SECURITY

GENERAL RULES

Any TSA fines and/or penalties assessed against Yampa Valley Regional Airport for noncompliance with the ASP and/or Part 1500, Title 49 Code of Federal Regulations and arising from the actions of any entity leasing, occupying or using space (including all tenants, subtenants, permittees, licensees, service providers, invitees and/or operators) anywhere in the Airport, will be passed through to the entity, tenant subtenant, lessee, permittee, service provider, individual and/or operator names as the source of the violation on the TSA fine.

COMPLIANCE REQUIREMENTS

Rules Pertaining to Security

No person or vehicle may access or be in any Restricted Access Area within the Airport unless they are in compliance with the Rules and Regulations.

Cybersecurity Reporting

The Cybersecurity Coordinator or ASC must be notified as soon as practical but no later than 24 hours after an incident is identified that have or could impact normal airport operations.

Report requirements are- A description of the threat, incident, or suspicious activity, to include:
Earliest known date of compromise; Date of detection;
Information about who has been notified and what action has been taken;
Any relevant technical information observed or collected by the Airport, such as malicious IP addresses, malicious domains, malware hashes and/or samples, or the abuse of legitimate software or accounts;
Any known threat information, to include information about the source of the threat or attack, if applicable.

Federal Security Regulations

All persons in possession of, or applying for an Airport Identification Badge, and those with authority to authorize the application for or possession of Airport Identification Badges for use at the Airport must comply with the 49 CFR 1520, 49 CFR 1540 and 49 CFR 1542.
All Transportation Security Regulations may be obtained through the Airport Security Coordinator (ASC).

Security Violation Enforcement

Persons who are in violation of the rules pertaining to security are subject to enforcement and penalties described in Appendix 2.

Suspended or Revoked Access

Any person whose Airport Identification Badge privileges have been suspended or revoked is prohibited from accessing the Restricted Access Area (Exception: Subject is in the possession of a valid airline ticket with boarding pass that has an arrival or departure time scheduled within four (4) hours of entry into the Sterile Area). Violators of security related rules may be subject to arrest for criminal trespass.

Escort Restrictions
Absent the approval of the ASC, it is prohibited for any badge holder to knowingly escort into the Restricted Access Area any person whose access privileges have been suspended or revoked, or anyone who has failed the required background checks, the security threat assessment, the criminal history records check or who has an active warrant for arrest.

Disqualifying Conviction Access Restrictions
Airport Identification Badge applicants who fail the TSA-mandated fingerprint-based criminal history background check, as specified in 49 CFR 1542.209, and/or fail the security threat assessment are prohibited from accessing the Restricted Access Area or the Sterile Area with or without an escort (Exception: Subject is in possession of a valid airline ticket with a boarding pass with an arrival or departure time scheduled within four (4) hours of entry into the Sterile Area).

If the background check contains any outstanding warrant(s) for an applicant's arrest for any offense(s), whether disqualifiable or not, a security badge will be denied until such time as documentation is provided to the ASC that said warrant(s) have been cleared from the applicable record and are no longer active.

Compliance Testing Authorization
Security compliance testing may be performed only by those individuals authorized by 49 CFR 1540.105(b). The ASC may issue written authorization for testing to tenants or other operators. The authorization must identify a specific time period for testing, the specific measures to be tested, and the manner of testing. The ASC or designee may conduct compliance testing without written authorization.

Limitations on Personal Bag Size from Public to Secure Area
All persons issued an Airport Identification Badge and have access from public to secure areas throughout the airport shall have in his/her custody or control no more than one (1) total accessible personal items (bags, purses, backpacks, totes, messenger bags, computer bags, luggage, fanny packs, briefcases, coolers, boxes or any other type of container or combination thereof), unless the bags are:

- required for official business purpose; or
- required to transport medically necessary items.

Each bag may not be larger than 8"x12"x21" (or volumetric equivalent thereto, i.e., not larger than 2,016 cubic inches), unless the bag is:

- required for official business purpose; or
- required to transport medically necessary items.

APPROVED AIRPORT IDENTIFICATION BADGES

The Airport retains ownership of Airport Identification Badges, and the ASC reserves the right to deny new applicants an Airport Identification Badge, suspend an existing badge, and with cause revoke a badge and unescorted access privileges. Unless revoked, suspended, or expired, the following three (3) Airport Identification Badges, when used or displayed by only the person to whom they are issued, are recognized as valid:

Airport Identification Badges
Sterile Area Badge (Purple)
Issued to the persons authorized for unescorted access to the Sterile Area for employment purposes only but not authorized for unescorted access to the Restricted Access Area or AOA. The Sterile Area Airport Identification Badge is issued only to those persons who have passed TSA-mandated background requirements.

AOA Badge (Red)
Issued to those persons authorized for unescorted access to the Restricted Access Area of the Airport including the Air Operations Area (AOA) area for employment needs only. The AOA Badge is issued only to those persons who have passed TSA-mandated background checks.

Restricted Access Area Badge- SIDA
Issued to those persons authorized for unescorted access to the Restricted Access Area or SIDA. The Restricted Access Area Airport Identification Badge is issued only to those persons who have passed TSA-mandated background checks.

Aircraft Operators Issued Security Badges
Airport Identification Badges issued and controlled by Aircraft Operators with an approved Aircraft Operator Standard Security Program (AOSSP) under 49 CFR 1544 or 49 CFR 1546, are authorized in the following conditions:

Airline Identification Badges issued to flight crew and cabin crew members are authorized for unescorted movement in the following portions of the secured area:
The immediate vicinity of the aircraft to which the flight crews and cabin crew are assigned;
Flight crew and cabin crews operations/flight office or the equivalent;
Those areas of the Security Area between the areas described above.
Flight crew and cabin crew members must be in uniform and wear airline identification at waist level or above. Identification must be worn only by the crew member to whom it was issued.
Valid airport identification 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 are valid in the following portions of the Restricted Access Area:
The immediate vicinity of the aircraft to which the transient mechanics are assigned;
Transient mechanics' operations/flight office or the equivalent;
Those areas of the secured area between the areas described above adjacent to the Terminal utilized for aircraft parking.

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

FAA Form 110A
FAA Form 110A, Aviation Safety Federal Credentials, is recognized as authorizing FAA Aviation Safety Inspectors unescorted access to Restricted Access Areas or the AOA when conducting assigned duties.

TSA/FAA Special Agent Credentials
TSA Agents and FAA Agents with respective Federal 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 or Sterile Areas when conducting business.

FBI Special Agents
Federal Bureau of Investigations Special Agents with official credentials issued by the FBI are approved for unescorted access to the Restricted Access Areas or Sterile Areas of the Airport when conducting business.

SECURITY VIOLATIONS / BADGE HOLDER'S RESPONSIBILITY

Violation notices will be issued to alleged violators within five (5) business days of an incident. Notices will be delivered either by e-mail or certified mail or in person. "Issued" is defined as sent by e-mail or placed in U.S. Mail or accepted by an employee or company by personal delivery. It is the responsibility of every Airport Identification Badge holder to ensure the correct e-mail address and/or mailing address is on file with the Badging office.

Unless otherwise stated, if an offender does not commit another offense within twenty- four (24) month period, a future offense will be treated under the Rules and Regulations as a first offense.

Airport Identification Badge Display

Each unescorted person in a Restricted Access Area must continuously display an unexpired authorized Airport Identification Badge on the outermost garment above waist level so as to be visible at all times. Any person in a Restricted Access Area without an Airport Identification Badge must be escorted as described in the Rules and Regulations.

TSA Security Screening/Bypassing

Airport Identification Badges may not be used to bypass or escort others in a manner that bypasses TSA security screening checkpoints in order to board an aircraft as a passenger in violation of 49 CFR 1540.105 or 49 CFR 1540.107. Once a passenger screening at a TSA screening checkpoint has been conducted, badge holders and their accessible property may not leave the sterile area prior to boarding an aircraft.

Use of Another Person's Airport Identification Badge/Improper Use of Airport Identification Badge

The use of an Airport Identification Badge by anyone other than the person originally issued to is strictly prohibited. Airport Identification Badge holders employed by multiple employers must wear the proper company representative Airport Identification Badge when representing each company. The Airport Identification Badge is not interchangeable.

Providing an Airport Identification Badge to Another Person

It is strictly prohibited to lend or share an Airport Identification Badge to another individual for any purpose.

Unauthorized Use or Duplication of Airport Issued Keys

It is strictly prohibited to lend, share or duplicate a Airport issued key to any another individual**.**

Airport Identification Badge Challenge Requirement

All people authorized and issued any of the Airport Identification Badges, have the responsibility to challenge individuals without clearly visible Airport Identification Badges in the Restricted Access Area/SIDA unless the individuals are clearly under escort.

Airport Identification Badge Challenge Procedure

The person performing the challenge must approach and require the person they are challenging to present their Airport Identification Badge. If an Airport Identification Badge is presented, the challenger will ensure it is valid for the area, belongs to the person in possession, and has not expired. If the challenger has reason to fear for personal safety or is otherwise uncomfortable in making a challenge, they must immediately take action to report the incident to the appropriate authority.

ACCESS CONTROL PROCEDURES
The following rules pertaining to security apply to access through Restricted Access Area doors and gates:

Restricted Access Area
Each Airport Identification Badge holder entering the Restricted Access Area through any door or gate, must use only the Airport Identification Badge issued specifically to them and the reader must indicate that access is allowed by showing a "green light" prior to entering. Only one (1) unescorted badge holder may access the Restricted Access Area through any door or gate approved by the ASC. Each badge holder accessing the Restricted Access Area must ensure that no other unescorted individuals access the respective area while the door or gate is open. "Piggybacking" occurs when a badge holder fails to ensure that a door or a gate closes behind the badge holder and an unescorted person gains access without presenting a valid Airport Identification Badge.

All people are prohibited from forcing open a door or gate providing access to the Restricted Access Area.

Reporting Malfunctions
Any Airport Identification Badge holder who has attempted to use his/her Airport Identification Badge to open an access-controlled point but finds a malfunction of the reader or the locking mechanism to reduce or negate control, must report the malfunction to the Airport Security or Unicom department immediately either by radio or by phone. After completing the inspection, the person must attempt to secure the door and immediately notify the Airport security or Unicom department. You must stay at the access point until Security or Maintenance arrives.

AOA Gates
Only one vehicle may enter an access control point onto the AOA per driver badge unless the badge holder gaining access is escorting other vehicles. The driver must have a valid AOA or SIDA badge indicating they are authorized to drive on the AOA. If there are other badge holders in the vehicle, they must present their YVRA badge to the access control reader to ensure access is granted or present it to the driver to compare it against the current STOP list and ensure that it is not expired.

The badge holder who opens the vehicle gate to enter must ensure the gate is completely closed prior to driving away. If exiting from an AOA point with other vehicles, the badge holder driving the last unescorted vehicle is responsible to ensure the gate closes and is secure before driving away.

Pedestrian Access
Pedestrians may access only the AOA through Pedestrian Gates and only if they have authorized access. Pedestrians are not allowed to access a Restricted Access Area or AOA through any vehicle gate without prior authorization from the ASC.

Security Keys
Keys that control high-security locks are controlled and tracked. Loss of security keys may result in the re-keying of numerous door/locks to ensure the compliance with regulation, as well as the integrity of security at the Airport. Costs for re-keying associated to lost keys may be billed to responsible party(s). Individuals that have been issued keys are required to verify with the Airport Security Office at least yearly that they are in physical possession of the keys that have been issued to them. Upon leaving employment, all key holders are required to turn in their keys to the Security office.

FIREARMS AND EXPLOSIVES

Possession

No persons, except authorized law enforcement officers and Qualified Wildlife Personnel employed or contracted by the Airport may possess any firearms or explosives within a Restricted Access Area without written permission from the ASC or designee unless under escort by a Hayden or Routt County Officer. Requests for permission to possess firearms or explosives within a Restricted Access Area shall be submitted in writing to the ASC or designee who has the sole discretion in granting or denying such requests. Failure to comply with this requirement will result in a non-appealable Security Violation with a minimum of a 2-year security badge revocation and may bring possible civil and criminal charges.

Storage

Except for firearms and explosives belonging to authorized law enforcement officers and Qualified Wildlife Personnel, firearms and explosives may not be stored within the Restricted or Sterile Area of the airport unless a Transportation Security Administration or Airport approved storage and a safety plan is on file in the Office of the ASC or designee. Failure to comply with this requirement will result in a non-appealable Security Violation with a minimum of a 2-year security badge revocation and may bring possible civil and criminal charges.

PROHIBITED ITEMS IN THE STERILE AND RESTRICTED AREAS

A person who has an Airport Identification Badge may not possess or carry items into or within the Sterile or Restricted Area that are otherwise prohibited by Transportation Security Administration regulation, including through security screening checkpoints. A limited list of items may be considered exceptions if job related as approved by the ASC or designee. A list of prohibited items is available on the Transportation Security Administration website:
http://www.tsa.gov/travelers/airtravel/prohibited/permitted-prohibited-items.shtm
This list is subject to change by Transportation Security Administration at any time. Please refer to the above link frequently to be updated of any changes.

EXCEPTIONS TO THE PROHIBITED ITEMS IN STERILE AREA LIST

An Airport Identification Badge holder is authorized to have certain inventoried and logged items in the Sterile Area that are otherwise prohibited by Transportation Security Administration. Tools relating to authorized construction projects and concessionaires may not be left 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.

AOA ACCESS THROUGH TENANT-OCCUPIED FACILITIES

Tenants are responsible for controlling access onto the AOA or SIDA from the facilities that they occupy. This includes areas that are contracted or subcontracted. Any and all parties with a documented interest in a specific area are responsible. Additional fines may be assessed by the Airport to the company and/or the employee.

Unless otherwise stated, if an offender does not commit another offense within twenty- four (24) month period, a future offense will be treated under the Rules and Regulations as a first offense.

ESCORTING

There are two distinct categories of escorting at the Airport. All escorting must follow TSA Regulations, which mandate strict control over anyone being escorted into a Restricted Access Area. It is the responsibility of the badged employee acting as the escort, to ensure all rules are followed. Failure to do so will result in loss of escorting privileges for two (2) years and possibly other penalties.

Escorting of Individual or Group for a Limited Duration (Fewer than Five Days)

Escorting is permitted only for the purposes of emergency facility issues, inspections, and tours. Persons being escorted will not apply for an Airport Identification Badge. Any approved and trained Restricted (SIDA) badge holder in good standing may escort and is responsible (line of sight) at all times while the person(s) being escorted is in the Restricted Access Area. The person being escorted must have government photo identification in their possession. Preferably, no more than three (3) people may be escorted by one badged individual; up to five (5) is allowed under certain circumstances, as long as control is assured. Requests to escort more than five (5) people must have approval from the ASC or designee.

Escorting Individuals Waiting for Airport Identification Badges

Persons being escorted will apply for an Airport Identification Badge and are allowed to be escorted for up to 14 days unless approved by the ASC. Any approved and trained Restricted (SIDA) badge holder in good standing may escort and is responsible (line of sight) at all times while the person(s) being escorted is in the Restricted Access Area. The person being escorted must have government photo identification in their possession. Preferably, no more than three (3) people may be escorted by one badged individual; up to five (5) is allowed under certain circumstances, as long as control is assured. Requests to escort more than five (5) people must have approval from the ASC or designee. Five (5) days is the maximum duration a person can be escorted.

AUTHORIZED SIGNER RESPONSIBILITIES

General Responsibilities

The Authorized Signer is required to maintain an active Airport Identification Badge holder list and maintain compliance with all regulations as set forth by the Airport. The Authorized Signer is responsible for adhering to all terms in the Authorized Signer agreement. Authorized Signers must take the mandatory Authorized Signer training class provided by the Airport as required by TSA Directives.

Failure to comply with the Authorized Signer requirements may result in the removal of the Authorized Signer status, as determined by the ASC or designee.

Notification Requirements

Immediate notification to the Security Badging office from an employer is required whenever an employer or Authorized Signer becomes aware of any of the following:

An Airport Identification Badge and/or a issued key to an employee is lost or stolen.

An Airport Identification Badge holder's employment status changes through termination, retirement, leave greater than 30 days, or any other form ofseparation from the company.

An employee may be considered a threat to Airport security for anyreason.

An employee who has an Airport Identification Badge and/or a Security Key isconvicted of a Disqualifying Crime as described in 49 CFR 1542.209.

The employer or the Authorized Signer must contact the Security Badging office to request immediate deactivation of the Airport Identification Badge. If the Security Badging office is closed, the employer or the Authorized Signer must contact Unicom personnel to request immediate deactivation of the Airport

Identification Badge. Authorized Signatories are responsible for returning Badge ID's and any issued keys within 30 days of resignation or termination notice for a badge holder. This is subject to a fine of $100 per ID badge not returned within 30 days.

AIRPORT IDENTIFICATION BADGE AND SECURITY KEY HOLDER RESPONSIBILITIES

General Requirements

An Airport Identification Badge holder and/or a holder of a Security Key is responsible for safeguarding his/her respective Airport Identification Badge and/or Airport issued key and for returning both to the Security Badging office if access to Restricted Access Areas of the airport is no longer required. When an Airport Identification Badge and/or a Airport issued key is no longer required, the Authorized Signer or the employee should deliver surrendered badges and/or key(s) to the Security Badging office within 30 days of resignation or termination notice for a badge holder. This is subject to a fine of $100 per ID badge not returned within 30 days. A receipt providing proof of the return will be provided upon request. The receipt will provide sufficient proof to avoid any potential fines for unreturned items. Airport Identification Badges and Security Keys may be mailed in, with the understanding that it is the responsibility of the employee and/or company to provide specific proof of return to avoid any associated penalties for non-return.

Lost Airport Identification Badge or Security Key

If an Airport Identification Badge and or a Security Key is lost, the badge holder must immediately notify the Airport either by calling the Airport Security department or ASC, contacting Unicom, or by whatever means possible to ensure that the badge is immediately deactivated. Lost badges not reported within the first 24 hours may be subject to a seventy-two
hour waiting period for re-issue in addition to any monetary fines.

Fines

Fines are determined by the number of Airport Identification Badges that have been lost by an employee during a rolling two (2) year period beginning with the date of the first reported loss.

Airport Identification Badge. Fines paid by an employee will be refunded by half if the lost badge is located within seven (7) calendar days from date of loss. If three (3) or more Airport Identification Badges are lost, no further badges will be issued for a period of two (2) years. The ASC may deviate from this policy using evidence of extenuating circumstances or other contributing factor.

Stolen Airport Identification Badge

If an Airport Identification Badge is reported stolen, the badge holder must immediately notify the Airport either by calling the Airport Security department or ASC, contacting Unicom, or by whatever means possible to ensure that the badge is immediately deactivated.
Replacement badges are issued by the Security Badging office. The badge holder must submit a new badge application, a valid police report indicating that the theft is under investigation and meets all general requirements as directed by 49 CFR 1542 requirements and pay all associated fees.

Receipts for Returned Airport Security Badges and/or Security Keys

Receipts are issued by the Security Badging office when an Airport Identification Badge and/or a Security Key is returned to the Airport. Receipts should be retained as proof of the returned items.

Reporting Subsequent Disqualifying Criminal Convictions
Any individual possessing an Airport Identification Badge must report to his/her supervisor or Authorizing Agent within twenty-four (24) hours if he/she has been convicted, given a deferred sentence, found not guilty by reason of insanity, or has been arrested and is awaiting judicial proceedings of any felony charge in accordance with 49 CFR 1542.209.

Inspection/Screening through Access Points Other than Employee Screening Checkpoints or TSA Checkpoints
Airport Identification Badge holders are specifically subject to inspection/screening by the Airport or Transportation Security Administration when accessing, or present within, the secured or sterile area of the Airport. The inspection/screening may extend to both the Airport Identification Badge holder's person and property, for purposes of determining whether the Airport Identification Badge holder impermissibly possesses any explosive materials or other prohibited item in the secured or sterile area. All employees with an Airport Identification Badge may be subject to such inspection/screening, acknowledge that consent to such an inspection/screening is a condition for the Airport to issue an Airport Identification Badge, and agree to submit to and cooperate with such an inspection/screening if requested. Furthermore, failure to submit to, or cooperate with such an inspection/screening, may result in the immediate suspension and revocation of the individual's Airport Identification Badge.

AIRPORT IDENTIFICATION BADGE TRAINING (SIDA)

General Requirements
General requirements for the Airport Identification Badge may be found at http://www.gpo.gov/fdsys/granule/CFR-2010-title49-vol9/CFR-2010-title49-vol9- part1542/content-detail.html.

Special Circumstances
Reasonable accommodation will be considered for SIDA training. Contact the Security Badging office to discuss accommodation prior to scheduling training.

Emergency Training
As a requirement of maintaining a badge, the Airport Director or designee may require completion of airport emergency training for the safety and well-being of Airport users, or otherwise in the best interests of the Airport.

SECURITY VIOLATION ENFORCEMENT

Investigating Reported Security Violations
The ASC or designee will investigate any and all alleged and reported security Violations. After an alleged security Violation, the badge holder and any witness will be interviewed and have an opportunity to provide an account of the incident. Upon the conclusion of the investigation, the Airport Security department will issue the outcome in writing. If the allegation is found true, appropriate penalties will be issued.

GENERAL SECURITY VIOLATION PENALTIES

Suspension or Revocation of Unescorted Access Privileges
Upon either suspension or revocation of a badge holder's access privileges, the Airport will deactivate and confiscate any Airport Identification Badge issued to the affected badge holder. The Airport Identification Badge holder shall:
Not enter Restricted Access Areas

Surrender the Airport Identification Badge to the Security Badging office, ASC or designee.
Upon either suspension or revocation of an employee's access privileges, the Airport may deactivate and/or confiscate any or all Airport Identification Badges held by the affected employer, including the Airport Identification Badge of all employees, contractors, and agents whose access privileges were authorized by that employer. All affected employees must immediately surrender any Airport Identification Badge authorized by the employer to the Security Badging office, ASC or designee. If an Airport Identification Badge holder is within a Restricted Access Area of the Airport, they must immediately leave that area. The Airport may also cancel the affected employer's ability to request the issuance of Airport Identification Badges, unless waived by the ASC or designee.

Reauthorization of Unescorted Access Privileges
In all cases, if an Airport Identification Badge holder's access privileges have been revoked or suspended and the ASC has authorized the access privileges to be reinstated, the badge holder must submit a new badge application, meet all general requirements as directed by 49 CFR 1542 requirements and pay all associated fees.

Immediate Threats to Security
If the ASC or Police determine for any reason that a Violation, a criminal act, or the threat of violence or harm by a person holding an Airport Identification Badge constitutes an immediate or continuing threat to the security of the Airport or the safety of people at the Airport, the ASC may immediately suspend the Airport Identification Badge holder's Restricted Access Area access privileges. The ASC may temporarily or permanently suspend access privileges if credible information from a Federal, State or Local law enforcement agency deems an individual or an employer as a threat to the security of the Airport. Suspension of access privileges under this section is subject to due process and review.

Airport Identification Badge Holder Penalties
Yampa Valley Regional Airport Section: Enforcement and the Enforcement Matrix will be used as a general rule to determine fines for Security Violations. The ASC may make exceptions to the matrix based on the nature of each specific security violation, the timing of its occurrence, and any extenuating information received from investigations. All fines imposed are in addition to any other rights or remedies available to the Airport.

Security Violation Penalties for Airport Identification Badge Holders
The fines and penalties outlined in the Yampa Valley Regional Airport Section: Enforcement Matrix of the Airport Rules and Regulations, illustrate the possible penalties and enforcement actions for various types of Security Violations. The following penalties may be imposed for violations of the rules pertaining to security, or any applicable Federal regulations:

Airport Identification Badge Holder Suspension
A suspension may be levied against a badge holder who has committed a Violation. This will result in the deactivation of the offending person's Airport Identification Badge for the period of time outlined in Appendix 2.

Airport Identification Badge Revocation
A revocation may be levied against a person who has committed a serious security Violation, or several security Violations. This will result in the deactivation of a person's Airport Identification Badge for a period of up to two (2) years. The badge holder may not be escorted in any Restricted Access Area of the Airport and may work only in public areas of the Airport.

Penalties

Enforcement of penalties is based on the number and type of security violations which are occurring over a two (2) 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 Airport Identification Badge. Revocation in this case is defined by removal of the Airport Identification Badge and all unescorted access to Restricted Access Area of the Airport. People who have had Airport Identification Badges and associated access revoked may not apply for a period of two (2) years.

Depending on the circumstances, in the reasonable discretion of the ASC, this period may be extended or shortened based on mitigating or exacerbating circumstances. The penalty components are described in Appendix 2.

ENFORCEMENT POINTS SYSTEM/OFFENSES

The Airport, at its sole discretion, has authority to restrict access to the AOA and/or SIDA areas in response to egregious offenses in which further access may result in serious safety and/or security compromises. The Airport Identification Badge of an offender can be seized immediately, pending results of a timely investigation of an egregious incident or violation. Any egregious incident or violation may result in permanent revocation of badge privileges. Examples of egregious offenses include intentional or deliberate acts, repeated violations of the same nature, unlawful acts, actions affecting safety of flight, and any violation indicated in Appendix 1: Yampa Valley Regional Airport Enforcement Program of six (6) or more points.

Enforcement Means and Methods

Due to the very different means of enforcement deployed at the Airport, Yampa Valley Regional Airport utilizes both fines and point-based policies for the enforcement of these Rules and Regulations:

- Environmental - Fine-based system.
- General (Smoking) - Fine-based to correlate with provisions of state law.
- Sanitation or Wildlife - Fine-based system or as per lease/contract.
- Security - Fine-based system to comply with TSAmandates.

Operations and Safety - For personnel a points-based system to supporta philosophy of improved performance over punishment.

All of these enforcement practices have escalation provisions utilizing either a number of offenses or an accumulation of points as the escalation method (see Appendix 1: Enforcement Matrix for a complete summary of penalties and their associated escalations).

Federal enforcement action or prosecution may also accompany fines (up to $14,601 per infraction).

Violation

Notices

A Violation Notice is issued to document violations of the Airport Rules and Regulations, Airfield Ground Vehicle Program, and Code of Federal Regulations (CFR) Part 1500.

The method of notification will be by electronic or regular mail to the company that employs the offender, or if a Yampa Valley Regional Airport employee, to the employee and their manager.

All Violation Notices will be entered into a computer database by Airport staff. After a Violation Notice is issued, the database will be checked to determine any accumulated points or violations against the offender in the same category, such as, Security (49, CFR, Part 1500), Safety (FAR 139), Driving, Electric Cart, Smoking Policy, Fire Regulation, etc.

Depending upon the results of the computer search, the Airport will take action as indicated on the Enforcement Matrix (see Appendix 2).

Procedure

The Violation Notice is issued as follows:
The employee, their manager and/or employer are notified. Electronic or regular mail correspondence will be transmitted informing them of the severity of the violation, the accumulated points or fine associated with the violation (if applicable), and the possible consequences if the offender receives another Violation Notice.
The notice is reviewed by Airport Security and Airport Operations, as applicable.
The offender and their employer are responsible for ensuring appropriate action is taken regarding the violation. The offender's employer or employee's managers must contact the Security Badging office within seven (7) business days of the issuance of the violation to confirm that they have taken the prescribed corrective action in response to the infraction. This report shall be made to the ASC. Failure to contact the ASC within seven (7) business days to report any company or management corrective action may result in points being assessed to the Station Manager.

Yampa Valley Regional Airport Enforcement Program

Yampa Valley Regional Airport Operations utilizes a progressive point system to record violations to the Airport Ground Vehicle and other safety violations. The system tracks and accumulates points that are associated with violations.

Points will be assessed for each infraction listed on a violation notice. These points will be cumulative and will be maintained by Airport Operations. Violation Notice Points will also be tracked for violations issued to a company.

Points will remain recorded on an individual's record for twelve (12) consecutive calendar months from issuance of the most recent violation and assigned for each specific infraction as indicated in Appendix 1: Yampa Valley Regional Airport Enforcement Program. For example, if an offender receives an additional violation during the initial 12-month period of a previous violation, the points are added to the original total, and **the twelve (12) month period shall start again**.

Recurring Driving Violations

Violators with more than one driving offense in six (6) months will have their driving privileges immediately revoked from the field until they can successfully complete retraining and as appropriate, suspensions are served.

APPEALS

Yampa Valley Regional Airport Enforcement Program Violations Appeals
All violation appeals must be requested via email and addressed to the ASC within five (5) business days of the notice of violation.

Appeals must include employee's name, the specifics of what is being contested, the reason/justification for this contest and other pertinent details. The communication requesting the appeal must also include the employee's supervisor or manager so that their supervisor or manager can be included in the appeal hearing. An individual must request a variance to not have a supervisor or manager in attendance.
Within five (5) business days following the hearing, a decision on appeal will be mailed or e- mailed to the individual responsible for the conduct and their employer. All appeal decisions are final.
Security Violations Appeals
Individuals cited for TSA Title 49 CFR Parts 1540 and/or 1542 and/or the Airport Security Program violations will be granted five (5) business days from the date of the violation notice in which to file an appeal in writing before penalties are assessed.

This process allows the individual an opportunity to reveal any extenuating circumstances which may influence the assessment of penalties associated with the violation. The ASC will review the appeal and make a final determination of action to be taken. If no appeal is received, permanent penalties will be assessed based upon the offense cited. For more information regarding the security violation appeals process, please refer to the Security Rules and Regulations.

Environmental Violations Appeals
Individuals cited for violations related to environmental practices and procedures may appeal in writing to the ASC within five (5) business days of the day of issuance. Final decisions will be made in writing within five (5) business days of receipt of the appeal statement.

Violation Notices and Appeals Process Procedures

Violation notices may be issued by Yampa Valley Regional Airport Management, Airport Operation Managers, Supervisors, Airport Operations Specialists, Ground transportation agents in accordance with Airport Rules and Regulations, Airport Security Plan, and Title 49, code of Federal Regulations Part 1500. Airline managers, senior representatives, and tenant managers should take corrective action against any violation notice. All notices are stored in a database controlled by Yampa Valley Regional Airport. Both employee and the employer are notified of a violation notice. A letter sent regarding the severity of the violation and required action to settle the offence cited. Depending on the type of violation, the employee may request to have the violation appealed. This matrix applies to all individuals working at the Airport including YVRA employees. Any action considered against YRVA employees shall be determined by the employer's manager in cooperation with Airport Operations and in accordance with the YVRA policies and procedures.

General Violation Appeals - All general violation appeals must be requested in writing, within 5 business days of the notice of violation. The request must include a complete statement of the basis of appeal as well as any and all supporting material.

Security Violation Appeals - Individuals cited for TSA Title 49 CFR Parts 1540 and/or 1542 and/or the Airport Security Program violations will be granted five (5) business days from the date of the violation notice in which to file an appeal in writing before penalties are assessed. This process allows the individual an opportunity to reveal any extenuating circumstances which may influence the assessment of penalties associated with the violation.
The ASC will review the appeal and make a final determination of action to be taken. If no appeal is received, permanent penalties will be assessed based upon the offense cited. For more information regarding the security violation appeals process, please refer to the Security Rules and Regulations.

Environmental Violation Appeals - Individuals cited for violations related to environmental practices and procedures may appeal in writing to the ASC within five (5) business days of the day of issuance. Final decisions will be made in writing within five (5) business days of receipt of the appeal statement.

Failure to follow any of the rules, regulations or procedures may result in fees or fines to an individual or a company in violation. Federal enforcement action or prosecution may also accompany fines (up to $14,602 per infraction)

APPENDIX 1
YAMPA VALLEY REGIONAL AIRPORT ENFORCEMENT PROGRAM PENALTIES FOR INDIVIDUALS

Point Accumulations and Penalties - What do the points mean?

1-3 Points	4-5 Points	6-8 Points	9-11 Points	12+ Points
A Violation notice letter is sent to manager(s) and employee	Employee retakes Training - Sign up within 3 days	One (2) day badge suspension. Employee retakes Training	Seven (7) days badge suspension. Employee retakes training.	Permanent Revocation of Driving Privileges
Penalty – Employer gives employee violation notice.	**Penalty** – Employee retakes Training - Sign up within 3 days	**Penalty** – Manager designates one (2) day suspension and holds badge. Employee retakes Training - Sign up within 3 days	**Penalty** – Manager designates seven (7) days suspension and holds badge. Employee retakes training within 5 days.	**Penalty** – Employee loses driving privileges

These points are accrued over a rolling 12-month period starting from the last infraction. Any points connected with this citation remain associated with a badge for 12 calendar months, when they will be rescinded, provided no other citation/points are earned. This matrix and points applies to all individuals working at the Airport including Yampa Valley Regional Airport employees.

Repeat Violations – Any additional citations after 8 points can include penalties requiring retaking the GVO training. **Warnings** - Warnings can be issued for any violation of these Rules and Regulations. Employees' information will be added to Airport Operations citation database for tracking purposes. Warnings are issued at the discretion of the issuing individual; there is no requirement to issue a warning.

	DESCRIPTION OF OFFENSE	POINTS
DRIVING/ SAFETY	**PHYSICAL IMPAIRMENT**: Alcohol, drug use determined (as may be observed, detected or suspected by OSS, ASC or other Staff, but supported by Police Department)	12 Points Loss of Driving Privileges
	SUSPENDED/REVOKED LICENSE: Driving with a suspended or revoked driver's license	Loss of Driving Privileges
	SURFACE INCIDENT: Any action meeting the FAA definition of "an unauthorized or unapproved movement within the designated movement area (excluding runway incursions) or an occurrence in that same area associated with the operation of an aircraft that affects or could affect the safety of flight"	8
	RUNWAY INCURSION: Any action meeting the FAA definition of an "occurrence at an aerodrome involving the incorrect presence of an aircraft, vehicle or person on the protected area of a surface designated for the landing and takeoff of aircraft"	8
	RECKLESS OR AGGRESSIVE DRIVING: Operation of a vehicle in a manner which could cause harm or injury to persons or property.	6
	SMOKING ON AIRFIELD: Smoking on Airfield	6
	FUELING – GENERAL UNSAFE PRACTICES: Fueling while vehicle running, not properly bonding, operating faulty equipment. ***Additionally requires retake of GVO Training and Fuel Safety Training	6

DRIVING/ SAFETY	**CUTTING OFF/ BLOCKING AIRCRAFT**: Impeding path of taxiing/towed aircraft (cut-off) or blocking path with parked equipment, tugs, materials or vehicle/s including parking equipment/vehicle on or within the taxilane object-free area	4
	TAXILANE OR TAXIWAY VIOLATIONS: Not following Unicom or ramp Instructions. Driving a vehicle across a vehicle control line without proper authorization. Walking across a taxilane.	4
	PARKING – SAFETY CONCERN: Parking in an area that limits emergency operations or creates a hazard to aircraft. This includes: Blocking of emergency exits, Fire Lanes, Aircraft Safety Envelope, aircraft parking area, Object Free Area.	4
	AIRCRAFT TOW TRAINING: Towing of Aircraft without the proper level of drivers training	4
	FAILURE TO REPORT AN ACCIDENT: Failure to report an accident to the Airport while remaining at the scene	4
	FAILURE TO REPORT A FUEL SPILL: Failure to report a fuel spill	4
	DISTRACTED DRIVING: Operating a vehicle while being distracted, talking on phone or texting while driving or otherwise not paying attention while driving.	4
	DRIVING – GENERAL UNSAFE DRIVING OR OPERATIONS: General unsafe driving, e.g. following too close, driving under a wing of an aircraft, unsafe operations, etc. Failure to properly chock and set parking brake/s of any parked, unattended or running, equipment, vehicle or wheeled apparatus, or while fueling aircraft. Being involved in negatively contributing to an AOA vehicle accident.	3
	DRIVING UNSOUND OR UNSAFE EQUIPMENT: Operation of a vehicle that is in unsound or unsafe mechanical condition. Exceeding authorized tow limits or numbers (bag carts/dollies) / unsafe load. Allowing others to ride on vehicle/ tailgate or exceeding vehicle designed seating or storage capacity.	3
	SPEEDING: Excess of posted/marked or identified speed limits for operating location	3
	DRIVING WITHOUT A SEATBELT: Not using a seatbelt or other safety equipment on vehicle so equipped	3
	DRIVING – SHORTCUTTING OR FAILURE TO OBEY SIGNS/MARKINGS/YIELD, ETC: Failure to obey lawful signals of YVRA employee or comply with posted signs, markings, traffic signals including failure to obey STOP signs or driving the wrong way in a one-way lane. Failing to utilize (shortcutting) drive lanes or service roads; yield to thru traffic on service road or adhere to posted markings, signage, guidance or notices. Failure to give right-of-way to any emergency vehicles.	3
	GENERAL SAFETY VIOLATIONS: Unsafe violations of Yampa Valley Regional Airport or other acts that may be deemed unsafe. Contributing to an incident or accident. Including horseplay; e.g. activities not associated with work, improper riding of bikes, scooters, skates or others not authorized by YVRA. Improper use of baggage system or general unsafe acts.	3

	DESCRIPTION OF OFFENSE	POINTS
COMPLIANCE	**ELECTRONIC DEVICE USAGE:** Usage of device (electronic or other) which could cause distraction while on the AOA Or Baggage areas whether driving or walking	3
	EQUIPMENT – GENERAL: Maintenance or usage of equipment in an unauthorized area or manner. Including the improper storage of equipment or usage of equipment that can lead to property damage of Airport Equipment.	3
	FOD: Creating a FOD hazard (littering) or failure to pick up FOD. Leaving a dumpster lid open, leaving trash outside of dumpster; creating a FOD or wildlife hazard	3
	DRIVING LICENSE NOT IN POSSESSION: Driver's License valid but not in possession ****(Employee is immediately removed from airfield and supervisor advised they cannot drive until license is provided)	2
	VEST OR SAFETY GARMENT: Failure to wear safety vest or reflective garment on AOA 15 feet from the terminal building	2
	GENERAL COMPLIANCE VIOLATION: Failure to follow Yampa Valley Regional Airport Rules and Regulations	2
	EQUIPMENT – DERELICT EQUIPMENT: Failure to remove unserviceable units	2
	PARKING – COMPLIANCE: Illegal parking in baggage area, or around aircraft parking gates, including staging GSE in unauthorized area including aircraft parking area, No Parking Space, blocking Airport Operations vehicles or parked in other companies' areas	2
	WILDLIFE: Unauthorized wildlife feeding. Possessing unauthorized pets inside leaseholds or Airfield	2

Revision Date
09/17/26

Appendix 2 Enforcement Matrix

Category	Infraction Example guide	1st Offense	2nd Offense	3rd Offense	4th Offense
Type 1	Failure to display ID or expired	Warning+ Remedial Training	$75 Fine+ Remedial Training	$150 Fine+ Remedial Training	Revocation
	Failure to follow access procedures				
	Carry unauthorized restricted items Sterile or Secured area				
	Failure to challenge or respond to a challenge				
	Failure to secure door/gate				
	ASP / CFR violation				
	Failure to report Security Violations or suspicious activity				
	Vehicle signage violation				
	Fence clearance violation				
Type 2	Displaying tampered badge	1-day+ $100+ Remedial Training	3-day+ $200+ Remedial Training	Revocation	
	Access point unattended/unsecured				
	Improper door/access use				
	Unauthorized employee access use				
	Force/bypass security				
	Piggybacking/tailgating				
	Failure to comply testing				
	Escort violation				
	Loss of control of restricted items in secured area. Failure to lock up prohibited items.				
Type 3	Loan/borrow badge	2-yr Revoke	Permanent		
	Use another badge				
	Using a badge for a different company to gain access. (multi badges)				
	Security key misuse				
	Badge duplication				
	Failure report lost badge				
	Refuse or bypass screening				
	Improper passenger assist				
Other	Lost/stolen badge	48hr+$100	48hr+$200	Revocation	
Misc	TSA violation	Warning	$50 Fine	$50 to Employer	
Misc	Other violation not covered	Warning	$50 Fine	$50 to Employer	