



APPLETON AIRPORT
INTERNATIONAL

AIRPORT CERTIFICATION MANUAL (ACM)

ABE WEBER
AIRPORT DIRECTOR

Kenneth M. Taira 10/18/2016

TABLE OF CONTENTS

APPENDICES	ii
DEFINITIONS	iii
Section 101 – General Requirements	1
Section 105 – Inspection Authority	2
Section 111 – Exemptions	3
Section 113 – Deviations	4
Section 115 – Falsification, Reproduction, or Alteration of Applications, Certificates, Reports, or Records.	5
Section 201 – General Requirements (ACM Maintenance/Revisions)	6
Section 205 – Amendment of Airport Certification Manual	7
Section 301 – Records	8
Section 303 – Personnel	9
Section 305 – Paved Areas	11
Section 307 – Unpaved Areas	13
Section 309 – Safety Areas	14
Section 311 – Marking, Signs and Lighting	15
Section 313 – Snow and Ice Control	17
Section 315 – Aircraft Rescue and Fire Fighting (Airport Public Safety (APS)): Index	18
Section 317 – Aircraft Rescue & Firefighting: Equipment and Agents	19
Section 319 – Aircraft Rescue and Fire Fighting: Operational Requirements	20
Section 321 – Handling and Storing of Hazardous Substances and Materials	24
Section 323 – Traffic and Wind Indicators	26
Section 325 – Airport Emergency Plan	27
Section 327 – Self-Inspection Program	28
Section 329 – Pedestrian & Ground Vehicles	31
Section 331 – Obstructions	36
Section 333 – Protection of NAVAIDS	37
Section 335 – Public Protection	38
Section 337 – Wildlife Hazard Management	39
Section 339-Airport Condition Reporting	40
Section 341 – Identifying, Marking, Lighting Construction and Unserviceable Areas	42
Section 343 – Non-Complying Conditions	43

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APPENDICES

Page Revision Log	Appendix 1
Airport Layout	Appendix 2
Airport Layout Plan	Appendix 3
Distance Available	Appendix 4
Distribution List	Appendix 5
ILS Critical Areas	Appendix 6
Land and Hold Short	Appendix 7
Airport Obstruction Diagram	Appendix 8
Organizational Chart	Appendix 9
Runway Edge Light Spacing (Modification to Standard)	Appendix 10
Snow and Ice Control Plan	Appendix 11
Airport Emergency Plan	Appendix 12
Wildlife Hazard Management Plan	Appendix 13
Mutual Aid Box Alarm System	Appendix 14
Letter of Agreement – Airport Emergency Service	Appendix 15
Letter of Agreement – Receipt, Handling, Dissemination of NOTAMS	Appendix 16
Letter of Agreement – Movement Areas and Jurisdictional Responsibilities	Appendix 17
Letter of Agreement – Airfield Condition Reporting	Appendix 18
Airport Signage Plan	Appendix 19
Fuel Site and Fuel Service Vehicle Inspection Reports	Appendix 20
Airport Operations Personnel Training Form	Appendix 21
Airport Tenant Personnel Training Form	Appendix 22
Airport Public Safety Training Record	Appendix 23
Airport Public Safety Equipment/Personnel	Appendix 24
Airport Self-Inspection Checklist	Appendix 25
NOTAM Log Sheet	Appendix 26

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DEFINITIONS

Air Carrier aircraft means an aircraft that is being operated by an air carrier and is categorized as either a large air carrier aircraft if designed for at least 31 passenger seats or a small air carrier aircraft if designed for more than 9 passenger seats but less than 31 passenger seats, as determined by the aircraft type certificate issued by a competent civil aviation authority.

Air Carrier Operation means the takeoff or landing of an air carrier aircraft and includes the period of time from 15 minutes before until 15 minutes after the takeoff or landing.

Airport means an area of land or other hard surface, excluding water that is used or intended to be used for the landing and takeoff of aircraft, including any buildings and facilities.

Airport Public Safety means the department contracted by the airport to provide Aircraft Rescue and Firefighting, Airport Safety Inspections and provide Airport Security Compliance inspections.

Airport Operating Certificate means a certificate, issued 14 CFR 139, for operation of a Class I, II, III, or IV airport.

Average Daily Departures means the average number of scheduled departures per day of air carrier aircraft computed on the basis of the busiest 3 consecutive calendar months of the immediately preceding 12 consecutive calendar months. However, if the average daily departures are expected to increase, then "average daily departures" may be determined by planned rather than current activity, in a manner authorized by the Administrator.

Certificate Holder means the holder of an Airport Operating Certificate issued under this part.

Class I Airport means an airport certificated to serve scheduled operations of large air carrier aircraft that can also serve unscheduled passenger operations of large air carrier aircraft and/or scheduled operations of small air carrier aircraft.

Class II Airport means an airport certificated to serve scheduled operations of small air carrier aircraft and the unscheduled passenger operations of large air carrier aircraft. A Class II airport cannot serve scheduled large air carrier aircraft.

Class III Airport means an airport certificated to serve scheduled operations of small air carrier aircraft. A Class III airport cannot serve scheduled or unscheduled large air carrier aircraft.

Class IV Airport means an airport certificated to serve unscheduled passenger operations of large air carrier aircraft. A Class IV airport cannot serve scheduled large or small air carrier aircraft.

Index means the type of aircraft rescue and firefighting equipment and quantity of fire extinguishing agent that the certificate holder must provide in accordance with §139.315.

Movement Area means the runways, taxiways, and other areas of an airport that are used for taxiing, takeoff, and landing of aircraft, exclusive of loading ramps and aircraft parking areas.

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Regional Airports Division Manager means the airports division manager for the FAA region in which the airport is located.

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Section 101 – General Requirements

I. Purpose

1. This manual includes operating procedures and a description of facilities and equipment used to satisfy the requirements of FAR Part 139. Personnel concerned with operating the airport are expected to carry out their duties and responsibilities in accordance with this manual.
2. This manual will be kept current and an approved copy will be available at the airport for inspection upon request. A complete and current copy will be provided to the Federal Aviation Administration, AGL – 621.
3. Appendices, listed in this document, are a part of this manual and are integral to our compliance with FAR Part 139.
4. FAA Advisory Circulars in the 150 series are used as guidance for compliance with the provisions of FAR Part 139.
5. Airport Management shall ensure the following provisions:
 - A. Operate and maintain the airport, as well as provide facilities, equipment, systems and procedures for the airport at least equal in condition, quality and quantity to the standards currently required for the issuance of the airport operating certificate.
 - B. Operate the airport in accordance with the approved airport certification manual.
 - C. Comply with the applicable provisions of this manual.
 - D. Allow the administrator to make any inspections, including unannounced inspections or tests, to determine compliance with this part.
 - E. Provide sufficient qualified personnel to comply with the requirements of its airport certification manual and the applicable rules of FAR Part 139.

II. Airport Information

1. Under this regulation, Appleton International Airport operates as a Class I airport with air carrier service up to 125 feet in length with over 30 passenger seats. On occasion, the airport receives charter operations with B-737/ B757 or B767/ A320 aircraft. Appleton International Airport is owned and operated by Outagamie County.
2. The Airport Layout and Airport Layout Plan are included in Appendices 2 and 3.

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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.

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Section 111 – Exemptions

Appleton International Airport operates without exemptions of limitations issued by FAA.

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Section 113 – Deviations

I. Deviation

1. 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.

II. Reporting

1. 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 the FAA, the airport shall submit a report in writing to the FAA Regional Airports Division Manager.

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Section 115 – Falsification, Reproduction, or Alteration of Applications, Certificates, Reports, or Records.

1. No person shall make or cause to be made:
 - A. Any fraudulent or intentionally false statement on any application for a certificate or approval under this part.
 - B. Any fraudulent or intentionally false entry in any record or report that is required to be made, kept, or used to show compliance with any requirement under this part.
 - C. Any reproduction, for a fraudulent purpose, of any certificate or approval issued under this part.
 - D. Any alteration, for a fraudulent purpose, of any certificate or approval issued under this part.
2. The commission by any owner, operator, or other person acting on behalf of a certificate holder of an act prohibited under paragraph (a) of this section is a basis for suspending or revoking any certificate or approval issued under this part and held by that certificate holder and any other certificate issued under this title and held by the person committing the act.

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Section 201 – General Requirements (ACM Maintenance/Revisions)

II. ACM Maintenance

1. The airport will:

- A. Keep the ACM current at all times. The airport administration office is responsible for maintaining the ACM.
- B. 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 airport administration office.
- C. Furnish the applicable portions of the FAA approved ACM to the airport and other personnel responsible for its implementation (see distribution list).
- D. Ensure that the FAA Regional Airports Division is provided a complete copy of the most current ACM including any approved revisions.

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Section 205 – Amendment of Airport Certification Manual

I. Amendments

1. The following procedure is in effect for amendments to the ACM:
 - A. 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

- B. 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.
 - C. 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.

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Section 301 – Records

I. Furnish Records

1. Upon request of the administrator, the airport will furnish records listed under this section.

II. List of Required Records

1. The airport will maintain the following records:
 - A. Personnel Training – 24 consecutive calendar months for personnel training records under Sections 303 and 327.
 - B. Emergency Personnel Training – 24 consecutive calendar months for Airport Public Safety and emergency medical service personnel training records under Section 319.
 - C. Airport Fueling Agent Inspection – 12 consecutive calendar months for records of inspection of fueling agents under Section 321.
 - D. Fueling Personnel Training – 12 consecutive calendar months for fuel agent training records under Section 321.
 - E. Self-Inspection – 12 consecutive calendar months for self-inspection records under Section 327.
 - F. 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.
 - G. 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.
 - H. Airport Condition – 12 consecutive calendar months for records of airport condition information dissemination under Section 339.

III. Additional Records

1. The airport will create and maintain any additional records required by the administrator.

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Section 303 – Personnel

I. Lines of Succession of Operational Responsibility

The lines of responsibilities are depicted in the organizational chart in Appendix 9.

II. Personnel Requirements

1. 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 operations personnel who access the movement areas, 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. The curriculum for initial and recurrent training shall include at least the following areas.
 - i. Airport familiarization, including airport marking, lighting and sign systems.
 - ii. Procedures for access to, and operation in, movement areas and safety areas under Section 329.
 - iii. Airport communications.
 - iv. Duties required under the Airport Certification Manual and the requirements of Part 139.
 - v. Any additional subject areas required under Part 139 Section 319, 321, 327, and 339, as appropriate.
 - D. Training records for the operations personnel are recorded in The ATW Cert Right 5 training program.
 - i. The training record is entered in the data base by the instructor.
 - ii. An example of this training entry form is in Appendix 21.
 - iii. Such records shall be maintained for 24 consecutive calendar months after completion of training.
 - E. As appropriate, comply with the following training requirements of Part 139:
 - i. Section 319 – Aircraft Rescue and Firefighting: Operational Requirements
 - ii. Section 321 – Handling and Storage of Hazardous Substances and Materials
 - iii. Section 327 – Self-Inspection Program
 - iv. Section 329 – Pedestrian and Ground Vehicles
 - v. Section 337 – Wildlife Hazard Management
 - vi. Section 339 – Airport Condition Reporting

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- F. The airport has authorized airport public safety personnel to conduct self-inspections at the direction of the Airport Director in accordance with procedures in Section 327 of this ACM.
 - i. Airport Public Safety personnel have 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.
 - ii. Airport Public Safety will conduct daily self-inspections of the movement area.
 - iii. Airport Public Safety will complete the self-inspection checklist in accordance with procedures outlined in Section 327 of this ACM.

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Section 305 – Paved Areas

I. Paved Areas

1. Airport pavement areas shall be maintained and promptly repaired to ensure that the following criteria will be met.
 - A. The pavement edges shall not exceed 3 inches difference in elevation between abutting sections and between full strength pavement and abutting shoulders.
 - B. The pavement shall have no holes which exceed 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 more measured from the pavement surface plane, unless, in either case, the entire area of the hole can be covered by a 5 inch diameter circle.
 - C. The pavement area must be free of cracks and surface variations which could impair directional control of aircraft.
 - D. Mud, dirt, sand, loose aggregate, debris, foreign objects, excessive rubber deposits and other contaminants shall promptly be removed as completely as possible.
 - E. Any chemical solvent used to clean any pavement area shall be removed as soon as possible, consistent with the instructions of the manufacturer of the solvent.
 - F. The pavement is well drained and free of depressions so that there is no ponding of a depth that obscures markings or impairs safe operations.
 - G. Air carriers operate on the terminal apron and all runways and taxiways, except taxiways leading to the T-hangar area.
 - H. The dimensions of the surface air carriers operate on are as follows:

Runway 12/30:	6,501' x 150'	Runway 3/21:	8,002' x 150'
Taxiway A:	6,501' x 150'	Taxiway B:	8,002' x 75'
Taxiway C:	800 x 75'	Taxiway D:	300' x 75'
Taxiway E:	950' x 75'	Taxiway G:	975' x 75'
Taxiway H:	1100' x 60'	Taxiway J:	910' x 75'
Taxiway K:	725' x 50'	Taxiway N:	3,211' x 75'
Taxiway M:	800' x 50'	Taxiway P:	2,470 x 75'
Run-Up/Compass Rose Pad:	300' x 150'		
Terminal Apron:	750' x 800'		
South GA Apron:	720' x 515'		
 - I. A copy of the Movement Areas and Jurisdictional Responsibility Letter of Agreement between the Appleton Control Tower and the Airport can be found in Appendix 17.

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II. Compliance

The above items are subject to daily inspections as required by Chapter 327 of this manual. Airport Operations personnel will initiate corrective action as soon as practical when unsatisfactory conditions exist. This action shall consist of immediately repairing the condition, or getting outside assistance to resolve the problem. If corrective action must be deferred, a NOTAM will be issued, as appropriate, in accordance with the provision of Chapter 339 of this manual.

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Section 307 – Unpaved Areas

There are no unpaved areas available for air carrier operations at Appleton International Airport.

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Section 309 – Safety Areas

I. Safety Area Dimensions

1. Safety area dimensions conform to FAA standards in AC 150/5300-13, Airport Design. Safety area dimensions are as follows:
 - A. Runway 3/21 – 250 feet from each side of the centerline and 1,000 feet off each end of the runway.
 - B. Runway 12/30 – 250 feet from each side of the centerline and 1,000 feet off each end of the runway.
 - C. All Taxiways 75 foot or less – 59 feet from each side of the centerline.

II. Required Conditions of Safety Areas

1. Safety area conditions are maintained as follows:
 - A. Each safety area shall be cleared and graded and shall be maintained free of potentially hazardous ruts, humps, depressions or other surface variations.
 - B. Each safety area shall be drained by grading and storm sewers to prevent water accumulation.
 - C. 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.
 - D. 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.
 - E. Safety areas shall conform to dimensions acceptable to the FAA if any runways or taxiways are constructed, reconstructed or extended.

III. Compliance

1. The runway and taxiway safety areas are inspected in accordance with Chapter 327 of this manual. NOTAMs, as required, will be issued in accordance with Chapter 339. When safety areas cannot be maintained in conformance with FAA Advisory Circular 150 series, the movement area associated with the safety area shall be restricted or closed to air carrier operations with over 30 passenger seats.

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Section 311 – Marking, Signs and Lighting

I. Current Marking and Lighting Systems

1. Ground guidance signs identifying taxi routes (Appendix 19).
2. Runway 3/21 and 12/30 markings – Precision.
3. Taxiway centerline markings, and edge markings where needed.
4. Surface painted hold position signs at all runway crossing points.
5. The holding position markings are located 250 feet from Runway 3/21 and 12/30 centerlines based on the airplane design group and the type of runway precision.
6. Runways 12 and 21 have REILS installed. Runway 12 has a VASI installed. Runways 3, 21, and 30 have PAPIs. Runway 3 is equipped with RVR.
7. Both runways have HIRL installed and runway lights to support night operations appropriate for the approved instrument approach procedures. (A modification to design standards for the edge light spacing, on Runways 3/21 and 12/30 was approved on March 4, 1997. Appendix 10 depicts the location that the runway edge light spacing exceeds 200 feet and includes a copy of the approval letter from the FAA for this modification of standards).
8. Taxiway lighting and/or reflectors for taxiways used for night operations.
9. An airport rotating light beacon is located approximately 1,300 feet Southwest of the intersection of Runway 3/21 and 12/30.
10. Obstruction lighting for obstructions identified under FAR Part 77.
11. A 150' water tower is located at the East end of the Taxiway G. The tower has a strobe light installed at the highest point.
12. Any lighting including apron, vehicle and aircraft parking areas, roadways, fuel storage areas, buildings, etc., shall be adjusted or shielded to prevent interference with aircraft operations and air traffic control.
13. To ensure constant source of power for airfield lighting, the airport maintains a diesel powered generator as a secondary power source for commercial power for all runway and taxiway lighting.

II. Maintenance

1. 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.

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2. Each marking, sign and lighting system will be maintained clearly visible and shall provide an accurate reference to airport users.
3. Airport Operations maintains PAPI's for Runway 3 and REIL's at Runway 12 and 21. The FAA maintains PAPI's and visual aids for Runway 30 and 21 and VASI's for Runway 12.
4. Each lighting system will be maintained at least to the minimum operational criteria listed in the manufacturer's recommendations and preventative maintenance schedule. A copy of the PAPI checklist can be found in Appendix 28 and the REIL checklist can be found in Appendix 29. Additional Information regarding maintenance of visual aids can be found in Advisory Circular 150/5340-26, Maintenance of Airport Visual Aids (current edition). The operating limits for lighting systems before a system is considered inoperable are as follows:
 - A. Runway Edge Lights: 85% Operable for Visual, Non-Precision or CAT I Runways
 - B. Runway End/Threshold Lights: 75% Operable (No more than two lights inoperable at any runway end)
 - C. Taxiway Edge Lights: 85% Operable
5. 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.
6. 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.

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Section 313 – Snow and Ice Control

The complete Snow and Ice Control Plan (SICP) can be found in Appendix 11.

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Section 315 – Aircraft Rescue and Fire Fighting (Airport Public Safety (APS)): Index

I. Determination

1. This airport is classified as an Index B airport serving an average of 5 or more daily departures. Airport Public Safety equipment appropriate to this index will be provided during all air carrier operations with over 10 passenger seats unless otherwise reduced in accordance with FAR 139.319 (c) and so marked.

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Section 317 – Aircraft Rescue & Firefighting: Equipment and Agents

Airport Public Safety equipment provided is listed in Appendix 24.

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Section 319 – Aircraft Rescue and Fire Fighting: Operational Requirements

I. Operational Requirements

1. Each required vehicle is equipped with two-way voice radio communication linking it with the alerting authority and all other related vehicles.
2. Each required vehicle has a flashing beacon and is marked in colors to enhance contrast with the background environment and optimize daytime and nighttime visibility, assuring rapid positive identification.

II. Maintenance

1. Each vehicle shall be maintained in an operable condition and be protected against freezing temperatures. If a required firefighting vehicle becomes inoperative each air carrier user and the FAA shall be so notified in accordance with FAR Part 139.339.
2. If the vehicle cannot be repaired or replaced with 48 hours, air carrier service will be reduced until the appropriate level of service is restored; a NOTAM will be issued in accordance with Section 339 of this manual and FAR Part 139.339.

III. Response Times

1. At least one airport firefighting vehicle can reach the midpoint of the furthest air carrier runway or reach any other specified point of comparable distance on the movement area available to air carriers from the fire station and begin extinguishing agent application within 3 minutes from the time of alarm.
2. All other required vehicles can respond in the same manner within 4 minutes. Periodically the Airport Director, or designee, initiates drills to insure that the firefighters maintain the established response times required by FAR Part 139.

IV. Personnel

1. All assigned APS personnel are equipped with acceptable clothing and equipment needed to perform their duties.
2. Sufficient APS personnel shall be available to operate the vehicles, meet the response times and the minimum agent discharge rates required.

V. Training

1. All APS personnel are properly trained to perform their duties in an acceptable manner in accordance with FAR 139.319 (j).

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2. Each assigned firefighter participates in at least one live fire drill every twelve (12) consecutive calendar months and has received initial and recurrent instructions in the following areas:
 - A. Airport familiarization.
 - B. Aircraft familiarization.
 - C. Rescue and firefighting personal safety.
 - D. Familiarization with the emergency communications system on the airport, including fire alarms.
 - E. Use of fire hoses, nozzles, turrets and appliances used by the airport for compliance with this part.
 - F. Type and application of the extinguishing agents used by the airport for compliance with this part.
 - G. Forced entry into aircraft, ventilation of aircraft, extraction of aircraft, extraction of persons from aircraft and evacuation assistance.
 - H. Firefighting operations.
 - I. Adapting and using structural firefighting and rescue equipment for aircraft rescue and firefighting service.
 - J. Aircraft cargo hazards and considerations.
 - K. Familiarization with the firefighters' duties under the Airport Emergency Plan.
3. APS personnel are trained in the above subject areas following site specific training curriculum based on the most current version of FAA AC #150/5210-17.
 - A. The training record is entered in the ATW CertRight 5 training program data base by the class instructor.
 - B. An example of the ATW CertRight 5 training data entry form is included in Appendix 21
 - C. An example of a "Summary of Training" report is included in Appendix 23.
4. The APS Chief is responsible for maintaining the training curriculum and records of all training given to each individual.

VI. Live Fire Training

1. All APS personnel shall participate in a live-fire drill prior to initial performance of duties and participate in a live-fire training at least once every twelve (12) consecutive calendar months at an FAA acceptable Regional Training Facility.

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VII. Emergency Medical Care

1. A minimum of one person shall be available during each air carrier operation that has at least 40 hours training and is current in basic emergency medical care including bleeding, cardiopulmonary resuscitation, shock, primary patient survey, injuries to the skull, spine, chest and extremities, internal injuries, moving patients, burns and triage.
2. The agency providing this service is APS located at the APS building and is summoned by the Air Traffic Control Tower (ATCT) on the emergency phone.

VIII. Records

1. The APS Chief is responsible for maintaining records of all training given to each individual.
2. APS training records will be maintained for twenty – four (24) consecutive calendar months. Such records include a description and date of training received.

IX. Alarm Systems

1. The airport shall maintain the following procedures and means for alerting APS of any existing or impending emergency that may require their assistance.
 - A. During hours of ATCT operation, an emergency phone is activated by the ATCT.
 - B. During the hours the ATCT is closed and Green Bay Air Traffic Control Tower is in operation Green Bay Air Traffic Control Tower shall notify APS via telephone and/or radio communications.
 - C. During the hours that both the ATCT and Green Bay Air Traffic Control Tower are closed, Minneapolis ATC shall notify APS via telephone at (920) 832-1633 or the Outagamie County Sheriff's Department at (920) 832-5000.

X. Hazardous Material Guidance

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

XI. Emergency Access Roads

1. Off premises emergency vehicles are to enter through security gate 1, located east of APS.
2. Emergency access roads are located throughout the airport property. The location of these roads is shown on a map (Appendix 3) that is distributed to emergency personnel and is reviewed with emergency personnel during airport emergency drills/exercises.

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XII. Public Safety Off-Airport Response

1. The Appleton International Airport has a Mutual Aid Box Alarm System (MABAS) (Appendix 14) with local municipalities to respond to medical and fire emergencies. To ensure that the airport meets the APS Index B requirement, one vehicle and one firefighter will remain at APS at all times.

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Section 321 – Handling and Storing of Hazardous Substances and Materials

I. Airport Employees

1. Airport employees do not act as handling agents for any material regulated by 49 CFR Part 171.
2. The only substances handled by airport personnel are those substances used in normal daily airport operations and maintenance.

II. Airport Fire Safety Fuel Handling Standards

1. The following procedures have been established and shall be maintained for protection against fire and explosion in storing, dispensing and otherwise handling fuel, lubricants and oxygen (other than aircraft cargo) on the airport.
 - A. Grounding rods have been installed at all airline refueling locations and major general aviation refueling areas.
 - B. All fuel storage areas and refueling facilities are fenced with gates to restrict entrance or are within the perimeter fence of the airport.
 - C. All storage areas are lighted.
 - D. Appropriate fire extinguishers are located at all fuel storage areas and on all mobile re-fueling equipment used at the airport.
 - E. Warning signs and fuel identification markings are permanently displayed in fuel storage areas.
 - F. Storage areas are periodically inspected by fire prevention personnel. Those areas are kept clean of flammable materials, debris and vegetation.

III. Fueling Agents

1. The following fueling agents operate at the airport:
 - A. Platinum Flight Center
 - B. Gulfstream Aerospace
2. All fueling agents are required by the airport to comply with NFPA 407.
3. Reasonable surveillance of all fueling activities on the airport is conducted by the APS or Airport Operations.
4. Airlines operating at the airport do not act as their own fueling agent.

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IV. Inspection of Fueling Facilities

1. APS personnel conduct periodic inspections of the fueling agents fueling facilities for compliance with the airport’s fire safety standards at least once every three (3) consecutive calendar months.
2. Follow up inspections will be conducted when unsatisfactory items are found. Checklists used by APS when conducting the inspections and follow-up inspections are included in Appendix 20. Inspection records are maintained in APS for at least twelve (12) consecutive calendar months.
3. All fueling agents engaged in handling and dispensing aviation fuel are required to take immediate corrective action whenever notified of noncompliance. If corrective action cannot be accomplished within a reasonable period of time, appropriate action will be taken by the Airport and the FAA will be notified.

V. Training

1. Each fueling agent will have a supervisor complete an aviation fuel-training course in fire safety that is acceptable to the FAA.
2. The fueling agent supervisor will receive recurrent training at least once every twenty-four (24) consecutive calendar months. If a new supervisor is hired, they will successfully complete an authorized aviation fuel-training course within 90 days.
3. 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 twenty-four (24) consecutive calendar months from the supervisor who has been trained in the fuel-training course in fire safety acceptable to the FAA.
4. All fueling agents engaged in handling and dispensing fuel at the airport, shall submit written certification to Airport Management once every twelve (12) consecutive calendar months that the above training standards have been accomplished. Those records shall be maintained at Airport Public Safety for twelve (12) consecutive calendar months.

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Section 323 – Traffic and Wind Indicators

I. Wind Direction Indicators

1. A lighted wind cone is located near each runway end and east of midfield.
2. An AWOS (Automated Weather Observation System) Station (920-832-2597) is located in the midfield area.
3. Supplemental lighted wind cones have been installed at all runway ends in accordance with FAR 139.323(a).

II. Segmented Circle

1. The airport does not have a segmented circle. There are no right hand traffic patterns.

III. Maintenance

1. The wind direction indicators are inspected each day during the daytime and night time safety inspection conducted by designated self-inspection personnel.
2. The wind direction indicators are maintained clearly visible and functional. Corrective action shall be initiated promptly by Airport Operations when unsatisfactory conditions are found with the wind direction indicators.

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Section 325 – Airport Emergency Plan

I. Airport Emergency Plan (AEP)

1. The Airport Emergency Plan (AEP) 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 and persons who have responsibilities under this plan.
2. The AEP is included in Appendix 12.

II. Training of Airport Personnel

1. All airport personnel that have duties and responsibilities under the AEP are properly trained and familiar with their assignments.

III. Annual Review of the AEP

1. A review of the AEP is conducted at least once every twelve (12) consecutive calendar months to ensure the AEP is current and all parties with whom the plan is coordinated are familiar with their responsibilities.

IV. Tri-Annual Full-Scale Exercise of the AEP

1. A full-scale exercise of the AEP is conducted at least once every thirty-six (36) consecutive calendar months.
2. The full-scale exercise involves, to the extent practicable, all mutual aid participants and a reasonable amount of emergency equipment.
3. The purpose of this exercise is to test the effectiveness of the AEP through a combined response of 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.

V. Consistency with Security Regulations

1. The AEP contains instructions including designation of parking areas for aircraft in response to bomb incidents, sabotage, hijacking incidents and other unlawful interference with operations that are consistent with the approved airport security plan.

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Section 327 – Self-Inspection Program

I. Frequency of Inspection

1. To ensure the airport is maintained in accordance with the requirements of FAR Part 139, inspections are conducted using the form in Appendix 25 of this manual.
2. Inspections are conducted according to the following schedule:
 - A. Daily.
 - B. When required by unusual conditions such as construction activities or meteorological conditions or possibly affecting safe aircraft operations.
 - C. Immediately following aircraft accident or incident.

II. Compliance

1. The airport shall provide the following items:
 - A. Facilities and equipment for use in coordinating safety inspections of the airport to include braking/friction action during winter months.
 - B. Airport/Surface Condition reports are available to all Airport tenants by accessing NOTAMS via the web or by viewing a link to the NOTAM page on www.atwairport.com. The report is updated as conditions require ensuring rapid dissemination of information.
 - C. In order to ensure that qualified inspection personnel are used to make the inspections, all inspection personnel are trained by APS or the Operations Supervisor - Airside.
 - D. The system utilized by Appleton International Airport to ensure prompt corrective action for unsafe conditions such as issuance of work orders, immediate replacement of lights, patching of pavements, grading or rolling safety areas, NOTAMs, etc., is as follows:

Self inspection discrepancies updated by the Airport Public Safety Department are entered into the electronic self inspection form and are reported via work orders to the Airport Operations Supervisor or designated representative for scheduling of repairs. When repairs are completed, the Airport Operations Supervisor or designated representative will acknowledge the repair has been completed by electronically initialing the work order form. In the event the electronic work order system is not operational, discrepancies can be related by paper work orders or by e-mail.

2. Corrective Action

- A. Airport inspections are made by driving around the air operations area to ensure no safety hazards exist; checking gates, buildings, ramp areas for intruders and vandalism and checking pavement areas for foreign objects and damage.

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- B. The procedures for checking are listed below:
- i. Lighting (Runway-Taxiway-Obstruction Hazard).
 - a. All burned out bulbs will be replaced as soon as possible and all runway and taxiway lights checked for alignment. Any problem that cannot be rectified within a reasonable time will be brought to the Operations Supervisor-Airside or designated representative and a NOTAM will be issued.
 - ii. Pavement surfaces
 - a. Pavement surfaces will be checked for foreign objects, liquids (such as oil or fuels), marking clarity, rubber buildup, cracking, joint filler or other conditions which could impair the normal use of the runway or taxiway system.
- C. Airport Operations and APS, as directed by the Operations Supervisor - Airside will ensure the following:
- i. As soon as possible, repair each crack, hole or rough area in runway pavement on the airport that exceeds three inches across or three inches deep or any hole with a slope of which from any point in the hole nearest to the lip is 45 degrees or more measured from the pavement surface plane, unless, in either case, the entire area of the hole can be covered by a 5 inch diameter circle.
 - ii. As soon as possible and as completely as practicable, remove the following from runway pavement areas on the airport including: snow, ice, slush, mud, dirt, dust, sand, loose aggregate, debris, foreign objects, standing water, rubber deposits and other contaminants as required by operational considerations.
 - iii. Any chemical solvent used to clean any pavement area shall be removed as soon as possible consistent with the instructions of the manufacturer of the solvent.
 - iv. Prevent collection of water on paved taxiways and aprons on the airport that have a depth or other dimensions that would obscure markings.
 - v. Move any drifted or piled snow off usable runway and taxiway surfaces and position any snow or snow bank off those surfaces so that all air carrier aircraft propellers, engine pods, rotors and wing tips will clear snowdrifts and snow banks when the aircraft's most critical landing gear is located at any point along the full strength edge of the runway or taxiway.
 - vi. Signs will be checked to ensure that they have not been vandalized, blown over or damaged.
 - vii. Security of all gates and NAVAIDS is maintained.
 - viii. Identify any obstructions not already shown on the ALP and issue a NOTAM as appropriate.
 - ix. Special assignments for inspection will be made for items such as checking of emergency lighting, construction areas or other abnormal operations.
 - x. Hazard reporting to include:
 - a. When a flight hazard exists an immediate NOTAM will be issued. All ground safety hazards will be reported to Airport Public Safety by calling (920) 832-1633.
 - b. Where short term discrepancies exist; involving aircraft operations a NOTAM will be issued.
 - c. The following personnel are authorized to Issue NOTAMs:
 - 1. Airport Director or designated representative
 - 2. Airport Public Safety Personnel

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III. Training

1. The APS Chief or designee is responsible for training Airport Operations and Airport Public Safety to ensure that qualified personnel perform the inspections.
2. A training program has been established and includes initial and recurrent training every twelve (12) consecutive calendar months in the following subject areas:
 - A. Airport familiarization
 - B. Airport Emergency Plan (AEP)
 - C. Notice to Airmen (NOTAM) notification procedures
 - D. Procedures of pedestrian and ground vehicles in movement areas and safety areas
 - E. Discrepancy reporting procedures

IV. Inspection Records

1. A copy of the Airport Self Inspection Checklist used is included as Appendix 25. Inspection records will show the conditions found and all corrective action taken.
2. Inspection records are kept electronically by Airport Public Safety for at least twelve (12) consecutive calendar months.
3. Training records for each individual include a description and date of training received.
4. Training records are kept at Airport Public Safety for at least twenty-four (24) consecutive calendar months.
5. FAA Advisory Circulars in the 150 series shall be used to establish conditions acceptable to the Administrator.

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- A. First the ATCT will raise and lower the runway and/or taxiway lighting to get the attention of the vehicle.
- B. Second, the ATCT will use light gun signals to give instructions.
- C. Drivers will be familiar with the following light signals (Reference: AC90-67A).

<u>COLOR AND TYPE OF SIGNAL</u>	<u>LIGHT GUN SIGNALS</u>
Steady Green	<u>MOVEMENT OF VEHICLES EQUIPMENT AND PERSONNEL</u> Cleared to Cross, Proceed or Go
Flashing Green	Taxi Clear of Runway in Use
Steady Red	STOP
Flashing Red	Clear the Taxiway / Runway
Flashing White	Return to Starting Point on Airport
Alternating Red & Green	Exercise Extreme Caution

- D. Witnesses and participants in vehicle accidents, taxiway and runway incursions are required to report them to Airport Public Safety as soon as possible. APS will complete an incident report immediately.

IV. Procedures for Ground Vehicles Operations – Tower Closed

- 1. All vehicles authorized to operate on movement areas and safety areas are equipped with two-way radios capable of transmitting and receiving on 119.6 MHz. Anytime one of these vehicles enters the movement area, they will monitor 122.95 MHz. If the need arises to have a vehicle enter the movement area which does not have a radio, a vehicle with a radio will act as an escort to the necessary area and remain with that vehicle until it has left the movement area. If communication should happen to fail while a vehicle is in the movement area or safety area, Airport Public Safety personnel or Airport Operations personnel will raise and lower the runway lights to get the attention of the vehicle.

V. Employee Training for Movement, Non-Movement & Safety Area Operations

- 1. Any person operating a vehicle on the movement, non-movement or safety areas of the airport must undergo initial training on airport familiarization.
 - A. Movement and safety area training consists of classroom, video aids, practical field training and a practical field test.
 - B. Non-movement area training consists of classroom and practical field training.
- 2. Any person operating a vehicle on the movement and/ or safety areas of the airport must undergo recurrent training every 12 consecutive calendar months. This recurrent training is conducted by APS.

VI. Consequences of Non-Compliance

1. Enforcement of the pedestrian and ground vehicle procedures applicable to airport employees, tenants and contractors will be enforced by APS.
2. Should an individual violate Appleton International Airport procedures on the operation of ground vehicles or should an individual have a runway incursion, the individual will not be authorized to re-enter the movement area until the individual has been counseled on the severity of the violation and has received recurrent training from Airport Public Safety.
3. According to Outagamie County Ordinances Section 10-42 any person violating any section of Outagamie County Ordinances Chapter 10 – Aviation shall be subject to a penalty. All reference within this section refers to Outagamie County Ordinances. The penalties are as follows:
 - A. First offense – Any person who shall violate any provision of subdivisions XV and XVI of this division and section 10-401 shall, upon conviction thereof, forfeit not less than \$5.00 nor more than \$500.00, together with the costs of prosecution and, in default of payment of such forfeiture and costs of prosecution, shall be imprisoned in the county jail until such forfeiture and costs are paid, but not exceeding 90 days.
 - B. Second offense – Any person found guilty of violating subdivisions XV and XVI of this division and section 10-401 who has been convicted previously of a violation of any of these sections within one year shall, upon conviction thereof, forfeit not less than \$10.00 nor more than \$500.00 for each such offense, together with the costs of prosecution and, in default of payment of such forfeiture and costs, shall be imprisoned in the county jail until such forfeiture and costs are paid, but not exceeding six months.
 - C. Parking violations. Notwithstanding the foregoing forfeitures, the amount to be assessed for violations of parking regulations as set forth in section 10-401 shall be:
 - i. Overtime parking and parking in a restricted area, \$10.00.
 - ii. Employees of the airport or airport tenants parking outside of their assigned area, \$20.00.
 - iii. If paid within ten days of issuance, these forfeitures may be paid to the office of the county treasurer without the imposition of any additional costs. Failure to pay within the ten days will result in the issuance of a summons for court appearance and the assessment of necessary court costs.
 - iv. Employees found guilty. All persons employed by an airport tenant, or contractor who are found guilty of violating any provision of section 10-474 or 10-475 or subdivision XIX of this division shall forfeit the following sums in addition to court costs.

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D. Security Violations.

- i. First Offense \$ 10.00
- ii. Second Offense \$ 25.00
- iii. Third Offense 10 Day Revocation of Security Identification Display Area (SIDA) Badge and requirement to successful complete SIDA training course.
- iv. Fourth Offense Permanent SIDA Badge Revocation.

VII. Maintain Records

1. Training

- A. APS maintains a description and date of training completed by each individual operating in the movement areas, non-movement areas, safety areas or aprons. This record is kept in the ATW CertRight 5 data base. (Appendix 23)
- B. Records are maintained for twenty-four (24) consecutive calendar months after the termination of an individuals' access to movement areas, non-movement areas, safety areas and aprons.

6. Accident / Incidents

- A. APS 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 twelve (12) consecutive calendar months from the date of accident or incident.

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Section 331 – Obstructions

I. Obstructions

1. Each object in any area within the authority of the airport that is identified as an obstruction under FAR Part 77 will either be removed or marked and lighted. Unless such a removal, marking, and lighting is not required as determined by an FAA Aeronautical Study under the provisions of FAR Part 77.
2. An obstruction map is included in Appendix 8.
3. APS is responsible for inspection of obstruction lighting and will contact appropriate parties as necessary if maintenance is required.

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Section 333 - Protection of NAVAIDS

I. Construction

1. All construction projects on the airfield are evaluated to determine any possible interference with NAVAID signals or operation.
2. FAA is contacted for guidance before construction is allowed to start. Individuals planning construction projects on the airport (or in the vicinity of the airport which could cause a hazard to air navigation) must submit FAA Form 7460-1 prior to construction.
3. Pre-construction conferences are held on all projects that impact the AOA.
4. "As built" prints are on file at the airport showing all underground utility lines that, if interrupted, would cause interference with the facility. Contractors are required to have prints of the underground utility lines in their area of activity. Contractors are also required to contact all utility companies so they can mark their respective lines. If any line is cut it will be reported to the Airport immediately so that repairs can be arranged. If the break involves the components of a NAVAID, a NOTAM will be issued.

II. Protection Against Vandalism

1. All NAVAIDS located on the airport will be protected against vandalism and theft by fencing or closely monitoring those areas not fenced. Access into and within the perimeter of the AOA is closely monitored and controlled.

III. Interruption of Visual and Electronic Signals of NAVAIDS

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

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Section 335 – Public Protection

I. Access

1. Access onto apron areas is limited to persons who have an operational need. Procedures for controlling access onto apron areas are included in the TSA approved Airport Security Plan.
2. The airport provides fencing, gates, signs and procedures to safeguard against inadvertent entry onto any airport movement area by persons or vehicles that may endanger aircraft operations.
3. Security fencing encloses the entire AOA. Security fence includes 10 foot and 12 foot chain link, all with three strands of barbed wire.
4. Warning signs are posted where aircraft blast could affect the public. Ground boarding is not allowed when another aircraft in an adjacent gate is about to taxi.
5. Perimeter fencing, gates and signs are inspected periodically. Gates shall be closed and locked and if found open, recorded in the inspection log. The Airport Security Coordinator shall follow up with the tenant with control responsibility. Airport Operations is responsible for maintaining fencing.

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Section 337 – Wildlife Hazard Management

I. General

1. The airport shall take immediate measures to alleviate wildlife hazards whenever they are detected or reported.
2. Appendix 13 contains the Airport Wildlife Management Plan.
3. Airport Operations and APS shall:
 - A. 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.
 - B. 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 or strikes by aircraft, and immediately advise the ATCT. Dispersal activities will be coordinated with ATCT to avoid dispersing wildlife into the path of aircraft.
4. A wildlife assessment containing at least those items listed in FAR Part 139.337(b) was conducted in 2006.

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Section 339-Airport Condition Reporting

1. Reporting Airport/Surface Conditions

- A. Airport/Surface Condition reports are available to all Airport tenants by accessing NOTAMS via the web or by viewing a link to the NOTAM page on www.atwairport.com. The report is updated as conditions require ensuring rapid dissemination of information.

2. Airport/Surface Condition Reporting System

- A. Airport Public Safety (APS) personnel are authorized to issue Airport/Surface Condition Reports and disseminate airport conditions to ATW ATCT, ATW tenants, air carriers and post them on the NOTAM Manager System.

- B. The procedures for issuing Airport/Surface Condition Reports are as follows:

1. APS shall inspect and verify surface conditions for runways, taxiways and ramps:
 - a. At least once every two hours
 - b. As conditions change
 - c. During snow events, conditions will monitored continuously and reports updated as conditions change.
2. Information will be recorded on the NOTAM Manager System. In the event the NOTAM Manager System is not able to accept electronic input, personnel will call Flight Service to issue the NOTAM and record the information on the NOTAM backup form (Appendix 26)
3. ATW ATCT will be notified by phone or radio

3. Conditions Requiring an Airport/ Surface Condition Report

- A. The following airport conditions that may affect the safe operation of air carriers shall be posted on NOTAM Manager System and disseminated to ATW ATCT, ATW tenants and air carrier via the web and a link to the NOTAM system located on www.atwairport.com.
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 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 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;

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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. Snow Removal Operations
10. Any other conditions that may otherwise adversely affect the safe operations of air carriers.

4. Records

- A. ATW Airport Public Safety shall prepare and keep, for at least 12 consecutive calendar months, an electronic record of airport/surface condition reports via the NOTAM Manager System. The records are accessible on the NOTAM Manager System and can easily be downloaded for rapid viewing of history of airport conditions. APS also maintains a backup electronic record of NOTAMs that have been issued.

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

I. Applicability

1. The following areas shall be marked and/or lighted in accordance with FAA Advisory Circular 150 series or as approved by the FAA.
 - A. Each construction area and unserviceable area which is on or adjacent to any movement area.
 - B. Each item of construction equipment and each construction roadway which affects or may affect the safe movement of aircraft on the airport.
 - C. Any area adjacent to a NAVAID that, if traversed, could cause false signals or failure of the NAVAID.
2. Drawings of existing utility facilities are on file and available so that during construction, procedures can be developed to avoid interfering with existing utilities, cable, wires, conduits, pipelines or other underground facilities.

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Section 343 – Non-Complying Conditions

Unless otherwise authorized by the Administrator whenever the provisions of this manual and FAR Part 139, Subpart D, cannot be met to the extent that uncorrected or unsafe conditions exist on the airport, the airport will limit air carrier operations to those portions of the airport not rendered unsafe by those conditions.

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