

# Federal Aviation Administration Associate Administrator for Airports



Federal Aviation  
Administration

# AIRPORT CERTIFICATION MANUAL

Atlanta, Georgia  
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# ACM REQUIREMENT

- **1. 139.201 General requirements.**
- (a) No person may operate an airport subject to this part unless that person adopts and complies with an ACM, as required under this part, that—
  - (1) approved by the Administrator;
  - (2) Contains only items authorized by the Administrator;
  - (3) Printed form and signed by the certificate holder
  - (4) Form that is easy to revise and organized in a manner helpful to the preparation, review, and approval processes, including a revision log. In addition, each page or attachment must include the date of the Administrator's initial approval or approval of the latest revision.

- (b) Each holder of an Airport Operating Certificate must
  - (1) Keep its ACM current at all times;
  - (2) Maintain at least one complete and current copy of its approved ACM on the airport, must be available for inspection
  - (3) Furnish the applicable portions of the approved ACM to airport personnel responsible for its implementation.
- (c) Ensure that the Regional Airports Division Manager is provided a complete copy of its most current approved ACM



# Function and Form

- Bridges between Part 139 & the airport
- Comprehensive and direct
- Avoid excessive detail
- Allows flexibility



# Enforceability

- **Once approved, the ACM serves as an extension of Part 139 for the Airport Operator**



# Preparation of the ACM

- **Approval**
  - Airport approval
  - FAA approval
- **Format**
  - Page Layout
  - Assembly and Printing
    - 8 1/2x11
    - Single sided, black & white, (color)
    - Three-ring binder
  - Organization and content

# ACM Review and Revision

- **Section 301, Review of the ACM**
  - Identify who and when
  - Stagger the review
  - Establish a process
- **Section 302, Revision and Follow-up**
  - Revision log
  - Sign and marking plans
    - Approved before implementation
  - Approved Amendments dissemination

# Response Item

In each section, the ACM should answer the following questions:

1. Who is going to perform the tasks?
2. What do the tasks consist of?
3. How are the tasks to be performed?
4. When should the tasks occur?



# Contents of the ACM

- **Airport should consider following the order of Subpart D when organizing the contents of the ACM. Additional guidance on what should be included in each section can be found in the Checklist in Appendix 2 and 3 of the AC (150/5210-22)**



# Subpart D-Operations

- **301 -Records**
  - Describes system for maintaining records
  - Lists records to be kept
  - Identifies length of time records must be kept
- **303 –Personnel**
  - Chart or table for lines of succession
  - Personnel training

# Subpart D-Operations, cont.

- **305-Paved Areas**

- Information for maintaining these areas
- Reminder that work must be accomplished
- Description of movement areas
- Designation of areas removed by ATCT LOA

- **307-Unpaved Areas**

- Rarely appears except in Alaska
- Should be addressed for consistency

# Subpart D-Operations, cont.

- **309-Safety Areas**
  - Location and dimensions
  - Date dimensions were established
  - Procedures for maintenance
  - Maintenance procedures program plan for EMAS
  - Map or diagram

# Subpart D-Operations, cont.

- **311-Marking, Signs, and Lighting**
  - Information on complicated tasks
  - Color diagram of sign and marking system
  - Color-coded SMGCS diagram (Optional)
  - Contact for approach lighting maintenance
  - Shielding of airport lighting
  - Information on what constitutes an inoperative system



# Subpart D-Operations, cont.

- **313-Snow and Ice Control**
  - Not required for Class IV
  - Should be addressed for consistency
  - AC 150/5200-30
  - Procedures to notify air carriers of conditions
  - Preventing interference with NAVAIDs
  - Authority to initiate snow removal operations



# Subpart D-Operations, cont.

- **315-ARFF: Index Determination**
  - State the airport's ARFF index
  - Information on longest aircraft
  - Minimum index is "A"
  - Class III level of safety comparable to index "A"
    - ARFF and medical response procedures
    - Means for alerting
    - Equipment
    - Training (Airport Familiarization & Communications)

# Subpart D-Operations, cont.

- **317-ARFF: Equipment & Agents**
  - Equipment
  - Type and quantities of agent
  - Number and type of portable extinguishers
  - Include Underwriters Laboratory rating

# Subpart D-Operations, cont.

- **319-ARFF: Operational Requirements**
  - Facilities, personnel and procedures
  - Allow for ARFF flexibility
  - LOA with ATCT, FSS, Center or AFSS
  - Alarm system and daily test
  - Communications system/special frequency
  - Initial & recurrent training

# Subpart D-Operations, cont.

- **319-ARFF: Operational Requirements (continued)**
  - Basic emergency medical care
  - Extinguishing agent and HAZMAT
  - Emergency access roads
  - Inoperative vehicles
  - +/- 15 minutes of actual arrival/departure
  - Reduction in ARFF capability
  - Any exemptions ?

# Subpart D-Operations, cont.

- **321- Handling and Storing HAZMAT**
  - No HAZMAT procedures if not an agent
- **Fuel available on the airport**
  - HAZMAT agent
  - Fire Safety Standards
  - Inspections
  - Inspection checklists
  - Initial and recurrent training

# Subpart D-Operations, cont.

- **323 - Traffic and Wind Direction Indicators**
  - Address the need for supplemental wind cones
  - Right-hand traffic and need for segmented circle, landing strip indicator & traffic pattern indicator
  - Lighted if necessary

# Subpart D-Operations, cont.

- **325 – Airport Emergency Plan**
  - Mandatory part of the ACM
  - Include all components of this part
  - Must include a grid map
  - May be kept as a separate document (SSI)
  - Complete and submit AEP review checklist at Appendix 3, AC 150/5200-31A
  - 12-month review
  - Class I full-scale exercise every 36 months



# Subpart D-Operations, cont.

- **327 – Self-Inspection Program**
  - Who, What, How, and When
  - Conditions found and corrective actions taken
  - Schedule of self-inspections
  - Name of position of person conducting inspections
  - Records of initial and recurrent training



# Subpart D-Operations, cont.

- **329 – Pedestrians and Ground Vehicles**
  - Procedures for control
  - Consequences of noncompliance
  - Vehicle operating procedures in movement/safety areas
  - Procedures for ATC/no ATC
  - Record of training
  - Records of accident or incident (V/PDs)

# Subpart D-Operations, cont.

- **331 – Obstructions**
  - Location of marked and lighted obstructions
  - Procedures for removing, marking, and lighting
  - Map of obstructions
  - Responsibility for maintaining obstruction lights
  - Inspections of obstruction lighting
  - Responsibility for monitoring obstructions



# Subpart D-Operations, cont.

- **333 – Protection of NAVAIDS**
  - Notification
  - Procedures for protection of NAVAIDS
    - Evaluation of construction activities
    - Vandalism and theft
  - Snow removal

# Subpart D-Operations, cont.

- **335 – Public Protection**
  - Inadvertent entry, not intentional
  - Fencing, signs, closed gates
  - Surveillance of safeguards
  - TSA, Part 1542, Airport

# Subpart D-Operations, cont.

- **337 – Wildlife Hazard Management**
  - A statement of the current wildlife hazard management status
  - Procedures should activity be observed
  - Type of wildlife activity
  - Immediate actions to alleviate hazards
  - Required plan (Assessment)



# Subpart D-Operations, cont.

- **339 – Airport Condition Reporting**
  - Reporting of conditions found
  - Use of NOTAM or other system
  - Possible LOA with the ATCT

## Subpart D-Operations, cont.

- **341 – Identifying, Marking, and Lighting Construction and Unserviceable Areas**
  - Instructions for marking and lighting requirements
  - Use of appropriate means to notify air carriers
  - Responsibility for monitoring the program
  - Avoiding damage to utilities
  - Review of construction plans



# Subpart D-Operations, cont.

- **343 – Non-Complying Conditions**
  - Procedures to halt or limit air carrier activity if an unsafe condition exists
  - Personnel should know the procedures if an unsafe condition is discovered
  - Personnel should not be afraid to take action



# Subpart D-Operations, cont.

- **Any other item that the Administrator finds is necessary to ensure safety in air transportation**



# CERT Inspectors Comments

- 1 copy
- **Who, What, When & Where**
- **Training Records**
- **Revision Log**
- **Signature Page**
- **Table of Contents not matching ACM**
- **Timely submittal**



# Cert Inspector Comments

- **Charts and Diagrams not legible**
- **Sign Plan does not include markings**
- **Explanation of Revision**



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# Any Questions?