

# 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?**

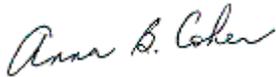
The sign is located so that an aircraft on the taxiway will not enter the runway safety area or penetrate any of the following surfaces that may be applicable to the runway: threshold location plane, inner approach obstacle free zone, inner transitional obstacle free zone, TERPS approach surfaces, and 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,



# **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](mailto: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

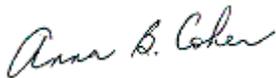
## ***Runway Safety is no accident -It's Everyone's Responsibility!***

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](mailto: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](mailto:9-ASO-Runway-Safety@faa.gov).

Sincerely,



Anna B. Cohen



# Federal Aviation Administration

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## 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](mailto: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](mailto: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
<b>ASO</b>	<b>12</b>	<b>9</b>	<b>11</b>
ASW	7	7	7
AWP	7	4	7
<b>TOTAL</b>	<b>56</b>	<b>37</b>	<b>52</b>

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](mailto:9-ASO-Runway-Safety@faa.gov).

Sincerely,

Anna B. Cohen



# Federal Aviation Administration

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## 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](http://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](mailto:9-ASO-Runway-Safety@faa.gov).

Sincerely,

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

Anna B. Cohen



# Federal Aviation Administration

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## 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*

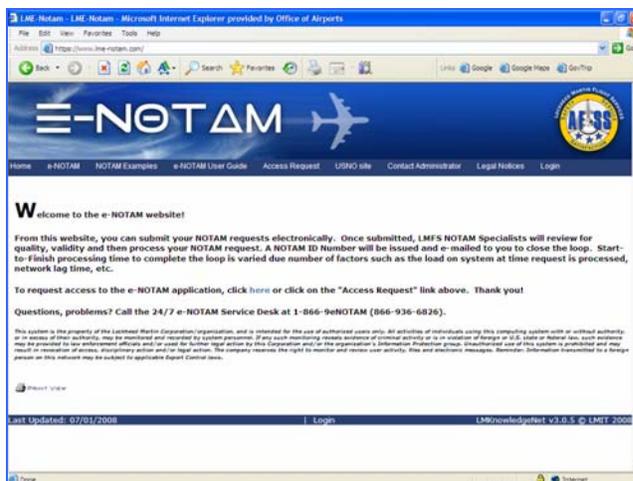
The electronic NOTAM (eNOTAM) system is now available to all airports authorized to issue NOTAMs in the United States (excluding Alaska).

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](http://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

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## 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](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