

February 23, 2015

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# **Vehicle Operator and Pedestrian Handbook of AOA Knowledge**

**V2.3**



## DOCUMENT CONTROL

### Change History

Version	Date	Description	Page
1.0	10-31-06	Addition of POFZ information.	24
2.0	04/27/07	Complete rewrite of the drivers handbook to v2.0	All
2.1	08/15/07	Addition of new North Perimeter Road & NE Trap information; changed appendices: A,B, & C	16,17,19,43, 51,52,53
2.2	2/12/09	Changed Runway Incursion definition; added escort communication procedures; added ATC check-in procedures; changed diagrams to reflect construction changes	7,16,18,28,29, 45,46,47,50, 51,52
2.3	2-23-15	Updated Movement and Safety Area maps: Replaced Appendix F Section 329 from Certification Manual	18, 28, 47, 52, 53, 54, 55, 56

# Table of Contents

INTRODUCTION .....	3
DRIVERS TRAINING .....	4
NON-COMPLIANCE .....	6
DEFINITIONS .....	7
REGULATIONS .....	9
THE AIRPORT OPERATING AREA .....	13
AIRPORT VISUAL AIDS .....	19
RUNWAY SAFETY .....	26
AOA HAZARDS .....	32
RADIO COMMUNICATIONS .....	39
APPENDICES:.....	44
APPENDIX A – MOVEMENT / NON-MOVEMENT AREA DEPICTION .....	45
APPENDIX B – AIRPORT DIAGRAM .....	46
APPENDIX C – RUNWAY SAFETY AREAS .....	47
APPENDIX D –HOT SPOTS AND MAP .....	48
APPENDIX E – AOA OPERATORS TRAINING GUIDE.....	50
APPENDIX F-- AIRPORT CERTIFICATION MANUAL SECTION 329.....	52

# Introduction

This handbook presents guidelines and procedures designed to enhance the safety and efficiency of the Airport Operating Area (AOA). In addition, the implementation of this program is intended to assist in the elimination of runway incursions. This handbook contains information which should be thoroughly understood by all persons who intend to operate on the AOA.

It is extremely important that all persons who conduct AOA operations have a thorough understanding of the runway and airfield layout at Abraham Lincoln Capital Airport (SPI) as well as familiarity with applicable Air Traffic Control Tower (ATCT) procedures. Formal AOA training and the successful completion of all mandatory tests is required for all persons exercising AOA driving privileges at the Abraham Lincoln Capital Airport.

Only individuals who have successfully completed the AOA Drivers Training Program will be permitted to conduct AOA Driving operations at SPI. Persons who successfully complete the AOA Drivers Training Program and testing process will be issued an AOA Drivers Permit. Any violation of the Rules & Regulations will result in the loss of your ID badge and remedial actions will be taken.

For additional information refer to the "Runway Safety" category under the Federal Aviation website at [https://www.faa.gov/airports/runway\\_safety/](https://www.faa.gov/airports/runway_safety/)

# Drivers Training

Drivers Training consists of both initial and recurrent instruction. Training can be scheduled during one of many regularly scheduled classes throughout the year. Recurrent training is done twice per year, once in the spring and once in the fall season. It is the responsibility of the employer and/or department supervisor to ensure that the applicant is ready to operate as a competent AOA Driver. Prior to scheduling training, the applicant should spend time with his or her employer and/or department supervisor by reviewing this handbook. The applicant should have a complete knowledge of the material and have good practical knowledge of operating on the airfield. Please contact the Department of Public Safety at (217) 788-1080 if you have any questions regarding the training process.

## ***Initial Training***

New AOA Driver applicants are required to complete initial training prior to receiving AOA driving privileges on the Abraham Lincoln Capital Airport. It is the responsibility of the employer and/or department supervisor to ensure that the applicant is ready to operate as a competent AOA Driver.

Upon successful completion of the above requirements, the applicant, employer, and/or department supervisor shall fill out and sign an AOA Vehicle Operator Application. The employer and/or department supervisor may then contact the Department of Public Safety at (217) 788-1080 to schedule the formal AOA drivers training session and evaluation.

The formal evaluation for new drivers will be completed by a designated AOA Drivers Training Instructor/Examiner and consist of the following:

1. An oral review including a presentation appropriate to the working season.
2. A video presentation.
3. A written knowledge exam consisting of both multiple-choice and true/false questions.
4. An airfield AOA practical driving test.

In order to successfully complete the initial training, the applicant must successfully complete the written exam with a passing score of 85% or better and pass the practical driving test as determined by the designated Examiner.

(Note: Non-movement driver applicants will not need to take the practical test.)

### ***Recurrent Training***

To maintain AOA driving privileges, each authorized AOA Driver must also attend two semi-annual recurrent training courses each year. This recurrent training is conducted during the months of March and September each year to refresh drivers of the operating hazards particular to the Spring/Summer or Fall/Winter seasons.

Failure to participate in this required recurrent training will result in the revocation of AOA privileges. The individual will be required to reapply and pass all phases of the AOA drivers training program to earn back his or her AOA driving privileges. AOA Drivers should study and review the Vehicle Operator's Handbook prior to attending these recurrent training courses.

Each Recurrent Training Course will consist of the following:

1. An oral review including a presentation appropriate to the working season.
2. A video presentation.
3. A written knowledge exam consisting of both multiple-choice and true/false questions.

In order to successfully complete the recurrent training, the written exam must be successfully completed with a passing score of 85% or better. The trainee will not be required to complete a practical driving test.

### ***Retesting After Failure***

AOA Driver Applicants must successfully pass both the written and practical driving portion of the test. Applicants who fail any portion of the test are not permitted to operate on the AOA unless accompanied by an individual with AOA driving privileges. An applicant will only be retested in the area in which he or she has failed. For example, an individual who passes the written portion but fails the driving portion will only be required to retest on the driving portion.

A minimum score of 85% is required to successfully pass the written exam. Applicants who fail the written portion of the examination will be instructed to take adequate time to thoroughly study and review the information in the AOA Vehicle Operator and Pedestrian Handbook. After the applicant is prepared, he or she may be allowed to retest during the next scheduled training class.

An applicant who fails the practical driving test will immediately be critiqued on the areas of deficiency by the examiner. He or she may schedule a retest only after they complete training in the areas of deficiency with their employer and/or department supervisor.

An AOA Driver Application must be completed by the applicant, employer, and/or supervisor prior to each retest.

# Non-Compliance

Enforcement of the pedestrian and ground vehicle procedures and rules are applicable to airport employees, tenants and contractors and all instances of non-compliance shall be handled by the Director of Operations and Public Safety. Surveillance shall be maintained to ensure that only authorized vehicles and persons operate on the AOA and regulations are followed. When violations are observed or reported appropriate action will be taken. In the event a report is received of unauthorized vehicles or persons on the AOA, a Department of Public Safety vehicle will be dispatched to intercept and escort the violator from the area. A report will be prepared and kept on file concerning all incidents. Appropriate corrective action will be taken as determined by the Executive Director.

## **Consequences**

### **1. First Offense:**

- a. The individual's SIDA badge will be confiscated.
- b. The individual will receive a permanent letter of non-compliance of federal regulation and driving privileges will be revoked for a minimum of 14 calendar days.
- c. The individual will be required to submit a written, detailed report describing the surface incident to the Executive Director.
- d. AOA drivers will complete applicable AOA drivers training to include both written and practical testing of airfield driving procedures.
- e. Upon successful completion of the AOA drivers training, the driver's immediate supervisor will conduct a ride along to observe the driver on the movement area for 10 calendar work shifts. The Supervisor will then be required to submit a detailed letter to the Executive Director summarizing the driver's performance. Upon receipt and review of the report, the Executive Director will approve or deny unescorted access and airfield driving privileges to the driver.

### **2. Second Offense:**

- a. The individual's SIDA badge will be confiscated.
- b. The individual will receive a permanent letter of non-compliance of federal regulation and driving privileges will be revoked for a minimum of 30 calendar days.
- c. If the violator is an SAA Employee, he or she will receive, at a minimum, two-scheduled calendar work shifts off without pay. If the individual is not an SAA employee such as a Tenant, Contractor, or Military, the individual's organization will receive notification of non-compliance of federal regulation and driving privileges will be revoked for the driver for a minimum of 30 calendar days.
- d. The individual will be required to submit a written, detailed report describing the surface incident to the Executive Director.
- e. AOA drivers will complete AOA drivers training to include both written and practical testing of airfield driving procedures.
- f. Upon successful completion of the AOA driver's training, the driver's immediate supervisor is required to conduct a ride along to observe the driver on the movement areas for 10 calendar work shifts. The supervisor is required to submit a detailed letter to the Executive Director, who will approve or deny unescorted access and airfield driving privileges to the driver.

### **3. Third Offense:**

- a. The third offense of any surface incidents will result in dismissal. If the driver is not a SAA employee such as a Tenant, Contractor or Military, the individual will be permanently banned from unescorted pedestrian or vehicle access to the AOA.

# Definitions

**Accident** – A collision between one aircraft or vehicle and another aircraft, vehicle, person, or object that results in property damage, personal injury, or death.

**Aircraft** – A device that is used or intended to be used for flight in the air.

**Aircraft Rescue & Firefighting (ARFF)** – Specialty equipment and personnel trained to respond to airport emergencies for airport rescue and firefighting.

**Airport Operations Area (AOA)** – The AOA consists of all restricted ground areas of the airport, including taxiways, runways, loading ramps, and parking areas. In other words, everything that is inside the perimeter fence. The AOA is divided into two distinct areas: the 'Movement' area and the 'Non-movement' area.

**Airside** – Those areas of an airport that support aircraft activities.

**Airport Traffic Control Tower (ATCT)** – A facility using air to 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.

**Apron or Ramp** – Area designed for loading or unloading passengers and/or cargo, refueling, catering, parking or maintenance of aircraft. Aircraft ALWAYS have the right-of-way when operating on the apron.

**Common Traffic Advisory Frequency (CTAF)** – Radio frequency designed for the purpose of carrying out airport advisory practices while operating to or from an airport without an operating ATCT or when the tower is closed. The common traffic advisory frequency at the Abraham Lincoln Capital Airport is 121.30 MHz.

**Federal Aviation Administration (FAA)** – The federal agency charged with the administration and oversight of the national airspace system, including, but not limited to, air traffic control and airport security.

**Fixed Base Operator (FBO)** – The companies that conduct the servicing of general aviation within the airport restricted area.

**Foreign Object Debris/Damage (FOD)** – Any loose item (trash, metal, rocks, etc) lying on the ground having the potential to cause significant damage to property or injury to aircraft and personnel in the AOA.

**General Aviation (GA)** – That portion of civil aviation that encompasses all facets of aviation except air carriers holding a certificate of public convenience and necessity.

**Ground Vehicle** – All conveyances, except aircraft, used on the ground to transport persons, cargo, fuel, or equipment.

**Hold Short Line** – A pavement marking made up of two solid yellow stripes followed by two broken (dashed) stripes located across a taxiway. The solid stripes of this marking must be considered like a STOP sign. The marking means you are near an active runway. You must receive clearance via radio from the Air Traffic Control Tower to cross a hold line and enter a runway.

**ILS Critical Area** – An area provided to protect the signals of the localizer and Glide-slope.

**Runway Incursion** – Any 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 take-off of aircraft.



**Jet Blast** – Jet engine exhaust or propeller wash.

**Law Enforcement Officer (LEO)** – any person vested with police power of arrest under Federal, State, County, or City authority and identifiable by uniform, badge and other indication of authority.

**Light Gun** – a hand held, directional light-signaling device that emits a bright narrow beam of white, green, or red light, as selected by the 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 for controlling traffic operating in the vicinity of an airport and on the airport movement area.

**Mobil Fueler** – a vehicle owned and/or operated by authorized agents to pump and dispense Jet A and 100LL fuel.

**Movement Area** - The part of an airport for which air traffic control services are provided. Runways, taxiways, and helipads are considered to be in the movement area. It is marked by a single solid and a single dashed yellow line on the pavement. This is an example of a movement area boundary marking:

**Navigational Aids (NAVAIDS)** – Electronic equipment located near runways and taxiways. They provide horizontal and/or vertical guidance to aircraft.

**Non-Movement Areas** – The part of an airport for which air traffic control services are NOT required. Aprons and ramps are considered to be in the non-movement area.

**Operator** – is any person who is in actual physical control of an aircraft or motor vehicle.

**Owner** – is a person who holds the legal title of an aircraft or motor vehicle.

**Pedestrian** – Person on foot.

**Runway** - A defined rectangular surface on an airport prepared and suitable for the landing and takeoff of aircraft.

**Runway in Use or Active Runway** – any runways or runway currently being used for takeoff or landing. When multiple runways are in use, they are all considered active runways.

**Safety Area** - A designated area abutting the edges of a runway or taxiway intended to reduce the risk of damage to an aircraft inadvertently leaving the paved surface.

**Security Identification Display Area (SIDA)** - An FAA designated restricted area. Each person must wear an airport issued or airport approved identification medium on your outermost garment unless under airport approved escort.

**Springfield Airport Authority (SAA)** – The airport operator of the Abraham Lincoln Capital Airport.

**Taxiway** - A paved and marked area established for taxiing of aircraft from one place on an airport to another. Taxiways have markings in yellow.

**Wake Turbulence** – phenomenon resulting from the passage of an aircraft through the atmosphere. The term includes vortices, thrust stream turbulence, jet blast, jet wash, propeller wash, and rotor wash both on the ground and in the air.



## REGULATIONS

All persons operating on the Abraham Lincoln Capital Airport AOA are governed by the procedures and rules set forth by the Springfield Airport Authority and the Federal Aviation Administration. Any deviation from these regulations is grounds for suspended or revoked AOA privileges. Safety is never an option!

## **GENERAL**

1. All State of Illinois traffic laws and codes shall apply on the AOA.
2. Vehicle operators and pedestrians shall comply with all operating procedures and rules established by the FAA and the Springfield Airport Authority.
3. No person shall enter the Security Identification Display Area (SIDA) unless he or she displays a valid airport issued SIDA Badge above waist level on the outermost garment. Persons without a valid SIDA Badge, who have a operational need to enter the SIDA, shall be under continuous surveillance by an approved escort.

## **PEDESTRIAN REQUIREMENTS**

1. No pedestrian shall be permitted on the AOA unless authorized by the Springfield Airport Authority.
2. No pedestrian shall be permitted on the AOA movement area except for –
  - a. Authorized personnel performing typical functions, such as inspection or maintenance.
  - b. Approved construction crews under the direct guidance of the Springfield Airport Authority.
  - c. Persons, otherwise, authorized by the Springfield Airport Authority.
  - d. Persons under an approved escort.
3. Authorized pedestrians in the AOA movement area shall be equipped with at least a two-way radio, or an approved escort with a two-way radio, capable of transmitting and receiving communications with the Air Traffic Control Tower.
4. Pedestrains under an approved escort shall be briefed on the applicable rules and procedures that apply to their duties prior to operating on the AOA.

## **VEHICLE OPERATOR REQUIREMENTS**

1. No vehicle shall be operated on the airside unless the driver has, in his or her possession, an approved, airport issued a SIDA badge with AOA driver endorsement and a valid state drivers license.
2. Operators with limited Non-Movement Area privileges shall be restricted to only those areas that consist of the AOA Non-Movement Area unless under an approved movement area escort.
3. No person operating or driving a vehicle on any aircraft ramp shall exceed a speed greater than 15 miles-per-hour. Factors including, but not limited to, weather and visibility shall be taken into consideration when determining a safe operating speed.
4. No vehicle shall pass between an aircraft and passenger terminal or passenger lane when the aircraft is parked at a gate position except those vehicles servicing the aircraft. All other vehicles must drive to the rear of the aircraft and shall pass no closer than 25 feet from any wing or tail section.
5. Vehicle drivers shall yield to, aircraft, passengers, and emergency vehicles, which ALWAYS have the right-of-way on any portion of the airport.
6. No vehicle operator shall enter the airside unless authorized by the Springfield Airport Authority or unless the vehicle is properly escorted.
7. No person shall operate any motor vehicle that is in such physical or mechanical condition as to endanger persons or property or that the Springfield Airport Authority considers an endangerment.
8. A vehicle guide person is required whenever the vision of the vehicle operator is restricted.

9. No fuel trucks shall be brought into, stored, or parked within 50 feet of a building. Fuel trucks must not be parked within 10 feet from other vehicles.
10. When not serving aircraft or undertaking their intended functions, ramp vehicles and equipment shall be parked only in approved areas.
11. Vehicle operators shall not park vehicles under or within the service range of any passenger loading bridge.
12. No person shall park, or leave unattended, vehicles or other equipment that interfere with the use of a facility by others or prevent movement or passage of aircraft, emergency vehicles, or other motor vehicles or equipment.
13. No person shall park a vehicle or equipment within 25 feet of a fire hydrant or in a manner that prohibits access to a fire hydrant.
14. No person shall operate a vehicle or other equipment while under the influence of alcohol or any drug that impairs, or may impair, the operator's abilities.
15. Each vehicle operator using an AOA access gate shall ensure the gate closes behind the vehicle prior to leaving the vicinity of the gate. The vehicle operator shall also ensure no unauthorized vehicles or persons gain access to the airside while the gate is open.
16. Vehicle operators shall not operate vehicles in a reckless or careless manner. A reckless or careless manner is one that intentionally, or through negligence, threatens the life or safety of any person or threatens damage or destruction of property.
17. Vehicles shall not enter the movement area or cross runways unless the operator of the vehicle has received required training and authorization from the Springfield Airport Authority to operate on the movement area. Whenever possible, all airport vehicles shall utilize the airport perimeter and service roads to transition between areas on the airport.
18. Each vehicle operator is responsible for the activities of each vehicle passenger on the airside of the airport.
19. No vehicle operator shall park any vehicle or equipment within five (5) feet of either side of the airport perimeter security fencing.

## VEHICLE REGULATIONS

1. All vehicles operated on the airside must have vehicle liability insurance, as required by the Springfield Airport Authority.
2. Vehicles operated on the AOA shall be approved by the Springfield Airport Authority.
3. No Vehicle shall be permitted on the AOA unless it is in sound mechanical condition.
4. Vehicles shall not have any objects that obstruct forward and side vision from the driver's seat.
5. Vehicles that are authorized for operation in the AOA Movement Area shall be equipped with at least –
  - a. An amber, flashing or rotating strobe or beacon and/or an approved orange & white checkered flag.
  - b. Fully functional headlights, brake lights, and parking lamps.
  - c. A two-way radio capable of transmitting and receiving communications with the Air Traffic Control Tower.
  - d. An up-to-date airport diagram of the Abraham Lincoln Capital Airport that is within easy reach of the vehicle operator.



# THE AIRPORT OPERATING AREA

The AOA consists of all restricted ground areas of the airport, including taxiways, runways, loading ramps, and parking areas. In other words, everything that is inside the perimeter fence. The AOA is divided into two distinct areas: the 'Movement' area and the 'Non-movement' area.

## THE AOA

The Airport Operations Area (AOA) is defined as the area which is inside the Airport security boundary and in which aircraft operate, i.e., runways and taxiways, aircraft gate positions, aircraft parking areas, and areas in which both ground vehicles and aircraft operate to/from runways/taxiways. The AOA consists of both a Movement Area and a Non-Movement Area. The boundary between the Movement Area and the Non-Movement Area is marked with a surface painted Non-Movement Area Boundary Marking. This marking consists of two yellow lines (one solid and one dashed). Smoking is not allowed on any portion of the AOA!



## ACCESS PROCEDURES



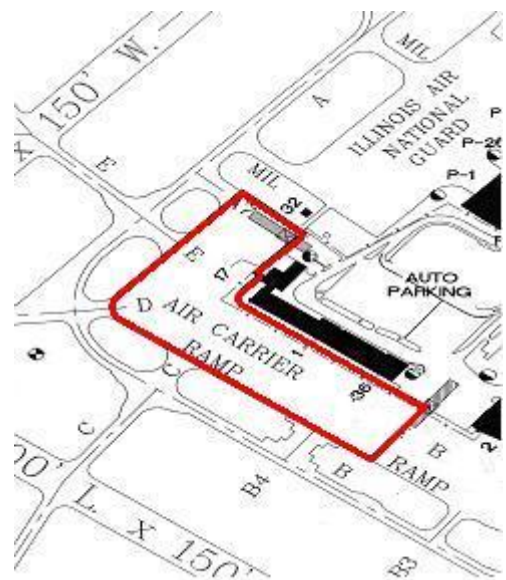
All persons operating on the Aircraft Operating Area (AOA) must be authorized by the Executive Director of the Abraham Lincoln Capital Airport. **No person shall be permitted on the AOA unless their function is directly related to an aviation activity or an activity, otherwise, authorized by the Springfield Airport Authority.** Anyone operating a vehicle on the AOA must have in their possession both a valid AOA Driver Endorsed Badge and a valid state driver's license. In addition, all applicants must satisfactorily complete applicable training before being allowed to drive on the AOA.

## **Security Identification Display Area**

The Security Identification Display Area (SIDA) is described as the non-public areas of the terminal building including the area behind the airline operations area and airline offices with direct access to the air carrier ramp, areas directly adjacent to the terminal building, and the non-public baggage carousel area. Only personnel with an airport issued security identification badge are authorized unescorted entry into the Security Identification Display Area.

**The Springfield Airport Authority requires every person having access to the SIDA to display authorized identification. Persons operating within the Security Identification Display Area (SIDA) must display a valid SPI SIDA Badge above waist level on the outermost garment.**

If you observe someone not wearing proper identification while in a restricted area you must challenge that person. If they do not show you authorized ID, keep the individual(s) in sight and call the Abraham Lincoln Capital Airport Department of Public Safety.



## **AOA Access Gates**

Vehicle and pedestrian gates are locked at all times. Your airport issued ID will be programmed to allow you access to gates as necessary. **The use of gates to access the AOA shall be restricted to authorized personnel approved by the Springfield Airport Authority.** Gate cards shall not be transferred to other users and any misconduct in the use of gate cards shall be grounds for revocation of AOA access privileges.

**It is the responsibility of anyone that enters or leaves a gate to ensure that it has closed completely before driving away from it.** In the event you find that the gate does not close properly or if you find a gate that has inadvertently been left unlocked, contact the Department of Public Safety at 788-1080. Do not leave an opened gate unattended.

**At no time may any vehicle or equipment be parked within five (5) feet of the airport perimeter security fence.**



## **Escorts**

Tenants and leaseholders at the Abraham Lincoln Capital Airport are authorized to provide escorts only to and from their lease areas. **Escort providers must have and properly display an authorized SIDA Identification Badge.** Tenant escorts must use the closest authorized or assigned gates for vehicles entering their lease area. Visitors under escort must be met at the gate entrance and escorted back to the gate each time they enter the AOA. All tenants providing escorts are solely responsible to ensure all persons and vehicles under escort follow all rules and regulations governing vehicle operations.

Service vehicles and persons being escorted must remain with an authorized escort provider of that tenant at all times. The escort vehicle has full responsibility to insure that visitors under escort remain with the escort vehicle. If the visitor deviates from the escort path, it is the operator's responsibility to apprehend the vehicle under escort before a deviation occurs.

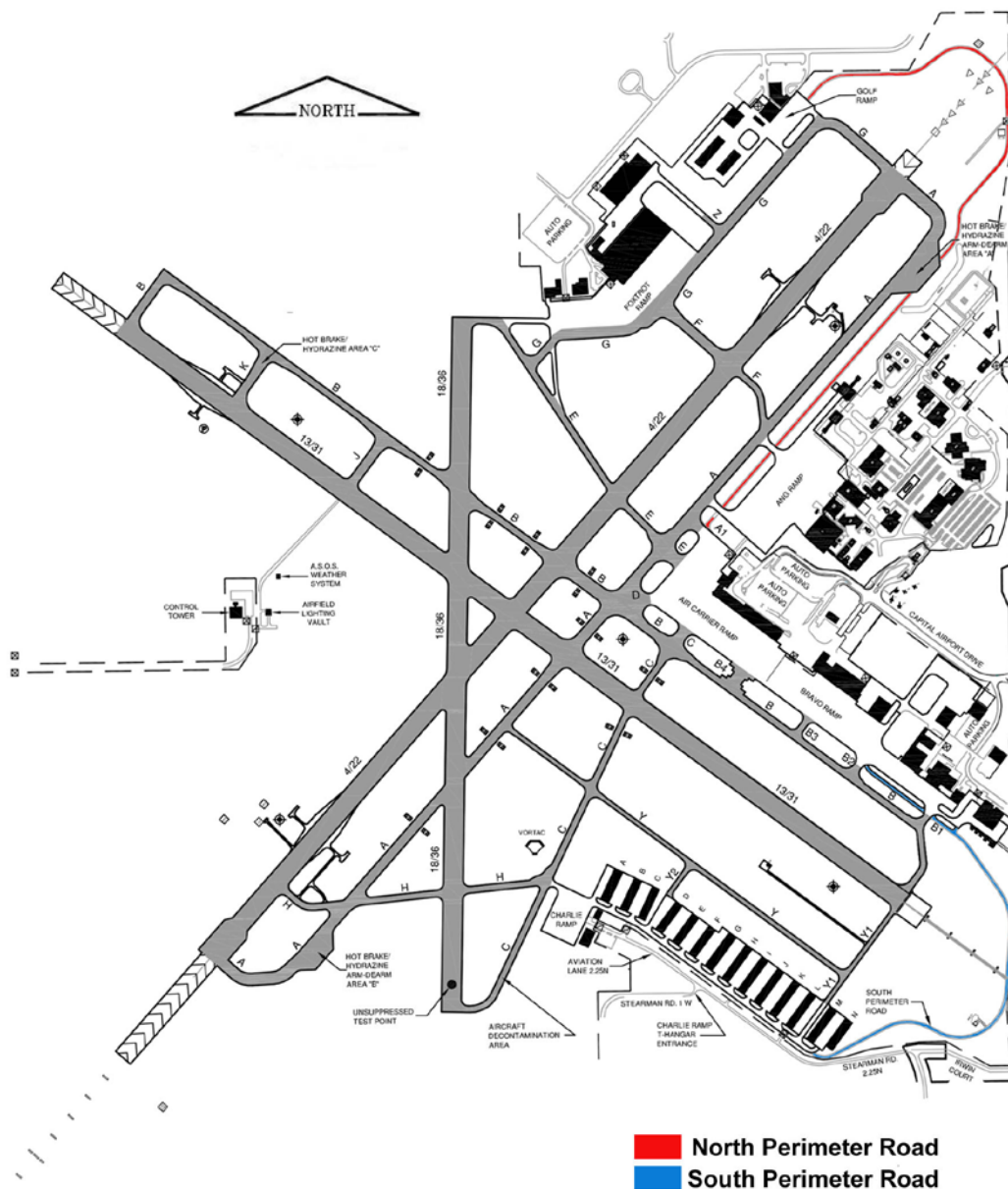
Only Springfield Airport Authority Operations personnel or other authorized persons and vehicles may provide escort to vehicles and persons requiring access to the **AOA movement area.**



## USE OF VEHICLE AND PERIMETER ROADS

Vehicle Operators at the Abraham Lincoln Capital Airport are required to utilize the established vehicle and perimeter roads. Perimeter roads allow service vehicles to transition between apron areas without having to enter or cross taxiways or runways. The establishment of the perimeter roadway system provides several benefits including the exemption of having to contact the Air Traffic Control Tower, reduced control tower workload and frequency congestion, and ultimately reducing the risk of runway incursions and surface incidents.

There are two (2) primary roads in place on the AOA. The North Perimeter Road, which connects the Air Carrier Ramp to the ramps on the North side of the airport, extends from Taxiway Alpha-One (A1) to the Foxtrot Ramp. The South Perimeter Road, which connects the Bravo Ramp to the Charlie Ramp, extends from Taxiway Bravo-Two (B2) to the Charlie Ramp T Hangars. Both perimeter roads are located within the AOA Non-Movement Area.



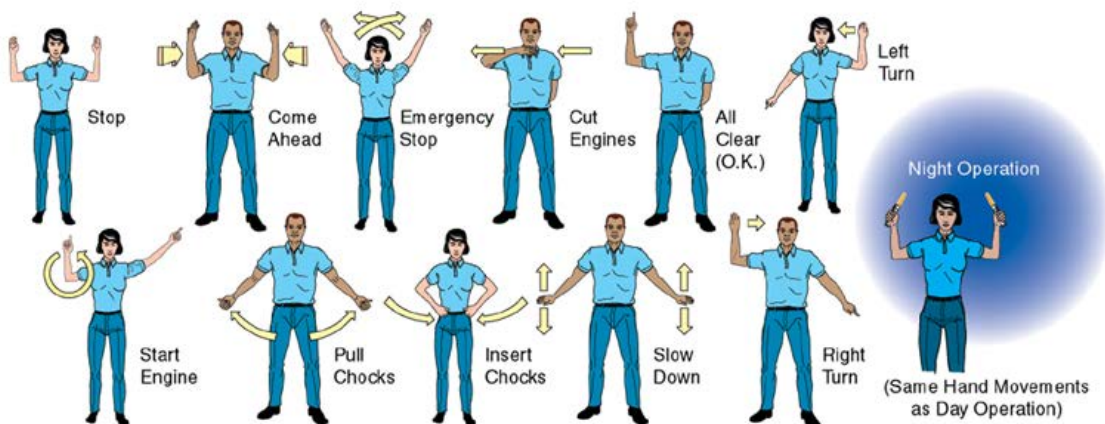
## NON-MOVEMENT AREA OPERATIONS

Non-movement areas include ramps, aprons, perimeter roads, and other areas **not** under the control of ATCT. Anyone authorized to operate a motorized vehicle on the airside may do so on the non-movement areas without being in positive radio contact with ATCT. Always follow airport procedures and rules to help establish a predictable order to vehicles and pedestrian movements in congested areas and to help ensure the visibility to aircraft and other vehicles.

Operating within the ramp areas requires the vehicle driver to exercise extreme caution as aircraft are moving, aircraft passengers may be walking from an aircraft to a gate, and noise levels are high. Parked aircraft may still have their engines running, so be aware of the hazards of jet blast or prop wash, which may overturn vehicles. Propellers and jet engines can cause significant injury or death to personnel.



Ramp personnel should be familiar with the standard hand signals used for directing aircraft in these areas.



Vehicle drivers should yield to, aircraft, passengers, and emergency vehicles, which ALWAYS have the right-of-way on any portion of the airport. Be aware of cockpit blind spots. Cockpit visibility prohibits the pilot from seeing under the nose or behind the aircraft limiting the pilot's ability to avoid ground vehicles. Driving close to buildings, around vehicles, or aircraft is prohibited. Drivers shall obey all signs and markings on and along vehicle perimeter or service roads.

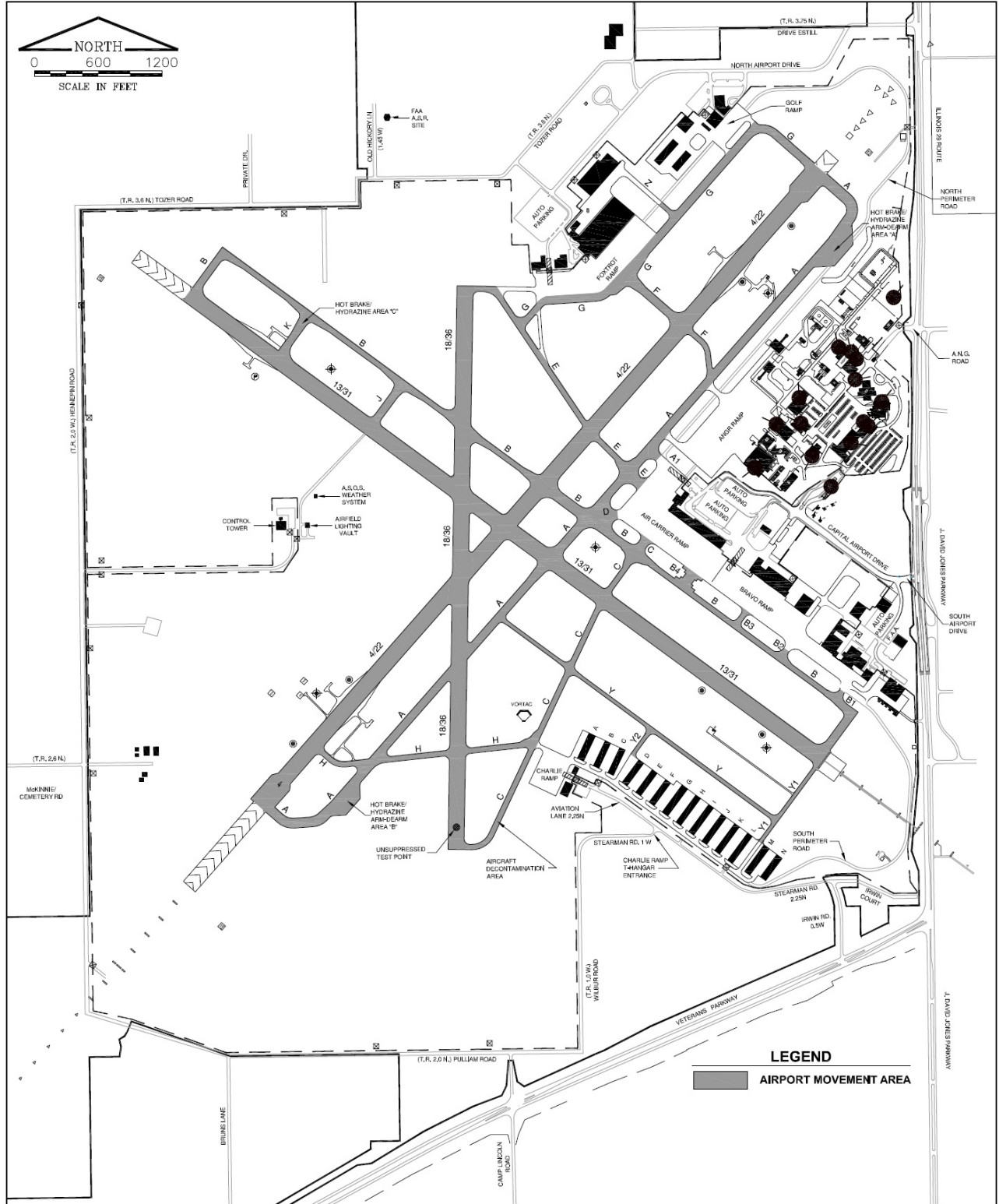
There are additional risks present under nighttime and poor weather conditions. Poor weather conditions might obscure visual cues, roadway markings, and airport signs. Vehicle operators should remain vigilant of their surroundings and operator boundaries. Watch out for snow removal equipment and aircraft operating in the vicinity under low-visibility conditions.

## **MOVEMENT AREA OPERATIONS**

Movement areas are defined as the runways, taxiways, and other areas of the airport that are used for taxiing, hover taxiing, air taxiing, and takeoff and landing of aircraft, exclusive of loading ramps and aircraft parking areas. Movement areas are considered "positive control," meaning that all vehicle operators and pedestrians will need permission from ATCT before entering the area.

Only those vehicles necessary for airport operations may enter a movement area. Nonessential vehicles shall not be permitted to enter these areas. Exceptions may include authorized vehicles and appropriately trained personnel that are permitted by the Springfield Airport Authority.

Drivers who are authorized to drive on the movement area require more training and vigilance since there are dangers associated with this area that are not present on the non-movement areas. In addition to the principles and procedures for operating in the non-movement area, drivers who have access to the movement area must be cognizant of the meaning of airfield signs, markings, and lighting configurations. Additionally, they must be able to communicate with air traffic control (ATC) and be able to follow ATC instructions.





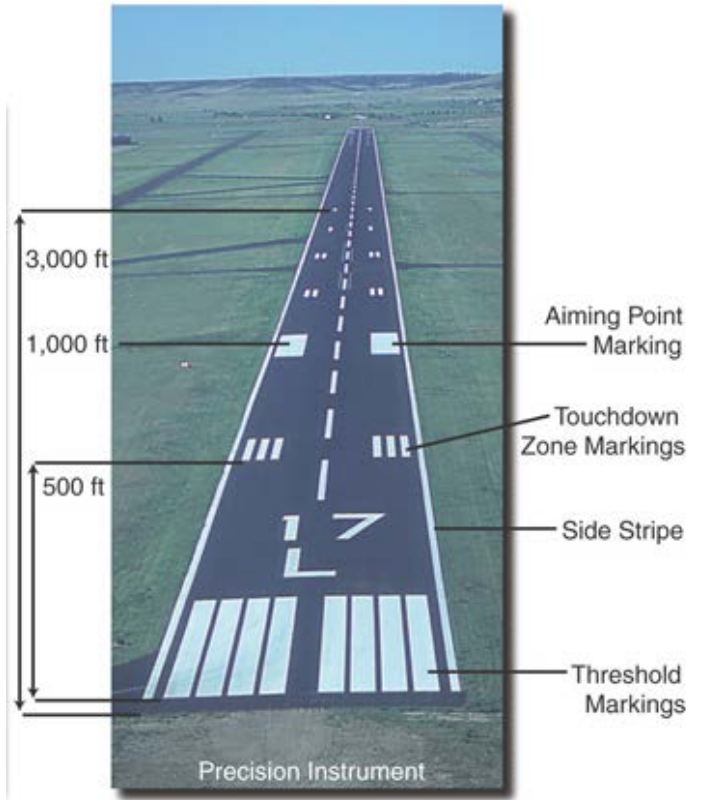
## Airport Visual Aids

Just as you learn how to interpret traffic signals, road signs, and highway markings, you will soon become familiar with the visual aids at an airport that help you maintain orientation. There are markings and signs used at airports, which provide directions and assist pilots and vehicle operators in airport surface operations.

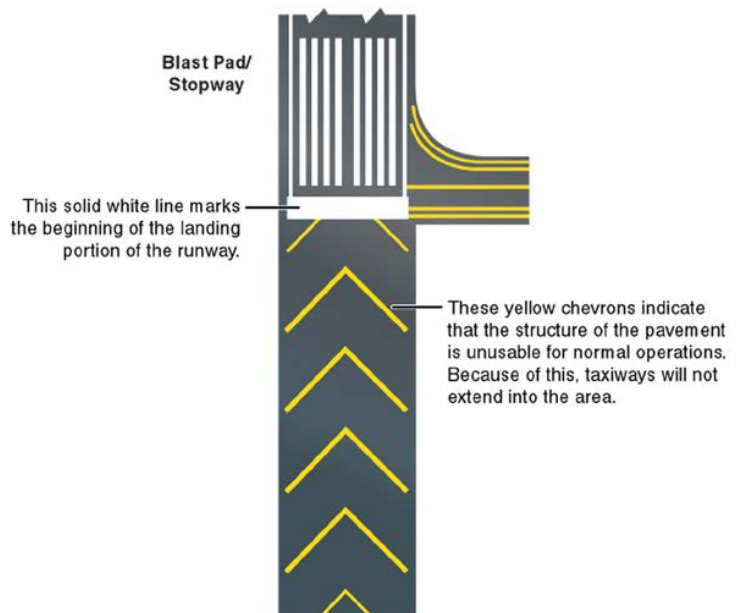
**RUNWAY MARKINGS**

Runway markings are painted white and vary depending on the type of operations conducted at the airport. Visual runways usually are marked with only the runway number and a dashed centerline, while instrument runways may have additional reference markings to assist pilots in locating the landing portion of the runway.

Since aircraft are affected by the wind during takeoffs and landings, runways are laid out according to the local prevailing winds. The numbers that you see on runways are not arbitrary, but correspond to magnetic degrees of a north reference. The runway’s magnetic direction is rounded off to the nearest 10 degrees, with the last zero omitted. A runway with a magnetic direction of 220 degrees becomes Runway 22. The runway numbers marked at the opposite ends of a runway are 180 degrees from each other. For example, a runway labeled 18 on one end is labeled 36 on the opposite end. Runway numbers are typically painted just beyond the threshold markings. Runway threshold markings identify the beginning of the runway that is available for landing.



Additionally, runways 4, 22, and 13 at the Abraham Lincoln Capital Airport are equipped with blast pad or stopway areas. Blast pads or stopways are marked by yellow chevrons at the approach end of the runway. The blast pad is an area where propeller or jet blast can dissipate without creating a hazard. The stopway area is paved in order to provide space for an airplane to decelerate and stop in the event of an aborted takeoff. Due to reduced pavement strength, however, these areas cannot be used by aircraft except in emergency situations.



## **TAXIWAY MARKINGS**

Airplanes use taxiways to transition between parking areas and the runway. Taxiways are identified by a continuous yellow centerline stripe. A taxiway may include edge markings to define the edge of the taxiway. This is usually done when the taxiway edge does not correspond with the edge of the pavement.



## **HOLDING POSITION MARKINGS**

Holding position markings consist of four yellow lines (two solid and two dashed). Holding position markings are painted at a determined distance to keep vehicle operators, pedestrians, or pilots from entering the runway safety area, jeopardizing both the safety of you and the aircraft using the runway for takeoff or landing. The side of the holding position marking with the two solid lines is where aircraft and vehicles are to hold. Where holding position markings are present, there will always be an accompanying holding position sign.



When ATCT is in operation, the controller may ask you to hold short of the runway. In this case, you must stop before the hold line and proceed only after you are cleared to do so by the controller, and you have checked for traffic. During the periods that ATCT is closed, you should stop and check for traffic and cross the hold line only after ensuring that no aircraft is using the runway for landing, takeoff, or taxi. When exiting the runway, do not stop until you have cleared the hold line.

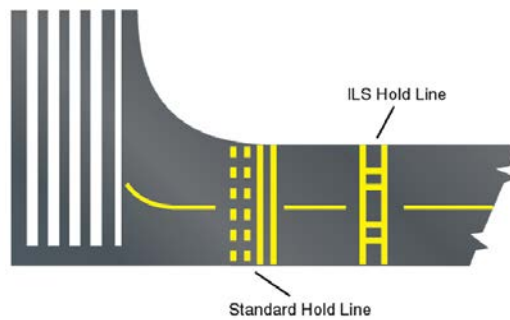
## **NON-MOVEMENT AREA BOUNDARY MARKINGS**

A non-movement area boundary marking delineates a movement area under air traffic control. These markings are yellow and located on the boundary between the movement and non-movement area. They normally consist of two yellow lines (one solid and one dashed). The area designated on the dashed yellow line side is the Movement Area.



**ILS CRITICAL AREA MARKINGS**

On the runways equipped with an instrument landing system (ILS), it is possible for vehicles or aircraft near the runway to interfere with the ILS signal. The Abraham Lincoln Capital Airport is equipped with ILS Approaches on Runways 4, 22, and 31. When ILS approaches are in progress, you may be asked by the controller to "...hold short of the ILS critical area." At the Abraham Lincoln Capital Airport there are ILS Hold Lines placed



farther from the runway than the standard Holding Position Markings. There are two of these markings at the Abraham Lincoln Capital Airport, one on Taxiway Yankee, short of the Approach of Runway 31 and the other on taxiway Alpha, short of the Approach of Runway 22. If the controller asks you to "...hold short of the ILS critical area" you must hold short at these markings. Where ILS holding position markings are present, there will always be an accompanying ILS holding position sign. (See Airport Signs)












**AIRPORT SIGNS**

There are six types of signs for the movement area. These signs are also illuminated during nighttime operations. The six types of signs are:



- **Mandatory Instruction Signs** – have a red background with a white inscription. These signs denote an entrance to a runway, a critical area, or a prohibited area. An example of a mandatory instruction sign is a runway holding position sign which is located at the holding position on taxiways that intersect a runway or on runways that intersect other runways.
- **Location Signs** – are black with yellow inscription and a yellow border and do not have arrows. They are used to identify the taxiway where you are located.
- **Direction Signs** – have yellow background with black inscription and always contain arrows which show the approximate direction of turn. These signs indicate directions of taxiways leading out of an intersection.
- **Destination Signs** – have black inscriptions on a yellow background and always contain an arrow. These signs indicate the general direction to a location on the airport, such as civil aviation areas, military areas, or FBO's.
- **Informational Signs** – have yellow backgrounds with black inscriptions. These signs advise such things as areas that cannot be seen from the control tower and applicable radio frequencies.
- **Runway Distance Remaining Signs** – have a black background with white numbers. These signs are used to provide distance remaining information, in thousands of feet, to pilots during takeoff and landing operations. The signs are located along the sides of the runway.

<u>Sign</u>	<u>Location</u>	<u>Action / Purpose</u>
	On taxiways at intersection with runway and at runway/runway intersection	Do not cross unless clearance has been received (towered airport) or until clear (non-towered airport).
	Hold position on taxiway located in runway approach or departure critical area	Hold when instructed by ATC when approaches are being made with visibility less than 2 miles or ceiling less than 800 feet.
	Areas where aircraft are forbidden to enter	Do not enter. Identifies paved areas where aircraft entry is prohibited. Has no purpose for vehicle operators.
	Taxiway	Identifies taxiway on which you are located.
	Edge of protected area for runway	Used to identify the boundary of the runway protected area.
	Taxiways and Runways	Provides direction to turn at next intersection to maneuver onto named taxiway.
	Taxiway	Provides general direction to named runway.
	Taxiway	Provides general direction to identified destination. Other destinations signs include FBO and Military.
	Runway	Provides remaining runway length in 1,000 feet increments.

## AIRPORT LIGHTING

Airports use FAA-approved lighting systems and colors to guide pilots during nighttime operations. Vehicle operators should use extreme caution when driving on the AOA during night operations. The eye's ability to judge distance and recognize hazards is greatly reduced during the periods of darkness. The eye may take up to 30 minutes to adjust to night conditions. Additionally, other visual cues that can normally be seen during the day cannot be seen at night, causing navigating on the airport more difficult. Vehicle operators need to be

extra vigilant and thoroughly familiar with the airport lighting system so that they can safely navigate during nighttime operations.

### ***Airport Beacon***

The airport beacon helps pilots identify and locate the airport at night. The airport beacon at the Abraham Lincoln Capital Airport is located behind Hangar 1. The beacon is normally operated from dusk till dawn and during times of reduced ground visibility. The beacon is coded with a rotating white and green light combination, indicating that the Abraham Lincoln Capital Airport is a civilian airport.



### ***Runway Edge Lights***

Runway edge lights consist of a single row of white lights bordering each side of the runway and lights identifying the runway threshold. Runway edge lights can be classified according to three intensity levels. High intensity runway lights (HIRLs) are the brightest runway lights available. Medium intensity runway lights (MIRLs) and low intensity runway lights (LIRLs) are, as their names indicate, dimmer in intensity. When ATCT is in operation the lights are adjusted by the air traffic controller. When ATCT is closed you can turn on and adjust the intensity of the runway lights by tuning your transmitter to the common traffic advisory frequency and keying the microphone.



Some runway edge lights incorporate yellow runway remaining lights on the last 2,000 feet or half the length of the runway, whichever is less, to inform of the amount of runway left. These lights are two-sided, so they appear white when viewed from the opposite end of the runway.

At night, there are ways a pilot can determine where the runway begins. There is a row of green lights across the threshold. These lights are two-sided. If you were approaching on the opposite end, they would appear red to mark the end of the runway that is usable for aircraft.

### ***Taxiway Lighting***



Omni-directional taxiway lights outline the edges of the taxiway and are blue in color.

### ***Obstruction Lighting***

Obstructions are marked at the Abraham Lincoln Capital Airport to warn pilots of hazardous objects during both daytime and nighttime operations. These obstructions are marked with a steady burning red color light.

### **WIND DIRECTION INDICATORS**

Pilots normally use the runway in which the wind is most favorable and will provide the best aircraft performance for takeoff and landing. The Abraham Lincoln Capital Airport utilizes wind socks to assist pilots by providing wind direction and velocity information. The wind sock extends out straighter in strong winds and will tend to move back and forth when the wind is gusty. The wind sock may be helpful for vehicle operators during the periods when ATCT is closed since the wind sock will usually point to the runway that would be favorable for use by most pilots. Vehicle operators, however, should not rely solely on wind sock information to estimate the direction of other aircraft traffic, since the airport is considered “uncontrolled” during the times when ATCT is closed. Vehicle operators must exercise extreme vigilance when operating in the runway environment and always monitor and perform common traffic advisory frequency communications and procedures.



# Runway Safety

Runway safety is our highest priority.



## RUNWAY INCURSION AVOIDANCE

The official definition of a runway incursion is “any 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 take-off of aircraft.” Runway incursions are primarily caused by errors associated with clearances, communication, airport surface movement, and positional awareness. Incursions take place in a complex and dynamic environment where root causes are difficult to isolate.

Runway incursions are further classified with respect to severity. The severity categorizations of runway incursions are listed below:

<b>RUNWAY INCURSION SEVERITY CATEGORIZATION</b>	
<b>Category A</b>	A serious incident in which a collision was narrowly avoided.
<b>Category B</b>	An incident in which separation decreases and there is a significant potential for collision, which may result in a time critical corrective/evasive response to avoid a collision.
<b>Category C</b>	An incident characterized by ample time and/or distance to avoid a collision.
<b>Category D</b>	Incident that meets the definition of runway incursion such as incorrect presence of a single vehicle/person/aircraft on the protected area of a surface designated for the landing and take-off of aircraft but with no immediate safety consequences.

A surface incident is defined as any event where unauthorized or unapproved movement occurs within the movement area at non-runway locations such as taxiways,

***Avoiding Runway Incursions***

There are several procedures that you can follow and precautions that you can take to avoid a runway incursion.

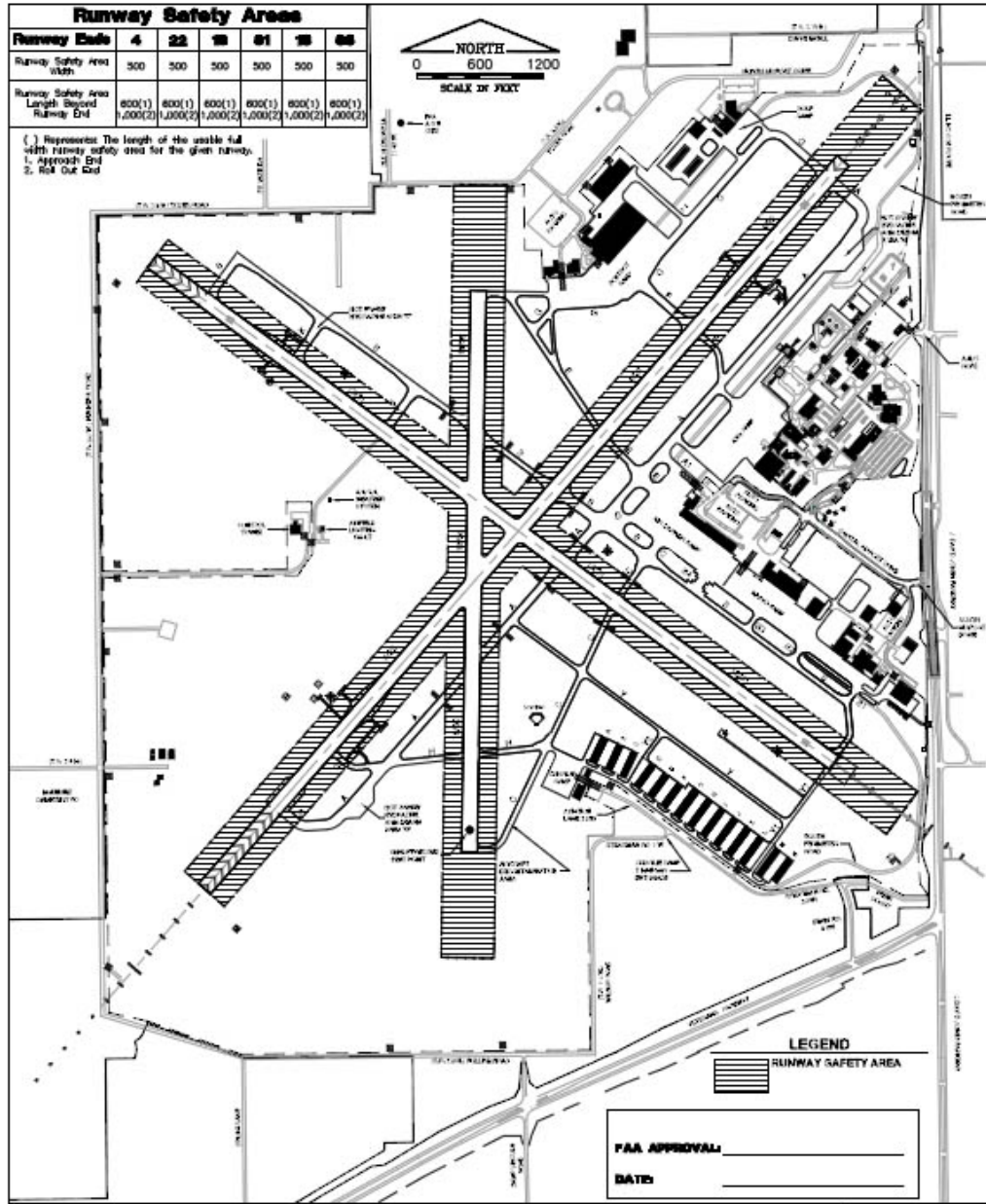
1. Before entering the AOA movement area, you should study the airport layout by reviewing the airport diagram and your intended route.
2. Strive for clear and unambiguous communication. Read back (in full) all clearances involving runway crossings, hold short, and hold instructions.
3. While driving, know your precise location and concentrate on your primary responsibilities. Don't become absorbed in other tasks, or conversation, while the vehicle is moving.
4. If unsure of your position on the airport, stop and ask for assistance.
5. Always look both ways before crossing or proceeding on a runway.
6. Monitor the appropriate radio frequencies for information regarding other aircraft cleared onto your runway for takeoff or landing. Be alert for aircraft which may be on other frequencies or without radio communication.
7. Always remain on the appropriate frequency, unless instructed by ATC.
8. Always use all available vehicle lighting including headlights, parking lights, and beacons. Especially during periods of reduced visibility or at night.
9. Report deteriorating or confusing airport markings, signs, and lighting to the Department of Operations.
10. Make sure you understand any instructions or procedures required by ATC.

**RUNWAY SAFETY AREA**

A runway safety area (RSA) is a defined area comprised of the surrounding surfaces of a runway that is prepared or suitable for reducing the risk of damage to aircraft in the event of an undershoot, overshoot, or excursion from a runway. Aircraft, vehicles, and personnel are prohibited from entering the RSA unless having specific clearance from ATCT. Vehicles operators or personnel which mistakenly enter an RSA, or do not comply within the instructions given by ATCT for being in the RSA, will automatically be reasoned as a runway

incursion.

It is important that personnel and vehicle operators understand the dimensional aspects of the RSA in the location that they will be working. On a taxiway or runway a holding position sign and/or holding position marking will indicate the beginning of the runway safety area for the adjacent runway.



**Air Carrier Operations and Authorized RSA Activity**

ATCT’s primary objective is to maintain the full RSA free of objects, including large equipment and vehicles. Vehicles, mowing equipment and other large equipment (not including hand tools or small equipment that will not cause damage to an aircraft in case of a collision) are **not** considered acceptable objects in the safety area during **air carrier** aircraft operations except for the areas described as “Authorized RSA Activity.”

Before allowing personnel or equipment in the RSA the Springfield Airport Authority is expected to make a runway closure a priority. However, in some cases, based on weather, traffic, and other factors, it may be necessary to gain access to the RSA without closing the runway to continue aircraft operations. Maintenance activity may be authorized in the RSA under the following conditions:

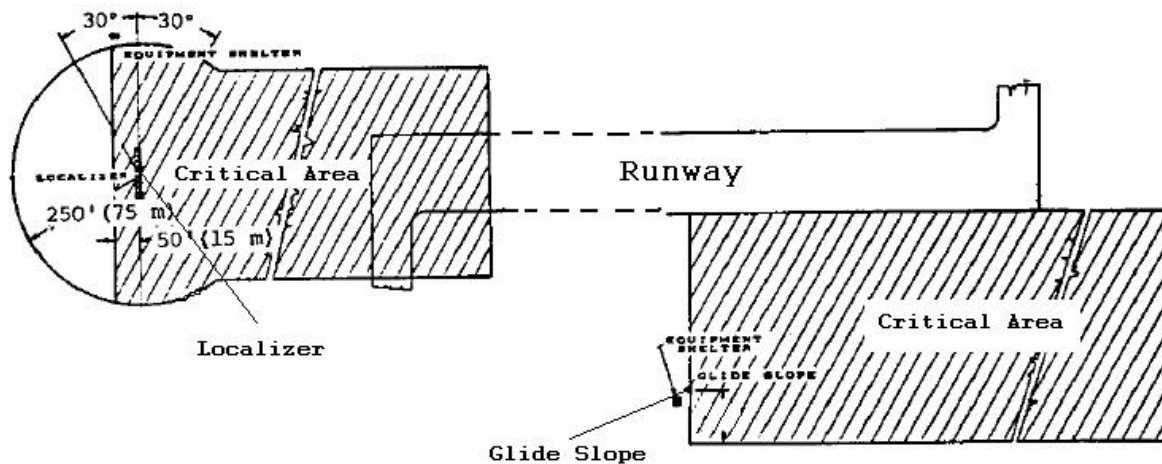
1. Activity in the RSA parallel to the runway sides –
  - a. Access by vehicular, mowing and other equipment is limited to areas more than 200 feet from the runway centerline or the current RSA unless the runway is closed or air carrier aircraft operations are restricted.
  - b. During air carrier operations, only personnel may enter this area. If necessary to drop off light or small equipment, a vehicle may be brought into the area between air carrier operations, provided it is then removed from the RSA immediately.
2. Activity in the RSA beyond the runway ends –
  - a. Access by vehicular, mowing and other equipment is limited to areas more than 200 feet from the runway end unless the runway is closed or air carrier aircraft operations are restricted.
  - b. During air carrier operations, only personnel may enter this area. If necessary to drop off light or small equipment, a vehicle may be brought into the area between air carrier operations, provided it is then removed from the RSA immediately.

The Springfield Airport Authority is responsible for ensuring that personnel working in or adjacent to the RSA know the boundaries of the RSA and the type of operations, so that they keep vehicles, mowing equipment and other large equipment clear of the RSA during air carrier aircraft operations. Aside from the authorized RSA activity described above, vehicles, mowing equipment and other large equipment in the RSA during an air carrier aircraft operation will be viewed as a violation.

### **Critical Area**

Since the accuracy of the guidance signals provided by the ILS is significant to safety, the Abraham Lincoln Capital Airport has designated critical areas to protect aircraft from radio signal interference. ATC may ask you to hold short of the ILS Critical Area. On taxiways, you can identify the Critical Area by the combination of an ILS Hold Sign and an ILS Hold Marking.

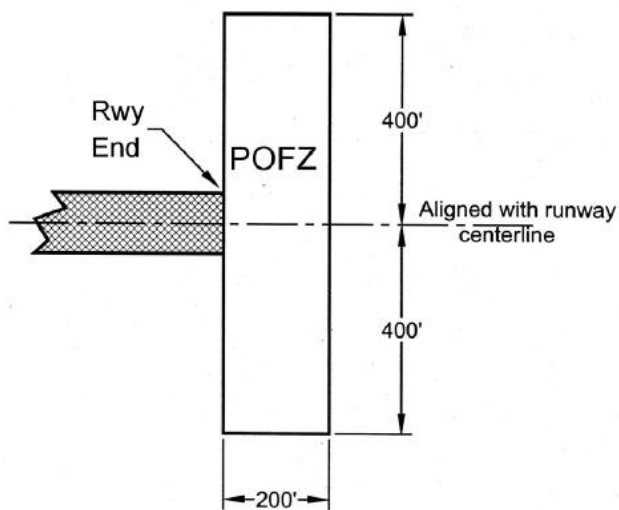
No activities, such as airfield mowing, will be allowed in critical areas during times when instrument approaches are in effect. Regardless of the weather conditions, personnel that need to perform work inside critical areas should always check with ATCT for permission before entering.





### Precision Obstacle Free Zone

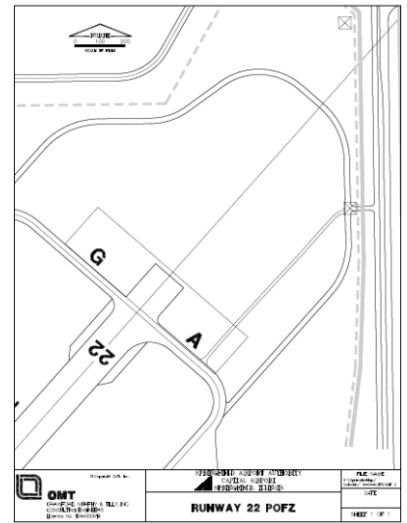
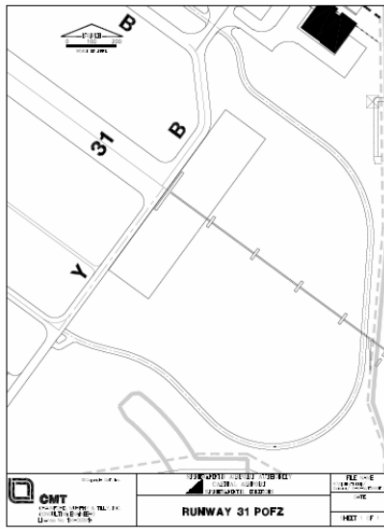
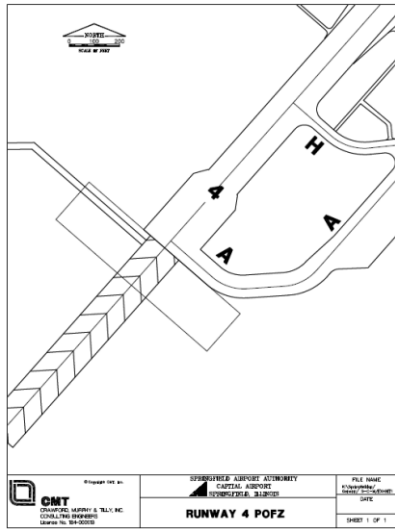
Similar to the critical area, the Precision Obstacle Free Zone (POFZ) protects aircraft when instrument approaches are in effect. The difference is that the POFZ doesn't protect navigation signals; it protects the area near the threshold of the runway from unnecessary obstacles that may be hazardous when aircraft are making instrument approaches during periods when the visibility is extremely poor.



The POFZ is an 800 foot wide by 200 foot long area centered on the runway centerline adjacent to the runway threshold. The POFZ is only active when the ceiling (cloud layer) is less than 250 feet above the ground or the visibility is less than three-quarter ( $\frac{3}{4}$ ) statute miles. In addition, the POFZ is only active when an aircraft is on approach within two (2) miles of the runway.

Fortunately, at the Abraham Lincoln Capital Airport, the existing ILS critical area markings and signs that are positioned on the taxiways also accommodate the protection of the POFZ. However, persons needing to perform work near the thresholds of the runway, such as grass mowing, may be asked to remain clear of the POFZ by ATC. You must remain clear of the POFZ or the ILS Critical Area if told to do so.







## AOA Hazards

Many hazards are associated with the AOA environment. Anyone who operates on the AOA must be able to detect and avoid these dangerous hazards and situations. Further, they should know the proper procedures to take in regards to safety for themselves and others.

## **PROPELLERS**

Moving propellers pose danger to personnel, vehicles, and equipment. You should never walk or park equipment within the operating arc of a propeller. When the aircraft engines are running personnel should always stay in the pilot's field of vision. A good way to tell if an aircraft engine is about to start, or is already running, is to see if the aircraft's anti-collision lights are operating. These lights are red flashing beacons, and can usually be found on the tail or belly of the aircraft.



## **JET BLAST AND WAKE TURBULENCE**

A jet using takeoff power can blast hurricane force winds over 200 feet behind the aircraft. Jet engines at idle thrust can produce winds of at least 35 mph. Engine blast can damage or even overturn an airplane or vehicle. To avoid excessive jet blast, you should stay a safe distance behind a jet with its engine operating, even when it is at idle thrust.



## **INCLEMENT WEATHER HAZARDS**

A variety of atmospheric and terrain conditions can produce visual illusions and a hazardous AOA operating environment. Weather hazards encountered on the AOA may include reduced visibility, thunderstorms, and snow and ice conditions. Rain, snow, and ice can obscure important visual markings and signs. AOA operators should be able to recognize and be familiar with these hazardous situations.

### ***Reduced Visibility***

When visibility is reduced the ability to judge distances of other object is greatly affected. Vehicle operators should use headlights, parking lights, and beacons (if equipped), on all areas of the AOA, to increase their visibility to others. In addition, driving speeds should be adjusted so that the operator can accommodate greater reaction time.

Just as visibility affects vehicle drivers and personnel, poor visibility is also a challenge for pilots. Vehicle operators and ramp personnel should be aware that pilots may not see you while taxiing. Ramp personnel should always wear high-visibility clothing and utilize appropriate marshaling equipment such as lighted wands.



### ***Thunderstorms***

Thunderstorms are a significant threat to operators on the AOA. Thunderstorms can produce hazardous conditions such as poor visibility, heavy rain, strong winds, hail, lightning, and even tornados. Persons on the AOA should remain vigilant during the spring, summer, and fall seasons by monitoring weather forecasts for severe thunderstorms. When a severe thunderstorm warning is issued, AOA operators should immediately commence procedures to exit the AOA and take shelter.

Statistically, lightning contributes for more injuries and deaths than any other weather related phenomenon. Lightning will typically tend to strike the tallest object. Unfortunately, to a lightning bolt, you are the tallest object on the AOA. When you hear lightning in the airport vicinity, you should immediately exit the AOA. Fueling operations shall be terminated if lightning is detected within five (5) miles of the Abraham Lincoln Capital Airport.

Tornado warning sirens are in place close to the airport perimeter. If you hear the tornado warning sirens, you should immediately take shelter. The Abraham Lincoln Capital Airport Terminal has a severe weather shelter available for use by anyone at the airport. If you have questions regarding the access and use of this shelter, please contact the Department of Public Safety at (217) 788-1080.

It is recommended that AOA personnel review their company's severe weather plan procedures so that safety is never questioned during inclement weather events.



## ***Winter Operations***

Snow & ice contributes to another weather hazard. These conditions produce slippery pavement surfaces. Signs and markings are usually obscured, making navigation on the AOA more difficult. Vehicle operators should give themselves greater stopping distances and give way to accommodate snow removal equipment. Also, operators should be aware of their vehicle limitations, especially in regards to its capability of maintaining traction. The use traction devices, such as tire-chains or tire-studs, are prohibited on the AOA.



During a snow storm event, snow removal crews make the clearing of runways and taxiways their first priority. Vehicle service and perimeter roads can be extremely hazardous for vehicle use. Vehicle operators should use good judgment on whether their vehicle can handle operation on these service roads. Normally, vehicles are required to use perimeter roads when making ramp transitions. However, if it is determined that you cannot use a perimeter road for ramp transition, you should contact the Department of Operations for further guidance during winter operations. Operations can either escort you or make special arrangements with the control tower so that you can take alternate routes if necessary.



## **FOREIGN OBJECT DEBRIS / DAMAGE**

Foreign object debris / damage (FOD) at airports includes any object found in an inappropriate location that -- as a result of being in that location -- can damage equipment or injure airplane or airport personnel. The resulting damage is estimated to cost the aerospace industry \$4 billion a year. Airports, airlines, and airport tenants can reduce this cost by taking steps to prevent airport FOD.



## **Sources of FOD**

FOD includes a wide range of material, including loose hardware, pavement fragments, catering supplies, building materials, rocks, sand, pieces of luggage, and even wildlife. FOD is found at terminal gates, cargo aprons, taxiways, runways, and run-up pads. It causes damage through direct contact with airplanes, such as by cutting airplane tires or being ingested into engines, or as a result of being thrown by jet blast and damaging airplanes or injuring people.

Airlines and airport tenants generate much of the FOD found in gate areas, service roads, and baggage makeup areas. Refueling, catering, cabin cleaning, and baggage and cargo handling can produce broken materials. Personal belongings, such as pens, coins, identification badges, hats, soda cans, paperwork, and any other object that airport or airline personnel carry can become FOD if inadvertently left in an inappropriate location.

The deterioration, maintenance, and construction of the airport infrastructure can contribute to FOD. For example, pieces of concrete can break loose from holes in pavement or from fatigue corner cracks, and building materials can fall from construction vehicles or be blown from gate areas onto airplane maneuvering areas. Broken pieces of pavement can collect at the edge of the gate area and be carried onto the airplane maneuvering area by the tires of vehicular ground support equipment (GSE). FOD typically peaks during the early spring, when airports often begin construction activities, and during the winter because of operations in snow and ice.



## **FOD and Maintenance Costs**

The effect of Foreign Object Debris (FOD) on maintenance costs can be significant. For example, the cost to repair a FOD-damaged engine can easily exceed \$1 million, which can easily top 20 percent of the original purchase cost. FOD can also incur extensive indirect costs, including:

- Flight delays and cancellations, leading to a loss of customers
- Schedule disruptions caused by the need to reposition airplane flight crews
- Potential liability because of injury
- Additional work for airline management and staff

### ***FOD Prevention***

Identifying the sources of FOD is the first and most important step in preventable measures. It is particularly important to alert personnel of the safety hazards created by debris. In addition, employees should be trained to recognize the causes and contributing factors to FOD that are related to their work routine. Personnel on the AOA should create good work habits and follow correct procedures. Designated storage areas for ladders, hoses, tools, and other work aids should be established. Personnel should practice good housekeeping technique and account for all tools, hardware, and equipment.

Vehicles should be inspected for traces of mud, dirt, and debris prior to entering the AOA. These FOD producing materials should be washed off the vehicle before being used on the AOA. If your vehicle inadvertently leaves debris on the AOA you should contact the Department of Public Safety so that they can coordinate prompt removal of the hazard.

You can help make Abraham Lincoln Capital Airport safer by placing all your trash in a sturdy, covered container that cannot be blown over by wind, prop wash, jet blast. Also, get in the habit of looking for, stopping and picking up any FOD lying on the ground. Keep an eye out for nails, bolts and other items that can puncture tires or be sucked into a jet engine. If you discover a serious debris problem greater than what you can alleviate yourself, report it immediately to the Abraham Lincoln Capital Airport Department of Public Safety at 788-1080.

### **ACCIDENTS AND EMERGENCIES**

If immediate emergency response is needed, such as the need for medical services, a 911 call should be made without delay. Operators involved in or in witness to an accident on the airport that result in injury to a person or damage to an aircraft, airport property, or another vehicle shall report the accident immediately to The Department of Public Safety at (217) 788-1080.

**IN ALL CASES OF EMERGENCY CALL 911**

# Radio Communications

Radio communications are a critical link in the ATC system. The link can be a strong bond between you and the controller or it can be broken with surprising speed and disastrous results. To make communication with ATC as effective as possible, specific procedures and terminology have been developed. Nearly any place you need to go on the AOA Movement Area requires radio contact, so you need to learn this unique way of communicating.





## USING THE RADIO

When you are using the radio, it is important to speak in a professional manner which ensures that others understand the message you are trying to convey. Slang, CB jargon, and incorrect radio procedures can compromise your safety and the safety of others.

Radio transmissions should be as brief as possible to help avoid frequency congestion. Before you depress the microphone button (key the mike), think of what you will say and listen for a few moments to make sure that someone else is not already talking or waiting for a response. You should state who you are, where you are, and what you want to do. Any other information may be excessive, especially when the airport environment is busy.

When you are ready to talk, hold the mike very close to your lips. Then, key the mike and speak into it in a normal, conversational tone. When communicating with ATCT, it may take a few moments for the controller to respond. If you do not receive any response, try again. If there is no sound coming from your speaker, check your radio to see if it is working properly. Make sure the mike is not stuck in the transmitting position, since this can block other transmissions and disrupt communications for an extended period of time.

## PHONETIC ALPHABET

Since letters such as B, C, D, and E have similar sounds, they can easily be mistaken for one another, especially during radio transmissions. The phonetic alphabet was developed to avoid misunderstandings of this type. You will use the phonetic alphabet as a routine measure of communication on the airport. Operators on the movement area will use the phonetic alphabet to identify taxiways on the AOA. For example, Taxiway "A" is pronounced as taxiway "alpha".

<b>A</b> – Alpha	(AL-FAH)	<b>N</b> – November	(NO-VEM-BER)
<b>B</b> – Bravo	(BRAH-VOH)	<b>O</b> – Oscar	(OSS-KAH)
<b>C</b> – Charlie	(CHAR-LEE)	<b>P</b> – Papa	(PAH-PAH)
<b>D</b> – Delta	(DELL-TAH)	<b>Q</b> – Quebec	(KEH-BECK)
<b>E</b> – Echo	(ECK-OH)	<b>R</b> – Romeo	(ROW-ME-OH)
<b>F</b> – Foxtrot	(FOKS-TROT)	<b>S</b> – Sierra	(SEE-AIR-RAH)
<b>G</b> – Golf	(GOLF)	<b>T</b> – Tango	(TANG-GO)
<b>H</b> – Hotel	(HOH-TEL)	<b>U</b> – Uniform	(YOU-NEE-FORM)
<b>I</b> – India	(IN-DEE-AH)	<b>V</b> – Victor	(VIK-TEH)
<b>J</b> – Juliet	(JEW-LEE-ETT)	<b>W</b> – Whiskey	(WISS-KEY)
<b>K</b> – Kilo	(KEY-LOH)	<b>X</b> – X-ray	(ECKS-RAY)
<b>L</b> – Lima	(LEE-MAH)	<b>Y</b> – Yankee	(YANG-KEY)
<b>M</b> – Mike	(MIKE)	<b>Z</b> – Zulu	(ZOO-LOO)

## USING NUMBERS ON THE RADIO

When you transmit or receive numbers over the radio, each number is spoken the same way you are used to saying it, with the exception of the number nine (9). It is spoken as "niner". When you state radio frequencies, the decimal is pronounced as "point."

## AVIATION RADIO PHRASEOLOGY

The following are communication phrases used by pilots and air traffic controllers. It is absolutely necessary that vehicle operators, in the AOA movement area, be familiar with these phrases and meanings.

Acknowledge - Let me know you have received and understand this message

Affirmative – Yes

Confirm - What I heard is (message)..... Is that correct?

Correction - An error has been made and the correct version follows

Expedite - Used when prompt compliance is required to avoid the development of an imminent situation

Go ahead - State your message (**IT NEVER MEANS PROCEED**)

Hold - Stop where you are

Hold short of (designated runway or taxiway intersection) - Proceed to, but hold short of a specific point

How do you hear me? - How well is this radio working

Negative - No, or permission denied, or that is not correct

Proceed - You are authorized to begin or continue moving

Read back - Repeat my message back to me

Roger - I have received all of your last transmission (Should not be used to answer a yes or no question)

Say again - Repeat your last transmission

Stand by - Wait a moment, I will call you back (Used when a delay in transmitting is requested by the caller)

Unable - I cannot comply with a specific instruction, request, or clearance

Verify - Request confirmation of information

Wilco - I have received your message, understand it, and will comply

## **CONTROLLED VS UNCONTROLLED**

There are two types of airport environments that you will operate in. A controlled airport is an airport that has an operating control tower and is sometimes referred to as a tower airport. Since all aircraft in the vicinity, as well as those aircraft and vehicles on the ground, are subject to instructions issued by air traffic control (ATC), a two-way radio is required for you to operate in the controlled airport environment.

Additionally, the Abraham Lincoln Capital Airport includes an environment called an uncontrolled airport. The Abraham Lincoln Capital Airport is considered uncontrolled during the periods when the ATCT is not in operation. At uncontrolled airports, or non-tower airports, control of traffic in the air or on the ground is not exercised. During uncontrolled operations, pilots and vehicle operators use the common traffic advisory frequency (CTAF) to transmit their intentions to others. Also, you are responsible for determining what actions to take to avoid other airport traffic.

The Abraham Lincoln Capital Airport ATCT hours of operation are from 0600 to 2200 central time. If you not sure if the control tower is open during a period when you need to go on the movement area, you should always attempt to contact the control tower on the ground control frequency prior to entering the movement area.

## **ABRAHAM LINCOLN CAPITAL AIRPORT FREQUENCIES**

There are many frequencies that pilots use to communicate with ATC during different segments of their flight. Vehicle operators must memorize two distinct VHF frequencies. These are the ground control frequency and the tower control frequency. The Abraham Lincoln Capital Airport ATCT is located in Springfield, Illinois, so

when communicating with the control tower you will refer to them as Springfield ground (or tower).

- The **Springfield Ground** Control frequency is – 121.90 MHz
- The **Springfield Tower** Control frequency is – 121.30 MHz
  - The Springfield Tower frequency of 121.30 MHz also serves as the **common traffic advisory frequency (CTAF)** when the control tower is closed.

Under most cases, you will communicate while tuned to the ground control frequency. However, there are certain circumstances when you will be asked by ATC to change over to the tower frequency. This is usually the case when you are requesting access to an active runway. Normally, if you are just crossing a runway at a taxiway intersection and not needing to spend any length of time on the runway, you will not need to change frequencies. If you are asked by ATC to “contact tower” you must acknowledge and change to the tower frequency when told to do so.

## **RADIO COMMUNICATION PROCEDURES**

When ATCT is open a vehicle driver must obtain permission from the air traffic controller prior to entering the movement area. During periods when the control tower is closed vehicle operators must advise their intentions on the common traffic advisory frequency (CTAF). Only trained and authorized drivers may enter the AOA movement area. This area includes runways, taxiways, safety areas and ILS critical areas.

### **When ATCT is Open (Controlled)**

The following steps should be used:

- a) Study the airport diagram to determine your location and the proposed (or anticipated) route to your destination.
- b) Turn on your vehicles rotating beacon.
- c) Tune your two-way radio to ground control frequency 121.9 MHz.
- d) Before making a transmission, **listen**. Don't step on someone else's transmission and don't jump in the middle of another communication. Think about what you will say.
- e) In most communications the following **RULES OF THUMB** are a good way to remember how to talk on the radio. When the frequency is clear, tell the ground controller:
  1. **Who** you are
  2. **Where** you are
  3. **What** you want to do

A typical radio conversation/transmission would go like this:

**Vehicle Operator** - “Springfield Ground, Airport 9”

**ATC Controller** - “Airport 9, Springfield Ground”

**Vehicle Operator** - “Springfield Ground, Airport 9, on the Charlie Ramp, request taxiway Yankee and cross runway 31 to the Bravo Ramp”

**ATC Controller** - “Airport-9, proceed on Taxiway Yankee and hold short of Runway 31”

**Vehicle Operator** - “Hold short of Runway 31, Airport 9”

You should always read back **all** of your clearance from the air traffic controller. A blank notepad is very handy for jotting down long route clearances. Common procedure is to state your call sign after reading back your clearance. Example:

**ATC Controller:** “Airport 9, Cross Runway 31 and proceed taxiway bravo and bravo 3 to the bravo ramp”

**Vehicle Operator:** “Cleared to cross Runway 31, proceed bravo and bravo 3, Airport 9”

If the ground controller gives you instructions to hold short of a runway or taxiway, you must **read back the holding instructions** to the controller. **THIS IS MANDATORY.**

IT IS **RECOMMENDED** THAT DURING OPERATIONS WHEN ATCT IS OPEN AND YOU DON'T HEAR ANY OTHER RADIO ACTIVITY FOR A PERIOD OF TIME, THAT YOU “**CHECK-IN**” WITH ATCT TO MAKE SURE THAT THERE ARE NO RADIO PROBLEMS.

Example:

**Vehicle Operator** – “Springfield Tower, Tractor 12 Radio Check”

**ATC Controller** – “Tractor 12, Springfield Tower you are Loud and Clear how me?”

**Vehicle Operator** – “Loud and Clear also, Tractor 12”

Entering a movement area without prior permission from ground control constitutes an incursion. This act is a violation of FAA and Airport Rules and Regulations and is punishable by fines, suspension, and/or revocation of driving privileges.

### **When ATCT is Closed (Uncontrolled)**

The following procedures apply at Abraham Lincoln Capital Airport when the ATCT is closed.

When operating at an airport while the ATCT is closed, you should broadcast your intentions on the Common Traffic Advisory Frequency (CTAF), prior to movement on the movement area. CTAF is a frequency designed for the purpose of carrying out airport advisory practices while operating to or from an airport without an operating control tower. *Operators, who remain on the movement area for prolonged periods of time such as during snow removal or a lighting inspection, should continually announce their presence on the movement area every few minutes.* In all situations, the vehicle operator is ultimately responsible for the safe movement on the movement area. Broadcast your intentions, look and LISTEN for other traffic, and most importantly, be aware of the movement area environment before proceeding. As stated earlier in this workbook, the Common Traffic Advisory Frequency at Abraham Lincoln Capital Airport is 121.300.

A typical radio conversation would go like this:

**Vehicle Operator** – “Springfield Traffic...airport vehicle driving taxiway Alpha to Runway 22...at Springfield”  
*Note: you should always start and end your intentions with the location of “Springfield”*

**Aircraft Operator** – “Springfield Traffic...Cessna 2345U on left downwind landing runway 22...at Springfield”  
*Note: There is traffic using runway 22!*

**Vehicle Operator** – “Springfield Traffic...airport vehicle will hold short of runway 22 for landing traffic...at Springfield”

**Aircraft Operator** – “Springfield Traffic...Cessna 2345U is clear of Runway 22 and taxiing to the FBO...at Springfield”

Note: the aircraft has landed and cleared the runway and is taxiing to the FBO.

**Vehicle Operator** – “Springfield Traffic...airport vehicle is preceding runway 22 full length for a runway inspection...at Springfield”

Note: Only proceed onto the runway when you are certain there are no other traffic conflicts!

**Escort Communications**

There are some occasions when there will be a need for more than one vehicle to enter the movement area. Often times this is during airport construction when you are designated to escort other equipment onto the airfield. It is important to communicate with ATCT appropriately during escort. Failure to do so will result in an incursion or surface incident!

Example:

**Vehicle Operator** – “Springfield Tower, Airport 9 and Company request into the safety area of runway 13”

**ATC Controller** – “Airport 9 and Company, proceed into the safety area of runway 13 and remain clear of runway 13”

**Vehicle Operator** – “Cleared into the safety area of runway 13 and will remain clear of runway 13, Airport 9 and Company”







**LOST COMMUNICATIONS PROCEDURES**

If you lose two-way radio capability with the ground controller while in the movement areas DO NOT PANIC. Check the radio volume, channel, or squelch level. If you are still unable to communicate with ground control, perform the lost communication procedure as follows:

- 1) If you are on a runway, clear the runway surface and safety areas. Exit at the closest exit taxiway or even take the grass if necessary.
- 2) Point the vehicle headlights towards the control tower
- 3) Flash the vehicle headlights to attract the controller’s attention
- 4) Wait for a light gun signal and comply with the signal sent by the controller

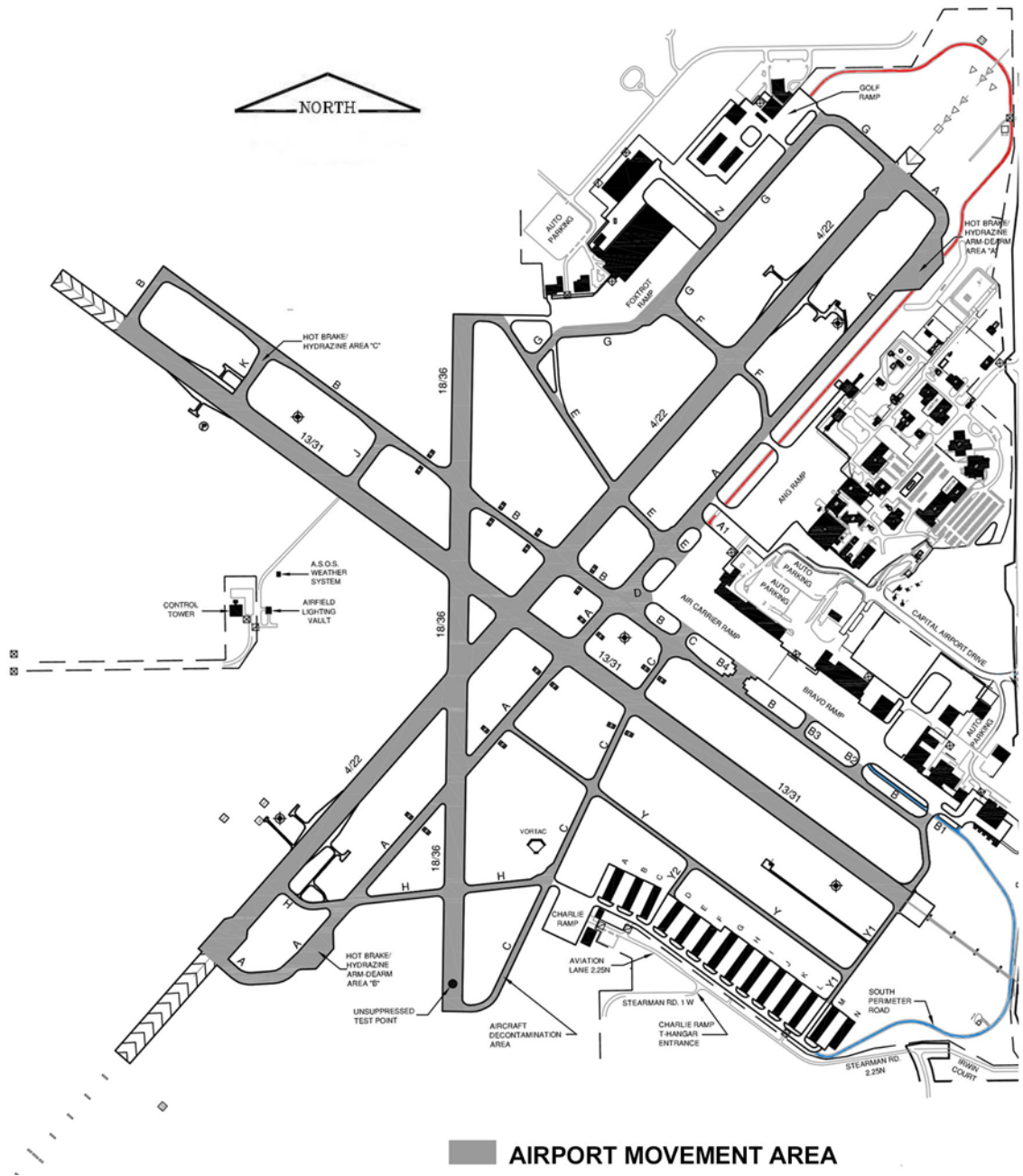
**LIGHT GUN SIGNALS**

When you get the ground controllers attention with the vehicle headlights, he/she will point a light gun at your vehicle. Different colored signals have different meanings. The following signals are universally accepted:

<b>ATCT LIGHT GUN SIGNALS</b>	
<b>COLOR AND TYPE OF SIGNAL</b>	<b>MOVEMENT OF VEHICLES, EQUIPMENT &amp; PERSONNEL</b>
STEADY GREEN 	CLEARED TO CROSS, PROCEED OR GO
FLASHING GREEN 	NOT APPLICABLE (Only Applies to Air craft)
STEADY RED 	STOP
FLASHING RED 	CLEAR THE TAXIWAY / RUNWAY
FLASHING WHITE 	RETURN TO STARTING POINT ON AIRPORT
ALTERNATING RED / GREEN 	EXERCISE EXTREME CAUTION

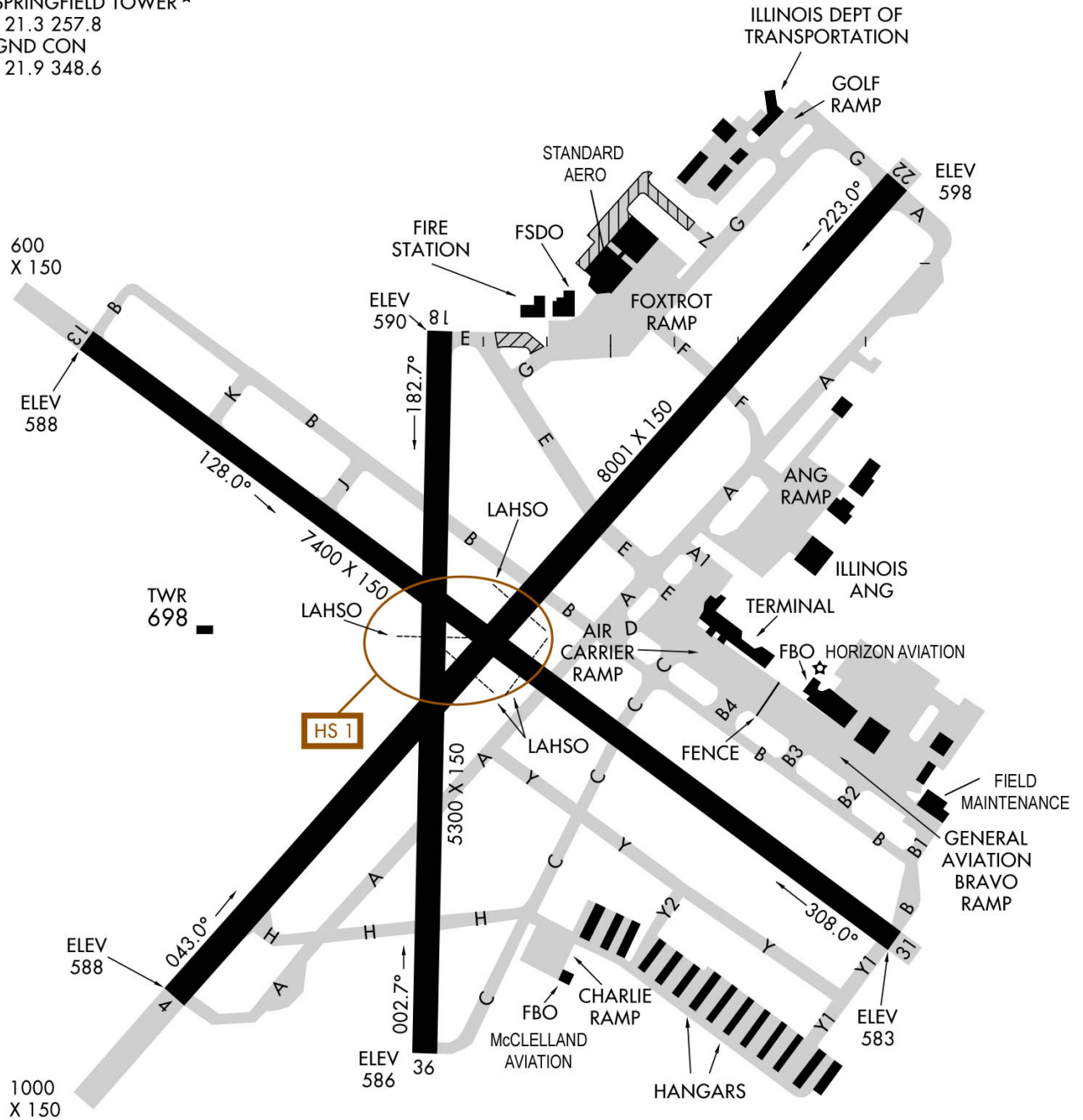
# Appendices

# Appendix A – Movement / Non-Movement Area Depiction



# Appendix B - Airport Diagram

SPRINGFIELD TOWER ★  
 121.3 257.8  
 GND CON  
 121.9 348.6

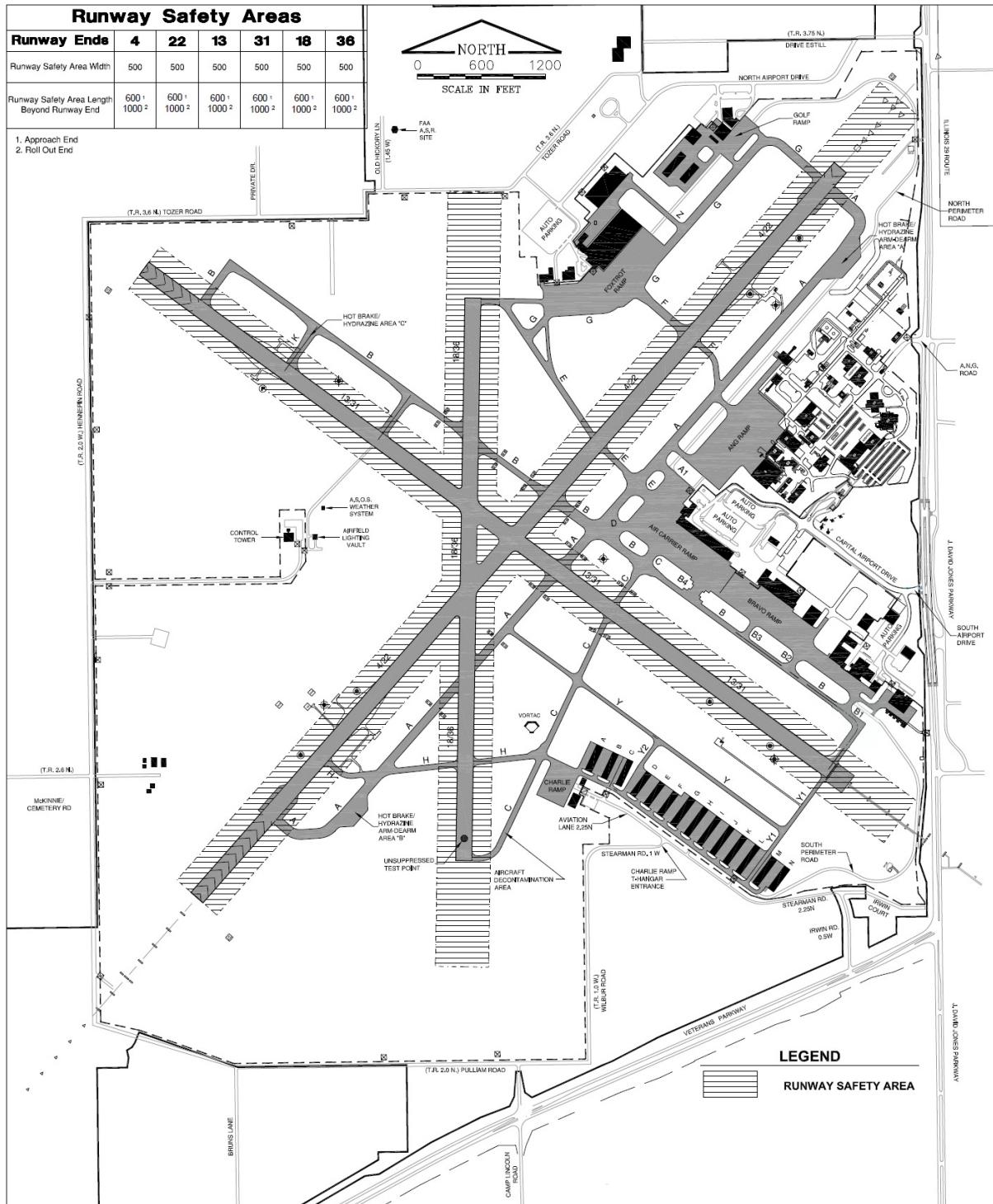


## AIRPORT DIAGRAM

SPRINGFIELD, ILLINOIS  
 SPRINGFIELD/ABRAHAM LINCOLN CAPITAL (SPI)



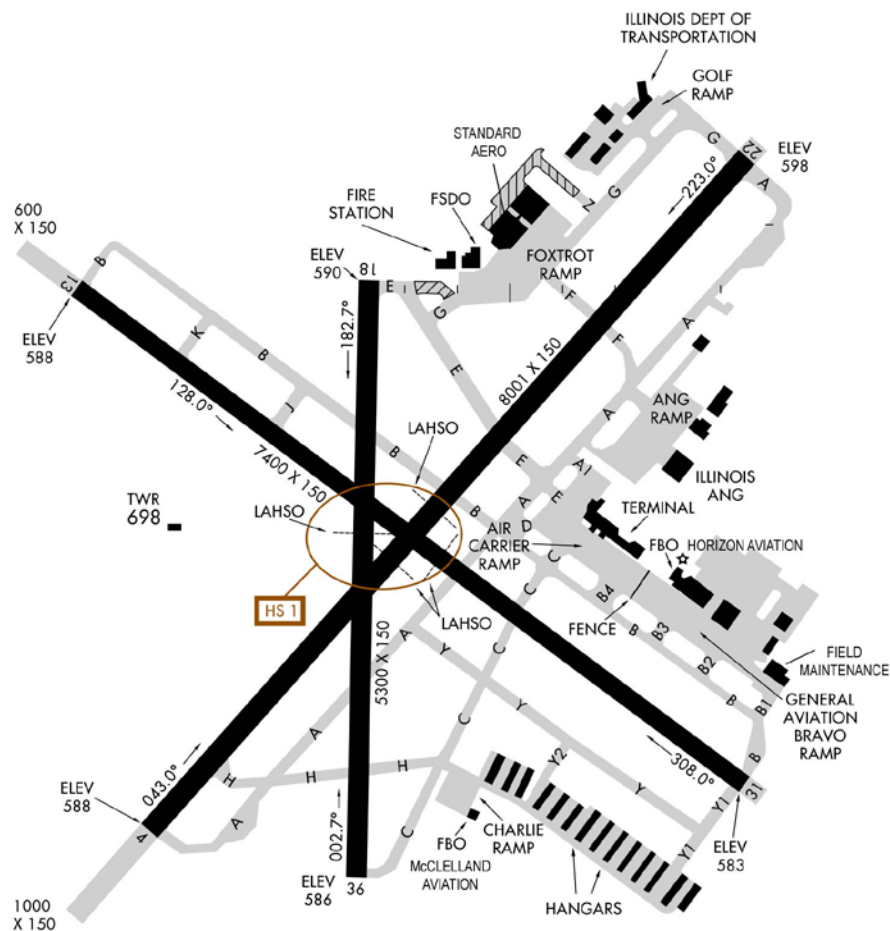
# Appendix C – Runway Safety Areas



## Appendix D – Hot Spot Map

A hot spot is defined as “a location on an aerodrome movement area with a history or potential risk of collision or runway incursion, and where heightened attention by pilots and drivers is necessary.”

By identifying hot spots, it is easier for users of an airport to plan the safest possible path of movement in and around that airport. Planning is a crucial safety activity for airport users — airfield drivers, pilots and air traffic controllers alike. By making sure that aircraft and vehicle surface movements are planned and properly coordinated with air traffic control, pilots and airfield drivers add another layer of safety to airfield navigation. Proper planning helps avoid confusion by eliminating last-minute questions and building familiarity with known problem areas.

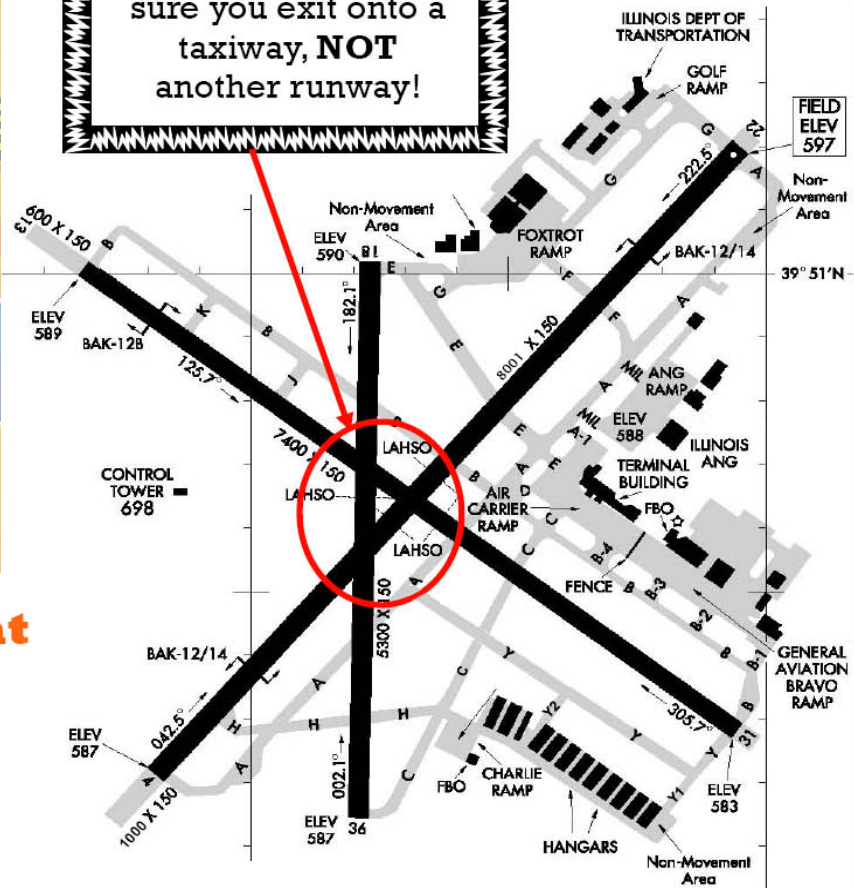


# Abraham Lincoln Capital Airport (SPI)

Springfield, Illinois



**HOT SPOT**  
After landing, make sure you exit onto a taxiway, **NOT** another runway!



**Help prevent runway incursions! Remember to:**

## Stop

- If uncertain about your position (and not on a runway or otherwise creating a hazard) stop and contact ATC.
- If you are on a runway without approval, exit the runway.
- Stop and contact ATC if uncertain about an instruction to cross a runway.

## Look

### Before taxiing:

- Before starting the engine, study the current airport diagram - [download for free at www.faa.gov/runwaysafety](http://www.faa.gov/runwaysafety) - always keep a copy in the cockpit.
- Pay careful attention to airfield signs and markings.

- Complete checklists, programming, and other pre-flight activities.

### While taxiing:

- Practice heads-up and eyes-out.
- Avoid distracting tasks; focus on your route.

## Listen

- Listen carefully to, read back, and write down all air traffic instructions.
- Get ATC approval before crossing or using any runway.

**“If in doubt... ask!”**

# Appendix E – AOA Operators Training Guide

The Vehicle and Pedestrian Handbook of AOA Knowledge was developed to provide information and procedures for all AOA operators. Therefore, it may not be necessary for all individuals seeking AOA operator privileges to study all of the handbook. This may be the case if the individual does not need access to the movement area and only needs to be trained in the subject areas applicable for the non-movement areas.

AOA applicants are encouraged to use this training guide to help them understand which subject areas that they will need to be proficient in. This guide will be useful for both initial and recurrent training.

## AOA Movement Area Applicants

Since AOA Movement Area Operators are authorized unescorted access to all areas of the AOA, they must thoroughly know and understand all subjects described in the Vehicle and Pedestrian Handbook.

Movement Area Study Sequence:

1. Introduction
2. Drivers Training
3. Non-Compliance
4. Definitions
5. Regulations
6. The Airport Operating Area
7. Airport Visual Aids
8. Runway Safety
9. AOA Hazards
10. Radio Communications
11. Appendix A
12. Appendix B
13. Appendix C

## AOA Non-Movement Area Applicants

AOA Non-Movement Area Operators will only be authorized unescorted access to the non-movement areas. These areas include loading ramps, aprons, and perimeter roads. Since AOA Non-Movement operators will not be allowed to drive unescorted on the AOA movement area, they will not be required to know some of the advanced subject areas described in the handbook.

Non-Movement Area Study Sequence:

1. Introduction
2. Drivers Training
3. Non-Compliance
4. Definitions
5. Regulations
6. The Airport Operating Area
7. AOA Hazards
8. Appendix A (Movement/Non-Movement Areas)
9. Appendix B (Ramps & Facilities ONLY)

# Appendix E – AOA Driver Practical Test Standards

The AOA Driver Practical Test Standards was developed to establish standards for applicants taking the practical portion of the AOA Drivers Test. Designated examiners shall conduct practical tests in compliance with these standards. Applicants should find these standards helpful during training and when preparing for the practical test.

The examiner is not required to follow the precise order in which these tasks appear. The examiner may change the sequence or combine tasks with similar objectives to have an orderly and efficient flow of the practical test. The examiner is expected to use good judgment during all portions of the practical test.

## Tasks

The AOA Driver Applicant shall –

- Follow AOA rules and procedures including speed limits and right-of-way
- Exhibit knowledge of the elements related to radio communications and ATC light signals
- Select appropriate frequencies
- Transmit using recommended phraseology and technique
- Acknowledge radio communications and comply with ATC instructions
- Exhibit knowledge of the elements related to runway safety. This shall include prevention of runway incursions, collision avoidance, access to, and operation in, movement areas & safety areas, and ILS critical areas.
- Comply with airport taxiway and runway markings, signs, lighting, ATC clearances, and instructions.
- Recognize and avoid potential hazards
- Exhibit knowledge of the elements related to night orientation, lighting systems, and the safety precautions unique to night operations.

## **Appendix F: Section 329 - Pedestrian & Ground Vehicles, Abraham Lincoln Capital Airport Certification Manual**

### **Section 329 – Pedestrian & Ground Vehicles**

#### **(a) Limiting Access – Personnel and Equipment**

Pedestrians and ground vehicles authorized by the Executive Director, to operate on movement areas and safety areas at the airport are limited to those pedestrians and vehicles necessary for airport operations and include the following type of vehicles:

1. Airport owned vehicles equipped with ground-to-air (ATCT/CTAF) radio and roof top beacon;
2. FAA Airway Facilities vehicles authorized for maintenance of FAA equipment and equipped with ground-to-air (ATCT/CTAF) radio and roof top beacon;
3. Authorized vehicles: Other individuals who need access to the movement areas are escorted by qualified personnel or they are required to complete the airport's ground vehicle training program prior to operating a vehicle equipped with a roof top beacon or flag, on the aircraft movement area. Copies of the airport's ground vehicle procedures are distributed to all employees authorized to operate a vehicle on the movement areas or safety areas.

#### **(b) Controls**

The majority of the AOA is enclosed by the airport perimeter fence. The portions that are not fenced are bounded by various Springfield Airport Authority tenant buildings. The vehicle and Pedestrian gates along the perimeter that are controlled by the Springfield Airport Authority use a variety of access control systems, computer access system (SCAS), Best Key System (BKS), Tenant Key System (TKS), electronic cipher lock, and/or remote control access. Warning signs are posted at each vehicle gate allowing direct access to the secured area. At least one sign is visible from any point along the perimeter fence, (adjacent to the secured area) with no more than 200 feet between signs.

#### **(c) Procedures – Tower Operation**

Procedures for ground vehicle operations in the movement areas and safety areas are contained in a Letter of Agreement included in Exhibit 4. The ATCT is an FAA tower and operates between 0600 and 2200 local time daily.

When the Abraham Lincoln Capital Airport FAA Air Traffic Control Tower is in operation, each pedestrian and ground vehicle in the movement or safety areas is controlled by one of the following:

1. Two-way radio communications between each pedestrian, or vehicle and tower;

2. An escort with two-way radio communications with the tower that is accompanying a pedestrian, or vehicle without a radio;
3. Measures authorized by the SPI FAA Tower Manager and Executive Director for controlling pedestrians and vehicles; such as signs, signals, or guards, when it is not operationally practical to have two-way radio communications between the tower and the pedestrian, vehicle or escort.
4. The driver is the sole radio operator and is responsible for vehicle and ATC radio communications.

## **Section 329 – Pedestrian & Ground Vehicles (Continued)**

### **(d) Procedures – Tower Closed**

All vehicles authorized to operate on movement areas and safety areas are equipped with two-way radios capable of transmitting and receiving on 121.3 MHz and 121.9 MHz. Anytime one of these vehicles enters the movement area, they will monitor CTAF on 121.3 MHz. If the need arises to have a vehicle enter the movement area which does not have a radio, a vehicle with a radio will act as an escort to the necessary area and remain with that vehicle until it has left the movement area.

### **(e) Training of Employees Authorized to Operate on the Movement Area and Safety Areas**

All vehicle operators must possess a valid driver's license from their state of residence to be authorized driving privileges on the Airport Operating Area (AOA). All persons needing unescorted access to movement areas and safety areas must successfully complete the Airfield Driver's Safety Course prior to initial performance of such duties. The Airfield Driver's Safety Course covers procedures for the safe and orderly access to and operation in movement areas and safety areas by pedestrians and ground vehicles, including provisions identifying the consequences of noncompliance. To maintain access to movement areas and safety areas, each person must complete semiannual refresher training during March and during September each year. Each person needing unescorted access to movement areas and safety areas are also required to complete a practical driving test on the AOA movement area during the month of March of each year. This training requirement meets and exceeds the minimum requirement of training all persons at least once every 12 consecutive calendar months. Seasonal considerations and hazards, particular to operating on the AOA, will be identified during the semiannual refresher training. Failure to participate in this required semiannual training will result in the revocation of AOA privileges for the individual and the individual will be required to successfully complete all phases of the AOA drivers training program.

Persons operating from StandardAero's Maintenance Repair and Overhaul (MRO) Facility, who need unescorted access to movement areas and safety areas, must successfully complete the Airfield Driver's Safety Course provided by StandardAero prior to initial performance of such duties. Additionally, each person is required to complete the refresher training during March of each year, but at a minimum at least once every 12 consecutive calendar months, to maintain unescorted access privileges to movement areas and safety

areas. Failure to participate in this required training will result in the revocation of AOA operating privileges for the individual and the individual will be required to successfully complete all phases of the AOA drivers training program.

In accordance with Executive Order 13513 and DOT Order 3902.10, the Springfield Airport Authority (SAA) will enforce policies to prohibit text messaging while driving. The SAA will require and include education and awareness about the safety risks associated with texting while driving in the AOA Driver Training Program.

At the conclusion of the Airfield Driver's Safety Course, a written examination consisting of both multiple choice and true and false questions will be administered. Test questions will consist of material taken from the Airfield Driver's Safety Course Manual. A minimum score of 85% is required to pass the test.

Applicants who fail the retest examination will be instructed to take adequate time to thoroughly study and review the information contained in the Airfield Driver's Safety Manual and will then be allowed to test again during the next scheduled training class. These individuals will not be permitted to operate within the AOA during this interim period unless accompanied by an individual authorized to operate on the AOA.

A Letter of Agreement with ATCT regarding ground vehicle operation describes procedures that ground vehicles are required to operate under as well as a list of approved vehicle call signs and is depicted in Exhibit 4.

### **Consequences of Non-Compliance**

Enforcement of the pedestrian and ground vehicle procedures and rules applicable to all persons shall be handled by the director of Operations and Public Safety.

In the event a report is received of unauthorized persons on the AOA, an airport operations vehicle, or airport law enforcement vehicle will be dispatched to intercept and escort the violator from the area. A report will be prepared and kept on file concerning all incidents. Appropriate corrective action will be taken as determined by the Executive Director. Surveillance shall be maintained to ensure that only authorized vehicles and persons operate on the AOA, ensure compliance with established rules and that appropriate action is taken when violations are observed or reported.

Should an individual violate Abraham Lincoln Capital Airport procedures on the operation of ground vehicles or should an individual have a runway incursion, that individual's airport issued Airport Identification Badge will be immediately confiscated and the individual will be removed/escorted from the movement area.

1. First Offense:
  - a. The individuals SIDA badge will be confiscated.



- b. The individual will be required to submit a written report detailing the surface incident to the Executive Director of the Abraham Lincoln Capital Airport. The written report must be detailed and acceptable to the Executive Director.
  - c. At a minimum, the individual will receive a permanent letter of non-compliance of federal regulation. If the violator is not an SAA employee, the violator's organization will receive notification of non-compliance of federal regulations and driving privileges will be revoked for the driver for a minimum of 14 calendar days.
  - d. Upon successful completion of the AOA drivers training program, the person's immediate supervisor will conduct a ride along to observe the driver on the movement area for 10 calendar work shifts. The Supervisor will then be required to submit a detailed letter to the Executive Director summarizing the person's performance. Upon receipt and review of the report, the Executive Director will approve or deny unescorted access and airfield driving privileges to the driver.
2. Second Offense:
- a. The individual's SIDA badge will be confiscated.
  - b. The individual will be required to submit a written report detailing the surface incident to the Executive Director. The written report must be detailed and acceptable to the Executive Director.
  - c. The individual will complete AOA drivers training to include both written and practical testing of airfield driving procedures.
  - d. At a minimum, the individual will receive two-scheduled calendar work shifts off without pay and will receive a permanent letter of non-compliance of federal regulation. If the violator is not an SAA employee, the individual's organization will receive notification of non-compliance with federal regulations and driving privileges will be revoked for the driver for a minimum of 30 calendar days.
  - e. Upon successful completion of the drivers program the person's immediate supervisor is required to conduct a ride along to observe the driver on the movement areas for 10 calendar work shifts. The Supervisor is required to submit a detailed letter to the Executive Director, who will approve or deny unescorted access and airfield driving privileges to the driver.
3. Third Offense:
- a. The third offense of any surface incidents will result in dismissal. If the person is not a SAA employee, the individual will be permanently banned from unescorted pedestrian or vehicle access to the AOA.

## **Section 329 – Pedestrian & Ground Vehicles (Continued)**

### **(f) Maintain Records**

1. Training

The Airport maintains a description and date of training completed by each individual operating in the movement areas, safety areas or aprons. Records are maintained for 24 months after the termination of an individual's access to movement areas, safety areas and aprons;

2. Accidents/Incidents:

The Airport maintains records of accidents or incidents in the movement areas and safety areas, involving air carrier aircraft and/or ground vehicles. Records of each accident or incident are maintained for 12 months from the date of accident or incident.