



Ground Vehicle Procedures Guide

Revised 11/15/2022

Introduction

With commercial service operating here at Gulf Shores International Airport (JKA), the airport is asking everyone to be more vigilant than ever when it comes to operating in the Air Operations Area (AOA). Safety and security is paramount as emphasized throughout this guide.

Unfortunately, accidents between ground vehicles and aircraft occur every year at airports around the world. To reduce the potential of such accidents happening at Gulf Shores International Airport (JKA) and to educate drivers on safe and efficient operations on the airport, the Airport Operations Department has developed this non-movement, ramp and security training program. This will be an annual course required for all AOA badge holders.

Please keep this manual readily available and use it as a reference guide.

IMPORTANT TELEPHONE NUMBERS TO REMEMBER:

Airport Fire Department.....	911
Airport Operations Department... ..	(251) 967-3969
Airport Police	911
Credentialing Office.....	(251) 967-3969

Purpose & Objectives

The purpose of the Air Operations Area Vehicle Training program is to promote safe driving operations through education. The program provides new and refresher training for employees and tenants on ground vehicle operations on the airfield. To achieve the purpose of the program, several objectives must be met:

- ❖ Identify and define areas on the airport; such as the Aircraft Movement Area vs Non-Movement Area, Ramps, Runways and Taxiways.
- ❖ Describe potential problems and safety hazards associated with the operation of ground vehicles at an airport.
- ❖ Describe and follow rules and procedures for operating ground vehicles at Gulf Shores International Airport.
- ❖ Describe the different components and layers to maintaining a secure airport environment.
- ❖ Describe what an Authorized Signatory's responsibilities are.

General Airport Areas

Specific terminologies are used to describe certain areas on an airport. You must be familiar with these terms and determine what requirements you must meet in order to enter and operate your vehicle in these areas.

The airport is divided into two general sections: The “Landside” is the area outside of the airport security fence and is generally open to the public. The “Airside” is the area within the security fence that requires a security badge and not open to the public.

- Badge access **IS ONLY** to be used for official airport business.
- Air Operations Area (AOA) – all property within the security fence and is not open to the general public also known as the “Airside”.
- Non-Movement Areas (NMA) – consist of the areas on the airport which are in the AOA, but do not require you to be in contact with the Air Traffic Control Tower. At JKA, these areas include aprons and ramps.
- Aircraft Movement Area (AMA) – consists of all runways and all taxiways and require tower clearance.
- Vehicle Control Line – separates the Aircraft Movement Area from the Non-Movement Areas.
- An AOA badge **DOES NOT** grant badge holders access through the terminal TSA checkpoint or allow access to the terminal sterile area beyond the checkpoint.
- SIDA (Security Identification Display Area) – is a highly secured location within the terminal ramp area that is **OFF-LIMITS** to AOA badge holders.

Restricted Area

Restricted Area

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The SIDA line is a red line with “Restricted Area” stenciled in white.

Driving on Non- Movement Areas

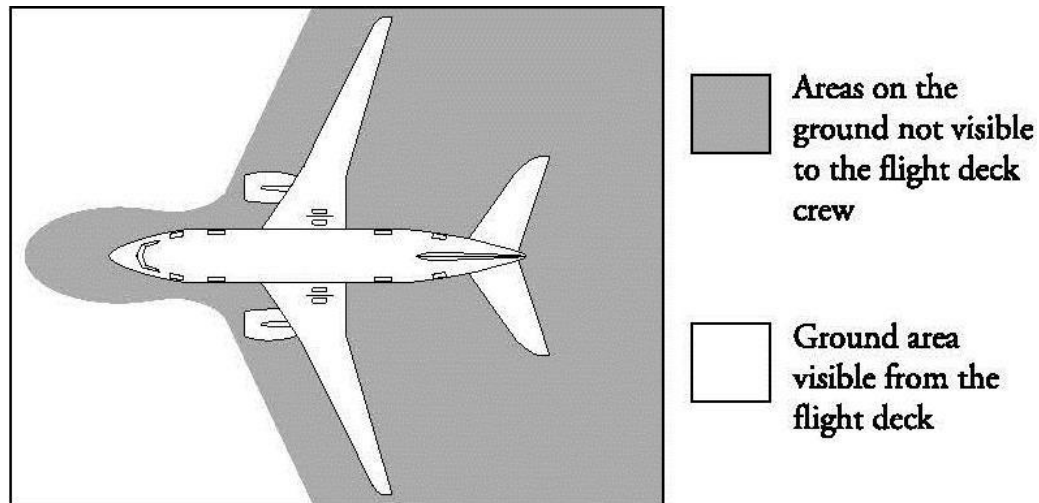
The Non-Movement Area is the only area where hangar tenants are authorized to drive their vehicles. Non-Movements Areas include ramps (except the Terminal Ramp) and parking areas. The ramps do not require the use of a beacon or radio communication. However, aircraft do operate in Non-Movement Areas, so you must abide by the following guidelines at all times.

Vehicle Operations:

- Always use extreme caution when driving on the airfield.
- Never exceed **10** MPH.
- Aircraft **ALWAYS** have the right-of-way--- vehicles must yield.

- Always be aware of your surroundings and your location on the airfield.
- Driving on Runways and Taxiways is **STRICTLY PROHIBITED!!**
- DO NOT allow any "Follow Through" or piggybacking.

Never assume that a pilot can see you in your vehicle and is able to stop. A pilot's view of areas immediately in front of and adjacent to the sides of the aircraft are restricted, and views to the rear maybe non-existent. In addition, the pilot may be distracted by numerous other duties such as radio communications and monitoring the aircraft's instruments.



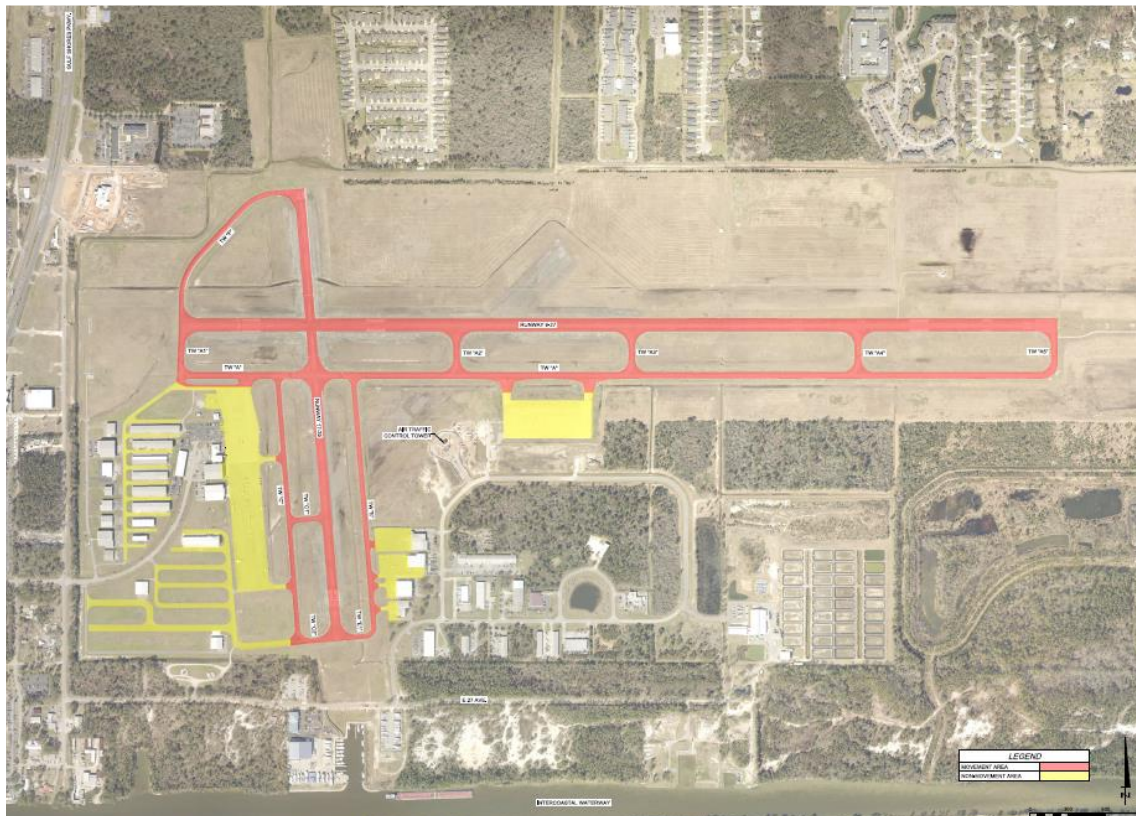
Approaching Parked Aircrafts:

If you must drive near a parked aircraft, approach the aircraft slowly while remaining far enough away so that you do not block its path or the path of other vehicles. The speed limit when driving near an aircraft is **5 MPH**. An aircraft that looks parked may actually be getting ready to taxi. Please use extreme caution when driving around a parked aircraft. Pass behind the aircraft whenever possible.

Aircraft Movement Area (AMA)

The AMA is under the direct control of the Air Traffic Control Tower. One must have clearance from the Air Traffic Control Tower prior to entering an Aircraft Movement Area. Every runway and taxiway at Gulf Shores International Airport is an AMA. Vehicles, except those properly trained and approved by Airport Operations are not authorized to drive in the Aircraft Movement Area.

Aircraft Movement and Non-Movement Areas



Gulf Shores International Airport movement areas are shown in yellow and non-movement areas are shown in red. Additional training shall be required of movement area security badge holders.

Vehicle Control Line

The Vehicle Control Line is identified as a single solid-yellow line with a single dashed yellow line. Its purpose is to prevent drivers from inadvertently entering the Aircraft Movement Area without authorization. Vehicle Control Lines at JKA are located at every paved area where the Non-Movement Areas meet with the Movement Area. If you come to a Vehicle Control Line, **STOP!!**



A single yellow solid line with single dashed line designates that you are entering onto a taxiway.



A double yellow solid line with two dashed lines designates that you are entering onto a runway.

An Incursion in the Movement Area is a very serious offense and must be reported to the FAA.

Vehicle Parking

Motor vehicles and aircraft must stay adequately separated between the hangars and around the airfield. A parked vehicle may be an obstruction to a taxiing aircraft. Vehicles may not park at the ends or sides of any hangar at any time while vehicle is unaccompanied.

Where to Park Your Vehicle:

- Inside of your hangar upon departing with an aircraft.
- Designated parking lots (parking or driving on grass is not allowed anywhere on airfield).
- Extended parking longer than 24 hours must have prior Airport Operations permission at (251) 967-3969.
- When backing large equipment or trucks, use a ground marshaller to guide you.
- Outside storage of any item in the T-hangar and Box Style hangar area is prohibited. (Airport Rules and regulations Sec. 3-124. - T-Hangar and Corporate Hangar usage.)

**It is a violation to park a motor vehicle, trailer outside of a hangar or in a grassed area.
Violators will be ticketed or towed.**

Reporting Accidents:

Report all emergencies including hazardous material and/or fuel spills to the Airport Fire Department via 911. Any person involved in an accident as a participant or a witness shall report the accident immediately.

“ALWAYS REMEMBER TO BE SAFE”

SECURITY

Ensuring a secure airport is the primary objective at Gulf Shores International Airport. The safety and security of the airport is dependent upon the collective effort of everyone. If you see something suspicious, report it to the Airport Police via 911 or the Airport Operations department (251) 967-3969. The airport has the right to suspend or revoke any badge holder not following proper security procedures.

“IF YOU SEE SOMETHING, SAY SOMETHING”

The Transportation Safety Administration (TSA) require that JKA security badges only be used for legitimate official business purposes, which support your job duties. As a badge holder, you are responsible for the following security requirements:

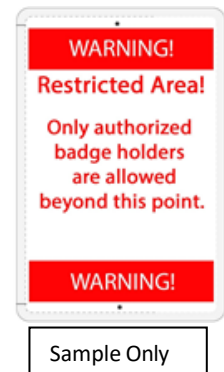
Displaying Your Badge:

- Tenants who receive AOA access are not required to display their airport identification badge but must be readily available upon request from an airport official while in the AOA.
- You may not present an expired badge; all expired badges must immediately be returned to the Credentialing office or to the Airport Operations Department.
- JKA security badges are not transferable. Do not allow another individual to use your badge.
- Badges must not be altered in any way, shape or form.

Using Your Badge:

- When accessing security doors and gates, you must ensure that they are closed and secure before proceeding.

- Business tenants with building structures having access from the “Landside” to the “Airside” must have signage next to “Airside” access points indicating ONLY Authorized Badge Holders are allowed beyond the “Airside” access point.



- DO NOT allow anyone else to enter behind you, unless you are “escorting” the individual, vehicle or group.
- It is your responsibility to renew your badge before it expires (the last day of your birth month each year).
- Do not post an image of your badge on social media such as Facebook.

Escorting:

- In order to perform the duty of an escort, you MUST be designated by Airport Operations or employer and MUST have the letter “E” (for escort) identified on your badge.
- You may escort an un-badged person(s) into the AOA. When you are escorting, you accept responsibility for that person’s actions and possessions.
- You may escort a person who has a lost or stolen badge, ONLY after that person has reported the badge lost or stolen to the airport operations office.
- You are **NOT** allowed to escort someone around or circumvent the TSA security screening checkpoint who is traveling on a commercial airline flight.
- You may only transfer escort authority to another authorized (JKA) badge holder if they acknowledge and assume responsibility for the escort.

- You **MUST** have your party or guests within your control at **ALL** times which means they must be within voice or visual range. There will be no more than five guest individuals per authorized (JKA) badge holder, unless approved by Airport Operations.
- If you lose sight of an individual under your escort or they are not following all security rules and regulations, contact Airport Operations (251) 967-3969 immediately.
- If you escort a vehicle(s), you must control its movement at all times by keeping it directly behind your vehicle.
- You are prohibited from escorting someone in possession of a revoked, suspended, or expired security badge, disqualified from receiving a security badge or someone who left their security badge at home.

Reporting:

- As a badge holder, you must notify as soon as possible the JKA Credentialing Office during business hours at (251) 967-3969 when your Authorized Signatory has changed.
- Badge holders assigned to a tenant (Authorized Signatory) that has vacated will have their access suspended or revoked.
- If an Authorized Signatory signs blank applications, their privileges will be suspended for the first offense. Second offense will result in the revocation of title and responsibilities.
- Always report malfunctioning or broken doors, gates, and fencing to Airport Operations (251) 967-3969.
- Report any suspicious activity or security violations immediately to the Airport Operations Department at (251) 967-3969.

"IF YOU SEE SOMETHING, SAY SOMETHING"

- Suspicious inquiries about airport and tenant security systems should be reported immediately to Airport Police by dialing 911.
- Report any lost or stolen badge to Airport Operations (251) 967-3969.

Renewing Your Badge:

Accounting for badges is essential in ensuring the security of air operations at Gulf Shores International Airport. To help facilitate this, cardholders will be held accountable.

- ❖ JKA identification badges will expire **annually** from the date printed on the front of the badge, and may be renewed up to sixty (60) calendar days prior to the expiration date.

➤ *Temporary badges will not be issued for any reason.*

Lost and Stolen Fees:

First Replacement	\$25.00
Second Replacement	\$50.00
Third Replacement	\$75.00
Fourth Replacement	Not allowed

Lost and Stolen fees are calculated over a 2- year time period, starting with the date of first lost or stolen badge.

Vehicle Gate and Door Procedures:

- 1.) **Always** wait for the gate to close behind your vehicle before proceeding into the Air Operations Area or when leaving the Air Operations Area. Failure to do so could result in loss of secured access privileges.



NEVER allow follow-through vehicles entering the airfield.

- 2.) When exiting the AOA you **MUST** wait until the gate is completely closed behind you before proceeding.

- 3.) Multiple vehicles are allowed to exit the AOA, but the last vehicle is responsible for ensuring the gate closes behind them before proceeding.
- 4.) Gate cards are NON-TRANSFERABLE. Do **NOT** share your gate card.
- 5.) Report any violations to Airport Operations and provide pertinent information such as vehicle and driver description; license plate number and direction of travel.

Ten-Foot Clear Zone:

A clear zone of three (10) feet is established for both sides of all security fences around the AOA. The clear zone must not contain any object which could be of assistance to an individual trying to scale a fence.

Pedestrian Door Operations:

When entering through a security gate/door at JKA, ensure that the gate/door is fully closed behind you before proceeding into or leaving the AOA. This security procedure will ensure that no individuals unauthorized and unfamiliar with the Air Operations Area are not inadvertently allowed into the controlled or restricted areas.

- 1.) Always wait for the gate/door to close behind you before proceeding into and out of the Air Operations Area.
- 2.) **Never** allow follow through or piggybacking unless they are escorted by you.
- 3.) Gate cards are NON-TRANSFERABLE. Do **NOT** share your gate card!

**LEAVING AN UNSECURED GATE/DOOR OPEN AT ANY TIME IS A
SERIOUS VIOLATION!!**

Violations:

- ❖ It is a violation to let your badge expire.
- ❖ There will be a fine for an unreturned badge.

Any violation to the rules and regulations that has been set forth in this AOA training manual may result in one or more of the following penalties:

First Offense may result in any of the following actions: *Warning *Retraining *Badge Suspension of 1-6 days *Company Action Plan *Employer Notification * Badge Revocation	Third Offense may result in any of the following actions: *Company Action Plan *Employer Notification *Badge Suspension of 15-30 days *Badge Revocation
Second Offense may result in any of the following actions: *Warning *Retraining *Badge Suspension of 7-14 days *Company Action Plan *Employer Notification * Badge Revocation	*Fourth Notification will result in <u>Badge Revocation.</u>

Badge violations actions are recorded and calculated over a 2-year time period, starting with the date of the first violation. Records are kept in the Airport Operations Office.

GATE CARD POLICY

All issued Gate Cards are property of JKA. Gate Cards are non-transferable and SHALL NOT be loaned out or given to anyone else. Report any or all lost/stolen gate cards to the Airport Credentialing Office (251) 967-3969. Tenants will be given access to the ramp where their airplane is located. No access is allowed on the airport's Perimeter Roads.

Gate card holders shall abide by the Rules and Regulations and Minimum standards, Federal Statutes, Federal Aviation Regulations, Uniform Fire Code, and Uniform Building Code.

ACCESS FOR WEST RAMP

If your hangar or tie-down is located at the West ramp area, the picture below shows where you are authorized to drive.



TERMINAL RAMP

AOA badge holders are NOT authorized in the Terminal Ramp area.

This ramp is for SIDA badge holders only.



F.O.D. (Foreign Object Debris)

FOD stands for both **Foreign Object Debris** and/or **Foreign Object Damage**. FOD is defined as damage incurred by an aircraft due to ingestion of objects and/or debris. FOD can be any sort of debris — nuts, bolts, tools, pizza boxes, candy wrappers, etc.



**IT TAKES EVERYONE'S COOPERATION TO KEEP JKA FOD-FREE.
PLEASE HELP DO YOUR PART.**

TIPS FOR PREVENTING F.O.D.

1. Place all garbage in a sturdy, covered container that cannot be blown over by wind or jet blast.
2. Pick up any debris you find lying around on the ground.
3. Avoid tracking mud and gravel onto pavement surfaces.
4. Keep the cab of your vehicle clean to prevent garbage from blowing out of windows or doors.
5. Place garbage in a covered container because it may attract birds.

**SCRAPS OF FOOD, SHINY OBJECTS, STRING, AND WOOD CHIPS
ARE OBJECTS OF INTEREST TO NESTING BIRDS. BIRDS POSE A SERIOUS
PROBLEM AT AIRPORTS AS THEY CAN BE INJECTED BY AN ENGINE OR STRUCK BY
AN AIRCRAFT.**

**The airport has the right to revoke driving privileges
from anyone who violates the rules and procedures set forth
in this program, or drives in an unsafe or hazardous manner within
the Airport Operations Area.**

This program is intended to comply with FAA Part 139.329 Ground Vehicle regulations. If you have any questions regarding ground vehicle operation at Gulf Shores International Airport, please contact the Airport Operations Department at (251) 967-3969.