

Austin Straubel **International Airport** Green Bay

VEHICLE OPERATORS TRAINING MANUAL (PART 1: NON-MOVEMENT AREA)



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Section 1: Airport Driving Rules and Regulations

Applicability

This regulation applies to all users of, and persons on any portion of, the property owned or controlled by the Airport Director. No persons are exempt from airport operating training requirements for operating a vehicle on the airside of an airport. Tenant organizations may be responsible for the dissemination of, accessibility to, and compliance with these rules and regulations by their employees. These Rules and Regulations may be amended, changed, or modified by the Airport Director, as necessary.

Definitions

The following terms are defined as indicated in this section for the purpose of this Vehicle Operators Training Manual.

Accident - a collision between one aircraft or vehicle and another aircraft, vehicle, person, or object that results in property damage, personal injury, or death.

Air Carrier Ramp - a ramp for air carriers. Only authorized personnel and vehicles may operate on this ramp. Private vehicles and aircraft are prohibited from operating on it.

Airport Operations Area (AOA) - those areas which encompass the runways, taxiways, and other areas of the airport utilized for taxing, takeoff, and landing of aircraft including aprons and parking areas, sometimes known as the "airside".

Airport Traffic Control Tower (ATCT) - a service operated by an appropriate authority to promote the safe, orderly, and expeditious flow of air traffic.

Aircraft - a device that is used or intended to be used for flight in the air.

Airport – the Green Bay Austin Straubel International Airport, owned and operated by Brown County, including all existing and future improvements and equipment.

Apron or Ramp - a defined area on an airport or heliport intended to accommodate aircraft for the purposes of parking, loading and unloading of passengers or cargo, refueling, or maintenance.

Common Traffic Advisory Frequency (CTAF) - radio frequency designed for the purpose of carrying out airport advisory practices while operating to or from an airport without an operating ATCT or when the tower is closed. The CTAF at ASIA is 118.7 MHz.

Fixed-Based Operator (FBO) - a person, firm, or organization engaged in a business that provides a range of basic services to general aviation. Services may include the sale and dispensing of fuel, line services, aircraft parking and tie-down, pilot and passenger facilities, airframe and power plant maintenance, aircraft sales and rental, and pilot instruction.

Flight Service Station (FSS) - air traffic facilities that provide pilot briefings, en route communications, and visual flight rules search and rescue services; assist lost aircraft and aircraft in emergency situations; relay air traffic control clearances; originate Notices to Airmen; broadcast aviation weather and National Airspace System information; receive and process instrument flight rules flight plans; and monitor NAVAIDS. In addition, at selected locations, FSSs provide En Route Flight Advisory Service (Flight Watch), take weather observations, issue airport advisories, and advise Customs and Immigration of trans-border flights.

Foreign Object Debris (FOD) - debris that can cause damage to aircraft engines, tires, or skin from rocks, trash, or the actual debris found on runways, taxiways, and aprons.

General Aviation (GA) - that portion of civil aviation that encompasses all facets of aviation except air carriers holding a certificate of public convenience and necessity.

Ground Vehicle - all conveyances, except aircraft, used on the ground to transport persons, cargo, fuel, or equipment.

Incursion - any occurrence at an airport involving an aircraft, vehicle, person, or object on the ground that creates a collision hazard or results in loss separation with an aircraft taking off, intending to take off, landing, or intending to land.

Jet Blast—jet engine exhaust or propeller wash (thrust stream turbulence).

Law Enforcement Officer (LEO) - any person vested with police power of arrest under Federal, state, county, or city authority and identifiable by uniform, badge and other indication of authority.

Light Gun - a hand-held, directional light-signaling device that emits a bright narrow beam of white, green, or red light, as selected by the tower controller. The color and type of light transmitted can be used to approve or disapprove anticipated pilot or vehicle actions where radio communication is not available. The light gun is used for controlling traffic operating in the vicinity of the airport and on the airport movement area.

Mobile Fueller - a vehicle owned and/or operated by authorized agents to pump and dispense Jet A and 100 LL fuel at ASIA. This may include fuel tankers, in-to-plane fueling pumpers, and hydrant carts.

Movement Area - the runways, taxiways, and other areas of an airport that aircraft use for taxiing, takeoff, and landing, exclusive of loading ramps and parking areas, and that are under the control of an air traffic control tower. The “Light Lane” road off of Runway 6 and 36 is considered part of the Movement Area at Austin Straubel International Airport. All vehicles operating on a designated movement area must be identified and equipped with an amber beacon, a two-way radio and be in contact with Ground Control or be escorted by a vehicle with a two-way radio in contact with ATCT.

Non-movement Areas - taxiways, aprons, and other areas not under the control of air traffic or at airports without an operating airport traffic control tower. Vehicles operating in these areas are not required to be radio equipped or have special vehicle markings. Aircraft shall always be given the right of way.

Operator - any person who is in actual physical control of an aircraft or a motor vehicle.

Owner - a person who holds the legal title of an aircraft or a motor vehicle.

Precision Object Free Zone (POFZ) - a volume of airspace above an area beginning at the runway threshold, at the threshold elevation, and centered on the extended runway centerline. The POFZ is 200 feet long and 800 feet wide. The POFZ exists only on runway approaches equipped with an Instrument Landing System (ILS). ASIA has two POFZs, one located at the approach to Runway 6 and runway 36. The POFZ must be clear during low visibility/low ceiling conditions to protect both the landing aircraft and holding aircraft or vehicle. A diagram can be found on page 20.

Restricted Areas - areas of the airport posted to prohibit or limit entry or access by the general public, and includes all areas other than public areas. The Airport may, upon direction by the TSA or FAA, limit or close access to portions of the airport and airport perimeter at any time that it has been determined that changes or heightened security warrants such action.

Runway - a defined rectangular area on a land airport prepared for the landing and takeoff run of aircraft along its length.

Runway in Use or Active Runway - any runway or runways currently being used for takeoff or landing. When multiple runways are used, they are all considered active runways.

Runway Safety Area - a defined surface surrounding the runway prepared or suitable for reducing the risk of damage to airplanes in the event of an undershoot, overshoot, or excursion from the runway.

Security Identification Display Area (SIDA) - that area of the airport which requires identification media and strict measures to maintain security for air carrier operations. At Green Bay Austin Straubel International Airport the SIDA encompasses the airline parking areas at the passenger terminal and is indicated by a solid blue line painted on the ramp.

Taxiways - those parts of the airside designated for the surface maneuvering of aircraft to and from the runways and aircraft parking areas.

Taxiway Safety Area - a defined surface surrounding the taxiway prepared to be suitable for reducing the risk of damage to airplanes.

Tie Down Area - an area used for securing aircraft to the ground.

Uncontrolled Airport - an airport without an operating airport traffic control tower or when airport traffic control tower is not operating (Green Bay ATCT is closed from 2330-0530 daily).

Vehicle - All conveyances, except aircraft, used on the ground to transport persons, cargo or equipment.

Vehicle Service Road - a designated roadway for vehicles in a non-movement area.

Wake Turbulence - phenomenon resulting from the passage of an aircraft through the atmosphere. The term includes vortices, thrust stream turbulence, jet blast, jet wash, propeller wash, and rotor wash both on the ground and in the air.

Violation of Rules—Penalties and Suspension of Driving Privileges

Any person, who does not comply with any of the provisions of the Vehicle Operators Training Manual, or any lawful order issued pursuant thereto, will be subject to progressive penalties for repeat violations. These penalties may include denied use of the Airport, in addition to the penalties described pursuant to Federal, state, or local authorities.

Penalties for failure to comply with the Vehicle Operators Training Manual shall consist of written warnings, suspension of airside driving privileges, and/or revocation of airside driving privileges. Based on an evaluation of the circumstances or the severity of a particular incident or incidents, the Airport Director reserves the exclusive right to assess any penalty it deems appropriate at any time to any individual authorized to operate a vehicle on the airside without regard to prior operating history. The Airport Director will provide a copy of all written warnings issued to an operator to the local manager of the company owning or in possession and control of the vehicle or vehicles involved in the violation(s). The following chart outlines possible actions. The airport reserves the right to impose any or all penalties listed below.

GROUP	1st Offense	2nd Offense	3rd Offense
Airport Employee	<ul style="list-style-type: none"> ▪ Recurrent training ▪ Written reprimand ▪ Suspend drivers permit 1 week 	<ul style="list-style-type: none"> ▪ Recurrent training ▪ Written reprimand ▪ 1 day work suspension 	<ul style="list-style-type: none"> ▪ Recurrent training ▪ Written reprimand ▪ 2-3 day work suspension ▪ Revoke permit
Tenant	<ul style="list-style-type: none"> ▪ Recurrent training ▪ Written warning to Employer 	<ul style="list-style-type: none"> ▪ Recurrent training ▪ Written warning to Employer ▪ Suspend drivers permit 1 week 	<ul style="list-style-type: none"> ▪ Recurrent training ▪ Written warning to Employer ▪ Suspend drivers permit 2 weeks
Contractor	<ul style="list-style-type: none"> ▪ Recurrent training ▪ Written Warning to Contractor ▪ Suspend Drivers Permit 1 week 	<ul style="list-style-type: none"> ▪ Recurrent training ▪ Written Warning to Contractor ▪ Suspend drivers permit 2 weeks 	<ul style="list-style-type: none"> ▪ Revoke Drivers Permit

The airport shall require any individual involved in a runway incursion or other vehicle incident to complete remedial airfield driver’s training.

Non-Movement Area Vehicle Operator Requirements

All applicants must satisfactorily complete the applicable driver's training course before receiving airside driving privileges. All applicants must pass a written test with a grade of at least 85 percent (correctable to 100 percent). If an applicant receives less than an 85 percent, the applicant must review the Vehicle Operators Training Manual before retaking the test. If failed a second time it is at the discretion of the Airport Director to allow the applicant to retake a third time and grant driving privileges. Initial training for **non-movement area** will consist of reading the Vehicle Operators Training Manual, watching the ANTN Digicast Videos "Ramp Safety Series" lessons 1-3, and successfully completing an open-book written test. Recurrent training will consist of independent study of the drivers training manual and successful completion of an open book written test. Recurrent training is required every two years. Transient pilots are allowed to operate their vehicle on the non-movement area. Only the transient pilot may operate the vehicle and must be in possession of a valid pilot's license and driver's license.

Movement Area Vehicle Operator Requirements

Initial training for **movement area** will consist of reading the Vehicle Operators Training Manual, watching the FAA approved driver training video, classroom instruction of the AOA non-movement area/movement area PowerPoint and successfully completing an open-book written test. In addition, the applicant must receive, as a minimum, day time and night time movement area driving. Movement area training will stress airport familiarization and proper radio communications with ATCT. Lastly, a check ride must be completed by the Airport Director or a designated representative. Recurring training, as a minimum, should consist of independent self-study, viewing the FAA approved movement area video, classroom instruction on the movement area PowerPoint, and the successful completion of the non-movement/movement area open book test, and practical airfield check ride to ensure competency. Recurrent training will occur annually.

Driver Regulations on the Airside of an Airport (Movement and Non-Movement)

- No vehicle shall be operated on the AOA unless the driver is authorized to operate the class of vehicle by an appropriate state-licensing agency or by the driver's employer through a company training / certification program.
- No person operating or driving a vehicle on any aircraft ramp shall exceed a speed greater than 15 miles per hour. Factors including, but not limited to, weather and visibility shall be taken into consideration when determining safe operating speed.
- No vehicle shall pass another ground vehicle in a designated vehicle roadway.
- No vehicle shall pass between an aircraft and passenger terminal or passenger lane when the aircraft is parked at a gate position except those vehicles servicing the aircraft. All other vehicles must drive to the rear of the aircraft and shall pass no closer than 25 feet from any wing or tail section.
- Moving aircraft and passengers enplaning or deplaning aircraft shall have the right-of-way at all times over vehicular traffic. Vehicle drivers must yield the right-of-way.
- No vehicle operator shall enter the airside unless authorized by the Airport Director or Designee, or unless the vehicle is properly escorted.
- No vehicle operator shall enter the movement area— 1) without first obtaining permission of the Airport Director and clearance from the ATCT to enter the movement area; 2) unless equipped with an operable two-way radio in communication with the ATCT; or 3) unless escorted by an vehicle and as long as the vehicle remains under the control of the escort vehicle; or 4) unless equipped with a flashing amber light.
- No person shall operate any motor vehicle that is in such physical or mechanical condition as to endanger persons or property or that the Airport Director considers an endangerment.
- No person shall operate any vehicle that is overloaded or carrying more passengers than for which the vehicle was designed, or allow passengers to ride on the running boards or stand up in the body of a moving vehicle, ride with arms or legs protruding from the body of a vehicle except when the vehicle was designed for such use.
- A vehicle guide person is required whenever the vision of the vehicle operator is restricted.
- No fuel truck shall be brought into, stored, or parked within 50 feet of a building.
- Fuel trucks must not be parked within 10 feet from other vehicles.
- Container carriers and tugs shall tow no more carts, pods, or containers than are practical, under control, tracking properly, and safe.
- When not serving aircraft or undertaking their intended functions, ramp vehicles and equipment shall be parked only in approved areas.

- Vehicle operators shall not operate or park vehicles under any passenger loading bridge.
- No person shall park a vehicle in an aircraft parking area, safety area, or grass area or in a manner that obstructs or interferes with operations in the aircraft movement area or apron area.
- No person shall park, or leave unattended, vehicles or other equipment that interfere with the use of a facility by others or prevent movement or passage of aircraft, emergency vehicles, or other motor vehicles or equipment.
- No person shall park a vehicle or equipment within 15 feet of a fire hydrant or in a manner that prohibits a vehicle from accessing the fire hydrant.
- No person shall operate a vehicle or other equipment within the airside under the influence of alcohol or any drug that impairs, or may impair, the operator's abilities.
- Each vehicle operator or pedestrian using an airport perimeter (security) gate shall ensure the gate closes behind the vehicle/operator prior to leaving the vicinity of the gate. The vehicle operator or person shall also ensure no unauthorized vehicles or persons gain access to the airside while the gate is open.
- Vehicle operators shall not operate vehicles in a reckless or careless manner. A reckless or careless manner is one that intentionally or through negligence threatens the life or safety of any person or threatens damage or destruction to property.
- Vehicles shall not enter the movement area or cross runways unless the operator of the vehicle has received required training and authorization from the Airport Director to operate on the movement area.
- Whenever possible, all vehicles shall utilize the airport perimeter and service roads to transition between areas on the airport.
- Each vehicle operator is responsible for the activities of each vehicle passenger on the airside of the airport.

Vehicle Regulations

- No vehicle shall be operated on the airside unless it has proper registration in accordance with the State of Wisconsin or is a qualified off-road vehicle that is not normally operated on public streets, but has received the approval of the Airport Director.
- All vehicles operated on the airside must have vehicle liability insurance, as required by the Airport Director.
- All vehicles must be properly marked, as outlined in FAA Advisory Circular 150/5210-5, *Painting, Marking, and Lighting of Vehicles Used on an Airport*.
- All vehicles must be in sound mechanical condition with unobstructed forward and side vision from the driver's seat, and operable headlamps and brake lights.
- All vehicles must have the appropriately rated and inspected fire extinguishers (service vehicles and fuel trucks).
- Vehicles operating on the movement area shall be equipped with operating amber rotating beacon or equivalent.
- All aircraft refueling vehicles and any other vehicle 8-foot or more in width shall be equipped with a flashing amber beacon and flashing front, tail, and clearance lights that are activated at all times when operating on the airside.

Vehicular Accidents

Operators of vehicles involved in an accident on the airport that results in injury to a person or damage to an aircraft, airport property, or another vehicle shall:

1. Immediately stop and remain at the scene of the accident;
2. Call Airport Public Safety at 920-498-4820 to report accident/injuries;
3. Render reasonable assistance, if capable, to any person injured in the accident, and;
4. Provide and surrender the following to any responding personnel: name and address, airport identification card, state driver's license, and any information such personnel need to complete a motor vehicle accident report.

Section 2: Driving on the Non-Movement Areas

Non-movement areas include taxilanes, aprons, and other areas **not** under control of the ATCT. Anyone authorized to operate a motorized vehicle on the airside may do so on the non-movement areas without being in positive radio contact with the ATCT. These areas include, but are not necessarily limited to, service roads, cargo aprons, general aviation aprons, and air carrier apron(s).

Non-Movement Area Boundary Markings consist of **two yellow lines** (one solid and one dashed). The solid line is located on the non-movement area side, while the dashed yellow line is located on the movement area side. A vehicle operator is not to cross from the solid-line side without first contacting the ATCT and obtaining a clearance to operate on the movement area.



Non-Movement Area Boundary Marking

Driving

Operating within the ramp areas requires the vehicle driver to exercise extreme caution as aircraft are always moving, aircraft passengers may be walking from an aircraft to the gate, and noise levels are high. Vehicle drivers should:

- Never drive between safety cones or across delineated passenger walkways.
- Watch cockpit blind spots—pilots typically cannot see behind or below the aircraft.
- Avoid jet blast or prop wash, which can blow debris or overturn vehicles.
- Be aware of and avoid moving propellers that can cause damage, injury, or death.
- Be aware of other vehicle movements—you may not hear them approaching due to aircraft engine noise.
- Yield to aircraft, passengers, and emergency vehicles, which ALWAYS have the right-of-way on any portion of the airport.

When traveling on the apron, always use designated vehicle service roads, if available. When traveling between the SIDA area ramp and General Aviation ramp, as well as on the General Aviation ramp, all vehicles should use the designated vehicle driving lane, if available.

Customs and Border Protection Ramp

The Customs and Border Protection (CBP) building and ramp are located at the former Airport Public Safety Building, just east of Gate 1 on the airfield. On the CBP ramp, drivers will see a red square with the label “CBP” located next to the building. According to CBP regulations, if there is an airplane in the “red box,” drivers must stay outside of the box. If a vehicle ventures too close and crosses the red line, there may be Federal consequences for the vehicle operator.

Jet Blast

Parked aircraft may still have their engines running, so be aware of the hazards of jet blast or prop wash, which may overturn vehicles. Before an aircraft engine is started, the aircraft’s red flashing beacons must be on. In some instances, propellers and engine spinners are marked to indicate when the engine is operating. A pilot’s ability to maneuver quickly on the ground is limited. In addition, cockpit visibility prohibits the pilot from seeing under the nose or behind the aircraft and limits the pilot’s ability to avoid ground vehicles. Propellers and jet engines can cause significant damage and injury to personnel. The vehicle operator shall maintain a distance of at least 200 feet BEHIND most aircraft with engines running (or about to be started). BEHIND heavy aircraft (such as Airbus 319/320) with engines running the vehicle operator shall maintain a distance of at least 800 feet.

Nighttime and Poor Weather Driving Conditions

Night and poor weather conditions (snow, fog, rain, ice, etc.) might obscure visual cues, roadway markings, and airport signs. Vehicle operators should remain vigilant of their surroundings and operating boundaries. Watch out for, and yield to, snow removal equipment and aircraft operating in the vicinity under low-visibility conditions. There are additional risks present under these conditions.

Bird Strikes, Wildlife and Trash

Trash that is not properly disposed of may become FOD or may become a bird attractant and eventually cause bird strikes. Besides food, shiny objects and other items may attract birds to an area. Do not feed birds, or other wildlife, on the airport property and do not leave items in the back of a vehicle which could attract a bird or other wildlife. Notify the Airport or your supervisor if you see scattered FOD, concentrated bird activity, any wildlife on the Airport, or persons feeding wildlife/birds. Wildlife and Bird Strikes are a very serious matter at airports around the world and cause many fatal crashes each year.