

(AIRPORT NAME)

Signature
Printed Name
Title (Airport Manager)

Original Date: _____

FAA Approval: _____

Revision Date: _____

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Exhibits

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

Organizational Chart

Safety Area Diagram (if full safety area is not available)

Signage and Marking Plan (to include Runway and Taxiway Identification System)

Letters of Agreement

Snow and Ice Control Plan

ARFF Vehicles

NOTAM Form

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

Fueling Agent Training Certification Form

Self-Inspection Form

Field Condition Report Form (if used during Winter Operations)

Personnel Training Form

ARFF Training Record

Wildlife Hazard Management Plan

PAPI/VASI Checklist (if maintained by airport operator)

Grid Map

ARFF/Air Carrier Log

List of Applicable References (provided)

Airport Emergency Plan

Approved Exemptions, Modification to Standards, and Limitations

Original Date: _____

FAA Approval: _____

Revision Date: _____

Distribution List

The official copy of the Airport Certification Manual is maintained in the (state which office).

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

Wildlife Hazard Management Plan

1. Airport Manager's Office;
2. Airport Maintenance Department(s);
3. Airport Operations/Safety Office;
4. ATCT.

Snow & Ice Control Plan

1. Same Distribution as the Main Body of the ACM

Airport Emergency Plan

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

Airport Marking and Sign Plan, in addition to Main Body of ACM

1. Airport Manager's Office;
2. Airport Maintenance Office;
3. Airport Operations/Safety Office;
4. ATCT.

Original Date: _____

FAA Approval: _____

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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 air carrier service with (aircraft type) with (number) of seats. (If applicable, add "On occasion, the airport receives charter operations with (aircraft type or aircraft type) aircraft.") (Airport Name) is operated by (County, Authority, FBO).

Address

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).

Original Date: _____

FAA Approval: _____

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Section 101 page 1 of 1

Section 105 - Inspection Authority

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

Original Date: _____

FAA Approval: _____

Revision Date: _____

Section 111 - Exemptions

FAA Note: If an exemption(s) has been issued, a copy of the exemption shall be included as an exhibit 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.

Original Date: _____

FAA Approval: _____

Revision Date: _____

Section 111 page 1 of 1

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 shall notify the FAA Regional Airports Division by phone or email within 14 days of the nature, extent, and duration of the deviation. If requested by FAA, the Airport shall submit a report in writing to the FAA Regional Airports Division Manager.

Original Date: _____

FAA Approval: _____

Revision Date: _____

Section 113 page 1 of 1

Section 201 - General Requirements (ACM Maintenance/Revisions)

ACM Maintenance

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 the airport and other personnel responsible for its implementation (see distribution list on page _____);
- (4) Ensure that the FAA Regional Airports Division is provided a complete copy of the most current ACM including any approved amendments.

Original Date: _____

FAA Approval: _____

Revision Date: _____

Section 201 page 1 of 1

Section 205 - Amendment of Airport Certification Manual

Amendments

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

- (1) Two copies in color, if applicable, of the revision will be submitted to the following address:
Federal Aviation Administration
Airports Division, AGL-620
2300 E. Devon Avenue
Des Plaines, IL 60018
- (2) Revisions/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 Revision Log will be completed and submitted with each revision;
- (4) Each page of the revision, including the Page Revision Log, will have the date of the revision and the original approval date of the ACM;
- (5) Upon FAA approval, copies of the approved revision will be made and distributed to the holders of the Airport Certification Manual on the Distribution List.

Comment [DFAA1]:

Comment [DFAA2]:

Original Date: _____

FAA Approval: _____

Revision Date: _____

Section 205 page 1 of 1

Section 301 - Records

(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 Inspection – 12 consecutive calendar months for records of inspection of fueling agents under Section 321;
- (4) Fueling Personnel Training – 12 consecutive calendar months for fuel agent training records under Section 321;
- (5) Self-Inspection – 12 consecutive calendar months for self-inspection records under Section 327;
- (6) Movement areas and safety training – 24 consecutive calendar months for records of training given to pedestrians and ground vehicle operators with access to movement areas and safety areas under Section 329;
- (7) 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;
- (8) 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.

Original Date: _____

FAA Approval: _____

Revision Date: _____

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 exhibit if applicable.

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 shall be completed before initial performance of duties. Recurrent training shall be completed at least once every 12 consecutive calendar months thereafter. An example of the operations personnel training log is in Exhibit [redacted]. The curriculum for initial and recurrent training shall 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 Section 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, 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 shall be maintained for 24 consecutive calendar months after completion of training.

Original Date: _____

FAA Approval: _____

Revision Date: _____

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 327. 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, (Exhibit ____).
 - (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.

Original Date: _____

FAA Approval: _____

Revision Date: _____

Section 305 - Paved Areas

(a) Required Conditions of Paved Areas

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

- (1) Pavement edges shall not exceed 3 inches difference in elevation between abutting pavement sections and between pavement and abutting areas;
- (2) Pavement shall 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 shall 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 shall be promptly repaired;
- (4) Mud, dirt, sand, loose aggregate, debris, foreign objects, rubber deposits, and other contaminants shall 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 shall 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 shall be sufficiently drained and free of depressions to prevent ponding that obscures markings or impairs safe aircraft operations.

Maintenance of Paved Areas

Corrective action shall 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 shall 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 exhibit.

Original Date: _____

FAA Approval: _____

Revision Date: _____

Section 305 page 1 of 1

Section 307 - Unpaved Areas

There are no unpaved areas available for air carrier operations at (airport name).

Original Date: _____

FAA Approval: _____

Revision Date: _____

Section 309 - Safety Areas

(a) **Safety Area Dimensions**

Use this paragraph if all safety areas meet FAA standards. Ensure that your RSA dimensions match RSA determinations.

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

- Runway (designation) – 250 feet from centerline and 1000 feet off each end;
- Runway (designation) – 250 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. If a runway or taxiway is reconstructed or a runway is extended, safety area dimensions shall conform to FAA standards in AC 150/5300-13, *Airport Design*, unless otherwise authorized by the Administrator. 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 exhibit and reference within this section when describing a runway or taxiway safety area that has different dimensions for each end.

Original Date: _____

FAA Approval: _____

Revision Date: _____

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 shall be cleared and graded, and shall be maintained free of potentially hazardous ruts, humps, depressions, or other surface variations;
- (2) Each safety area shall be drained by grading and storm sewers to prevent water accumulation;
- (3) Each safety area shall 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 shall be located in any safety area, except for objects that need to be located in the safety area because of their function. These objects shall 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 shall conform to dimensions acceptable to the FAA if any runways or taxiways are constructed, reconstructed, or extended.

Original Date: _____

FAA Approval: _____

Revision Date: _____

Section 309 - Safety Areas (Continued)

If you have EMAS in your runway safety area add an exhibit 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 exhibit within this section.

Original Date: _____

FAA Approval: _____

Revision Date: _____

Section 311 - Marking, Signs and Lighting

(a) Marking

The airport will provide and maintain marking systems for air carrier operations in accordance with Part 139.311(a) and 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.”

Use the following where LAHSO is conducted.

- (4) Land and Hold Short Operations

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

<u>Authorized</u>	<u>Hold Point</u>	<u>Designation</u>
<u>LAHSO Rwy</u> 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 exhibit and reference within this section).

Original Date: _____

FAA Approval: _____

Revision Date: _____

Section 311 - Marking, Signs and Lighting (Continued)

(b) Signs

The Airport will 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 Exhibit [redacted]. The signs will 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 exhibit 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, not by the number reference to a separate legend or table.

(c) Lighting

The Airport will 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 this section and include as an exhibit. Include a copy of the approval letter.

Original Date: _____

FAA Approval: _____

Revision Date: _____

Section 311 - Marking, Signs and Lighting (Continued)

- (5) Airfield Emergency Generator (IF APPLICABLE)
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 shall be properly maintained by cleaning, replacing, or repairing any faded, missing, or nonfunctional item. Each marking, sign, and lighting system will be maintained unobscured, clearly visible and shall provide an accurate reference to airport users.

Each lighting system will 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*. The operating limits for lighting systems before a system is considered inoperable are as follows:

Runway Edge Lights

85% Operable for Visual, Nonprecision or CAT I Runways
95% Operable for CAT II & III Runways (if applicable)

Runway End/Threshold Lights

75% Operable (No more than two lights inoperable at any runway end)

Taxiway Edge Lights

85% Operable

In order to provide continuity of visual guidance, the allowable percentage of inoperable lights shall not be in such a way as to alter the basic pattern of the lighting system. In addition, an unserviceable light shall 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 shall be disseminated locally. If an entire lighting system is inoperable or out of service, an airport condition report shall be issued in accordance with Section 339.

(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.

Original Date: _____

FAA Approval: _____

Revision Date: _____

Section 311 page 3 of 3

Section 313 - Snow and Ice Control

AC 150/5220-30, current edition, *Airport Winter Safety and Operations*, contains information and standards that are acceptable to the Administrator in complying with Section 313 and 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 exhibit;
- 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, Exhibit _____.

Original Date: _____

FAA Approval: _____

Revision Date: _____

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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.

Original Date: _____

FAA Approval: _____

Revision Date: _____

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, Exhibit [REDACTED].
- (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 has been granted by the FAA..

Original Date: _____

FAA Approval: _____

Revision Date: _____

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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 which other 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 exhibit.)

(f) Vehicle Marking and Lighting

The ARFF vehicle(s) are lime-green in color and are equipped with flashing red beacons (if applicable add reflective striping) to contrast with background and optimize nighttime visibility.

Original Date: _____

FAA Approval: _____

Revision Date: _____

Section 319 page 1 of 5

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

(g) Vehicle Readiness

- (1) ARFF vehicles are 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. The definition of “inoperative” means in the context of Part 139. 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 request 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 comparable 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 furthest air carrier runway or comparable 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 exhibit, if applicable.

Original Date: _____

FAA Approval: _____

Revision Date: _____

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 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 Exhibit _____).

(3) Live Fire Training

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

(4) Basic Emergency Medical Training

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).

Original Date: _____

FAA Approval: _____

Revision Date: _____

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 Exhibit ().

(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. 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 exhibit and referenced within this section.

This system is tested daily at (insert time) and by (insert name/title).

(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)

Original Date: _____

FAA Approval: _____

Revision Date: _____

Section 319 page 4 of 5

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 exhibit(s).

Original Date: _____

FAA Approval: _____

Revision Date: _____

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 a copy of the standards has 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 are required by the Airport to 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 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 months. Follow up inspections will be conducted when unsatisfactory items are found. Checklists used by (department/section) when conducting the inspections and follow-up inspections are included in Exhibit _____. Inspection records are maintained in the (insert location) for at least 12 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.

Original Date: _____

FAA Approval: _____

Revision Date: _____

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

(e) Training

- (1) Each fueling agent will have a supervisor complete an aviation fuel-training course in fire safety that is acceptable to the FAA. The supervisor will receive recurrent training at least once every 24 months. If a new supervisor is hired, he/she will 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, shall receive at least initial on-the-job training in fire safety and recurrent training every 24 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, shall submit written certification to airport management once every 12 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 Exhibit ____.) Those records shall be maintained (insert location) for 12 months.

Original Date: _____

FAA Approval: _____

Revision Date: _____

Section 321 page 2 of 2

Section 323 - Traffic and Wind Indicators

(a) **Wind Direction Indicators**

Describe and identify the location of Wind Direction Indicators required by this section.

(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 shall be initiated promptly by (insert title/section) personnel when unsatisfactory conditions are found with the (segmented circle or) wind direction indicators.

Original Date: _____

FAA Approval: _____

Revision Date: _____

Section 323 page 1 of 1

Section 325 – Airport Emergency Plan

Airport Emergency Plan (AEP)

An Airport Emergency Plan is included as Exhibit [REDACTED]. 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.

Annual Review of the AEP

A review of the AEP is conducted at least once every 12 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.

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

Triennial Full-Scale Exercise of the AEP

A full-scale exercise of the AEP is conducted at least once every 36 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.

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

Consistency with Security Regulations

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.

Original Date: _____

FAA Approval: _____

Revision Date: _____

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 shall 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.

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 months in the following subject areas:

1. Airport familiarization;
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.

(c) (1) Inspection Records

A copy of the Airport Self Inspection Checklist used is included as Exhibit [redacted]. Inspection records will 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 months.

(2) Training Records

Training records for each individual include a description and date of training received. Training records are kept for at least 24 months.

Original Date: _____

FAA Approval: _____

Revision Date: _____

Section 329 - Pedestrian & 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)

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.)

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 airport, 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.")

(b) **Controls**

Describe equipment and procedures that pertain to your airport for limiting access (e.g. fencing, gates, 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 exhibit. Describe the procedures that ground vehicles are required to operate under at your airport.

Original Date: _____

FAA Approval: _____

Revision Date: _____

Section 329 page 1 of 2

Section 329 – Pedestrian & 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 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 and/or ground vehicles. Records of each accident or incident are maintained for 12 months from the date of accident or incident.

Original Date: _____

FAA Approval: _____

Revision Date: _____

Section 331 - Obstructions

General

The Airport shall 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 (airport operator, FAA or a private party). Consider including a map depicting each obstruction light location.
- Describe maintenance procedures and describe who to contact in case of outage.

Original Date: _____

FAA Approval: _____

Revision Date: _____

Section 333 – Protection of NAVAIDS

(a) Construction

No facilities shall be constructed on the airport that have been determined by the FAA to derogate the operation of an electronic or visual NAVAID or air traffic control facilities. The (title) shall 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.)

Original Date: _____

FAA Approval: _____

Revision Date: _____

Section 333 page 1 of 1

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.

Original Date: _____

FAA Approval: _____

Revision Date: _____

Section 337 - Wildlife Hazard Management

(a) General

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

- (1) Airport (department) personnel shall:
 - (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.

Use the following section if you do not have an approved Wildlife Hazard Assessment.

(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 experiences 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 exhibit.

Original Date: _____

FAA Approval: _____

Revision Date: _____

Section 337 page 1 of 1

Section 339-Airport Condition Reporting

(a) Reporting Airport Conditions

- (1) A copy of the Airport Condition Report form is included in Exhibit _____.
- (2) Airport personnel in the following positions are authorized to issue Airport Condition Reports to the (location)-AFSS, or disseminate airport conditions locally (to the ATCT) and air carriers:
 - (i) (List titles)
 - (ii) (List titles)

(b) Airport Condition 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 exhibit.

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

(c) Conditions Requiring a Surface Condition Report

The following airport conditions that may affect the safe operation of air carriers shall be disseminated to the (location)-AFSS, 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 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 shall prepare and keep, for at least 12 consecutive calendar months, a record of each dissemination of airport condition information to air carriers.

Original Date: _____

FAA Approval: _____

Revision Date: _____

Section 339 page 1 of 1

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

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 shall be marked and, if appropriate, lighted.
 - (ii) Construction Equipment
Construction equipment shall 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, shall be marked and, if appropriate, lighted in a manner acceptable to the Administrator. Marking and lighting, when appropriate, of areas adjacent to NAVAIDS shall 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 shall 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 interruption of utilities.

Original Date: _____

FAA Approval: _____

Revision Date: _____

Section 341 page 1 of 1