

RUNWAY SAFETY BULLETIN NO. 12

April 20, 2004

TO: All Towered Airport Personnel

FROM: ATO Regional Runway Safety Program Manager
Southern Region

Safety is our #1 priority. As we continue our partnership with airports, tenants and users to enhance safety awareness and reduce the number of surface incidents of Vehicle/Pedestrian Deviations (VPDs), we must continue to be vigilant in our efforts to develop procedures and solutions. As part of our ongoing commitment to the aviation community, members of the Regional Runway Safety Team are available to participate in workshops/seminars, provide surface safety training, CDs, and other educational material. We all must do whatever we can to reduce and/or prevent VPDs, which is steadily increasing.

One problem that has been identified in several recent incidents has been miscommunications between airport vehicle operators and air traffic controllers. In many of the incidents, either the communications were misunderstood or one party failed to hear what the other had said. Always ensure that you **know** what ATCT has instructed and always ensure that ATCT **understands** where you are and what you want. When operating on the airport, the ultimate responsibility is yours to ensure a safe operation. Make sure your communications are clear, concise and completely understood.

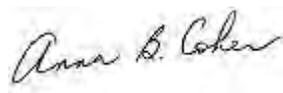
As a reminder, here are a few additional helpful hints:

- Know your airport. If you are not sure where to go or how to get to another location, ask for progressive instructions from the controller. Carry an airfield diagram with you for quick reference.
- Always check your radio to make sure it works properly before entering the movement area.
- Always “read back” hold short instructions.
- If you don’t understand, or are not sure what the controller said, ask them to repeat it. Do not assume anything.
- As pilots say, ‘keep your head on a swivel’. Be aware of your surroundings and watch for aircraft. Listening to other radio transmissions will help you maintain situational awareness.
- Before driving, review the airport’s rules and regulations for driving on the movement area.
- Keep radio communications short and concise to avoid radio clutter that may lead to confusion.
- Aircraft ALWAYS have the right of way!

Everyone operating vehicles on or are allowed to access the Airport Movement Areas should have completed an airport driver’s training course, be authorized to operate on the movement areas, or be escorted by trained personnel.

We encourage you to bring this to the attention of your staff **today**. Everyone should be reminded to pay special attention while driving on movement areas. A simple reminder could prevent a disastrous event at your airport.

Sincerely,



Anna B. Cohen

RUNWAY SAFETY BULLETIN NO. 13

July 23, 2004

TO: All Airport Operators and Users

FROM: Regional Runway Safety Program Manager
Southern Region

Safety is our number one priority - and runway safety is everyone's business!

One of the goals of the Regional Runway Safety Program is to educate, train and enhance pilots', controllers' and vehicle operators' knowledge and understanding of airfield signage, marking and lighting on the airport surface. The "Holding Position Signs for Runway Approach Areas" and "Holding Position Signs for ILS Critical Areas" continues to be confusing and misunderstood by its users. This safety bulletin further expands on the function and requirements of these signs and its purpose, as was outlined in Safety Bulletin #7.

AC 150/5340-18C Definition of a Holding Position Sign for Runway Approach Areas



The inscription on a sign for a runway approach area is the associated runway designation followed by a dash and the abbreviation APCH for approach. The sign is installed on taxiways located in approach areas where an aircraft on a taxiway would either cross through the runway safety area or penetrate the airspace required for the approach or departure runway. This sign is not installed on runways, and/or runways or taxiways that intersect the runway specified on the sign.

The following information is taken from the "Signing and Marking Supplements (SAMS) that pertain to approach signs or marking. SAMS was created to supplement the Advisory Circular (AC) and are created and maintained by Washington Headquarters, Office of Airport Safety and Standards.

- **When is the holding position sign for runway approach areas used?**

This sign should be used only on taxiways that pass through the approach area for a runway but do not intersect the runway. If it is necessary to protect the approach for a runway that the taxiway intersects, then the standard runway holding position sign should be used if it is necessary to protect the runway approach for all operations.



ILS CRITICAL AREA SIGN

The ILS Critical Area sign should be used when it is necessary to protect the approach surface during **precision instrument approaches**.

- **How is the location of the holding position sign for the runway approach area determined?**

The sign is located so that an aircraft on the taxiway will not enter the runway safety area or penetrate any of the following surfaces that may be applicable to the runway: threshold location plane, inner approach obstacle free zone, inner transitional obstacle free zone, TERPS approach surfaces, and clearway. If the taxiway passes through a navigational aid critical area, it is also necessary that the sign is placed to protect this critical area if a separate "ILS" sign is not used.

- **When is the ILS Critical Area sign used? (This SAMS is included because there was a question about the difference between APCH and ILS)**

The ILS sign is used to protect the critical area for an ILS approach. The critical area includes the areas around the glide slope and localizer antennas necessary to protect the electronic signal, as well as any area where an aircraft on the ground would penetrate the airspace required by TERPS for an ILS approach. The latter normally comes up in the case of an ILS approach to a displaced runway threshold. The ILS sign is not needed because the holding position sign for taxiway/runway intersections protects these areas.

FAA AIR TRAFFIC ORDER 7110.65; PARAGRAPH 3-7-2, "Taxi and Ground Movement Operations" and PARAGRAPH 3-7-4, "Runway Proximity"; and the AERONAUTICAL INFORMATION MANUAL, 4-4-18; "Taxiing", provides the guidance and phraseology for complying with this safety provision.

Sincerely,

A handwritten signature in cursive script, appearing to read "Anne B. Cohen".

RUNWAY SAFETY BULLETIN NO. 14

September 10, 2004

TO: All Towered Airport Users'/Tenants' Ground Support Personnel

**FROM: Regional Runway Safety Program Manager
Southern Region**

Reducing Vehicle/Pedestrian Deviations is Everyone's Responsibility!

Safety is our #1 priority, and we must continue to work in partnership with aviation users to reduce the number of surface incidents of Vehicle/Pedestrian Deviations (VPDs). In addition, we must be vigilant in our efforts to provide educational material, develop procedures and solutions to further enhance surface safety awareness. We all must do whatever we can to reduce and/or prevent VPDs, which is steadily increasing.

There is a course available through the AOPA that you may find useful as an additional training aid for airport users. It is mostly designed for the pilot; however, vehicle operators/tug drivers can also benefit. We recommend that you share this information with your tenants, particularly those that have maintenance and military facilities on the airport, ARFF personnel, and especially airport personnel, etc.

You can access this course at: <http://flash.aopa.org/asf/runwaySafety/>

In addition, FAA Runway Safety and Operational Services, in conjunction with FAA Aviation Safety Program, has produced an interactive CD "Tug and Tow 101", version 2. The CD was produced primarily for those Aviation Maintenance Personnel that are involved with taxiing and/or towing of aircraft. However, all airport personnel that operate on the airport should also find this CD a useful runway safety-training tool to incorporate into their standardized training program. The "Tug and Tow" CD can be access at: <http://faa.gov/runwaysafety/> and order online at 2 maximum per organization. Scroll down the topics located on the left side and click on ordering, which is located under the Link topic.

If you have any safety concerns, recommendations and/or input, feel free to call us at **(404) 305-5557**, or e-mail us at 9-ASO-Runway-Safety@faa.gov

Sincerely,



RUNWAY SAFETY BULLETIN NO. 15

March 22, 2005

TO: All Towered Airports
All ATCTs

FROM: Manager, Runway Safety Program
Southern Region

Runway Safety is no accident -It's Everyone's Responsibility!

Springtime is upon us, which means good weather and a lot of airport construction. As a result of the 2000 crash of Singapore Airlines, B-747 at Taipei, in which the pilot took off on a closed runway and collided with construction equipment, this is a reminder for heightened awareness concerning the impact of construction activity and safe aircraft operations on airports.

Construction activity adjacent to movement areas disrupts normal taxi routes and can contribute to pilot deviations and accidents. Closed taxiways/runways can easily cause pilot and vehicle driver confusion if barricades are not adequate and/or there are improper lighting and signages. This can be misleading and confusing, thus causing a surface incident or accident. Airport operators are reminded that they should ensure construction areas are properly marked, lighted and are NOTAMed. They should also ensure that construction vehicles and equipment follow and/or remain in the designated areas and clear of all taxiing aircraft.

Additionally, springtime is also a great time for airports to sponsor Air Shows. Airport operators must prepare a Vehicle Operations Plan for approval prior to being issued an FAA Certificate of Waiver or Authorization. With the good weather, construction activities and airshows, there will be more vehicles and pedestrian on the airfield. To reduce the possibilities of vehicle/pedestrian deviations, we ask that airport operators ensure the following:

- Construction NOTAMs are coordinated and delivered to all tenants
- Airport diagrams are current and correct
- Airport rules and regulations are reviewed regarding driving on the movement area. Make changes or enhancements as needed
- Potential runway incursion high alert areas or confusing areas on the airfield are reviewed. Coordinate changes with tower personnel and discuss with tenants/users
- Monthly safety/construction meetings are held regularly to discuss activities and get input from the users
- Procedures for tug drivers, contractors, and emergency operations personnel (fire trucks, etc.) are reviewed
- Involve everyone in spreading the runway safety message and being a part of the solution!



Anna B. Cohen



Federal Aviation Administration

Runway Safety Bulletin No. 16

March 30, 2007

TO: All Towered Airports
ATCT Facilities

FROM: Regional Runway Safety Program Manager
Southern Region

The frequency of Runway Incursions and Surface Incidents at Southern Region's airports has significantly increased, especially among pilots, from the previous year.

Runway Incursion statistics FY2007 versus equivalent period FY2006

FY07 (thru 3/22)				FY06 (thru 3/22)			
OE/D	PD	VPD	TTL	OE/D	PD	VPD	TTL
11	34	7	52	12	17	2	31

Safety is our #1 priority and runway safety is everyone's business! We need your support in enhancing surface safety and awareness to reduce the high number of incidents that are taking place on the airport surface.

Airport Movement Area Checklist should include:

- Listen to ATIS (weather, winds, runway, remarks, etc)
- Listen to ground control, then call and state position, call sign and intentions
- Read back instructions as given using proper phraseology
- Maintain Situational Awareness (Look, Listen, ASK)
- When necessary, write down all clearances as a memory aid
- Ensure taxi path is and will remain clear before and during movement
- If in doubt, ASK!

Complacency, inattentiveness, lack of knowledge about airport signage, marking, lighting, and lack of airfield familiarization (i.e. current airport diagrams) are some of the major causal factors for runway incursions.

You can help keep surface incidents from happening at airports by supporting runway safety education, training and awareness programs and participating in safety forums/seminars and runway safety action team meetings that are held and/or sponsored in your area.

If you have any safety concerns, recommendations and/or input, feel free to call us at **(404) 305-5593**, or e-mail us at 9-ASO-Runway-Safety@faa.gov.

Sincerely,

Anna B. Cohen

Attachment



Federal Aviation Administration

Runway Safety Bulletin No. 17

May 30, 2007

TO: All Towered Airports
ATCT Facilities

FROM: Regional Runway Safety Program Manager
Southern Region

Construction Activities



Construction activity adjacent to movement areas disrupts normal taxi routes and can contribute to pilot deviations and accidents. Closed runways and taxiways can easily cause pilot and vehicle driver confusion if barricades are not adequate and/or guidance signs or lighting provides misleading or contrary information. Airport operators must not only keep aircraft safely out of construction areas but they must also ensure that construction vehicles and equipment remain clear of unauthorized movement areas. For guidance, refer to Advisory Circular, 150/5370-2, "Operational Safety on Airports During Construction".



As a result of the crash of a Singapore Airlines plane at Taiwan's main airport on October 31, 2000, there is heightened awareness concerning the impact of construction activity on airports and safe aircraft operations. In that accident, the B-747 pilot hit construction equipment while attempting to take off on a closed runway, killing 82 people.

The risk of pilot and vehicle/pedestrian deviations increases because of construction activities. We encourage you to adhere to the following tips:

- Make sure everyone is aware of construction activities
- Have and encourage tenants and air traffic control tower personnel's attendance at regular construction safety meetings
- Ensure that current NOTAMs are distributed timely and read them carefully
- Follow the construction safety plan and provide input/revisions if changes to the plan are needed
- Keep the airport diagram current; especially during construction. Issue interim diagrams that show the changes that will occur and distribute to all tenants
- Make sure to mark and/or light closed movement areas.
- Do not let construction vehicles remain or park in the runway safety area.
- Review the Airport rules and regulations regarding driving on the movement area to see if any changes or enhancements are needed.
- Always ask for everyone's assistance in enhancing airfield safety and preventing runway incursions during construction activities. Spread the word!

If you have any safety concerns, recommendations and/or input, feel free to call us at **(404) 305-5593**, or e-mail us at 9-ASO-Runway-Safety@faa.gov.

Sincerely,



Anna B. Cohen



Federal Aviation Administration

Runway Safety Bulletin No. 18

November 29, 2007

TO: All ATL Airport Tenants
ATL ATCT Facility

FROM: Regional Runway Safety Program Manager
Southern Region

Spend a Minute to Give Us Your Comments About Your Airport!

ATL Air Traffic Control Tower, the Atlanta Airport Authority and this office have teamed up to make ATL the safest it could be and maybe prevent any incidents from occurring in the future.

We met with some of you on September 25, 2007, and YOU suggested we send out a survey to the users/tenants. This initiative was developed to request feedback/ recommendations from airport users about any locations or conditions at the Atlanta Airport that may be confusing or considered hazardous, and may need corrective actions to avoid potential incidents.

Safety is our #1 priority and we know you feel the same way. Please take a minute to fill out the survey on line. The survey is located on the Southern Region Runway Safety web site and you may respond through our online survey located at <http://www.faa.gov/aso/RunwaySafety/survey.htm> or e-mail your responses/suggestions to 9-ASO-Runway-Safety@faa.gov or, you can mail your suggestions to:

Federal Aviation Administration
Southern Region Runway Safety Program Office
Attn: Anna B. Cohen, Manager – AJS-4SO
1701 Columbia Avenue
College Park, GA 30337

If you have any questions regarding the survey, feel free to call us at **(404) 305-5593**, or e-mail us at 9-ASO-Runway-Safety@faa.gov.

Sincerely,

A handwritten signature in cursive script that reads "Anna B. Cohen".

Anna B. Cohen



Federal Aviation Administration

Runway Safety Bulletin No. 18-A

January 18, 2008

TO: All Towered Airports
FROM: Regional Runway Safety Program Manager
Southern Region

RUNWAY INCURSION TOOLBOX

Runway Incursions have been on the rise during fiscal year 2007 to present. Airports have taken many steps toward their prevention, including training, physical changes to the airport, and distribution of safety information, yet the numbers continue to rise. Effective 10/01/2007, the FAA adopted the ICAO definition of a runway incursion, which reads: “ **Any occurrence at an aerodrome involving the incorrect presence of an aircraft, vehicle, or person on the protected area of a surface designated for the landing and take-off of aircraft.**”

With the change in definition, any unauthorized vehicle, pedestrian, or aircraft that accesses a runway, regardless of whether any aircraft is operating on that runway, will be committing a Runway Incursion.

A “Runway Incursion Toolbox” packet was recently sent to all towered airports in Southern Region, and we are asking you to share this safety bulletin with your tenants and users, in addition to the contents of the toolbox. Please encourage them to start building their own “Runway Incursion Toolbox” and together in partnership, we can fix this problem!

The following chart is a brief summary of the National statistics that we encourage you to share with all of your airport employees and tenants to help **STOP** this rise in Runway Incursions.

FAA National V/PD Summary			
REGION	FY2007 totals	FY2007 year to date thru 12/31	FY2008 year to date thru 12/31
AAL	7	4	2
ACE	2	2	0
AEA	5	4	3
AGL	6	4	9
ANE	3	1	4
ANM	7	2	9
ASO	12	9	11
ASW	7	7	7
AWP	7	4	7
TOTAL	56	37	52

Many of these incidents could have been prevented if used with the proper tools. The factors that caused many of these events can be “fixed”, which includes:

- Revamping driver training programs
- Providing regular refresher/recurrent training to all airport employees and tenants
- Keeping the Airport Diagram current
- Avoiding distractions – Follow ATC instructions and keep chatter to a minimum
- Asking Air Traffic Control to repeat instructions, if in doubt
- Asking for taxi progressive and/or escorting (mechanics who tow aircraft)

We encourage you to add this Safety bulletin to CertAlert SO-08-03 that accompanied your “toolbox” and share the examples with your airport employees and tenants. Everyone on the airport has a responsibility to take the prevention of runway incursions seriously. Airport employees and tenants need to take time to think, look, listen, ask, and think again. Avoid distractions.

Please remember, “**Runway Safety Is No Accident, It’s Everyone’s Responsibility**”

If you have any questions, comments or recommendations to reduce these incidents, please feel free to call us at **(404) 305-5593**, or e-mail us at 9-ASO-Runway-Safety@faa.gov.

Sincerely,

Anna B. Cohen



Federal Aviation Administration

Runway Safety Bulletin No. 19

June 27, 2008

TO: All Towered Airports
ATCT Facilities

FROM: Regional Runway Safety Program Manager
Southern Region

The 2008 Runway Safety Summit was a major success! There were 242 diverse participants from FAA and Industry, which included Airport Operators/Managers, Airline Representatives, Airline/Cargo and General Aviation Pilots, Industry Groups & Safety Professionals, State Aviation Organizations, FAA Air Traffic, Airports, Flight Standards Organizations, and FAA Regional and National Executives.

The Regional Administrator, Director of Runway Safety and the Regional Runway Safety Team greatly appreciate everyone's active participation and commitment to prevent and eliminate runway incursions. Your continued involvement is very valuable!

Please visit the Southern Region Runway Safety Website at www.faa.gov/aso/runwaysafety to access and/or download the following summit highlights:

Speakers' Presentations
Breakout Sessions Recommendations
Follow-up Recommendations

If you have any concerns, recommendations and/or input regarding the summit, feel free to call us at **(404) 305-5593**, or e-mail us at 9-ASO-Runway-Safety@faa.gov.

Sincerely,

A handwritten signature in cursive script that reads "Anna B. Cohen".

Anna B. Cohen



Federal Aviation Administration

Runway Safety Bulletin No. 20

July 3, 2008

TO: All Towered Airports
And ATCT Facilities

FROM: Regional Runway Safety Program Manager
Southern Region

New! E-NOTAM Website

The electronic NOTAM (eNOTAM) system is now available to all airports authorized to issue NOTAMs in the United States (excluding Alaska).

The eNOTAM System is a web-based NOTAM notification method that will allow users to enter NOTAM information directly and transmit to a NOTAM specialist at Flight Service. It will eliminate wait times that may be experienced when calling in NOTAMs, calling to see if faxed NOTAMs were received, or calling to see if NOTAMs were issued.

The eNOTAM System does **not** interface with the U. S. NOTAM System. When you input NOTAM information, a Flight Service Specialist will receive it and process the NOTAM for transmission to the U.S. NOTAM System. After you complete your input you may check the "NOTAM HISTORY" display of the eNOTAM System for NOTAM status and number. The same information can be emailed to you, upon request.

The use of the eNOTAM System is voluntary. The user may still take advantage of the toll-free NOTAM phone number: 877-4US-NTMS (877-487-6867).

Please visit the eNOTAM web site at www.lme-notam.com to learn more about the features of eNOTAM.



To participate, go to the web site and “Request Access”. Follow the simple instructions. The Lockheed Martin Flight Services Program Office will verify your authority and send an e-mail with further instructions and a username and password to get you started.

The goal of the eNOTAM system is to provide an accurate, timely dissemination of NOTAMs, and safe operations for the flying public. Don’t hesitate to contact CJ Carter at 571-223-3196 if you have any questions.

Sincerely,

Anna B. Cohen



Federal Aviation Administration

Runway Safety Bulletin No. 21

August 18, 2008

TO: All Airport Operators at Towered Airports
and ATCT Facilities

FROM: Regional Runway Safety Program Manager
Southern Region

The Federal Aviation Administration (FAA) continues to be concerned about runway incursions (RIs), as they present a clear danger to the users of our airports. The three primary casual factors that result in a RI are:

1. pilot/ground vehicle operator/controller communications
2. airport familiarity and
3. loss of situational awareness

A failure in any of these areas could result in a disastrous situation.

The FAA is concerned about vehicles crossing runways. These crossings should be substantially reduced, if not eliminated. Vehicle operators should use the perimeter road, if one is available, or should be diverted to public roads off the airfield. Access to the movement areas and authorization to cross any runways should be given to only those vehicles necessary to support airfield maintenance and operations. Where there are no practical procedures for crossing vehicles at the departure end of the runway, consideration should be given to developing procedures for crossing vehicles at the departure end of the runway. In this way, there is greater opportunity on the part of the vehicle driver or the pilot to avoid an accident.

We encourage all airport operators to work with air traffic managers to jointly formulate a site-specific procedure to eliminate or reduce vehicular crossings of runways. A working group should be convened to develop your program and include affected entities that operate on the airport. The distribution of current airport diagrams describing this procedure may be one aspect of your program. After the formulation and implementation of your program, we recommend that procedures be carefully monitored to ensure their effectiveness. These programs should be revised as necessary, and airport users should be kept informed of the changing airport environment.

The FAA, with the aid of the American Association of Airport Executives, recently issued Advisory Circular (AC) 150/5210-20, "Ground Vehicle Operations on Airports." This AC provides some "best practices" for vehicular operations on airports and can be downloaded from an internet website at: http://www.faa.gov/airports_airtraffic/airports/resources/advisory_circulars. The AC provides guidance on establishing a driver-training program both for the movement area as well as the nonmovement area of the airport. Additionally, it encourages airport operators to establish rules and regulations for individuals driving on the airfield and contains a model regulation that can be modified to fit most types of airports.

We appreciate your support in improving the operational safety of your airport.

Sincerely,

A handwritten signature in cursive script that reads "Anna B. Cohen".

Anna B. Cohen



Federal Aviation Administration

Runway Safety Bulletin No. 22

October 31, 2008

TO: All Towered Airports
ATCT Facilities

FROM: Regional Runway Safety Program Manager
Southern Region

ASO Regional Runway Safety Annual Report – FY08

Runway Incursions (RIs) have been on the rise throughout fiscal years 2007 and 2008. One identifiable cause of the significant increase during FY08 is the FAA adoption of ICAO definition of a RI, which is:

“Any occurrence at an aerodrome involving the incorrect presence of an aircraft, vehicle or person on the protected area of a surface designated for the landing and take-off of aircraft”

Any unauthorized vehicle, pedestrian, or aircraft that accesses a runway, regardless of whether an aircraft is operating on that runway, is committing a RI.

Note: The RI data for FY07 were compiled based on ICAO definition of a RI to give a valid comparison.

FY08 and FY07 Comparison of Regions’ Runway Incursions

FY 2008				
REGION	OE/D	PD	VPD	TOTAL
AAL		19	14	33
ACE		25	4	29
AEA	31	54	22	107
AGL	30	95	35	160
ANE	5	37	8	50
ANM	10	67	20	97
ASO	33	128	31	192
ASW	22	68	30	120
AWP	34	147	43	224
TOTAL	165	640	207	1012

Data based on the ICAO Definition of RI

FY 2007				
REGION	OE/D	PD	VPD	TOTAL
AAL	2	10	21	33
ACE	5	15	7	27
AEA	17	49	21	87
AGL	22	102	36	160
ANE	4	22	8	34
ANM	10	41	20	71
ASO	23	131	28	182
ASW	14	51	21	86
AWP	26	155	31	212
TOTAL	123	576	193	892

Nationally – 13% increase in RI for FY08 from FY07. ASO experienced a 6% increase in the total number of RIs for the same period.



Federal Aviation Administration

Runway Safety Bulletin No. 26

October 21, 2009

TO: All Towered Airports
ATCT Facilities

FROM: Regional Runway Safety Program Manager
Southern Region

ASO Regional Runway Safety Annual Report – FY09

Runway Incursions (RIs), overall, are down slightly for fiscal year 2009 as compared to fiscal year 2008. This decrease is attributed to heightened awareness, increased education and familiarization of surface safety enhancements, infrastructures and new technology.

FY09 and FY08 Comparison of Regions' Runway Incursions

FY 2009				
REGION	OE/D	PD	VPD	TOTAL
AAL	3	19	12	34
ACE	2	11	6	19
AEA	23	48	21	92
AGL	27	82	40	149
ANE	5	16	4	25
ANM	10	71	19	100
ASO	29	106	33**	168
ASW	25	74	28	127
AWP	29	172	36	237
TOTAL	153	599	1	951

FY 2008				
REGION	OE/D	PD	VPD	TOTAL
AAL		19	14	33
ACE		25	4	29
AEA	31	53	22	106
AGL	30	95	35	160
ANE	5	37	8	50
ANM	10	66	20	96
ASO	33	128	31	192
ASW	22	67	30	119
AWP	33	147	44	224
TOTAL	146	637	208	1009

**** 6 of the 33 VPDs were caused by Certificated Maintenance Technicians and investigated by Flight Standards. These 6 RIs did not count against the Airports total, but fall under Flight Standards**

Nationally – 6% decrease in the total number of RIs for FY09 from FY08

Southern Region (ASO) - 13% decrease in overall RI totals for the same period

12% decrease in OE/D

17% decrease in PDs

6% increase in VPDs

FY09 Vs FY08 Comparison of Regions' Runway Incursion Categories

Runway Incursions Severity Ranking

National Goal FY09 A+B = 0.472 rate

REG	A	B	C	D	E	TOTAL
AAL			10	24		34
ACE			2	17		19
AEA			36	56		92
AGL	1		55	93		149
ANE			12	13		25
ANM	1	1	38	60		100
ASO	5	1	65	96	1	168
ASW		1	46	80		127
AWP	2		79	156		237
TOTAL	9	3	343	595	1	951

Runway Incursions Severity Ranking

National Goal FY08 A+B = 0.509 rate

REG	A	B	C	D	TOT
AAL			4	29	33
ACE			8	21	29
AEA	2	5	46	53	106
AGL	2	2	64	92	160
ANE			17	33	50
ANM			40	56	96
ASO	3	2	76	111	192
ASW	1		47	71	119
AWP	4	4	89	127	224
TOT	12	13	391	593	1009

Runway Incursion Severity Classification

Category	Description
A	A serious incident in which a collision was narrowly avoided
B	Separation decreases, and there's significant potential for collision; critical corrective/evasive actions taken
C	Incident characterized by ample time and/or distance to avoid a collision
D	An incident that meets the definition of a runway incursion
E	An incident in which insufficient or conflicting evidence of the event precludes assigning another category

ASO FY09 and FY08 Comparison of RI Categories

RI Category/Type - FY09

CAT	OE	PD	VPD	TTL
*A	2	3		5
*B		1		1
C	18	34	13	65
D	9	68	19	96
TTL	29	106	33	168

RI Category/Type - FY08

CAT	OE	PD	VPD	TTL
*A		3		3
*B	1	1		2
C	28	39	9	76
D	4	85	22	111
TTL	33	128	31	192

***20% increase in category A/B RI totals for FY08 vs FY07.**

If you have questions, comments or recommendations on how to further prevent A/B RIs and strive to reduce all others, please call us at (404) 305-5593, or e-mail us at 9-ASO-Runway-Safety@faa.gov.



Anna B. Cohen



Federal Aviation Administration

Runway Safety Bulletin No. 27

December 21, 2009

TO: All FAA and Federal Contract ATCT Facilities

FROM: Regional Runway Safety Program Manager
Southern Region

A Manager's Guide - Local Runway Safety Action Team Meetings

The new Runway Safety Order will require terminal facility managers to conduct a Runway Safety Action Team (RSAT) meeting every 12 months and provide documentation of the meetings to the Regional Runway Safety Program Manager (RRSPM) or designee. The Order is still in draft form at this time but will be coming out soon. This change to have annual meetings stresses the importance of getting the airport community together for surface safety briefings and updates. The long-term goal is to improve runway safety by preventing and/or decreasing the number and severity of runway incidents. Having a meeting once every 12 months to update the Runway Safety Action Plan will help us achieve this long-term goal.

The objective of the local RSAT is to enlist airport owners, operators, tenants and customers as partners in the mission of achieving an effective safety culture. To assist Air Traffic Managers in preparing for and conducting RSATs, the Regional Runway Safety Program Office (RRSPO) has developed the attached local runway safety action team meeting guide. The guide also includes a sample agenda and a template for developing the facility's action plan.

Facilities are asked to notify the RRSPO, a minimum of 30 -45 days prior to scheduling, with the dates and times of the RSAT. If schedules permit and when invited, a runway safety subject matter expert may be available to participate, provide local, regional and national perspectives, statistics and good operating tips.

Please review the dates of your last RSAT, regional or local, so that you have ample time to coordinate with your airport operators in planning the RSAT for 2010.

If you have any questions regarding this guide, feel free to call us at **(404) 305-5593**, or e-mail us at 9-ASO-Runway-Safety@faa.gov.

Sincerely,

A handwritten signature in cursive script that reads "Anna B. Cohen".

Anna B. Cohen

RUNWAY SAFETY ACTION TEAM MEETING

A Manager's Guide

30 days in advance of the required meeting:

- The ATCT Manager coordinates with the Airport Director/Manager to agree on a mutually acceptable date for the Runway Safety Action Team meeting. Per Order 7050.1, **RUNWAY SAFETY PROGRAM**, as a minimum, the meeting must have a representative from Air Traffic and the airport operator.
- Arrange for the time and location for the meeting. Even at the largest airports, local RSAT's seldom last more than 3 hours.
- Determine which office will circulate the invitations to the other airport tenants. The suggested guest list includes airlines, fixed base operators, pilots, labor organizations, local Tech Ops office, ADO, FSDO. At many locations, the airport operator has an electronic listing of all tenants and can readily perform the notification task.
- If resources such as educational handouts or airport statistics are desired, notify the District Manager or Regional Runway Safety Program Office (RRSPO) at 404-305-5593 for assistance.
- A member of the Regional Program office may be available to attend your meeting. If you are interested having a member of the Regional team attend, a request should be made 45-days in advance of your planned meeting.

15 days in advance of the required meeting:

- The ATCT Manager assures that all invitations have been circulated.
- Confirm that materials requested of the District or RRSPO are on hand.
- Since Air Traffic serves as the moderator of the meeting, the Manager should assure that an additional person from Air Traffic serves as the recorder of the minutes of the meeting.
- Prepare the agenda for the meeting. A sample is provided as Attachment A.

Conducting the RSAT meeting:

- Start on time regardless of the attendance.
- Welcome those in attendance. If seldom seen guests are present, self-introductions would be appropriate.
- As the agenda indicates, set the purpose of the meeting as a singular focus: sustaining and improving surface safety. All should be informed that their contributions to the meeting, however small, are highly encouraged.
- It would be most appropriate to then permit the representative from the airport to add their opening remarks and to either highlight or detail their ongoing or upcoming activities.

- Air Traffic should then offer their conclusions of what is contributing to the safety of the overall airport traffic flow as well as a brief history of any recent surface incidents. Thereafter, offer suggestions about anything that needs to be considered by the operator, tenants or flying customers for future implementation to improve surface safety.
- Finally, all guests are usually afforded an opportunity to voice their concerns and suggestions.

All of the above comments thus far could be summarized in the minutes as Proceedings, Concerns and Issues. The next phase of the meeting would be captured as Conclusion and/or Action Items. This heading will be dictated by the results of your next transition. Invite all parties to recall the concerns or ideas generated during the open discussion. Was anything mentioned that is widely acknowledged as a worthwhile pursuit for implementation? If so, this should be recorded as an Action Item. The individual or office that has the authority to implement the Action Item should be listed as the party who will take responsibility for its completion or implementation. A date for completing the task should be recorded. Dates are subject to revision as the responsible individual or office encounters obstacles that were unforeseen during this meeting. An example of an Action Item is included in the Action Plan included as Attachment B.

If no Action Items surface, the minutes of the RSAT will simply end with any final thoughts or comments and recorded as the Conclusion.

After the RSAT meeting:

- A draft Runway Safety Action Plan should be drawn up by the ATCT. The draft should be circulated among all guests that have been identified as the individual or office responsible for a particular Action Item.
- Once all such parties agree that the Action Plan is accurate, the Draft must be forwarded to the RRSPO c/o Anna.Cohen@faa.gov for final approval. The time interval between the date of the RSAT and forwarding the draft to the RRSPO should not exceed 45 days.
- The facility manager will be notified when the Plan is accepted.

A note about Action Items:

As stated in the Runway Safety Program Order, action items should fall within the authority of the local or regional authority. Action items enlisting the assistance or approval of authorities higher than those present at the RSAT meeting will not become a part of the Action Plan until approval is obtained from the appropriate level.

ATTACHMENT A

**ANYWHERE, USA AIRPORT
RUNWAY SAFETY ACTION TEAM MEETING
AGENDA**

October 1, 2005

9:00—9:15	Opening Statements and Introductions	Airport/Air Traffic
9:15—9:45	Airport Update/Concerns	Airport Manager
9:45—10:00	Incident/Incursion Review	ATCT
10:00—10:30	Tenant/User Comments	ALL
10:30—10:45	Break	
10:45—11:15	Development of Action Plan	ALL
11:15—11:30	Wrap-Up and Adjournment	

ATTACHMENT B

RUNWAY SAFETY ACTION PLAN
(ANYWHERE REGIONAL) AIRPORT
(TODAY'S DATE)

Participants: On *(date of the meeting)*, the Runway Safety Action Team meeting was held at *(location)*. The members present were:

(List the name, organization, phone number and e-mail address if available. In larger groups this is usually listed as "See Attachment 1".)

Overview: *(List here either the agenda OR the intended objective of this RSAT meeting.)*

Proceedings, Concerns and Issues: *(This section is where the minutes of the meeting are generally captured. All pertinent topics of discussion that surfaced should be summarized here. Many of these topics may result in an Action Item to be captured in the final portion of the plan below.)*

Action Items:

Action Item I. *(Each Action Item should list the RSAT member responsible for overseeing that this Action Item is begun and completed. The date of commencement and/or expected completion should also be included.)*

Action Item II. *(A sample Action Item)* The Airport Manager will initiate a project to remove the trees that currently block the control tower's line of sight to the South end of the Runway 16 run-up pad. **(Airport Authority: Completion by April 22, 2006)**

This Action Plan will remain valid for 12 months after the above date unless replaced beforehand. This Action Plan was forwarded to the Southern Region Runway Safety Program Office, AJS-4SO, on *(date of action)*.

(Note: An electronic copy via e-mail is the preferred method of forwarding your Action Plan to the Region. But if your facility is not equipped with this capability, US Mail or fax is acceptable. The fax number is 404-305-5550. The mailing address is P.O. Box 20636 Atlanta, Georgia 30320. ATTN: AJS-4SO)

Complacency, inattentiveness, lack of knowledge of airport signage, marking, lighting, and lack of airfield familiarization (i.e. current airport diagrams) continue to be the major causal factors for runway incursions. You can help prevent surface incidents at airports by supporting runway safety education, training and awareness programs. Additionally, you can participate in safety forums/seminars and runway safety action team meetings that are held and/or sponsored in your area. Pilots and airport employees/tenants should take time to think, look, listen, ask and think again. Avoid distractions and stay focused!

FY08 Vs FY07 Comparison of Regions' Runway Incursion Categories

Runway Incursions Severity Ranking

National Goal FY08 A+B = 0.509rate

REG	A	B	C	D	TOT
AAL			4	29	33
ACE			8	21	29
AEA	2	5	46	54	107
AGL	2	2	64	92	160
ANE			17	33	50
ANM			40	56	96
ASO	3	2	76	111	192
ASW	1		47	72	120
AWP	4	4	89	127	224
TOT	12	13	391	595	1012

Final Preliminary Nat'l A/B rate = .427 per 1M Tower operations

**Runway Incursions Severity Ranking

National Goal FY07 A+B =.530rate

REG	A	B	C	D	TOT
AAL	1		8	24	33
ACE			8	19	27
AEA	2	1	31	53	87
AGL	3		52	105	160
ANE			15	19	34
ANM	2	1	28	40	71
ASO	4	1	79	98	182
ASW	1		41	44	86
AWP	4	4	85	119	212
TOT	17	7	347	521	892

Final Nat'l A/B rate = .393 per 1M Tower operations

ASO FY08 and FY07 Comparison of RI Categories

RI Category/Type - FY08

CAT	OE	PD	VPD	TTL
*A		3		3
*B	1	1		2
C	28	39	9	76
D	4	85	22	111
TTL	33	128	31	192

RI Category/Type - FY07

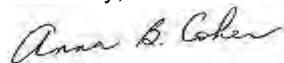
CAT	OE	PD	VPD	TTL
*A		4		4
*B		1		1
C	4	8		12
D	19	118	28	165
TTL	23	131	28	182

***No increase/decrease in A/B RI totals for FY08 vs FY07. However, there was a 25% decrease in category A RIs for FY08.**

If you have questions, comments or recommendations on how to reduce any/all surface incidents, please call us at (404) 305-5593, or e-mail us at 9-ASO-Runway-Safety@faa.gov.

Let's start FY2009 on a positive note in preventing A/B RIs and striving to reduce all others. Remember, "Runway Safety Is No Accident, It's Everyone's Responsibility!"

Sincerely,



Anna B. Cohen



Federal Aviation Administration

Runway Safety Bulletin No. 23

March 6, 2009

TO: All Towered Airports
FROM: Regional Runway Safety Program Manager
Southern Region

RUNWAY INCURSION TOOLBOX UPDATES

Reducing the risk of runway incursions is one of the FAA's top priorities. The number of serious runway incursions—Category A and B—dropped by more than 63 percent from fiscal year 2000 through fiscal year 2008. In the first quarter of fiscal year 2009, there were no serious runway incursions. That is an all-time low for a three month period. All categories of runway incursions were down slightly for the first quarter of fiscal year 2009 versus the same period in fiscal year 2008 — 293 in 2009 compared to 297 in 2008.

With the change in definition, vehicle/pedestrian deviations increased significantly during fiscal year 2008, both national and regional. Although airports have continued their efforts to reduce and prevent runway incursions through continuous training and familiarization, through updating national publications of the airport diagram, and local distribution of safety information, etc., the number continues to rise.

As a reminder, the FAA adopted the ICAO definition of a runway incursion, which was effective 10/1/2007, and reads: “ **Any occurrence at an aerodrome involving the incorrect presence of an aircraft, vehicle, or person on the protected area of a surface designated for the landing and take-off of aircraft.**”

In December 2007, a “Runway Incursion Toolbox” packet was sent to all towered airports in Southern Region, followed by Runway Safety Bulletin #22 with a request for users to share the toolbox contents. We also recommended that you encourage users to start building their own “Runway Incursion Toolbox”. We have enclosed additional runway safety material and training aids for your toolbox.

The following chart is an equivalent comparison of the National statistics for FY08 and FY09 for the period to date. Please share with all of your airport employees and tenants, and stress the importance of runway safety awareness to prevent a further rise in Runway Incursions.

FAA National V/PD Summary			
REGION		FY2009 year to date thru 3/6	FY2008 year to date thru 3/6
AAL		1	3
ACE		4	1
AEA		9	4
AGL		17	12
ANE		0	4
ANM		7	11
ASO		15	16
ASW		11	13
AWP		15	20
TOTAL		79	84

Many incidents could have been prevented. Some of the causes are listed below.

- Entry on the AOA by unauthorized vehicles/pedestrians
- Authorized personnel failed to communicate with ATC
- Airport personnel readback “hold short” but still entered the runway
- Maintenance taxi readback “hold short” but still entered the runway

Please add this Safety Bulletin and the toolbox material update to your original “toolbox” and share with your airport employees and tenants. Everyone on the airport has a responsibility to take the prevention of runway incursions seriously. Airport employees and tenants need to take time to think, look, listen, ask, and think again. Avoid distractions.

Please remember, “**Runway Safety Is No Accident, It's Everyone's Responsibility**”. Let's fix any problems before they get to the runway!

If you have any questions, comments or recommendations to reduce these incidents, please feel free to call us at (404) 305-5593, or e-mail us at 9-ASO-Runway-Safety@faa.gov.

Sincerely,



Federal Aviation Administration

Runway Safety Bulletin No. 24

September 21, 2009

TO: All ATCTs

FROM: Regional Runway Safety Program Office
Southern Region

NOTICE TO AIR TRAFFIC CONTROLLERS

There is an outlet for you to be involved in educating the customers on the other side of the microphone about the intricacies of the ATC environment. And if you are also a pilot or aviation maintenance technician you are doubly valuable to the community.

The FAA Safety Team (FAASTeam) is the educational arm of the Flight Standards Service. This team is made up of a FAASTeam Manager—a full-time employee of the FAA—and numerous volunteers—known as FAASTeam Reps and Service Providers—from all walks of the aviation industry. The FAASTeam draws upon the wealth of expertise within the industry to conduct training events with pilots and mechanics who believe that ongoing education is essential for promoting safety as well as keeping up with the ever-present changes within the NAS.

There are a few ATC facilities where controllers now serve as FAASTeam Service Providers. But there are still many locations—ARTCCs, ATCTs and FCTs—that are missing out on this opportunity to reach their local customers with the “scoop” on what makes their operation run more smoothly as educated users move through their airports and airspace. This interaction with pilots also serves as a great educational tool for the controller who may not have ever had the exposure to the cockpit environment.

Becoming a designated Service Provider is a simple process. Visit the FAASTeam website at faasafety.gov. Explore the services that the FAASTeam provides. If you would like to be a part of the team, go to the “about the FAASTeam” link. There you will find an additional link: “Join the FAASTeam”. Here you can fill out the brief application. There is a link to send your application to the appropriate FAASTeam Manager. Once the application is endorsed, you’re in! You will have the opportunity to get involved in numerous different activities, subject to your interests and expertise. You have nothing to lose and everything to gain in spreading the runway safety message to aviation users.

There is nothing that can adequately substitute for actual “face-to-face” interaction with the customer. The stories of satisfaction and smooth sailing are abundant. So consider exploring the website. If at this time, you are unable to participate as a FAASTeam SP, you can still register to receive regular e-mailings of local aviation events of interest and education. Best of all, there are no fees

Sincerely,

A handwritten signature in cursive script that reads "Anna B. Cohen".

Anna B. Cohen, Manager



Federal Aviation Administration

Runway Safety Bulletin No. 25

October 1, 2009

TO: All Towered Airports
All ATCTs
FROM: Regional Runway Safety Program Manager
Southern Region

HOTSPOTS on FAA Airport Diagrams

In order to provide increased situational awareness and decrease the risk of collision or runway incursions on airport movement areas, we need to emphasize troublesome and/or complex locations at your airport on the Airport Diagram. These locations, "HOT SPOTS", will alert pilots and other users to locations where surface errors have occurred and/or where a surface error is likely to occur.

One of our objectives for 2010 is to get Hot Spot locations published on airport diagrams, as necessary, for all ASO airports, but specifically those with 5 or more runway incursions. A list of those airports is attached. In order to help with this objective, the National Aeronautical Charting Group (NACG) will depict HOT SPOTS on NACG Airport Diagrams. The airport diagrams in the Terminal Procedures Publications and the Airport/Facility Directory will include the HOT SPOT symbol with a specific Hot Spot identifier "HOT1", HOT2, etc. Additional hot spot information consisting of definition, location and a brief description will be included in the back section of the Airport Facility Directory.

We ask that you submit your airport's Hot Spot information to the Regional Runway Safety Program Office on an updated airport diagram, preferably in jpg, ppt, pdf, or doc format. If you are unable to use those programs, a handwritten marked up copy is acceptable. Additionally, photo(s) of the hot spot areas are highly encouraged to also be included with the diagram. An example of an airport's Hot Spot is attached for your information. Tower representatives should consult with airport management for concurrence before identifying and submitting Hot Spot locations on the airport diagram. Upon concurrence, please forward your document to our regional runway safety program office and we will work with the Aeronautical Charting Office to get it published.

Please email to: 9-ASO-Runway-Safety@faa.gov, or to anna.cohen@faa.gov. You may also mail to: Anna B. Cohen, Manager, Regional Runway Safety Program Office, P.O. Box 20636, Atlanta, GA 30320.

If you have any questions, please call us at (404) 305-5593.

Sincerely,

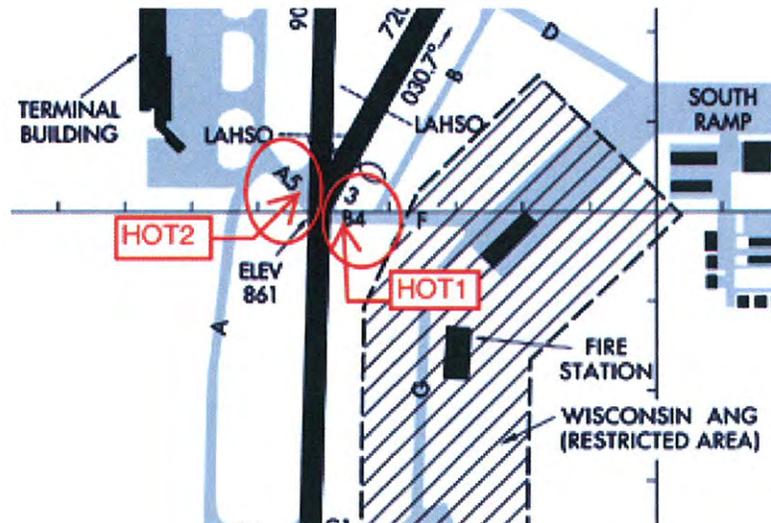
A handwritten signature in cursive script that reads "Anna B. Cohen".

Anna B. Cohen

Enclosures (2)

Madison/Dane County Truax Field (MSN)

Hot Spots



HOT1 The Twy B4 hold short position is for **both** Rwy 18/36 and Rwy 3/21. Aircraft on Taxiway B4 departing on Rwy 3 have a greater than 90 degree right turn onto the runway.



Runway ends are closely aligned. Verify correct runway and compass heading prior to departure!

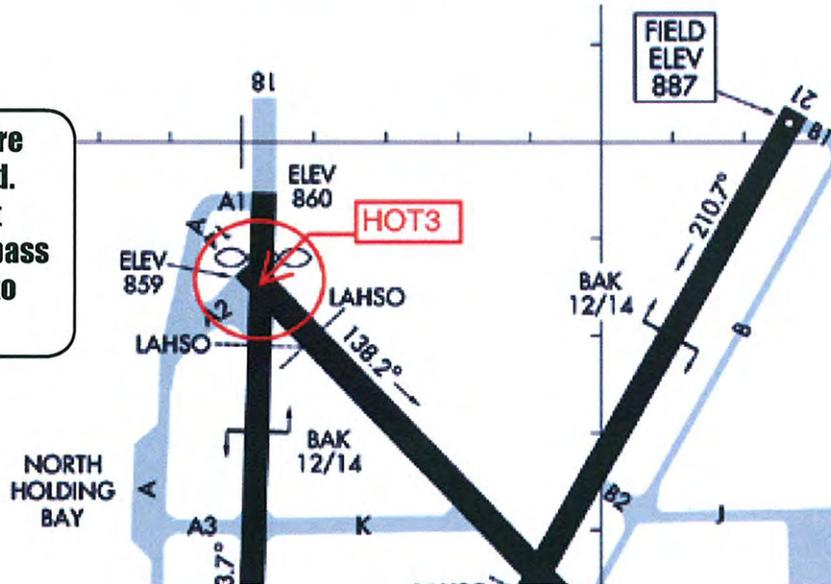
HOT2 Exercise caution as the Twy A5 hold short position is for **both** Rwy 18/36 and Rwy 3/21. Aircraft on Twy A5 departing on Rwy 36 have a greater than 90 degree left turn onto the runway.



Madison/Dane County Truax Field (MSN)

Hot Spots

Runway ends are closely aligned. Verify correct runway and compass heading prior to departure!



HOT3 Caution – Twy A2 is a hold short point for **both** Rwy 14 and Rwy 18. When departing Rwy 18 or Rwy 14 verify proper runway alignment prior to takeoff. Aircraft departing Rwy 18 at Twy A2 have a greater than 90 degree right turn onto the runway. Rwy 32 arrivals rolling out full length be prepared to hold short of Rwy 18/36 on Rwy 32.





Federal Aviation Administration

Runway Safety Bulletin No. 26

October 21, 2009

TO: All Towered Airports
ATCT Facilities

FROM: Regional Runway Safety Program Manager
Southern Region

ASO Regional Runway Safety Annual Report – FY09

Runway Incursions (RIs), overall, are down slightly for fiscal year 2009 as compared to fiscal year 2008. This decrease is attributed to heightened awareness, increased education and familiarization of surface safety enhancements, infrastructures and new technology.

FY09 and FY08 Comparison of Regions' Runway Incursions

FY 2009				
REGION	OE/D	PD	VPD	TOTAL
AAL	3	19	12	34
ACE	2	11	6	19
AEA	23	48	21	92
AGL	27	82	40	149
ANE	5	16	4	25
ANM	10	71	19	100
ASO	29	106	33**	168
ASW	25	74	28	127
AWP	29	172	36	237
TOTAL	153	599	1	951

FY 2008				
REGION	OE/D	PD	VPD	TOTAL
AAL		19	14	33
ACE		25	4	29
AEA	31	53	22	106
AGL	30	95	35	160
ANE	5	37	8	50
ANM	10	66	20	96
ASO	33	128	31	192
ASW	22	67	30	119
AWP	33	147	44	224
TOTAL	146	637	208	1009

**** 6 of the 33 VPDs were caused by Certificated Maintenance Technicians and investigated by Flight Standards. These 6 RIs did not count against the Airports total, but fall under Flight Standards**

Nationally – 6% decrease in the total number of RIs for FY09 from FY08

Southern Region (ASO) - 13% decrease in overall RI totals for the same period

12% decrease in OE/D

17% decrease in PDs

6% increase in VPDs

FY09 Vs FY08 Comparison of Regions' Runway Incursion Categories

Runway Incursions Severity Ranking

National Goal FY09 A+B = 0.472 rate

REG	A	B	C	D	E	TOTAL
AAL			10	24		34
ACE			2	17		19
AEA			36	56		92
AGL	1		55	93		149
ANE			12	13		25
ANM	1	1	38	60		100
ASO	5	1	65	96	1	168
ASW		1	46	80		127
AWP	2		79	156		237
TOTAL	9	3	343	595	1	951

Runway Incursions Severity Ranking

National Goal FY08 A+B = 0.509 rate

REG	A	B	C	D	TOT
AAL			4	29	33
ACE			8	21	29
AEA	2	5	46	53	106
AGL	2	2	64	92	160
ANE			17	33	50
ANM			40	56	96
ASO	3	2	76	111	192
ASW	1		47	71	119
AWP	4	4	89	127	224
TOT	12	13	391	593	1009

Runway Incursion Severity Classification

Category	Description
A	A serious incident in which a collision was narrowly avoided
B	Separation decreases, and there's significant potential for collision; critical corrective/evasive actions taken
C	Incident characterized by ample time and/or distance to avoid a collision
D	An incident that meets the definition of a runway incursion
E	An incident in which insufficient or conflicting evidence of the event precludes assigning another category

ASO FY09 and FY08 Comparison of RI Categories

RI Category/Type - FY09

CAT	OE	PD	VPD	TTL
*A	2	3		5
*B		1		1
C	18	34	13	65
D	9	68	19	96
TTL	29	106	33	168

RI Category/Type - FY08

CAT	OE	PD	VPD	TTL
*A		3		3
*B	1	1		2
C	28	39	9	76
D	4	85	22	111
TTL	33	128	31	192

***20% increase in category A/B RI totals for FY08 vs FY07.**

If you have questions, comments or recommendations on how to further prevent A/B RIs and strive to reduce all others, please call us at (404) 305-5593, or e-mail us at 9-ASO-Runway-Safety@faa.gov.



Anna B. Cohen



Federal Aviation Administration

Runway Safety Bulletin No. 27

December 21, 2009

TO: All FAA and Federal Contract ATCT Facilities

FROM: Regional Runway Safety Program Manager
Southern Region

A Manager's Guide - Local Runway Safety Action Team Meetings

The new Runway Safety Order will require terminal facility managers to conduct a Runway Safety Action Team (RSAT) meeting every 12 months and provide documentation of the meetings to the Regional Runway Safety Program Manager (RRSPM) or designee. The Order is still in draft form at this time but will be coming out soon. This change to have annual meetings stresses the importance of getting the airport community together for surface safety briefings and updates. The long-term goal is to improve runway safety by preventing and/or decreasing the number and severity of runway incidents. Having a meeting once every 12 months to update the Runway Safety Action Plan will help us achieve this long-term goal.

The objective of the local RSAT is to enlist airport owners, operators, tenants and customers as partners in the mission of achieving an effective safety culture. To assist Air Traffic Managers in preparing for and conducting RSATs, the Regional Runway Safety Program Office (RRSPO) has developed the attached local runway safety action team meeting guide. The guide also includes a sample agenda and a template for developing the facility's action plan.

Facilities are asked to notify the RRSPO, a minimum of 30 -45 days prior to scheduling, with the dates and times of the RSAT. If schedules permit and when invited, a runway safety subject matter expert may be available to participate, provide local, regional and national perspectives, statistics and good operating tips.

Please review the dates of your last RSAT, regional or local, so that you have ample time to coordinate with your airport operators in planning the RSAT for 2010.

If you have any questions regarding this guide, feel free to call us at **(404) 305-5593**, or e-mail us at 9-ASO-Runway-Safety@faa.gov.

Sincerely,

A handwritten signature in cursive script that reads "Anna B. Cohen".

Anna B. Cohen

RUNWAY SAFETY ACTION TEAM MEETING

A Manager's Guide

30 days in advance of the required meeting:

- The ATCT Manager coordinates with the Airport Director/Manager to agree on a mutually acceptable date for the Runway Safety Action Team meeting. Per Order 7050.1, **RUNWAY SAFETY PROGRAM**, as a minimum, the meeting must have a representative from Air Traffic and the airport operator.
- Arrange for the time and location for the meeting. Even at the largest airports, local RSAT's seldom last more than 3 hours.
- Determine which office will circulate the invitations to the other airport tenants. The suggested guest list includes airlines, fixed base operators, pilots, labor organizations, local Tech Ops office, ADO, FSDO. At many locations, the airport operator has an electronic listing of all tenants and can readily perform the notification task.
- If resources such as educational handouts or airport statistics are desired, notify the District Manager or Regional Runway Safety Program Office (RRSPO) at 404-305-5593 for assistance.
- A member of the Regional Program office may be available to attend your meeting. If you are interested having a member of the Regional team attend, a request should be made 45-days in advance of your planned meeting.

15 days in advance of the required meeting:

- The ATCT Manager assures that all invitations have been circulated.
- Confirm that materials requested of the District or RRSPO are on hand.
- Since Air Traffic serves as the moderator of the meeting, the Manager should assure that an additional person from Air Traffic serves as the recorder of the minutes of the meeting.
- Prepare the agenda for the meeting. A sample is provided as Attachment A.

Conducting the RSAT meeting:

- Start on time regardless of the attendance.
- Welcome those in attendance. If seldom seen guests are present, self-introductions would be appropriate.
- As the agenda indicates, set the purpose of the meeting as a singular focus: sustaining and improving surface safety. All should be informed that their contributions to the meeting, however small, are highly encouraged.
- It would be most appropriate to then permit the representative from the airport to add their opening remarks and to either highlight or detail their ongoing or upcoming activities.

- Air Traffic should then offer their conclusions of what is contributing to the safety of the overall airport traffic flow as well as a brief history of any recent surface incidents. Thereafter, offer suggestions about anything that needs to be considered by the operator, tenants or flying customers for future implementation to improve surface safety.
- Finally, all guests are usually afforded an opportunity to voice their concerns and suggestions.

All of the above comments thus far could be summarized in the minutes as Proceedings, Concerns and Issues. The next phase of the meeting would be captured as Conclusion and/or Action Items. This heading will be dictated by the results of your next transition. Invite all parties to recall the concerns or ideas generated during the open discussion. Was anything mentioned that is widely acknowledged as a worthwhile pursuit for implementation? If so, this should be recorded as an Action Item. The individual or office that has the authority to implement the Action Item should be listed as the party who will take responsibility for its completion or implementation. A date for completing the task should be recorded. Dates are subject to revision as the responsible individual or office encounters obstacles that were unforeseen during this meeting. An example of an Action Item is included in the Action Plan included as Attachment B.

If no Action Items surface, the minutes of the RSAT will simply end with any final thoughts or comments and recorded as the Conclusion.

After the RSAT meeting:

- A draft Runway Safety Action Plan should be drawn up by the ATCT. The draft should be circulated among all guests that have been identified as the individual or office responsible for a particular Action Item.
- Once all such parties agree that the Action Plan is accurate, the Draft must be forwarded to the RRSPO c/o Anna.Cohen@faa.gov for final approval. The time interval between the date of the RSAT and forwarding the draft to the RRSPO should not exceed 45 days.
- The facility manager will be notified when the Plan is accepted.

A note about Action Items:

As stated in the Runway Safety Program Order, action items should fall within the authority of the local or regional authority. Action items enlisting the assistance or approval of authorities higher than those present at the RSAT meeting will not become a part of the Action Plan until approval is obtained from the appropriate level.

ATTACHMENT A

**ANYWHERE, USA AIRPORT
RUNWAY SAFETY ACTION TEAM MEETING
AGENDA**

October 1, 2005

9:00—9:15	Opening Statements and Introductions	Airport/Air Traffic
9:15—9:45	Airport Update/Concerns	Airport Manager
9:45—10:00	Incident/Incursion Review	ATCT
10:00—10:30	Tenant/User Comments	ALL
10:30—10:45	Break	
10:45—11:15	Development of Action Plan	ALL
11:15—11:30	Wrap-Up and Adjournment	

ATTACHMENT B

RUNWAY SAFETY ACTION PLAN
(ANYWHERE REGIONAL) AIRPORT
(TODAY'S DATE)

Participants: On *(date of the meeting)*, the Runway Safety Action Team meeting was held at *(location)*. The members present were:

(List the name, organization, phone number and e-mail address if available. In larger groups this is usually listed as "See Attachment 1".)

Overview: *(List here either the agenda OR the intended objective of this RSAT meeting.)*

Proceedings, Concerns and Issues: *(This section is where the minutes of the meeting are generally captured. All pertinent topics of discussion that surfaced should be summarized here. Many of these topics may result in an Action Item to be captured in the final portion of the plan below.)*

Action Items:

Action Item I. *(Each Action Item should list the RSAT member responsible for overseeing that this Action Item is begun and completed. The date of commencement and/or expected completion should also be included.)*

Action Item II. *(A sample Action Item)* The Airport Manager will initiate a project to remove the trees that currently block the control tower's line of sight to the South end of the Runway 16 run-up pad. **(Airport Authority: Completion by April 22, 2006)**

This Action Plan will remain valid for 12 months after the above date unless replaced beforehand. This Action Plan was forwarded to the Southern Region Runway Safety Program Office, AJS-4SO, on *(date of action)*.

(Note: An electronic copy via e-mail is the preferred method of forwarding your Action Plan to the Region. But if your facility is not equipped with this capability, US Mail or fax is acceptable. The fax number is 404-305-5550. The mailing address is P.O. Box 20636 Atlanta, Georgia 30320. ATTN: AJS-4SO)



Federal Aviation Administration

Runway Safety Bulletin No. 28

January 11, 2010

TO: All Towered Airports
All FAA and FCT ATCTs

FROM: Regional Runway Safety Program Manager
Southern Region

Closing Active Runways to Increase Safe Operations

In today's fast paced operational environment, airport personnel and air traffic controllers face the daunting challenge of meeting capacity demands while optimizing safety. As a result, any safety deficiency that reduces runway capacity must be resolved quickly and in a positive manner.

The FAA's Office of Safety and Standards has been made aware of instances where some airports have failed to take immediate and/or positive action following a flight crew's report of bird activity or Foreign Object Debris (FOD) on or near the runway. In one scenario, operations on an active runway continued for several minutes following a report of loose aggregate material (of a size that posed a threat to aircraft operations) on the runway. Stressful situations have added fuel to this debate by fostering opportunities where a controller or pilot reports FOD but operations are continued until someone arrives to clear the debris from the runway. While the temptation to continue operations on a contaminated surface may be strong, particularly during periods of increased traffic movement, airports should never lose sight of our primary goal, "Safety of Flight" particularly during period of increased traffic movement.

In an effort to avoid damage to aircraft, airports are reminded of their obligation to maintain safe movement operating areas throughout their facilities. This should include procedures for immediate runway closures to eliminate an unsafe condition and/or activity. While the FAA recognizes that not all types of situations will necessitate an immediate runway closure, quick and decisive action should be taken, as appropriate, to assess the threat posed. Failure to take corrective action(s) could result in costly aircraft damage or even a loss of life.

The FAA recommends that airports work closely with their ATC facilities in establishing procedures for emergency type runway closures (FOD threat assessment, pavement area assessments and repairs, wildlife activity) and procedures to reopen the runway.

It's a new year and we know that you share our concern for runway safety. Please make sure to coordinate and review runway closures/openings and emergency procedures with your airport community.

Sincerely,

A handwritten signature in cursive script that reads "Anna B. Cohen".

Anna B. Cohen



Federal Aviation Administration

Runway Safety Bulletin No. 29

January 25, 2010

TO: All Towered Airports
All FAA and FCT ATCTs

FROM: Regional Runway Safety Program Manager
Southern Region

Vehicles and Snow Removal Operations

Happy New Year! Along with the new year comes winter weather activities. Your airport may experience increased vehicle operations because of snow removal. In addition, some airports may use an outside company to remove snow, a company that may not be familiar with airport vehicle operations. We do see an increase in vehicle incidents involving snow removal equipment and that's why we're asking you to take time and review the following vehicle operating tips with your staff as soon as possible.

- Know and obey all airport rules and regulations pertaining to vehicle operations
- Always be aware of the presence of aircraft and/or other vehicles
- Always yield the right-of-way to emergency vehicles and aircraft
- Make vehicle operations' training a part of your annual snow plan review
- Never proceed onto a runway without ATC approval
- Look in both directions on the runway surface and in the approaches before entering the runway. This is a good practice even when approved to enter or cross the runway by ATC. Be aware of non-standard approach paths, particularly for helicopters
- Turn on vehicle lights and beacon, especially on overcast days or during inclement weather
- Move in an expeditious manner across the runway when crossing
- Operate on an active runway in direction opposite to the air traffic flow, whenever possible
- Listen to other radio transmissions, and be aware of what's going on around you
- Read back instructions to ATC for confirmation before acting
- Don't hesitate to ask the controller for clarification or progressive instructions
- Make sure everyone who drives on the movement area knows what to do if they have radio or transmission problems
- When in doubt, stop and verify the action you are about to take

In addition to vehicle operating procedures during inclement weather, the airport should do everything possible to keep signs and marking clear of snow. Be careful of snow banks at intersections because they can impair visibility. Always insure that NOTAMs are current, clear and understandable.

Be Careful Out There, the weather may be frightful!

Sincerely,

A handwritten signature in cursive script that reads "Anna B. Cohen".

Anna B. Cohen





Federal Aviation Administration

Runway Safety Bulletin No. 30

March 17, 2010

TO: All Towered Airports
All FAA and FCT ATCTs

FROM: Regional Runway Safety Program Manager
Southern Region

Airport Hotspots

A “hot spot” is a runway safety related problem area or intersection on an airport. The ICAO definition is **“A location on an aerodrome movement area with a history or potential risk of collision or runway incursion, and where heightened attention by pilots and drivers is necessary.”**

Potential surface incidents, particularly runway incursions (RIs), may be prevented and/or reduced by identifying airports’ hot spots and in assisting airport users to plan for the safest possible path of movement in and around the airport. Pilots’ review and familiarity of an airport’s Hot Spots add another layer of safety to their pre/post flight preparations. Proper planning helps reduce confusion and pilot errors by eliminating last-minute questions and by becoming familiar with known problem areas.

You can now find a list of Airport Diagrams depicting hot spot locations on the FAA website. Take this opportunity to review the site:

http://www.faa.gov/airports/runway_safety/hotspots/hotspots_list/

Note: There is an underscore between runway_safety and between hotspots_list

Please take notice of the word (kneeboard) to the right of the airports’ three letter identifiers. We are publishing kneeboard charts of hot spot locations to further explain and emphasize specific and troublesome areas on the airfield. Pilots can use these kneeboards in their flight planning and while in the cockpit.

We are printing 15 kneeboard charts of our top RI airports that had 5+ RIs, using FY2009 statistics, October 2008 – September 2009. All Airports are encouraged to submit hot spot photos and descriptions for publishing and downloading off of the FAA Website.

Sincerely,

A handwritten signature in cursive script that reads "Anna B. Cohen".

Anna B. Cohen



Federal Aviation Administration

Runway Safety Bulletin No. 31

May 21, 2010

TO: All Towered Airports
All FAA and FCT ATCTs
All State Aviation Directors

FROM: Regional Runway Safety Program Manager
Southern Region

Runway Safety- Summer Initiative

We are excited to introduce FAA's Office of Runway Safety's new spring initiative to help reduce runway incursions and enhance surface safety. The new safety initiative will target approximately 30 airports around the nine FAA Regions. There are four airports in Southern Region and they are Nashville Int'l (BNA), Dekalb-Peachtree (PDK), Orlando Executive (ORL), and Orlando-Sanford Int'l (SFB) Airports.

The campaign slogan is "If You Cross the Line, You've Crossed the Line!" The program is designed to increase awareness among pilots and airport vehicle operators on the effects of crossing the hold line without clearance. It also highlights the dangers of crossing the line in a less literal sense, and urges pilots to be especially vigilant of taxi instructions and airport signage. Our mission for this summer initiative is to share important runway safety information for surface safety awareness and human factors to airman.

We are planning some specific activities at our designated airports such as sponsoring a Safety Day Extravaganza with games and prizes for the aviation community. Even if your airport isn't identified specifically as a "summer initiative" airport, consider the feasibility of developing your own initiative, such as a **Safety Fun Day**. We welcome any suggestions and/or initiatives that you may want us to consider. Additionally, we encourage "outside the box thinking" to ensure that runway safety remains a top priority among the aviation community. The Southern Region's Runway Safety Office will support and/or assist you with this activity; schedules permitting.

Attached is a poster, which depicts our campaign slogan for you to use as a tool and/or guide in developing other posters and safety initiatives. Please contact us at (404) 305-5593 for additional information or clarification.

Thank you for being our Runway Safety partner.

Sincerely,

A handwritten signature in blue ink that reads "Anna B. Cohen".

Anna B. Cohen



Federal Aviation Administration

Runway Safety Bulletin No. 32

June 4, 2010

TO: All Towered Airports
All State Aviation Directors

FROM: Regional Runway Safety Program Manager
Southern Region

Air Traffic Change in Runway Crossing Procedures

The FAA Air Traffic Organization has issued a Notice concerning a change in Taxi and Ground Movement Operations. This change establishes the requirement that an explicit runway crossing clearance be issued for each runway crossing, **even if the runway is closed or inactive**. This new requirement does not apply to a closed taxiway entering a closed portion of a runway that is barricaded and marked as closed. For example, construction personnel would not be required to request Air Traffic Control (ATC) clearance when entering the construction portion of a runway from a closed taxiway or construction road.

Taxi instructions to cross multiple runways must not be issued. **An aircraft/vehicle must have crossed the previous runway before another runway crossing may be issued.** An exception to this rule may be approved by the Terminal Services Director of Operations under certain conditions, which are:

- At those airports where taxi routes between runway centerlines are less than 1000 feet, the Air Traffic Manager may request approval to authorize multiple runway crossings.
- If approved, this authorization only applies to the particular locations identified, where the taxi route between the runway centerlines is less than 1000 feet.
- Facility directive must include a diagram that depicts all of the intersections where multiple runway crossings are authorized.

The FAA issued this new policy as a runway incursion prevention measure to prevent runway incursions that occurred when pilots and vehicle operators were confused about a runway being open or closed. ASO Runway Safety Program Office recommends that airports coordinate this new policy with the local ATCT and the appropriate FAA Offices, as necessary.

During runway construction projects, the practice of covering holding position signs for closed runways will no longer be valid after June 30, 2010. Open taxiways crossing closed runways will need to have a visible holding position sign and it must be illuminated at night. If the holding position signs are on the runway circuit, alternate power supply to the holding position signs may be necessary during the construction project. All runway construction projects should be inspected to ensure that holding position signs are visible and lighted where aircraft are crossing on closed runways.



Sincerely,

Anna B. Cohen

Anna B. Cohen

Cc: All FAA and FCT ATCTs



Federal Aviation Administration

Runway Safety Bulletin No. 33

November 12, 2010

TO: All Airport Operators at Towered Airports
cc: ATCT Facilities

FROM: Regional Runway Safety Program Manager
Southern Region

SUBJECT: **Runway Safety Alert – Vehicle Pedestrian Deviations on the Rise**

The Federal Aviation Administration (FAA) continues to be concerned about the rise in runway incursions (RIs), as they present a clear danger to the users of our airports. Vehicle/Pedestrian Deviations (V/PPDs) that have resulted in runway incursions have almost doubled this fiscal year to date versus equivalent period of FY2010:

Airports in Southern Region:

FY-2010 (October 1, 2009 – November 5, 2009): 1
FY-2011 (October 1, 2010 – November 5, 2010): 5

Airports Nation Wide:

FY-2010 (October 1, 2009 – November 5, 2009): 11
FY-2011 (October 1, 2010 – November 5, 2010): 20

NOTE: FY-2010 was a very good year in decreasing not only the V/PPD national totals of 180 as compared to 199 in FY2009, but also ASO totals of 21 in FY2010 versus 33 in FY2009. All of the airports are commended for a job well done, and we encourage your continued diligence.

V/PPDs have three primary casual factors that may contribute to or result in a RI:

1. ground vehicle operator/controller communications/miscommunications
2. lack of airport familiarity, and
3. loss of situational awareness/pre-occupation

The following is a short description of the latest occurrences in FY2011:

- A vendor truck crossed the approach end of the runway without clearance after leaving a tenant location.
- A construction vehicle working on a runway left the runway and proceeded on an active runway.
- A construction vehicle laying sod infringed on the runway safety area without authorization. When Airport Operations was alerted, they went to the site and parked their vehicle on top of the runway hold position marking even though the runway was open.
- Airport Operations was escorting construction vehicles across an active runway. One was left behind. Approximately 10 minutes later, the construction vehicle that was left behind crossed the runway without authorization and without being escorted.
- An FAA Maintenance vehicle proceeded on the movement area without authorization.

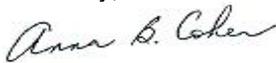
Our Southern Region airports are being notified of this information in the hopes that you will revisit your ground vehicle operations procedures and advise staff and tenants to be more diligent while on the airport movement areas.

- Consider hosting a “Safety Standown Day” or conduct an “Airport Surface Safety Showdown” meeting with staff and tenants
- Tenants should be aware that they are responsible for anyone who goes onto the movement area through their gate. Schedule a meeting or visit each tenant to review the airport rules
- Review ground vehicle operation procedures with the airport staff
- Review construction and runway closure procedures with the airport staff and coordinate with ATCT
- Review runway safety area procedures with your staff
- Review mowing and runway sweeper procedures and coordinate with ATCT
- Do you contract out snow removal? If so, start preparing to coordinate and implement snow removal procedures
- Does the airport staff monitor vehicle operations? If no, why not?
- Do you provide ground vehicle training? If no, why not?
- Meet with the FAA Tech Ops manager responsible for your area to improve communications between them and the airport staff. Have the FAA technicians received recurrent FAA drivers’ training from their organization and specific airport drivers’ training from your staff? If not, you may want to consider having them go through the airport training program

Advisory Circular (AC) 150/5210-20, “Ground Vehicle Operations on Airports” provides some “best practices” for vehicular operations on airports and can be downloaded from the FAA internet website at: http://www.faa.gov/airports/resources/advisory_circulars/. The AC provides guidance on establishing a driver-training program both for the movement area as well as the nonmovement area of the airport. Additionally, it encourages airport operators to establish rules and regulations for individuals driving on the airfield and contains a model regulation that can be modified to fit most types of airports.

We appreciate your support in improving the operational safety of your airport. If there is anything we can do or provide to assist you, call Linda Berkowitz at (404) 305-5606.

Sincerely,



Anna B. Cohen

cc:
ASO-600
ATL-ADO, ORL-ADO, JAN-ADO, MEM-ADO
ATO District Managers
ATO Senior Advisor, AJW-E
ATO Executive and Technical Representative for Terminal, AJT-E



Federal Aviation Administration

Runway Safety Bulletin No. 34

November 10, 2010

TO: All Towered Airports
All ATCT Facilities

FROM: Regional Runway Safety Program Manager
Southern Region

ASO Regional Runway Safety Annual Report – FY10

Runway Incursion – “Any occurrences at an aerodrome involving the incorrect presence of an aircraft, vehicle, or person on the protected area of a surface designated for the landing and takeoff of aircraft”.

FY10 and FY09 Comparison of Regions’ Runway Incursions

FY 2010				
REGION	OE/D	PD	VPD	TOTAL
AAL	4	22	12	38
ACE	3	28	10	41
AEA	19	38	20	77
AGL	27	81	31	139
ANE	8	21	3	32
ANM	17	71	13	101
ASO	34	118	21	173
ASW	26	91	26	143
AWP	18	160	44	222
TOTAL	156	630	180	966

FY 2009				
REGION	OE/D	PD	VPD	TOTAL
AAL	3	19	12	34
ACE	2	11	6	19
AEA	23	48	21	92
AGL	27	82	40	149
ANE	5	16	4	25
ANM	10	71	19	100
ASO	29	106	33**	168
ASW	25	74	28	127
AWP	29	172	36	237
TOTAL	153	599	1	951

**** 6 of the 33 VPDs were caused by Certificated Maintenance Technicians and investigated by Flight Standards. These 6 RIs did not count against the Airports total, but fall under Flight Standards**

Nationally – A 1.6% increase in the total number of RIs for FY10 from FY09

Southern Region (ASO) - 3% Increase in overall RI totals for the same period

**17% Increase in Operational Errors/Deviations
11% Increase in Pilot Deviations
36% Decrease in Vehicle Pedestrian Deviations**

FY10 Vs FY09 Comparison of Regions' Runway Incursion Categories

Runway Incursions Severity Ranking

National Goal FY10 A+B = 0.450 rate

REG	A	B	C	D	E	TOTAL
AAL			12	26		38
ACE	1		13	27		41
AEA			31	46		77
AGL			47	92		139
ANE			13	19		32
ANM			41	60		101
ASO	1		80	90		171**
ASW	1		50	92		143
AWP	1	2	96	122		221**
TOTAL	4	2	383	574		963

Runway Incursions Severity Ranking

National Goal FY09 A+B = 0.472 rate

REG	A	B	C	D	E	TOTAL
AAL			10	24		34
ACE			2	17		19
AEA			36	56		92
AGL	1		55	93		149
ANE			12	13		25
ANM	1	1	38	60		100
ASO	5	1	65	96	1	168
ASW		1	46	80		127
AWP	2		79	156		237
TOTAL	9	3	343	595	1	951

**There are 3 pilot deviations pending classifications - ASO has 2 and AWP has 1. These are still under review for additional information and pilot statements.

Runway Incursion Severity Classification

Category	Description
A	A serious incident in which a collision was narrowly avoided
B	Separation decreases, and there's significant potential for collision; critical corrective/evasive actions taken
C	Incident characterized by ample time and/or distance to avoid a collision
D	An incident that meets the definition of a runway incursion
E	An incident in which insufficient or conflicting evidence of the event precludes assigning another category

ASO FY10 and FY09 Comparison of RI Categories

RI Category/Type – FY10

CAT	OE	PD	VPD	TTL
*A		1		1
*B				0
C	29	41	10	80
D	5	74	11	90
TTL	34	116	21	171**

RI Category/Type - FY09

CAT	OE	PD	VPD	TTL
*A	2	3		5
*B		1		1
C	18	34	13	65
D	9	68	19	96
TTL	29	106	33	168

There are 2 PDs under review and pending classification

***83% decrease in category A/B RI totals for FY10 vs FY09.**

If you have questions, comments or recommendations on how to further prevent A/B RIs and strive to reduce all others, please call us at (404) 305-5593, or e-mail us at 9-ASO-Runway-Safety@faa.gov.



Anna B. Cohen



Federal Aviation Administration

Runway Safety Bulletin No. 35

February 28, 2011

TO: All Towered Airports
All ATCT Facilities

FROM: Regional Runway Safety Program Manager
Southern Region



The Southern Region Runway Safety Program Office will be moving from the Regional Office in Atlanta to the Campus Building next door. Unfortunately our telephone numbers will be changing on March 3, 2011. Below are the new phone numbers:

Runway Safety Main Office: 404-305-7360
FAX: 404-305-7366

Anna Cohen, Manager	404-305-7362
Linda Berkowitz, Assistant Mgr	404-305-7364
Stephanie Carpenter	404-305-7361
Dan Cilli	404-305-7365
Bob Barton	404-305-7367
Larry Lambert	404-305-7368

Our current telephone numbers will stay in effect, but you will only hear a message about our new number. We will not be able to retrieve your messages. However, it will give you the new phone number, which will only be for a short time - so please take note of the new numbers above.

A handwritten signature in cursive script that reads "Anna B. Cohen".

Anna B. Cohen

cc:
ATO District Managers
ASO FSDOs
ASO State Aviation Directors



Federal Aviation Administration

Runway Safety Bulletin No. 36

April 8, 2011

TO: All Towered Airport Managers

FROM: Anna Cohen, Regional Runway Safety Program Manager
Southern Region

Safety Alert

Runway incursions are on the rise. In particular, we are addressing Vehicle Pedestrian Deviations in this alert. There have been 5 vehicle/pedestrian deviations recently. We urge you to speak with your employees and tenants as soon as possible and remind them to use **vigilance** while on the airfield. The following are some examples of types of incidents that have occurred recently.

1. A tug followed an air traffic controller's instructions that was not for the tug but for an aircraft
Be aware of ALL radio transmissions
2. An ARFF vehicle who didn't read back instructions
Always Read Back Instructions
3. A tug driver looking for a part that was blown onto the taxiway due to windy conditions did not communicate with controller
Don't assume anything, communicate with ATC
4. An unauthorized person accessing the airfield and walking on the approach end of a runway.
Make sure that tenants are aware of security and gate policies and that gates and fence lines are inspected every day.

Everyone Should: Stay Alert – Stay Focused
Listen to ALL Radio Transmissions
Follow Instructions and Be Extra Careful
If you are not sure what to do, ASK ATC to repeat instructions

This is a chart of the national statistics and as you can see all types of runway incursions are increased from the same time last year.

RI's year to date by Region FY 2011 versus equivalent period FY 2010 (YTD)

FY 2011						FY 2010					
REG	OE/D	PD	VPD	OTH	TOTAL	REG	OE/D	PD	VPD	OTH	TOTAL
AAL	1	4	7		12	AAL		9	6		15
ACE	4	8	3		15	ACE	2	8	6		16
AEA	17	20	9		46	AEA	8	20	8		36
AGL	20	26	17		63	AGL	6	24	13		43
ANE	1	8	2		11	ANE	5	9	3		17
ANM	4	23	5		32	ANM	10	27	5		42
ASO	21	62	14		97	ASO	12	63	10		85
ASW	6	53	13		72	ASW	6	44	11		61
AWP	16	98	20		134	AWP	10	80	23		113
TOTAL	90	302	90	0	482	TOTAL	59	284	85		428

cc: All ASO ATCTs



Federal Aviation
Administration

If You Cross the Line

You've Crossed the Line!

When you cross the line...

- ▶ *You've entered the area which protects landing and departing aircraft.*

You've crossed the line when...

- ▶ *You are on the runway without clearance to cross, take off, land, or position and hold.*
- ▶ *You don't follow an assigned taxi instruction or route.*
- ▶ *You jeopardize yourself, your passengers, your airplane.*

Stay focused. Follow instructions. Taxi carefully.

www.faa.gov/go/runwaysafety