



**DEPARTMENT OF TRANSPORTATION**

**Federal Aviation Administration**

**Small Entity Compliance Guide for  
Certification of Airports  
14 CFR Part 139**

**January 27, 2004**

## **NOTICE**

Small Entity Compliance Guides are prepared pursuant to section 212 of the Small Business Regulatory Enforcement Fairness Act of 1996 (“SBREFA”), Pub. L. 104-121. The statements in this document are intended solely as guidance to aid in complying with the associated rule. The material contained in this document is neither mandatory nor regulatory in nature and does not constitute a regulation. It describes an acceptable means, but not the only means, for demonstrating compliance with the applicable regulations. The Federal Aviation Administration (FAA) will consider other methods of demonstrating compliance that an applicant elects to present. Terms such as "shall" and "must" are used in the sense of ensuring applicability of the particular method of compliance, when an acceptable method of compliance is described, in this document. The terms “shall” and “must” may be appropriately used to quote or paraphrase regulatory requirements.

In any civil or administrative action against a small business, small government or small nonprofit organization for a violation of a rule, the content of its Small Entity Compliance Guide may be considered as evidence of the reasonableness or appropriateness of proposed fines, penalties or damages. This guide may not apply in a particular situation based upon the circumstances, and the FAA retains the discretion to adopt approaches on a case-by-case basis that differ from this guide where appropriate. Any decisions regarding a particular facility will be made based on the statute and regulations. Therefore, interested parties are free to raise questions and objections about the substance of this guide and the appropriateness of its application in a particular situation. The FAA will consider whether the recommendations or interpretations in the guide are appropriate in that situation. The FAA may decide to revise this guide without public notice to reflect changes in the FAA's approach to implementing a rule or to clarify and update text. To determine whether the FAA has revised this guide, contact the FAA's [Airports Safety and Certification Branch](#).

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**Background:**

14 CFR Part 139 applies to airports that have scheduled or unscheduled air carrier operations in aircraft with a seating capacity of more than 30 passenger seats. Under recent amendments, Part 139 also now applies to airports with scheduled air carrier operations in aircraft with a seating capacity of more than 9 passenger seats. If an airport has only unscheduled air carrier operations in aircraft with a seating capacity of less than 31 passenger seats, Part 139 does not apply.

Previously, airports were issued an “Airport Operating Certificate” (AOC) or a “Limited Airport Operating Certificate” (LOAC) corresponding to either scheduled or unscheduled air carrier operations. These certificates will be replaced with a single “Airport Operating Certificate” that covers operation of a Class I, II, III, or IV airport. The class of airport is determined by the seating capacity of the air carrier aircraft and the schedule of service. The class of airport will be discussed in detail later in this document.

In addition, several National Transportation Safety Board (NTSB) recommendations were incorporated into the amendments of Part 139 that affect all certificated airports.

**Purpose:**

The purpose of this guide is to assist airports in making the changes required by Part 139. It assists airports that are not currently certificated or maintain only a Limited Airport Operating Certificate through the certification process. It also provides guidance on how to comply with the Part 139. This guide is applicable to airports with scheduled air carriers operating aircraft designed for more than 9 passenger seats and airports that have scheduled or unscheduled air carrier operations in aircraft with a seating capacity of more than 30 passenger seats.

This guide also assists currently certificated airports with changes that will affect their current Airport Operating Certificate.

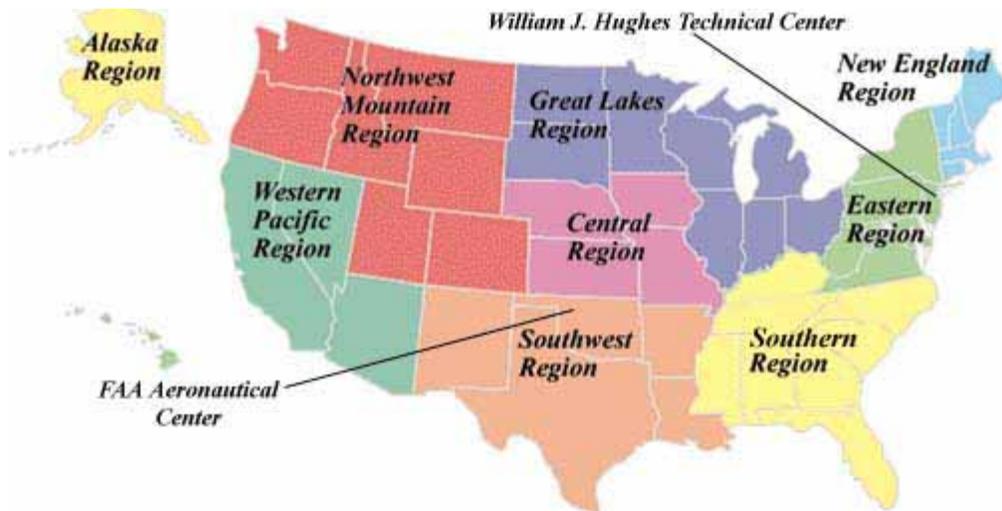
For purposes of this document:

The person or persons responsible for the operation and management of an airport may be referred to as: airport, airport operator, certificate holder, manager, you, or your.

The FAA person or persons making regulatory decisions for the airport may be referred to as: the FAA, Administrator, Associate Administrator for Airports, Regional Airports Division Manager, Airport Certification Safety Inspector (ACSI), or Safety and Standards Branch Manager.

### **Assistance:**

If an airport needs assistance with anything presented in this guide, you should contact the Lead ACSI in your region. The Lead ACSI will put you in touch with the ACSI assigned to your airport to answer any questions. Locate your state on the map below to identify the FAA Region you are located in and then use the corresponding phone number and address from the list below the map. It is important that you communicate with your ACSI, as he or she will assist you through the certification process. In addition, you should maintain contact with the Airports District Office (ADO) engineer or planner who assists with grant funding to meet the requirements of the new regulation.



**Note: Each title below is a hyperlink to that Region's Airports Division Homepage.**

#### **[Alaska Region](#)**

Federal Aviation Administration  
AAL-620  
222 W.7th Ave #14  
Anchorage, AK 99513  
Phone: (907) 271-5438  
Fax: (907) 271-2851

#### **[Central Region](#)**

Federal Aviation Administration  
ACE-620  
901 Locust  
Kansas City, MO 64106-2325  
Phone: (816) 329-2601  
Fax: (816) 329-2610

#### **[Eastern Region](#)**

Federal Aviation Administration  
AEA-620  
1 Aviation Plaza  
Jamaica, NY 11434-4809  
Phone: (718) 553-3330  
Fax: (718) 995-5615

### **Great Lakes Region**

Federal Aviation Administration  
AGL-620  
2300 East Devon Avenue  
Des Plaines, Illinois 60018  
Phone: (847) 294-7272  
Fax: (847) 294-7036

### **New England Region**

Federal Aviation Administration  
ANE-620  
12 New England Executive Park  
Burlington, MA 01803  
Phone: (781) 238-7600  
Fax: (781) 238-7608

### **Northwest Mountain Region**

Federal Aviation Administration  
ANM-620  
1601 Lind Avenue, S.W., Suite 315  
Renton, WA 98055-4056  
Phone: (425) 227-2600  
Fax: (425) 227-1600

### **Southern Region**

Federal Aviation Administration  
ASO-600  
P.O. Box 20636  
Atlanta, GA 30320-0631  
Phone: (404) 305-6700  
Fax: (404) 305-6730

### **Southwest Region**

Federal Aviation Administration  
ASW-620  
2601 Meacham Blvd.  
Fort Worth, TX 76137-4298  
Phone: (817) 222-5600  
Fax: (817) 222-5984

### **Western Pacific Region**

Federal Aviation Administration  
AWP-620  
P.O. Box 92007  
Los Angeles, CA 90009-2007  
Phone: (310) 725-3600  
Fax: (310) 725-6849

## STEPS TO OBTAINING AN AIRPORT OPERATING CERTIFICATE (AOC)

**Step 1:** Determine if this regulation applies to you.

In order to apply for an Airport Operating Certificate (AOC), you must provide written documentation to the local Regional Airports Division that either you have air carrier service or that air carrier service will begin on a certain date. Without air carrier service this regulation does not apply to you unless you currently have an AOC or Limited Airport Operating Certificate (LAOC) and elect to retain that certificate. If you elect to retain a certificate despite the lack of air carrier service, you are required to meet the standards of the Part 139.

Note: If you currently hold an AOC or LAOC and have no air carrier service, you will need to decide whether or not to retain a certificate. This decision must be weighed against the economic implications of the additional requirements imposed by the amended regulation.

Definition of Large and Small Air Carrier Aircraft:

A large air carrier aircraft is designed for 31 passenger seats or more.

A small air carrier aircraft is designed for 10-30 passenger seats.

If you answer “Yes” to any of the following questions, Part 139 applies to your airport and you than should proceed to Step 2.

1. Does your airport serve scheduled operations of large air carrier aircraft? **(Class I)**
2. Does your airport serve scheduled operations of small air carrier aircraft and unscheduled operations of large air carrier aircraft? **(Class II)**
3. Does your airport serve scheduled operations of small air carrier aircraft but not scheduled or unscheduled operations of large air carrier aircraft? **(Class III)**
4. Does your airport serve unscheduled operations of large air carrier aircraft but not scheduled operations of large or small air carrier aircraft? **(Class IV)**

Note: If your airport only serves scheduled air carrier aircraft with **9 seats or less** and/or unscheduled (10-30 seats) air carrier aircraft with 30 seats or less, then Part 139 does not apply to your airport, and you are finished.

**Step 2:** Determine your class of airport.

Based on questions 1-4 listed in Step 1 above, choose the type of air carrier service you have at your airport and note the corresponding class provided in parentheses. This is your Airport Certificate Class.

Complete definitions are provided below:

Class I airport means an airport certificated to serve scheduled operations of large air carrier aircraft that also can serve unscheduled passenger operations of large air carrier aircraft and/or scheduled operations of small air carrier aircraft. A Class I airport may serve any class of air carrier operations.

Class II airport means an airport certificated to serve scheduled operations of small air carrier aircraft and the unscheduled passenger operations of large air carrier aircraft. A Class II airport cannot serve scheduled large air carrier aircraft.

Class III airport means an airport certificated to serve scheduled operations of small air carrier aircraft. A Class III airport cannot serve scheduled or unscheduled large air carrier aircraft.

Class IV airport means an airport certificated to serve unscheduled passenger operations of large air carrier aircraft. A Class IV airport cannot serve scheduled large or small air carrier aircraft.

Example: Airport Y has only scheduled operations of small (10-30 seat) air carrier aircraft. Airport Y is a Class III airport.

**Step 3:** Prepare an application.

In order for an airport to be considered for an AOC, the airport operator must submit an application to the appropriate Regional Airports Division and two copies of an Airport Certification Manual (ACM) (the ACM will be covered in Step 4). The application and two copies of your ACM must be mailed to your ACSI at the address listed above for your particular regional Airports Division office.

Go to [FAA Forms](#), search for Form 5280-1, and complete the application as thoroughly and completely as possible. If you need assistance with any of the items, please contact the ACSI in your region.

**Step 4:** Prepare an Airport Certification Manual (ACM).

The ACM is required by § 139.201, so it must be prepared with care. If the regulation is “**What**” the airport must adhere to, the ACM is “**How**” the airport is going to operate to achieve regulatory compliance based on the standards under Part 139. The ACM should be comprehensive enough to clearly explain to airport personnel what they need to do on a daily basis to comply with the regulation. We also recommend that it only include those items that are necessary to comply with the regulation.

The FAA produces Advisory Circulars (AC) that contain standards and procedures that are acceptable to the Administrator for compliance with Part 139. These ACs may be accessed by going to [Airports Advisory Circulars](#) and locating the appropriate AC for the

section of the ACM you may be working on. Additionally, the FAA occasionally issues Certification Alerts, [Airport CertAlerts](#). A CertAlert is a quick way for the Airports Safety and Operations Division to provide guidance on Part 139 certification-related issues to FAA inspectors and staff. The CertAlert logs provide contact information if you have questions about a particular CertAlert.

Go to [AC 150/5210-22](#), which is the AC for the Airport Certification Manual. In the AC you will find instructions on how to develop your ACM along with boilerplate formats for each class of airport. Under § 139.101(c), the following schedule must be followed:

Class I airports must submit a new ACM to the FAA by **December 9, 2004**.

Class II, III and IV airports must submit a new ACM to the FAA by **June 9, 2005**.

Your ACM should be produced in an electronic format that is easy to update and keep current. It is a regulatory requirement under 139.201(b)(1) that the ACM be kept **current at all times**.

**Step 5:** Inspection.

Once the application and ACM have been received, the ACSI will schedule an inspection to determine if the applicant is properly and adequately equipped and able to provide a safe airport-operating environment. Keep in mind that under section 139.305, the holder of an AOC shall allow the Administrator, which in this case is the designated ACSI, to make any inspections, including unannounced inspections, or tests to determine compliance with 49 U.S.C. 44706 (Airport Operating Certificates) and the requirements under Part 139.

Note: Airports changing from an LAOC to a new AOC are required to have an inspection prior to issue of a certificate.

In addition to the initial inspection you can expect at a minimum, recurrent inspections every 12-24 months.

**Step 6:** Issue of Certificate.

An applicant is issued an Airport Operating Certificate if they have successfully completed all the requirements noted in steps 1-5 above, and it is determined that the airport is able to comply with any limitations or additional provisions that the Administrator finds necessary to ensure safety in air transportation. It is imperative that the application and ACM are submitted in accordance with the timelines appropriate to the class of airport.

## **PART 139: WHAT EACH SECTION MEANS TO YOU!**

### **Subpart A—General**

#### *139.1 Applicability.*

If you are an airport serving scheduled air carrier operations in aircraft designed for more than 9 passenger seats or your airport serves unscheduled air carrier operations in aircraft designed for more than 30 passenger seats, and you are located in any state of the United States, the District of Columbia or any territory or possession of the United States this regulation applies to you. There are limitations and exceptions for some airports in the State of Alaska, joint and shared use airports and those designated as alternate airports. For applicability questions, please contact your Regional Airports Division Office.

#### *139.3 Delegation of authority.*

The FAA Administrator has the authority to issue, deny and revoke the AOC to specific levels of management within the Office of Airports. In most cases this will be the Regional Airports Division Manager.

#### *139.5 Definitions.*

An airport operator should be familiar with the definitions presented in this section. If you need further clarification of any of the definitions presented, you should contact your ACSI.

#### *139.7 Methods and procedures for compliance.*

An airport that receives an AOC must comply with the requirements of subparts C and D of Part 139. FAA Advisory Circulars present acceptable methods and procedures, but not the only means, for demonstrating compliance with the applicable regulations. The FAA will consider other methods of demonstrating compliance that an applicant elects to present. The method or procedure must be approved by your ACSI and included in your ACM.

### **Subpart B—Certification**

#### *139.101 General requirements.*

If you determined that you meet the applicability test of 139.1 above, then you may not operate an airport without an AOC and an approved ACM. For Class I airports you have until **December 9, 2004**, or for Class II, III and IV airports you have until **June 9, 2005**, to submit your ACM to your ACSI for approval.

139.103 Application for certificate.

Follow the instructions presented in this guide for application and ACM preparation and submit these documents to your appropriate ACSI as soon as possible, but no later than the 6 or 12 months as applicable to your class of airport.

139.105 Inspection authority.

Your ACSI is allowed to inspect your airport at any time to ensure compliance with this regulation and your approved ACM. These inspections may be unannounced and may include tests to determine compliance with the applicable parts. Failure to allow these inspections or tests may result in civil penalties or certificate action.

139.107 Issuance of certificate.

You are entitled to a certificate if you have air carrier service, have submitted all the documentation as outlined under section 139.103 and you are equipped and able to provide a safe airport operating environment in accordance with your approved ACM and any other provisions imposed by the FAA to ensure safety in air transportation. Once approved, your certificate will be mailed to you with the effective date of the certificate on it.

139.109 Duration of certificate.

Once issued, your AOC is good indefinitely unless you surrender it or it is suspended or revoked by the FAA.

139.111 Exemptions.

An airport may petition the FAA for an exemption from any requirement of Part 139 including Airport Rescue and Firefighting (ARFF). These requests for exemption must be in writing and submitted at least 120 days before the proposed effective date of the exemption. An exact detail of what must be included in the request and the necessary procedures are outlined under 139.111(b) and (c) and 14 CFR Part 11.

Exemptions, if approved will be time limited and normally not exceed 1 year. An exemption is not a permanent fix. Airports should work towards full compliance and the termination of the exemption.

Also, an exemption is not a “Modification of Standards” which is covered in FAA Order 5300.1, “Approval Level for Modification of Agency Airport Design and Construction Standards.” Questions about “Exemptions” and “Modification of Standards” should be addressed to your ACSI.

### 139.113 Deviations.

Without prior approval, an airport may deviate from any of the requirements of subpart D of this regulation or the ACM to the extent necessary to deal with an emergency that is required to protect life or property.

Within 14 days after the emergency that caused a deviation, the airport must provide a written description of the deviation to the Regional Airports Division Manager.

## **Subpart C—Airport Certification Manual**

### 139.201 General Requirements.

An airport must have and comply with an approved ACM. The ACM must contain all the elements contained in 139.203. AC 150/5210-21 provides a format for the ACM that is acceptable to the FAA. **The airport must maintain a complete and current copy at all times.** You will also need to provide a copy to your ACSI. Therefore, the original and all changes must be submitted in duplicate.

In addition, the airport must provide the ACM to all airport personnel responsible for its implementation. This includes air carriers, FBO personnel and emergency response personnel. Personnel should be trained on the contents of the ACM and expected to comply with its provisions.

### 139.203 Contents of Airport Certification Manual.

The ACM is a description of the operating procedures, facilities and equipment, responsibility assignments, and any other information needed by personnel concerned with operating the airport on **how** they need to comply with the provisions of subpart D of part 139. By use of the manual elements chart presented in this section and the example templates presented in AC 150/5210-21, the airport operator should be able to produce a thorough and complete ACM.

As you can see from the chart below, the ACM elements are the same for Class I, II, and III airports. However, several of the Part 139 sections referenced have different requirements and different compliance dates for Class II, II and IV airports so carefully review each referenced requirements. Class IV airports do not have to include elements 7, 15, 22, 24, 25, 26 and 28. Your ACSI will assist you to ensure all elements are covered.

## REQUIRED AIRPORT CERTIFICATION MANUAL ELEMENTS

| Manual elements                                                                                                                                                                                    | Airport<br>Certification<br>Class I | Airport<br>Certification<br>Class II | Airport<br>Certification<br>Class III | Airport<br>Certification<br>Class IV |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|--------------------------------------|---------------------------------------|--------------------------------------|
| 1. Lines of succession of airport operational responsibility.....                                                                                                                                  | X                                   | X                                    | X                                     | X                                    |
| 2. Each current exemption issued to the airport from the requirements of this part.....                                                                                                            | X                                   | X                                    | X                                     | X                                    |
| 3. Any limitations imposed by the Administrator .....                                                                                                                                              | X                                   | X                                    | X                                     | X                                    |
| 4. A grid map or other means of identifying locations and terrain features on and around the airport that are significant to emergency operations.....                                             | X                                   | X                                    | X                                     | X                                    |
| 5. The location of each obstruction required to be lighted or marked within the airport's area of authority .....                                                                                  | X                                   | X                                    | X                                     | X                                    |
| 6. A description of each movement area available for air carriers and its safety areas, and each road described in § 139.319(k) that serves it .....                                               | X                                   | X                                    | X                                     | X                                    |
| 7. Procedures for avoidance of interruption or failure during construction work of utilities serving facilities or NAVAIDS that support air carrier operations.....                                | X                                   | X                                    | X                                     |                                      |
| 8. A description of the system for maintaining records, as required under § 139.301 .....                                                                                                          | X                                   | X                                    | X                                     | X                                    |
| 9. A description of personnel training, as required under § 139.303 .....                                                                                                                          | X                                   | X                                    | X                                     | X                                    |
| 10. Procedures for maintaining the paved areas, as required under § 139.305.....                                                                                                                   | X                                   | X                                    | X                                     | X                                    |
| 11. Procedures for maintaining the unpaved areas, as required under § 139.307.....                                                                                                                 | X                                   | X                                    | X                                     | X                                    |
| 12. Procedures for maintaining the safety areas, as required under §139.309.....                                                                                                                   | X                                   | X                                    | X                                     | X                                    |
| 13. A plan showing the runway and taxiway identification system, including the location and inscription of signs, runway markings, and holding position markings, as required under §139.311 ..... | X                                   | X                                    | X                                     | X                                    |
| 14. A description of, and procedures for maintaining, the marking, signs, and lighting systems, as required under § 139.311.....                                                                   | X                                   | X                                    | X                                     | X                                    |
| 15. A snow and ice control plan, as required under § 139.313 .....                                                                                                                                 | X                                   | X                                    | X                                     |                                      |
| 16. A description of the facilities, equipment, personnel, and procedures for meeting the aircraft rescue and firefighting requirements, in accordance with §§ 139.315, 139.317 and 139.319.....   | X                                   | X                                    | X                                     | X                                    |
| 17. A description of any approved exemption to aircraft rescue and firefighting requirements, as authorized under § 139.111.....                                                                   | X                                   | X                                    | X                                     | X                                    |
| 18. Procedures for protecting persons and property during the storing, dispensing, and handling of fuel and other hazardous substances and materials, as required under § 139.321.                 | X                                   | X                                    | X                                     | X                                    |
| 19. A description of, and procedures for maintaining, the traffic and wind direction indicators, as required under § 139.323.....                                                                  | X                                   | X                                    | X                                     | X                                    |
| 20. An emergency plan as required under § 139.325 .....                                                                                                                                            | X                                   | X                                    | X                                     | X                                    |
| 21. Procedures for conducting the self-inspection program, as required under § 139.327 .....                                                                                                       | X                                   | X                                    | X                                     | X                                    |
| 22. Procedures for controlling pedestrians and ground vehicles in movement areas and safety areas, as required under § 139.329.....                                                                | X                                   | X                                    | X                                     |                                      |
| 23. Procedures for obstruction removal, marking, or lighting, as required under § 139.331. ....                                                                                                    | X                                   | X                                    | X                                     | X                                    |
| 24. Procedures for protection of NAVAIDS, as required under § 139.333.....                                                                                                                         | X                                   | X                                    | X                                     |                                      |

| Manual elements                                                                                                                    | Airport Certification Class I | Airport Certification Class II | Airport Certification Class III | Airport Certification Class IV |
|------------------------------------------------------------------------------------------------------------------------------------|-------------------------------|--------------------------------|---------------------------------|--------------------------------|
| 25. A description of public protection, as required under § 139.335.....                                                           | X                             | X                              | X                               |                                |
| 26. Procedures for wildlife hazard management, as required under § 139.337.....                                                    | X                             | X                              | X                               |                                |
| 27. Procedures for airport condition reporting, as required under § 139.339.                                                       | X                             | X                              | X                               | X                              |
| 28. Procedures for identifying, marking, and lighting construction and other unserviceable areas, as required under § 139.341..... | X                             | X                              | X                               |                                |
| 29. Any other item that the Administrator finds is necessary to ensure safety in air transportation.....                           | X                             | X                              | X                               | X                              |

It is imperative that the ACM describe the actual conditions and operations at the airport. If changes occur, the manual must be updated in accordance with 139.205. As part of the ACSI inspection, a pre-inspection review of the ACM will always be accomplished. Remember that the ACM must be kept current at all times.

*139.205 Amendment of Airport Certification Manual.*

An “amendment” to the ACM is a significant change in the method of compliance to part 139 by the airport operator. Simple changes to names, phone numbers, and minor wording corrections constitute a “revision”. These revisions must still be submitted to the ACSI for approval in a timely manner, but do not constitute an actual amendment.

The ACM is formally amended either at the discretion of the certificate holder or at the request of the FAA. Examples of what constitutes an amendment are major changes to the Emergency or Wildlife Hazard Management Plans, change in ARFF index, and addition of a new runway. All proposed amendments by the certificate holder must be submitted in writing to the ACSI at least 30 days prior to the effective date of the amendment unless a shorter time period is allowed by the FAA.

If the FAA initiates the amendment, the proposed amendment will be provided to the airport operator in writing. There will be at least 7 days to respond. After review of the airports operators’ response, the FAA will issue a final amendment that becomes effective not less than 30 days after the certificate holder receives it. The FAA can issue an immediate amendment if there is an emergency situation requiring such action. The airport can petition the FAA within 30 days of such an emergency amendment to reconsider the emergency situation or the amendment itself.

Any questions about what constitutes an amendment versus a revision should be addressed to your ACSI.

## **Subpart D—Operations**

### *139.301 Records.*

An airport is required to maintain certain records for specified periods of time. These records must be in a manner prescribed in the applicable section of Part 139 and as authorized by your ACSI. These records must be made available during inspection. The period of time these records must be maintained is as follows (in consecutive calendar months):

- Personnel training (24 Months)
- Emergency personnel training (24 Months)
- Airport tenant fueling inspection (12 Months)
- Airport tenant fueling agent training (12 Months)
- Self-inspection (6 Months)
- Movement areas and safety areas training (24 Months)
- Accident and incident (12 months)
- Airport Condition (6 Months)
- Any additional records deemed necessary by your ACSI

What constitutes acceptable records will be covered under the appropriate section.

### *139.303 Personnel.*

An airport must provide sufficient and qualified personnel to comply with the requirements of part 139 and the ACM. The important point here is that there must be a balance between the number of personnel an airport employs and the training/experience level these personnel possess. Personnel who access movement areas and safety areas to perform their duties must be properly trained and equipped to their job. This training must be accomplished prior to commencement of their duties and at least once every 12 consecutive calendar months.

Neither your ACSI nor other FAA offices will dictate to an airport what constitutes sufficient qualified personnel. The number of personnel an airport operator needs is that required to meet, maintain, and operate the airport at the minimum safety standards set forth in Part 139. The conditions found on the airport are what an ACSI must base their determination on as to whether there are sufficient qualified personnel. An ACSI can observe personnel while performing their duties and if necessary even test personnel on their knowledge of a subject appropriate to their responsibilities.

Also, having numerous employees may meet the test of sufficiency, but inadequate training may leave an individual less than qualified. The best way to avoid this is to establish an operations and maintenance training program that covers all the areas of this section. This training program is a mandatory requirement and must include the requirements of Part 139 and the ACM. You must keep a record of this training for 24 consecutive calendar months. The curriculum for the initial and recurrent training must

include the areas specified in this part and a description must be included in your ACM. The FAA may require additional subject areas for training as appropriate.

An airport may use an independent organization or designee to comply with the requirements of this part and the ACM, but this arrangement would have to be approved by your ACSI and this organization or designee would still have to meet the same requirements.

#### 139.305 Paved areas.

All pavements available for air carrier use, including runways, taxiways, loading ramps and parking areas must be maintained to meet the required specifications of this part. Although there is a specific criterion, any pavement cracks or variations that could impair an air carrier aircraft's directional control is a violation of this part and needs to be immediately addressed. A good self-inspection program is important to identifying potential problem areas before they exceed standards. These inspections should be conducted in varying weather conditions such as heavy rain to determine if the pavement is draining properly and to identify areas where ponding is occurring so that these areas can be repaired.

The airport should have a regular maintenance program in place to remove mud, dirt, sand, loose aggregate, debris, foreign objects, rubber deposits and other contaminants as well as repair cracks, holes and deterioration. Any crack or surface variation that produces loose aggregate or other contaminants shall be **immediately repaired**. The airport should work with the ADO to procure funding for major repairs and reconstructions, but does not relieve the airport of its responsibility to make immediate repairs or restrict air carrier use if necessary.

[AC 150/5380-6](#), "Guidelines and Procedures for Maintenance of Airport Pavements," provides an introduction to airport pavement maintenance and is a good starting point for airport personnel. Also [AC 150/5380-7](#), "Pavement Management System," describes the components of a Pavement Management System.

#### 139.307 Unpaved areas.

Similar to paved areas, unpaved areas that are available for air carrier use shall be maintained and promptly repaired in the same manner as paved areas. The criterion is much the same as paved areas and is presented in this section. There currently is no AC that specifically covers unpaved areas. Questions on the maintenance of unpaved areas should be addressed to your ADO engineer or ACSI.

#### 139.309 Safety areas.

A safety area is an area comprised of either a runway or taxiway and the surrounding surfaces that is prepared or suitable for reducing the risk of damage to aircraft in the event of an undershoot, overshoot, or excursion from a runway or the unintentional

departure from a taxiway. Safety area design and dimensional standards shall be provided and maintained for each runway and taxiway that is available for air carrier use.

If you have had no significant expansion of runways or taxiways since January 1, 1988, you may have the runway safety area (RSA) and taxiway safety area (TSA) dimensions grandfathered. Check with your ACSI if you have any questions regarding your RSA or TSA dimensions and maintenance.

Safety areas must be cleared and graded and have no potentially hazardous ruts, humps, depressions, or other surface variations. They should also allow for water to adequately drain preventing accumulation. The safety area is there to support an aircraft without causing major damage. Safety areas should also be able to support ARFF and snow removal equipment under dry conditions.

No objects may be located in the safety area unless they are located there specifically for their function. Usually items located in the safety areas are limited to signs, lighting and navigational aids. Items that are approved to remain in the safety areas shall be on frangible structures with the frangible point no higher than 3 inches above the grade.

[AC 150/5300-13](#), [AC 150/5300-13 Chg 6](#), [AC 150/5300-13 Chg 7](#), “Airport Design,” paragraph 305 and Appendix 8 discuss Runway Safety Areas (RSA) and paragraph 403 discusses Taxiway Safety Areas (TSA).

#### 139.311 Marking, signs, and lighting.

Airports must provide and maintain a marking system for air carrier operations. This includes marking runways for the approach with the lowest authorized minimums, taxiway centerlines and edge markings as appropriate, holding position markings and marking ILS critical areas. Markings must be provided and maintained so that pilots easily see them. Maintaining markings means to have a scheduled maintenance program to repaint faded, chipped, or worn markings. This includes the addition of glass beads on all required markings and the outlining of markings with a black border on light colored pavements. Markings should also be kept clean and free of rubber deposits. [AC 150/5340-1](#), “Standards for Airport Markings,” with change 1, [AC 150/5340-1 Change 1](#), contains the acceptable standards for airport markings at airports with air carrier operations.

Airports must provide and maintain a sign system for air carrier operations. This sign system must include signs identifying taxiing routes, holding position signs and ILS critical area signs. For Class I, II, and IV airports, all signs must be internally illuminated. For Class III airports, only holding position signs and instrument landing system (ILS) critical area signs must be internally illuminated. Other signs must be lighted if they are installed on a lighted runway or taxiway. Signs must be properly positioned appropriate to their size and must be maintained so that pilots can easily read them. Maintaining signs includes replacing worn or faded panels and keeping them clear of snow and vegetation. An airport sign plan must be submitted to your ACSI for approval and included in your ACM. [AC 150/5340-18](#), “Standards for Airport Sign Systems,” with

change 1 is not currently available on the web, but can be obtained through the ADO or your ACSI.

Airports must provide and maintain a lighting system for air carrier operations when the airport is open at night or during periods of reduced visibility. This system must include runway lights that meet the specifications for the takeoff and landing minimums of the runway and one taxiway lighting system. In addition to runway and taxiway lighting, an airport is required to have an airport beacon, approach lighting that meets the specifications for takeoff and landing minimums unless this lighting is provided and maintained by the FAA, and obstruction marking and lighting as appropriate. [AC 150/5340-24](#), "Runway and Taxiway Edge Lighting System," describes acceptable standards for the design, installation, and maintenance of runway and taxiway edge lighting systems.

An airport is responsible for maintaining their marking, lighting and signs. This means that that they should be clean, unobscured and clearly visible at all times. Any faded, missing or nonfunctional items should be repaired or replaced. Marking, lighting, and signs are used by pilots and need to be easily seen and provide an accurate reference to the user.

Other lighting for aprons, buildings, hangars, fuel storage areas, roadways and parking lots need to be shielded so that they do not interfere with Air Traffic Control (ATC) or aircraft operations.

FAA Advisory Circulars that may assist you with compliance with this section are listed below.

[AC 150/5340-21](#), "Airport Miscellaneous Lighting Visual Aids," describes the standards for the system design, installation, inspection, testing, and maintenance of airport miscellaneous visual aids; i.e., airport beacons, beacon towers, wind cones, wind tees, and obstruction lights.

[AC 150/5340-26](#), "Maintenance of Airport Visual Aid Facilities," provides recommended guidelines for maintenance of airport visual aid facilities.

[AC 150/5340-27A](#), "Air-to-Ground Radio Control of Airport Lighting Systems," contains the FAA standard operating configurations for air-to-ground radio control of airport lighting systems.

[AC 150/5345-44E](#), "Specification for Taxiway and Runway Signs," contains a specification for lighted and unlighted signs to be used on taxiways and runways.

### 139.313 Snow and ice control.

If your airport is in an area where measurable snow and icing conditions occur at least once a year, you are required to prepare a snow and ice control plan. This plan must be

approved by your ACSI and becomes an enforceable part of your ACM. When snow and/or icing conditions occur, the airport must execute the approved plan.

AC 150/5000-30, "Airport Winter Safety Operations," provides guidance to airport operators/owners in the development of an acceptable snow and ice control program at their airport. You can access this AC and changes by selecting the following links:

[AC 150/5200-30A](#) with changes 1 & 2

[AC 150/5200-30A Change 3](#)

[AC 150/5200-30A Change 4](#)

[AC 150/5200-30A Change 5](#)

[AC 150/5200-30A Change 6](#)

FAA Advisory Circulars that may assist you with compliance with this section are listed below.

[AC 150/5220-13](#), "Runway Surface Condition Sensor Specification Guide," provides guidance to assist airport operators, consultants, and design engineers in the preparation of procurement specifications for sensor systems which monitor and report runway surface conditions.

[AC 150/5220-18](#), "Buildings For Storage and Maintenance of Airport Snow and Ice Control Equipment and Materials," provides guidance for site selection, design and construction of buildings used to store and maintain airport snow and ice control equipment and materials.

*139.315 Aircraft rescue and firefighting (ARFF): Index determination:*

The length of air carrier aircraft and the average scheduled daily departures of air carrier aircraft determine ARFF index. The minimum ARFF index will always be Index A.

Below is the length of air carrier aircraft that make up a particular index:

- (1) Index A includes aircraft less than 90 feet in length.
- (2) Index B includes aircraft at least 90 feet but less than 126 feet in length.
- (3) Index C includes aircraft at least 126 feet but less than 159 feet in length.
- (4) Index D includes aircraft at least 159 feet but less than 200 feet in length.
- (5) Index E includes aircraft at least 200 feet in length.

First determine the length of the each air carrier aircraft that serves your airport. [AC 150/5300-13](#), "Airport Design," Appendix 13, provides an alphabetical list of aircraft and their lengths. Next determine how many scheduled operations you have of each aircraft. If you have five or more average daily air carrier departures in a particular group, that is your index. If you have a group that has less than five daily air carrier departures in the longest group, then you may reduce the index by one.

Example 1: You have five Boeing 737-200 aircraft (length 100.2 feet, index B) and three Beech Airliner 1900-C (length 57.8 feet, index A), then your airport index is B. If you lose one 737-200 departure and now have only four 737-200 departures, your index would be index A.

Example 2: If you have four Index A departures, six index B departures, no index C departures and four index D departures, you may reduce your index one level below the highest index aircraft the airport serves, thus your airport index in this case would be index C.

Paragraph (e) of this section allows for a Class III airport to comply with this section if they can provide a level of safety comparable to index A, the procedure is approved by your ACSI and if it is documented in the ACM. The alternate compliance must include the criteria listed in paragraph 139.315(e)(i-iv).

Note: Determination of ARFF index is used to determine the minimum ARFF equipment and agents that must be available for air carrier operations to occur on an airport.

139.317 Aircraft rescue and firefighting: Equipment and agents.

Once you have determined the ARFF index that is applicable to your airport you will use this section to determine the minimum type and number of ARFF vehicles, the type and number of pounds of dry chemical, the amount of Halon 1211 or clean agent (referred to as agent/s) that must be on the truck/s, and the amount of aqueous film forming foam (AFFF) and water that must be available on the truck/s. Refer to 139.317(a-e) for applicable index requirements.

All trucks used to comply with index B and above must be equipped with a turret. This section also specifies the foam discharge rate and the agent discharge rate for each vehicle (139.317(f-g)). Other extinguishing agents may be used only if they are approved by your ACSI and in amounts that provide the same level of firefighting capability.

Vehicles must be able to carry enough AFFF to mix with twice the amount of water the vehicle is required to carry.

Example: An index B airport has one truck that carries the required 1500 gallons of water. At a concentration of 3% AFFF to 97% water, 1500 gallons of water would require approximately 45 gallons of AFFF. Multiplying the 45 gallons of AFFF by 2 means that the truck must be capable of carrying a minimum of 90 gallons of AFFF.

By carrying at least 90 gallons of AFFF, the truck will have enough AFFF to mix with the first 1500 gallons of water and an additional 1500 gallons of water before additional AFFF would need to be added. Most modern trucks carry more than enough AFFF to mix with two tanks of water.

Note: Class II, III and IV airports have 36 months from **June 9, 2004**, to meet the requirements of this section. If required, your ADO will work with you to design and purchase an ARFF vehicle that meets Part 139.317 requirements.

FAA Advisory Circulars that may assist you with compliance with this section are listed below.

[AC 150/5210-6C](#), "Aircraft Fire and Rescue Facilities and Extinguishing Agents," outlines scales of protection considered as the recommended level compared with the minimum level in Federal Aviation Regulation Part 139.49 and tells how these levels were established from test and experience data.

[AC 150/5220-4](#), "Water Supply Systems for Aircraft Fire and Rescue Protection," provides guidance for the selection of a water source and standards for the design of a distribution system to support aircraft rescue and firefighting (ARFF) service operations on airports.

[AC 150/5220-10C](#) "Guide Specification for Water/Foam Aircraft Rescue and Firefighting Vehicles," contains performance standards, specifications, and recommendations for the design, construction, and testing of a family of aircraft rescue and firefighting (ARFF) vehicles.

[AC 150/5220-19](#), "Guide Specification for Small Agent Aircraft Rescue and Fire Fighting Vehicles," contains performance standards, specifications, and recommendations for the design, construction, and testing of a family of small, dual agent aircraft rescue and fire fighting (ARFF) vehicles.

[AC 150/5220-10C](#), "Guide Specification for Water/Foam Aircraft Rescue and Firefighting Vehicles," contains performance standards, specifications, and recommendations for the design, construction, and testing of a family of aircraft rescue and firefighting (ARFF) vehicles.

[AC 150/5210-13A](#), "Water Rescue Plans, Facilities, and Equipment," provides guidance to assist airport operators in preparing for water rescue operations.

[AC 150/5210-15](#), "Airport Rescue and Firefighting Station Building Design," provides standards and guidance for planning, designing, and constructing an airport rescue and firefighting station.

[AC 150/5210-19](#), "Driver's Enhanced Vision System (DEVS) ," contains performance standards, specifications, and recommendations for DEVS.

[AC 150/5220-4B](#), "Water Supply Systems for Aircraft Fire and Rescue Protection," provides guidance for the selection of a water source and standards for the design of a distribution system to support aircraft rescue and firefighting (ARFF) service operations on airports.

139.319 Aircraft rescue and firefighting: Operational requirements.

Under section 139.315, we discuss how to determine an airport's ARFF index. Under 139.317, we discuss the type, number, quantity, and discharge rates for ARFF equipment, AFFF and agents. Now we will put the equipment together with qualified personnel to ensure that the operational requirements of the airport are met.

It is required that an airport, during air carrier operations, defined as the period of time 15 minutes before until 15 minutes after the takeoff or landing, provide the ARFF capability for their required index. If the average daily departures or the length of aircraft changes such that the index increases, the airport is required to meet the ARFF required by the increased ARFF index. If there is reduction in average daily departures or the length of aircraft, the airport may reduce its index by following the procedures under section 139.319(d)(1-3).

ARFF vehicles are required to be ready and capable to meet their intended requirements as required by 139.319(g)(1-3) and the response requirements of 139.319(h)(1-2). The ACSI will initiate a timed response drill during inspections. Vehicles must also be equipped with the necessary radios to communicate with all required parties as outlined in 139.319(e)(1-4), and they must be appropriately marked and lighted in accordance with 139.319(f)(1-2).

ARFF personnel must be trained and equipped to perform their duties. Personnel training includes initial and recurrent training with a curriculum that is approved by your ACSI and includes all the elements of 139.319(i)(2)(i-xi) and (3).

**Initial Training.** Prior to any person assuming ARFF duties, they must have completed initial training as outlined above. It is not acceptable to simply take a structural firefighter and assign them to ARFF duties without additional training. Initial training may be accomplished during an initial ARFF training course offered by an approved facility or internally using an approved curriculum. The internal curriculum must be approved by your ACSI. Initial training is not complete until the individual has participated in at least one live-fire drill. Initial ARFF training records are kept as long as the person is employed and will be made available during each inspection.

**Recurrent Training.** Once an ARFF person has completed initial training, they must receive recurrent instruction every 12 consecutive calendar month using an approved curriculum. The Aircraft Rescue and Fire Fighting (ARFF) Computer-Based Training (CBT) CD is an excellent supplement to the curriculum but should not be considered all-inclusive. Practical application with the airport's equipment, airport familiarization, driving on the airport, and duties under the airport emergency plan are just a few areas that cannot be fully taught using the CD. ARFF personnel must also participate in at least one live-fire drill every 12 consecutive calendar months. The live-fire drill must be accomplished at an approved training facility or in a manner acceptable to your ACSI.

Example: A firefighter participates in a live-fire drill on January 5, 2003. That firefighter is required to participate in their next drill by January 31, 2004. After that, they are not in compliance with the regulation. If they participate early, the 12 consecutive calendar months then starts for the next year from the month the firefighter actually participated; November to November, December to December, etc.

An airport is required to maintain a record of all recurrent training given to each individual for 24 consecutive calendar months and these records will be made available during each inspection.

**Medical Services.** The airport is required to have at least one individual available during air carrier operations that has been trained and is current in basic emergency medical services as outlined in 139.319(i)(4). The individual must have received at least 40 hours of training in the required topics and a record of this training must be maintained for 24 consecutive calendar months and made available for inspection. The emergency medical person does not have to be an ARFF person and they do not need to meet the timed response requirements. Off-airport personnel such as an ambulance service may be used if a reasonable response time is assured. How the airport will meet this requirement must be approved by your ACSI and documented in your ACM.

The airport must also meet the requirements of 139.319(i)(5 & 6) with regards to hazardous materials guidance and maintaining emergency access roads.

Note: Class II, III and IV airports have 36 months from **June 9, 2004**, to meet the requirements of this section.

FAA Advisory Circulars that may assist you with compliance with this section are listed below.

[AC 150/5210-17](#), "Programs for Training of Aircraft Rescue and Firefighting Personnel," provides information on courses and reference materials for training of aircraft and firefighting (ARFF) personnel and Change 1, [AC 150/5210-17 Chg. 1](#) changed the AC to reflect a new source for the FAA Standard Basic Aircraft Rescue and Firefighting Curriculum, and to update other sources of training programs.

Note: An Aircraft Rescue and Fire Fighting (ARFF) Computer-Based Training (CBT) CD is available from your ACSI.

[AC 150/5210-18](#), "Systems for Interactive Training of Airport Personnel," provides guidance in the design of systems for interactive training of airport personnel.

[AC 150/5210-7C](#), "Aircraft Rescue and Firefighting Communications," provides guidance for planning and implementing the airport Aircraft Rescue and Firefighting (ARFF) Communications systems.

[AC 150/5210-14A](#), "Airport Fire and Rescue Personnel Protective Clothing," was developed to assist airport management in the development of local procurement specifications for an acceptable, cost-effective proximity suit for use in aircraft rescue and firefighting operations.

139.321 Handling and storing of hazardous substances and materials.

The airport should first determine if 139.321(a) is applicable. If so, the airport must comply with the requirements of this paragraph as specified. If the airport is a cargo-handling agent the procedures must be approved by your ACSI and included in the ACM.

The airport is required to establish and maintain acceptable fire safety standards for handling fuel servicing on the airport. This includes storing and dispensing. These standards must be approved by your ACSI and included in the ACM. It is recommended that the airport adopt NFPA 407, Standard for Aircraft Fuel Servicing (current edition) as the standard for the airport. 139.321(b)(1-7) lists the minimum standards that must be addressed if NFPA 407 is not adopted.

Once the standards are approved and adopted, the airport, as a fueling agent, if applicable, and all other fueling agents on the airport including Part 121 and Part 135 certificated air carriers must comply with the standards. To ensure compliance, the airport must inspect the trucks and storage and dispensing facilities every 3 consecutive calendar months. The inspection records must be maintained for 12 consecutive calendar months. The inspection results should show the discrepancies found and the corrective action taken. Regardless of the inspections, the airport must require fueling agents to immediately correct any noncompliance with a standard. If the fueling agent cannot correct the deficiency in a reasonable period of time, the airport will notify the ACSI.

All fueling agents shall have at least one supervisor that has completed an approved fuel-training course in fire safety. Nationally approved courses can be found at <http://www.faa.gov/arp/Certification/alerts/cert0306.rtf>. The individual must complete the training prior to initial performance of duties or be enrolled in a course that will be completed within 90 days of starting work. They must also receive recurrent training every 24 consecutive calendar months. Any training courses other than the nationally approved courses must be reviewed and approved by the ACSI as acceptable. The inspector will want to see documentation of the training.

The supervisor must provide initial on-the-job training and recurrent instruction every 24 consecutive calendar months to all other employees that are responsible for handling fuel in any manner. Once every 12 consecutive calendar months, the fueling agent must provide the airport written confirmation that all training has been accomplished. The written confirmation must be maintained for 12 consecutive calendar months. The written confirmation should include the name of the person receiving the training and the date the training occurred.

AC 150/5230-4 "Aircraft Fuel Storage, Handling, and Dispensing On Airports" is not available on the Web, but may be obtained from your ACSI.

139.323 Traffic and wind direction indicators.

An airport must have a wind cone that provides surface wind direction information to pilots and supplemental wind cones at each end of all air carrier runways or at a point visible to a pilot during final approach and prior to takeoff. If the airport is open at night, it must be lighted.

If your airport has no ATCT, or the ATCT is closed during air carrier operations and you have right-hand traffic pattern(s), each runway that has right-hand traffic must have a segmented circle, a landing strip indicator and a traffic pattern indicator installed around the wind cone.

FAA Advisory Circulars that may assist you with compliance with this section are listed below.

[AC 150/5340-5B](#), "Segmented Circle Airport Marker System," sets forth standards for a system of airport marking consisting of certain pilot aids and traffic control devices.

[AC 150/5340-23B](#), "Supplemental Wind Cones," describes criteria for the location and performance of supplemental wind cones.

139.325 Airport emergency plan.

The airport is required to write and maintain an Airport Emergency Plan (AEP). The plan is designed to minimize personal injury and damage to property in the event of an emergency situation. All parties that have a role in the plan should participate in the development of the plan. [AC 150/5200-31A](#), "Airport Emergency Plan," provides guidance for the preparation and implementation of emergency plans at civil airports. The AEP may be written using the guidance provided in the AC and must include all applicable parts of 139.325(b-f).

The plan will be submitted in two copies to your ACSI for approval. The AEP Review Checklist at appendix 3 must be completed and included with the submission of the AEP. The ACSI will review the plan and once approved will become part of the ACM.

Once completed, the AEP must be coordinated with all parties that have responsibilities under the plan. All airport personnel having duties and responsibilities under the plan must be trained on their assignments under the plan. Once every 12 consecutive calendar months, the plan must be reviewed with all parties that have responsibilities under the plan. This is the opportunity to get everyone together and go through the plan page by page to ensure everyone is familiar with their duties, responsibilities and that the information in the plan is accurate. The airport should keep a participant list as well as

minutes of the meeting. Any changes to the plan should be immediately submitted to the ACSI for approval.

Every 36 consecutive calendar months, all Class I airports must hold a full-scale emergency plan exercise. Class II, III and IV airports do not need to complete this requirement; however, it is recommended. The AEP Exercise Evaluation Checklist at appendix 2 should be used to prepare and evaluate the exercise. The purpose of the full-scale exercise is to test the effectiveness of the AEP through a response of the airport and its mutual aid for a disaster at the airport. All planning, execution and evaluation documentation should be maintained for inspection purposes.

Note: Class II, III and IV airports have 24 months from **June 9, 2004**, to submit their emergency plan required by this section.

FAA Advisory Circulars that may assist you with compliance with this section are listed below.

[AC 150/5200-12B](#), "Fire Department Responsibility in Protecting Evidence at the Scene of an Aircraft Accident," furnishes general guidance for airport, employees, airport management and other personnel responsible for firefighting and rescue operations, at the scene of an aircraft accident, on the proper presentation of evidence.

AC 150/5210-2A, "Airport Emergency Medical Facilities and Services," provides information and advice so that airports may take specific voluntary preplanning actions to assure at least minimum first-aid and medical readiness appropriate to the size of the airport in terms of permanent and transient personnel.

#### 139.327 Self-inspection program.

The self-inspection program is considered the cornerstone of compliance with many of the sections of Part 139. An airport must perform an inspection daily unless otherwise authorized by your ACSI and approved in your ACM. If you have air carrier service on any given day, including weekends and holidays, an inspection must be performed. The inspection schedule is required to be included in the ACM. Inspections will also be completed when required by unusual conditions or aircraft accident/incident. Usually the inspections are recorded on an inspection checklist that is an approved part of your ACM. The inspection record must include the conditions found and the corrective action that was taken to fix the discrepancy. Each daily-recorded inspection must be maintained for 12 consecutive calendar months.

Personnel trained to identify noncompliance with all the areas that are being inspected must complete self-inspections. These personnel must be trained in accordance with 139.303, and receive initial and recurrent instruction. This initial instruction must be documented and maintained for the duration of the employee's employment. Recurrent training must be completed every 12 consecutive calendar months. Training records shall be maintained for 24 consecutive calendar months.

Instruction must include the following:

- 1) Airport familiarization, including airport signs, marking and lighting
- 2) Airport emergency plan
- 3) Notice to Airmen (NOTAM) notification procedures
- 4) Procedures for pedestrians and ground vehicles in movement areas and safety areas
- 5) Discrepancy reporting procedures
- 6) A reporting system to ensure prompt correction of unsafe airport conditions noted during the inspection, inc

Note: A person sent to inspect the airport that is not thoroughly familiar with the requirements of Part 139 and all applicable ACs may provide an inaccurate report and potentially provide airport management with a false sense of well-being. If, during an annual certification inspection numerous discrepancies are discovered that should have been identified under the self-inspection program there is good cause to reevaluate the process, training and/or personnel conducting the inspections.

AC 150/5200-18B, "Airport Safety Self-Inspection," and AC 150/5200-29, "Announcement of Availability: Airport Self-Inspection Videotape," are not available on the web. This AC and videotape may be obtained through your ACSI and all personnel responsible for self-inspections should be thoroughly familiar with their contents.

It is critical that the self-inspection program is tied to the airport condition reporting system. The use of the NOTAM system is acceptable, but an additional system to immediately notify air carriers directly may be necessary. In some cases, the information or NOTAM may have to be hand delivered, faxed or e-mailed directly to the air carrier in order to ensure prompt notification. The air carriers should also be notified as soon as the discrepancy is corrected.

#### 139.329 Pedestrians and Ground Vehicles.

The only pedestrians or ground vehicles that should be allowed to be in the movement areas (runways and taxiways) and safety areas are those that are absolutely necessary for airport operations. The airport is responsible to limit access to the movement areas to authorized personnel and vehicles only. Normally this limits the access to rescue, maintenance and inspection activities. Construction would be considered maintenance, but the airport must ensure that the construction safety plan is in compliance with this section. Wherever possible, service roads should be constructed to alleviate vehicles such as fuel trucks from entering the movement areas. Contact your ADO to determine if the service road may be AIP eligible.

The airport must establish and implement procedures for the access to and operation in the movement and safety areas. This means that the airport must establish a driver's training program that includes provisions for all personnel that may have to drive or walk in the movement/safety areas. The training program must be approved and included in the ACM. It must also include the consequences that the airport will enforce if an individual does not follow the rules.

This training must be documented and the documentation must be maintained for 24 consecutive calendar months.

If there is an Airport Traffic Control Tower (ATCT), each person or vehicle in the movement/safety areas must be in radio contact with the tower or be escorted by someone that does have contact with the tower.

FAA Advisory Circulars that may assist you with compliance with this section are listed below.

[AC 150/5210-20](#), "Ground Vehicle Operations on Airports," contains guidance to airport operators developing ground vehicle operation training programs.

[AC 150/5210-5B](#), "Painting, Marking, and lighting of Vehicles Used on an Airport," provides guidance, specifications, and standards, in the interest of airport personnel safety and operational efficiency, for painting, marking, and lighting of vehicles operating in the airport air operations areas.

The [Runway Safety](#) link will provide additional information on preventing runway incursions.

#### 139.331 Obstructions.

Any objects that are within the airport's authority that have been determined by the FAA to be an obstruction must be removed, marked or lighted unless an FAA aeronautical study has determined that it is not necessary. If the object has not had an FAA aeronautical study, the airport is required to initiate the study. The airport must have procedures in place for the identification of obstructions to the applicable Part 77 imaginary surfaces. Applicability of airport authorities will be determined on a case-by-case basis.

FAA Advisory Circulars that may assist you with compliance with this section are listed below.

[AC 150/5340-21](#), "Airport Miscellaneous Lighting visual Aids," describes the standards for the system design, installation, inspection, testing, and maintenance of airport obstruction lights.

[AC 150/5345-43E](#), "Specification for Obstruction Lighting Equipment," contains the FAA specification for obstruction lighting equipment.

#### 139.333 Protection of NAVAIDS.

The airport must prevent the construction of facilities near NAVAIDS and air traffic control facilities that would derogate the signal or operation of the facility. This includes

electronic and visual facilities. If the airport owns the facilities, they will protect the facilities or otherwise assist the owner of the facilities with the protection from theft or vandalism.

139.335 Public protection.

The airport must have safeguards to prevent inadvertent entry to the movement areas by unauthorized person or vehicles. Fencing that meets Transportation Security Administration regulations are acceptable to meet the requirements of this section. The airport must also provide reasonable protection of persons and property from jet blast.

139.337 Wildlife hazard management.

**Wildlife hazard management at airports is a critical issue that, if taken lightly, poses a serious threat to life and property.** For this reason, airports are required to take immediate action to alleviate wildlife hazards any time they are detected.

If an airport has any of the occurrences listed in 139.337(b)(1-4), they are required to have a wildlife hazard assessment. The wildlife hazard assessment usually starts with and initial consultation and possibly a site visit. The consultation and/or site visit will determine the need for a complete wildlife hazard assessment. If it is required, the wildlife hazard assessment must be completed by an individual as specified under 139.337(c) and include the items listed under 139.337(c)(1-5). Wildlife hazard assessments and plans are eligible for AIP funding and need to be coordinated with the ADO.

The wildlife hazard assessment is submitted to your ACSI who will determine if there is a need for a wildlife hazard management plan. If it is determined that a plan is required, the certificate holder must write a plan using the assessment as a guide. The plan is submitted to the ACSI for approval and is implemented by the airport. Section 139.337(e) and (f) will be followed in the development, writing and implementation of the plan.

All airport personnel that may be required to execute the plan must be trained on its implementation, and the airport must evaluate the effectiveness of the plan at least every 12 consecutive calendar months or whenever additional occurrences that triggered the assessment occur.

If an airport has an advisory for wildlife in the Airport Facility Directory (AFD), they will be required to have an initial consultation and site visit. If it is determined that a wildlife hazard assessment is required, then one must be accomplished.

FAA Advisory Circulars that may assist you with compliance with this section are listed below.

[AC 150/5200-33](#), "Hazardous Wildlife Attractants on or Near Airports," provides guidance on locating certain land uses having the potential to attract hazardous wildlife to or in the vicinity of public-use airports.

AC150/5200-32, "Announcement of Availability: Bird Strike Incident/Ingestion Report," explains the nature of the revision of FAA Form 5200-7, Bird Strike Incident/Ingestion Report and how it can be obtained.

[AC 150/5200-34](#), "Construction or Establishment of Landfills near Public Airports," contains guidance on complying with new Federal statutory requirements regarding the construction or establishment of landfills near public airports.

#### 139.339 Airport condition reporting.

The airport is required to collect and disseminate the airport condition to all air carriers. They can use the NOTAM system or another system approved by your ACSI to accomplish this requirement. Airport conditions that may affect the safe operations of air carriers are listed under section 139.339(c)(1-9). The airport must keep a record of each dissemination of airport condition to air carriers for 12 consecutive calendar months.

FAA Advisory Circulars that may assist you with compliance with this section are listed below.

[AC 150/5200-28B](#), "Notices to Airmen (NOTAMS) for Airport Operators," provides guidance for use of the NOTAM system in airport condition reporting.

#### 139.341 Identifying, marking, and lighting construction and other unserviceable areas.

The airport is responsible for the marking and lighting of construction and unserviceable areas, construction equipment and roadways, and areas adjacent to a NAVAID that may cause the derogation of the signal or failure of the NAVAID. They must also include procedures for avoiding damage to existing utilities and other underground facilities.

The best way to comply with this section is to have a thorough construction safety plan. The safety plan must include all the items required by this section.

FAA Advisory Circulars that may assist you with compliance with this section are listed below.

[AC 150/5345-55](#), "Lighted Visual Aid to Indicate Temporary Runway Closure," provides guidance in the design of a lighted visual aid to indicate temporary runway closure.

#### 139.343 Noncomplying conditions.

An airport must limit air carrier operations to only those parts of the airport that are safe for air carrier operations. If any of the requirements of subpart D cannot be met to the

extent that unsafe conditions exist on the airport, it is the responsibility of the airport to close those areas to air carrier use until they are brought back into compliance.

Example: Disabled aircraft or vehicles on a runway or taxiway, taxi routes with inadequate wing tip clearance or parking aprons that will not support the weight or turning radius due to design or condition.