

**GENERAL AVIATION  
AIRPORT RULES AND REGULATIONS**



NORMAN Y. MINETA  
**SAN JOSE**  
INTERNATIONAL  
A I R P O R T





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

**GENERAL AVIATION AIRPORT ACCESS CONTROL SYSTEM  
INSTRUCTION SHEET**

The following information is provided to assist General Aviation badge holders in the use of the Airport's security access control equipment. If you have questions regarding the security access control badge issuance process, please contact the General Aviation Business Office at (408) 277-5586. For problems regarding the operation or malfunctions of the system, please contact the Airport Communications Center at (408) 277-5100.

**GENERAL**

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

Additionally, the requirements for vehicle parking decals and guest parking permits will remain unchanged. Vehicles operating in or GA West are required to display either the red and white checker stickers or a blue temporary parking permit obtained from Airport Operations. Authorized vehicle parking is an important component of the Airport security program in the General Aviation operations areas.

## **GENERAL AVIATION SECURITY BADGE REQUIREMENTS:**

1. The security access badge must be worn on the badge holders clothing above the waist so as to be visible at all times while in the Airport's General Aviation security areas i.e., inside security fence.
2. The security access badges are not transferable or assignable by the badge holder. Access badges are for the assigned individual only; **badge use by a third party is strictly prohibited.**
3. Each security access badge holder is responsible for escorting his/her guests while within the Airport General Aviation security areas. During escort, guests must remain within sight and sound of badge holder.
4. The security access badges may not be modified or altered in any way.
5. The badge holder must safeguard his/her security access badge at all times. Lost or stolen access badges must be reported **immediately** to the Airport Badging Office, at (408) 277-5419 (24 hours).
6. The expiration date is printed on each badge. The badge is not valid and will not provide access beyond that date and must be renewed on/or before that date.

7. Individuals without Airport approved identification or proper escort should be approached and questioned. If they are not able to produce proper identification, please notify the San Jose Police Department by calling 9-1-1.

### **Aircraft Operations**

1. Transient aircraft are prohibited in GA West and are required to use an FBO for Aircraft Parking and/or servicing. Tenants allowing transient aircraft to park in GA West will be in violation of the Rules and Regulations.
2. Spaces in GA West area are assigned to a specific aircraft. Transient aircraft or aircraft not identified for that space are not permitted to use a tenants assigned space at any time and may be relocated at owner's expense.

### **USE OF ACCESS BADGES**

In order for a badge holder to be granted access through a badge reader controlled vehicle gate, the following procedures are to be used:

1. Hold badge with the black magnetic stripe facing the reader and at the top of the badge.
2. Insert badge into the slot opening on right side of the reader.
3. Swipe badge through the slot from right to left in one continuous motion.

4. The status light on the right side of the reader will show steady red to indicate that access has been granted and that the gate will open.

*NOTE: When a badge is used in a particular reader for the very first time, there will be a 3 to 4 second delay before access is granted. The badge is being "initialized" into the reader. The status light will rapidly flash red during this process (4 to 5 flashes per second) and then show steady red to indicate the process is completed and access has been granted.*

If the status light flashes slowly (1 to 2 red flashes per second) access has not been granted.

All occupants of the vehicle possessing Airport ID badges must have their badge swiped through and receive a steady red light before entering.

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

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

6. As before, the gates will open automatically for vehicles exiting the aircraft parking areas. Multiple vehicles may exit without the gate closing between each vehicle, but it is the responsibility of the last car to ensure that the gate closes securely before driving away.

For access through a pedestrian gate, the same procedures listed above apply except that the badge holder will be required to push open the gate once access has been granted. Piggybacking through pedestrian gates is prohibited, however you may escort your guests through the pedestrian gate. When exiting the aircraft parking areas through a pedestrian gate, you must push the lock release button located next to the gate to exit the secure area. **ALL PEDESTRIAN ACCESS MUST BE THROUGH PEDESTRIAN GATES. PEDESTRIAN ACCESS THROUGH A VEHICLE GATE IS PROHIBITED.**

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

### **Security Violations**

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

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

Thank you for your cooperation in this security program.

### **(866)-GA-SECURE Hotline**

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

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

### **Ramp Driving Rules**

1. Ramp driving is limited to the existing areas of GA West.
2. Driving behind the blast fence between GA East and GA West is strictly prohibited. Only authorized vehicles are permitted to drive behind blast fence.

3. Driving between GA West and FBO's on the Westside of the airfield via the ramp vehicle road is strictly prohibited.
4. Please use caution when driving in the GA areas, as small maneuvering aircraft can be difficult to see.
5. Under no circumstances are vehicles allowed on the Taxiways or Runways.
6. Vehicles may park in the assigned A/C parking space per the attached diagram (inside back cover) or along the SJSU fence line parallel with hanger building 8, or other designated vehicle parking areas.
7. Vehicles may not be stored in GA West. If a vehicle appears to be stored, the tenant responsible for the vehicle will be contacted by Airport Staff and the vehicle will be required to be relocated off Airport property within a specified time period.

**RECOMMENDED  
PARKING OF CARS IN  
AIRCRAFT PARKING  
SPACES**

