Tower. Requirements for operations in the Movement Areas are described in Section 6 of this Chapter. Failure to comply with this Section shall be a Class III Driving Violation per **Appendix C, Table B**.

6. DRIVING IN MOVEMENT AREAS

6.1 Movement Areas Generally

Drivers driving in a Movement Area must successfully complete Movement Area training as well as hand-on training from qualified Airside Operations Department personnel. Drivers must have in their possession a valid PDX Security Badge with a "D" and "M" icon. Drivers shall not enter the Movement Area without coordinating with the Airport Operations Supervisor for Airside. Drivers shall not enter the Movement Area without receiving, acknowledging and understanding the approval from the Air Traffic Control Tower via VHF radio to proceed on the driving route requested. If any of the above requirements cannot be met,

the driver must contact the Airport Operations Supervisor for Airside for assistance. Failure to comply with this Section shall be a Class III Driving Violation per **Appendix C, Table B**.

6.2 Movement Area Incursion

Upon observing or being notified of a possible movement area incursion, the Airside Operations Manager will take the following actions: (a) suspend the Restricted Area Driving Authorization of the vehicle operator pending administrative review of the incident; (b) ensure that the vehicle operator is appropriately escorted from the scene of the incident; (c) obtain written statements from all personnel involved in or who witnessed the incident; and (d) compile all pertinent data and information to investigate the incident. The Airside Operations Manager shall complete an administrative review and implement resolution for the incident, including notification of the vehicle operator's employers, appropriate coordination with FAA personnel, and issuance of an Airfield Citation, if appropriate.

6.3 Movement Area Vehicle Equipment

Any vehicle operating in the Movement Area must be equipped with: (a) flashing amber rotating beacon or omni-directional strobe; (b) two-way capable radio providing continuous communication with the Air Traffic Control Tower ground control frequency; and (c) light gun signal placard and Movement Area map (these documents may be obtained from the Airside Operations Department). Additionally, aircraft fueling vehicles and any other vehicle of eight (8) feet or more in width shall be equipped with a flashing amber beacon and flashing front, tail, and clearance lights to be activated at all times the vehicle is operating. Vehicles not so equipped may not operate in the Movement Area unless escorted by an authorized vehicle that meets all of the foregoing equipment requirements. Failure to comply with this Section shall be a Class II Driving Violation per **Appendix C, Table B**.

6.4 Aircraft Tow Operations

Tow crews involved in aircraft towing operations in the Movement Area must ensure that the Airport Operations Supervisor for Airside is notified prior to commencing the towing operation. Tow crews must also request and receive approval from the Air Traffic Control Tower via VHF radio to proceed on the towing route requested. Tow crews shall not cross the Movement Area Boundary Line, without receiving, acknowledging, and understanding the Air Traffic Control Tower approval. Appropriate aircraft and vehicle lighting must be used for the duration of all towing operations. Aircraft brake riders in tow operations must also must have in their possession a valid PDX Security Badge with a "D" and "M" icon. Brake riders without a valid PDX Security Badge shall not enter the Movement Area without coordinating with the Airside Operations Supervisor. Airline staff tasked with utilization of the two-way ground control radio and of communications with the Air Traffic Control Tower will be considered primarily responsible in the event of an incident or a Movement Area incursion. Any deviation from these requirements must be approved by the Airside Operations Manager. Failure to comply with this Section shall be a Class III Driving Violation per **Appendix C, Table B**.

7. PENALTIES FOR VIOLATION OF RULES PERTAINING TO DRIVING

7.1 Penalties and Suspension of Driving Privileges

Any driver who does not comply with the provisions of the Rules or any Port direction issued to him/her, will be subject to penalties as set forth in Section 7 and in Section 8 of this

Chapter. Penalties for failure to comply with this Chapter may result in an Airfield Citation, suspension or revocation of Restricted Area Driving Authorization, or suspension or revocation of the driver's PDX Security Badge.

7.2 Notification of Violation

The supervisor or employer of a driver receiving an Airfield Citation will be notified of the violation by letter.

7.3 Enforcement Responsibility

Enforcement of this Chapter is the responsibility of the Airside Operations Department and Port Police, who are each authorized to issue Airfield Citations to any driver in violation of the Rules. In addition to immediate penalties and Airfield Citations, Port Police may also issue criminal citations for certain driving or vehicle operating violations, and/or confiscate the vehicle operator's PDX Security Badge.

8. PENALTIES

8.1 Driving Violation Penalties; Table of Fines

The "Table of Fines" found in **Appendix C, Table B** is a guideline to be used by the Manager of Airport Operations for issuing penalties for substantiated Driving Violations. Although the Table of Fines will generally be followed in most cases, the penalties given for some violations may vary depending on the nature of each specific violation, the timing of its occurrence and if, in the reasonable opinion of the Manager of Airport Operations, a variation from the Table of Fines is warranted by the findings of an investigation. All penalties imposed are in addition to any other rights or remedies available to the Port. The Table of Fines is based on the number of citations received in a two (2) year period. If successive violations occur in a shorter period of time, the penalties are likely to be more severe, up to and including suspension or revocation of the Restricted Area Driving Authorization. As used herein the term revocation of the Restricted Area Driving Authorization means a person whose Restricted Area Driving Authorization is revoked and loses the Restricted Area Driving Authorization. The applicant will not be allowed to re-apply for Restricted Area Driving Authorization for a period of two (2) years.

9. EFFECTIVE DATE OF ENFORCEMENT ACTION/REVIEW

Except for the right of Port Police to confiscate a PDX Security Badge and escort a suspected violator from the Restricted Area, which shall be effective immediately, all other enforcement actions under the Rules shall be prosecuted under, reviewed and become effective as provided in the Rules. The review process set forth in Chapter 1 of the Rules shall apply to any review made pursuant to this Chapter.

10. RE-INSTATEMENT OF RESTRICTED AREA DRIVING AUTHORIZATION

If a Restricted Area Driving Authorization has been revoked, a driver may apply to the Airside Operations Manager for reinstatement only if two (2) years have elapsed since the revocation. Upon authorization by the Airside Operations Manager, the applicant must successfully complete all requirements for obtaining Restricted Area Driving Authorization, including the successful completion of the training and the requirement that the driver possess a valid government issued driver's license and PDX Security Badge. The Airside Operations Manager may grant the application for reinstatement after a determination that the driver has undergone such training or

education or otherwise implemented such safeguards so as to reasonably assure the Port that: (a) the driver is not likely to further violate the Rules pertaining to Driving; and (b) granting of Restricted Area driving privileges to such driver is not likely to pose a risk or danger to the Port or to others.

CHAPTER 24

AIRLINES/AIRCRAFT PARKING AND RUN-UPS

1. GATE USE; ASSIGNMENT; SCHEDULING

Port Ordinance No. 423-R and Port ordinance No. 433-R, as they may be amended from time to time, regulates the use and operation of the Airport and its facilities. For the purpose of scheduling gates, any unresolved conflicts which are not fully addressed under this Section will be decided on the basis of Port Ordinance No. 423-R.

1.1 Conditions

Port-owned gates are subject to common use with no dedicated premises for airlines. The Port schedules the use of the gates. The policies that have been developed for the use of gates are designed to maximize gate utilization and are intended to provide general guidance. The schedule may be modified daily to meet actual operational situations, with the intent of ensuring the equitable treatment of all airlines. The following are conditions for the use of gates:

(a) Airlines requesting use of any gate must submit in writing to the Airside Operations Department the flight number, arrival and departure time, type of aircraft, and flight frequency. Schedules should be updated on a monthly basis.

(b) Short notice use of a gate, such as for fog diversions or unscheduled flights, may be requested by contacting the Airside Operations Department. An airline requesting short notice gate assignments must use the airline's own leased gates or previously scheduled common use gates before the Airport Operations Supervisor will affect the relocation of a gate scheduled or occupied by another airline. The Airport Operations Supervisor may assign an open gate on any concourse prior to relocation of another airline. When the relocation of another airline is required to accommodate a short notice gate request, the Airport Operations Supervisor will use the following descending precedence to prioritize competing requests for gate usage: (i) tow on, tow off; (ii) tow on, RON, tow off; (iii) tow on/off, RON, live out; (iv) live-in, tow off/on; (v) live-in, RON, live-out; (vi) live in/out. The Airside Operations Supervisor may deviate from the priority list due to unusual circumstances, availability of common use computer equipment, or specific operational requirements. Any request that requires relocation of another airline must be received at least sixty (60) minutes prior than the previously scheduled use of the affected airline. Once the request for the short notice gate assignment has been confirmed and an aircraft has been relocated, the requested gate becomes a scheduled gate and the requesting airline will be invoiced for the gate use.

(c) The Airport Operations Supervisor for Airside will schedule, approve, and publish a master schedule each month based on gate usage information submitted by the airlines. A schedule showing all approved use times will be sent to the airlines upon request. All schedule information must be submitted in writing by the twenty-third (23rd) day of each month or gate usage may be rescheduled to another airline.

(d) The Airport Operations Supervisor for Airside will maintain a log of exceptions for amendments to scheduled gate or remote Ramp parking for a particular month. Amendments to previously submitted gate usage information should be communicated to the Airport Operations Supervisor for Airside as soon as practicable after schedule confirmation. The airline

must contact the Airport Operations Supervisor for Airside at least six (6) hours prior to the scheduled time of gate or Ramp usage or risk incurring charges for use of the parking position.

(e) The Airport Operations Supervisor for Airside will submit a usage report to the Port's Financial Services Department ("Financial Services Department") on or before the second (2nd) Business Day of each month, describing gate and Ramp parking activity for the previous month. The usage report will include the gate usage information, as well as appropriately reported exceptions to requested parking. The Port will bill the airlines for common use gate and Ramp utilization based on the usage report.

(f) Outside of scheduled usage, gates are generally assigned on a first come, first served basis, but the Port may deviate from this general practice if it deems it in the best interest of efficient Airport operations.

(g) Non compliance with the Rules, including use of gates in a manner other than that scheduled with the Airport Operations Supervisor for Airside, may result in that airline's loss of precedence for a specific gate or relegation of the scheduled operations to a remote parking Ramp.

(h) International flights requiring inspection will always have Federal Inspection Station ("FIS") gate assignment priority.

(i) The Port is not obligated to provide use of gates unless forty-eight (48) hours advance notice is given. However, the Port will schedule an international gate upon request such as in the event of a flight diversion. Unless otherwise coordinated with the Airside Operations Department, the requesting airline must deplane passengers and utilize the FIS facility.

(j) When an aircraft is parked overnight at a gate, it will be the airline's responsibility to maintain a means to relocate their aircraft to a remote parking area when deemed necessary by the Airport Operations Supervisor for Airside.

(k) An airline repeating a flight from a previous schedule will have preference in a current schedule. A flight's schedule time may vary up to fifteen (15) minutes without losing precedence.

(l) Live aircraft operations take precedence over remain-overnight ("RON") and extended aircraft parking – meaning two (2) or more hours. At the direction of the Port, an airline with a scheduled ground time exceeding two (2) hours at a gate will be required to move its aircraft whenever another airline has requested that gate for loading and/or unloading passengers. The requesting airline must utilize gates it leases or has previously scheduled to use before Airside Operations will affect the relocation of an occupied gate.

(m) The Airport Operations Supervisor for Airside will use the following descending precedence to prioritize competing requests for scheduling of gates: (i) live-in (passengers deplane), live-out (passengers enplane), no extended parking required; (ii) live-in (passengers deplane) extended parking/RON, live-out (passengers enplane); (iii) live-in, extended parking/RON, tow off or tow on, extended parking/RON, live-out – priority between these two operations will be determined by the Airside Operations Department on a case by case basis; (iv) live-in, tow off or tow on, live-out - priority between these two operations will be determined by the Airside Operations Department on a case by case basis; (v) tow on, extended parking/RON, tow off; and (vi) tow on, tow off.

- (n) A thirty (30) minute grace period will be allowed for departure delays.
- (o) The Airside Operations Department must be advised on any arrival delay over fifteen (15) minutes. If a delay is anticipated to extend beyond the grace period, the delayed airline may be required to use an alternate gate. In this case the airline should contact the Airport Operations Supervisor for Airside.
- (p) Airlines with several flights throughout the day will generally be assigned to the same gate.
- (q) Gates may be limited to certain types of aircraft. Aircraft will only be assigned gates that can safely accommodate them.
- (r) Unless otherwise coordinated with the Airport Operations Supervisor for Airside:
 - (i) staging of GSE needed to service arriving flights may begin no earlier than thirty (30) minutes prior to the anticipated arrival time of the aircraft; and
 - (ii) GSE must be removed from the gate ramp area no later than forty-five (45) minutes after the aircraft has left the gate for departure.

1.2 Use Conditions

The following are restrictions for the use of gates:

- (a) Heavy maintenance is not permitted at any gate. Alternate locations for heavy maintenance needs should be coordinated with the Airside Operations Department.
- (b) Routine maintenance is permitted within the scheduled gate use time.
- (c) Maintenance will not be allowed if the spillage of fuels, hydraulic fluids, etc., is anticipated.
- (d) Loading fuel into trucks from the hydrant system at gates is prohibited. Trucks should be filled from the fuel station on the north Apron or the central Ramp.
- (e) Airlines, ground handlers, or fuelers will be responsible for immediately cleaning grease, hydraulic fluid, or other substances which may be spilled on the Apron.
- (f) Cleaning and maintenance of ground equipment is prohibited.
- (g) Airlines must use preconditioned air units on gates where they are installed.

1.3 Non Responsibility

The Port shall not be deemed responsible for personal injury or property damage resulting from or arising out of an airline's use of the gates. Any airline using the gates will be obligated to indemnify, defend, and hold harmless the Port and the Port's commissioners, officers, employees, and agents from and against all claims, liabilities, costs, and expenses of any nature whatsoever, including without limitation reasonable attorney fees arising out of its acts or omissions in connection with its use of the gates. Airline will also be obligated to fully compensate the Port for harm to the Port's real or personal property caused by the acts or omissions, negligent or not, of airline in connection with its use of the gates. The Port will give an affected airline prompt and reasonable notice of any claim, liability, cost or expense to provide the airline an opportunity to investigate and defend.

2. REMOTE AREA AIRCRAFT PARKING LOCATIONS

The Port has six (6) remote aircraft parking areas for use by airlines who have regularly scheduled arrivals and departures at the Airport. The Port has established these remote area parking Rules to maximize the capacity of the remote parking areas. All requests for use of remote parking locations must be coordinated with and approved by the Airport Operations Supervisor for Airside.

2.1 North Ramp

The North Ramp is located east of the Skywest gates. There are four (4) parking spaces available to passenger aircraft. All aircraft must be towed in/out. Parking is limited to aircraft size B757-200 or smaller.

2.2 Northwest Ramp

The Northwest Ramp is the parking area located at the north end of Taxiway H, adjacent to the National Weather Service. This Ramp is within the clear zone of Runway 10L, limiting tail height to that of B-757-200, or smaller aircraft. Airline service crews will be required to access this area via the Perimeter/Service Road.

2.3 Northeast Ramp

The Northeast Ramp is located east of the Flightcraft General Aviation Hangars. There are four (4) parking spaces available for aircraft. Aircraft may proceed under power to parking positions on the Northeast Ramp, but must be towed out. Parking is limited to aircraft size B340-600 or smaller.

2.4 Central Ramp

The Central Ramp is located west of the Ground Run-up Enclosure and parallel to Taxiway F. There are four (4) parking spaces available for aircraft. Parking is limited to aircraft size B767-400 or smaller.

2.5 South Central Ramp

The South Central Ramp is located between Taxiway exits E4 and E5 and just south of the Emery Air Cargo building. There are two (2) parking spaces available for aircraft. Parking is limited to aircraft size B757-300 or smaller.

2.6 Southeast Ramp

The Southeast Ramp is located at the PDX Cargo Center adjacent to Taxiway exit B8. There are four (4) parking spaces available for aircraft. Parking is limited to aircraft size B767-300 or smaller.

2.7 Remote Parking Assignment Procedures

Airlines requiring scheduled overnight parking must submit a request, in writing, to the Airside Operations Department prior to the twenty-third (23rd) day of each month. Requests must include aircraft type, hours, and dates. The Airport Operations Supervisor for Airside will assign parking and publish a schedule each month, based on the information received. Airlines will receive a written copy by the first (1st) day of each month upon request. It will be the airline's responsibility to notify the Airport Operations Supervisor for Airside of any

cancellations. Short notice remote parking requests will be assigned by contacting the Airport Operations Supervisor for Airside.

3. USE OF REMOTE PARKING AREAS

The following Rules relating to Remote Area aircraft parking apply when using any of the remote parking areas:

- (a) parking will be at the sole risk of the owner or operator of the aircraft, without any responsibility or liability to the Port for any loss of, or damage to, the aircraft while parked;
- (b) the owner or operator shall be responsible for moving, tying down, and securing the aircraft;
- (c) parked aircraft must maintain a minimum of twenty (20) feet between wing tips;
- (d) cargo operations, as opposed to cargo aircraft parking, will not be allowed in the remote parking areas;
- (e) aircraft owners or Operators will be responsible for immediately removing spilled fluids, or other substances and Foreign Object Debris, and will comply with all applicable environmental laws and regulations and reporting requirements;
- (f) airlines parking aircraft in the remote parking areas must report and pay the applicable monthly storage fees;
- (g) remote parking of aircraft for storage, sale, or other long-term parking must have prior written Port approval;
- (h) use of the remote parking area, for the purpose of aircraft maintenance, must have prior written Port approval;
- (i) only equipment directly involved with servicing a remote parked aircraft will be permitted within the remote parking area;
- (j) unless otherwise coordinated with the Airport Operations Supervisor for Airside, equipment must be removed from the parking area once the aircraft is relocated; and
- (k) reflective cones are required for the marking of wing tips and tail.

4. GROUND RUN-UP ENCLOSURE

4.1 Port Engine Run-Up Noise Management Plan

The Port constructed a Ground Run-Up Enclosure ("GRE") in the year 2001 to reduce noise levels generated by aircraft maintenance engine ground run-ups. Ground run-ups are routine aircraft engine maintenance tests performed as a check to ensure safe and reliable operation of the aircraft engine, as required by FAA regulations and aircraft engine manufacturers. The *Ground Run-up Facility Procedures* referenced in **Appendix A, Table A** describe the twenty-four (24) hour operational procedures associated with GRE operations at the Airport. The manual also describes the GRE dimensions and features in detail. The goal of these GRE procedures is to bring engine ground run-up activities into conformance with Oregon Department of Environmental Quality industrial noise regulations by reducing noise impacts on the neighborhoods located in the near vicinity of the Airport.

4.2 Aircraft Use of GRE Facility

The following aircraft must perform all engine maintenance ground run-ups within the GRE: all jet aircraft up to and including the McDonnell-Douglas MD-11 and turboprop aircraft over twelve thousand five hundred (12,500) pounds maximum take-off weight. Excluded from this requirement are: (a) reciprocating engine aircraft types; (b) rotorcraft; (c) aircraft larger than the McDonnell-Douglas MD-11; and (d) military jets capable of using the Oregon Air National Guard's ground run-up facility. Propeller aircraft under twelve thousand five hundred (12,500) pounds maximum take-off weight and aircraft larger than the McDonnell-Douglas MD-11, with a wingspan greater than one hundred seventy-one (171) feet, are also excluded from this requirement. Idle engine runs for purposes of leak checks and other maintenance procedures are not considered to be maintenance engine ground run-ups and should not be done in the GRE. Idle runs may be performed at the aircraft's parking location.

4.3 Operating Hours

The GRE is available for use twenty-four (24) hours a day. Use is on a first-come, first-served basis. It is the responsibility of the Aircraft Operator to confirm the availability of the GRE before re-positioning the aircraft to the GRE. Occupancy of the GRE by another aircraft is not an acceptable reason to conduct an unsuppressed engine maintenance ground run-up outside of the GRE. Because use of the GRE is on a first-come, first-served basis, Aircraft Operators should exercise good planning to ensure that the GRE is available in sufficient time to complete all required ground run-ups prior to returning the aircraft to service.

CHAPTER 25

GROUND TRANSPORTATION SERVICES AND PROVIDERS

1. GROUND TRANSPORTATION RULES OF GENERAL APPLICABILITY

1.1 Ground Transportation Permit Required

No Ground Transportation Permitted Business may use the Commercial Roadway, the Terminal Roadway, or any other portion of the Airport to pick up Airport Customers without first obtaining the applicable permit. The Port issuance of new Ground Transportation Permits is subject to Commercial Roadway capacity and service moratoriums may be in place at any time with respect to one or more service categories from time to time.

1.2 Required Port Ground Transportation Permits

All Ground Transportation Permitted Businesses included, but not limited to, off-Airport rental car businesses and off-airport parking lot operators, must obtain the applicable Ground Transportation Permits pursuant to Port Ordinance No. 450-R and Port Ordinance No. 451-R. On-Airport hotels and similar entities holding written agreements with the Port pursuant to which they use the Commercial Roadway, the Terminal Roadway, or other portions of the Airport for complimentary Airport Customers transport must also obtain a Ground Transportation Permit pursuant to Port Ordinance No. 450-R and Port Ordinance No. 451-R. Ground Transportation Permitted Businesses may operate vehicles at the Airport only within the permitted service category(ies) and only in accordance with the terms and conditions set forth in the Rules pertaining to Ground Transportation, the Ground Transportation Permit, and applicable Port ordinance(s).

1.3 Categories of Ground Transportation Operations

Ground Transportation Permits are divided into the following service categories: (a) Fixed Route Vehicles; (b) Reservation Only Vehicles; (c) Courtesy Vehicles; (d) Scheduled Service Vehicles; (e) On-Demand Vehicles, including Taxicabs; (f) Door-to-Door Vehicles; (g) Park & Fly; (h) Stay, Park & Fly; and (i) transportation network companies. The Port reserves the right to amend these service categories.

1.4 Management of the Commercial Roadway

In order to maintain the safe, efficient, and orderly use of the Commercial Roadway, the Port may designate locations on or off the Commercial Roadway which may be used by Ground Transportation Permitted Businesses as parking, staging, and/or Airport Customer pick-up areas. The Port may designate different locations for different categories of Ground Transportation Permitted Businesses and may impose different requirements with respect to the use of such locations. Areas designated for use by the different Ground Transportation Permitted Businesses are subject to change by the Port to accommodate changes in the physical layout of the Commercial Roadway, patterns of traffic, volumes of use, changes in Rules, TSA or FAA regulations, the addition of or removal of categories of Ground Transportation services, construction, repair or maintenance of Airport facilities, and for other reasons, as deemed necessary or convenient, at the sole discretion of the Port. Except in the case of an emergency or a temporary and insignificant change, the Port shall post all changes in the areas designated for

use by Ground Transportation Permitted Businesses and in the Ground Transportation Office not less than seven (7) calendar days prior to such changes taking effect. Temporary emergency changes shall be effective immediately upon posting. Ground Transportation Permitted Businesses must follow the reasonable requests and instructions of Port staff, Port Police and other agents of the Port in connection with temporary or permanent designation of areas for use by Ground Transportation Permitted Businesses. Ground Transportation Permitted Businesses may drop off Airport Customers only on the upper outer Terminal Roadway.

1.4.1 Holding Area

All Ground Transportation Permitted Businesses wishing to pick up Airport Customers must report to the Port designated Holding Area in parking spaces designated for the service category. Vehicles may enter the Commercial Roadway only when called up by a Transportation Assistant or other agent of the Port. Drivers shall not leave their vehicle unattended in the Holding Area, except for restroom breaks in the Holding Area. Courtesy Vehicles are not required to wait in the Holding Area.

1.4.2 Airport Customers Loading

Ground Transportation Permitted Businesses shall pick up Airport Customers only in those areas of the lower Commercial Roadway designated by the Port for the applicable service category, unless otherwise authorized by a Transportation Assistant or other agent of the Port. Doors and trunks must be kept closed at all times unless the Ground Transportation Permitted Business is actively loading or unloading Airport Customers and/or luggage. Ground Transportation Permitted Businesses may only use those portions of the Commercial Roadway designated by the Port to pick up Airport Customers.

1.4.3 Unattended Vehicles Prohibited

No Driver waiting on the Commercial Roadway shall leave his or her Commercial Ground Transportation Vehicle unattended.

1.4.4 Unattended Vehicles in the Holding Area

Ground Transportation Permitted Businesses that have an appointment with the Ground Transportation Office shall report to the Holding Area and obtain permission from the Transportation Assistant or a Port representative to leave their Commercial Ground Transportation Vehicle unattended.

1.5 Commercial Ground Transportation Vehicles

All Commercial Ground Transportation Vehicles must be registered with the City of Portland, unless exempt, and the Port through the Port's Ground Transportation Office, and must be listed on the Ground Transportation Permit for Ground Transportation Permitted Businesses. If a Ground Transportation Permitted Business wishes to replace a Commercial Ground Transportation Vehicle, the Ground Transportation Permitted Business must pay the Port a non-refundable per Vehicle fee and such replacement must be registered and approved in advance by the Ground Transportation Office. Daily substitutions of vehicles are prohibited. Any Commercial Ground Transportation Vehicle that operates without prior approval will be charged a day pass rate. Substitutions are permitted for the purpose of vehicle repairs and maintenance that require more than one (1) calendar day to perform. All properly registered and insured Commercial Ground Transportation Vehicles will be issued a Roadway Access Device

which will provide that Commercial Ground Transportation Vehicle access to the Commercial Roadway. No Driver or Ground Transportation Permitted Business shall use the Roadway Access Device assigned to a particular Commercial Ground Transportation Vehicle to admit any other vehicle to the Commercial Roadway. Commercial Ground Transportation Vehicles are required to line up at the rear of the applicable queue, moving as far up in the queue as safely possible, and progress through the queue until it is the Driver's turn to proceed to the Commercial Roadway to pick up Airport Customers. If a Commercial Ground Transportation Vehicle is not called up and leaves the queue and/or the Driver departs the Holding Area, that Driver and the Commercial Ground Transportation Vehicle must return to the end of the queue. On-Demand Vehicles which are first in their respective queues must wait until electronically signaled and then must immediately proceed to the Commercial Roadway. No maintenance, including oil changes, washing, vacuuming or other detailing of Commercial Ground Transportation Vehicles is allowed in the Holding Area. In order to minimize exhaust fumes, vehicles must be turned off while in the Holding Area or on the Commercial Roadway waiting for Airport Customers.

1.6 Signage

Commercial Ground Transportation Vehicles, except for Chauffeured Limousines, shall be clearly and professionally signed to show the name and telephone number of the Ground Transportation Permitted Business operating the Commercial Ground Transportation Vehicle. Lettering must be no less than three (3) inches in height. The dimensions of any exterior sign must be no less than eight and a half (8½) inches by eleven (11) inches. All markings required herein shall be painted professionally, neatly and plainly on both the Driver's door and the front passenger door of the Commercial Ground Transportation Vehicle, or otherwise attached by permanent decal. No electronic or digital signage is allowed. With the exception of Courtesy Vehicles, all signage must obtain Port approval, unless it follows the guidelines outlined in this Section.

1.7 Food and Drink Service Prohibited

No food or drink vendors are allowed in the Holding Area without a Port issued Permit and Right-of-Entry to operate in the Holding Area.

1.8 Driver Conduct

Drivers must treat each other with respect. No shouting or fighting is allowed. Vandalism to Port property, including the restrooms provided in the Holding Area, is prohibited. Violations of the following may result in suspension or termination of a Ground Transportation Permit or other action or citation by the Port. Only Drivers are authorized to be in the Holding Area. Prohibited behaviors include, but are not limited to, the following:

- (a) leaving a Commercial Ground Transportation Vehicle unattended in the Holding Area (except as provided in Section 1.4.4 of this Chapter) or on the Commercial Roadway. Drivers must be immediately available to move their Commercial Ground Transportation Vehicles when required at all times;
- (b) saving parking spots or positions in the queue for other Drivers, blocking other Drivers from moving up in the queue or using a parking space;

- (c) public nudity or sunbathing in the Holding Area or within the shrubbery or grass areas surrounding or adjacent to the Holding Area;
- (d) releasing or depositing waste water, chemicals, soap or any other fluids on the paved surface of the Holding Area, on or into the soil adjacent to the Holding Area, into the drainage system for the Holding Area, or into any Holding Area garbage receptacles;
- (e) discarding any debris or garbage, except into receptacles intended for such purpose;
- (f) discarding personal, household or business debris or garbage into any Holding Area garbage receptacles;
- (g) erecting, altering, adding, replacing; or defacing any structure, facility, sign or grounds in or adjacent to the Holding Area;
- (h) selling goods or services within the Holding Area or on Port property without the prior written consent of the Port;
- (i) refusing any fare;
- (j) Hacking any Airport Customer by words, gestures or signage;
- (k) refusing to obey directives or instructions of a Transportation Assistant, a Parking Control Representative, or of any other Port representative;
- (l) refusing to obey a lawful order of a Port Police officer;
- (m) fighting or engaging in Offensive Verbal Contact or Offensive Physical Contact;
- (n) escalating or Gouging Fares;
- (o) unless exempt, operating without a valid City of Portland business license or any other business or vehicle permits required by law;
- (p) using another Ground Transportation Permitted Business' Roadway Access Device to enter the Commercial Roadway without the Port's permission;
- (q) operating without a Ground Transportation Permit or operating in a service category not authorized by a Ground Transportation Permit;
- (r) interfering with any Airport Customer's choice of ground transportation services, or interfering with any other Driver with whom any Airport Customer is negotiating for ground transportation services;
- (s) providing inaccurate, incomplete or deceptive information in order to obtain a Ground Transportation Permit or an Access Device;
- (t) attempting to pick up an Airport Customer already waiting for another Commercial Ground Transportation Vehicle;
- (u) providing or offering to provide payment to any person at the Airport in return for the referral of Airport Customers or preferential treatment, on the Commercial Roadway;
- (v) possession, consumption or providing service while under the influence of alcohol or any controlled substance;
- (w) conducting any illegal activity at the Airport;

- (x) picking up an Airport Customer in any areas other than those designated for such pickups;
- (y) failing to comply with any other provision of the Rules, Port ordinances, or the Ground Transportation Permit;
- (z) operating a Commercial Ground Transportation Vehicle on the Commercial Roadway that has non-functioning headlight(s), taillight(s), a cracked windshield, or is otherwise deemed unsafe to transport Airport Customers; and
- (aa) reckless driving or public endangerment on Port property.

1.9 Imposing Suspensions

For purposes of imposing suspensions, compilation of violations will be maintained against the Driver, the vehicle and the Ground Transportation Permitted Business. The Ground Transportation Permitted Business is responsible for ensuring Driver and vehicles abide by any suspension(s).

1.10 Tracking and Imposing Fines, Suspensions and Terminations

For purposes of tracking and imposing fine(s), suspension(s) and termination(s) of a Ground Transportation Permitted Business, violation compilations shall be for a three (3) month rolling period for suspensions and twelve (12) month rolling period for termination(s).

2. PENALTIES FOR VIOLATION OF RULES PERTAINING TO GROUND TRANSPORTATION

2.1 Enforcement Responsibility

Enforcement of this Chapter is the responsibility of the Ground Transportation Office, the Port's Landside Operations Department ("Landside Operations Department"), Port Police, and other Port representatives as assigned by the Commercial Roadway Manager, who are each authorized to issue citations to any Driver in violation of the Rules.

2.2 Penalties and Suspension of Driving Privileges

Any Driver or Ground Transportation Permitted Business that fails to comply with the provisions of the Rules or Port-issued directions will be subject to enforcement action, including penalties. Penalties for failure to comply with this Chapter may result in a citation, suspension or termination of a Ground Transportation Permit. Offenses that warrant the immediate suspension of a Driver and removal of a Ground Transportation permit shall include, but not be limited to the following: (a) fighting; (b) misrepresenting fare to an Airport Customer; (c) acting in a rude, offensive or otherwise unprofessional manner with Airport Customers, the general public, Port staff, or Airport employees; (d) soliciting; (e) reckless driving and reckless endangerment of the public on Port property; (f) commission of any misdemeanor or felony related to driving or public safety; and (g) such other offenses which Port staff deems an immediate threat to the safety of Airport Customers or the security of the Airport.

2.3 Reinstatement of Driver

The decision to reinstate a Driver will only occur after meeting with the Landside Operations Manager or his or her designee. The Landside Operations Manager or his or her designee will review the incident report and decide whether the facts in the report constitute a

violation of the Rules, Port Ordinance No. 450-R, Port Ordinance No. 451-R, and/or the Ground Transportation Permit pursuant to Port Ordinance No. 450-R and Port Ordinance No. 451-R to determine if there has been a violation. If so, a written notice will be issued to the Ground Transportation Permitted Business pursuant to Chapter 1 of the Rules. Ground Transportation Permitted Businesses are fully accountable for the actions of their Drivers. Violations of the Rules by a Driver shall be deemed a violation by the Ground Transportation Permitted Business.

3. PENALTIES

3.1 Driver Violation Penalties

The "Enforcement Matrix" set forth below is a guideline to be used by the Manager of the Landside Operations Department for issuing penalties for substantiated violations. Although the Enforcement Matrix will generally be followed in most cases, the penalties given for some violations may vary depending on: (a) the nature of each specific violation; (b) the timing of its occurrence; and (c) if, in the reasonable opinion of the Landside Operations Manager or his or her designee, a variation from the Enforcement Matrix is warranted by the findings of an investigation. All penalties imposed are in addition to any other rights or remedies available to the Port, pursuant to Chapter 1 of the Rules.

3.2 Illustrative Table of Penalties

The Enforcement Matrix is based on the number of citations received in a rolling twelve (12) month period. If successive violations occur in a shorter period of time, the penalties are likely to be more severe, up to and including suspension or termination. The following penalties may be imposed for violation of this Chapter.

3.2.1 Driver Suspensions

<i>Violation</i>	<i>Sanction</i>
3 violations per Driver	7 day suspension of Driver
4-6 violations per Driver	30 day suspension of Driver
7 violations per Driver	90 day suspension of Driver
8 or more violations per Driver	Termination of Driver

3.2.2 Ground Transportation Permitted Business Suspensions

<i>Violation</i>	<i>Sanction</i>
10 total violation notices within a three (3) month period	30 day suspension of Ground Transportation Permitted Business's authority to operate at the Airport
3 total suspensions of Ground Transportation Permitted Business within a twelve (12) month period	Termination of Ground Transportation Permitted Business's authority to operate at the Airport

4. EFFECTIVE DATE OF ENFORCEMENT ACTION/REVIEW

Except for the right of Port Police to confiscate an Access Device, which shall be effective immediately, all other enforcement actions under the Rules shall be processed pursuant to Chapter 1 of the Rules. The review process set forth in Chapter 1 of the Rules shall apply to any review made pursuant to this Chapter.

5. PERMIT ISSUANCE

A permit to operate a Commercial Ground Transportation Vehicle at the Airport ("Ground Transportation Permit") will not be issued unless the Ground Transportation Permit application is complete and all of the required documentation has been submitted and meets the requirements of the Rules. Upon issuance of the Ground Transportation Permit, the Ground Transportation Permitted Business shall also be issued one or more Roadway Access Devices, as provided in the Rules.

6. INSURANCE

All Ground Transportation Drivers and Vehicles must be fully insured pursuant to the Ground Transportation Permit, and keep a current certificate of insurance on file with the Port's Ground Transportation Office. If the Port receives a notice of insurance cancellation, the Ground Transportation Permitted Business Roadway Access Devices will be deactivated immediately, and will not be re-activated until proof of current insurance is provided to the Port and the deactivation fee is paid, as required by Section 16.1.3 of the Ground Transportation Permit.

7. REVOCATION; SUSPENSION

The Landside Operations Manager or his or her designee is authorized to revoke or suspend any Ground Transportation Permit for violation of the Rules, Port Ordinance No. 450-R and Port Ordinance No. 451-R as they may be amended, or any applicable successor Port ordinance, the Ground Transportation Permit, or violations of law pertaining to operations on the Commercial Roadway, in accordance with Chapter 1 of the Rules.

APPENDIX A

The documents in **Table A** and **Table B** are hereby incorporated into the Rules by reference. The documents in **Table A** describe the processes and procedures for Tenant activity at the Airport and are updated regularly. Airport User and Tenant activities will also be subject to Port Ordinances listed in **Table B**.

TABLE A

DOCUMENT	WHO SHOULD REVIEW	CONTACT
Airport Certification Requirements	Interested Parties	http://www.faa.gov/airports/airport_safety/part139_cert/
Airport Layout Plan	Interested Parties	(503) 415-6111
Airport Master Plan	Interested Parties and Airline Tenants	(503) 415-6142
Airport Security Program	Tenants with Security Clearance	(503) 415-6490
Asbestos-Containing Materials Operations and Maintenance Plan	Tenants	(503) 415-6679
Environmental Best Management Practices	Tenants	(503) 415-6678
General Aviation Minimum Standards	Tenants who also operate at GA Airports	(503) 415-6565
Emergency Response/Evacuation Plan	Tenants	(503) 415-6490
Free Speech Permit	Interested Parties	www.portofportland.com/PDFPOP/PDX_Free_Spch_Prmt.pdf
Ground Run-up Facility Procedures	Airline Tenants	(503) 415-6555
Maintenance Matrix	Tenants	(503) 415-6074
Part 150 Study	Interested Parties	(503) 415-6555
Port Employee Parking Policy and Application Form	All Airport Employees	(503) 415-6883
Port Tenant Construction Permit	Tenants	(503) 415-6176
Storm Water Enforcement Rules	Tenants	(503) 415-6326
Technical Design and Development Standards	Tenants	www.portofportland.com/eng_specs.aspx
Port Design Standards	Tenants	(503) 415-6233

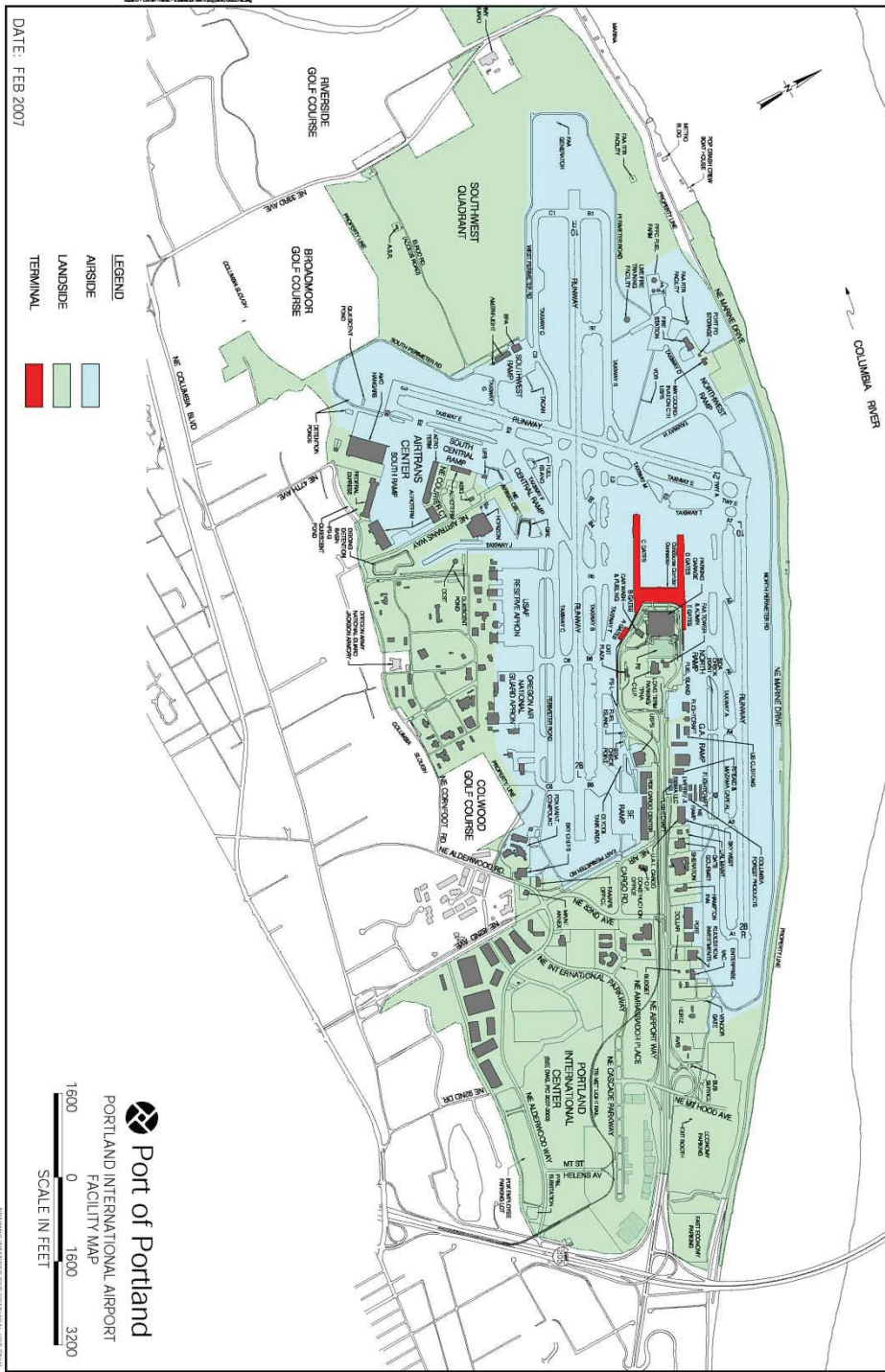
Tenant Lease Agreement	Tenants	(503) 415-6074
Tenant Operating Guidelines	Concessions Tenants	(503) 415-6022

TABLE B

DOCUMENT	WHO SHOULD REVIEW	CONTACT
Port Ordinance No. 360	Ground Transportation Permitted Businesses, Tenants	(503) 415-6562 or (503) 415-6034
Port Ordinance No. 361	Tenants	(503) 415-6562 or (503) 415-6034
Port Ordinance No. 370-R	Tenants	(503) 415-6562 or (503) 415-6034
Port Ordinance No. 377-R	Tenants	(503) 415-6562 or (503) 415-6034
Port Ordinance No. 423-R	Tenants	(503) 415-6562 or (503) 415-6034
Port Ordinance No. 433-R	Tenants	(503) 415-6562 or (503) 415-6034
Port Ordinance No. 450-R	Ground Transportation Permitted Businesses	(503) 415-6515 or (503) 415-6686
Port Ordinance No. 451-R	Ground Transportation Permitted Businesses	(503) 415-6515 or (503) 415-6686

APPENDIX B

MAP OF TERMINAL, LANDSIDE AREA AND AIRSIDE AREA



APPENDIX C

TABLE A

CHAPTER 3, SECTION 14.2.1

Fee Schedule

Fees to Employees For Lost PDX Security Badges or Access Devices

	<i>First Replacement</i>	<i>Second Replacement</i>	<i>Third Replacement</i>	<i>Fourth Replacement</i>
<i>Secured Area Badge</i>	\$50.00	\$75.00	\$100.00	Only with ASC Approval
<i>Sterile Area Badge</i>	\$50.00	\$75.00	\$100.00	Only with ASC Approval
<i>AOA Badge</i>	\$50.00	\$75.00	\$100.00	Only with ASC Approval
<i>GA Badge</i>	\$50.00	\$75.00	\$100.00	Only with ASC Approval
<i>Parking Access Credential</i>	\$10.00	\$20.00	\$30.00	\$40.00
<i>Access Device (Security Key)</i>	\$50.00	\$50.00	\$50.00	Only with ASC Approval
<i>Port of Portland ID</i>	\$20.00	\$20.00	\$20.00	\$20.00

Fees are calculated over a four year time period, starting with the date of the first lost item.

Fees to Companies for Unreturned PDX Security Badges and Access Devices

1. After thirty (30) calendar days, a Tenant may be billed \$100.00 per unreturned PDX Security Badge or Access Device for employees who are no longer employed by the Tenant.
2. Contractors working on construction projects will be charged \$500.00 per unreturned PDX Security Badge.

TABLE B

CHAPTER 23, SECTION 4.21

Airfield Fines

	Class I Driving Violation	Class II Driving Violation	Class III Driving Violation	Parking Violation
First Offense	Airfield Citation only	Airfield Citation; required Port driver's training; Restricted Area Driving Authorization suspended for up to 1 week	Airfield Citation required Port driver's training; Restricted Area Driving Authorization suspended for up to 30 days	Parking Airfield Citation; monetary fine up to \$250.00
Second Offense	Airfield Citation; required Port driver's training; Restricted Area Driving Authorization suspended for up to 1 week	Airfield Citation; required Port driver's training; Restricted Area Driving Authorization suspended for up to 3 months; potential revocation of PDX Security Badge	Airfield Citation; Revocation of Restricted Area Driving Authorization; potential revocation of PDX Security Badge	Parking Airfield Citation; monetary fine up to \$250.00
Third Offense	Airfield Citation; required Port driver's training; Restricted Area Driving Authorization suspended for up to 3 months	Airfield Citation; Revocation of Restricted Area Driving Authorization	Airfield Citation; Revocation of PDX Security Badge	Parking Airfield Citation; monetary fine up to \$250.00
Fourth and Subsequent Offenses	Airfield Citation; Revocation of Restricted Area Driving Authorization	Airfield Citation; Revocation of PDX Security Badge	Airfield Citation; Revocation of PDX Security Badge	Parking Airfield Citation; monetary fine up to \$250.00

APPENDIX D

CHAPTER 4, SECTION 1

PDX EMPLOYEE LOT GUIDELINES AND TERMS OF USE

1. The undersigned Portland International Airport ("PDX") employee issued a valid Port of Portland ("Port") parking credential ("Credential") ("Cardholder") is hereby granted a revocable right to park a passenger vehicle in the "Parking Area" shown on the map attached to these PDX Employee Lot Guidelines and Terms of Use ("Guidelines"), in accordance with the provisions of these Guidelines and any policies, rules, and procedures adopted by the Port including, but not limited to, those that may limit access to the Parking Area to certain days and hours; certain portions of the Parking Area; or may require Cardholder to display an identifying sticker on Cardholder's car. Cardholder has only those rights to use the Parking Area expressly granted by these Guidelines.
2. Cardholder may park one (1) vehicle in the Parking Area at any given time and may not transfer the Credential or allow access to another vehicle into the Parking Area. No trailers or motor homes are allowed in the Parking Area.
3. Cardholder is responsible for the condition of the Credential and will be assessed a reasonable replacement fee if the Credential is lost or otherwise damaged. Notwithstanding the foregoing, if the Credential fails to function as designed, Cardholder may be eligible for a parking refund if Cardholder parks in the Economy Lot and if the Port, or designee, determines that the cause of the malfunction is not due to damage of the Credential or the Credential has expired.
4. Cardholder may park in any available space in the Parking Area for a monthly parking fee. The Port may increase the rate upon thirty (30) calendar days' notice. If applicable, the Port will bill Cardholder's employer on a monthly basis. Cardholder shall not be entitled to a prorated refund of a monthly payment for days a space is not used or if the effective date or expiration date of the Credential is prior to the end of a month for which payment has been made.
5. If Cardholder qualifies as non-domicile, payment can be made with a credit card, in person at the Employee Parking Office, Room 1757 at the Airport terminal, or through a personal check to SP Plus, P.O. Box 56506, Portland, OR 97238. Payments will only be accepted for a maximum of ninety (90) calendar days or three (3) month periods. Cardholders may apply a credit forward to the next month, if the Credential is not used during a month that is pre-paid. To obtain a credit, Cardholder must contact SP Plus within thirty (30) calendar days of the month the card is not used. A credit may not be applied to a month more than sixty (60) calendar days in the future.
6. The Port or Cardholder may terminate the Credential, upon at least thirty (30) calendar days written notice to the other. In its sole discretion, the Port may immediately and without notice revoke all rights granted to Cardholder, if Cardholder engages in misconduct in the Parking Area. The Credential shall expire immediately, without notice or proration upon termination of Cardholder's employment with Cardholder's employer.

7. These Guidelines grant Cardholder a license to park, and shall not be construed as creating a bailment. Cardholder's use of the Parking Area is at Cardholder's own risk. Cardholder hereby releases the Port, its Commissioners, employees, and agents, from any claim arising out of Port's ownership, operation, management, or maintenance of the Parking Area including, but not limited to, claims for injury, including personal injury, or damages of any nature, whether or not arising from negligence. The Port shall have no duty to provide security for the Parking Area, and shall have no liability for theft or vandalism of Cardholder's car or its contents.

8. Cardholder shall maintain automobile liability insurance at all times on any car parked in the Parking Area, in an amount not less than the minimum limits established by the law of the state in which Cardholder is domiciled, or, if none, the minimum established by Oregon law.

9. By accessing and parking in the Parking Area, Cardholder agrees to be subject to all Port policies or procedures including, but not limited to, these Guidelines and the Rules pertaining to parking, as they may be amended from time to time. These Guidelines supersede all prior and contemporaneous oral or written agreements regarding parking at PDX.

DIRECTIONS TO THE EMPLOYEE PARKING LOT

Directions from I-205 (Northbound or Southbound)

- Take the Airport Way exit (heading west) off of I-205
- Turn left (south) on 82nd Avenue
- Follow 82nd to N.E. Alderwood Road
- Turn left (east) on N.E. Alderwood Road
- Follow N.E. Alderwood Road to the Employee Lot

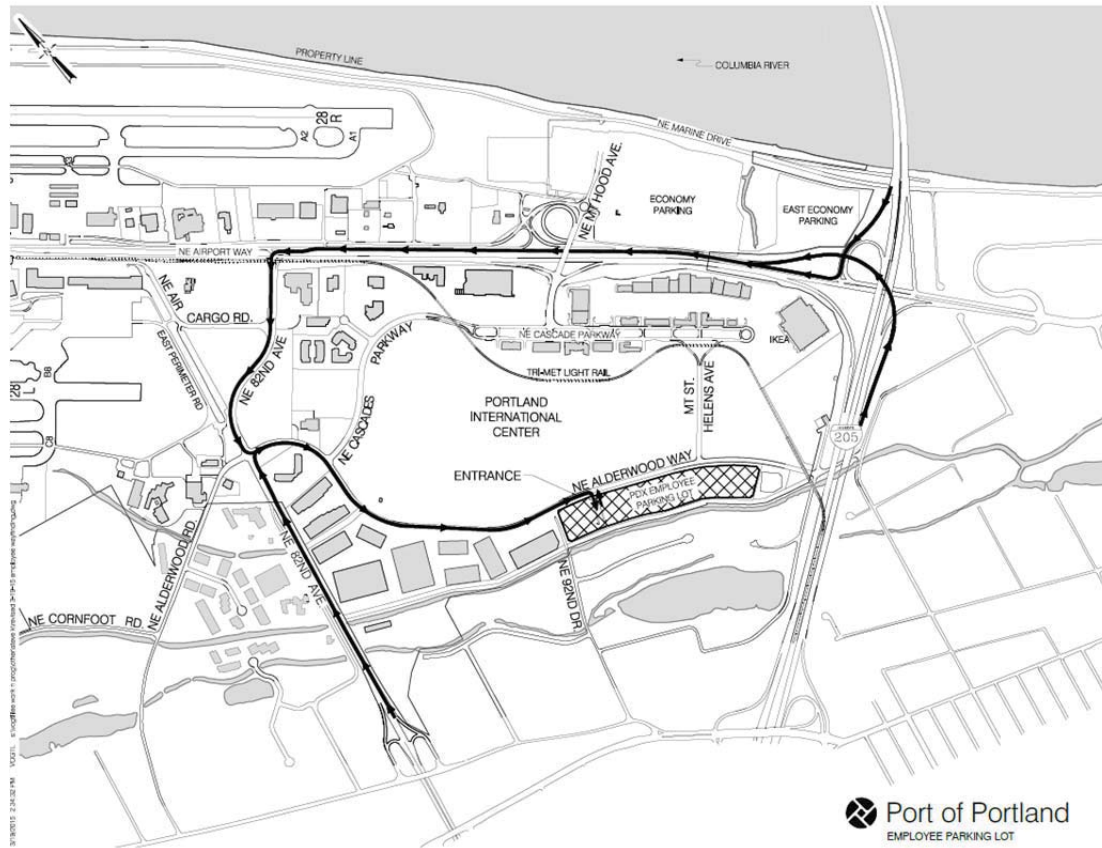
Directions from 82nd Avenue

- Follow 82nd Avenue northbound to N.E. Alderwood Road
- Turn right (east) at the signal at N.E. Alderwood Road
- Follow N.E. Alderwood Road to the Employee Lot

Directions from the Terminal

- Take Airport Way eastbound
- Turn right (south) on 82nd Avenue
- Follow 82nd Avenue to N.E. Alderwood Road

- Turn left (east) on N.E. Alderwood Road
- Follow N.E. Alderwood Road to the Employee Lot



AMENDMENT LOG

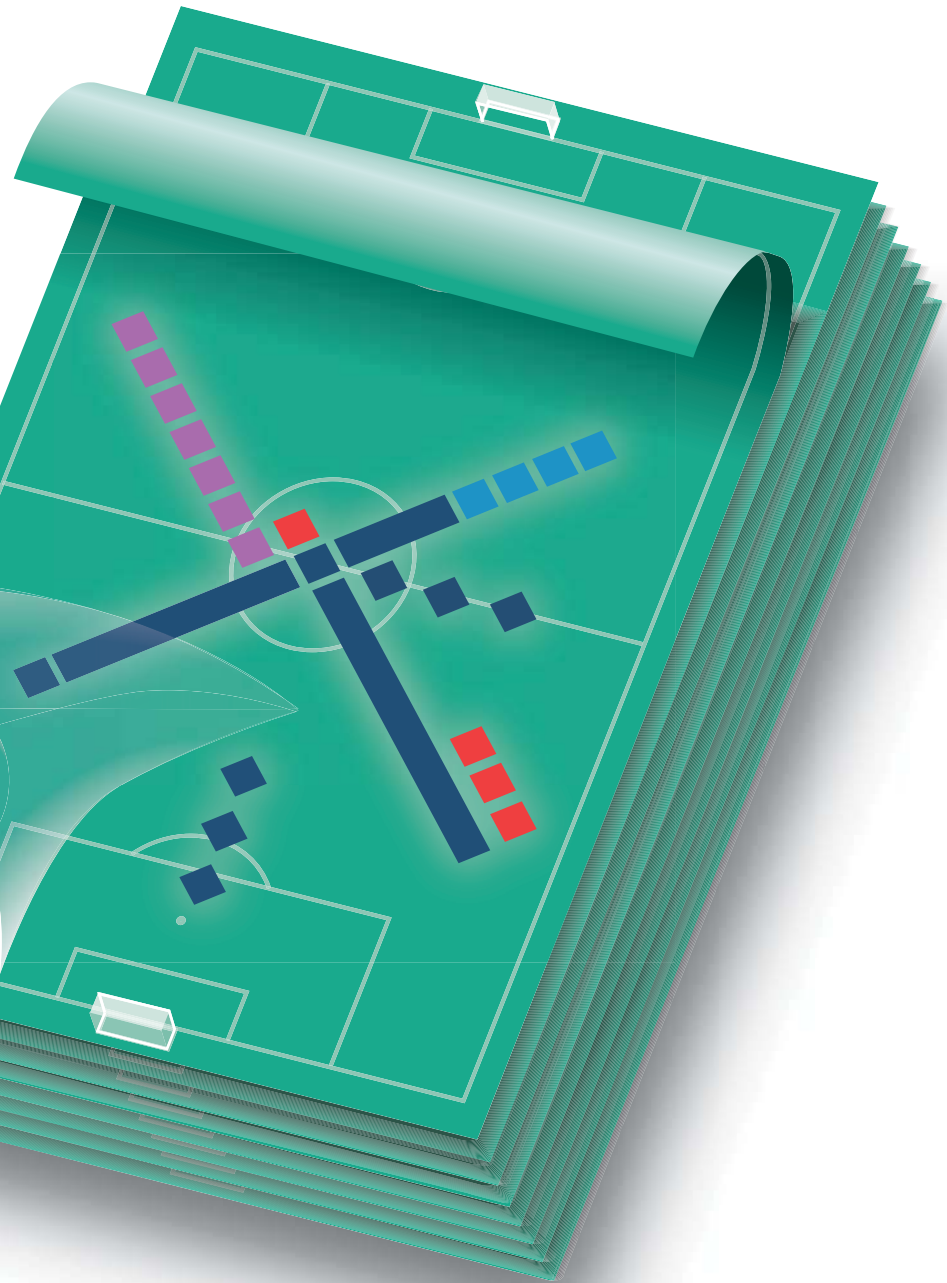
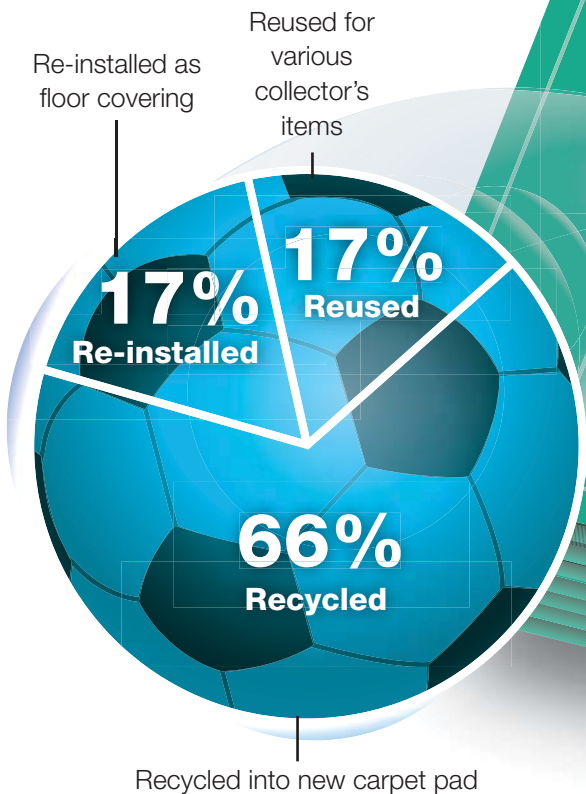
DATE OF AMENDMENT	CHAPTER
July 1, 2015	<i>PDX Emergency Numbers And Other Important Numbers</i> – Phone numbers updated, added and deleted.
July 1, 2015	<i>Useful Websites</i> – Websites added and updated.
July 1, 2015	<i>Defined Terms</i> – Added new defined terms and modified others relating to other changes in the PDX Rules.
July 1, 2015	<i>Chapter 1, Enforcement of Rules</i> – Updated reference to Port Ordinances.
July 1, 2015	<i>Chapter 2, Public Order</i> – Updated <i>Section 8, Intoxicants</i> , to reflect legality of marijuana in the state of Oregon as of July 1, 2015.
July 1, 2015	<i>Chapter 3, Security</i> – Updated website links.
July 1, 2015	<i>Chapter 4, Public Parking, Employee Parking, Abandoned Vehicles, and TriMet Services</i> – Updated to reflect enactment of new Port Ordinance No. 450-R and Port Ordinance No. 451-R on May 8, 2015 and parking system operational changes.
July 1, 2015	<i>Chapter 8, Free Speech</i> – Updated to correct inaccuracy in Section 1.
July 1, 2015	<i>Chapter 25, Ground Transportation Services and Providers</i> – Updated to reflect enactment of new Port Ordinance No. 450-R and Port Ordinance No. 451-R on May 8, 2015 and parking system operational changes.
July 1, 2015	<i>Appendix A, Table A</i> – Phone number updated.
July 1, 2015	<i>Appendix A, Table B</i> – Updated reference to Port Ordinances.
July 1, 2015	<i>Appendix C, Table A</i> – Updated to reflect change of name for parking access cards.
July 1, 2015	<i>Appendix D, Airport Employee Parking Guidelines</i> – Updated to reflect parking system operational changes.

PDX Carpet Replacement Project Scores Goal for Sustainability!

We replaced **8 soccer fields** worth of carpet. Where did it go?

100%

of PDX Carpet was repurposed or recycled



FOOD DONATION AGREEMENT

AMONG

SAMPLE

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SAMPLE

FOOD DONATION AGREEMENT

This FOOD DONATION AGREEMENT ("Agreement"), effective, _____, 2017 ("Effective Date"), is between **URBAN GLEANERS**, a public benefit organization (collectively, "Food Bank") and **[list participants]** (collectively, "Participants").

RECITALS

A. Each of Participants is individually a party to a *Food and Beverage Concession Lease* ("Concession Agreement") with The Port of Portland, a port district of the State of Oregon ("Port"), owner of Portland International Airport ("Airport"), for the purpose of operating a food and beverage concession at the Airport.

B. Each Participant desires to enter into an agreement with the Food Bank whereby each will donate unconsumed food acceptable to the Food Bank to be distributed to those in need in the Portland area ("Food Donation Program").

NOW THEREFORE, Participants and Food Bank, intending to be legally bound by the terms and conditions of this Agreement and in consideration of the mutual covenants and the benefits accruing to Participants, Participants agree as follows.

1. TERM

This Agreement shall commence and become binding upon each Participant as of the Effective Date and shall continue on a volunteer basis until such time as Food Bank and/or any of the Participants choose to no longer participate by providing written notice to the other parties and the Port.

2. GENERAL OBLIGATIONS

Participants agree to: (a) place items intended for donation in the designated refrigerator located in **Appendix A**; (b) record items intended for donation on Port provided three-part donation slip and placing slips in appropriate boxes; (c) place donated items in designated containers; (d) record refrigerator temperatures on "Refrigerator Temperature Log" located on front of refrigerator when items are placed in said refrigerator; (e) all pre-packaged food items must be clearly date-marked and must be at least three (3) calendar days from expiration per Oregon Administrative Rule 333-150-000 and the applicable *Food Protection Program* adopted by the 2009 FDA Food Code with Oregon Amendments, to allow the Oregon Health Department ample time to safely distribute usable items; (f) all prepared food must be cooled, date marked, and packaged in accordance with Oregon Administrative Rule 333-150-000 et. Al. and the applicable *Food Protection Program* adopted by the 2009 FDA Food Code with Oregon Amendments; and (f) notify Port Concessions Operations any time the food donation refrigerator temperature exceeds (forty-one) 41 degrees at the time of checking temperatures.

Food Bank agrees to: (a) pick up food items from the designated refrigerator during vendor access hours currently Monday, Wednesday, and Friday, or whatever days designated by the Port; (b) special arrangements will be made when there are holiday's that impact pickup; (c) record refrigerator temperatures on "Refrigerator Temperature Log" located on front of refrigerator at time of pickup (e) notify Port Concessions Operations any time the food donation refrigerator temperature exceeds forty-one (41) degrees at the time of checking temperatures; and (d) share records of food weight by vendor with Port for tracking and reporting purposes.

Food Bank shall provide the Port with a fully executed copy of this Agreement along with any amendments thereto or additional signatories. It is understood that the Port is not a party to this Agreement and will have no liability associated therewith.

3. ADDITIONAL PARTICIPANTS

Any party that has or will have a *Food and Beverage Concession Lease* with the Port is entitled to become a party to this Agreement upon approval of the Food Bank ("Additional Participant"). In the event an additional party is added, it will sign an additional signature page that will include its notice address which will then be attached to the original agreement and distributed to all Participants and the Port.

4. CONTACT PERSON

The Participants shall furnish the Food Bank and the Port with a contact name and telephone number available twenty-four (24) hours per day, seven (7) days a week for issues related to operation of the Food Donation Program.

5. COMPLIANCE WITH LAWS

5.1 General

Participant and Participant's officers, employees, invitees, agents and contractors shall comply with: (a) all applicable federal, state, and local laws, rules, regulations, and ordinances, including laws governing its relationship with its employees including, but not limited to, laws, rules, regulations and policies concerning workers' compensation, and minimum and prevailing wage requirements; (b) laws, rules and regulations and policies relative to occupational safety and health; and (c) all Environmental Law; and (d) ordinances and rules adopted by the Port.

5.2 Airport Rules

The Food Bank and Participants and their respective officers, employees, invitees, agents and contractors shall comply with the rules, regulations and policies adopted by the Port including, without limitation, the *Portland International Airport Rules*, as any of the same may change from time to time, with respect to the use of, entry on or access to, or possession of the Port's property at the Airport or contiguous property owned by the Port ("Airport Rules"). Copies of the current Airport Rules may be found at the following website: http://www.portofportland.com/PDFPOP/PDX_Rules.pdf. The Port shall not discriminate against the Food Bank and/or Participants in the enforcement of the Airport Rules.

6. INDEMNITY; REIMBURSEMENT

The Food Bank and each Participant agrees to defend (using legal counsel acceptable to the Port), indemnify, and hold harmless the Port and its respective commissioners, directors, agents and employees from and against and to reimburse the Port for any and all actual or alleged claims, damages, expenses, costs, including Environmental Costs, fees (including, but not limited to, attorney, accountant, paralegal, expert, and escrow fees), fines, and/or penalties (collectively "Costs") which may be imposed upon or claimed against the Port, and which, in whole or in part, directly or indirectly, arise from or are in any way connected with any of the following: (a) any act, omission or negligence of Participant and/or Food Bank, (b) any use, occupation, management or control of the Airport by Participant and/or Food Bank; (c) any condition created in or about the Airport by Participant and/or Food Bank, including any accident, injury or damage arising from such condition; (d) any breach, violation, or

nonperformance of any of Participant's or Food Bank's obligations under this Agreement; and (e) any damage caused by Participant and/or Food Bank on or to the Airport or any adjoining property. For the purposes of this Section, Participant and Food Bank shall be deemed to include Participant and Food Bank's assigns, and all respective partners, officers, directors, agents, employees, invitees, and/or contractors. The indemnity agreements set forth in this Section shall survive the expiration or earlier termination of this Agreement and be fully enforceable thereafter. The Food Bank is responsible for carrying adequate insurance to cover all obligations set forth in this Agreement.

The Food Bank and each Participant agrees to defend indemnify, and hold harmless one another its directors, agents and employees from and against and to reimburse one another for any and all actual or alleged claims, damages, expenses, costs, including Environmental Costs, fees (including, but not limited to, attorney, accountant, paralegal, expert, and escrow fees), fines, and/or penalties (collectively "Costs") which may be imposed upon or claimed against the other, and which, in whole or in part, directly or indirectly, arise from or are in any way connected with any of the following: (a) any act, omission or negligence of Participant and/or Food Bank, (b) any use, occupation, management or control of the Airport by Participant and/or Food Bank; (c) any condition created in or about the Airport by Participant and/or Food Bank, including any accident, injury or damage arising from such condition; (d) any breach, violation, or nonperformance of any of Participant's or Food Bank's obligations under this Agreement; and (e) any damage caused by Participant and/or Food Bank on or to the Airport or any adjoining property. For the purposes of this Section, Participant and Food Bank shall be deemed to include Participant and Food Bank's assigns, and all respective partners, officers, directors, agents, employees, invitees, and/or contractors. The indemnity agreements set forth in this Section shall survive the expiration or earlier termination of this Agreement and be fully enforceable thereafter.

7. TERMINATION

Upon termination of this Agreement, the Food Bank shall return all security badges to the Port and all Participants shall refrain from using the provided refrigerator and shall return to normal disposal of unsold food.

8. GENERAL PROVISIONS

8.1 Assignment or Other Transfer Prohibited

The rights and obligations of the Food Bank and all Participants hereunder may not be assigned or transferred in any way unless the Port consents to the assignment of the Food Bank and/or Participant's participation, or pursuant to a valid court order. Subject to this restriction on assignment, the obligations hereunder are binding on the successors and assigns of each Participant.

8.2 Counterparts

This Agreement may be executed in counterparts, each of which shall be deemed an original, and such counterparts shall constitute one and the same instrument.

8.3 Governing Law

This Agreement shall be governed, construed and enforced in accordance with the laws of the State of Oregon. Jurisdiction shall be with Multnomah County Courts or the Federal Court located in Portland, Oregon.

8.4 Notices

All notices required under this Agreement shall be deemed to be properly served if sent by certified mail, return receipt requested, or delivered by hand to the last address furnished by the parties hereto. All notices sent to any party under this Agreement shall be copied to the Port. Until hereafter changed by the parties by notice in writing, notices shall be sent as follows:

to Port:

Port of Portland
7200 N.E. Airport Way
Portland, OR 97218
Attention: General Manager, Aviation Business and Properties

to Urban Gleaners:

to Participants:

The date of service of such notice by mail is agreed to be three (3) calendar days after the date such notice is deposited in a post office of the United States Postal Service, postage prepaid, return receipt requested, certified mail or, if delivered by hand, then the actual date of hand delivery. Notice may be also given by facsimile. The burden of proof concerning receipt of the facsimile will be on the sender who may satisfy the burden by presenting a receipt of the transmission showing the date the transmission successfully occurred, the facsimile number that

the transmission was sent to, the name of the party to whom the facsimile was sent, and a description of the document sent.

8.5 Time of the Essence

Time is of the essence in the performance of and adherence to each and every covenant and condition contained herein.

IN WITNESS HEREOF, Participants have subscribed their names hereto effective as of the year and date first written above.

URBAN GLEANERS

[PARTICIPANT]

By: _____

By: _____

Print Name: _____

Print Name: _____

As Its: _____

As Its: _____

SAMPLE

[PARTICIPANT]

By: _____

Print Name: _____

As Its: _____

[PARTICIPANT]

By: _____

Print Name: _____

As Its: _____

[PARTICIPANT]

By: _____

Print Name: _____

As Its: _____

[PARTICIPANT]

By: _____

Print Name: _____

As Its: _____

SAMPLE



Partnering With Portland State University to Fight Waste

The Port of Portland has made incredible strides in reducing waste and introducing innovative and creative solutions, thanks in large part to a decade-long partnership with Portland State University. Through PSU's Community Environmental Services program, student consultants work for the Port in one- or two-year terms and gain experience solving real-life waste management problems.

Though they serve all Port facilities, their main focus is the Port's primary waste generator – Portland International Airport. With 10,000 employees and an average of almost 40,000 travelers passing through each day, PDX is like a small city. There is no typical day for the CES students. They do everything from analyzing data, to running outreach and education campaigns, to rolling their sleeves up and conducting waste sorts that determine how they can help airlines, tenants and Port staff reduce waste. Recent accomplishments include:

- Helping to launch PDX's food donation program which provides over 1,800 meals per month to local meals programs
- Conducting waste assessments for airlines and airport terminal tenants
- Hosting annual clean up events for tenants to dispose of large and bulky items
- Introducing and enhancing liquid collection stations at security checkpoints
- Completed a coffee cup recycling feasibility study in partnership with Starbucks Coffee Company
- Achieved a Zero Waste event at the 2012 Seaport Celebration
- Helping the Port's headquarters office building become a Zero Waste facility (90 percent or greater landfill diversion)

"This exposure to real-world applications during academic training is at the core of our mission and gives students the distinct advantage of applying their knowledge prior to graduation," says Eric T. Crum, director of CES. Graduates of the program have gone on to hold senior positions in waste management and sustainability at regional government agencies and other large organizations.

Contact:

[Stan Jones](#), Land Quality Manager, 503.415.6679

Related Green Side Stories:

[Food Donation Takes Off at PDX](#)

Learn More:

[Port of Portland Technical Assistance Project](#)

[Seaport Celebration a waste minimization success](#)



FOOD OPTIMIZATION STUDY



Prepared by
the Port of Portland Waste Minimization Team
and Community Environmental Services
December 5, 2016

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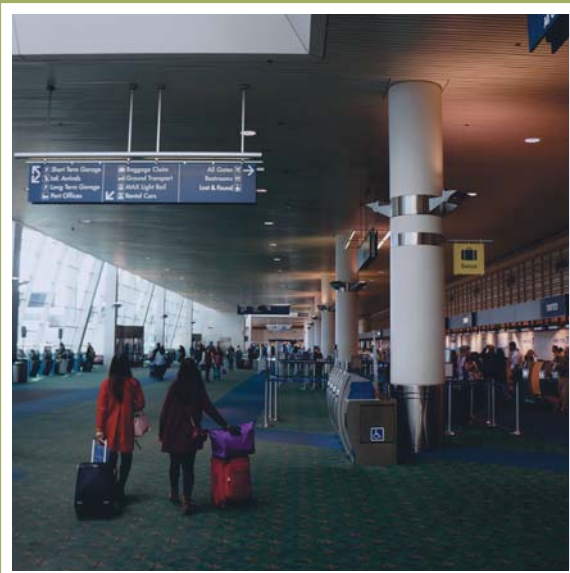
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*Top to bottom:
Food carts are a unique walk-up foodservice option at PDX; Grab-and-go displays are a viable market for PDX vendors, due to the convenience, speed and variety this option provides; PDX serves over 16 million passengers per year, and is home to over 30 food and beverage service locations.*

Executive Summary

Each month, airport restaurants within the Portland International Airport (PDX) Terminal generate 20 tons of food waste. The Port of Portland's Waste Minimization Team (WMT) tracks waste production at PDX and believes that food waste not only has undesirable environmental impacts, but has financial drawbacks to airport restaurants as well. The WMT developed and implemented a Food Optimization Study to assess the causes of food waste at restaurants within the PDX terminal. The primary goal of the study was to identify business practices and barriers that resulted in food waste. From these findings, the WMT hopes to establish ways to reduce food waste at PDX in the future. The major findings and recommendations of the study are outlined below.

Findings

1. Airport restaurants encounter a unique set of challenges that often result in added food waste, including irregular passenger flow times, long operating hours, and restricted access to deliveries. This is particularly true within the first year of operation, when inexperience leads to over-ordering or over-preparation of food.
2. The more experienced restaurant managers take advantage of Port-provided monthly sales and passenger enplanement projections to inform food ordering and preparation. Many managers- new and old- consult daily flight schedules to make real-time food management decisions.
3. Pre-packaged grab-and-go food displays are most efficient when preparation and stocking decisions are well-informed; otherwise, they lead to excess food production.
4. Many restaurants use a waste log to track food loss, but the format and level of detail vary greatly between restaurants. This study concluded that it is uncertain whether current waste log practices are an effective tool to reduce food waste at PDX.
5. Restaurants that prepare food on-site using perishable ingredients tend to generate more food waste than restaurants sourcing fresh or frozen, pre-portioned ingredients that are prepared off-site.
6. Employee error is a major contributor to food waste.
7. Many restaurants do not specifically engage employees in food waste reduction goals. Some have best practices that include employee education, training and rewards specific to food waste.

Recommendations

Provide Food Optimization Support and Training Specific to Airport Restaurants.

Restaurant managers new to PDX would benefit from receiving additional tools to be a successful business. This would help them with forecasting, balancing costs and reducing food waste. A restaurant manager's first year at PDX would be the most influential time to provide support.

Focus on Grab-and-Go Efficiency.

Pre-packaged food items were consistently identified as a source of food waste and lost profit. Opportunities to market this product category more efficiently, while maintaining customer satisfaction, should be considered and could reduce the amount of grab-and-go food waste at PDX.

Increase Employee Awareness and Involvement.

Increasing restaurant employee education around food optimization will promote a team-based approach to reducing food waste and align employees with business goals. To be successful, restaurant leadership and managers must prioritize and promote food waste reduction.

Introduction

During the 2015/2016 fiscal year, the Port of Portland's (Port) Waste Minimization Team (WMT) conducted a Food Optimization Study to understand how restaurants at Portland International Airport (PDX) manage food and food waste. The study analyzed food purchasing, inventory, and display models, and looked at how operating within an airport context influences levels of food waste. The study goals included:

- » Identify restaurant practices that contribute to food waste, and
- » Provide recommendations for reducing food waste at PDX.

This report introduces the primary impacts of restaurant food waste, provides an overview of the existing food waste diversion program at PDX, and offers an in-depth review of the Food Optimization Study that includes findings and recommendations.

Impact of Food Waste

Food waste is a major economic and environmental issue in the United States. It is estimated that in 2010, the total value of food loss at the retail and consumer levels was \$161.6 billion.¹ The resources allotted to food production also result in major inefficiencies: the National Resource Defense Council (NRDC) asserts that food production in the US utilizes 10%, 50%, and 80% of the country's energy, land, and freshwater resources, respectively². Despite this lion's share of resources, the same report also calculates that 40% of all food that is produced in the US is thrown away. While some food waste may be donated or composted, the majority ends up in landfills and accelerates the production of methane, a greenhouse gas 25 times more potent than carbon dioxide.

While food loss occurs at various points along the production and supply chain, a major source of waste occurs within restaurants. Food waste is defined as any edible portion of food that is suitable for human consumption, but rather than being consumed, gets thrown away; in the restaurant context, this can be the result of spoilage, contamination, human error, overproduction, leftover plate waste, or other factors. The amount of food waste generated by the food service industry is hard to identify, but one study suggested that between 4% and 10% of food that is stocked in restaurants is never served, and estimated that 50% of a restaurant's entire waste stream (by weight) is comprised of food waste.³ This evidence indicates that restaurants are an ideal target for food waste prevention programs, and the food service industry is following suit. The National Restaurant Association (NRA) has made food waste

prevention a consistent organizational focus, and helped establish the Food Waste Reduction Alliance in 2011. A 2014 NRA survey of 1,300 chefs found that food waste was listed as a top priority issue among food service professionals, as well.⁵

The Environmental Protection Agency (EPA) released the food recovery hierarchy as a guiding framework for consumers and suppliers to engage with food waste reduction (figure, right)⁶. Though food donation and composting is better than throwing food into the landfill, this excess is still the result of an over-production of food and a waste of resources. This study focuses on *source reduction*, or the act of reducing surplus food production, which is the highest tier of the food recovery hierarchy.

Best Practices from Existing Studies

Many best management practices (BMPs) have been identified for optimizing food management by restaurants.⁷ Below is an overview of BMPs that focus on operations within smaller kitchens or a single restaurant (rather than large industrial kitchens in schools or hotels), which are more relevant to airport businesses.

Build re-use into food management practices.

- » Incorporate trimmings, leftover product, or bruised product into soups, sauces, salads, pizzas, casseroles, or special items.
- » Create a secondary use station where leftover items and scraps can be consolidated and shelved for re-use.

1 USDA, 2014.

2 NRDC, 2012

3 End Food Waste Now, 2015

4 24-Hour Restaurant Waste Sort data collected by the Port WMT, 2016

5 NRA, 2014.

6 USEPA, 2015.

7 Leanpath, 2016

Adapt menus to optimize food.

- » Offer lunch and/or half-size portions, or consider reducing portion sizes altogether if food is often not finished by customers.
- » Use daily specials to reduce excess inventory.
- » Limit customer choices to reduce overproduction of menu items.

Prep in smaller portions.

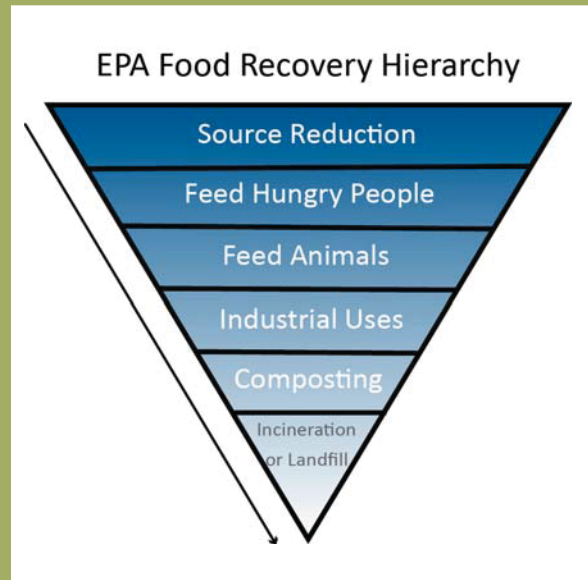
- » Use smaller pans for batch items, or smaller shelves for displays.
- » Monitor sales to pinpoint when to curtail prep throughout the day.

Use data and tracking tools.

- » Perform waste audits and/or use waste logs.
- » Review end-of-day waste and leftovers with employees.
- » Use food waste information to identify patterns based on factors such as sales, weather, customer flow, and so on.
- » Track progress and compare to baseline audits to gauge success.

Educate and involve employees.

- » Reduce trim waste, over-portioning, and other human error through a regular training program.
- » Keep a food waste idea log for employees, and hold regular meetings to discuss ideas and observations from the team.
- » Appoint sustainability leaders and/or create a “green team” of interested employees with managerial leadership.
- » Set collective goals and track progress through visuals, updates or emails.
- » Use recognition, contests, and rewards to build enthusiasm among employees.



Top to bottom:

The EPA's Food Recovery Hierarchy identifies source reduction as the most effective approach to fight food waste; A soup selection at one restaurant illustrates an efficient outlet for surplus fresh food supply; Another restaurant advertises rotating specials prominently to passersby.

Waste Minimization at Portland International Airport

Portland International Airport (PDX) is a major regional transportation hub that serves over 16 million passengers every year. PDX currently has over 30 food and beverage locations within the terminal to serve travelers, and an estimated 10,000 airport employees. This robust marketplace produces a high amount of waste: together, airport restaurants and shops (concessions tenants) produce more waste than any of the airport's other main generators (airline waste, public area waste, and administrative waste).⁸ Furthermore, restaurant food waste makes up the largest waste stream: individual restaurant waste sorts conducted since 2013 reveal that food waste accounts for, on average, 58% by weight of the waste generated by airport restaurants.⁹

PDX is owned and operated by the Port of Portland, and the Port's *Five Years to Zero Waste* plan recognizes food diversion as an important strategy to reduce landfill-bound waste. Thus, much of the waste reduction and diversion efforts within the PDX terminal are focused on restaurant tenants, and particularly the food waste they produce. The Port Waste Minimization Team (WMT) manages these efforts, and is the organizational entity that sets goals, conducts data analysis and coordinates outreach and programming to restaurant employees.

The Port and the WMT have consistently taken steps to reduce the amount of food waste at PDX, which has established PDX as a national airport leader in food diversion practices. The Port began a food waste collection program in 2003 to divert food for composting, and nearly 3,300 tons of food waste has been diverted since then. In 2013, the WMT launched a food donation program to capture unused food products from restaurants and introduce high-quality excess food back into the community. Since then, more than 100 tons of donated food items, such as excess fruit, pastries, and packaged grab-and-go items, have made their way to local schools, shelters and food kitchens.

The WMT works closely with restaurant managers to maintain the PDX food waste and food donation programs. These efforts include monthly presentations at restaurant managers meetings to reinforce food diversion efforts, providing training for food diversion best practices, and

⁸ 24-Hour Waste Characterization data collected by the Port WMT, 2016
⁹ 24-Hour Restaurant Waste Sort data collected by the Port WMT, 2016

an annual recognition and rewards program ("Sort It and Win") for employees that demonstrate proper food diversion practices. The Port's Concessions Operations Team also supports these efforts by providing restaurant managers with personalized monthly data which includes month-by-month restaurant sales history, sales projections, and airport enplanement projections for the following month (examples of this data are included in Appendices C and D). These data are provided to help managers make staffing and food purchasing and preparation decisions. Despite these support systems, the volume of food waste produced at PDX is still considered a priority issue by the WMT. In 2015, restaurants diverted, on average, 1,400 pounds of food waste every day¹⁰ through the compost and food donation programs. The WMT recognizes that source reduction, or *reducing food waste*, at PDX will save restaurants money and address some of the negative environmental impacts of food waste, while helping the Port achieve its zero-waste goal.

The Food Optimization Study assessed food waste generation in restaurants within the PDX terminal, to understand how restaurant practices such as food purchasing, inventory, preparation, service and employee training influenced levels of food waste generation. The overall goal was to gain an understanding of the factors that create food waste at airport restaurants, and to use that knowledge to develop specific recommendations for the Port and restaurant tenants moving forward that would effectively reduce wasted food.

Study Design

The WMT began the Food Optimization study by researching universal causes of restaurant food waste, and identifying best practices that are commonly employed to decrease it. The WMT also drew upon existing data, including restaurant sales data and 24-hour individual restaurant waste sort data, to identify food management trends within the restaurants. The primary data collection tools used to understand the scope of the issue were waste sorts, a survey instrument and focus groups with Restaurant management.

Survey

During the fall of 2015, the WMT created and administered a written survey that was completed by 28 restaurant

¹⁰ Gresham Sanitary Services Data provided to Port WMT, 2015

managers and chefs representing 20 different restaurants . The 11-question survey consisted of a mixture of multiple-choice and open-ended questions focused on food management techniques, restaurant business practices, and attitudes towards food waste. The survey revealed that a majority of restaurant managers are aware that food waste is an issue. It also identified multiple causes of food waste and recognized best practices currently used to track and minimize food waste. A copy of the survey and question-by-question responses are included in Appendices A and B.

Focus Groups

In February 2016, the WMT conducted a series of focus groups with eight restaurant managers to build upon the results of the survey. While the survey was intended for all restaurants operating within the airport terminal, focus group and interview participants were selected specifically to capture a range of key voices. Selection criteria included a restaurants' food waste diversion performance during 24-hour waste sorts, responses provided on the survey, the length of time a restaurant had been operating at PDX, and whether it was a full service or quick service restaurant. The focus group questions were split into two main areas: individual business practices and airport policies. These discussions drew out more nuanced, individual observations that allowed the WMT to better understand how food optimization is viewed and practiced within the airport-specific context.

Findings

Both the survey and focus group interviews conducted for this study identified a number of findings that were common to all participants. These findings, discussed below, created the basis of the WMT's recommendations.

1. **Airport restaurants encounter a unique set of challenges that often result in added food waste, including irregular passenger flow times, long operating hours, and restricted access to deliveries. This is particularly true within the first year of operation, when inexperience leads to over-ordering or over-preparation of food.**

» "I think we all went bald from pulling our hair out the first three months. There is no Airport 101," said one focus group participant, who has owned and operated a restaurant since 2011.



Top to bottom: The PDX food donation central refrigerator and daily donations from one participant; Poster used to promote the PDX annual rewards program for composting.



“Grab-and-go is prime real estate for us. [It’s] always fresh, fresh stuff. It is not a secondary market.”

75% of survey respondents use past sales data and passenger flow projections to make food management choices.



“If I run out of product, it’s bad business. You don’t want to run out. So we keep extra portions on hand.”

- » New restaurants struggle to balance costs while adjusting to the unique perspective of working in the airport, including irregular passenger flow times, long operating hours, and restricted access to deliveries (which must adhere to a schedule, enter through the secured airfield area and undergo inspection). It takes several months for new restaurants to optimize ordering, stock and preparation systems. As a result, restaurants tend to over-order and under-sell which results in large amounts of food waste. In fact, low sales were cited as the most common reason for food waste (57% of survey respondents). Over-ordering was the second most common answer (29%). This suggests that tenants struggle to optimize ordering and stocking of product to align with customer demand(s).
- » “If I run out of product, it’s bad business. You don’t want to run out. So we keep extra portions on hand,” said another focus group participant. “Particularly in the beginning, we started by over-ordering, and from there you continue to fine-tune your system”.
- » Participants in the focus groups generally agreed that food optimization improved over time, with increased knowledge and practice in the airport environment. For example, one manager described how the airport restaurant branch operates differently than other, less-constrained locations: Food is processed offsite for the airport location; the airport location uses simplified cooking steps in order to make new batches of food very quickly; if the manager determines an order bound for the airport is no longer needed, the restaurant is able to re-route and absorb that shipment at its other locations.
- » More experienced restaurant managers are adept at using data provided monthly by the Port Concessions Operations team. Using these data, they are able to more accurately gauge how much food to order and prepare for any given day of the month. These data can also be used to make staffing decisions and achieve maximum operating efficiency (examples of this data are included in Appendices C and D). Veteran restaurant managers find the use of sales data and enplanement projections to be invaluable, but acknowledge that it takes time to learn how to make the most of these tools.
- » “For people that have been around for a long time and are able to look at [the data] and know exactly what to do with that—great. The people that are new around here are just trying to figure out how to operate in this environment... and just try to use it to the best of their ability,” one interview participant said.
- » Nearly all restaurants are using some form of analysis to make food management decisions, whether via the Port provided data or their own in-house systems. 75% of survey respondents indicated that they predict sales using passenger flow data and/or past sales data. Several participants explained how they use daily flight boards displaying up-to-date schedules to predict hourly foot traffic near their restaurant. The number of arriving and departing flights can influence how much food should be prepared at any given time of day, and can also provide insight into what time the kitchen should operate. While monthly averages for arrival and departure times are provided by the Port Concessions Operations Team, daily flight boards provide up-to-date, accurate information.

2. The more experienced restaurant managers take advantage of Port-provided monthly sales and passenger enplanement projections to inform food ordering and preparation. Many restaurant managers- new and old- consult daily flight schedules to make real-time food management decisions.

3. Pre-packaged grab-and-go food displays are most efficient when preparation and stocking decisions are well-informed; otherwise, they lead to excess food production.

- » Grab-and-go food displays are particularly useful in an airport setting to encourage and facilitate quick, convenient food purchases. However, the majority of tenants do not prioritize food optimization when stocking their shelves.
- » “Grab-and-go is prime real estate for us. The grab-and-go is always fresh, fresh stuff. It is not a secondary market,” said a focus group participant. “And I think it’s just a part of human psychology

Top to bottom:

Grab-and-go displays have been identified as an integral aspect of foodservice business at PDX, but excess grab-and-go items make up the vast majority of food donation items; Departure and arrival flight boards provide up-to-date information on passenger flows; Freshly prepared food items can cause more food waste than pre-packaged or frozen food.

not to take the first of something, and not to take the last. So we've always got to have it stocked, and it has to look good."

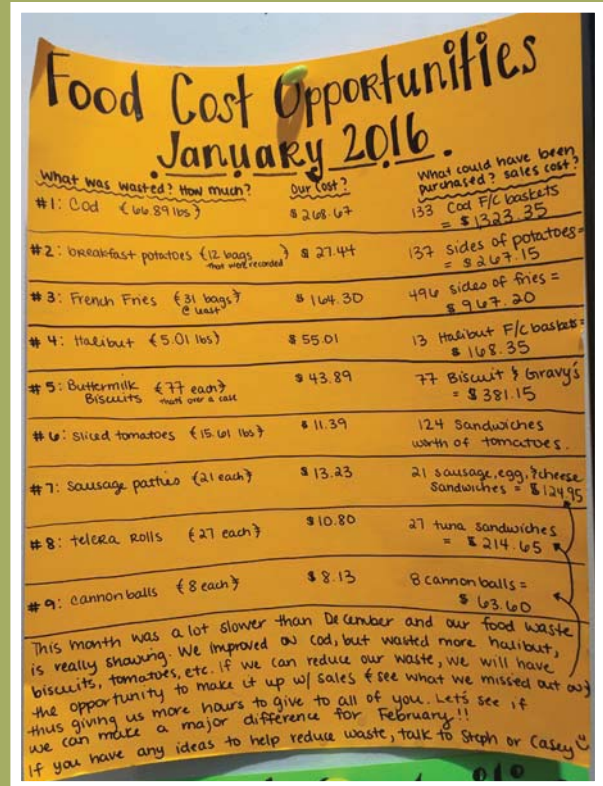
- » A few factors (including sales projections, flight schedules and other data) are used to inform grab-and-go provisioning at some restaurants . However, participants agreed that it took months after opening to notice patterns and adjust stock accordingly, during which time excess food waste was created. Many reported reducing or changing the items offered in their grab-and-go displays after assessing first month sales.
 - » It is the understanding of some restaurants that grab-and-go displays are required as a lease condition at PDX. In reality grab-and-go options are not required, but strongly encouraged by the Port.
 - » Some best management practices for grab-and-go displays were pointed out in the survey data. One manager explained that they created a "busy" count and a "slow" count that specifies how much to prep and stock in the grab-and-go depending on airport activity. Another manager, whose business is located pre-security (where they indicated grab-and-go sales are generally lower), stocks minimal food items and displays a sign reading "Will make fast & fresh if requested" together with pictures and descriptions of potential grab-and-go items.
 - » Several PDX retail shops carry a selection of grab-and-go food items. These businesses were outside the scope of this study. However, future efforts that focus on grab-and-go food waste should include these establishments due to the observed high volumes of grab-and-go waste they regularly generate and contribute to the PDX food donation program.
4. **Many restaurants use a waste log to track food loss, but the formats and level of detail vary greatly between restaurants. This study concluded that it is uncertain whether current waste log practices are an effective tool to reduce food waste at PDX.**
- » Half of the survey respondents indicated that their restaurant has some method in place to track wasted food. 32% of survey respondents use a waste log, specifically. Food waste logs are cited by many experts to be a tool for reducing food waste when they are used appropriately. But, it remains unclear whether or not all forms

of food waste are captured on logs all the time. Waste logs utilized by restaurants appeared to be used primarily for tracking employee error. They were not used to record other forms of food waste (for example, expired food or discarded prep food scraps). By not taking advantage of the log's additional resources managers may be able to identify employee error, but they may not be capturing the entire food waste picture.

5. **Restaurants that prepare food on-site using perishable ingredients tend to generate more food waste than restaurants sourcing fresh or frozen, pre-portioned ingredients that are prepared off-site.**
- » By comparing individual restaurant waste sort data, it is apparent that restaurants that prepare food on-site generate more food waste. On-site preparation creates a higher volume of prep food scraps, and opens a larger window for food loss from employee error. (It should be assumed that additional food waste is being generated outside of PDX by restaurants or businesses that prepare and prepackage food for airport restaurants). One restaurant manager acknowledged that the business' commitment to fresh, locally-sourced foods and seasonal rotating menu items might unintentionally contribute to higher volumes of food waste.
 - » "We prep all our food fresh, and losing some of that is just the cost of doing business, and staying in business," said another focus group participant.
6. **Employee error is a major contributor to food waste.**
- » 25% of survey respondents and several focus group participants indicated that employee error was a leading cause of food waste. Primary examples of employee error included over-preparation, inefficient preparation/slicing techniques, over-portioning, dropping food, burning food, or preparing the wrong item. Lack of training was the most commonly cited explanation for employee error. Several focus group participants acknowledged that training and staff communication- particularly from the first point of hire- is the key to establishing a work ethic that includes food waste reduction.

7. Many restaurants do not specifically engage employees in food waste reduction goals. Some have best practices that include employee education, training and rewards specific to food waste.

- » Most managers participating in the survey indicated that food waste is monitored, but results are used at a managerial level only. A few participants cited a various employee-oriented best practices related to food waste reduction. These included: employee training, employee outreach (posters and visuals), reward programs (rewarding sustainability “leaders” among staff), tools (waste logs), and visual waste inspections.
- » Only one survey respondent specifically mentioned that “keeping employees in the know” was part of the restaurant’s food optimization strategy. The need to inform employees was discussed further in the focus group setting. Overall, this participant’s restaurant exhibited the most integrated set of food optimization best practices. The basis of the success for this restaurant is a set of team-building norms that encourage leadership and waste reduction. The company has “two-minute management coaching” trainings; an employee recognition and appreciation system to incentivize employees; sets monthly performance improvement goals; and maintains a mentorship program wherein every employee is either a mentor or a mentee. Specific to food waste reduction, management holds trainings concerning portion sizes, and also tracks food waste through a detailed waste log. The monthly waste log is used to create a large poster board that equates food waste with lost revenue. The management holds monthly meetings where staff is engaged in a creative discussion around potential waste reduction solutions.



“Keeping employees in the know” is an important food optimization strategy.

- survey respondent

Top: an example of a poster aimed at engaging employees around the subject of food waste, displayed in one restaurant kitchen.

Recommendations

Based on the findings from the Food Optimization Study, the WMT has developed the following recommendations that fall under three major themes:

- » Provide Food Optimization Support and Training Specific to Airport Restaurants
- » Focus on Grab-and-go Efficiency
- » Increase Employee Awareness and Involvement

Provide Food Optimization Support and Training Specific to Airport Restaurants

Restaurant managers new to PDX would benefit from receiving tools needed to be a successful business at the airport. This would help them with forecasting, balancing costs and reducing food waste. During restaurant manager's first year at PDX would be the most influential time to provide support.

- » **Strategy: Review Port-provided projections**

Some restaurant managers used Port-provided sales and enplanement projections as a primary planning tool and found these data invaluable. Others viewed the information as a source of confusion. A consistent concern among all restaurants, however, was a "fear of running out of food". This fear created a tendency to over-order food, which leads to waste. While running out of a food item is considered undesirable by many restaurants, throwing away food (equating resources and potential profits) should also be objectionable to all businesses. Making use of the projections allows management to influence decisions about staffing as well as food purchasing and food preparation. The WMT recommends gathering more information about how successful restaurants use projections provided by the Port to optimize food use and curtail waste. How to establish effective methods to consult/reach out to restaurant managers should also be determined. Increased education and technical assistance will help restaurants both identify and mitigate primary causes of food waste and save money.

- » **Strategy: Cultivate information exchange**

Restaurant managers- and employees- should be provided a forum to discuss successes and challenges related to the

use of sales and passenger projection data to reduce food waste. This roundtable could be a place where food waste lessons learned and best practices are shared.

Focus on Grab-and-go Efficiency

Grab-and-go displays used by most restaurants were consistently identified as a source of food waste and lost profit. Opportunities to market grab-and-go food more efficiently while maintaining customer satisfaction should be considered and could reduce the amount of grab-and-go food waste at PDX.

- » **Strategy: Collect additional data to better understand grab-and-go food waste**

Grab-and-go-specific waste audits and continued engagement with managers and employees will help the WMT better understand the scope and causes of grab-and-go food loss. A more detailed assessment of grab-and-go food and marketing methods is needed to develop a comprehensive plan to reduce this source of food waste. For example, it would be helpful to understand whether there are certain types of food that are routinely wasted, and what factors (time of day, nature of the business, location within the terminal or marketing techniques) affect grab-and-go waste. The WMT can use this information to develop and promote best practices among airport restaurants to reduce grab-and-go waste.

- » **Strategy: Re-evaluate Port grab-and-go expectations**

The Port should evaluate lease language and Concessions Program expectations around grab-and-go food at restaurants. Grab-and-go displays are dynamic and should be tailored to each business to promote sales and reduce waste. Restaurants should be allowed flexibility to develop successful grab-and-go displays and the possibility to phase in grab-and-go items to reduce food waste loss and develop more efficient marketing and sales systems.

Increase Employee Awareness and Involvement

Increasing restaurant employee education on food optimization will promote a team-based approach to reducing food waste and help to align employees with business goals. To be successful, restaurant leadership

and managers must prioritize and promote food waste reduction, and explicitly share goals with employees.

» **Strategy: Expand WMT technical assistance program**

The WMT can readily expand or focus its existing outreach and technical assistance program to specifically address food optimization. This can include creating materials such as a uniform waste log template, educational posters, and tips for creating and tracking food waste reduction goals.

» **Strategy: New employee trainings**

There are opportunities to re-establish recurrent new employee trainings, which can include a review of the PDX Waste Minimization Program and emphasize the Port's commitment to food waste reduction. Employees will be aware of Port-wide goals from the start, which restaurant managers can reinforce by involving employees in restaurant-level goals and expectations.

Next Steps

The Port of Portland is a committed leader in the nation-wide effort to reduce food waste. As a management entity within a multi-tenant foodservice setting, the Port and its WMT have a unique opportunity to apply and expand upon the lessons learned from this study. The Port and the WMT will continue exploring opportunities to build on this study and to increase food optimization at restaurants in the future. The findings and recommendations from this study will be shared with the Port, restaurant stakeholders and other airports and businesses that could benefit from the information. The Port will continue the conversation around food optimization and work with its stakeholders to better understand and manage food waste.



Top to bottom: Staff at PDX's Hissho Sushi prep fresh food items, and dispose of food waste in the terminal's Central Waste Area.

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APPENDIX A - PDX Restaurant Survey

PDX Food Optimization Study- Restaurant Survey

Name: _____ Restaurant: _____ Date: _____

The Waste Minimization Team is conducting a study on food management techniques to gain insight into common business practices to help cut costs and prevent food waste. Please answer the following questions; it should take no more than 10 minutes. All answers will be kept confidential. Thank you!

1. **How do you view food waste?** (Select one that most applies)

- A necessary part of business
- Lost revenue
- Something that could be reduced

2. **Does your restaurant track the food that is donated, composted, or thrown away?** (Select one)

- Yes
- No
- I don't know

If yes, (Respond to all that apply)

We track at: _____ How is it measured? _____

- Purchasing/inventory _____
- Preparation _____
- Production/Service _____
- Other (Please specify) _____

3. **What is the primary cause of food costs that are out of range?** (Check all that apply)

- Over ordering
- Low sales
- Inadequate pricing
- Other _____

4. **Does your restaurant use any of the following information to estimate daily food production?**

(Check all that apply)

- Passenger flow projections
- Past sales volumes
- Inventory Information
- Other (please specify) _____

5. **Does your restaurant have a policy to overstock food inventory to ensure products are always available?**

- Yes
- No
- I don't know

6. **Does your restaurant offer half orders, lunch specials, or smaller meal sizes?**

- Yes
- No
- I don't know

7. **During food preparation, does your restaurant encourage employees to use as much of the product as possible (ex. meat, veggies, etc.)?**

- Yes
- No
- I don't know

8. **What does your restaurant do with bruised or excess food that you won't sell customers, but is still edible?** (Select one)

- Compost
- Donate
- Incorporate into menu items
- I don't know
- Other (please specify) _____

9. **Do you think there are opportunities for your restaurant to decrease the amount of food waste it produces?**

- Yes
- No
- I don't know

10. **Is there any additional information that you think might help reduce food waste at PDX, or anything else you would like us to know?**
(additional space on back)

11. **May we contact you for follow up information?**

(Circle one)

Yes No

Thank you for your feedback! Please contact the Waste Minimization Team at 503-415-6245 or LessWaste@portofportland.com with any questions.



<p>1. How do you view food waste? (Select one that most applies)</p> <ul style="list-style-type: none"> <input type="radio"/> A necessary part of business 18% (5 out of 28 respondents) <input type="radio"/> Lost revenue 29% <input type="radio"/> Something that could be reduced 54% 	
<p>2. Does your restaurant track the food that is donated, composted, or thrown away? (Select one)</p> <ul style="list-style-type: none"> <input type="radio"/> Yes 50% <input type="radio"/> No 50% <input type="radio"/> I don't know N/A 	
<p>If yes, (Respond to all that apply) We track at:</p> <ul style="list-style-type: none"> <input type="radio"/> Purchasing/inventory 79% <input type="radio"/> Preparation 71% <input type="radio"/> Production/Service 50% <input type="radio"/> Other (Please specify) 50% 	<p><u>How is it measured?</u></p> <p>Keeping waste logs, monitoring sales, looking at end-of-day food waste buckets, monthly inventories.</p>
<p>3. What is the primary cause of food costs that are out of range? (Check all that apply)</p> <ul style="list-style-type: none"> <input type="radio"/> Over ordering 29% <input type="radio"/> Low sales 57% <input type="radio"/> Inadequate pricing 11% <input type="radio"/> Other 36% 	<p><u>Other:</u></p> <p>Lack of training, large portion sizes, employee mistakes, over-prepping.</p>
<p>4. Does your restaurant use any of the following information to estimate daily food production? (Check all that apply)</p> <ul style="list-style-type: none"> <input type="radio"/> Passenger flow projections 75% <input type="radio"/> Past sales volumes 75% <input type="radio"/> Inventory Information 46% <input type="radio"/> Other 11% 	<p><u>Other:</u></p> <p>Software programs, monitoring by-the-hour sales against sales projections, flight boards, current airport promotions.</p>
<p>5. Does your restaurant have a policy to overstock food inventory to ensure products are always available?</p> <ul style="list-style-type: none"> <input type="radio"/> Yes 32% <input type="radio"/> No 78% <input type="radio"/> I don't know N/A 	

APPENDIX B - Question-by-Question Survey Responses

6. Does your restaurant offer half orders, lunch specials, or smaller meal sizes?

- Yes **50%**
- No **50%**
- I don't know **N/A**

7. During food preparation, does your restaurant encourage employees to use as much of the product as possible (ex. meat, veggies, etc.)?

- Yes **65%**
- No **35%**
- I don't know **N/A**

8. What does your restaurant do with bruised or excess food that you won't sell customers, but is still edible? (Select one)

- Compost **43%**
- Donate **14%**
- Incorporate into menu items **18%**
- I don't know **7%**
- Other **18%**

Other:

Send back for credit from company, use good portion and discard unusable portion, depends a lot on the item.

9. Do you think there are opportunities for your restaurant to decrease the amount of food waste it produces?

- Yes **86%**
- No **14%**
- I don't know

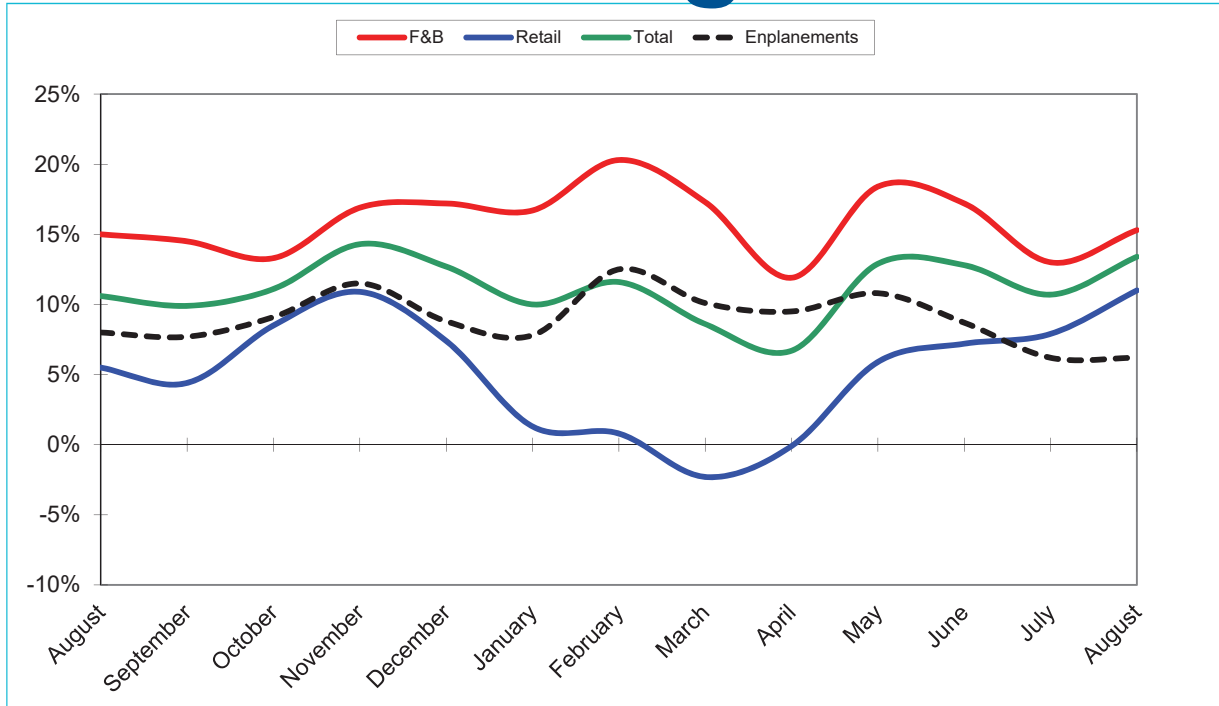
10. Is there any additional information that you think might help reduce food waste at PDX, or anything else you would like us to know?

Better training for employees, shorter operating hours, a "smaller portion culture", increase enplanements, know every possible way to use a product, keep your employees "in the know" about food waste, comparing waste from month to month.

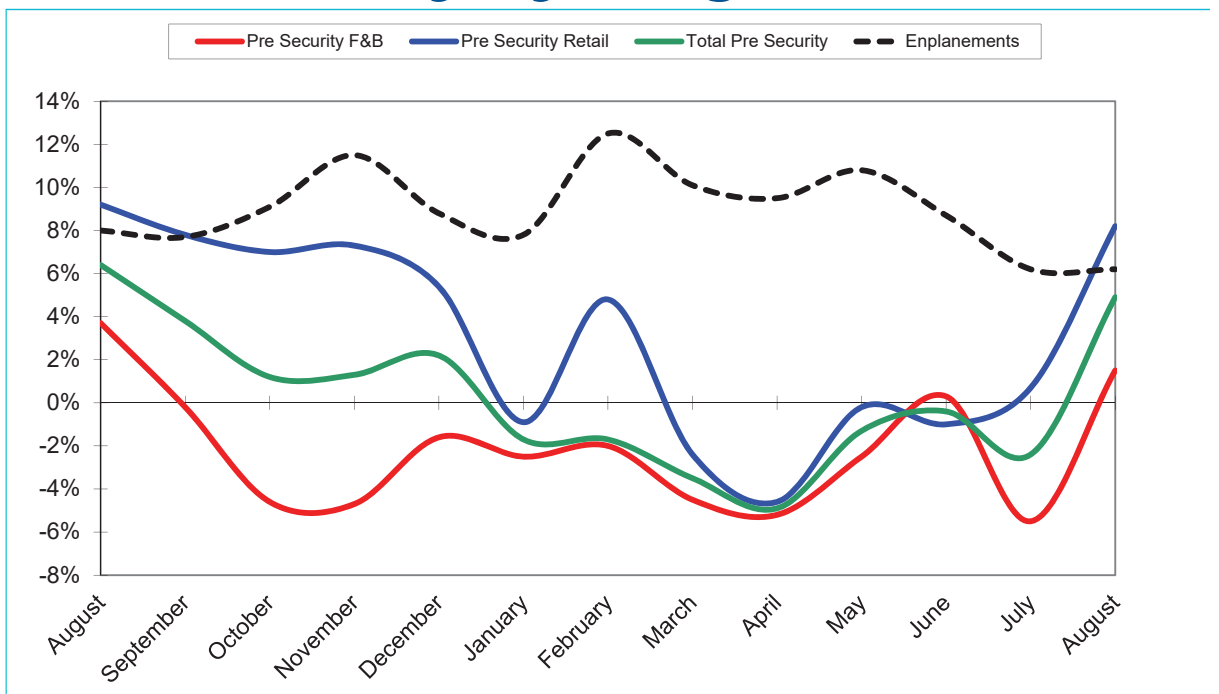
11. May we contact you for follow up information?

- Yes **93%**
- No **7%**

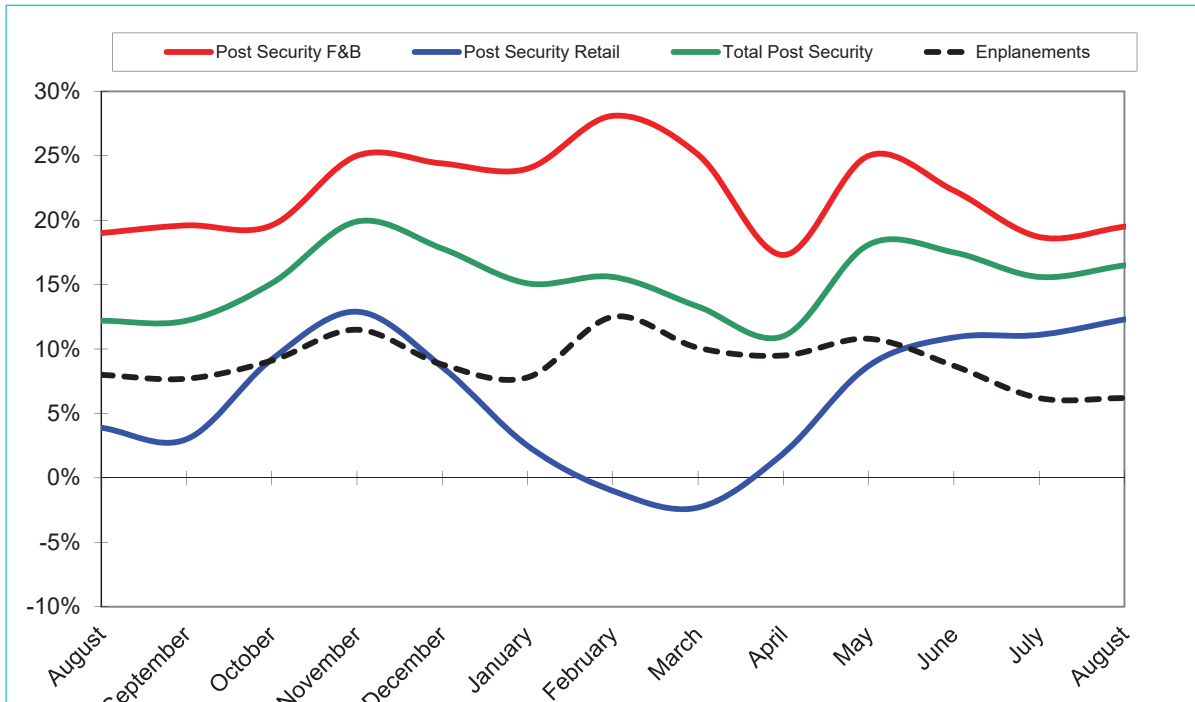
Total Program



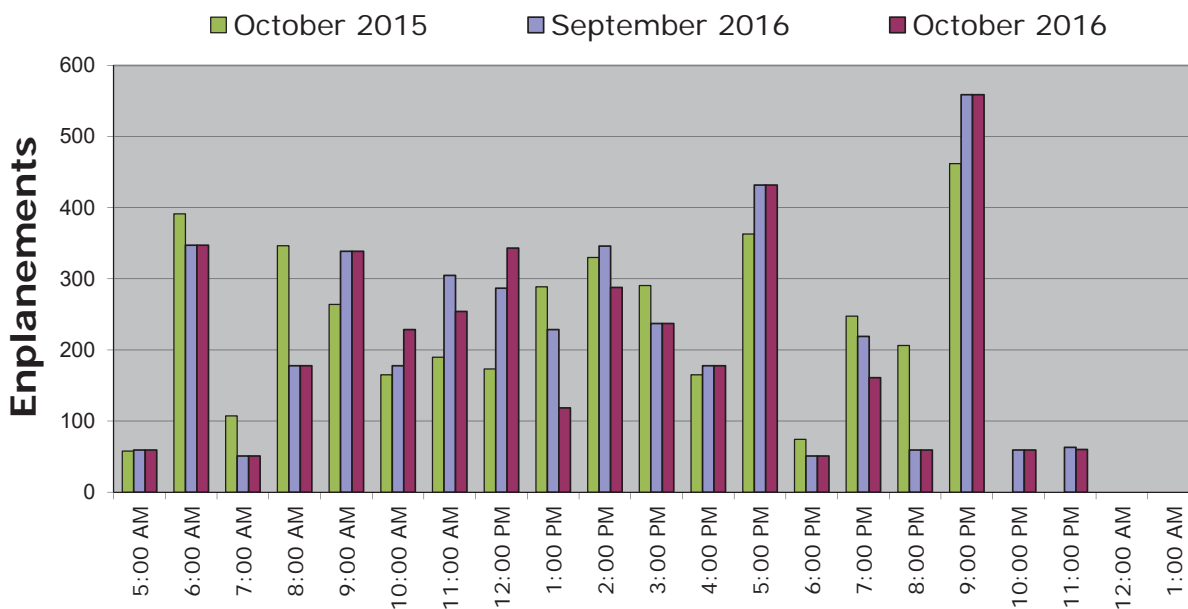
Pre-Security By Program & Total



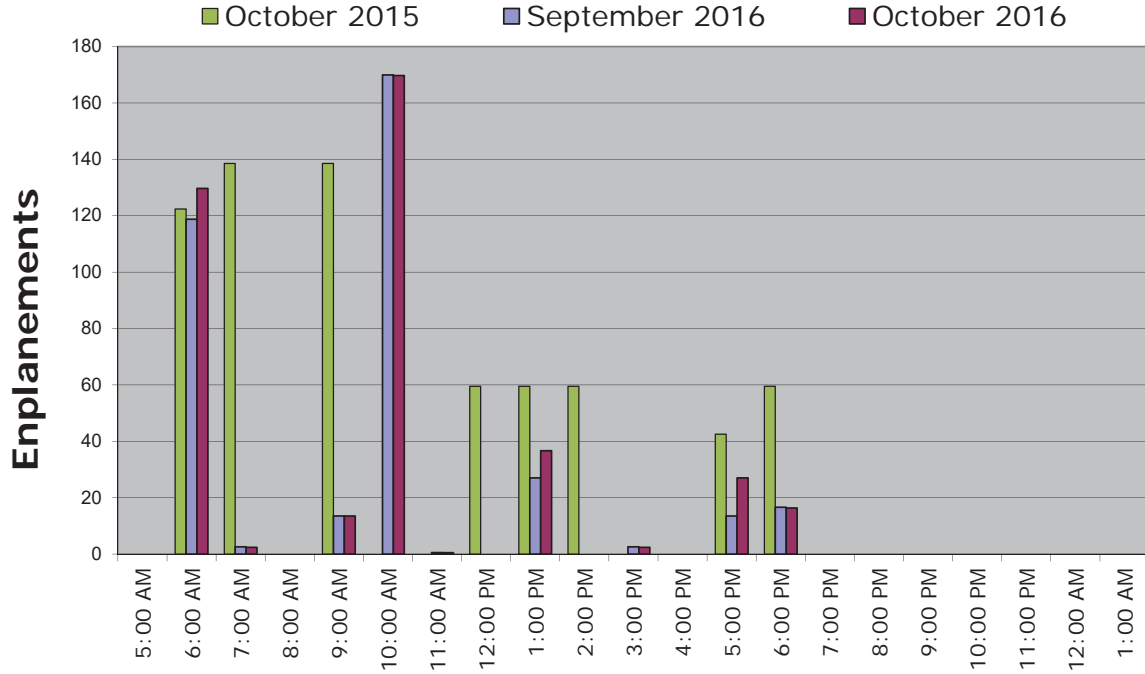
Post-Security By Program & Total



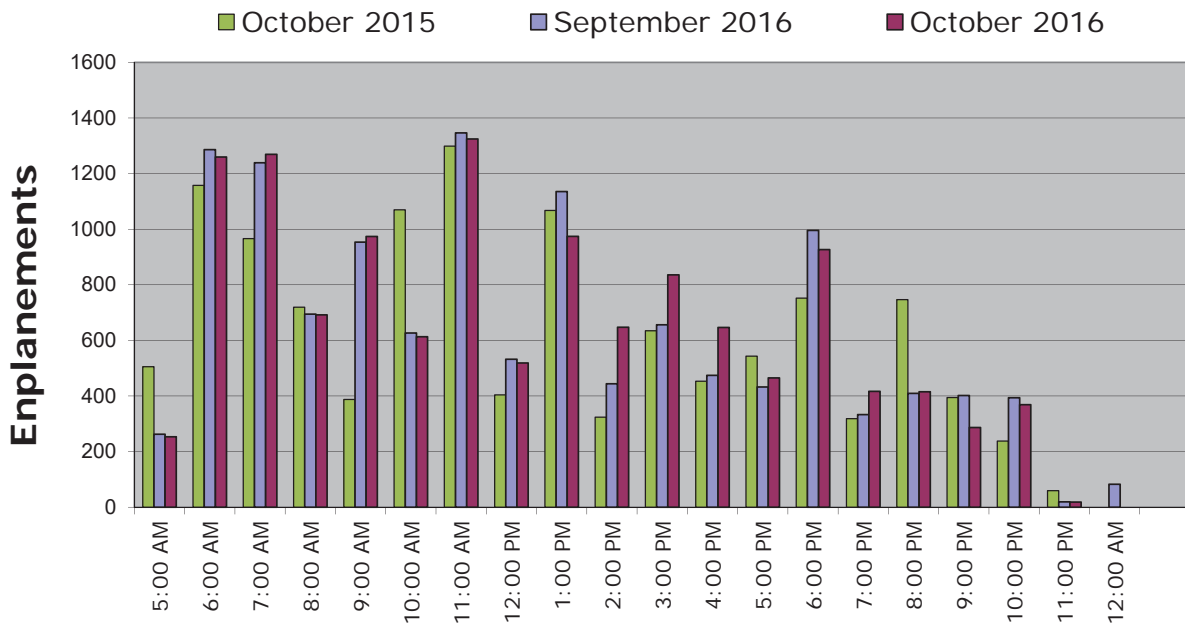
Enplanement Projections/Comparisons Concourse A



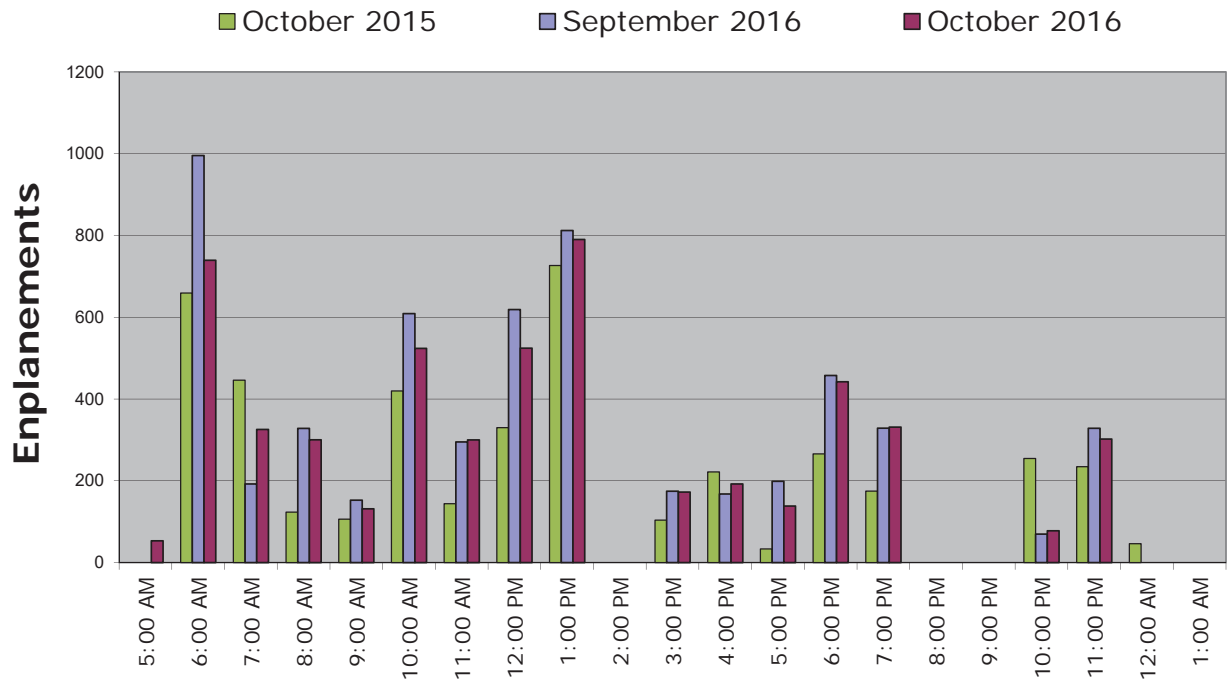
Enplanement Projections/Comparisons Concourse B



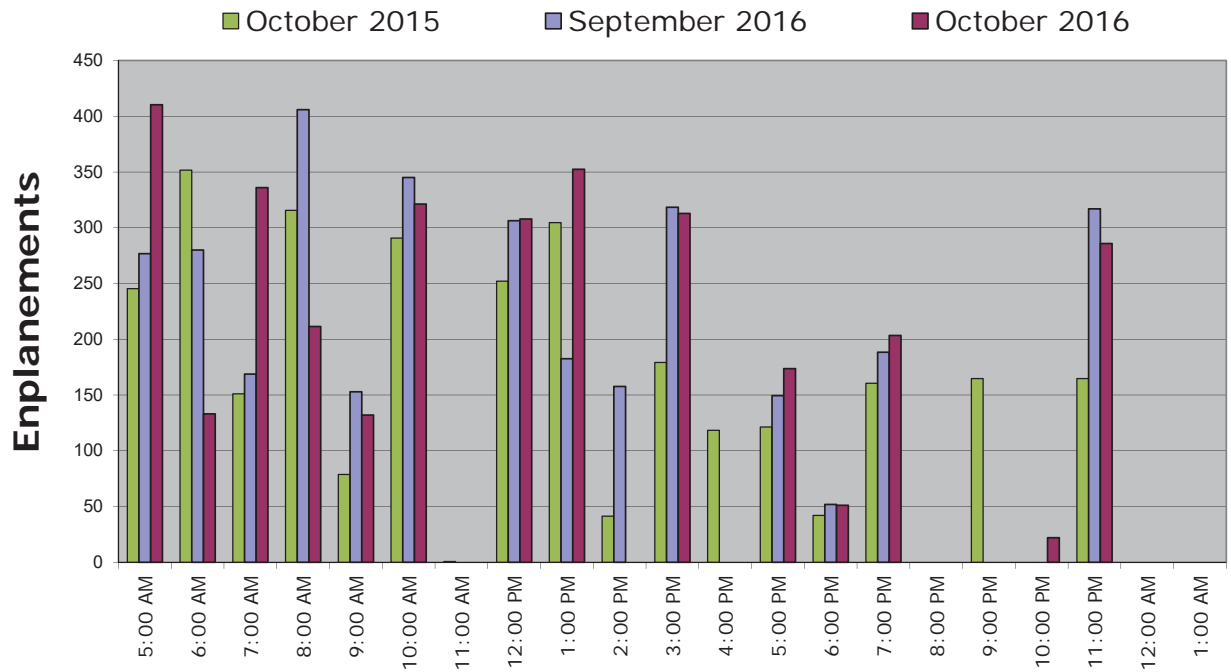
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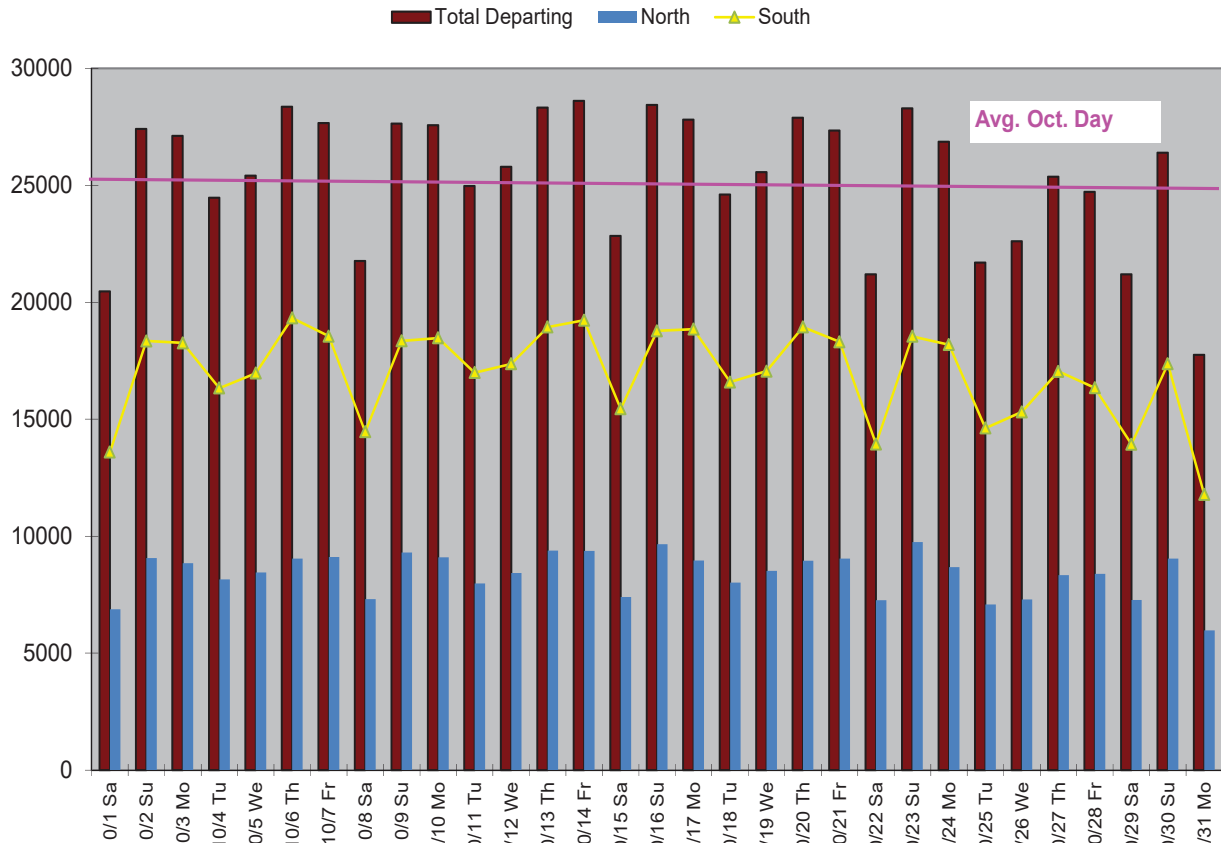
Enplanement Projections/Comparisons Concourse D



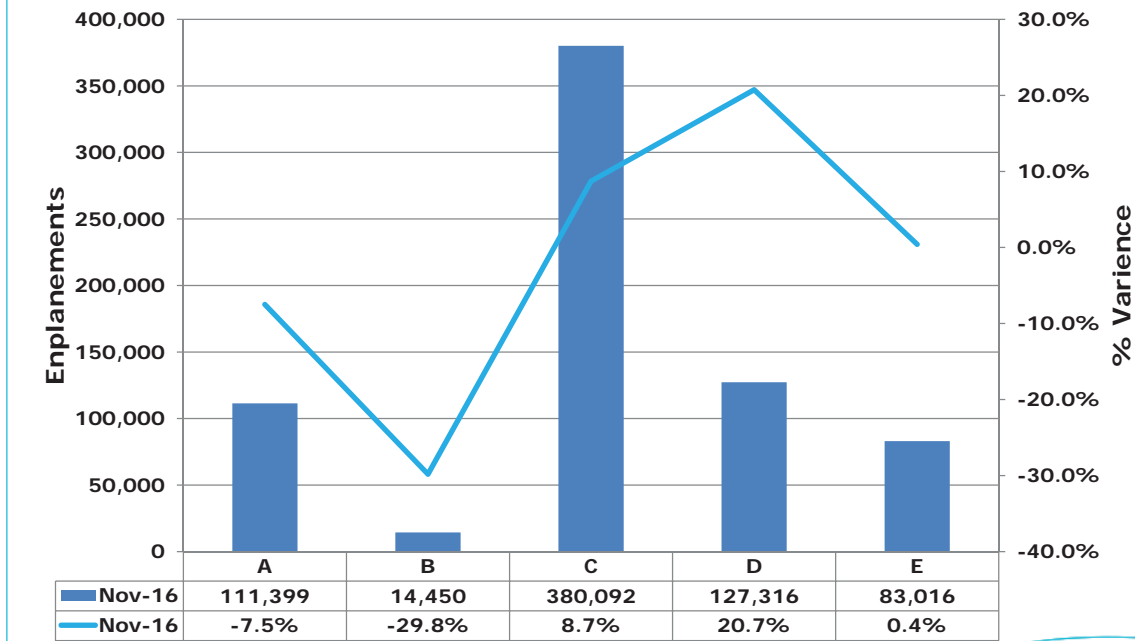
Enplanement Projections/Comparisons Concourse E



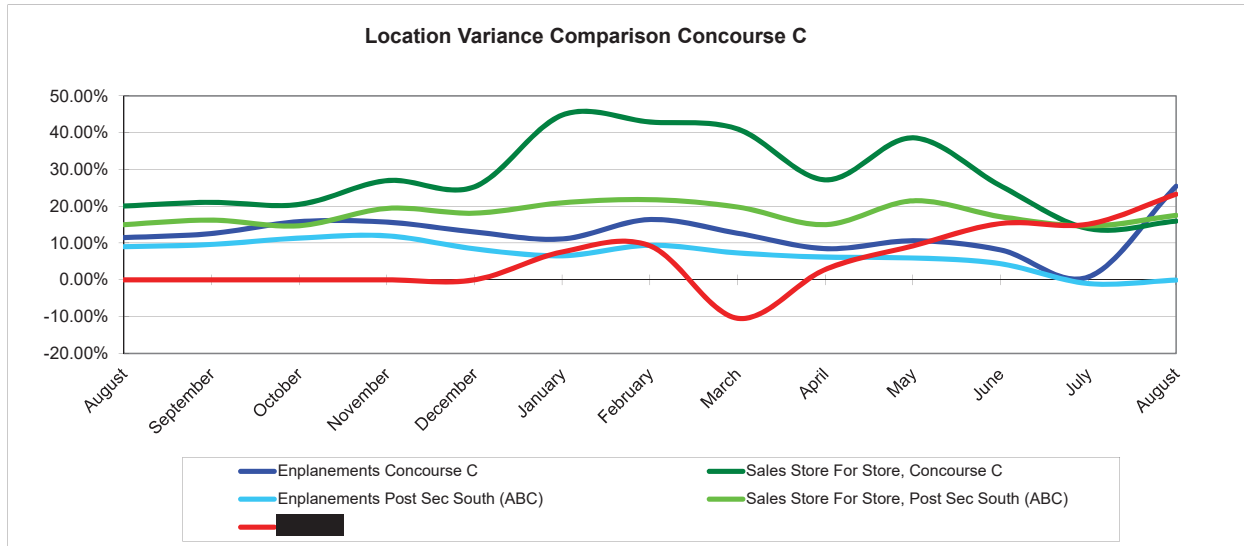
Forecast PDX Daily Departing Passengers: October 2016



Enplanement Forecast by Concourse November 2016



APPENDIX D - Scrubbed Tenant-Specific Port-Provided Data



	August	September	October	November	December	January	
Enplanements Concourse C	11.45%	12.59%	15.82%	15.69%	13.01%	11.11%	
Sales Store For Store, Concourse C	20.07%	21.06%	20.50%	26.98%	25.29%	44.80%	
Enplanements Post Sec South (ABC)	9.02%	9.62%	11.35%	11.96%	8.42%	6.55%	
Sales Store For Store, Post Sec South (ABC)	15.01%	16.24%	14.70%	19.42%	18.11%	20.94%	
[Redacted]	0.00%	0.00%	0.00%	0.00%	0.00%	7.59%	
	February	March	April	May	June	July	August
Enplanements Concourse C	16.39%	12.67%	8.47%	10.61%	8.13%	0.77%	25.43%
Sales Store For Store, Concourse C	42.91%	41.00%	27.17%	38.60%	25.55%	13.92%	15.96%
Enplanements Post Sec South (ABC)	9.39%	7.32%	6.16%	5.94%	4.37%	-1.01%	-0.09%
Sales Store For Store, Post Sec South (ABC)	21.81%	19.80%	15.02%	21.49%	17.17%	14.63%	17.51%
[Redacted]	9.24%	-10.46%	2.82%	9.23%	15.32%	15.14%	23.27%

Port of Portland Waste Minimization Team
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LessWaste@PortofPortland.com



LESS WASTE MORE WORLD

