



U.S. Department
of Transportation
**Federal Aviation
Administration**

Advisory Circular

Subject: AIRPORT CERTIFICATION MANUAL
(ACM)

Date: April 26, 2004

AC No: 150/5210-22

Initiated by: AAS-300

Change:

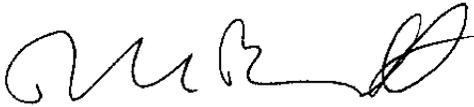
- 1. PURPOSE.** This advisory circular (AC) provides methods acceptable to the Administrator for showing compliance with the Airport Certification Manual requirements contained in Title 14, Code of Federal Regulations (CFR) Part 139, Certification of Airports. While the effective date of this rule is June 9, 2004, this AC is being published now to help the airport operator prepare to meet the requirements of the new rule.
- 2. FOCUS.** This AC is for operators of airports that currently hold a Part 139 Airport Operating Certificate or that want to be certificated under Part 139.
- 3. CANCELLATION.** This AC cancels AC 139.201-1, Airport Certification Manual (ACM) and Airport Certification Specifications (ACS).
- 4. RELATED READING MATERIAL.** The following Federal Aviation Administration (FAA) ACs—developed to address specific elements of Part 139, Subpart D—will assist airport operators during ACM preparation. Appendix 4 lists other relevant ACs.
 - a. AC 150/5200-30, Airport Winter Safety and Operations
 - b. AC 150/5200-31, Airport Emergency Plan
 - c. AC 150/5200-18, Airport Safety Self-Inspection
 - d. AC 150/5200-33, Hazardous Wildlife Attractants On or Near Airports
 - e. AC 150/5200-28, Notices to Airmen (NOTAMs) for Airport Operators
 - f. AC 150/5210-20, Ground Vehicle Operations on Airports
 - g. AC 150/5340-1, Standards for Airport Markings
 - h. AC 150/5340-18, Standards for Airport Sign Systems
 - i. AC 150/5370-2, Operational Safety on Airports During Construction.
- 5. BACKGROUND.** Under 14 CFR Part 139, the following airports in the United States and its possessions must hold Airport Operating Certificates:
 - Airports (except those in the State of Alaska) serving *scheduled* passenger-carrying operations of air carrier aircraft designed for 10 to 30 passenger seats.
 - Airports serving *scheduled* and *unscheduled* passenger-carrying operations of air carrier aircraft designed for more than 30 passenger seats.

Before the revision of Part 139, a certificated airport had either an ACM or Airport Certification Specifications, depending on the type of certificate held by the airport operator. The revised Part 139, however, requires airport operators at all certificated airports to develop and implement an ACM. This AC provides guidance on revising an existing or developing a new ACM.

6. USE OF THIS CIRCULAR.

- a. This AC discusses the requirements of Subpart D of 14 CFR Part 139. It uses the word “must” to indicate mandatory elements of the ACM required by Part 139.
- b. The term “Section” followed by a number, such as “Section 139.317,” refers to a specific provision of Part 139.
- c. The term “airport operator” is used throughout this document to refer to the airport operator as well as to any personnel or entity, as appropriate, that the operator has designated to perform tasks described in this AC and the ACM.

7. AVAILABILITY OF SAMPLE AIRPORT CERTIFICATION MANUALS. A sample of a very basic Airport Certification Manual is available on the FAA home page on the web. Appendix 5 provides instructions for accessing the sample Airport Certification Manual online.



David L. Bennett
Director, Office of Airport Safety and Standards

CONTENTS

Chapter 1. Function and Form	5
101. Function of the Airport Certification Manual (ACM)	5
102. Enforceability of the ACM	5
103. Preparation of the ACM	5
Chapter 2. ACM Overview	7
201. Required Contents	7
202. Special Elements of Compliance	7
203. Guidelines for Specificity	7
204. Exemptions	8
205. Deviations	8
206. Violations	8
Chapter 3. ACM Review and Revision	9
301. Review of the ACM	9
302. Revision and Follow-up	9
Chapter 4. Technical Resources and Limits of Authority	10
401. Part 139 and Advisory Circulars	10
402. Airport Authority Limits	10
Chapter 5. Contents of the ACM	11
501. Purpose of this Listing	11
502. Sections of Subpart D—Operations	11
Appendix 1. ACM Elements—Section 139.203(b)	19
Appendix 2. ACM Checklist—Class I, II, III Airports	21
Appendix 3. ACM Checklist—Class IV Airports	31
Appendix 4. Related Advisory Circulars	37
Appendix 5. Sample ACMs	41

Page Intentionally Blank

CHAPTER 1. FUNCTION AND FORM

101. FUNCTION OF THE AIRPORT CERTIFICATION MANUAL (ACM). Part 139 includes terminology and minimum requirements broad enough to encompass all Federally certificated airports. The ACM serves as the bridge between the requirements of Part 139 and their application to a particular airport, taking into account the airport's size, type/level of activity, and configuration. To ensure the ACM fulfills its intended purpose, it should be the following:

- a. **Comprehensive.** The ACM must address all Part 139 requirements that apply to the airport. A comprehensive ACM will provide airport personnel with all the information they need to comply with these requirements.
- b. **Direct.** The content of the ACM should be accurate, clear, and speak directly to Part 139 requirements. An ACM that provides clear instructions but avoids excessive detail will help ensure that personnel understand how the airport operator will attain regulatory compliance at the airport and leave the airport with the flexibility necessary to address unforeseen circumstances.

102. ENFORCEABILITY OF THE ACM. Section 139.101 establishes the enforceability of the ACM. Once the FAA approves the ACM, it serves as an extension of Part 139 for the airport.

103. PREPARATION OF THE ACM. In addition to specifying technical content, Part 139 stipulates standards for the approval, format, and distribution of the ACM.

- a. **Approval.** Part 139 mandates two levels of approval for the ACM:
 - (1) **Airport Approval.** Part 139 requires the airport operator to sign and approve the ACM before submitting it to the FAA. In this context, "airport operator" means an official of the operator who has the authority to implement and enforce all provisions of the ACM. Changes in airport management personnel do not require new airport approval as long as the airport operator continues to keep its ACM current. The statement of approval must include the airport name, the official's title and name, the official's signature, the document title, and the date. The approval can be added to a signature page at the front of the ACM or, if the ACM has a cover, incorporated into the title page.
 - (2) **FAA Approval.** Prior to issuing an Airport Operating Certificate, the FAA must approve an airport operator's ACM. Part 139 requires that each page of the ACM show FAA approval and the date of initial FAA approval or, if the page has been revised, the date of approval for the most recent change. This requirement applies to all aspects of the ACM, including appendices, grid maps, the table of contents, and the airport sign and marking plan. To facilitate this requirement, each ACM page should include a location for indicating FAA approval and the approval date. For ease of use, the FAA approval block should have a consistent format and location throughout the document.
- b. **Format.** Page layout, assembly and printing, and organization of content should be considered during preparation of the ACM.
 - (1) **Page Layout.** The ACM is a working document that reflects current airport conditions. It should be easy to maintain and revise. In addition to the date and FAA approval, each page of the ACM should specify the page number and document section. The ACM must also include a Page Revision Log that can function as an inventory of current pages. This log can simply include columns of page numbers with space for approval dates alongside. This is a very useful device to verify the currency of a page without having to leaf through the entire document. It also serves as a checklist for maintenance of the ACM as it tracks pages that have been revised, added, or deleted.
 - (2) **Assembly and Printing.** Part 139 requires the airport operator to maintain the ACM in printed form. (It can be transmitted to the FAA electronically, but the airport operator should confirm in advance that the FAA can access the file format used.) A simple format will make both the initial assembly and later revisions easier. Odd-sized or multicolor media and certain types of bindings (e.g., spiral or comb) can complicate the processes of reproduction, insertion, filing, and mailing. The FAA suggests the following format for the ACM:
 1. 8 ½ x 11 inch, loose-leaf paper;
 2. Single-sided, black-and-white printing, except where color is specifically required; and
 3. Assembly in a three-ring binder.

- (3) Organization of Content.** The organization of the ACM should follow the sequence of Sections in Part 139 and in Chapter 5 of this AC. The Checklists in Appendices 2 and 3 provide additional guidance on what should be included in each Section.
- c. Dissemination.** Part 139 requires the airport operator to distribute applicable portions of the ACM to the airport personnel who are responsible for their implementation. The ACM is not intended to provide complete instructions for all jobs or operational procedures, but it should provide instructions for any critical tasks that are necessary for compliance with Part 139.

CHAPTER 2. ACM OVERVIEW

201. REQUIRED CONTENTS. As a general rule, the ACM must contain operating procedures, equipment descriptions, responsibility assignments, and any other information needed by airport personnel to comply with Part 139. In particular, it must address compliance with the provisions of Subpart D of Part 139 and any limitations imposed by the FAA. This information will vary from airport to airport.

- a. **Provisions of Subpart D.** Subpart D is the main body of operational requirements that an airport must meet to obtain and hold an Airport Operating Certificate. The ACM must address all required provisions of Subpart D, which comprises Sections 139.301 through 139.343 of the Regulation. The required Subpart D provisions depend on the class of the airport. The required elements for each class are listed in Section 139.203(b) and in Appendix 1 of this AC.
- b. **Limitations.** The FAA occasionally imposes limitations on certificated airports. These limitations can cover a range of regulatory provisions. Generally, they deal with unusual operational characteristics at an airport, such as a need to restrict air carrier operations from using certain areas of the airport or to specify aircraft rescue and fire fighting staging locations. The ACM must contain copies of any limitation placed on the airport by the FAA. Sections of the ACM that discuss related provisions of Part 139 must refer to applicable limitations.

202. SPECIAL ELEMENTS OF COMPLIANCE. While the Subpart D provisions that must be included in an ACM vary for each class of airport, Subpart D also specifies certain special elements that all ACMs must include. In most cases, ACMs address these mandatory elements by including them in the detailed narratives for the related Subpart D Sections. However, some special elements better lend themselves to other forms of presentation, such as tables and charts. For example, the airport operator might fulfill the requirement to explain lines of succession for airport operational responsibility by including an organizational chart and a table of the lines of succession, which can be referred to repeatedly throughout the ACM.

- a. **Special Elements Dependent on Airport Conditions.** In Section 139.203(b), some of the elements are listed “as required by Section . . .” This means the element is necessary only if a particular Section requires it. For example, if airport conditions do not trigger a requirement for a Wildlife Hazard Management Plan according to Section 139.337, the ACM does not need to include such a plan.
- b. **Special Elements Not Included in the ACM.** The ACM should document any special elements that are not included in the manual so a complete accounting of all elements is readily available.

203. GUIDELINES FOR SPECIFICITY. The central theme and purpose of the ACM is embodied in the language of Section 139.203(a). In each Section, the ACM should answer the following questions: WHO is going to perform the tasks, WHAT do the tasks consist of, HOW are they to be performed, and WHEN should they occur. WHO, WHAT, HOW, and WHEN are often closely associated, and most instructions will need to address all of them.

- a. **WHO.** The instructions in the ACM should be clear to staff who routinely perform the tasks described as well as to staff required to act when the usual chain of responsibility and authority is temporarily interrupted. The ACM must explain what is required from a regulatory standpoint and clearly state who (functional position) is primarily responsible for carrying out each function. Since a substitute might not normally perform (or directly oversee) a required task, the ACM should provide specific instructions about critical aspects of the job, including whom to contact if problems arise.
- b. **WHAT and HOW.** The WHAT and HOW of ACM instructions refer to the tasks assigned to various individuals or departments charged with achieving compliance with Part 139. Unless all personnel assigned to the task are fully familiar with the regulatory requirement, the ACM must provide guidance appropriate to the training and experience of the personnel. For example, an instruction in the ACM to the ground maintenance crew to “maintain all safety areas in accordance with the Regulation” is not useful unless the crew has sufficient knowledge of Part 139 requirements. A better approach is to identify the physical boundaries of the safety areas and to state clearly how surface conditions are to be maintained.
- c. **WHEN.** The timing of tasks will often be triggered by circumstances, such as a certain depth of snow accumulation or a specific temperature drop. The ACM must clearly define the circumstances that trigger action. It must also address the frequency of tasks that occur on a regular basis.

204. EXEMPTIONS. An exemption is a legal document granting an airport operator relief from a requirement of Part 139. Exemptions can be limited to specific periods of time.

- a. Applying for an Exemption.** To qualify for an exemption, the airport operator must fulfill a number of procedural requirements. An exemption is a rulemaking action that triggers a chain of events in accordance with 14 CFR Part 11, General Rulemaking Procedures. An exemption effectively changes the manner in which the airport operator complies with the requirements of its Airport Operating Certificate.
- b. Exemptions in the ACM.** The ACM must include in one place, possibly as an appendix, copies of all current exemptions for the airport, including any that pertain to the aircraft rescue and fire fighting (ARFF) requirements listed in Sections 139.117 and 139.119. An index of current exemptions, including references to relevant Part 139 Sections, must be included, as well.

205. DEVIATIONS. During an emergency requiring immediate action for the protection of life and property, the airport operator may deviate from Subpart D of Part 139 to the extent required by the emergency. Deviations are not associated with any specific provision of Part 139, but they can impact the performance of any one of them. Should a deviation be necessary, the airport operator must as soon as practicable, but not later than 14 days notify the FAA of the deviation. If requested by the FAA, the airport operator will provide this notification in writing.

a. Example.

- (1)** The airport operator sends the entire ARFF capability off the airport in response to a life-threatening fire and, without notifying the air carriers, permits normal air carrier operations to continue. A deviation should be filed.

b. Reporting a Deviation. The ACM must explain how and when airport personnel should notify the FAA of a deviation. The FAA can levy a civil penalty against the airport operator for inappropriate notification of a deviation.

206. VIOLATIONS. Violations are very serious and can result in administrative action, the imposition of a civil penalty, or the suspension/revocation of the airport operator's Airport Operating Certificate. Airport operators that do not fully understand the ramifications of violating Part 139 should contact the Airport Certification Safety Inspector (ACSI).

CHAPTER 3. ACM REVIEW AND REVISION

301. REVIEW OF THE ACM. Part 139 requires airport operators to keep the ACM current at all times. Careful preparation for the review and revision process will ease this task.

- a. Lay the Groundwork.** Through its organization, the ACM should lend itself to assigning self-contained segments for review to person(s) knowledgeable about particular subjects. The airport operator should identify who will review various parts of the ACM and when these reviews will take place. Staggering the review schedule for each section of the ACM will ensure that reviewers do not face significant workload increases at any one time. Periodic reviews should make revision of the ACM easier, but the airport operator must be prepared to break with the schedule and update the ACM immediately if conditions on the airport change.
- b. Establish the Process.** The airport operator must document the process for review and revision of the ACM, including how to amend it to respond to changing situations at the airport. Using the WHO, WHAT, HOW, and WHEN guidelines will help ensure that all necessary elements are addressed. The airport operator should make sure that everyone involved in the review and revision of the ACM is aware of this process.

302. REVISION AND FOLLOW-UP. The airport operator must submit an ACM amendment to the FAA at least 30 days before its effective date. However, airport operators should try to submit amendments as far in advance as possible to allow enough time for FAA review and approval. If timing issues arise, the airport operator must contact the assigned ACSI. The inspector will work with airport management to prepare the change as expeditiously as possible and assist in keeping the airport in compliance with Part 139. In the case of lengthy or complicated changes, the airport operator should discuss with the ACSI the possibility of providing a draft for early review and consideration. A Page Revision Log summarizing individual page and text revisions will help expedite the review process.

- a. Sign and Marking Plans.** The sign and marking plan is part of the ACM. The airport operator should submit a copy of the plan as far in advance as possible to ensure FAA approval before the design and procurement phase of related development projects. *Airport sign and marking plans must receive FAA approval before they are implemented.*
- b. Amendments to the ACM.** When a revision to the ACM becomes effective, the airport operator must place special emphasis on any effected areas of airport operations to ensure personnel are aware of changes and understand how the changes might impact operations.

CHAPTER 4. TECHNICAL RESOURCES AND LIMITS OF AUTHORITY

401. PART 139 AND ADVISORY CIRCULARS. The FAA publishes ACs on a broad range of subjects. This paragraph describes how these documents relate to Part 139.

- a. **General.** ACs usually serve as the FAA's means of publishing information of an advisory nature. In the "airports" subject area, ACs often provide technical specifications and procedures for the design, maintenance, and operation of airports. The information they contain has general acceptance in the airport industry and was often developed with the participation of various members of the aviation community.
- b. **Using Advisory Circulars.** The FAA encourages the use of applicable ACs during ACM preparation because they contain methods and procedures acceptable to the Administrator. The FAA will consider methods of compliance other than those described in ACs, but the applicant will need to demonstrate the acceptability of alternate methods to the satisfaction of the FAA before implementing them. However, in cases in which a regulatory provision or a related FAA policy specifies a certain method or procedure, the Regulation or policy takes precedence.

ACs frequently contain some material that, while technically valid, might not be fully applicable to the regulatory purpose. For example, the provisions of Part 139 specify the minimum requirements that certificated airports must meet to achieve a certain level of safety. ACs, however, frequently provide an optimum or state-of-the-art approach, which might identify methods, materials, and results that exceed the requirements and/or scope of Part 139. Airport operators should contact the ACSI if there is any doubt about the applicability of technical material to Part 139.

While few ACs were developed primarily as regulatory guidance, some of these documents describe the only methods of complying with certain requirements of Part 139. AC 150/5240-1, Standards for Airport Markings, is an example of such an AC. Further, some ACs contain standards that are mandatory for airports receiving Federal airport assistance.

- c. **Obtaining Advisory Circulars.** Appendix 4 includes a partial listing of ACs. It also provides instructions for obtaining these ACs as well as a listing of all FAA ACs.

402. AIRPORT AUTHORITY LIMITS. A few of the provisions of Part 139, Subpart D, deal with matters beyond the authority of most airport operators, including obstruction lights outside airport boundaries and medical assistance and transportation provided by community sources. Part 139 acknowledges this by using qualifying language such as "to the extent practicable" or "which agrees to provide." Part 139 does not require the airport operator to take actions that exceed its authority.

CHAPTER 5. CONTENTS OF THE ACM

501. PURPOSE OF THIS LISTING. This Chapter lists the applicable provisions of Part 139, Subpart D, that apply to specific classes of airports. The airport operator must prepare and maintain an ACM that reflects the manner in which the airport will comply with the requirements of these provisions. Except for requirements of a purely administrative nature, all of the items in the ACM should satisfy the questions of WHO, WHAT, HOW, and WHEN, as discussed in paragraph 203 of this AC.

In addition to addressing the Subpart D provisions, the ACM must address the special elements of compliance referred to in paragraph 202 and any limitations that the FAA has placed on the airport. (Limitations are not covered in this Chapter.) The descriptions and examples presented in this listing do not cover all possible airport situations or all aspects of the Subpart D provisions—this does not mean they are less important or do not need to be included in the ACM. Airport operators should speak to the ACSI if they have any questions about the application of these items and examples or about the contents of the ACM.

As indicated below and in Appendix 1, certain Sections are not required in the ACMs of most Class IV airports. Under certain circumstances, however, the Administrator might require one or more of these Sections to be added to a Class IV airport's ACM because of conditions on the airport. For additional guidance, the airport operator should speak to its ACSI.

Airport operators should consider following the order of the Subpart D when organizing the contents of the ACM. Additional guidance on what should be included in each section can be found in the Checklists in Appendix 2 (Class I, II, and III airports) and Appendix 3 (Class IV airports).

502. SECTIONS OF SUBPART D—OPERATIONS.

SECTION 139.301—Records. This Section outlines the various records the airport operator must keep and the duration of time these records must be retained. To fulfill the requirements of this Section, the ACM must include a description of the system for maintaining records. In addition, the airport operator should make sure that airport personnel know that the credentialed ACSI has the authority to inspect these records to ensure compliance with Part 139.

SECTION 139.303—Personnel. The revised Part 139 requires specific training and performance documentation. This requirement also covers airport management and supervisory personnel. To fulfill the requirements of this Section, the airport operator must—

- Describe in the ACM the lines of succession of airport operational responsibility (preferably in a chart or table) to demonstrate accountability and to satisfy one of the special elements of compliance.
- Describe personnel training. The ACM should identify sufficient resources, equipment, and provisions for initial and recurrent training.

SECTION 139.305—Paved Areas. The narrative for this Section and other Subpart D Sections involving extensive maintenance-type requirements will probably follow similar patterns in the ACM. Part 139 contains several specific requirements for paved areas that are available for air carrier use. The requirements are stated in results-oriented terms and are brief enough to include in the ACM. To address the requirements of this Section, the airport operator must—

- Include in the ACM procedures and other information needed by airport personnel responsible for maintaining these areas. This requirement can be satisfied by including the text from Part 139 about paved areas. This text will also serve as a reminder that this maintenance activity must be accomplished. Airport operators should also consult AC 150/5320-6, Airport Pavement Design and Evaluation.
- Include the description of movement areas that are available for air carrier use. This description should not include other paved or unpaved areas on your airport (ramps, parking areas, etc.) that may be usable by air carriers but that do not fall within the Part 139.5 definition of an air carrier movement area. The movement area definition found in the FAA Aeronautical Information Manual includes the provision that, at an airport with an Airport Traffic Control Tower (ATCT), a clearance is required prior to entering a movement area. This latter definition will be the one used in any letters of agreement the airport operator and the ATCT develop to address

movement areas. If such agreements result in the removal of certain pavement segments from the controlled movement areas, the ACM should describe this removal and include the agreements.

SECTION 139.307–Unpaved Areas. Except in the State of Alaska, this section rarely appears in an ACM. If, however, the airport has maintenance procedures for unpaved areas, such as repairing ice runways or determining the point of abandonment of a frozen surface at spring thaw, they must be included in the ACM.

SECTION 139.309–Safety Areas. Application of Part 139 hinges on the precise delineation of safety areas. The dimensions of a safety area frame the obligations the airport operator has with respect to its maintenance. The safety areas (dimensions) that existed on December 31, 1987, form the basis of the airport operator’s maintenance obligations. If construction, reconstruction, or significant expansion of the runway or taxiway began after this date, the associated safety area dimensions must be approved by the Administrator. To address the requirements of this Section, the airport operator—

- Must clearly describe in the ACM the location and dimensions of safety areas. The description of a safety area is only complete if the dimensional data is accompanied by the date those dimensions were established in accordance with Part 139.
- Must include procedures for maintaining safety areas.
- Should add as an appendix to the ACM an inspection and maintenance procedures program plan, required by AC 150/5220-22, paragraph 11, if the airport has an Engineered Materials Arresting System (EMAS) within a runway safety area.
- Should include a map or diagram, especially when describing a runway safety area that has different dimensions for each end.

SECTION 139.311–Marking, Signs, and Lighting. Generally speaking, the maintenance task associated with this Section is to fix or replace in-kind broken or missing items. The ACM does not need to address routine or simple maintenance tasks (e.g., replacing a light that is burned out), but it should provide enough information to ensure that personnel can correctly perform more complicated tasks (e.g., replacing a light that has been significantly damaged or destroyed). Well-written instructions supplemented by an airport diagram will serve as valuable insurance against errors. Further guidance is provided in AC 150/5340-26, Maintenance of Airport Visual Aid Facilities.

The ACM must include a plan showing the runway and taxiway identification system, including the location and inscriptions of signs, runway markings, and holding position markings as well as descriptions and procedures for maintaining marking, sign, and lighting systems. To comply with the requirements of this Section, the airport operator should—

- Include in the ACM a legible color diagram of the airport sign and marking systems. This can be added as an appendix. The diagram should identify signs and markings in the appropriate colors, as specified in the current versions of AC 150/5340-1, Standards for Airport Markings, and AC 150/5340-18, Standards for Airport Sign Systems. This diagram is also referred to as the runway and taxiway identification system plan in Part 139 and as the FAA Approved Airport Sign Plan. Signs should be graphically depicted *on* the plan in close proximity to their locations on the airfield, *not* by the number reference to a separate legend or table. Multiple pages might be required to support the need for legible graphics.
- Include contact information for approach lighting maintenance.
- Address the shielding of airport lighting.
- Include clear instructions on just how many and in what sequence lights may be out before the system is considered inoperative.

SECTION 139.313–Snow and Ice Control. AC 150/5200-30, Airport Winter Safety and Operations, contains technical information that will help airport operators develop a snow and ice control plan, which is required by Part 139 for Class I, II, and III airports where snow and ice conditions exist. If snow and ice conditions rarely occur at the airport, the ACM should include a statement to this effect. If a chance of snow or ice exists, however, the airport operator should—

- Provide specific procedures in the ACM for notifying air carrier users of airport movement area conditions.
- Provide instructions and explain snow removal arrangements for preventing interference to navigation aids (NAVAIDs) caused by the accumulation of snow.
- Specify in the ACM who has the authority to initiate snow removal operations, especially when procedures require calling in municipal or contract assistance.

SECTION 139.315—Aircraft Rescue and Fire Fighting: Index Determination. To fulfill the requirements of this Section, airport operators must—

- State the airport's ARFF Index in the ACM as determined by Part 139.315(a)(1) and (2).
- Explain in the ACM what the Index means in terms of aircraft length. This explanation should contain information on the longest aircraft the Index can serve.

The minimum Index is A. If the airport has an Index higher than A, the airport operator should specify in the ACM the longest air carrier aircraft that could use the airport if one or more of the ARFF vehicles is removed from service. Such information will allow personnel to promptly notify air carrier station agents if such notification becomes necessary. Additional equipment, other than that necessary for fulfilling the Index requirement, might also be available.

SECTION 139.317—Aircraft Rescue and Fire Fighting: Equipment and Agents. The ACM must include a description of the equipment necessary to meet the airport's aircraft rescue and fire fighting requirements. The airport operator should—

- List in the ACM the ARFF equipment and the type and quantities of agent provided/maintained on each vehicle.
- Specify in the ACM the number and type of portable extinguishers the vehicles carry because they can have a bearing on what Index the airport can maintain if there is an equipment outage.
- Ensure that the Underwriters Laboratories rating (such as BC 120) is on the equipment and indicated in the ACM because it may have a bearing on what Index the airport can maintain if the basic Index A vehicle is out of service.

The airport operator must also be sure to include in the exemption section of the ACM any exemptions to ARFF equipment requirements that have been granted by the FAA (see paragraph 204).

SECTION 139.319—Aircraft Rescue and Fire Fighting: Operational Requirements. This is one of the most critical components of the ACM, and it must include a description of the facilities, personnel, and procedures necessary to meet the airport's aircraft rescue and fire fighting requirements. A number of questions should be considered when addressing this Section:

- Does the airport operator have full control over the operation of the ARFF unit?
- Can vehicles be dispatched off the airport without the airport operator's permission?
- Is the operator reliably informed whenever an element of ARFF becomes inoperative or unavailable for any reason?

To address the ARFF operational requirements, the airport operator should—

- Allow ARFF personnel as much flexibility as possible within the scope of their mission but build into the ACM procedures for activating a fast and reliable information system. This will ensure the airport operator is informed when making decisions about air carrier operations.
- Make it a priority to discuss with the ATCT manager the role of the ATCT in emergency operations and the particulars of ATCT interactions with the ARFF unit and airport management. It is sometimes mutually beneficial to enter into a letter of agreement with the ATCT to cover certain activities particular to the airport. A copy of any such agreement must be placed in the ACM, possibly as an appendix (for example, Letter of Agreement for Emergency Services). If the airport does not have an ATCT, the airport operator should speak with the Flight Service Station (FSS) or Automated Flight Service Station (AFSS).
- Include in the ACM information about ATCT's role as well as the limits beyond which the ATCT is not able to operate.

- Describe the alarm system for ARFF response, the requirement for a daily test, and the ATCT role in the alarm system and the test.
- Describe the communications system.
- Identify required training for ARFF personnel and provisions for recurrent training.
- Address provisions for the availability of at least one person trained in basic emergency medical care, as required during air carrier operations under Part 139. This person need not be an actual member of the ARFF crew but must be available within a reasonable time in case of an airport emergency.
- Address provisions for fire extinguishing agent and HAZMAT response standards.

In addition, the airport operator must—

- Identify any roads designated as Emergency Access Roads. The ACM should include instructions to ensure Emergency Access Roads are used appropriately and are available for use in the case of an ARFF emergency. Before designating Emergency Access Roads, the airport operator should understand the obligations that go along with such a designation and consider other means of meeting the ARFF response time, such as secondary ARFF stations or vehicle standby areas. Airport operators should coordinate any such designations with the ACSI.
- Address, if there is an ATCT on the airport, Discrete Emergency Frequency procedures in the ACM, as appropriate. AC 150/5210-7, Aircraft Rescue and Firefighting Communications, and applicable subparagraphs of Section 139.319 contain guidelines that are acceptable methods of complying with Part 139.
- Address the potential for inoperative vehicles. The ACM should define what “inoperative” means in the context of Part 139. An inoperative vehicle is one that is unable to perform the functions required of it by the Regulation. The ACM should provide clear instructions for the procedures to be followed and who is to accomplish them when a required piece of ARFF equipment becomes inoperative.
- Address the requirement for ARFF coverage during “air carrier operations.” Section 139.5, Definitions, explains this terminology. Instructions in the ACM should make it clear that each air carrier operation will be treated separately when determining the response period. The ARFF unit must maintain a response posture for at least a half-hour period bracketing the operation (15 minutes before to 15 minutes after the actual time of the arrival or departure operation—not the scheduled time of the operation). The airport operator should impress upon air carrier station management the importance of keeping airport management and the ARFF unit apprised of changes in flight schedules and develop formal procedures to assure ARFF availability.

If certain conditions are met, Part 139 permits a temporary reduction in ARFF presence during periods of air carrier activity using aircraft of reduced length. To address such reductions, the airport operator must—

- Specify in the ACM the individual or position with the authority to implement the reduction.
- Describe the procedures to be followed.
- Document the system that is in place for the recall of the required complement of ARFF personnel and equipment.
- Describe, if there is a requirement for notifying air carrier users of the airport before implementing any reduction, how air carriers will be notified and who has the responsibility and authority to undertake this action.

The airport operator must be sure to include in the exemption section of the ACM any exemptions to ARFF operational requirements that have been granted by the FAA (see paragraph 204).

SECTION 139.321—Handling and Storing of Hazardous Substances and Materials. This Section addresses both hazardous materials such as aircraft cargo (referred to as “HAZMAT”) and fuel for the operation of aircraft (referred to as “fuel”). Whether procedures for handling, dispensing, and storing hazardous substances and materials must be included in the ACM depends on what entity functions as the HAZMAT agent. The airport operator DOES NOT need to include HAZMAT procedures if it is not the HAZMAT agent. In such cases, only the applicable Hazardous Materials Regulations (49 CFR Parts 171–180) apply, and the FAA Office for Security and Hazardous Materials administers the program. The airport operator, however, DOES need to include HAZMAT procedures in the uncommon cases in which

it serves as the HAZMAT agent. These procedures must cover the three designations and assurances listed in Part 139 at Section 139.321(a)(1) through (3).

However, if there is aviation fuel available on the airport, regardless of who the fueling agents are, the airport operator must—

- Indicate whether it is or is not the HAZMAT agent.
- Establish fire safety fuel standards for the airport and include them in the ACM. The standards should describe how to accomplish the 3-month/periodic inspection of tenant fueling facilities, including all fuel service vehicles, and the procedures to be initiated should noncompliance with the standards be discovered. The ACM should also include the inspection checklists for storage facilities and fuel service vehicles.
- Describe the initial and recurrent fueling safety training plan.

SECTION 139.323—Traffic and Wind Direction Indicators. The ACM must describe and identify the location of these facilities at the airport and specify the procedures and responsibilities for maintaining them.

SECTION 139.325—Airport Emergency Plan. AC 150/5200-31, Airport Emergency Plan, contains technical information that will help the airport operator develop the Airport Emergency Plan (AEP) required by Part 139. The AEP is a mandatory part of the ACM, and the guidelines for specific statements in paragraph 203 about responsibility and function apply. It must include a grid map or other means of identifying locations and terrain features. The AEP may be kept as a separate document or possibly as an appendix that is referenced in the ACM; however, the content is viewed as part of the approved ACM.

SECTION 139.327—Self-Inspection Program. The ACM must include procedures for a self-inspection program. Self-inspection allows for monitoring airport conditions and assists airport operators in complying with other requirements of Part 139. AC 150/5200-18, Airport Safety Self-Inspection, provides guidance on structuring a comprehensive program for the airport. Applying the questions of WHO, WHAT, HOW, and WHEN, discussed in paragraph 203 above, will ensure all of the elements of an effective inspection program are accomplished. Procedures for conducting self-inspections must include provisions for documenting any corrective actions taken. Self-inspections are required before air carrier operations. Daily inspections are not absolutely required if the airport has no air carrier activity, but airport operators should be wary of allowing long intervals to pass between inspections.

To satisfy the requirements of this Section, the airport operator should—

- Include the schedule of self-inspections and identify who is responsible for performing these inspections.
- Identify means of obtaining and documenting corrective action taken on noted discrepancies.
- Identify provisions for initial and recurrent training in the five subject areas specified in Part 139: (1) Airport familiarization, (2) Airport Emergency Plan, (3) Notice to Airmen (NOTAM) notification procedures, (4) Procedures for pedestrians and ground vehicles in movement areas and safety areas, and (5) Discrepancy reporting procedures. This training is in addition to that required in Section 139.303.

SECTION 139.329—Pedestrians and Ground Vehicles. The ACM of Class I, II, and III airports must address procedures for controlling access to movement and safety areas. Stringent control of pedestrians and ground vehicles can prevent problems on the movement and safety areas. To address the requirements of this Section, the airport operator should—

- Include in the ACM clear and precise procedures for the control of pedestrians and ground vehicles and describe the consequences of noncompliance.
- Include vehicle operating procedures for movement/safety areas in this section or possibly in an appendix.
- Identify, if the airport has an ATCT, any procedures or rules that have been jointly agreed to with Air Traffic Control, including radio or other communications arrangements.

SECTION 139.331—Obstructions. The location of marked and lighted obstructions that fall within the airport's authority and responsibility must be included in the ACM of Class I, II, and III airports. The ACM must also describe

procedures for removing, marking, and lighting obstructions. To address the requirements of this Section, the airport operator should—

- Consider including with the narrative description a map locating the obstructions and keying them to the description.
- Describe maintenance procedures and responsibilities for lighted obstructions in the ACM and specify who to contact in case of an outage and how they are to be repaired. An airport can have a confusing array of obstruction lights with different parties responsible for them according to various lease agreements, contract services, etc.
- Include provisions for airspace evaluations for any proposed construction or alteration of the airport.
- Identify in the ACM each object within the airport operator's area of authority that qualifies as an obstruction but that has been determined to be "no hazard" by an FAA aeronautical study. This information should include the study file reference so it can be retrieved if necessary. Airport Layout Plan (ALP) approval by the FAA carries the same weight as an aeronautical study with respect to those objects depicted on it.
- Inspect for outages of any obstruction light that can be seen from any portion of the airport and report outages to the owners of the lights.
- Consider assigning responsibility for monitoring obstructions to a staff position on the airport (for example, the airport operations supervisor). If such a position exists, it should be identified in the ACM.

SECTION 139.333—Protection of NAVAIDs. The ACM of Class I, II, and III airports must provide procedures for the protection of NAVAIDs. To address the requirements of this Section, the airport operator should—

- Explain in the ACM who should be alerted to activity that may interfere with the signal from a NAVAID.
- Include, depending on the placement of the NAVAID, procedures and assignments for security patrols, fence maintenance, etc.
- Describe in the ACM procedures for preventing any interference caused by the accumulation of snow (see Section 139.313).

SECTION 139.335—Public Protection. Part 139 requires the airport operator of a Class I, II, and III airport to describe how it intends to provide for public protection. The requirements that address this subject are oriented toward *inadvertent entry* into an area containing hazards for the unwary trespasser. The prevention of intentional entry of airport security areas is within the purview of the Transportation Security Administration Regulation on airport security. To address the requirements of public protection, the airport operator should—

- Describe in the ACM the measures taken at the airport to prevent inadvertent entry by persons or vehicles to any operational areas, even if such entry is not considered a security threat. Fencing is an obvious method to use, as is conspicuous signing and closed gates.
- Provide for regular surveillance of all of the safeguards on the airport for compliance with this provision of Part 139.

SECTION 139.337—Wildlife Hazard Management. To address the wildlife hazard management requirements of this Section, the airport operator of a Class I, II, and III airport must include one of the following:

- (1) A statement of no wildlife activity (unlikely at most airports);
- (2) A statement that a Wildlife Hazard Assessment is currently being conducted;
- (3) A brief statement of the no-hazard findings from a recent Wildlife Hazard Assessment;
- (4) A statement that a Wildlife Hazard Management Plan is currently being developed; or
- (5) A statement that the airport has a Wildlife Hazard Management Plan. If a Wildlife Hazard Management Plan has been developed for the airport, it must be included in the ACM, possibly as an appendix.

In all cases, the airport operator should—

- Provide instructions in the ACM to airport personnel about reporting wildlife activity, should any be observed.

- Consider including in the ACM any information about wildlife type and activity on the airport if such activity exists.
- Include, if wildlife activity at the airport triggered a Wildlife Hazard Assessment and it was subsequently determined that a Wildlife Hazard Management Plan was not required, a brief statement that identifies the type and extent of the activity that triggered the study. This will serve as an approximate gauge for comparison with subsequent wildlife observations when the situation is reevaluated.

SECTION 139.339–Airport Condition Reporting. The ACM must include provisions for airport condition reporting. The AC 150/5200-28, Notices to Airmen (NOTAMs) for Airport Operators, contains technical information that will help with the development of this portion of the ACM. To address condition reporting requirements, the airport operator should—

- Include in the ACM a statement that the airport operator and its staff will report any condition that might affect the safe operation of an air carrier operation and the nine subject areas outlined in Part 139.
- Work with airline tenants to devise a satisfactory system of information flow and document this system in the ACM. The NOTAM system is not a complete solution for adequate notification of air carrier users of the airport. Many airports have internal communications systems that extend into air carrier agent offices. These systems vary, but some allow the air carrier, through its local station agents, to receive field condition information from airport management before the NOTAM information is public. There are also times when field situations occur that may be of interest to air carrier users but that are not eligible for NOTAM system coverage.
- Address the need for a letter of agreement at locations where the ATCT disseminates field conditions and/or maintains NOTAM records for airport management.

SECTION 139.341–Identifying, Marking, and Lighting Construction and Other Unserviceable Areas. The ACM of Class I, II, and III airports must describe procedures for identifying, marking, and lighting construction and other unserviceable areas of the airport. Several of the ACs listed in Appendix 4 have particular applicability to this Section. AC 150/5370-2, Operational Safety on Airports During Construction, will help airport operators plan safe operations during construction and maintenance projects. AC 150/5200-28, Notices to Airmen (NOTAM) for Airport Operators, explains how to use the NOTAM system for airport condition reporting.

Periods of construction and maintenance on an airport present special problems for keeping aircraft and construction machinery and personnel safely apart. Normal routes for aircraft taxiing and maneuvering are often disrupted or modified, and standard signing and marking can become temporarily ineffective or even misleading. To address these conditions, the airport operator should—

- Provide instructions in the ACM that marking and lighting requirements can be included in construction plans (and costs) at the outset.
- Keep the air carrier users of the airport up to date with NOTAMs and other appropriate means of communication.
- Build responsibilities and functions into the ACM so that all parties know what is expected of them.

Planning for construction projects should always address how to avoid damage to utilities. The importance of the utilities that serve NAVAIDs and other air carrier facilities calls for special attention to their protection. The airport operator should designate in the ACM a position responsible for assuring compatibility of the construction plans with protection of these critical utilities. The position charged with this responsibility should have enough authority to require revision of the plans or suspension of the work activity if necessary.

SECTION 139.343–Non-Complying Conditions. If any element of Part 139 is not met to the extent that an uncorrected unsafe condition exists on the airport, the airport operator must halt air carrier activity on the unsafe area. The ACM should make this very clear to airport personnel. The ACM must provide personnel with the procedures to be used if an unsafe condition is found and describe what actions must be taken.

Page Intentionally Blank