(AIRPORT NAME)

Signature
Printed Name
Title (Airport Manager)

APPROVED: _____

This approval pertains to all contents of this manual as required by Part 139 of the Federal Aviation Administration.

All pages not carrying a revision date are original and carry the date of:

_____

Table of Contents

Appendix

These are some of the most common appendixes used by airports. Each appendix should be referenced sequentially in the body of the ACM. If an appendix has more than one page, e.g. Appendix 12 has two pages, it would be numbered Appendix 12-1 of 2, Appendix 12-2 of 2. Provide the original date and revision date, and FAA approval line on each page of each appendix.

Organizational Chart

Safety Area Diagram

Sign and Marking Plan (In Color)

Letters of Agreement

Snow and Ice Control Plan

ARFF Vehicles

NOTAM Form

Fuel Facility/Equipment Inspection Form(s) Mobile, Hydrant, Fuel Farms

Fueling Agent Training Certification Form

Self-Inspection Form

Field Condition Report Form (if used during Winter Operations)

Personnel Training Forms

Wildlife Hazard Management Plan

Grid Map

List of Applicable References

Airport Emergency Plan

Approved Exemptions, Modification of Standards, and Limitations

Page Amendment Log

Date of Amendment	Pages	Airport Approval	FAA Approval

Distribution List

The official copy of the Airport Certification Manual is maintained in the (state which office and who\title is responsible).
Copies or portions of the Airport Certification Manual, including all revisions and amendments, are distributed to the following:

List any departments, agencies or personnel responsible for airport certification related duties.

Main Body of the ACM

1. (List Air carriers);
2. FAA, Northwest Mountain Region
3. FBOs and Fueling Agents;
4. Airport Manager's Office;
5. Airport Maintenance Department(s);
6. Airport Operations/Safety Office;
7. (List other Airport/City Departments as appropriate);
8. ATCT;
9. (Airway Facilities Office, if on the airport).

Wildlife Hazard Management Plan

1. Airport Manager's Office;
2. FAA, Northwest Mountain Region
3. Airport Maintenance Department(s);
4. Airport Operations/Safety Office;
5. ATCT.

Airport Emergency Plan

1. Airport Managers Office;
2. FAA, Northwest Mountain Region
3. Airport Maintenance Department(s);
4. Airport Operations/Safety Office;
5. (TSA, if applicable);
6. (Local Mutual Aid Fire Departments);
7. (Local Law Enforcement Agencies);
8. (Local Hospitals, Ambulance Companies);
9. (Any other agencies with AEP responsibilities).
10. ARFF Station

Section 101 - General Requirements

Purpose

This manual provides direction and lines of responsibility in the day-to-day operation of the (Airport Name). It details operating procedures to be followed for both routine matters and unusual circumstances or emergencies that may arise. The content of this manual will comply with the Federal Aviation Administration rules and regulations Title 14 CFR Part 139, effective June 9, 2004.

Airport Information

Under this regulation, (Airport Name) operates as a Class (I, II, III, IV) airport with scheduled air carrier service with (10-30 or over 30) passenger seats.
(Airport Name) is operated by (County, Authority, FBO).

Mailing Address:

(Airport Name)
(Street Address)
(City, State Zip Code)

Location

The (airport name) Airport (herein referred to as "Airport") is located approximately (number) miles (direction) of downtown (City), in (name) County, (State).

The above Location information should reflect the information contained in the Airports 5010.

Airport Operator/Class

The Airport is owned and operated by (name), and operates as a Class (I, II, III, or IV) airport under 14 CFR Part 139.

Runway and Taxiway Identification System

The runways carry the standard magnetic heading identification, which are as follows:

- Runway 18/36 – 150' x 8000'
- Runway 9/27 – 150' x 7500'

Taxiways are identified by a single letter and include the following:

- Taxiway A – Parallel to Runway 18/36 – 100' wide
- Taxiway B – Parallel to Runway 9/27 – 100' wide
- Taxiways A1, A2, A3, A4 – stub taxiways for Runway 18/36 – 100' wide
- Taxiways B1, B2, B3, B4 – stub taxiways for Runway 9/27 – 100' wide

Section 105 - Inspection Authority

The airport must allow the Administrator to make any inspections including unannounced inspections, or tests to determine compliance with 14 CFR Part 139.

Section 111 - Exemptions

FAA Note: If an exemption has been issued, a copy of the exemption must be included as an appendix to your ACM and referenced on this page and referenced again within the section of the ACM that is affected by the exemption.

If no exemptions are in effect, state NONE.

Section 113 - Deviations

Deviation

In an emergency condition requiring immediate action for the protection of life or property, the Airport may deviate from an operational requirement of Title 14 CFR Part 139, Subpart D, or the Airport Certification Manual, to the extent required to meet that emergency.

Reporting

In the event of a deviation the Airport must, within 14 days after the emergency, notify the FAA Regional Airports Division Manager of the nature, extent, and duration of the deviation. The Airport must provide this notification in writing.

Section 115 – Falsification, reproduction, or alternation of applications, certificates, reports or records.

The Airport will not make:

(1) Any fraudulent or intentionally false statement on any application for a certificate or approval under this part;
(2) Any fraudulent or intentionally false entry in any record or report that is required to be made, kept, or used to show compliance with any requirement under this part;
(3) Any reproduction, for a fraudulent purpose, of any certificate or approval issued under this part;
(4) Any alternation, for a fraudulent purpose, of any certificate or approval issued under this part.

Section 201 - General Requirements

The Airport will:

(1) Keep the ACM current at all times. The (title) is responsible for maintaining the ACM;
(2) Maintain at least one complete and current copy of the approved ACM on the Airport, which will be available for inspection by the FAA. This copy will be maintained in the (title) office;
(3) Furnish the applicable portions of the FAA approved ACM to airport personnel responsible for its implementation (see distribution list);
(4) Ensure that the FAA Regional Airports Division is provided a complete copy of the most current ACM including any approved amendments.

Section 205 - Amendment of Airport Certification Manual

Amendments

The following procedure is in effect for amendments to the ACM:

(1) One copy of the amendment, in color if applicable, will be submitted to the Regional Airports Division electronically.
(2) Amendments to the ACM will be submitted at least 30 days prior to the proposed effective date. They will be submitted as needed to maintain currency;
(3) The ACM Page Amendment Log will be completed and submitted with each amendment;
(4) Each page of the amendment, including the Page Amendment Log, will have the date of the amendment and the original approval date of the ACM;
(5) Upon FAA approval, copies of the approved amendment will be made and distributed to the holders of the Airport Certification Manual on the Distribution List.

Section 301 – Records

General

In this section provide a description of your personnel recordkeeping system.

(a) Furnish Records

Upon request of the Administrator, the Airport will furnish records listed under this section.

(b) List of Required Records

The Airport will maintain the following records:

(1) Personnel Training – 24 consecutive calendar months for personnel training records under Sections 303 and 327;
(2) Emergency Personnel Training – 24 consecutive calendar months for ARFF and emergency medical service personnel training records under Section 319;
(3) Airport Fueling Agent supervisor and employee training – 12 consecutive calendar months for conformation of training of fueling personnel under Section 321;
(4) Self-Inspection – 12 consecutive calendar months for self-inspection records under Section 327;
(5) Movement areas and safety area training – 24 consecutive calendar months, after termination of employee's access to movement and safety areas, for records of training given to pedestrians and ground vehicle operators under Section 329;
(6) Accident and Incident – 12 consecutive calendar months for each accident or incident in movement areas or safety areas involving air carrier aircraft and/or ground vehicles under Section 329;
(7) Airport Condition – 12 consecutive calendar months for records of airport condition information dissemination under Section 339.

(c) Additional Records

The Airport will make and maintain any additional records required by the Administrator.

Section 303 - Personnel

Lines of Succession of Operational Responsibility

Describe the lines of succession of airport operational responsibility (preferably in a chart or a table) to demonstrate accountability. Reference any appendix if applicable.
Also indicate where records will be kept and who is responsible for maintaining the records.

Personnel Requirements

The Airport will comply with the following personnel requirements:

(a) Maintain sufficient qualified personnel to comply with the requirements of the ACM and the requirements of Title 14 CFR Part 139;

(b) Equip personnel with sufficient resources needed to comply with the requirements of Title 14 CFR Part 139;

(c) Train all personnel who access the movement areas and safety areas and perform duties in compliance with the requirements of the ACM and Part 139. This training must be completed before initial performance of duties. Recurrent training must be completed at least once every 12 consecutive calendar months thereafter. An example of the operations personnel training log is in Appendix ___. The curriculum for initial and recurrent training must include at least the following areas:

(1) Airport familiarization, including airport marking, lighting and sign system;
(2) Procedures for access to, and operation in, movement areas and safety areas under Part 139.329;
(3) Airport communications, (if applicable, including use of the common traffic advisory frequency (CTAF) and procedures for reporting unsafe airport conditions);
(4) Duties required under the Airport Certification Manual and the requirements of Part 139;
(5) Any additional subject areas required under Part 139 Sections 319, 321, 327, 329, 337, and 339, as appropriate.

(d) Make record of all training completed by each individual in compliance with this section including, at a minimum, a description and date of training received. Such records must be maintained for 24 consecutive calendar months after completion of training.

Section 303 - Personnel (Continued)

(e) As appropriate, comply with the following training requirements of Part 139:

(1) Section 319 - Aircraft Rescue and Firefighting: Operational Requirements;
(2) Section 321 - Handling and Storage of Hazardous Substances and Materials;
(3) Section 327 - Self-Inspection Program;
(4) Section 329 - Pedestrian and Ground Vehicles;
(5) Section 337 - Wildlife Hazard Management;
(6) Section 339 - Airport Condition Reporting;

Provide the following information if you use an independent organization or a designee, to comply with the ACM requirement outlined in Section 303. Sample verbiage:

(f) The Airport has authorized the (company name, e.g. FBO) (title) to conduct self-inspections on the weekends and holidays in accordance with procedures in Section 327 of this ACM.

(1) The (company name) (title) has received initial training in accordance with Section 327 of the ACM and will receive at least annual recurrent training. This recurrent training will be documented on the appropriate form, (Appendix ____).

(2) The (company name) (title) will conduct daily self-inspections of the movement area during daylight and nighttime periods.

(3) The (company name) (title) will complete the self-inspection checklist in accordance with procedures outlined in Section 327 of this ACM and forward the checklist to the (title of airport personnel) no later than the next business day.

Section 305 - Paved Areas

(a) Required Conditions of Paved Areas

Airport pavement areas available to air carriers, including aprons available for air carrier operations, must be promptly repaired and maintained as follows:

(1) Pavement edges must not exceed 3 inches difference in elevation between abutting pavement sections and between pavement and abutting areas;
(2) Pavement must have no holes exceeding 3 inches in depth, nor any hole the slope of which from any point in the hole to the nearest point at the lip of the hole is 45 degrees or greater as measured from the pavement surface plane, unless, in either case, the entire area of the hole can be covered by a 5" diameter circle;
(3) The pavement must be free of cracks and surface variations that could impair directional control of an air carrier aircraft. Any pavement crack or surface deterioration that produces loose aggregate or other contaminants must be promptly repaired;
(4) Mud, dirt, sand, loose aggregate, debris, foreign objects, rubber deposits, and other contaminants must be removed promptly and as completely as practicable, except the associated use of materials such as sand and deicing solutions for snow and ice control;
(5) Any chemical solvent that is used to clean any pavement area must be removed as soon as possible, consistent with the instructions of the manufacturer of the solvent, except for the associated use of deicing solutions for snow and ice control;
(6) Pavement must be sufficiently drained and free of depressions to prevent ponding that obscures markings or impairs safe aircraft operations.

Maintenance of Paved Areas

Corrective action must be initiated by (department) personnel as soon as practical when any unsatisfactory conditions are found in the paved areas. (Department) personnel are responsible for the correction of any unsatisfactory conditions on paved areas. If (title) determines that an uncorrected condition in a paved area is unsafe for aircraft operations, that portion of the airport must be closed to air carrier operations until the unsafe condition is corrected.

Paved Areas Available for Air Carriers

Include a description of movement areas that are available to air carriers.
If a Letter of Agreement on movement areas has been entered into, reference in this section and add as an appendix.

Section 307 - Unpaved Areas

Address any unpaved areas available to Air Carrier operations.
OR
There are no unpaved areas available for air carrier operations at (airport name).

Section 309 - Safety Areas

(a) Safety Area Dimensions

Use this paragraph if all safety areas meet FAA standards.

Safety area dimensions conform to FAA standards in AC 150/5300-13, *Airport Design*. Safety area dimensions are as follows:

- Runway (designation) – (number) feet from centerline and 1000 feet off each end;
- Runway (designation) – (number) feet from centerline and 1000 feet off each end;
- Taxiway [designation(s)] – (number) feet from the centerline.

Use this paragraph if the safety areas do not meet FAA standards and declared distances are not used.

Safety areas are maintained at the dimension that existed on December 31, 1987. Safety area dimensions are as follows:

- Runway (designation) - _____ feet from centerline and _____ feet off each end;
- Runway (designation) - _____ feet from centerline and _____ feet at the Runway (designation) approach end, and _____ feet at the Runway (designation) approach end;
- Taxiways - ___ feet from the centerline, except for the (east, west, north, south) side of the Taxiway (designation) safety area. (Provide safety area for each Taxiway that is available for air carrier use. If restrictions exist describe the physical restriction.)

Include a map or diagram as an appendix and reference within this section when describing a runway or taxiway safety area that has different dimensions for each end.

Section 309 - Safety Areas (Continued)

Use this paragraph if DECLARED DISTANCE is used on any runway to meet safety areas design standards.

Safety area dimensions conform to FAA standards in AC 150/5300-13, *Airport Design*. Safety area dimensions are as follows:

- Runway (designation) - _____ feet from centerline and ____ feet off each end;
- Runway (designation) - ____ feet from centerline, _____ feet at the Runway (designation) approach end, and ____ feet at the Runway (designation) approach end using declared distance. (State the reason for the declared distance.) (If applicable, "The Runway (designation) threshold is displaced ____ feet and declared distance is used on the (direction) ____ feet of the Runway (designations) to provide ____ feet safety area at the (direction) end.");
- Taxiways - ___ feet from the centerline, except for the (east, west, north, south) side of the Taxiway (designation) safety area. (Provide safety area for each Taxiway that is available for air carrier use. If restrictions exist describe the physical restriction).

(b) Required Conditions of Safety Areas

Safety area conditions are maintained as follows:

(1) Each safety area must be cleared and graded, and must be maintained free of potentially hazardous ruts, humps, depressions, or other surface variations;
(2) Each safety area must be drained by grading and storm sewers to prevent water accumulation;
(3) Each safety area must be capable under dry conditions of supporting snow removal equipment, aircraft rescue and firefighting equipment and the occasional passage of aircraft without causing major damage. Manhole or duct access covers are constructed of material of sufficient thickness and strength to support equipment and aircraft;
(4) No object may be located in any safety area, except for objects that need to be located in the safety area because of their function. These objects must be constructed, to the extent practical, on frangible mounted structures of the lowest practical height and maintained so the frangible point is no higher than 3 inches above grade;
(5) Safety areas must conform to dimensions acceptable to the FAA if any runways or taxiways are constructed, reconstructed, or extended.

Section 309 - Safety Areas (Continued)

Maintenance of Safety Areas

Corrective action must be initiated by (department) personnel as soon as practical when any unsatisfactory conditions are found in the safety areas. (Department) personnel are responsible for the correction of any unsatisfactory conditions within the safety areas.
Include procedures for maintaining service roads.

If you have EMAS in your runway safety area add an appendix on inspection and maintenance procedures as required by AC 150/5220-22, *Engineering Materials Arresting Systems (EMAS) for Aircraft Overruns*, Paragraph 11. Add a statement referencing the appendix within this section.

Section 311 - Marking, Signs and Lighting

(a) Marking

The airport must provide and maintain marking systems for air carrier operations in accordance with Part 139.311(a) and the most current version of AC 150/5340-1, *Standards for Airport Markings*.

(1) Runway/Taxiways
   (i) Runway (designation-list designations separately if each end has different marking) – (PIR, NP, Basic);
   (ii) Runway (designation) – (PIR, NP, Basic);
   (iii) Taxiways – Markings include the following: taxiway centerlines, leadoff lines on normally used exits, (if applicable, continuous type edge markings along paved shoulders and dashed type edge markings).

(2) Holding Position Markings
The holding position markings are located ___ feet from Runway (designation) centerline based on the airplane design group and the type of runway (precision or non-precision). (Repeat for each runway if different).

(3) Instrument Landing System (ILS) critical area markings
If applicable, "ILS critical areas have been identified by markings."

(4) Land and Hold Short Operations

Use the following where LAHSO is conducted.

LAHSO holding positions are identified with a holding position marking and holding position signs on both sides of the runways.

Authorized LAHSO Rwy	Hold Point	Designation
02	Rwy 13/31	(Air Carrier or Non-Air Carrier Day)

LAHSO lighting systems are (or are not) installed at the airport for air carrier LAHSO. (If air carrier LAHSO is authorized add Letter of Agreement as appendix and reference within this section).

Section 311 - Marking, Signs and Lighting (Continued)

(b) Signs

The Airport must provide and maintain a sign system for air carrier operations in accordance with 14 CFR Part 139.311 (b). The Marking and Sign Plan is included in Appendix ____. The signs must meet standards in AC 150/5340-18, current edition, *Standards for Airport Sign Systems*, and sign specifications in AC 150/5345-44, current edition, *Specifications for Taxiway and Runway Signs*.

Add as an appendix a legible color diagram of airport signs and marking systems. This diagram should identify signs and hold position markings and runway markings in the appropriate color. This diagram should also depict all runway and taxiway designations. Signs should be graphically depicted on the plan in close proximity to their location on the airfield. Multiple pages may be required to support the need for legible graphics.

(c) Lighting

The Airport must provide and maintain lighting systems for air carrier operations in accordance with Part 139.311 (c) and the current edition of AC 150/5340-30, *Design and Installation Details for Airport Visual Aids*, to meet the specifications for the lowest instrument approach minimums authorized for each runway.

(1) Runways:
  (i) Runway (designation) – (HIRL, MIRL);
  (ii) (Continue for each air carrier runway);

If declared distance is used on any runway, describe the lighting in this section.

(2) Taxiways:
(Medium intensity taxiway edge lighting) is installed on all taxiways available for air carrier operations. (If reflectors are used on air carrier taxiways, list taxiways that reflectors are installed on);

(3) Airport Beacon:
The airport is equipped with a rotating beacon with a green and clear lens, located (description of location).

(4) NAVAIDS and Visual Aids:
NAVAIDS/Visual Aids provided and maintained by the Airport, are as follows:
(List)

If a Modification to Standards for non-standard HIRL spacing has been issued, describe it in this section and include as an appendix. Include a copy of the approval letter.

Section 311 - Marking, Signs and Lighting (Continued)

(5) Airfield Emergency Generator (IF APPICABLE)
To ensure constant source of power for airfield lighting, the Airport maintains (describe what you own - e.g. a diesel generator) as a secondary power source to commercial power for (described what Runways/Taxiways/NAVAIDS);

(d) Maintenance

Each marking, sign, and lighting system installed on the airport that is owned by the airport must be properly maintained by cleaning, replacing, or repairing any faded, missing, or nonfunctional item. Each marking, sign, and lighting system must be maintained unobscured, clearly visible; and ensuring that each item provides an accurate reference to the user.

Each lighting system must be maintained at least to the minimum operational criteria listed in Appendix 1, Table 7, of AC 150/5340-26, current edition, *Maintenance of Airport Visual Aid Facilities*.

In order to provide continuity of visual guidance, the allowable percentage of inoperable lights must not be in such a way as to alter the basic pattern of the lighting system. In addition, an unservicable light must not be adjacent to another unserviceable light. Lights are considered adjacent if located either laterally or longitudinally in a lighting system.

If the above operating limits cannot be maintained, and airport management determines that the outage may not provide an accurate reference to airport users, information concerning the outage must be disseminated in accordance with Section 339, Airport Condition Reporting.

(e) Lighting Interference

All other lighting on the airport for (list what is applicable at your airport: aprons, parking areas, roadways, fuel storage areas, and buildings), is adjusted or shielded to prevent interference with (if applicable, air traffic control and) aircraft operations.

Section 313 - Snow and Ice Control

AC 150/5200-30, current edition, *Airport Winter Safety and Operations*, contains information and standards that are acceptable to the Administrator in complying with Section 313. The AC also contains a sample snow and ice control plan.

In this section you should provide information on:

- Specific procedures for notifying air carrier users of airport movement area conditions. If forms are used for winter operations they should be referenced in this section and added as an appendix;
- Snow removal procedures for preventing interference to navigational aids caused by the accumulations of snow;
- Who (specify by title) has the authority to initiate snow removal operations?
- Provide reference to snow and ice control plan, Appendix _____.

In the Snow and Ice Control Plan Include:

- Equipment for ice and snow removal.
- Vehicle communications.
- Implementation responsibility\criteria.
- Notification of personnel.
- Priority areas to include emergency access roads, if available.
- Procedures for prompt snow\ice removal.
- Positioning snow off movement areas.
- Approved materials used and application.
- Criteria for closing movement areas for air carrier use.
- Air carrier notification of unsatisfactory conditions.
- Methodology and equipment to determine braking action.

Section 315 - Aircraft Rescue and Fire Fighting (ARFF): Index Determination

The ARFF Index at the Airport is Index ____ (A, B, C, D or E), based on (insert air carrier aircraft used to make Index determination).

If applicable:

The Airport will provide at least Index ____ level ARFF capability during large air carrier operations at the airport.

And/Or:

Index ____ level ARFF equipment is available upon request and a remark is published in the Airport Facility Directory (AFD) for prior arrangements.

Section 317 - Aircraft Rescue & Firefighting: Equipment and Agents

(1) List the ARFF equipment and the type and quantities and agent provided/maintained on each vehicle used to meet your index. Reference ARFF Equipment Log, Appendix _____.
(2) Specify the number and type of portable extinguishers the vehicles carry since they have a bearing on what index the airport can maintain if there is an equipment outage.
(3) Include, if applicable, exemption(s) to ARFF equipment requirements that have been granted by the FAA.

Section 319 - Aircraft Rescue and Fire Fighting: Operational Requirements

(a) through (d) ARFF Operations

Includes a description of the facilities, personnel and procedures necessary to meet the airport's aircraft rescue and firefighting requirements. Please answer the following questions:

- Does the airport operator have full control over the operation of the ARFF unit?
- Can vehicles be dispatched off the airport without the airport operator's permission?

(e) Vehicle Communications

The ARFF vehicles are equipped with two-way voice radio communications equipment capable of communication with (choose all that apply) the City Fire Department; the Air Traffic Control Tower (ATCT); and/or the Common Traffic Advisory Frequency (CTAF) when ATCT is not in operation.

A Discrete Emergency Frequency (DEF) has (or has not) been established at the airport. (If a Discrete Emergency Frequency has been established and a Letter of Agreement has been entered into with ATCT, reference the agreement in this section and add as an appendix.)

(f) Vehicle Marking and Lighting

The ARFF vehicle(s) are (painted in accordance with the most current version of AC 150/5210-5) and are equipped with flashing rotating beacon (if applicable add reflective striping) to contrast with background environment and optimize daytime and nighttime visibility and identification.

Section 319 - Aircraft Rescue and Fire Fighting: Operational Requirements (Continued)

(g) Vehicle Readiness

(1) ARFF vehicles must be maintained so as to be operationally capable of performing their intended functions. Operational checks of the ARFF vehicles and their firefighting systems are conducted (insert daily, weekly, etc.) by the (insert title or department). Scheduled service inspections and routine maintenance is performed by the (insert department/company name).

(2) ARFF vehicles are housed in a heated fire station (or maintenance facility) (insert location).

(3) If applicable add: Maintenance or repairs which cannot be accomplished at the airport are completed by (insert by whom).

(4)

- Discuss procedures that are in place to ensure that you are notified whenever a piece of ARFF equipment becomes inoperative.
- Address inoperative ARFF vehicles. Provide clear instructions for the procedures and who is responsible.
- Discuss temporary reduction in ARFF presence during periods of air carrier activity when vehicles are out of service:
    - Specify person with this authority;
    - Describe the procedures to be followed.

(h) Response Requirements

When requested by the FAA to demonstrate compliance with 139.319, at least one ARFF vehicle is capable of responding from the (insert location of Airport Fire Station or Maintenance Facility) to the mid-point of the furthest air carrier runway or comparrable distance and initiate discharge of extinguishing agent within 3 minutes of the alarm.

Add if more than one ARFF vehicle is required to meet Index criteria:
All other required ARFF vehicles are capable of responding from the (insert location of Airport Fire Station or Maintenance Facility) to the mid-point of the furtherest air carrier runway or comparrable distance and initiate discharge of extinguishing agent within 4 minutes of the alarm.

Address the requirements for ARFF coverage during "air carrier operations". Discuss ARFF personnel standby procedures (if applicable) 15 minute before and 15 minutes after the actual arrival or departure operations. See ARFF/Air Carrier Log sample provided to assist in tracking air carrier arrival/departure times and notification of changes/delays/cancellations. Add log as an appendix, if applicable.

Section 319 - Aircraft Rescue and Fire Fighting: Operational Requirements (Continued)

(i) Personnel

(1) All rescue and firefighting personnel are equipped with protective clothing and equipment needed to perform their duties.

(2) ARFF Personnel Training;

ARFF personnel receive initial and recurrent training (minimum every 12 consecutive calendar months) in the following areas:

(i) Airport familiarization;
(ii) Aircraft familiarization;
(iii) Rescue and firefighting personnel safety;
(iv) Emergency communication system on the airport, including fire alarms;
(v) Use of the fire hoses, nozzles, turrets, and other appliances required;
(vi) Application of the types of extinguishing agents required for compliance with this part;
(vii) Emergency aircraft evacuation assistance;
(viii) Firefighting operations;
(ix) Adapting and using structural rescue and firefighting equipment for aircraft rescue and firefighting;
(x) Aircraft cargo hazards, including hazardous materials/dangerous goods Incidents;
(xi) Familiarization with firefighters' duties under the Airport Emergency Plan.

ARFF personnel are trained in the above subject areas following a site specific training curriculum. The (insert title) is responsible for maintaining the ARFF training curriculum and records of all training given to each individual. (If applicable, Sample training record format is depicted in Appendix _____).

(3) All ARFF personnel must particiapte in a live-fire drill prior to initial performance of ARFF duties and participate in live-fire training at least once every 12 consecutive calendar months at (insert location or generic statement "an FAA acceptable Regional ARFF Training Facility.")

(4) At least one individual, who has been trained and is current in basic emergency medical services, is available during air carrier operations.

State who provides the basic emergency medical care during air carrier operations. This does not have to be an actual member of the airport's ARFF crew. It can be provided by a local ambulance company but must be available within a reasonable time in case of an airport emergency. State the frequency (e.g. every two years) of training required (local/state). Training for this person shall be at a minimum 40 hours in length and cover the following topics: Bleeding; Cardiopulmonary resuscitation; Shock; Primary patient survey; Injuries to the skull, spine, chest, and extremities; Internal injuries; Moving patients; Burns; Triage.

Section 319 - Aircraft Rescue and Fire Fighting: Operational Requirements (Continued)

(5) Records

The (insert title) is responsible for maintaining records of all training given to each individual. ARFF training records will be maintained for 24 consecutive calendar months. Such records include a description and date of training received. A sample of the training form is shown in Appendix ____.

(6) Sufficient Personnel

Sufficient rescue and firefighting personnel are available during all air carrier operations to operate the vehicle(s), meet response times, and meet the minimum agent discharge rates.

(7) Emergency Alerting System

ARFF personnel are alerted of existing or impending aircraft emergencies by the following alerting systems:

State your primary and secondary notification systems, and also address daily system tests. Some systems are:

- Direct emergency telephone, hot line between ATCT and Fire Station;
- Siren/Alarm;
- Pagers.

If there is a Letter of Agreement (LOA) with ATCT concerning Airport Emergency Notification, the LOA should be included as an appendix and referenced within this section.

Provide local procedures for ARFF notification and response for air carrier operations during unplanned and immediate ATCT closures (ATC-0). Appropriate NOTAMs should also be issued: ARFF monitoring published tower frequency (No CTAF): AD AP ARFF MNT XXX.XX, AD AP ARFF MNT LOCAL CTL XXX.XX, or AD AP ARFF MNT GND CTL XXX.XX. ARFF monitoring published CTAF: AD AP ARFF MNT CTAF XXX.XX.

(j) Hazardous Materials Guidance

Each ARFF vehicle is equipped with the "North American Emergency Response Guidebook."

(k) Emergency Access Roads

There are no designated Emergency Access roads at (insert airport name).

OR:

The following are the designated Emergency Access Roads:

- (List)

Section 319 - Aircraft Rescue and Fire Fighting: Operational Requirements (Continued)

Off Airport or Other Emergency Response of ARFF Equipment

Describe procedures to be followed in the event of an off airport emergency response. State who (title) has the authority to make this decision. State who (title/department/section) is responsible for issuance of the NOTAM and notification of the air carriers.

If applicable:

Exemption

Include any exemptions to ARFF operational requirements that have been granted by the FAA and include as appendix(s).

Section 139.321 - Handling and Storing of Hazardous Substances and Materials

(a) Cargo Handling Agent

If the Airport acts as a cargo handling agent for hazardous materials procedures need to be established and documented as follows:

(1) Designate personnel to receive and handle hazardous substances and materials;
(2) Receive assurance from shippers that cargo can be handled safely, including any special handling procedures required for safety;
(3) Designate special areas on the airport for storage of hazardous materials while on the airport.

(b) Airport Fire Safety Fuel Handling Standards

The Airport complies with (insert applicable state/local fire code, e.g. NFPA 407), which is the local fire code. (If applicable add: Fire safety fuel handling standards have been established at the airport and copies of the standards have been provided to all fueling agents.)

(c) Fueling Agents

The following fueling agent(s) operates at the airport:
(List)

Air carrier fueling agents must now meet FAR Part 139.321 and must be listed as a fueling agent.

All fueling agents must comply with (insert applicable state/local fire code, e.g. NFPA 407) and reasonable surveillance of all fueling activities on the airport is conducted by the (insert department/section, e.g. Airport Fire Department or Operations).

(d) Inspection of Fueling Facilities

(Insert department/section) personnel must conduct periodic inspections of the fueling agents (insert as applicable: fuel storage area, fuel cabinet, mobile fuelers, hydrant carts) for compliance with the airport's fire safety standards at least once every 3 consecutive calendar months. Follow up inspections must be conducted when unsatisfactory items are found. Checklists used by (department/section) when conducting the inspections and follow-up inspections are included in Appendix ____. Inspection records are maintained in the (insert location) for at least 12 consecutive calendar months.

All fueling agents engaged in handling and dispensing aviation fuel are required to take immediate corrective action whenever notified of noncompliance with any of the (insert applicable state/local fire code). If corrective action cannot be accomplished within a reasonable period of time, the (insert title) will notify your assigned Airport Certification Safety Inspector.

Section 139.321 - Handling and Storing of Hazardous Substances and Materials (Continued)

(e) Training

(1) Each fueling agent must have a supervisor complete an aviation fuel-training course in fire safety that is acceptable to the FAA. The supervisor must receive recurrent training at least once every 24 consecutive calendar months. If a new supervisor is hired, he/she must successfully complete an authorized aviation fuel-training course within 90 days.

(2) All other employees at each fueling agent who fuel aircraft, accept fuel shipments, or handle fuel, must receive at least initial on-the-job training in fire safety and recurrent training every 24 consecutive calendar months from the supervisor who has been trained in the fuel-training course in fire safety acceptable to the FAA.

(3) All fueling agents engaged in handling and dispensing fuel at the airport, must submit written certification to airport management once every 12 consecutive calendar months that the above training standards have been accomplished. (If applicable add: The sample form to be used by the fueling agents for certifying this training is shown in Appendix ____.) Those records must be maintained (insert location) for 12 consecutive calendar months.

Section 323 - Traffic and Wind Direction Indicators

(a) Wind Direction Indicators

Describe and identify the location of Wind Direction Indicators required by this section. Indicate if lighted for nighttime air carrier operations.

(b) Segmented Circle

The airport (has or does not have) a segmented circle (around the primary wind cone). There are (or no) right hand traffic patterns (if you have right traffic patterns, state for which runway(s).)

(c) Maintenance

The (segmented circle and) wind direction indicators are inspected each day during the daytime and nighttime safety inspection conducted by designated self-inspection personnel.

The (segmented circle and) wind direction indicators are maintained clearly visible and functional. Corrective action must be initiated promptly by (insert title/section) personnel when unsatisfactory conditions are found with the (segmented circle or) wind direction indicators.

Section 325 – Airport Emergency Plan

Airport Emergency Plan (AEP)

An Airport Emergency Plan is included as Appendix ____. The plan was developed and coordinated with law enforcement agencies, rescue and firefighting agencies, medical personnel and organizations, the principal tenants at the airport, and all other agencies/persons who have responsibilities under this plan.

Training of Airport Personnel

All airport personnel that have duties and responsibilities under the AEP are properly trained and familiar with their assignments. A record of this training is included in Appendix ____.

Annual Review of the AEP

A review of the AEP is conducted at least once every 12 consecutive calendar months to ensure the AEP is current and all parties with whom the plan is coordinated are familiar with their responsibilities. All of the agencies involved in the AEP shall participate in the annual review meeting.

Triennial Full-Scale Exercise of the AEP

The following paragraph is only applicable to Class I airports. Class II and III airports delete this paragraph.

A full-scale exercise of the AEP is conducted at least once every 36 consecutive calendar months. The full-scale exercise involves, to the extent practicable, all mutual aid participants and a reasonable amount of emergency equipment. The purpose of this exercise is to test the effectiveness of the AEP through a combined response of the Airport and mutual aid agencies to an air carrier aircraft accident at the airport, and to familiarize emergency personnel with their responsibilities in the plan.

Consistency with Security Regulations

The following paragraph is only applicable to airports subject to TSA Security Regulation 1542.

The AEP contains instructions for response to bomb incidents, including designation of parking areas for the aircraft involved; and sabotage, hijack incidents, and other unlawful interference with operations that are consistent with the approved airport security program.

Section 327 – Self-Inspection Program

(a) Frequency of Inspection

In this section include the schedule of self-inspections and identify who (by title) is responsible for performing these inspections. If the Airport is responsible during certain periods (Monday-Friday) and someone else (e.g. ARFF or FBO) is responsible weekends and holidays, it should be addressed here.

Additional safety inspections must be conducted whenever required by the following circumstances:

1. During and after construction activity;
2. During rapidly changing meteorological conditions;
3. Immediately after any incident or accident;
4. After any other unusual condition on the airport.

All self-inspection personnel are provided equipment as described in the most current version of AC 150/5200-18.

Reporting System

This section should explain provisions for documenting corrective action taken on noted discrepancies. Discuss how conditions which affect any airport tenants would be communicated. Answer WHO, WHAT, HOW AND WHEN.

(b) Training

The (insert title) is responsible for training the (insert responsible department) personnel to ensure that qualified personnel perform the inspections. In addition to on-the-job training, a training program has been established and includes initial and recurrent training every 12 consecutive months in the following subject areas:

1. Airport familiarization, including airport signs, marking and lighting;
2. Airport Emergency Plan (AEP);
3. Notice to Airmen (NOTAM) notification procedures;
4. Procedures for pedestrian and ground vehicles in movement areas and safety areas;
5. Discrepancy reporting procedures.
6. Any other training deemed necessary by the administrator.

(c) (1) Inspection Records

A copy of the Airport Self Inspection Checklist used is included as Appendix ____. Inspection records must show the conditions found and all corrective action taken. Inspection records are kept on file in the (title or section) office for at least 12 consecutive calendar months.

(2) Training Records

Training records for each individual include a description and date of training received. Training records are kept on file in the (title or section) office for at least 24 consecutive calendar months.

Section 329 - Pedestrians and Ground Vehicles

(a) Limiting Access

Personnel and Equipment

Pedestrians and ground vehicles authorized by (title, e.g. Airport Manager, Airport Director), to operate on movement areas and safety areas at the airport are limited to those pedestrians and vehicles necessary for airport operations and include the following type of vehicles:

(i) Airport owned vehicles equipped with (insert appropriate ATCT/Unicom/CTAF) radio. Airport owned vehicles equipped with a roof top beacon;

(ii) FAA Airway Facilities vehicles authorized for maintenance of FAA equipment;

(iii) Authorized construction vehicles;

(iv) Other individuals who need access to the movement areas are escorted by qualified personnel (if applicable add, "or required to complete the Airport's ground vehicle training program prior to operating a vehicle on the aircraft movement area). (Add appropriate verbiage which applies to your aiport, e.g. "Copies of the Airport's ground vehicle procedures are distributed to all employees authorized to operate a vehicle on movement areas or areas adjacent to movement areas.")

Any other authorized vehicle operations should be listed (e.g. air carrier employees authorized to operate the deicing equipment at the remote deicing pad or an aircraft being repositioned by a tug for maintenance or to another gate.)

(b) Controls

Describe equipment and procedures that pertain to your airport for limiting access (e.g. fencing, gates, and signage).

(c) and (d) Procedures for Ground Vehicle Operations

If you have a Letter of Agreement with ATCT regarding ground vehicle operation and/or movement areas it should be referenced in this section and added as an appendix. Describe the procedures\methods used to control ground vehicles at your airport to include: ATCT procedures; procedures when ATCT is not operating; procedures for control when two-way radio contact is not practical.

Section 329 – Pedestrians and Ground Vehicles (Continued)

(e) Training of Employees Authorized to Operate on the Movement Area and Safety Areas

Describe your pedestrian and ground vehicle training program. If training is conducted by individual tenants for their employees, describe the arrangements and specifically the level of oversight by the Airport on approving or monitoring the tenant training programs to ensure employees are properly trained.

Consequences of Non-Compliance

Enforcement of the pedestrian and ground vehicle (procedures/rules/regulation) applicable to airport employees, tenants and contractors shall be handled by the (title) or his/her designee.

Describe the consequence of non-compliance and address first offense and second offense. State the person (title) who is responsible for determining the appropriate enforcement action, and how it will be accomplished.

(f) Maintain Records

(1) Training

The Airport maintains a description and date of training completed by each individual operating in the movement areas, safety areas or aprons. Records are maintained for 24 consecutive calendar months after the termination of an individual's access to movement areas, safety areas and aprons;

(2) Accidents/Incidents

The Airport maintains records of accidents or incidents in the movement areas and safety areas, involving air carrier aircraft, a ground vehicle or a pedestrian. Records of each accident or incident are maintained for 12 consecutive calendar months from the date of accident or incident.

Make sure you indicate where the records are maintained and who\title is responsible for records.

Section 331 - Obstructions

General

The Airport must ensure that each object within the authority of the Airport that has been determined by the FAA to be an obstruction is removed, marked or lighted unless determined to be unnecessary by an FAA aeronautical study.

Identify each object within the Airport's area of authority that qualifies as an obstruction but that has been determined to be "no hazard" by an FAA aeronautical study. Include the study file reference. Airport Layout Plan approval by the FAA carries the same weight as an aeronautical study with respect to those objects depicted on it. Include the study file reference for the ALP.

Obstructions

- List each obstruction light and who is responsible for its maintenance and inspection (airport operator, FAA or a private party). Consider including a map depicting each obstruction light location as an Appendix.

- Describe maintenance procedures and describe who to contact in case of outage.

Section 333 – Protection of NAVAIDS

(a) Construction

No facilities will be constructed on the airport that have been determined by the FAA to derrogate the operation of an electronic or visual NAVAID or air traffic control facilities. The (title) will notify the FAA if aware of any changes in construction plans or equipment. (Title or Section) personnel are responsible for monitoring construction activity on the airport to prevent the interruption of visual and electronic signals of NAVAIDS.

(b) Protection Against Vandalism

Protect--or if the owner is other than the certificate holder, assist in protecting--all NAVAIDS on its airport against vandalism and theft

(c) Interruption of Visual and Electronic Signals of NAVAIDS

Interruption of visual and electronic signals of NAVAIDS is prevented, when within the Airport's authority. ((Section) personnel maintain the grass height and snow in ILS critical areas below levels that may affect electronic signals of NAVAIDS.)

Section 335 – Public Protection

(a) Access Control

(1) Access onto apron areas is limited to persons who have an operational need. (If applicable insert, "Procedures for controlling access onto apron areas are included in the TSA approved Airport Security Program." An airport identification system has been established in accordance with the Airport Security Plan for persons authorized on the air operations area or portions of the AOA.)

(2) Aircraft Blast Protection

Describe measures taken for reasonable protection of persons and property from aircraft blast during ground boarding of passengers.

(b) Fencing

Describe the fencing at the airport (height, location). If different fence heights exist, describe locations.

Fencing at the airport (insert if applicable, meets TSA requirements and) shall prevent inadvertent entry onto airport property by persons or vehicles. Signs restricting access are posted on all gates and at regular intervals around the perimeter. The airport has established procedures (if applicable, in the Airport Security Program or describe) for controlling access through perimeter gates.

Inspection and Maintenance

Describe who is responsible for inspecting gates and reporting procedures (tenant versus airport operator). Describe who is responsible for follow up and who is responsible for maintenance of fencing and gates.

Perimeter fencing, gates and signs are inspected during the daily self-inspection. Gates shall be closed and locked if found open and recorded on the inspection form. The (title) shall follow up with the tenant with control responsibility. The (department) is responsible for maintaining fencing.

Section 337 - Wildlife Hazard Management

(a) General

Use the following section if you **do not** have an approved Wildlife Hazard Management Plan.

The Airport must take immediate measures to alleviate wildlife hazards whenever they are detected or reported.

(1) Airport (department) personnel must:
   (i) Watch for and report any unusual concentration of wildlife or birds that may be a hazard to aircraft operations, especially when low-flying or in the vicinity of runways, their respective safety areas and immediate approach areas;
   (ii) In circumstances when such concentration of wildlife or birds are observed, take appropriate measures to disperse the wildlife or birds or otherwise attempt to alleviate any risk of strikes by aircraft, (and immediately advise the ATCT). Dispersal activities will (take into consideration or be coordinated with ATCT) to avoid dispersing wildlife into the path of aircraft.

(b) Events Triggering a Wildlife Hazard Assessment

The (title) will arrange for Wildlife Hazard Assessment to be conducted when any of the events occurs on the airport:

(1) An air carrier aircraft experiences multiple wildlife strikes;
(2) An air carrier aircraft experiences substantial damage from striking wildlife;
(3) An air carrier aircraft expereiences an engine ingestion of wildlife;
(4) Wildlife is observed to have access to any airport movement area or flight pattern, in a size and number capable of causing one of the above noted events.

Include one of the following:
- No wildlife activity (unlikely at most airports);
- Wildlife Hazard Assessment is currently being conducted (expected completion date);
- No-hazard findings from a recent Wildlife Hazard Assessment - provide date of assessment;
- Wildlife Hazard Management Plan is currently being developed; or
- Wildlife Hazard Management Plan has been developed for the airport is referenced within this section and included as an appendix.

Section 339-Airport Condition Reporting

(a) Reporting Airport Conditions

(1) A copy of the Airport Condition Report form is included in Appendix ____.

(2) Airport personnel in the following positions are authorized to issue Airport Condition Reports to the (location), or disseminate airport conditions locally (to the ATCT) and air carriers:

(i) (List titles)

(ii) (List titles)

(b) Airport Condtition Reporting System

The procedures for issuing the Airport Conditions Reports are as follows:

Describe your specific NOTAM/Airport Condition Reporting system and notification process to include air carriers, if applicable. If an electronic system is used, print out form/screen and provide as an Appendix.

A current listing of personnel authorized to issue Airport Condition Reports is provided to (location).

(c) Conditions Requiring a Surface Condition Report

The following airport conditions that may affect the safe operation of air carriers must be disseminated to the (location), and/or disseminated locally (to the ATCT and air carriers) if AFSS does not accept the condition for NOTAM distribution:

(1) Construction or maintenance activity on movement areas, safety areas, or loading ramps and parking areas;

(2) Surface irregularities on movement areas, safety areas, or loading ramps and parking areas;

(3) Snow, ice, slush and/or water on movement areas or loading ramps and parking areas;

(4) Snow piled or drifted on or near movement areas in such a height that all air carrier aircraft propellers, engine pods, rotors, and wingtips may not clear the snowdrift or snowbanks as the aircraft's landing gear traverses any full strength portion of the movement area;

(5) Object on the movement area or safety areas contrary to Section 309;

(6) Malfunction of any required lighting system, holding position signs, or ILS critical area signs;

(7) Unresolved wildlife hazards in accordance with Section 337;

(8) Non-availability of any required rescue and firefighting capability required in Sections 317 and 319;

(9) Any other conditions that may otherwise adversely affect the safe operations of air carriers.

(d) Records

Each certificate holder must prepare and keep, for at least 12 consecutive calendar months, a record of each dissemination of airport condition information to air carriers.

Section 341 – Identifying, Marking, Lighting Construction and Unserviceable Areas

Safety plans and construction marking and lighting must be accomplished in accordance with the most current version of AC 150/5370-2, Operational Safety on Airports During Construction.

Class I, II, and III airports must describe procedures for identifying, marking, and lighting construction and other unserviceable areas of the airport.

This is sample language; state how this applies specifically to **your** airport.

(a) (1) Mark and, if appropriate, light:

(i) Construction Areas

Each construction area or unserviceable area on or adjacent to a movement area that may be used by air carrier aircraft must be marked and, if appropriate, lighted.

(ii) Construction Equipment

Construction equipment must be marked, and, if appropriate, lighted.

(iii) Areas Adjacent to NAVAIDS

Any area adjacent to a NAVAID that could cause derogation of the signal or failure of the NAVAID, if traversed, must be marked and, if appropriate, lighted in a manner acceptable to the Administrator. Marking and lighting, when appropriate, of areas adjacent to NAVAIDS must be accomplished by the contractor under the direction of the (title). The (department) staff is responsible for monitoring construction activity on the airport to prevent construction equipment from traversing any areas adjacent to NAVAIDS that could cause derogation of signals.

(2) Procedures for Avoiding Damage to Utilities

Utility plans for airport utilities are on file in the (title) office. The location of any airport utility lines in the areas of construction must be marked by (department) staff prior to the start of construction. The (department) staff is responsible for monitoring construction activity on the airport to prevent the interuption of utilities.

Section 343 – Noncomplying conditions

If any element of part 139 is not met to the extent that an uncorrected unsafe condition exists on the airport, the airport operator must halt air carrier activity on the unsafe area.

The ACM must make this clear to airport personnel. The ACM must provide personnel with the procedures to be used if an unsafe condition is found and describe what actions must be taken.