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STANDARD OPERATING PROCEDURE NO. 5



WICHITA DWIGHT D. EISENHOWER NATIONAL AIRPORT

AIR OPERATIONS AREA PROCEDURES

Approved By:

WICHITA AIRPORT AUTHORITY

Original document signed by Victor D. White on 4/20/16

Victor D. White,
Director of Airports

Date

PURPOSE

Wichita Airport Authority (WAA) Standard Operating Procedure No. 5 has been developed for the purpose of addressing supplemental procedural requirements and limitations applicable to all personnel with duties within the Wichita Dwight D. Eisenhower National Airport (ICT) Air Operations Area (AOA) and Movement Areas.

The WAA shall alter or amend these procedures, as it deems appropriate or necessary, with or without notice, in the interest of safety and security.

DEVIATIONS

Deviation from the procedures stated herein is subject to enforcement and penalties. Deviations may be justified in those instances where they are deemed necessary for protection of persons and / or property.

VIOLATIONS

This WAA Standard Operating Procedure (SOP) is intended to supplement and be consistent with all federal directives, guidelines, rules, regulations, and laws. Should a conflict exist between this WAA SOP and any federally required directive, guideline, rule or regulation of the Federal Aviation Administration (FAA), the Transportation Security Administration (TSA) or other federal regulatory agency holding pre-emptive authority, the federal guidelines or code shall control.

ENFORCEMENT AND PENALTIES

Violations of this WAA SOP are in addition to any other violation and penalties enumerated within the Code of the City of Wichita, Kansas. This SOP in no way limits the enforcement, penalties, or any other corrective or remedial actions which may also be a violation of any other federal, state or local directives, guidelines, rules or regulations. Any person or tenant found to be violating provisions of this Standard Operating Procedure is subject to a fine of not more than five hundred dollars (\$500) under provisions of City of Wichita Code, Title 9.35. Airports.

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- Appendix A Movement / Non-Movement Area Map
- Appendix B Security Badge Zones Map
- Appendix C Aircraft Engine Maintenance Run-Up Areas Map
- Appendix D Air Operations Area Escort Procedures Briefing

SUPPLEMENTAL DOCUMENTS

- WAA Engineering Division: Job Site Requirements
- Ordinance No. 49-273, Creating Chapter 9.35 of the Code of the City of Wichita, Kansas, Pertaining to Airports and Repealing Chapters 9.20 and 9.22 of the Code of the City of Wichita, Kansas
- Title 49 of the Code of Regulations (CFR), Part 1542. Chapter XII, Subchapter C containing Transportation Security Administration's (TSA) rules for civil aviation security
- 49 U.S.C., Section 44718, and if applicable Title 14 Code of Federal Regulations, (CFR) Part 77
- FAA Advisory Circular 150/5370-2, (current edition), *Operational Safety on Airports During Construction*
- FAA Advisory Circular 150/5210-20, (current edition), *Ground Vehicle Operations on Airports*
- FAA Advisory Circular 70/7460-1, (current edition), *Obstruction Marking and Lighting*

Section 1 AIRPORT SECURITY AREA ACCESS AND IDENTIFICATION MEDIA SYSTEM

The WAA security program in compliance with Transportation Security Administration (TSA) regulations requires those persons authorized unescorted access to any portion of the AOA, Secured Area, Sterile Area or Security Identification Display Area (SIDA) to have in their possession and to display at all times a current ID media. This media must be issued to the bearer, and be valid for the area(s) in which access is required.

1.1 ID Media Application and Credentialing Process

Prior to the issuance of any WAA identification media, each tenant, employee or contractor must have a Signatory Authority designated on the Signatory Authority Form, on file in Airport Police and Fire.

The fee for an Airport Issued ID media is \$35.00. If payment method is cash, check, or credit card, payment must be rendered prior to issuance. Fees may be invoiced if prior arrangements have been made with the Airport Administration Division.

Separate ID media applications and separate ID media are required for each project and for those persons employed by multiple employers, sponsors or contractors.

The following documents are required to be presented at Airport Police and Fire at time of application:

- (a) Appropriate forms of identification as listed on the "Form I-9, Employment Verification, List of Acceptable Documents," issued by the US Citizenship and Immigration Service, will be copied and placed with the applicant's paperwork. ***Appropriate forms of identification are required anytime badging services are rendered.***
- (b) An Airport Badge Application must be completed and signed by the applicant and his or her employer's Signatory Authority.

Individual will read and sign the Wichita Airport Authority Restricted Area Regulations, Form S-7.1, indicating an understanding and willingness to comply with these regulations.

Comprehensive AOA (includes SIDA) training must be completed prior to badge issuance.

All badge applicants must undergo a Security Threat Assessment prior to issuance of ID media.

Badge applicants requesting access to the SIDA must also undergo a fingerprint based Criminal History Records Check.

Authorized signer must contact Airport Police and Fire to schedule an appointment.

The fee for fingerprints is \$45.00.

Applicant will fill out a fingerprint application at the time of fingerprinting.

- 1.1.1 **Movement Area Driver Training, Evaluation and Certification.** Must be completed by each person who may seek, and whose duties require, unescorted Movement Area access as ground vehicle drivers or motorized equipment operators. *(Contact Airport Operations at (316) 946-4710 for questions regarding operational need, eligibility, and training criteria for Movement Area Driver “D” evaluation and certification.)*
- 1.1.2 **English Fluency.** Applicant must demonstrate fluency in speaking, reading, and understanding the English language sufficient to understand verbal instructions, respond to verbal challenges, read and comprehend written instructions and signage.

1.2 WAA Issued Identification Media

- 1.2.1 WAA ID media are issued to identify those persons authorized access to the AOA, Secured Area and SIDA, and to define those secure portions of the AOA to which they have authorized access.
- 1.2.2 WAA ID media are the property of the WAA.
- 1.2.3 **Changes of Status/Termination of Badge Holders.** Supervisors and Signatory Authorities are responsible for immediately reporting identification media holder dismissal or change of status to Airport Police and Fire.

Airport Police and Fire must be notified of routine changes in the status of employees having authorized access (other than terminations) within 24 hours, and all access media must be turned in to Airport Police and Fire within 72 hours if applicable.

If an employee holding a current Airport issued security badge is terminated, or there is an adverse change of access authorization, the employer shall immediately notify Airport Police and Fire, obtain and return the badge to Airport Police and Fire.

When an employee no longer has a need for ID media, the employee and/or employer will be responsible for notifying Airport Police and Fire immediately and all WAA issued ID media, including vehicle ramp permits, must be returned to the Airport Police and Fire Division.

Lost or stolen WAA ID media shall be reported to Airport Police and Fire at (316) 946-4740 within 24 hours of the incident and a written lost/stolen report completed within 72 hours.

The Fee for lost badges, badges not returned or returned inoperable are as follows:

1st Event:	\$50.00
2nd Event:	\$100.00
3rd Event:	\$150.00

1.2.4 Only those persons demonstrating an operational need and necessity for unescorted access to the AOA, Secured Area, and SIDA are eligible to apply for, receive and maintain WAA issued ID media. Authority to determine a person's operational need and necessity for unescorted access rests solely and exclusively with the WAA. Examples of acceptable criteria to determine eligibility include: officers, agents, employees, contractors, subcontractors, and subtenants of WAA tenants; lessees, licensees and permittees, officers, agents, employees, contractors, and subcontractors of the WAA.

1.2.5 No person shall produce, copy, issue, or use a similar ID media at the Airport.

1.2.6 No person shall in any way alter a WAA ID media.

1.2.7 WAA ID media are issued for the exclusive use of the individual identified thereon. Any WAA ID media used by someone other than the person to whom it was issued will be immediately confiscated and revoked.

1.2.8 WAA ID media are color coded to correspond to the appropriate area(s) in which the applicant is authorized to work.

1.2.9 BLUE - General Aviation

The Blue color code is assigned to the general aviation area / non-secure SIDA. Persons issued Blue WAA ID media will have unescorted access to this area only. Persons with this color code must have an escort to be in any other area of the AOA. Blue badges are required to be renewed every two years.

1.2.10 RED - Air Cargo / SIDA

The Red color code is assigned to the air cargo SIDA. Persons issued Red WAA ID media will have unescorted access only to this area, as well as the Blue – General Aviation SIDA, if there is an operational need to be in that area. Persons with this color code must have an escort to be in any other area of the AOA.

1.2.11 GREEN – Airline / SIDA

The Green color code is assigned to the passenger air carrier terminal / ramp Secure SIDA. Persons issued Green WAA ID media will have unescorted access to this area, as well as the Blue – General Aviation SIDA and Red – Air Cargo

SIDA, if there is an operational need to be in those areas. Persons with this color code must have an escort to be in any other area of the AOA.

1.2.12 ORANGE – Sterile Area

The Orange color code is assigned to the sterile area of the passenger air carrier terminal. Persons issued Orange Sterile Area ID media will have unescorted access to this area only. Persons with this color code must have an escort to be in any other area of the AOA.

1.2.13 YELLOW – Airfield

The Yellow ID media color code is assigned to the airfield area and AOA. Accessible site specific areas are designated using assigned, badge printed company or project name for specific functions. These may include runways, taxiways, safety areas, Runway Protection Zones (RPZs), Object Free Areas (OFAs), service and perimeter roads, and airfield maintenance service areas. Persons issued Yellow WAA ID media will have unescorted access to those areas designated by their company or project name. A person with this color code may have unescorted access to all areas of the AOA, Secured Area, and SIDA if it is determined by the WAA that there is an operational need to be in those areas.

- (a) Yellow color code WAA ID media is valid for 12 months from date of issuance.
- (b) Persons issued Yellow non-driver WAA ID media are permitted to operate vehicles on Non-Movement Areas, and may be permitted to travel on designated service roads that cross Movement Areas authorized by a letter of agreement between the WAA and the FAA-Air Traffic Control Tower (ATCT).
- (c) Yellow ID media does not automatically extend airfield Movement Area driver privileges.
- (d) No person may operate vehicles or equipment on Movement Areas who does not have a Movement Area driver “D” authorization on his or her ID media, with the exception of service roads identified and specifically set forth under letter of agreement with the FAA-ATCT.

1.2.13.1 YELLOW – Airfield - Movement Area Driver “D”

Persons who seek, and whose duties require, unescorted operation of ground vehicles or equipment on Movement Areas, shall complete academic and practical training. Once an individual and his or her supervisor feel he or she has been adequately trained, a request shall be made for Movement Area Driver “D” evaluation and certification to be administered by the Airport Operations Division.

- (a) Completion of training, WAA Movement Area Driver evaluation and certification, and subsequent authorization as a Movement Area driver, shall be designated by a Movement Area driver “D” imprinted on the WAA issued Yellow ID media.

- (b) Completion of training, WAA Movement Area Driver evaluation and certification, and subsequent authorization as a Movement Area driver, shall be completed every 12 consecutive calendar months. Failure to complete recurrent training and WAA Movement Area Driver evaluation and certification shall result in expiration (after 12 months), suspension, and revocation of Movement Area driver authorization.
- (c) No person shall perform unescorted operation of ground vehicles or equipment on Movement Areas who does not have a Movement Area driver “D” imprinted on his or her WAA issued ID media.
- (d) No person shall be issued, nor be allowed to maintain, a Movement Area driver “D” Yellow ID media who does not have a valid driver’s license.
- (e) No person shall perform unescorted operation of vehicles or equipment on the AOA not having in his or her possession a valid driver’s license.
- (f) Persons operating commercial “on road” vehicles requiring driver’s license endorsement for that type of vehicle shall have a driver’s license valid for that type of vehicle.

1.2.14.1 YELLOW- Site Specific - Aircraft Manufacturer Procedures – Contractor “C”

Aircraft manufacturers who are tenants of facilities located on Wichita Dwight D. Eisenhower National Airport may be authorized Yellow WAA ID media for the specific purpose of providing factory ground crews access to clearly defined and limited site specific airfield areas for support of aircraft flight test activities.

- (a) Yellow color code WAA ID media designated for tenant aircraft manufacturers are valid for 12 consecutive calendar months from date of issuance.
- (b) No person shall perform unescorted operation of vehicles or equipment on the AOA not having in his or her possession a valid driver’s license.
- (c) WAA Yellow ID media with a “C” for Contractor designation permits unescorted presence only within authorized site specific area(s) of the AOA.
- (d) WAA Yellow ID media with a “C” designation shall never permit unescorted access to, crossing of, or unescorted ground vehicle presence on, any portion of an active runway or the associated Runway Safety Area (RSA).
- (e) WAA Yellow ID media with a “C” designation are required to make contact with the Airport Operations Division at (316) 946-4710 or Airport Police and Fire at (316) 946-4740 prior to accessing any portion of the Movement Area. Access approval is at the sole discretion of the WAA.

1.2.14.2 YELLOW- Site Specific - Aircraft Manufacturer - Movement Area “D”

Each employee of a tenant aircraft manufacturer whose duties may require unescorted operation of ground vehicles or equipment on the authorized site specific portions of Movement Area taxiways shall complete academic and practical training. Once an individual and his or her supervisor feel he or she has been adequately trained, a request shall be made for Movement Area Driver “D” evaluation and certification to be administered by the Airport Operations Division.

- (a) Completion of training, WAA Movement Area Driver evaluation and certification, and subsequent authorization as a Movement Area driver, shall be designated by a Movement Area driver “D” imprinted on the WAA issued Yellow ID media.
- (b) Completion of training, WAA Movement Area Driver evaluation and certification, and subsequent authorization as a Movement Area driver, shall be completed every 12 consecutive calendar months. Failure to complete recurrent training and WAA Movement Area Driver evaluation and certification shall result in expiration (after 12 months), suspension and revocation of Movement Area driver authorization.
- (c) No person may perform unescorted operation of ground vehicles or equipment on Movement Areas who does not have a Movement Area driver “D” imprinted on the WAA issued ID media.
- (d) No person shall be issued, nor be allowed to maintain, a Movement Area driver “D” Yellow ID media who does not have a valid driver’s license.
- (e) No person shall perform unescorted operation of vehicles or equipment on the AOA not having in his or her possession a valid driver’s license.
- (f) WAA Yellow ID media with a “C” designation shall never permit unescorted access to, or crossing of, or unescorted ground vehicle presence on, any portion of an active runway or the associated Runway Safety Area (RSA).
- (g) WAA Yellow ID media with a “C” designation are required to make contact with the Airport Operations Division at (316) 946-4710 or Airport Police and Fire at (316) 946-4740 prior to accessing any portion of the Movement Area. Access approval is at the sole discretion of the WAA.

1.2.14.3 YELLOW – Site Specific – Aircraft Manufacturer Areas

- (a) Textron - Cessna approved unescorted site specific areas include:
 - i. Non-Movement Taxilanes: F, G, M3, M4, P and associated aircraft test ramp areas.
 - ii. Movement Area Taxiways M, M1, M7, D south of Runway 14/32.

- iii. Airfield perimeter access roads, south and west from Cessna factory to Taxiway D, south of Runway 14/32.
- (b) Bombardier - Learjet approved unescorted site specific areas include:
- i. Non-movement Taxilane J and associated aircraft test ramp areas.
 - ii. Movement Area Taxiways L, L1, Taxiway C west of Runway 1L/19R, Taxiway C4, Taxiway D south of Runway 14/32.
 - iii. Airfield perimeter access roads from Learjet factory, west and south of Runways 1L/19R and 14/32 around to Taxiway D6.
- (c) Site specific areas may also include areas not listed above, only when specifically pre-coordinated and approved. Such areas shall be accessed by means of WAA escort and are limited in use to the duration specified.
- (d) Prior to any unescorted operation on Movement Areas, Wichita Airport Authority shall be notified. Notification shall be made to the Airport Operations Division at **(316) 946-4710** or Airport Police and Fire at **(316) 946-4740**.
- (e) All other aircraft manufacturer airfield access shall be by WAA escort.

Request for escorts should be made no less than thirty minutes in advance to the Airport Operations Division at **(316) 946-4710** or Airport Police and Fire at **(316) 946-4740**.

1.2.15 Vehicle Ramp Permits

- (a) Non-marked tenant/company or tenant sponsored vehicles, or authorized personal vehicles must properly display a WAA issued vehicle ramp permit when operating on the AOA, or be under escort by an authorized “properly marked” or ramp permitted tenant/company or tenant sponsored vehicle. A “properly marked” tenant/company vehicle is defined as a tenant company owned and/or operated vehicle prominently displaying the company name and/or logo on the vehicle in a permanently affixed fashion. Magnetic or other temporary or removable type displays shall not qualify as “properly marked.”
- (b) Ramp permits cost \$20.00 and shall only be issued to personnel with an operational need and necessity to operate vehicles on the AOA.
- (c) Authorized signers must designate on applicant’s **Badge Application** authorization to receive a vehicle ramp permit.
- (d) Vehicle ramp permits are issued to individuals, not vehicles. They may only be used by the individual to whom they were issued and are not transferrable to any other party.

- (a) ID media and vehicle ramp permits must be reported to Airport Police and Fire when lost or stolen.

1.2.16 Identification Media, Other Agency

- (a) Passenger Air Carrier and Cargo Air Carrier SIDA and Secure SIDA

Aircrew members on the SIDA must display company issued aircrew ID media and must be in the immediate vicinity of their aircraft or directly between the aircraft and airline operations area.

- (b) Movement Areas

Pilots and flight crews are permitted to operate aircraft on Movement Areas for the purpose of flight. They shall have in their possession a valid company issued aircrew ID, valid pilot's license, student pilot license, military ID, or other proof of operational requirement.

- (c) General Aviation Ramps

- i. FBO employees are required to have and to properly display valid WAA issued ID media while on general aviation ramps, or be under proper escort.
- ii. ICT-based corporate and tenant pilots are required to have and properly display valid WAA issued ID media or be under proper escort.
- iii. Non-tenant or transient pilots are permitted unescorted access to their aircraft, on the general aviation (Blue ID) ramp, and must be in the immediate vicinity of their aircraft or directly between the aircraft and the FBO via the most direct route. They shall have in their possession, and provide upon demand, a valid pilot's license, student pilot license, military ID, or other proof of operational requirement to access the aircraft and general aviation ramp.
- iv. General aviation passengers may be escorted by a person with WAA ID media with "E" escort authorization, or a transient general aviation pilot as described in 1.2.16.c.iii above.

1.2.17 Identification Media, FAA Form 110A

- (a) Properly credentialed FAA Flight Standards District Office (FSDO) Aviation Inspectors (ASI) in possession of FAA Form 110A are authorized access to all portions of the SIDA, secure SIDA, and AOA.
- (b) FAA Flight Standards District Office (FSDO) Aviation Inspectors (ASI) shall comply with the applicable portions of this Standard Operating Procedure when performing duties on Wichita Dwight D. Eisenhower National Airport.

1.3 Airport Security Access and Identification Media, Display and Challenge Procedures

- 1.3.1 All ID media must be legally issued, currently valid, and in possession of the person to whom it was issued.
- 1.3.2 Persons not under escort and not having valid security access ID media in their possession, or such media being expired, suspended, or revoked shall be immediately escorted from the AOA. Illegal or unauthorized presence on the AOA may result in legal prosecution.
- 1.3.3 Persons displaying ID media belonging to another person shall be escorted from the AOA. The unauthorized identification media shall be confiscated. Such person shall have his or her own (if such exists) identification media revoked and may be subject to legal prosecution.
- 1.3.4 Security access ID media must be worn on the outermost garments and above the waist.
- 1.3.5 Incorrectly displayed ID media may result in suspension of WAA ID media and/or fines by TSA.
- 1.3.6 Aircrew members must properly display company issued aircrew ID media, must be in the immediate vicinity of their aircraft or directly between the aircraft and airline operations area, and are subject to challenge.
- 1.3.7 Non-tenant or transient, general aviation pilots, are permitted unescorted access to their aircraft, on the general aviation (Blue ID) ramp, must be in the immediate vicinity of their aircraft or directly between the aircraft and the FBO via the most direct route. They shall have in their possession, and provide upon demand, a valid pilot's license, student pilot license, military ID or other proof of operational requirement to access the aircraft and general aviation ramp.
- 1.3.8 If uncertain of the validity or authenticity of any ID media, contact WAA Airport Police and Fire immediately.
- 1.3.9 **Challenge of Security Access ID Media**
 - (a) All persons must allow any person with a properly displayed ID media badge to challenge them and inspect their ID media.
 - (b) If any person refuses to allow an authorized challenge and inspection of his or her ID media, WAA Airport Police and Fire shall be contacted immediately.
 - (c) Anyone issued WAA ID media is required to challenge any person(s) on the AOA who is not displaying ID media, improperly displaying ID media, or who is not displaying an access media with proper clearance for the area in which he or she is located.
 - (d) If a person has cause to believe that making a verbal challenge would place them in danger, a verbal challenge need not be made. Rather, the WAA Airport Police and Fire Division should be contacted as soon as possible.

- (e) Challenges can be accomplished verbally or by immediately contacting the Airport Police and Fire Division at **(316) 946-4740**.

1.4 Escort Procedures

1.4.1 Positive Escort

Individuals who do not have unescorted access authority and have a need to enter the Secured Area, SIDA, Sterile Area, or AOA must be under “positive” escort by an individual with a valid WAA issued ID media with escort “E” authority. The individual providing the escort shall be within thirty (30) feet at all times to the individual(s) being escorted.

- (a) "Positive escort" means the authorized individual providing the escort must remain within sight and proper distance in the proximity of the individual(s) being escorted to the extent capable of controlling the movement of the individual(s), and ensure the individual(s) under escort are engaged in activities for which escorted access was granted.
- (b) If the individual(s) attempt to engage in unauthorized activity, the person providing the escort shall conduct a verbal challenge in accordance with the requirements of this document.
- (c) Should the person providing the escort become endangered, or the escorted individual(s) respond inappropriately to the verbal challenge, Airport Police and Fire shall be notified immediately by radio or telephone. Airport Police and Fire will dispatch an Airport Police and Fire Officer or Airport Services Officer to the reported location for appropriate action.
- (d) Individuals who fail a Criminal History Records Check (CHRC) or Security Threat Assessment (STA) shall not be escorted in the Sterile Area, SIDA, Secured Area or AOA.
- (e) Each person performing a personnel or vehicle escort on the Movement Areas shall first brief each vehicle operator to be escorted and provide them with an Air Operations Area escort procedures briefing checklist.
- (f) Escort briefing shall include at least the following:
 - i. Awareness of Air Operations Area (AOA) safety standards.
 - ii. Escort procedures.
 - iii. Radio procedures. Escort vehicle shall perform all radio communications with ATCT (if applicable).
 - iv. Route.
 - v. Surface Incident/Runway incursion potential.
 - vi. Consequences:

Non-compliance to rules and procedures shall result in immediate removal from AOA and confiscation of WAA ID media (if applicable).

1.4.2 Air Operations Area Escort Procedures Briefing Checklists

- (a) Are to be kept available and used as a mnemonic aid and guide for escort briefings.
- (b) Air Operations Area Escort Procedures Briefing is attached as Appendix D.

1.4.3 Escort of Personnel

- (a) Personnel may not perform an escort anywhere on the AOA, Secured Area, Sterile Area or SIDA without an escort “E” designation on his or her WAA issued ID media.
- (b) Escorted personnel must remain within eyesight, no more than a thirty (30) foot distance and under positive control of escort at all times.
- (c) Anyone requiring escorted access to Movement Areas shall contact WAA Airport Operations at (316) 946-4710, or Airport Police and Fire at (316) 946-4740 at least thirty (30) minutes in advance.

1.4.4 Escort of Vehicles

- (a) Vehicles moving on the AOA must be escorted by a properly authorized and marked tenant company vehicle, or an authorized vehicle with a properly displayed vehicle ramp permit. If escort is occurring on a Movement Area, in addition to an “E” designation, the escort must have a “D” (Movement Area driver) designation on his or her ID media.
- (b) Once the destination has been reached, occupants of the vehicle under escort must remain under escort of the authorized escorting individual at all times.
- (c) The vehicle under escort, once stationary, must remain in reasonable proximity to escort and occupants while working within the AOA, SIDA/Secured Area, or Sterile Area.

1.4.5 Escort of Personnel and Vehicles on Movement Areas

- (a) Only personnel possessing a valid WAA ID media authorizing unescorted access to Movement Areas with “E” escort, and Movement Area driver “D” authorization may escort personnel operating vehicles or equipment on Movement Areas.
- (b) Each person performing a personnel or vehicle escort on the Movement Areas shall first brief each vehicle operator to be escorted.

Escort briefing shall include at least the following:

- i. Awareness of Air Operations Area (AOA) safety standards.
- ii. Escort procedures.
- iii. Radio procedures. Escort vehicle shall perform all radio communications with ATCT.
- iv. Route.
- v. Runway incursion potential.
- vi. Consequences:

Noncompliance to rules and procedures may result in immediate removal from AOA and confiscation of WAA ID media (if applicable).

1.4.6 Escorting: Site Specific. Construction and Aircraft Maintenance Taxi Personnel

- (a) Within the boundaries of a defined and approved site specific area, authorized personnel possessing a valid WAA ID media with “E” escort authorization may escort personnel and vehicles employed by his or her company, contractor or subcontractor.
- (b) Bombardier–Learjet and Textron–Cessna flight test ground crew personnel with a valid WAA ID media with “E” escort, and “D” driver may escort their agency personnel and vehicles in approved site specific areas of the Movement Area in support of flight test activities, as approved by WAA.
- (c) Escorting of personnel and equipment by non-WAA personnel is permitted along defined construction haul roads and approved access routes provided the following procedures are adhered to:
 - i. The escorting vehicle operator possesses and displays valid WAA ID media with “E” escort authorization.
 - ii. The escorting vehicle shall be clearly identified.
 - iii. Escort vehicle shall display an operating amber warning beacon meeting the standards listed in this document. Vehicle under escort must operate vehicle flashers or beacon (if equipped).
 - iv. The escorting vehicle operator shall be thoroughly familiar with the work area and access route.
 - v. Such escort shall be confined to defined construction haul roads, authorized access routes and construction areas.
 - vi. A maximum of three vehicles may be escorted by one escort vehicle.
- (d) Aircraft taxi mechanic personnel designated by a “TM” on their WAA ID

media, and who have completed Escort Certification designated by an imprinted “E” escort authorization on their WAA ID media, may escort company maintenance personnel in designated aircraft engine run-up and maintenance testing areas on the Movement Areas. Escorted personnel must be inside the aircraft or within the immediate vicinity of the aircraft at all times.

Aircraft maintenance taxi personnel may not escort ground vehicles or equipment on Movement Areas.

1.5 Site Specific Areas

1.5.1 Persons possessing valid WAA ID media are authorized unescorted presence and operation of vehicles and equipment in pre-established, defined, and approved site specific areas for which such person has authorized access.

1.5.2 Site Specific Areas shall be:

- (a) Coordinated with and approved by WAA Airport Operations, WAA Airport Police and Fire, WAA Engineering (as applicable) and Wichita ATCT.
- (b) Shall not intrude on any runway or RSA.
- (c) Shall be clearly delineated by construction fence, signage, orange cones or other clearly distinguishable markings.

If the presence of non-frangible equipment within a site specific area compromises an adjacent taxiway safety area, the affected taxiway shall be closed by Airport Operations.

1.6 Property Leases

This Standard Operating Procedure does not define or limit vehicle operations within the defined boundaries of a property lease.

1.7 Procedures for Access to SIDA Areas

1.7.1 Access to all secure areas is limited to those persons authorized, and having valid security access and identification media.

1.7.2 All access shall be through an authorized access point:

- (a) Authorized gate or door with a Security Access Identification Control System.
- (b) Approved and authorized construction gate with a gate guard and stop list.
- (c) Property lease access for which the tenant clearly accepts responsibility and establishes procedures for Security Access Identification and Control.

- 1.7.3** Each holder of a security access identification media shall confirm access authorization to enter a secure area by use of the Secure Access Identification Control System.
- (a) No person issued a security access identification media shall enter a controlled access under the auspice of another person's access authorization.
 - (b) Only person(s) under positive escort may enter a controlled access under another person's access authorization.

1.8 Airport AOA Construction Access Security Procedures

- 1.8.1** For all projects on the AOA, a construction security plan shall be submitted sixty (60) days prior to planned commencement of any work on the AOA.
- 1.8.2** Construction security plan shall be approved by WAA Airport Police and Fire and TSA prior to commencement of any work on the AOA.
- 1.8.3** All temporary security fencing and gates shall be approved by WAA Airport Police and Fire and TSA and are subject to inspection at any time.
- 1.8.4** AOA ingress and egress shall occur only at a security gate(s) approved by WAA Airport Police and Fire.
- 1.8.5** WAA may provide up to four (4) daily opportunities for contractor security gate access, typically:
- (a) Entry through a security gate for the daily start of a project and/or opening for an authorized contractor supplied security gate guard.
 - (b) Exit through a security gate for a mid-day break.
 - (c) Entry through a security gate after a mid-day break.
 - (d) Exit through a security gate at the end of a daily work schedule and/or closing for an authorized contractor supplied security gate guard.
- 1.8.6** At no time shall an unsecured gate be left unattended.
- 1.8.7** Gates may remain open only with prior approval by Airport Police and Fire and when access is controlled by a qualified gate guard designated with a "GG" on his/her WAA ID media.
- 1.8.8** Each open / unlocked / unsecured gate shall be continuously monitored / guarded by an individual in possession of a valid WAA ID designated with a "GG", and authorized to act as a gate security guard in the construction security plan approved by WAA Airport Police and Fire.
- 1.8.9** A contractor or subcontractor employee in possession of a valid WAA ID media may act as a construction gate guard.

- 1.8.10** All security gate guards shall receive training from Airport Police and Fire prior to assuming gate guard responsibilities and receive the “GG” on their WAA Airport ID media. Upon training, individuals will be placed on the approved gate guard list maintained by Airport Police and Fire.
- 1.8.11** Gate guards employed by a contractor or subcontractor may admit only employees of the contractor and his subcontractors, unless specifically authorized by WAA Airport Police and Fire.
- 1.8.12** Gate guards shall ensure that only authorized persons and equipment are allowed entry to the AOA and that all contractor vehicles and equipment are properly inspected prior to entry.
- 1.8.13** All ingress and egress access to a security gate shall be recorded by an approved gate guard.
- 1.8.14** Each gate guard shall have access to an operating electronic card reader or shall have a current stop list.
- 1.8.15** The WAA ID media of each individual to be admitted or acting as an escort shall be confirmed as valid by use of electronic card reader or verified by comparing to the current stop list.
- 1.8.16** Persons responsible for the monitoring/guarding of gates shall at all times be equipped with a mobile phone or radio equipment and shall immediately notify the Airport Police and Fire Division at **(316) 946-4740** of actual or impending breaches of security or any other security related problems.

1.9 Airport AOA Construction Safety Procedures

- 1.9.1** In accordance with FAA Advisory Circular 150/5370-2, (current edition), *Operational Safety on Airports During Construction*, the contractor shall provide an approved Safety Plan Compliance Document (SPCD).
- 1.9.2** Any SPCD will be reviewed for approval by the Owner prior to issuance of notice-to-proceed.
- 1.9.3** Any proposed changes to an approved SPCD shall be made by the contractor two weeks in advance. No changes shall be implemented until approval has been granted.
- 1.9.4** Access to AOA for night construction work shall be coordinated with the Owner at least two weeks in advance.
- 1.9.5** The WAA reserves the right to refuse access to any portion of the AOA which, because of unforeseen conditions, may have an adverse effect on the safety of AOA operations.

1.10 Construction Access Roads

- 1.10.1** The establishment of construction access roads shall be authorized through the Airport Engineering and Planning Division, Airport Operations Division, and Airport Police and Fire Division.
- 1.10.2** In accordance with FAA Advisory Circular 150/5370-2 (current edition) *Operational Safety on Airports During Construction*, Section 221.a(1) No construction may occur within the existing RSA while the runway is open for aircraft operations.
- 1.10.3** A contractor access road that crosses ramps, aprons, or Movement Areas such as taxiways and taxiway safety areas may be authorized, subject to conditions and limitations as follows:
- (a) Flag-persons are positioned to control traffic at each location where the access route crosses an active Movement Area.
 - (b) All flag-persons shall have and display valid WAA ID media authorizing access to the affected area.
 - (c) All flag-persons shall be trained in their duties by WAA Airport Operations, and be authorized to act as a flag-person. Recurrent training of flag-persons shall occur every 4-6 weeks during project. Flag personnel are subject to random inspections by WAA personnel.
 - (e) All flag-persons shall at all times wear bright, reflective outer safety vests in good condition, meeting the standards of ANSI/ISEA 107-2010 Class II requirements or higher.
 - (f) Operational requirements during nighttime construction activities:
 - i. All vehicles shall have operating headlights, taillights, and beacons/flashers, complying with standards specified in this document, when accessing the airfield at night.
 - ii. Flagger locations must be illuminated by area lighting overnight. Lighting must not interfere with aircraft operations.
 - iii. Flagger personnel must be equipped with personal spotlight/flashlight in order to inspect crossing locations after each escort crossing.
 - (g) Flag-persons shall ensure all vehicle traffic on access routes:
 - i. Come to a complete stop at each point where the access route crosses a Runway Safety Area (RSA), taxiway, or other intersection of aircraft movement.
 - ii. Give way to all aircraft.
 - iii. Give way to emergency and operations vehicles.

- iv. All vehicles remain as a continuous group while under escort. There shall be a maximum of three (3) vehicles -excluding the escort vehicle-under escort at any time.
 - v. All flag-persons shall at all times be equipped with a mobile phone or radio equipment and shall immediately notify the Airport Police and Fire Division at **(316) 946-4740** of actual or impending breaches of security, safety or any other related problems.
- (h) Violation of any of the above procedures will result in immediate escort off the AOA for a period of 24 hours. Operations are suspended until recurrent training is completed, or a qualified flagger is able to replace. Recurrent training will be conducted at the next scheduled flagger training.
- (i) Second violation will result in permanent revocation of individuals AOA access.

Section 2 AIR OPERATIONS AREA AND MOVEMENT AREA TRAINING

2.1 Air Operations Area Training

2.1.1 Training for Persons Authorized Operational Access to Air Operations Areas (AOA)

Any individual who seeks, and whose duties require, unescorted access to any portion of the AOA must complete WAA authorized training which shall include at a minimum the following:

- (a) Air Operations Area familiarization, including Airport markings, lighting, and signage system.
 - (a) Identification of the Movement Area Boundary Markings and Signage and the restrictions for access to the Movement Areas of the Airport.
 - (b) Identification of Runway Hold Short Position Markings and Signage.
 - (c) Understanding of what a Surface Incident and Runway Incursion is and the consequences thereof.
 - (d) Vehicle marking and lighting requirements for operation on the AOA.
 - (e) Rules, regulations and procedures for operation of vehicles on the AOA.
 - (f) Consequences of non-compliance.
- 2.1.2** If supplemental training is provided by the sponsoring agency, employer or WAA Division (*beyond that academic training provided in the WAA Secure Access Training Program*), it remains the responsibility of the sponsoring agency, employer or WAA Division to maintain a record of such supplemental AOA training, and such training records must be provided upon the demand of the WAA.

2.1.3 Air Operations Area Training is an integral component of the WAA Secure Access Training Program.

2.2 Movement Area Driver Training, Evaluation and Certification

2.2.1 Each person who seeks, and whose duties require, unescorted Movement Area access as ground vehicle operators shall complete WAA developed, or approved, Movement Area Driver academic and practical training, Movement Area Driver evaluation by WAA Airport Operations, and subsequent certification.

2.2.2 Completion of WAA developed, or approved, Movement Area Driver academic and practical training, WAA evaluation, and subsequent certification by WAA Airport Operations as a Movement Area driver shall be designated by an imprinted “**D**” on WAA security access and identification media valid for Movement Areas. Arrangements for WAA Movement Area Driver evaluation and certification, including determination of operational need and necessity, may be arranged in advance with Airport Operations at (316) 946-4710.

2.2.3 Initial WAA Movement Area Driver training, evaluation, and certification shall include at a minimum the following:

- (a) Completion of a computer-based, WAA developed, academic training program in which curriculum includes at a minimum the following:
 - i. Movement Area access
 - ii. Policies and procedures
 - iii. Regulations
 - iv. Signage
 - v. Markings
 - vi. Communication procedures with ATCT
- (b) Completion of a WAA developed or approved practical “hands-on” training program in which curriculum includes at a minimum the following:
 - i. Movement Area access
 - ii. Policies and procedures
 - iii. Regulations
 - iv. Signage
 - v. Markings
 - vi. Communications procedures with ATCT
- (c) An “oral exam” to be conducted by WAA Airport Operations, including but not limited to, knowledge of airfield lighting, signs, markings, regulations, and radio procedures, prior to any movement area access.
- (d) An on-airfield practical evaluation “check-ride” of day-time Movement Area driver proficiency, conducted by WAA Airport Operations.
- (e) An on-airfield practical evaluation “check-ride” of night-time Movement Area driver proficiency, conducted by WAA Airport Operations.

- (f) All oral exams and check rides must be scheduled with WAA Airport Operations at least 72 hours in advance

2.2.4 Annual / recurring WAA Movement Area Driver re-certification shall include at a minimum the following:

- (a) Completion of a computer-based, WAA developed, academic training program in which curriculum includes at a minimum the following:
 - i. Movement Area access
 - ii. Policies and procedures
 - iii. Regulations
 - iv. Signage
 - v. Markings
 - vi. Communication procedures with ATCT
- (b) Completion of a practical evaluation and re-certification “check-ride” with a representative from WAA Airport Operations. The “check-ride” shall include at a minimum the following:
 - i. An on-airfield evaluation of the individual’s practical “hands-on” proficiency in driving and communicating on the movement area. This “check-ride” may be either day-time or night-time, but not necessarily both, unless the sponsoring agency, supervisor or Airport Operations believes there is a reason this may be necessary and appropriate.
 - ii. An oral quiz prior to, during, or after the “check-ride,” which will test the individual’s knowledge on procedures, signage, markings, and communication procedures with ATCT.
 - iii. Subject to acceptable completion of the requirements outlined in this Section 2.2.4 (a) and (b), Airport Operations will issue a driver “**D**” annual re-certification.

2.2.5 Regardless of the training program (*either that developed by the WAA or that approved by the WAA*), it remains the responsibility of the sponsoring agency, employer, or WAA Division as applicable to maintain a record of Movement Area Driver training given by that agency, employer, or WAA Division, and such training records must be provided upon the demand of the WAA.

2.2.6 WAA Movement Area Driver Certification is valid for 12 consecutive calendar months from the last date of training.

- (a) WAA security identification access and identification media authorizing an unescorted Movement Area driver as designated by an imprinted “**D**” shall be valid for twelve months from date of issuance.

2.3 Documentation of Training

2.3.1 All Movement Area Driver training, evaluation, and certification shall be documented. All academic and practical training documentation shall be

maintained by the sponsoring agency, employer, or WAA Division as applicable. All evaluation and certification documentation shall be maintained by WAA Airport Operations while the employee has access to Movement Areas, and for a period of 24 consecutive calendar months following termination of such Movement Area access. (14 CFR Part 139.329)

2.3.2 In addition to training documented by Airport Operations under Part 139.329, each WAA Division shall be responsible for documenting all Movement Area Driver training for their personnel. These records shall be maintained while the employee has “**D**” driver access to movement areas.

2.3.3 Certification of completion of Air Operations Area training shall be provided to WAA Airport Police and Fire Division, prior to issuance or reissuance of any WAA ID media.

2.3.4 Certification of completion of Movement Area Driver “**D**” training, evaluation, and certification shall be provided to WAA Airport Police and Fire Division, prior to issuance of any WAA ID media with Movement Area driver “**D**” privileges.

2.4 Suspension or Revocation of Movement Area Driver Authorization

2.4.1 Any person whose Movement Area driver “**D**” privilege has been suspended for any cause, or otherwise recommended for remedial Movement Area Driver training, shall complete remedial Movement Area Driver “**D**” training, evaluation, and certification prior to consideration for reinstatement of Movement Area driver privilege.

(a) Remedial Movement Area Driver evaluation and certification shall not be conducted by the same or original evaluator from the year prior.

2.4.2 Any person whose Movement Area driver “**D**” privilege has been previously suspended for cause shall have Movement Area driver privileges permanently revoked upon second occurrence resulting in withdrawal of Movement Area driver “**D**” authorization.

2.4.3 The WAA retains the authority to permanently revoke or temporarily suspend Movement Area driver privileges for due cause at any time.

2.5 Aircraft Taxi Mechanic Personnel on Movement Areas:

2.5.1 ICT-based aircraft mechanic or technician personnel who taxi aircraft not intended for flight on Movement Areas, shall have valid WAA issued identification media with a “**TM**” designation, permitting unescorted access to Airport Movement Areas, or be under escort of such person with escort “**E**” and taxi mechanic “**TM**” authorization. All personnel must comply with the requirements of AC 150/5210-20 (current edition).

(c) A “**TM**” designated on a Blue, Red, or Green color code WAA ID media identify an aircraft mechanic or technician authorized unescorted taxi of aircraft on Movement Areas for the purpose of aircraft engine runs, maintenance testing, or other aircraft system evaluation purposes.

- (b) A “**TM**” designation does not permit Movement Area access for any reason other than the taxi of aircraft for maintenance testing and evaluation purposes directly to and from ramp areas and designated maintenance run-up areas located on Movement Areas.
- (c) A “**TM**” designation does not authorize vehicle driver or operator privileges on Movement Areas.
- (d) Persons who seek, and whose duties require, taxi of aircraft not intended for flight, shall complete academic and practical training. Once an individual and his or her supervisor feel he or she has been adequately trained, that individual shall be practically evaluated and certified according to WAA approved, company conducted, training program by a certified “**master trainer**” at their company.
- (e) WAA approved documentation of completion of company training program shall be provided to the Airport Police and Fire Division at time of badge issuance in order to receive Taxi Mechanic “**TM**” designation.
- (f) Individuals seeking, and whose duties require, certification as a “**master trainer**,” should contact the WAA Airport Operations Division at 316-946-4710. Company training and certification procedures will be evaluated and certified by the WAA Airport Operations Division on an individual basis.
- (g) Completion of training, evaluation and certification, and subsequent authorization as a Taxi Mechanic, shall be designated by a Taxi Mechanic “**TM**” imprinted on WAA issued ID media.
- (h) Completion of training, evaluation and Taxi Mechanic “**TM**” certification, and subsequent authorization as a Taxi Mechanic, shall be completed every 12 consecutive calendar months. Failure to complete recurrent training, evaluation and certification shall result in expiration (after 12 months), suspension, and revocation of Taxi Mechanic authorization.
- (i) No person shall perform unescorted operation of aircraft not intended for flight on Movement Areas who does not have a Taxi Mechanic “**TM**” imprinted on his or her WAA issued ID media.
- (j) No person shall be issued, nor be allowed to maintain, a Taxi Mechanic “**TM**” who does not hold a valid airman’s certificate.
- (k) No person shall perform unescorted operation of aircraft on the Movement Area not having in his or her possession their valid airman’s certificate.

2.5.2 Those aircraft taxi mechanic personnel designated by a “**TM**” on a valid Blue, Red, or Green color code WAA ID media, who have completed escort certification with an imprinted escort “**E**” authorization on his or her ID media, may escort other company personnel on the Movement Areas. Such personnel must be in the aircraft or within the immediate vicinity of the aircraft at all times.

- 2.5.3 Maintenance personnel wishing to taxi aircraft on Movement Areas must establish and maintain continuous radio communications with ATCT, and follow all instructions and clearances.
- 2.5.4 Aircraft maintenance personnel are not authorized Movement Area driver “D” privileges, and are not authorized unescorted operation of ground vehicles and equipment on Movement Areas, including tug tow of aircraft.

Section 3 MOTOR VEHICLE AOA RULES AND REGULATIONS

3.1 Authorization and Registration of Vehicles

- 3.1.1 No motorized vehicle shall be operated on the AOA that is not covered by a current and valid liability insurance policy written by a company authorized to underwrite insurance in the State of Kansas.
- 3.1.2 No motorized vehicle shall be operated on the AOA unless the driver/operator is currently licensed by the State of Kansas (or other state, federal or military driver’s license) with appropriate endorsements for the equipment operated.
- 3.1.3 Equipment type endorsement is not applicable to off-road construction, farm equipment, and aircraft support type equipment.
- 3.1.4 Motorcycles and bicycles are prohibited on the AOA.

3.2 Vehicle Access to Wichita Dwight D. Eisenhower National Airport AOA

- 3.2.1 No unescorted motorized vehicle or equipment shall enter the AOA unless such vehicle is clearly marked and identified as belonging to an authorized tenant or contractor, or displays a valid WAA vehicle ramp permit.
- 3.2.2 Authorized personnel with WAA security access ID media displaying “E” designation may escort unmarked vehicles onto non-movement portions of the AOA. Such vehicle must remain under positive escort.
- 3.2.3 No vehicle under escort may enter the SIDA until completion of a vehicle inspection by Airport Police and Fire or Airport Operations.

3.3 Vehicle Operating Condition and Equipment

- 3.3.1 All vehicles and motorized equipment operated on the AOA shall be in good, safe working order with no discrepancies of service brakes, parking brakes, lights, tires, or other safety features.
 - a) All vehicles requiring unescorted access to the movement area must be equipped with an operating VHF two-way radio.
 - b) In the event personnel must exit the vehicle while on the movement area, the vehicle shall be equipped with an operating external speaker capable of broadcasting VHF communications from ATCT.

- c) All vehicles which require unescorted crossing of movement areas or the AOA, which do not routinely do so, must have a 3ft X 3ft orange and white checkered flag complying with the standards in AC 150/5210-5 (current edition)

3.3.2 Vehicle Lighting

- (a) All vehicles shall operate headlights, if equipped with such, while operating on the AOA, exclusive of designated construction areas.
- (b) Aircraft refueling vehicles shall display front, tail, and side clearance lights while operating on the AOA, and while engaged in aircraft refueling operations.

3.3.3 Vehicle Warning Beacons

- (a) All motorized vehicles and equipment (not to include stationary ground support equipment), while being operated within any portion of the Movement Area, haul route, within any construction area that is adjacent to a Movement Area, or adjacent to any aircraft ramp or aircraft parking area, shall display an approved amber warning beacon, or be under escort by a vehicle equipped with such a warning beacon.
- (b) Equipment within a defined construction area, which is not being operated and which is parked clear of any Object Free Area, is not required to display an operating warning beacon.
- (c) Amber warning beacons shall be certified SAE Type I or Type II and may be of rotating type, strobe, halogen or LED. Amber warning beacons must be 360° visible.
- (d) For night (legal sunset to legal sunrise) or low visibility operation (less than 1 mile) all vehicles and motorized equipment, equipped with amber warning beacons, shall operate such warning beacon while operating on the AOA.
- (e) Only emergency vehicles may display red or blue warning lights.

3.3.4 Airport Movement Area Map

All vehicles and aircraft not intended for flight, which have unescorted access to Movement Areas, shall have available to the operator a current Airport Movement Area map.

Airport Movement / Non-Movement Area Map is attached as Appendix A.

3.3.5 Airfield Information

All vehicles and aircraft not intended for flight, which have unescorted access to Movement Areas, shall have clearly placarded vehicle guide to Airport signs, markings, and ATCT light gun signals.

3.4 Compliance with Regulations

All persons shall comply with lawful order, signal, or direction of any authorized representative of the WAA. When such traffic is controlled by signs or pavement markings, such symbols shall be obeyed unless otherwise directed by an authorized representative of the WAA.

3.5 Safe Operation of Vehicles

- 3.5.1** Moving aircraft and passengers enplaning or deplaning have right-of-way over all other vehicle traffic.
- 3.5.2** Emergency and snow removal vehicles and equipment have right-of-way over all other vehicle traffic.
- 3.5.3** The maximum speed limit on all ramps is 15 miles per hour.
- 3.5.4** Speed limits shall not exceed a safe speed considering weather conditions, visibility, and the proximity of aircraft.
- 3.5.5** No vehicle shall pass another moving vehicle on a marked service road or driving lane.
- 3.5.6** No vehicle shall pass under any movable portion of a passenger boarding bridge, except those required for servicing the passenger boarding bridge. Vehicles are permitted to pass under **fixed** portions of passenger loading bridges
- 3.5.7** No vehicle shall pass under any portion of a parked aircraft except those required for servicing the aircraft.
- 3.5.8** No vehicle shall pass between an aircraft parked at gate position and the terminal building when passengers are enplaning or deplaning during ground boarding operations
- 3.5.9** No person may operate a vehicle with known mechanical defects detrimental to safe operation.
- 3.5.10** Fuel trucks shall not be parked or conduct fueling operations within fifty (50) feet of a building or any portion of a building ventilation system.
- 3.5.11** Fuel trucks shall not be parked within ten (10) feet of each other.
- 3.5.12** Tugs shall not tow more than three (3) baggage carts or cargo dollies.
- 3.5.13** Vehicles and equipment, when not in service, shall be parked only in approved areas, and shall:
 - (a) Not be parked under passenger loading bridges, blocking access to any passenger loading bridge or blocking a passenger walkway.
 - (b) Not be parked to block access to any fire hydrant.

- (c) Not be parked to block access to any terminal door, emergency access or baggage handling area.
- (d) Not be parked to block an aircraft parking position, aircraft taxilane or vehicle driving lane.
- (e) Not be parked in unleased gate areas designated as common use.
- (f) Pushback tugs, baggage loading vehicles, and lavatory service carts are not permitted inside the terminal at any time.

3.5.14 Unattended vehicles and equipment on ramp areas shall not be left running unless required for the operational function of the equipment.

3.5.15 Vehicles or equipment which must be left running for operational function shall have the hand brake set and/or wheel chocks in place to prevent inadvertent movement.

3.5.16 No person shall operate a vehicle or equipment while under the influence of alcohol or any drug that impairs, or might impair, the operator's abilities.

3.5.17 No person shall operate an electronic communications device including, but not limited to, radio, laptop PC, cell phone, or other mobile device while maneuvering a moving vehicle or equipment on the AOA unless it is necessary to do so due to operational need. Operational need is defined as law enforcement, security, emergency response, maintenance, or operations activity that requires the use of such device to perform an official function or communications duty. Drivers are encouraged to stop the vehicle, and park away from moving aircraft when practical to do so.

3.5.18 Driving through jet blast or prop wash from aircraft with engines running or taxiing is prohibited.

3.5.19 No vehicle shall be operated in a manner which through intent or negligence threatens the safety of any person or might result in damage to property.

3.5.20 In all cases, Airport Police and Fire or Airport Operations has the final discretionary authority to determine "safe speed" and/or "unsafe operation."

3.6 Night or Low Visibility Operations

3.6.1 For night (legal sunset to legal sunrise) or low visibility operation (less than 1 mile), all headlights, taillights (or reflectors), and running or clearance lights and warning beacons on the vehicles that operate on the AOA shall be functionally operable.

3.6.2 For night (legal sunset to legal sunrise) or low visibility operation (less than 1 mile), all vehicles and motorized equipment, if equipped with, shall operate headlights and clearance lights while operating on the AOA.

- 3.6.3** For night (legal sunset to legal sunrise) or low visibility operation (less than 1 mile), all vehicles and motorized equipment, equipped with amber warning beacons, shall operate such warning beacon while operating on the AOA.

This requirement is not applicable to emergency vehicles equipped only with red or blue emergency response warning beacons and operating on ramps or service roads not crossing movement areas. When crossing movement areas, emergency vehicles must illuminate red/blue beacons in accordance with FAA regulations.

- 3.6.4** When airfield visibility is 1800 foot Runway Visual Range (RVR) or less, as reported by ATCT, no vehicles or equipment are permitted on the Movement Areas other than emergency vehicles and those essential to maintain Airport operations.

(a) All vehicles operating on Movement Areas must remain under positive control of ATCT.

- 3.6.5** When airfield visibility is 1800 foot RVR or less, as reported by ATCT, no construction contractor or contractor vehicles or equipment is permitted to operate on the AOA unless continuously escorted by authorized WAA personnel.

(a) Contractor access roads that cross any active portion of the AOA shall be closed.

(b) Construction activities on any portion of the AOA will be suspended.

i. The WAA shall determine whether the contractor shall be required to return closed portions of the AOA to operationally compliant conditions.

ii. WAA personnel shall escort contractor personnel, vehicles, and equipment located within any operational portion of the AOA to a location off the AOA.

(c) The WAA has the authority to close access roads at any time due to limited visibility

3.7 Vehicle Identification and Ramp Permits

- 3.7.1** All motor vehicles operating on the AOA shall be identified as authorized vehicles, as noted in this section.

- 3.7.2** Vehicles clearly marked in a distinctive manner (company colors and logo or name) as belonging to Airport tenants whose business requires their company-owned vehicles to operate in portions of the AOA, may be authorized to do so by Airport Police and Fire Division without a WAA vehicle ramp permit.

- 3.7.3** Tenant owned vehicles that operate on the AOA, which are not clearly identified by markings, must display a valid WAA issued vehicle ramp permit hanging from the vehicle's interior rear-view mirror.

- 3.7.4** Contractor owned vehicles that operate on the AOA must display a valid WAA issued vehicle ramp permit hanging from the vehicle's interior rear-view mirror.

- 3.7.5 Off road construction equipment such as bulldozers, graders, earthmovers, backhoes, etc. are exempt from the requirement for vehicle ramp permit.
- 3.7.6 Application for vehicle ramp permit is made to Airport Police and Fire.
- 3.7.7 A WAA vehicle ramp permit shall only be utilized by the person to whom it was issued. A WAA vehicle ramp permit is transferable from one vehicle to another, but shall not be transferred or loaned to another person.
- 3.7.8 The vehicle ramp permit will only be issued for the specific area in which the applicant's WAA ID media allows access.
- 3.7.9 The vehicle ramp permit must be used in conjunction with, and corresponding to, the appropriate color code of a WAA ID media displayed in the proper manner at all times.
- 3.7.10 A WAA vehicle ramp permit, without a valid WAA ID media does not permit access to the AOA or SIDA.
- 3.7.11 A person properly displaying a valid WAA ID media with "E" escort privileges may escort a vehicle not displaying a vehicle ramp permit onto a Non-Movement Area.
- 3.7.12 At no time shall an escorted, non-ramp permit equipped vehicle be left unattended while in the AOA.
- 3.7.13 Vehicle ramp permits remain the property of the WAA.
- 3.7.14 All vehicle ramp permits shall be returned to Airport Police and Fire when a contractor project is complete or the vehicle ramps permit is otherwise no longer valid or necessary.
- 3.7.15 All vehicle ramp permits shall be returned to Airport Police and Fire when an employee is terminated, or on any occasion Secure Identification Access Media is expired or revoked.
- 3.7.16 Non-returned vehicle ramp permits are subject to a monetary fine.

Section 4 SMOKING OR OTHER SOURCES OF OPEN FLAME

Smoking of cigarettes, cigars, pipes, striking of matches, operation of open flame lighters or other sources of open flame or ignition are prohibited:

- (a) Within 100 feet of any aircraft.
- (b) Within 100 feet of any fuel storage facility, fuel storage tank, refueling vehicle, refueling station or WAA owned storage building, facility or location containing flammable liquids or gases.
- (c) On any aircraft parking ramp.

- (d) Open flames resulting from cutting, welding, or other maintenance or construction requirement shall be approved by Airport Police and Fire.

Section 5 ENFORCEMENT OF AOA PROCEDURES

- 5.1** All persons shall at all times comply with rules, regulations, lawful orders, signal, or direction of any authorized representative of the WAA.
- 5.2** Each person observing an infraction of TSA, FAA regulations, or WAA safety and/or security procedures, shall report such incident to Airport Police and Fire at **(316) 946-4740** or to Airport Operations at **(316) 946-4710**.
- 5.3** Airport Police and Fire and/or Airport Operations have the authority to determine if an action is unsafe and, if so, to take immediate and appropriate corrective measures.
- 5.4** Any person who does not comply with the provisions of these rules and regulations, or any lawful order issued pursuant thereto, will be subject to progressive penalties for repeat violations.
- 5.5** These penalties may include those administrative actions imposed by the WAA, in addition to the penalties pursuant to federal, state, or municipal statutes.
- 5.6** Violators may be subject to monetary fines as defined by City of Wichita Code. The Airport Police and Fire Division is authorized to issue citations for such violations.
- 5.7** Violators may be subject to civil penalties and monetary fines.
- 5.8** Some violations may be subject to remedial action as set forth in contractual agreements between the WAA and tenants and contractors.
- 5.9** WAA imposed administrative penalties for failure to comply consist of: verbal warnings, written warnings, suspension of Movement Area driver privilege, suspension or revocation of AOA access, and monetary fines imposed under City of Wichita municipal code.
- 5.10** Three (3) violations of AOA access procedures during the life of the badge will result in revocation of access to all AOA and secure areas of Wichita Dwight D. Eisenhower National Airport.
- 5.11** In the event of willful violation of regulations, or clear and present negligence resulting in death, serious injury, substantial damage to an aircraft or other property, or if such a response by the WAA is deemed the best course of action in the interest of public or aeronautical safety, the WAA reserves the right to immediately suspend or revoke AOA access at any time.

Section 6 CRANES, BOOMS, AND OTHER TEMPORARY STRUCTURES

- 6.1** Any temporary high elevation structures, cranes or other devices with the potential to be an aeronautical hazard, as defined by FAA Advisory Circular 70/7460-2 (current edition) *Proposed Construction or Alteration of Objects That May Affect*

the Navigable Airspace must have FAA Obstruction Evaluation / Airport Airspace Analysis (OE/AAA) approval via the Form 7460-1 *NOTICE OF PROPOSED CONSTRUCTION OR ALTERATION* application process, prior to use or erection of such equipment.

For on-Airport construction, the contractor shall supply all required information to WAA Airport Engineering and Planning Division who shall file the Form 7460-1.

- 6.2** All temporary high elevation structures, cranes or other devices shall be marked / lighted in accordance with FAA Advisory Circular 70/7460-1 (current edition), *Obstruction Marking and Lighting*.
- 6.3** All temporary high elevation structures, cranes or other devices shall be operated in accordance with those instructions and notification requirements specified by the FAA Obstruction Evaluation Group 7460 Study and Determination for operation or erection of that high elevation device.
- 6.4** If not approved for nighttime operations, cranes, other high elevation devices, and temporary structures shall be lowered prior to legal sunset and not raised prior to legal sunrise.

Section 7 FOD CONTROL

- 7.1** Each person issued a WAA Secure Area identification media is responsible, if aware of a potential FOD issue, to either promptly correct it or report it so it may be corrected.
- 7.2** Each contractor, company, tenant, department or work location supervisor, is directly responsible for FOD control during normal operations, maintenance, or construction activity on or adjacent to the AOA.
- 7.3** Where an access or haul route crosses an active Movement Area, a contractor shall have positioned at the crossing a sweeper and operator available to immediately remove FOD from the pavement.
- 7.4** Where an access or haul route crosses an active and paved Movement Area under conditions of mud in the construction area which may not readily sweep off the paved Movement Area surface, a contractor shall, in addition to a sweeper, position a water truck or pressure washer to assist in washing the contaminated pavement surface area.
- 7.5** Any paved Movement Area, taxiway or runway that is used as a haul route, crossed or transitioned by contractor vehicles, shall be swept, pressure washed or otherwise cleaned of all materials, including, but not limited to loose dirt, mud, and debris before the area is opened to aircraft traffic.
- 7.6** All construction and work sites shall be kept free of loose trash and debris.
- 7.7** Trash containers must be covered.
- 7.8** Trucks hauling loose materials must have the material securely covered.

- 7.9** If it becomes necessary for the WAA to clean, sweep, wash and/or otherwise remove FOD from a contractor construction area or haul route, an administration and service fee will be billed to the contractor.

Section 8 CLOSING AIRFIELD AREAS

- 8.1** Maintenance or construction on a runway or within any Runway Safety Area shall not be performed unless the runway is closed to aircraft traffic.
- 8.2** Maintenance or construction on a taxiway or within any taxiway safety area shall not be performed unless the taxiway is closed to aircraft traffic.
- 8.3** No construction equipment, supplies, or stockpiled materials may be left in a runway or taxiway OFA when construction activity is not actively occurring.
- 8.4** Excavations and irregular surfaces within an OFA due to construction shall be enclosed with approved lighted barricades when construction activity is not actively occurring.
- 8.5** Closing of any airfield area must be addressed in the pre-construction conference and contractor must provide a tentative plan at or prior to the preconstruction conference.
- 8.6** A schedule of Movement Area closures must be submitted to the designated Airport representative by 8:00 A.M. each Friday prior to the following week's work.
- 8.7** The WAA Airport Operations Division must be notified 72 hours in advance for any requested runway closure. Cancellation or postponement of scheduled closures should be done in a timely manner.
- 8.8** Contractor shall ensure all contractor and subcontractor personnel and equipment are present and mobilized at the scheduled time of any runway closure. Runway closure will be canceled if the contractor is not present or is not prepared to begin work at the scheduled time.
- 8.9** The WAA reserves the right to refuse the closure of any portion of the AOA, which, because of unforeseen conditions, may be required for aircraft operations.
- 8.10** The WAA will issue Notices to Airmen (NOTAMs) opening and closing portions of the AOA.
- 8.11** After completion of any construction or maintenance work, all paved areas, safety areas, signs, lights, and markings shall be returned to their proper condition. Proper shall be defined as compliant with FAR 139 and applicable FAA Advisory Circulars.
- 8.12** Affected areas shall be inspected by WAA Airport Operations prior to opening the area to aircraft traffic.
- 8.13** Deviations from standards shall be corrected, or barricaded and NOTAMed, until

corrected.

- 8.14** If it becomes necessary for the WAA to barricade and/or correct safety issues, an administrative and service fee will be billed to the contractor.

Section 9 MARKING AND LIGHTING OF CLOSURES OF THE AOA

- 9.1** Marking and lighting of closures of any portion of the AOA (Aircraft Operations Area) shall be in accordance with FAA Advisory Circular 150/5370-2 (current edition) *Operational Safety on Airports During Construction*.
- 9.2** Construction areas adjacent to the Runway Safety Area (RSA) of any runway not closed for construction shall be delineated and separated by approved orange construction fencing, signage, and flashing red warning lights.
- 9.3** Construction areas adjacent to the taxiway Object Free Area (OFA) of any taxiway not closed for construction shall be delineated and separated by approved orange construction fencing, signage, and red warning lights.
- 9.4** Specifications for approved fencing, barricades, signage, and warning lights are available from WAA Airport Engineering and Planning Division.
- 9.5** No construction activities will be allowed to begin prior to setting up the marking and lighting requirements.
- 9.6** All trenches, excavations, and area designated for construction must be clearly marked with approved water ballasted low profile barricades equipped with automatic operating, solar charged, 360° visible flashing red warning lights.

Section 10 PROTECTED AREAS

10.1 Runway Object Free Area

- (a) A protective surface surrounding runways within which no object may be located unless it is frangible and required due to its aeronautical function and purpose.
- (b) Runway Object Free Areas are defined by FAA Advisory Circular 150/5300-13 *Airport Design*.
- (c) Runway Object Free Area dimensions (for the purposes of this document) are:
- i. 400 feet laterally either side of centerline.
 - ii. 1000 feet extended longitudinally beyond each end.

10.2 Runway Safety Area (RSA)

- (a) Runway Safety Areas are surface surrounding the runway prepared or suitable for reducing the risk of damage to airplanes in the event of an undershoot, overshoot, or excursion from the runway. Objects located in this area must
- (b) Runway Safety Area dimensions (for the purposes of this document) are:
 - i. 250 feet laterally either side of centerline.
 - ii. 1000 feet extended longitudinally beyond each end.
- (c) Construction vehicles, equipment or personnel shall NOT occupy the runway or any portion of the Runway Safety Area (RSA) at any time the runway is open for aircraft operations.
- (d) No objects may be located in any safety area, except for objects that need to be located in a safety area because of their function. These objects must be constructed, to the extent practical, on frangible mounted structures of the lowest practical height, with the frangible point no higher than 3 inches above grade.

10.3 Taxiway / Taxilane Object Free Area (OFA)

- (a) A protective surface surrounding taxiways or taxilanes within which no object may be located unless it is frangible and required due to its aeronautical function and purpose.
- (b) Taxiway / taxilane OFA is defined by the Aircraft Design Group (ADG) / aircraft wingspan.
- (c) Taxiway OFA is $(\text{ADG aircraft wingspan} \times 1.4) + 20 = \text{taxiway OFA}$.
- (d) Taxilane OFA is $(\text{ADG aircraft wingspan} \times 1.2) + 20 = \text{taxilane OFA}$.
- (e) The taxiway OFA for Wichita Dwight D. Eisenhower National Airport is based upon ADG IV with a maximum wingspan of 171 feet (approximately Airbus A-300 or Boeing B-757).

10.4 Airspace Restrictions / Obstacle Free Zone (OFZ) / Precision Obstacle Free Zone (POFZ)

An OFZ is a three-dimensional imaginary airspace, which protects the transition flight path of aircraft to and from a runway.

- (a) A project involving construction or alteration to an existing structure and / or that requires the use of cranes or other equipment with a potential to penetrate one of the imaginary surfaces is subject to an Aeronautical Airspace Study in compliance with Title 14, Code of Federal Regulations, Part 77.
- (b) Submission of an FAA form 7460-1 *NOTICE OF PROPOSED CONSTRUCTION OR ALTERATION* is required.

- (c) The Contractor shall develop the information for the submittal and provide to WAA Airport Engineering and Planning Division for submission to the FAA.

10.5 NAVAID Critical Area (NCA)

- (a) Critical Areas surrounding NAVAIDs, which if penetrated by equipment or stockpiled materials, would cause interference with navigational signals to aircraft.
- (b) Work will not be authorized within a NCA without specific approval by the WAA and FAA Technical Operations.

10.6 Construction Activities in Protected Areas

All construction activities within or penetrating any protected area or surface of the AOA shall be in compliance with FAA Advisory Circular 150/5370-2 (current edition) *Operational Safety on Airports During Construction* and FAA Advisory Circular 70/7460-1 (current edition) *Obstruction Marking and Lighting*.

Section 11 FIREARMS

No person except certified and authorized law enforcement/peace officers, licensed/permitted WAA Airport Operations Division personnel, licensed/permitted security guards, U.S. Postal Department, U.S. Department of Homeland Security, licensed/permitted U.S. Department of Agriculture personnel, permitted and authorized air carrier flight crews, or members of the United States Armed Forces authorized thereby, are permitted to carry any firearm or explosive on the Airport without the express permission of WAA Airport Police and Fire.

Section 12 RADIO / WIRELESS COMMUNICATION SYSTEMS

The WAA retains the right to approve or withhold approval of any use of fixed RF systems for the transmission of radio frequency signals on the Airport. Revenue producing communication systems or systems not directly applicable to Lessee's operations on the Airport are prohibited except upon the specific approval of the WAA.

Section 13 UNMANNED AERIAL SYSTEMS (UAS)

No operations of unmanned aerial systems are permitted within the Class C airspace of the Wichita Dwight D. Eisenhower National Airport without express, prior coordinated, permission of the Wichita FAA Air Traffic Control Tower (ATCT). The Wichita FAA ATCT can be contacted at (316) 350-1500.

Section 14 GLOSSARY

The following terms may either be used in this Standard Operating Procedure or are common to airport operations and may be found in other contexts.

Aircraft Accident For the purpose of this document, any occurrence associated with the operation of an aircraft in which a person suffers death or serious injury or an aircraft receives substantial damage.

Aircraft Incident For the purpose of this document, an occurrence other than an accident that affects or could affect the safety of operations.

Airport Certification Manual (ACM) The document prepared in accordance with Title 14, CFR, Part 139, Certification of Airports which establishes standards and procedures for a certified public use commercial air carrier airport.

Airport Emergency Plan (AEP) The document prepared in accordance with Federal Aviation Regulations which establishes emergency response procedures for a certified public use airport.

Airport Tenant Any person, or business entity, other than an aircraft operator or foreign air carrier that has a security program under TSR Part 1544 or 1546 and that has an agreement with the airport operator to conduct business on airport property.

Air Operations Area (AOA) Those portions of an airport, specified in the airport security program, in which security measures specified in “49 CFR Part 1500” are carried out. This area includes aircraft Movement Areas, aircraft parking areas, loading ramps, and safety areas for use by aircraft regulated under TSR Part 1544 or 1546, and any adjacent areas (such as general aviation areas) that are not separated by adequate security systems, measures, or procedures.

Air Operations Area Training The WAA training program prepared in compliance with FAR Part 139, mandating that all personnel requiring unescorted access to any portion of the AOA is trained on appropriate procedures prior to issuance of security identification and access media valid for Movement Areas.

Air Traffic Control Tower (ATCT) An FAA facility that provides air traffic control services to aircraft and vehicles operating on the Movement Area of an airport and overlaying airspace.

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

Aircraft Design Group (ADG) A grouping of airplanes based on wingspan or tail height.

Group #	Tail Height (ft)	Wingspan (ft)
I	< 20	< 49
II	20 - < 30	49 - < 79
III	30 - < 45	79 - < 118
IV	45 - < 60	118 - < 171
V	60 - < 66	171 - < 214
VI	66 - < 80	214 - < 262

Airport Those facilities, including ramps, runways, taxiways and all protective surfaces designated for the operation of aircraft as well as the public support facilities necessary for aircraft operation.

Specifically: Wichita Dwight D. Eisenhower National Airport including all improvements thereon.

Airport Issued Identification Media See Identification Media.

Airport Police and Fire The WAA agency with responsibility for Airport security, issuance of security access and identification media, law enforcement, communications dispatch and Aircraft Rescue and Fire Fighting (ARFF).

Apron or Ramp The paved areas around air carrier concourses, cargo buildings, FBO's and aircraft maintenance facilities on which aircraft are operated, serviced, fueled or parked.

Cargo Air Carrier Ramp An AOA Non-Movement Area intended for parking, support, loading and off-loading cargo air carrier aircraft.

The cargo air carrier ramps are designated as Secure Identification Display Areas (SIDA). Only authorized personnel and vehicles may operate on the air cargo ramp.

Concourse For the purpose of this document, reference to the TSA defined secure and sterile portions of the air passenger terminal include the following: loading gates, passenger hold rooms, connecting stairways, and elevators.

Contractor The individual, partnership, firm, corporation, or combination thereof, or joint venture entering into a contract with the Wichita Airport Authority to perform defined and agreed upon contractual services or construction.

Criminal History Records Check (CHRC) A fingerprint based check of the FBI's criminal history records to determine if an individual has been convicted of a disqualifying crime for unescorted access to an Airport SIDA.

Department of Homeland Security Transportation Security Administration (TSA)

Division of U.S. Department of Homeland Security, responsible for administering security regulations governing public use airports under 49 CFR Part 1542 – *Airport Security*.

Driving Lane A designated and marked vehicle service road on a ramp or apron for use by vehicles.

Escort Certification Designated by an orange highlighted escort "E" imprinted on the WAA Security Access identification media, persons authorized to perform escort of individuals who are not authorized unescorted access within the AOA.

Employer For the purpose of this document, the corporate or public entity, agency, or person who is the legal sponsor for an individual performing duties at an airport.

Federal Aviation Administration (FAA) The Federal Government agency with regulatory authority, jurisdiction and oversight for public use airports, airspace, and aircraft.

Federal Aviation Regulation (FAR) Federal regulation contained within the Code of Federal Regulations (CFR) that sets forth regulatory requirements for airports, airspace, airmen and aircraft. FAR's are enforced by the Federal Aviation Administration.

Fixed Base Operator (FBO) Person or organization engaged in a business of providing basic services to general aviation aircraft.

Foreign Object Debris or Damage (FOD) Any object, substance, or material that may be a potential hazard to stationary or moving aircraft engines, tires, skin or other component.

General Aviation (GA) Civil aviation, not including air carriers.

Ground Vehicle Any vehicle or motorized equipment, exclusive of aircraft, used on an airport to transport persons, cargo, fuel or equipment, or used for the purpose of aircraft service and support, or used for the purpose of facilities construction or maintenance.

Hold Short Position See Runway Hold Short Position.

Identification Media "Media," or "medium" means any credential, card, badge, or other media issued for identification purposes and use at an airport. This includes, but is not limited to, media signifying unescorted access to an Air Operations Area (AOA), secured area, Secure Identification Display Area (SIDA), sterile area, or to any public area. This also includes, but is not limited to, media issued to taxi drivers, parking lot attendants, vendors, and shuttle bus drivers. Identification media does NOT include "visitor" media issued to individuals who must be under airport-approved escort to access the SIDA, sterile area, or the AOA on a limited-time or limited-use basis.

For brevity may be referred to as ID media.

ILS Instrument Landing System A precision electronic transmission system providing both vertical and lateral aircraft landing guidance.

ILS Critical Area or Critical Area A NAVAID Critical Area portion of AOA, where the electronic transmissions from an antenna of the ILS landing system are disrupted by the passage or presence of vehicles or mobile equipment.

ILS Critical Area Hold Short Position The location on a taxiway where a pedestrian, pilot or operator of a ground vehicle is to stop when he/she does not have clearance to enter an ILS critical area. ILS critical area hold short positions are identified by any or all of the following:

- 1) ILS Holding position sign(s).
- 2) ILS critical area surface painted holding position marking.

Incursion, Runway Any occurrence at an airport involving the incorrect presence of an aircraft, vehicle, or person on the protected area of a surface designated for the landing and takeoff of aircraft.

Jet Blast (also prop wash) High velocity jet engine exhaust or air stream from a propeller or jet engine.

Law Enforcement Officer (LEO) Person vested with legal police power of arrest under federal, state, county or city authority.

Letter of Agreement (LOA) A document, stating procedures and policies, agreed upon in writing between the WAA and ATCT (or other agency).

Light Gun A directional focused light-signal device to provide ATCT an alternate form of approving aircraft or vehicle action in the event of radio failure.

Mobile Fueler Vehicle operated for the purpose of dispensing aviation fuel.

Movement Area Those portions of the AOA, such as runways and taxiways, used for taxiing, takeoff, and landing of aircraft, and in which all movement of aircraft and ground equipment is at all times under the jurisdictional control of the ATCT.

See: Runway, definition

See: Taxiway, definition

Movement Area Driver Training The process, procedures and documentation whereby persons seeking authorization for unescorted operation of ground vehicles or equipment of Movement Areas of the AOA are provided both computer-based academic and practical “hands-on” training by their sponsoring agency, employer or WAA Division as applicable.

Movement Area Driver Evaluation Training Evaluation “Check-Ride” and Certification

The WAA training and evaluation “check-ride” and certification process and procedures for personnel requiring authorization for unescorted operation of ground vehicles on Movement Areas of the AOA. The evaluation “check-ride” and certification program is administered and carried-out by the Airport Operations Division.

Navigational Aid (NAVAID) A visual or electronic guide to landing aircraft. (See ILS Critical Area.)

Non–Movement Area Those portions of the AOA, such as the passenger air carrier ramp, cargo air carrier ramp, general aviation ramp, taxilanes, perimeter and designated service roads on which movement of aircraft and vehicles are not controlled by ATCT.

Operator For the purposes of this document, any person who is in actual physical control of a vehicle or equipment.

Owner For the purpose of this document, the corporate or public entity, agency or person who holds legal title to an aircraft or vehicle on the Airport or to whom state, federal or other government motor vehicle licenses have been issued.

Object Free Area (OFA) An area on the ground centered on a runway or taxiway that is to be free of all objects, except for objects that need to be located in the OFA because of their function.

Passenger Air Carrier Ramp An AOA Non-Movement Area intended for parking, support, loading and off-loading passenger air carrier aircraft. The passenger air carrier ramp is designated as a Secure Identification Display Area (SIDA). Only authorized personnel and vehicles may operate on the air passenger carrier ramp.

Runway A portion of the Airport Movement Area designated for the sole and specific purpose of landing or takeoff of aircraft.

For the purposes of this document the definition of a “runway” shall include those protected surfaces listed under Section 10 PROTECTED AREAS of this document.

Runway Hold Short Position The location on a taxiway where a pedestrian, pilot or operator of a ground vehicle is to stop when he/she does not have clearance onto a runway.

Runway hold short positions are identified by any or all of the following:

- 1) Holding position sign(s)
- 2) Surface painted holding position marking
- 3) Surface Painted Hold Position Sign(s) (*SPHPS*)
- 4) Enhanced taxiway centerline

Runway Safety Area (RSA) The protected portion of the Airport Movement Area adjacent to a runway for the purpose of reducing the risk of damage to aircraft in the event it leaves the prepared runway surface.

Runway Visual Range (RVR) The distance over which a pilot of an aircraft on the centerline of the runway can see the runway surface markings delineating the runway or identifying its center line.

Safety Plan A prepared plan that provides for operational safety during construction on the Airport.

Secure Area A portion of the SIDA, encompassing the ramp footprint of the air passenger terminal concourse(s), aircraft loading bridges, air passenger aircraft parking, and baggage loading and unloading areas.

The Secure Area SIDA has the additional security restriction of requiring all packages, materials, supplies, containers and similar must be inspected by WAA Airport Police and Fire prior to entry into the Secure SIDA.

Security Access Identification Control System Electronic system of computer monitored Secure Area identification media readers and PIN pads for the purpose of providing for secured access and verifying valid access authorization. May also refer to use of gate guards and stop lists. This system may also be referred to as Computer Controlled Access System (CCAS).

Secure Identification Display Area (SIDA) Restricted portions of the Airport where each person must possess and display above the waist on his or her outermost garment, a current security access and identification media issued to bearer valid for that area of the SIDA.

All escorted vehicles to be inspected prior to entry onto the SIDA by WAA Airport Police and Fire.

Security Threat Assessment (STA) A background check conducted by TSA of database relevant to confirming:

- 1) That an individual does not pose a security threat
- 2) That an individual possesses lawful status in the United States
- 3) An individual's identity

Sensitive Security Information (SSI) Details of any security inspection or investigation of an alleged violation of aviation transportation security requirements of federal law that could reveal security vulnerabilities, including the identity of a federal special agent or other federal employee who conducted the inspection or audit.

Specific details of aviation transportation security measures, both operational and technical, whether applied directly by the federal government, the Airport Authority, or another person, including:

- 1) Records created or obtained for the purpose of training persons employed by, contracted with, or acting for the federal government, the Airport Authority, or another person to carry out aviation transportation security measures required or recommended by DHS or DOT.
- 2) Any list identifying systems or assets, whether physical or virtual, so vital to the aviation transportation system that the incapacity or destruction of such assets would have a debilitating impact on transportation security.
- 3) Information about the incident or efforts to resolve the incident, the disclosure of which may jeopardize the safety of persons involved.
- 4) Information identified by officials of an agency of the U.S. government as techniques and procedures used for resolving acts of airplane piracy and interference with aviation operations, the disclosure of which is likely to jeopardize the safety of international civil aviation.

No person, who may have knowledge, information or documentation of information defined as SSI herein, or as defined by TSR 1520.5, may knowingly share, convey, transfer, distribute, or transmit such information to persons without proper security clearance and without an operational need and necessity to possess such information.

Site Specific Area A defined location of the AOA in which approved contractor, subcontractor, or tenant personnel possessing valid WAA White security access identification media are, under definitive conditions, permitted unescorted access.

Stop List WAA Airport Police and Fire list of individuals whose WAA ID media has been reported as lost, suspended, revoked or otherwise not valid.

Standard Operating Procedure (SOP) Detailed procedural instructions, in this document, those specifically issued by the Wichita Airport Authority.

Surface Incident Any event where unauthorized movement by an aircraft, vehicle, or pedestrian occurs on the Movement Area that affects or could affect the safety of flight.

Sub-Contractor An individual, partnership, firm, or corporation authorized to do work under the auspices of a contractor.

Taxilane A portion of Non-Movement Area ramps and aprons designated and marked for the purpose of taxiing aircraft between taxiways and parking.

Taxilane Object Free Area (OFA) See **Object Free Area (OFA)**

Taxiway A portion of the movement or Non-Movement Areas designed for taxiing aircraft between aprons and runways.

For the purposes of this document the definition of a “taxiway” shall include those protected surfaces listed under Section 10 PROTECTED AREAS of this document.

Taxiway Object Free Area (OFA) See **Object Free Area (OFA)**

Taxiway Safety Area A portion of the Movement Area adjacent to a taxiway for the purpose of reducing the risk of damage to aircraft operating on the taxiway.

Tenant See Airport Tenant.

TSA See Department of Homeland Security.

Vehicle Ramp Permit WAA permit for the purpose of identifying a vehicle authorized AOA access.

Vehicle Service Road Designated roadway for vehicles.

Wichita Airport Authority (WAA) Wichita Airport Authority of the City of Wichita, Kansas, a government entity authorized and existing under the laws of the State of Kansas with ownership and operating authority for both Wichita Dwight D. Eisenhower National Airport and Col. James Jabara Airport.