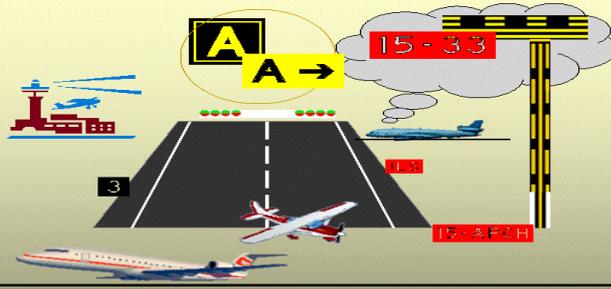




AIRPORT CERTIFICATION INFORMATION BULLETIN

Eastern Region
Federal Aviation Administration
Airports Division, AEA-620
Safety & Standards Branch
1 Aviation Plaza,
Jamaica NY 11434

AEA-08-11
5-6-11



Bulletin: 2011-08
Subject: **May V/PD Awareness Month**
Issue Date: May 6, 2011
Revised Date:

Contact: Please contact your assigned Airport Certification Safety Inspector with further questions.

Application:

This bulletin is being sent to all Part 139 certified airports. Please distribute to all Airport Operations staff.

Background:

In FY 2009 Eastern Region joined other regions in declaring **May V/PD Awareness Month** in a national effort to reduce runway incursions. Now in FY 2011 Eastern Region will continue this effort in order to keep V/PD's at no more than 22 for the entire year.

V/PD's can be reduced to a rare event through a solid partnership between the FAA and airport management. The primary responsibility of making sure that proper safeguards are in place; however, lies squarely on the shoulders of airport management. We understand that there are many efforts in place such as training and strong consequences for non-compliance that are put in place to deter V/PDs. FAA will be challenging airports this fiscal year to think outside the box and implement new ideas to help reduce V/PD's further.

For FY 2011 those Part 139 Towered airports that experience a V/PD will be required to review their Ground Vehicle Operations Training Manual (GVOTM)/ Driver Training Programs in detail in accordance with AC 150/5210-20 current edition, Ground Vehicle Operations on Airports.

Some may result in Letters of Corrections requiring minor/major updates. Please take this as an opportunity to enhance your programs. Our Certification Inspectors are here to help with this process. For all our other airports we encourage you to look closely at your training programs and make improvements as necessary.

RUNWAY INCURSION DEFINITION:

A runway incursion is any unauthorized intrusion onto a runway, regardless of whether or not an aircraft presents a potential conflict. There are three kinds:

1. **Vehicle/Pedestrian Deviation (V/PD)** - Any entry or movement on the movement area by a vehicle (including aircraft operated by non-pilots) or pedestrian that has not been authorized by air traffic control.
2. *Operational Error- ATCT*
3. *Pilot Deviation*

There are five categories of runway incursions:

Category A	Most sever and a collision was narrowly avoided
Category B	Significant potential for collision, which may result in time critical corrective/evasive response to avoid a collision
Category C	Ample time and or/distance to avoid a collision
Category D	No immediate safety consequences
Category E	Least severe & due to insufficient or inconclusive evidence cannot assign another category

Action Required:

1. Implement your own May V/PD Awareness Month Program at your airport.
2. Take immediate action to alleviate any potential hazards that would indirectly or directly lead to a V/PD. We recommend that the V/PD runway incursions be incorporated into V/PD training programs and used as examples of how easily vehicle operators can be involved in a runway incursion if not paying close attention when operating on the movement area.
3. Incorporate the new Tug and Tow Safety Video to help operators reduce V/PDs. One DVD will be mailed to each Airport Manager.
4. Implement the following Vehicle/ Pedestrian Deviation Best Practices:

Driver Training

- Teach everyone visiting the airfield to “hug the hangar” and get help if they become lost or separated from their escorts
- Initial and recurrent training in procedures for access to the movement area is required for all airport personnel
- Initial and recurrent training is strongly recommended for tenants, contractors and non-airport employees, please reference Part 139.329
- Regular recurrent training is strongly recommended for all persons with access to the movement area
- Make recurrent driver training a mandatory part of the airport badge issuance and renewal process
- Implement the use of standard aviation terminology
- STAY ALERT- situational awareness is the key to your safety
- Make recurrent driver training a mandatory part of the airport badge issuance and renewal process
- Provide training at least annually for all airport employees that drive on the non-movement areas through the use of the Interactive Employee Training (IET) program or any other training tools including classroom and exam techniques.
- Reference an approved Airfield Signage & Marking Plan when discussing Airport Familiarization.

Escorting

- Escorts are responsible for guests during the entire time they are on the airfield
- If you allow someone onto the airfield through a security gate you have automatically become their escort
- If you do not want to assume the responsibility of being an escort then do not allow those persons onto the airfield
- Do not allow an escorted vehicle to break away from your supervision
- When escorting another vehicle in the movement area always inform ATC that you are a “party of two”
- If you improperly escort a vehicle or pedestrian, you are putting their life in danger

Limo Operations

- Limo drivers are unfamiliar with airports and should always be escorted to and from their destination
- Have limo drivers drop their passengers at curbside and then have authorized personnel golf cart passengers to aircraft
- Provide vehicle/vehicle escorts for limo operations both onto and off of the airfield
- Part 139 airports should implement a phasing program to eliminate limo drivers on the movement area

Delivery Trucks

- Escort all delivery trucks onto the airfield especially during the holiday season
- Provide airfield maps for delivery trucks with prohibited areas clearly marked
- Never allow tenants to open a security gate for a delivery truck and then “point the way” for them to go

Movie Crews

- Provide hard boundaries for all movies crew personnel
- Provide escort supervision for movie crews
- Permission must be granted by ATC to enter the movement area to “get that perfect shot” (this also applies to photographers visiting the airfield)

Construction

- Make certain that all workers who change shifts understand the airfield conditions applicable to their new shift
- Make certain that construction crews understand the unique circumstances at your airport as opposed to other airports where they may have worked
- When in doubt construction crews should be able to call airport management or airfield operations at all times they are working
- Develop detailed Construction Safety Phasing Plans in accordance with AC 150/5370-2 current edition, Operational Safety on airports during Construction, to ensure vehicles do not enter closed areas or without proper training and access.

Driver Consequences

- 14 CFR Part 139.329(b) Establish and implement procedures... identifying the consequences of noncompliance with those procedures by an employee, tenant or contractor
- Include consequences in lease agreements
- Include consequences in construction contracts
- Impose fines or administrative fees to defer the cost of Vehicle/Pedestrian Investigations
- Empower airport operations with the authority to issue citations
- Develop a “points system” leading to the suspension, revocation or electronic deactivation of airport identification badges or access gate cards

Airport Consequences

- Update or modify the GVOTM training curriculum to include “Lessons Learned” by referencing via a brief description any Vehicle Pedestrian Deviations (VPDs) within the last 5 years. This should also

identify the consequences of non-compliance that resulted from those specific VPDs. Reference AC 150/5210-20.

Explicit Runway Crossing Procedures

- FAA Notices N JO 7110.528, Taxi and Ground Movement Operations and N JO 7210.747, Multiple Runway Crossing Review
- The Airport and the Air Traffic Control Tower should get together and review all Letter of Agreements involving “Driving on the Airfield” based on the recent change to Air Traffic Control procedures and phraseology covering “*Explicit Runway Crossing Procedures*” that went into effect June, 30, 2010
- Controllers using “*Explicit Control Instructions*” are to provide specific instructions for each runway crossing. Vehicle operators shall not cross a Runway Holding Position Marking or Sign until they hear their Vehicle Call-Sign and receive a specific clearance to cross that runway.
- The vehicle operator should read-back the runway crossing clearance verbatim prior to crossing the Holding Position Markings or Signs, make a visual check in both directions and then proceed across the runway. Do not call “clear of the runway” until past the Holding Position Markings or Signs on the other side.
- If the vehicle operator is uncertain of any control actions, ask the Air Traffic Controller to repeat the instructions (**Say Again**) until they are fully understood. Proceed only after all instructions are clearly understood and after reading back the control instruction.
- Ensure that all drivers operating on the movement area monitor the appropriate Air Traffic Control frequencies and all radios are in proper working condition prior to entering the Movement Areas.
- The airport should continue to place emphasis on the importance of “**Maintaining Situational Awareness**” at all times and stress the importance of reading back **all** Air Traffic Control Instructions.

Additional Best Practices

- Modify airport geometry to reduce runway crossings and, if necessary, reconfigure airport geometry to eliminate taxiway choke points that confuse pilots and vehicle operators.
- Develop standard practices for coordination of unplanned runway closures. Incorporate these practices into existing agreements.
- Maintain an electronic forum for pilots to receive the latest airport safety-related information and as a means for them to provide direct feedback to the airport operator. Equip airport vehicles with transponders and GPS units.
- Identify the need to construct or complete perimeter service roads. Prioritize this work in your capital improvement plans.

Attachments: Super Tug and Tow DVD