



AIRPORT SECURITY AND VEHICLE OPERATOR TRAINING MANUAL

Pangborn Memorial Airport
One Pangborn Drive
East Wenatchee, WA 98802
509 884-2494, ext. 6

This page intentionally left blank.

Introduction

This training program is intended to provide ID badge applicants with the knowledge they need to safely operate a vehicle within the Air Operations Area (AOA) at Pangborn Memorial Airport and to comply with the Airport's TSA-approved Airport Security Program. At a minimum, all persons requesting regular and routine access to the AOA must review the Airport Rules and Regulations, Airport Security and Non-Movement area sections of this manual (Sections 1-3); pass two examinations; and must be in possession of a valid photo ID issued by Pangborn Memorial Airport (AOA or SIDA Badge). Individuals who require access to the movement area must review this entire manual and complete additional training. Movement area access is limited to only those individuals who have an operational need to access the runways, taxiways and safety areas. Similarly, individuals who require access to the SIDA must also complete additional training and have an operational need.

In accordance with 14 CFR 139.329 (see Appendix A), Pangborn Memorial Airport (EAT) is required to "establish and implement procedures for the safe and orderly access to, and operation in, movement areas and safety areas by pedestrians and ground vehicles..." In addition, EAT must ensure that all persons requiring access to the movement area are provided training to make them familiar with these procedures prior to accessing the movement area on foot or as a vehicle operator.

Table of Contents

Section 1. Airport Rules and Regulations	Page 1
Section 2. Airport Security	Page 9
Section 3. Non-Movement Area	Page 13
Section 4. Movement Area	Page 15
Section 5. Airport Familiarization	Page 17
Section 6. Communications	Page 23
Section 7. Safety	Page 27
Appendix A. 14 CFR Part 139.329	Page 29

This page intentionally left blank.

Section 1. Airport Rules and Regulations

1.1 Reserved.

1.2 **Applicability.** These rules and regulations apply to all users of, and persons on any portion of, the property owned and controlled by the Pangborn Memorial Airport. No persons are exempt from the training requirements established in these rules and regulations. Tenant organizations may be responsible for the dissemination of, accessibility to, and compliance with these rules and regulations by their employees.

1.3 **Deviation.** In an emergency situation requiring immediate action for the protection of life or property, deviation from this manual, to the extent required to meet the emergency, is authorized. In the event of a deviation, the individual(s) involved must submit a written report to the Airport Director, stating the nature, extent and duration of the deviation.

1.4 **Severability.** If any section, subsection, subdivision, paragraph, sentence, clause or phrase of these Rules and Regulations or any part thereof is for any reason held to be unconstitutional, invalid or ineffective by any court of competent jurisdiction or other competent agency, such decision shall not affect the validity or effectiveness of the remaining portions of these Rules and Regulations.

1.5 Definitions

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.

Air Operations Area (AOA) - The Air Operations Area consists of the restricted ground areas of the airport, inclusive of taxiways, runways and parking areas. In relation to airport security, the Transportation Security Administration (TSA) defines these areas as all areas contained within the airport's security fence. Operationally, the FAA divides the AOA into two areas – the Movement Area and the Non-Movement Area. The Movement Area consists of runways and taxiways, with the Non-Movement Area consisting of the taxilanes, aircraft ramp and parking areas.

Airport - Pangborn Memorial Airport, a joint venture of the Port of Chelan County and the Port of Douglas County.

Airport Security Coordinator or Assistant Airport Security Coordinator – Individual(s) with responsibility to plan, manage and coordinate the Airport Security Plan and associated activities and communications. Serves as the primary contact for the Transportation Security Administration regarding security related activities on the Airport.

Airside - Those areas of an airport that support aircraft activities.

Apron or Ramp - A defined area on an airport or heliport intended to accommodate aircraft for the purposes of parking, loading and unloading 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. The CTAF is a UNICOM and is identified in appropriate aeronautical publications. The CTAF at Pangborn is 123.0 (See below for definition of UNICOM).

Section 1. Airport Rules and Regulations

Escort – To accompany an unauthorized individual in the AOA and/or secured area. Individual providing escort must be able to maintain visual contact and physical control of the unauthorized individual and be able to summon security or law enforcement if needed.

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.

Foreign Object Debris (FOD) - Debris that can cause damage to aircraft engines, tires, or skin such as rocks, trash, aircraft or vehicle parts.

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.

ILS Critical Area - An area provided to protect the signals of the localizer and glideslope.

Incursion - Any occurrence at an airport involving the incorrect presence of an aircraft, vehicle, or person on the protected area of a surface designated for the landing and take-off of aircraft.

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.

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

Movement Area - The runways, taxiways and other areas of the airport that are used for taxiing, hover taxiing, air taxiing and takeoff and landing of aircraft, exclusive of aprons and parking areas. *See Exhibit 3.1 on Page 9 for a depiction of the movement area at Pangborn.*

Non-Movement Area - Taxilanes, aprons, ramps and parking areas. Non-movement areas include all areas within the airport perimeter fence except runways, taxiway and associated safety areas.

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.

Piggybacking – Following an authorized person through an access point by a person who is not authorized to enter the restricted or controlled area.

Restricted Areas - Areas of the airport posted to prohibit or limit entry or access by the general public; 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.

Security Identification Display Area (SIDA) - The area marked on the main terminal ramp. This area is restricted exclusively to Airport-issued SIDA badge holders at all times. See Exhibit B on Page 10.

Taxilanes - A surface departing from/to a Taxiway – used for access to aircraft parking areas and hangars.

Section 1. Airport Rules and Regulations

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

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

Transient Pilot –pilots who do not have aircraft-leased space or unescorted access authority and are in the AOA for refueling, accessing the Fixed-Based Operator (FBO), or an emergency situation.

Uncontrolled Airport – an airport without and operating air traffic control tower or when the air traffic control tower is not operating. (Pangborn does not have an operating airport traffic control tower.)

UNICOM - A non-Federal communication facility that may provide airport information at certain airports. Locations and frequencies of UNICOMs are shown on aeronautical charts and publications.

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.

Section 1. Airport Rules and Regulations

1.6 Airport Security Regulations

1.6.1 ID Badge Requirements

- (A) Any person requiring regular or routine unescorted access to the AOA must obtain an Airport ID badge. In order to obtain an Airport ID badge applicants must complete the following:
 - (1) Applicants must first complete the Airport Identification Badge Application.
 - (a) Employees and members of a company, co-op or club which is located on or does business at the Airport must have their organization's Authorized Signatory sign the completed application prior to submitting.
 - (b) Sub-tenants must have the hangar owner complete an Airport Exhibit B form prior to submitting an application.
 - (c) Applicants requiring access to the Secure Identification Display Area (SIDA) must also be fingerprinted and submit to a Criminal History Records Check (CHRC).
 - (2) All applicants must study the applicable section(s) of Airport Access and Drivers Training manual and pass the Basic Airport Security Test. If an applicant receives a test score less than 80 percent, they must re-study the applicable section(s) of the Airport Access and Drivers Training manual prior to re-taking the test.
 - (3) SIDA badge applicants must complete airport-specific SIDA training and pass the SIDA test. If an applicant receives a test score less than 80 percent, they must repeat the SIDA course prior to re-taking the test.
- (B) Transient pilots who do not have aircraft-leased space and are in the AOA for refueling, accessing the Fixed-Based Operator (FBO), or an emergency situation are not required to apply for an AOA ID Badge. Determination of transient status is at the sole discretion of the Airport Director.
- (C) No badgeholder may ever loan an airport-issued ID badge to another person.
- (D) All badgeholders must be in possession of their badge when accessing any portion of the AOA.
- (E) All unauthorized (no airport ID badge) persons, including but not limited to; visitors, contractors and sub-contractors, must be escorted by a badgeholder when accessing any portion of the AOA.
- (F) All badgeholders must immediately notify the airport if their badge is lost or stolen.
- (G) All badges remain the sole property of Pangborn Memorial Airport and must immediately be returned upon termination of lease or employment, when individual no longer requires regular and routine unescorted access and/or upon request of airport management.
- (H) All badgeholders must cooperate with badge audits and inspections.
- (I) All Airport Badges are only valid, for up to two (2) years from the date of issuance. The expiration date of the badge, month and year, are located on the face of the badge.
- (J) All badgeholders must provide timely notification to PMA of any changes to their postal address, phone number and/or email address.
- (K) The airport reserves the right to deny a security badge to any person deemed to be a security risk.

1.6.2 Access Control

- (A) No person shall enter the SIDA unless they display a Pangborn Memorial Airport SIDA Badge. AOA badge holders are not authorized to enter the SIDA. See Exhibit 2.x for a depiction of the SIDA area.
- (B) All AOA badgeholders who are flying commercially are not permitted to pass directly from the SIDA to the AOA; but must enter the terminal building with the other passengers and access the AOA through a non- SIDA access point.

Section 1. Airport Rules and Regulations

- (C) No badgeholder shall allow unauthorized, unescorted vehicles or pedestrians to access the AOA and/or SIDA. Each badge holder is responsible for any unauthorized person they allow to access the airport.
 - (D) All AOA/SIDA access points must be kept secured at all times. This includes all buildings that are part of the airport perimeter and have access to both the landside and AOA, regardless of ownership.
 - (E) No person shall share keys, door codes or gate codes with any unauthorized individual.
 - (F) Pedestrians are not permitted to enter the airport AOA through vehicle gates.
 - (G) No motorized vehicles, including motorcycles are allowed through pedestrian gates. This does not apply to motorized wheelchairs.
- 1.6.3 All airport users are responsible for airport security.
- (A) All persons with airport-issued ID badges are required to report any suspicious activity to the airport and local law enforcement immediately.
 - (B) No person may disclose any information regarding policies and procedures to unauthorized individuals asking questions about airport security. Please refer any questions to the Airport Security Office.
- 1.6.4 TSA regularly inspects the airport and will issue fines of up to \$11,000 for security violations. Fines issued to the Airport by the TSA will be passed along to the individual and/or business responsible for the violation. In addition, TSA may also issue fines of up to \$11,000 per security violation to each individual.

Section 1. Airport Rules and Regulations

1.7 Airside Vehicular Traffic Regulations (Movement and Non-movement)

1.7.1 Vehicle Operator Requirements

(A) Training Requirements

- (1) All applicants must complete the applicable driver's training course before receiving AOA driving privileges.
- (2) All applicants must pass a written test with a grade of at least 80 percent (correctable to 100 percent). If an applicant receives less than 80 percent, they must restudy the applicable Pangborn Memorial Airport training manual prior to re-taking the test.
- (3) Applicants for movement area driving privileges shall be required to successfully complete a practical driving exam administered by the Airport Director or a designated representative.
- (4) Initial training for non-movement area shall consist of reading the non-movement area portion of the Pangborn Memorial Airport driver training manual, viewing the non-movement area PowerPoint® and successfully completing an open-book written test. Recurrent training is required every two years and shall consist of independent study of the driver training manual and successfully completing an open-book written test.
- (5) Initial training for movement area driving privileges shall consist of reading the Pangborn Memorial Airport driver training manual, classroom instruction of the AOA non-movement/movement area PowerPoint® and successfully completing an open-book written test. In addition, the applicant must receive hands-on driver training from a qualified individual and complete a check ride with the Airport Director or a designated representative. Recurrent training shall be completed every 12 consecutive calendar months, and shall consist of independent study of the driver training manual, viewing the non-movement area/movement area PowerPoint® and successfully completing an open-book written test.

(B) No vehicle shall be operated on the AOA unless the driver has a valid Driver's License and is authorized to operate the class of vehicle by an appropriate state-licensing agency or by the driver's employer through a company training program.

(C) No person operating or driving a vehicle on any aircraft apron shall exceed a speed greater than 15 miles per hour. Factors including, but not limited to, weather, visibility and proximity to buildings or other obstacles shall be taken into consideration when determining safe operating speed.

(D) No vehicle shall pass between an aircraft and passenger terminal or passenger loading/unloading area when the aircraft is parked except those vehicles servicing the aircraft. All other vehicles shall pass no closer than 25 feet from any wing or tail section.

(E) Aircraft, passengers and emergency vehicles shall have the right-of-way at all times. Vehicle drivers must yield the right-of-way.

(F) No vehicle operator shall enter the AOA unless authorized by the Airport Director (or designee) or unless the vehicle is properly escorted.

(G) No vehicle operator (or pedestrian) shall enter the movement area—

- (1) Without first obtaining permission of the Airport Director (or designee) to enter the movement area, and;
- (2) Unless equipped with an operable two-way radio capable of transmitting and receiving on the Common Traffic Advisory Frequency (CTAF), and;
- (3) Unless equipped with a flashing amber light, or;
- (4) Unless escorted by an Airport vehicle and as long as the vehicle remains under the control of the escort vehicle.
- (5) Pedestrians accessing the movement area shall wear high visibility clothing (ANSI/ISEA 107 Class II) in lieu of a flashing amber light.

Section 1. Airport Rules and Regulations

- (H) No person shall operate any motor vehicle that is in such physical or mechanical condition as to endanger persons or property.
- (I) No person shall—
 - (1) Operate any vehicle that is overloaded or carrying more passengers than for which the vehicle was designed.
 - (2) Ride on the running board or stand up in the body of a moving vehicle.
 - (3) Ride with arms or legs protruding from the vehicle except when the vehicle was designed for such use.
- (J) A vehicle guide person is required whenever the vision of the vehicle operator is restricted.
- (K) No fuel truck shall be stored, or parked within 50 feet of a building. Fuel trucks must not be parked within 10 feet from other vehicles.
- (L) Container carriers and tugs shall tow no more carts, pods or containers than are practical, under control, tracking properly and safe.
- (M) When not servicing aircraft or undertaking their intended functions, ramp vehicles and equipment shall be parked only in approved areas.
- (N) 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 aircraft operations.
- (O) 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.
- (P) 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.
- (Q) No person shall operate a vehicle or other equipment within the AOA under the influence of alcohol or any drug that impairs, or may impair, the operator's abilities.
- (R) 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.
- (S) Whenever possible, all airport vehicles shall utilize the airport perimeter and service roads to transition between areas on the airport.
- (T) Each vehicle operator is responsible for the activities of each vehicle passenger.

1.7.2 Vehicle Regulations

- (A) No vehicle shall be operated on the AOA unless it has proper registration in accordance local, state and federal regulations or is a qualified off-road vehicle that is not normally operated on public streets but has received the approval of the Airport Director (or designee).
- (B) All vehicles operated on the AOA must have vehicle liability insurance, as required by local, state or federal regulations and/or the Airport Director.
- (C) No vehicle shall be permitted on the airside without permission of the Airport Director (or designee).
- (D) No vehicle shall be permitted on the airside unless—
 - (1) It is in sound mechanical condition with unobstructed forward and side vision from the operator's seat.
 - (2) It has appropriately rated and inspected fire extinguishers (service vehicles and fuel trucks).
 - (3) It has operable headlamps and brake lights.
- (E) Vehicles operating in the movement area shall be equipped with operating amber rotating beacon or equivalent.

Section 1. Airport Rules and Regulations

(F) 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.

1.7.3 **Vehicular Accidents.** Operators of vehicles involved in an accident on the airport that results in injury to person or damage to an aircraft, airport property, or another vehicle shall—

(A) Immediately stop and remain at the scene of the accident.

(B) Call 911 to report accident/injuries.

(C) Render reasonable assistance, if capable, to any person injured in the accident.

(D) Report the accident immediately to the Airport Director, by calling (509) 860-1852, before leaving the scene.

1.8 Violation of Rules

1.8.1 **Suspension and Revocation of Access and Driving Privileges** - Any person who does not comply with any of the provisions of these Rules and Regulations, 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.

(A) Penalties for failure to comply with the Airport Rules and Regulations shall consist of penalties, written warnings, suspension and/or revocation of AOA access and driving privileges.

(B) Based on an evaluation of the circumstances or the severity of a particular incident or incidents, the Airport Director reserves the right to assess any penalty he/she deems appropriate at any time to any individual authorized to access the AOA without regard to prior operating history.

(C) If the individual is an employee or representative of a company that operates on the airport, the Airport Director will provide a copy of all written warnings issued to an individual to the authorized signatory or local manager of the company.

(D) The Airport Director shall require any individual involved in a runway incursion or other vehicle incident to complete remedial airfield driver training.

1.8.2 **Financial Penalties** - The following violations may also result in the issuance of financial penalties—

(A) Failure to immediately report a lost or stolen Airport ID badge.

(B) Failure to respond to an Airport ID badge audit.

(C) Failure to return an Airport ID badge when required.

Section 2. Basic Airport Security

2.1 Airport Identification Badges

2.1.1 **Types of Airport Identification Badges** – the airport may issue one of two types of Airport ID badges.

(A) **AOA Badge** – The AOA Badge is the most common badge type. All individuals who require regular and routine access to the Airport Operations Area (AOA) must obtain one of these badges. The Airport Operations Area includes all areas of the airport inside the perimeter fencing except the “SIDA” (see Exhibit 2.2). AOA Badge applicants must pass a Security Threat Assessment (STA).

(B) **SIDA Badge** – The SIDA (Security Identification Display Area) Badge is required for all persons who have an operational need to access the Secured Areas surrounding the commercial passenger terminal. This badge is primarily issued to airline personnel, TSA officers and Airport Staff. SIDA badge applicants must pass a Security Threat Assessment (STA) and a fingerprint-based Criminal History Records Check (CHRC). The SIDA is identified by a 12” red stripe with white lettering painted on the Terminal apron. (see Exhibit 2.3)

EXHIBIT 2.1 – AOA and SIDA Badges



AOA Badge



SIDA Badge

2.1.2 **Badging Requirements/Eligibility** – all persons requiring regular or routine unescorted access to the AOA or SIDA must apply for an Airport ID Badge. The Airport reserves the right to deny or revoke authorization for an ID Badge where such action is determined to be in the best interest of airport security.

(A) **Authorized Signatories** assume responsibility for ensuring that all employees or members of their organization comply with Airport ID Badge requirements.

(B) **Lost or stolen badges** must be reported to the Airport immediately! Failure to report a lost or stolen badge constitutes a breach of airport security and may result in financial penalties. To obtain a replacement for a lost or stolen badge, the badgeholder must

Section 2. Basic Airport Security

complete and submit an Airport ID Badge Renewal/Replacement form and pay the applicable fee.

- (C) **Eligibility changes** – individuals who no longer need regular/routine access to the AOA or SIDA must immediately report the change of status to the Airport. For example, a tenant who terminates their lease/sublease must notify PMA and return their Airport ID Badge. Authorized Signatories are responsible for immediately notifying the airport if an employee or members status changes. Failure to report eligibility changes may result in financial penalties.
- (D) **Badge Expiration** – all Airport ID Badges must be renewed at least every 2 years. PMA changes the appearance of each all badges at the time of renewal; consequently all badges of a specific type expire on the same date. Badge expiration dates are—
 - (1) **AOA Badges** – May 31st of odd number years. (ie. 2017, 2019, etc.)
 - (2) **SIDA Badges** – August 31st of even number years. (ie. 2016, 2018, etc.)
- (E) **Exemption for Transient Pilots** - transient pilots who do not have aircraft-leased space and are in the AOA for refueling, accessing the Fixed-Based Operator (FBO), or an emergency situation are not required to apply for an AOA ID Badge.

EXHIBIT 2.2 – Secure Identification Display Area (SIDA)



EXHIBIT 2.3 – SIDA Marking



Section 2. Basic Airport Security

- 2.1.3 **Badge Audits** – PMA is required to complete a comprehensive audit of all airport-issued identification media at least once every 12 months, and not less than 10 percent of the identification media via random selection every 6 months. In addition TSA requires the airport to conduct random badge inspections, so badge holders should expect to be asked to show their ID badge occasionally while in the AOA.
- (A) Failure to comply with audits may result in a suspension or revocation of your access and/or a \$100 fine.
 - (B) Audits are generally conducted via email and/or USPS. All badge holders are required to advise the airport of any changes of contact information, to ensure you are receiving all audit paperwork.

2.2 Physical Security of the Airport

- 2.2.1 **Escorting Guests and other Unauthorized Individuals** – Remember, any person requiring regular or routine unescorted access to the AOA must obtain an Airport ID badge. TSA regulations provide a limited exemption to the badge requirement for “transient pilots who do not have aircraft-leased space or unescorted access authority to the AOA of the airport and are in the AOA for refueling, accessing the Fixed-Based Operator (FBO), or an emergency situation.” All other individuals must be escorted by a badgeholder while in the AOA.
- (A) Individual providing escort must be able to maintain visual contact and physical control of the unauthorized individual and be able to summon security or law enforcement if needed.
 - (B) Individuals under escort may not be left unattended for any amount of time.
- 2.2.2 **Access Controls** – all airport-issued ID badges are also access media. All automated vehicle access gates can be activated by a card reader when presented with a valid airport-issued ID badge. Pedestrian gates can be activated by valid airport-issued ID badges or by a numerical code if used primarily by transient pilots. For example, the pedestrian gate located by the FBO (Gate 8) is activated by a 4-digit numerical code.
- (A) Badges are generally programmed to provide access to the gate(s) that provide primary access to the individual’s leasehold or place of employment. Additional gates can be programmed based on need.
 - (B) When approaching the gate, be sure to come to a full stop and allow the gate to fully open. Approaching the gate too fast may result in damage to the gate and the vehicle. The vehicle owner/operator is responsible for damage to a gate caused from reckless or careless driving.
 - (C) Whether entering or exiting the AOA, always stop and make sure that the gate closes completely before proceeding! Failing to stop and ensure that a gate is secure constitutes a breach of airport security and may result in suspension or revocation of the individuals badge.
 - (D) Hangars and other buildings that are located adjacent to the perimeter fence and have access to the AOA and landside are considered access points to the AOA. The building owner/operator/tenant are responsible for ensuring that adequate security controls are in place to prevent unauthorized persons from accessing the AOA.
- 2.2.3 **See Something, Say Something** – Remember, all airport users are responsible for airport security. If you see something suspicious, immediately report it to law enforcement (911) and/or to Airport Operations (509-860-1852).
- (A) Do not disclose any information regarding policies and procedures to unauthorized individuals asking questions about airport security.

Section 2. Basic Airport Security

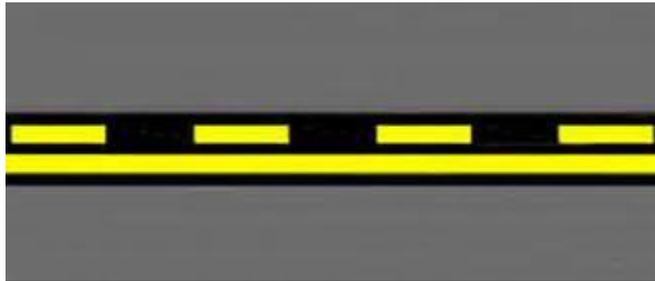
- (B) Never provide access to unauthorized individuals if you are not willing to take full responsibility for them. If you don't know the individual, do not allow them to access the airport.
- (C) Keep in mind, Transportation Security Inspectors regularly visit the airport to observe and test airport security procedures.

Section 3. Non-Movement Areas

3.1 Non-movement Areas

- 3.1.1 **Non-movement areas** include all areas within the airport perimeter fence except runways, taxiway and associated safety areas. Anyone authorized to operate a motor vehicle on the AOA may do so in the non-movement areas without being able to communicate on the CTAF. These areas include—
- (A) Taxilanes (do not connect directly to runways)
 - (B) Aprons
 - (C) Service roads
- 3.1.2 **Non-movement Area Boundary Markings** consist of two yellow lines (one solid and one dashed). The solid yellow 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 unless they have been authorized to operate in the movement area and are properly equipped (air-band transceiver and flashing amber beacon).

EXHIBIT 3.1 – Non-movement Area Boundary Marking



- 3.2 **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 or FBO, and noise levels are high.
- 3.2.1 **Vehicle drivers** should—
- (A) Never drive between safety cones or across delineated passenger walkways.
 - (B) Watch cockpit blind spots—pilots typically cannot see behind or below the aircraft.
 - (C) Be aware and avoid moving propellers that can cause damage, injury, or death.
 - (D) Be aware of other vehicle movements—you may not hear them approaching due to aircraft engine noise.
 - (E) Yield to aircraft, passengers, and emergency vehicles, which ALWAYS have the right-of-way on any portion of the airport.
- 3.2.2 **Congested areas.** When possible, use designated vehicle service roads. Driving close to buildings, around vehicles, or aircraft is prohibited. This policy helps to establish a predictable order to vehicle movements in congested areas and helps to ensure their visibility to aircraft and other vehicles.

Section 3. Non-Movement Areas

- 3.2.3 **Jet Blast/Prop Wash.** Parked aircraft may still have their engines running, so be aware of the hazards of jet blast or prop wash, which can blow debris and loose objects and may overturn vehicles.
- (A) Before an aircraft engine is started, the aircraft's red flashing beacons should be on, but this may not always be the case. In some instances, propellers and engine spinners are marked to indicate when the engine is operating.
 - (B) 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.
- 3.2.4 **Nighttime and Poor Weather Driving Conditions.** Night and poor weather conditions (snow, fog, rain, 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.
- 3.3 **Bird Strikes/Wildlife.** Trash that is not properly disposed of 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 or persons feeding wildlife/birds on the Airport. Wildlife and bird strikes are a very serious matter at airports and cause significant damage to aircraft every year.
- 3.4 **Foreign Object Debris (FOD).** Trash, debris and rocks anywhere within the Air Operations Area are a significant concern.
- 3.4.1 **FOD Hazards.**
 - (A) FOD can be ingested into a turbine engine or picked up by a propeller and cause extensive damage to the engine or propeller. If an engine ingests FOD during a take-off operation the results could be catastrophic, causing loss of property or life.
 - (B) FOD may also puncture tires, dent or puncture wings, flight controls or other aircraft components.
 - 3.4.2 **FOD Prevention.** Vehicle operators on the airport should—
 - (A) Inspect their vehicle for rocks, mud or debris that may be deposited on airfield pavements. Also check cargo areas, racks, etc. for any unsecured cargo or equipment.
 - (B) Watch out for and remove all FOD detected in the Air Operations Area.

This concludes the security and non-movement area portion of the Pangborn Memorial Airport Security and Vehicle Operator Training Manual. Please complete the Basic Airport Security and the Non-Movement Area Vehicle Operator written examination.

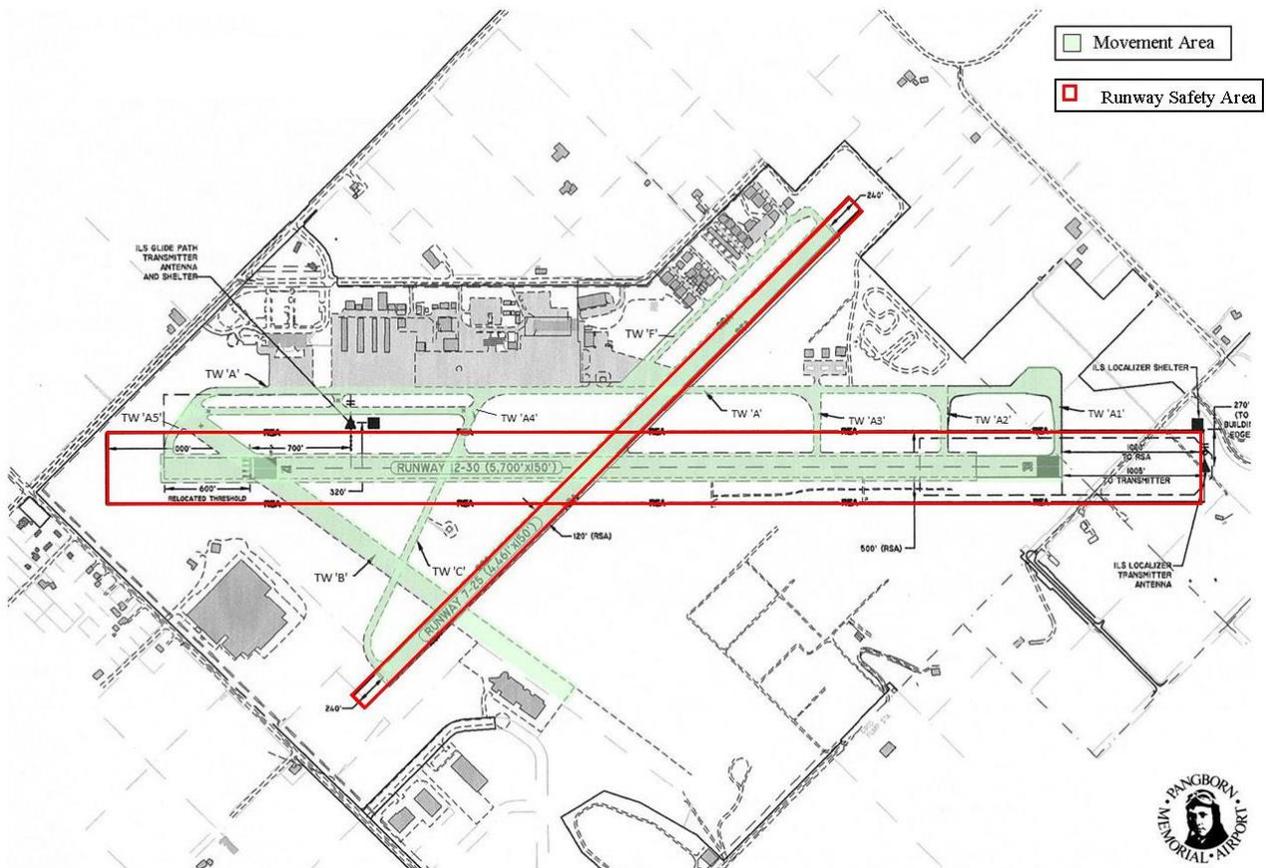
If you are applying for access to the movement area, you must proceed with Sections 4-7 of this manual.

Section 4. Movement Area

4.1 **Movement Areas** are defined as the runways, taxiways and other areas of the airport that are used for taxiing, hover taxiing, air taxiing and takeoff and landing of aircraft, exclusive of aprons and parking areas.

IMPORTANT NOTE: Movement Area authorization does NOT grant access to the SIDA!

EXHIBIT 4.1 – Movement Area Diagram



4.2 Authorized Persons and Vehicles.

- 4.2.1. Only those persons and vehicles necessary for airport operations and maintenance may enter the movement area. Exceptions may be made for persons who have been authorized by Airport Director (or designee) and have received the appropriate training. Airport Operations/Maintenance shall coordinate all vehicle and pedestrian operations within the Movement Areas. Individuals who have been granted movement area access will be issued an airport photo ID badge with “M-V” conspicuously printed on the face of the badge.
- 4.2.2. Persons who are authorized to access the Movement Area require more training and vigilance since there are dangers associated with this area that are not present on non-movement areas. In addition to the principals for driving on the non-movement area, drivers who have access to the movement area must be cognizant of the meaning of airfield signs, markings, and lighting configurations.

Section 4. Movement Area

4.3 Safety Areas

- 4.3.1. **Runway Safety Area (RSA)** is 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.
- 4.3.2. **Taxiway Safety Area (TSA)** is a defined surface alongside the taxiway prepared or suitable for reducing the risk of damage to an airplane unintentionally departing the taxiway.
- 4.3.3. **Safety Area Dimensions**
 - (A) Runway 12/30 – 500 ft. x 9000 ft.
 - (B) All taxiways except Taxiway F – 118 ft. wide
 - (C) Taxiway F – 49 ft. wide

Section 5. Airport Familiarization

5.1. Taxiways

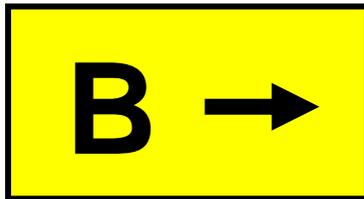
5.1.1. **Designations** - Aircraft use taxiways to move to and from the aprons and the runways. Taxiways at Pangborn are designated by letters or by letter/number combination such as A, B, A3, or F.

5.1.2. **Lighting** - Taxiways are lighted with **blue** edge lighting and/or reflectors.

5.1.3. **Signs** - The signs used on taxiways are direction, destination, location, and taxiway ending marker signs.

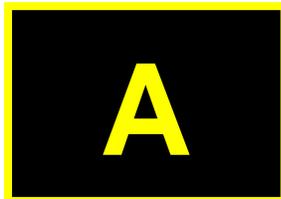
(A) **Direction and Designation Signs** have black lettering and a directional arrow or arrows on a yellow background. The arrow indicates the direction to that taxiway, runway, or destination.

EXHIBIT 5.1 – Taxiway Directional Sign



(B) **Location Signs** have yellow lettering on a black background. The location sign below indicates that the operator of the vehicle/equipment is located on the named taxiway or runway.

EXHIBIT 5.2 – Taxiway Location Sign

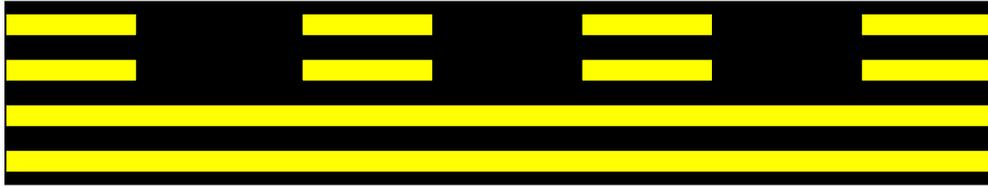


5.1.4. **Markings.** Pavement markings on taxiways are always yellow. The taxiway centerline is painted on all taxiways. On the edges of some taxiways, there is a solid, double yellow line or double-dashed line. If pavements are usable on both sides of the line, the lines will be dashed; if not, the lines will be solid.

(A) **Runway Holding Position Markings** are located across each taxiway that leads directly onto a runway. These markings are made up of two solid lines and two broken yellow lines and denote runway holding position markings. These markings are always co-located with a Runway Holding Position Sign, which is Red and White on the left side of the taxiway. A vehicle operator must not cross from the solid-line side of the marking without first coming to a complete stop and looking both directions to determine whether there are aircraft in the area.

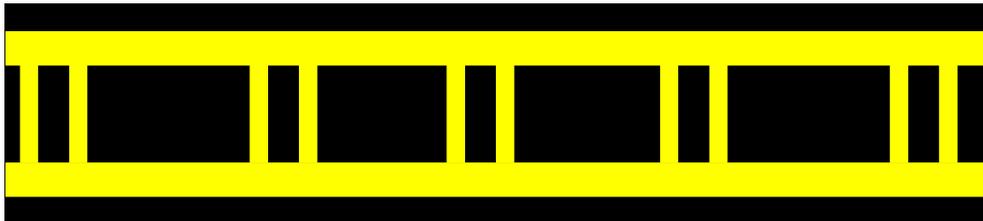
Section 5. Airport Familiarization

EXHIBIT 5.3 – Runway Holding Position Marking



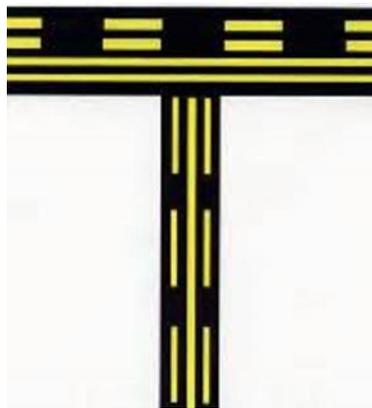
- (B) **Instrument Landing System (ILS) Critical Area Holding Position Markings** are comprised of two parallel yellow lines with lines running perpendicular between the two parallel yellow lines. These markings identify the location on a taxiway where an aircraft or vehicle is to stop when it does not have clearance to enter ILS critical areas. The ILS critical area must remain clear, especially in inclement weather. If a vehicle proceeds past this ILS marking, it might cause a false signal to be transmitted to the landing aircraft (see ILS Procedures on page16).

EXHIBIT 5.4 – ILS Critical Area Holding Position Marking



- (C) **Enhanced Taxiway Centerline Markings** are located at the approach to runway holding position markings. These markings are intended to serve as an additional warning to flight crews that they are approaching the runway.

EXHIBIT 5.5 – Enhanced Taxiway Centerline Markings



- (D) **Surface Painted Holding Position Signs** are located on the taxiway side of runway holding position markings. These markings also intended to serve as an additional warning to flight crews that they are approaching the runway.

Section 5. Airport Familiarization

EXHIBIT 5.6 – Surface Painted Holding Position Sign



5.2. Runways

5.2.1. **Designations** - Runways are areas where aircraft land and take off. Runways are always designated by a number such as 12 or 25. The number indicates the compass heading of the runway. An aircraft taking off on runway 12 is headed 120 degrees.

5.2.2. **Lighting** - Runways are lighted with a variety of colored lights.

(A) **Runway Edge-lights are white.** If the runway has an instrument approach such as our ILS, the last 2,000 feet of the runway will be yellow in color.

(B) **Runway End/Threshold Lights** are split lenses that are red/green.

(C) **Runway Centerline Lights** are white except for the last 3,000 feet of the runway, where they begin to alternate red and white. For the last 1,000 feet of the runway the centerline lights are all red. Currently, there are no runway centerline lights installed at Pangborn Airport.

(D) **Runway Touchdown Zone Lights** are white. Currently there are no runway touchdown zone lights installed at Pangborn Airport.

5.2.3. **Signs**

(A) **Mandatory Holding Position Signs** for Runways have white numbering/lettering on a red background with a white border. These are located at each entrance to a runway and at the edge of the runway safety area and are co-located with runway holding position markings. Do not proceed beyond these signs until you are certain that the runway is clear.

EXHIBIT 5.7 – Runway Holding Position Sign



Section 5. Airport Familiarization

- (B) **Instrument Landing System (ILS) Holding Position Signs** have white letters on a red background with a white border. Pangborn's only ILS sign is on Taxiway A and A5 approaching Runway 12. Vehicles entering the ILS critical area could potentially disrupt the signal generated by the ILS.

EXHIBIT 5.8 - ILS Holding Positions Sign



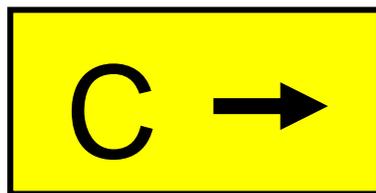
- (C) **Runway Distance Remaining Signs** provide distance remaining information to pilots during takeoff and landing operations. They have white numbering on a black background. The number on the sign provides the remaining runway length in 1,000-foot increments.

EXHIBIT 5.9 – Runway Distance Remaining Sign



- (D) **Runway Exit Sign** is a destination sign located prior to the runway/taxiway intersection on the side and in the direction of the runway where the aircraft is expected to exit. This sign has black lettering and a directional arrow on a yellow background.

EXHIBIT 5.10 – Runway Exit Sign

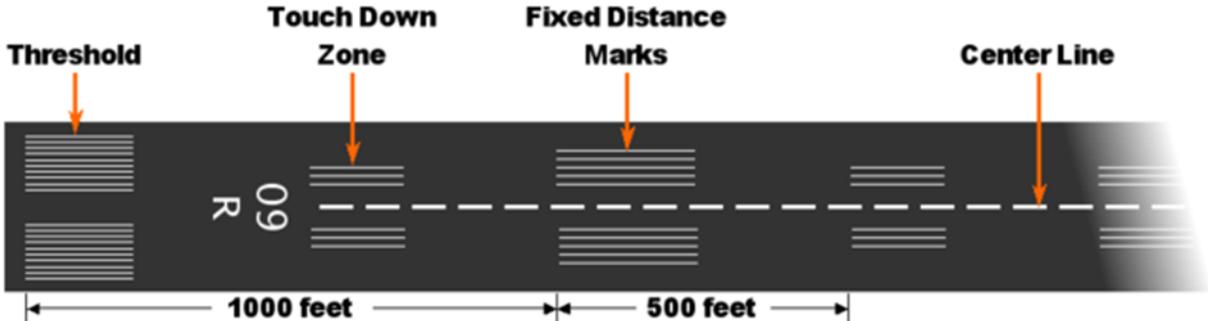


5.2.4. Markings

- (A) **Pavement markings** on a runway are white. Runway Threshold Markings and Runway Threshold Bars, Runway Aiming Point Markings, Runway Designation Markings, Runway Touchdown Zone Markings, Runway Centerline Markings, Runway Side Stripes, and Displaced Threshold Markings are white.
- (B) **Lead-in/lead-off lines** that extend from the taxiways to the runway centerline and markings preceding a displaced threshold are the only exception. These markings are yellow.

Section 5. Airport Familiarization

EXHIBIT 5.11 – Runway Markings



Section 5. Airport Familiarization

This page intentionally left blank

Section 6. Communications

6.1. **Air-band Transceiver.** Any vehicle driving on the movement areas (runways and taxiways) must be capable of monitoring and transmitting on the CTAF, channel 123.0. Vehicle operators must always monitor CTAF while in the movement area and occasionally broadcast their location and intent. A vehicle that is equipped with a radio may escort vehicles without radios. When a movement area is closed for construction, vehicles may operate in the closed area without radio capability, but must be escorted if their travels require them to cross an active movement area.

6.2. **Air Traffic Control Tower.** Pangborn Airport does not have an Air Traffic Control Tower. This places significant responsibility on vehicle operators to ensure that they are operating safely while in the movement area. During periods of increased activity, the FAA may elect to site a temporary ATCT at the Airport. The ATCT controllers may use a separate radio frequency to control all ground traffic, vehicle and aircraft, on the movement areas.

6.3. Phraseology.

6.3.1. When proceeding onto a movement area, vehicle operators must be prepared to broadcast three things on the CTAF: WHO you are; WHERE you are and WHAT are your intentions. You do not need to broadcast every change of direction or movement, but you must provide relevant information to other aircraft and vehicles operating in the vicinity of the airport to avoid conflicts or incursions. **You must always announce your intentions prior to entering or crossing an active runway!**

NOTE: You are talking to Wenatchee Traffic. It is important to state that before and after each transmission because Pangborn uses the same frequency as Ellensburg and Moses Lake.

For example:

“Wenatchee traffic...Airport Two is holding short of runway Three Zero on taxiway Charlie...Any traffic in the area please advise...Wenatchee.” Stop, listen for a reply.

When you are certain it is safe to cross state, **“Wenatchee traffic...Airport Two is crossing Runway Three Zero at taxiway Charlie...Wenatchee”** .

When completely clear of the hold line on the other side state, **“Wenatchee traffic...Airport One is clear of Runway Three Zero...Wenatchee”**.

6.3.2. **Common Use Phrases.** The following are common phrases that are used when communicating with aircraft and/or ATCT.

- (A) **Acknowledge** - Let me know you have received and understand this message.
- (B) **Advise Intentions** - Let me know what you plan to do.
- (C) **Affirmative** - Yes.
- (D) **Correction** - An error has been made in the transmission, and the correct version follows.
- (E) **Go Ahead** - Proceed with your message only.
- (F) **Hold/Hold Short** - Phrase used during ground operations to keep a vehicle or aircraft within a specified area or at a specified point.
- (G) **How do you hear me?** - Question relating to the quality of the transmission or to determine how well the transmission is being received.
- (H) **Negative** - “No” or “permission not granted” or “that is not correct”.
- (I) **Read Back** - Repeat my message to me.

Section 6. Communications

- (J) **Roger** - I have received all of your last transmission.
 (K) **Stand By** - means the controller or pilot must pause for a few seconds, usually to attend to duties of a higher priority.
 (L) **Unable** - Indicates an inability to comply with a specific instruction or request.
 (M) **Verify** - Request confirmation of information.
 (N) **Wilco** - I have received your message, understand it and will comply.

- 6.3.3. **Phonetic Aviation Alphabet.** Some letters and numbers have similar sounds, such as B and P; therefore, the international aviation industry uses the following words to avoid confusion. For example, Taxiway B would be referred to as Taxiway Bravo on the radio.

A	Alpha	N	November	0	Zero (ZERO)
B	Bravo	O	Oscar	1	One (WUN)
C	Charlie	P	Papa	2	Two (TOO)
D	Delta	Q	Quebec	3	Tree (TREE)
E	Echo	R	Romeo	4	Four (FOWER)
F	Foxtrot	S	Sierra	5	Five (FIFE)
G	Golf	T	Tango	6	Six (SIX)
H	Hotel	U	Uniform	7	Seven (SEVEN)
I	India	V	Victor	8	Eight (AIT)
J	Juliet	W	Whiskey	9	Niner (NINER)
K	Kilo	X	X-ray		
L	Lima	Y	Yankee		
M	Mike	Z	Zulu		

- 6.3.4. **Airport Traffic Patterns.** Vehicle operators must watch for aircraft and closely monitor the CTAF while in the movement area. Aircraft operators will often announce their position and distance from the airport while enroute. As they near the airport they will describe their position relative to the airport traffic pattern.

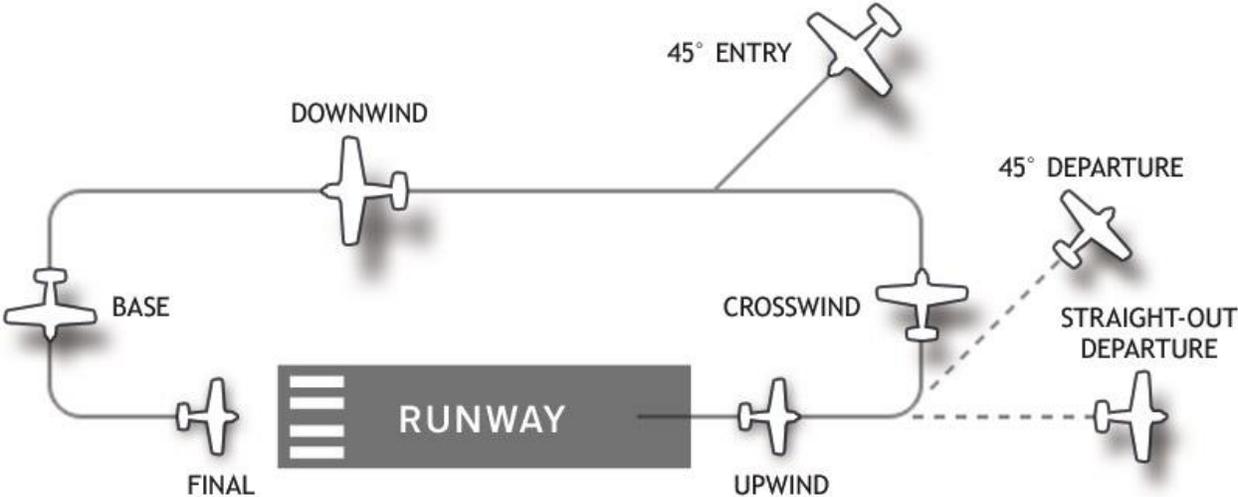
The following terminology is used to describe the various components of typical airport traffic pattern.

- (A) **Upwind leg** – A flight path parallel to the landing runway in the direction of landing.
 (B) **Crosswind leg** – A flight path at right angles to the landing runway off its departure end.
 (C) **Downwind leg** – A flight path parallel to the landing runway in the opposite direction of landing.
 (D) **Base leg** – A flight path at right angles to the landing runway off the approach end and extending from the downwind leg to the intersection of the extended runway centerline.
 (E) **Final approach** – A flight path toward and in the direction of the landing along the extended runway centerline. Usually a descending profile from the base leg to the approach end of the runway.

- 6.3.5. **Touch and Go Landings.** Aircraft at Pangborn frequently make "touch and go" landings where immediately after landing, full power is applied and the aircraft takes off again. Before you cross a runway, make sure the aircraft has exited the runway or has gone past you. Be aware that they will be landing and taking off in very short intervals.

Section 6. Communications

EXHIBIT 6.1 – Typical Airport Traffic Pattern



Section 6. Communications

This page intentionally left blank

Section 7 – Safety

7.1. Runway Incursions

7.1.1. The FAA defines runway incursion as “Any occurrence at an airport involving the incorrect presence of an aircraft, vehicle or person on the protected area of a surface designated for the landing and take-off of aircraft.”

7.1.2. Runway incursions are primarily caused by error in one or more of the following areas:

(A) Pilot/ground vehicle/controller communications

(B) Airport familiarity

(C) Loss of situational awareness

When driving on the airfield, vehicle operators need to always be aware of their location and the meaning of all pavement markings, lights, and signs. When on the aprons and taxiways, stay away and steer clear of aircraft. **Aircraft always have the right-of-way!**

IMPORTANT NOTE: Some pilots do not have radios in their aircraft. It is the vehicle operator’s responsibility to look and listen carefully in addition to using the radio. When in doubt, hold short until you are sure. It is always better to err on the side of caution.

7.2. **ILS Critical Areas** – Vehicles present in the ILS Critical Areas can alter the signals emitted by the Instrument Landing System. During times of poor visibility or when an aircraft is known to be using the ILS, vehicle operators should avoid entering and/or stopping in the ILS critical areas. See Exhibit 6.1 on page 20 for the location of the ILS critical areas. If you must enter the ILS critical areas during periods of low visibility you should announce you position and intentions.

For example:

“Wenatchee traffic...Airport two holding at the ILS Critical Area for Runway One Two. Any traffic in the area please advise...Wenatchee.”

After stopping, listening and making sure no aircraft are landing, state clearly: **“Wenatchee traffic...Airport two entering the ILS Critical Area for Runway One Two at Taxiway Alpha...Wenatchee.”**

Proceed to the hold position marking for Runway 12. Stop and follow the usual procedure; state clearly: **“Wenatchee traffic...Airport (number) holding on Taxiway Alpha at Runway One Two...Any traffic in the area please advise...Wenatchee.”**

When you are certain no aircraft are approaching, proceed and state clearly: **“Wenatchee traffic...Airport (number) entering Runway One Two at Taxiway Alpha...Wenatchee.”**

7.3. Vehicle Breakdown.

7.3.1. If critical safety equipment fails, such as headlights, rotating beacon or vehicle breaks, notify your supervisor and remove the vehicle from service immediately. Never continue to use a vehicle with inoperative safety devices.

7.3.2. If your vehicle breaks down in a movement area, you must—

(A) Attempt to remove the vehicle from the runway or taxiway to allow other vehicles and aircraft to pass. The vehicle must be outside of the runway safety area to allow flight

Section 7 – Safety

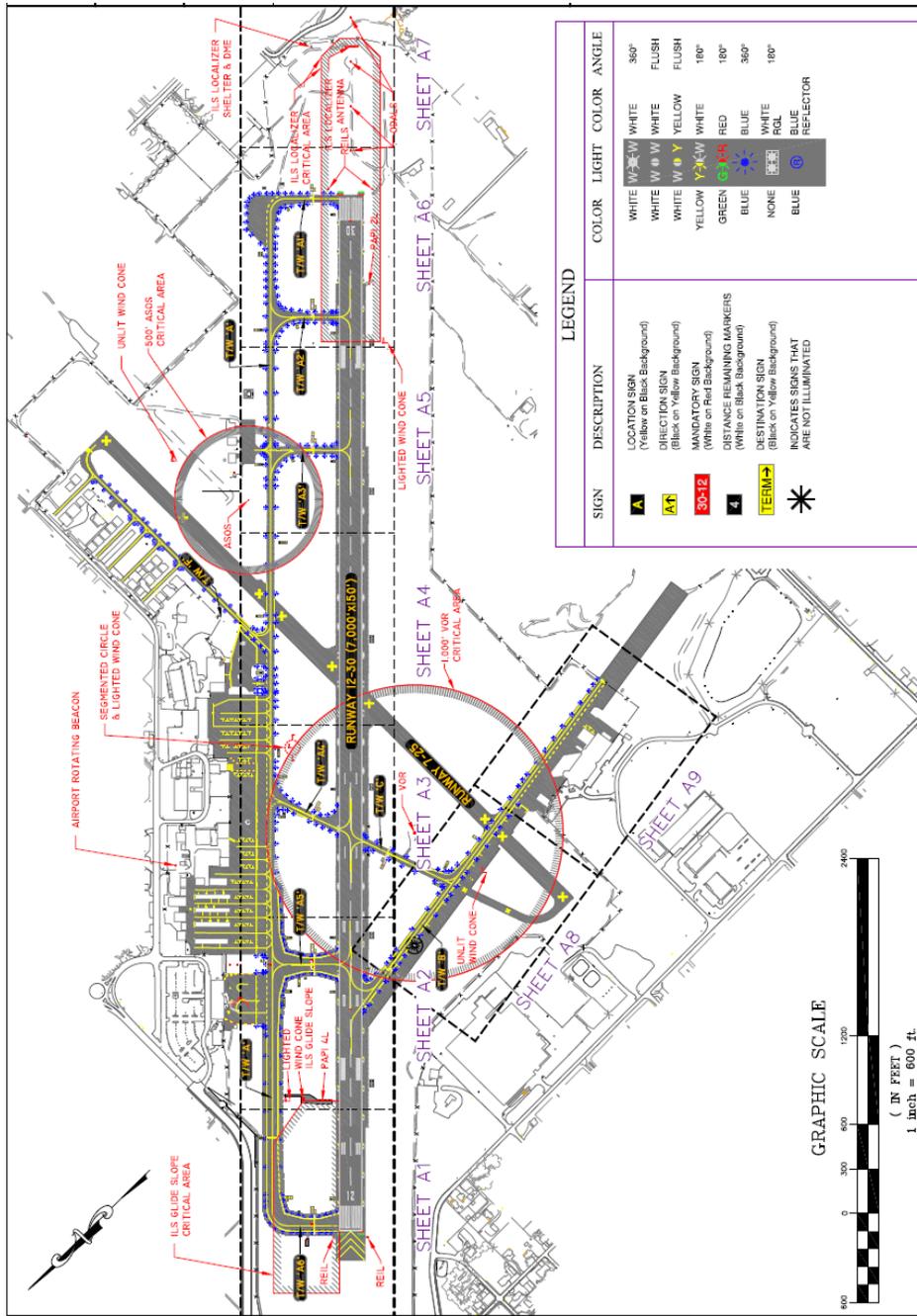
operations on the affected runway. See Exhibit 3.1 for the location of runway safety areas.

(B) If you are unable to remove the vehicle from the runway safety area, you must continue to monitor CTAF, advise aircraft of your position and ask them to divert to another runway or airport.

(C) Contact Airport Operations 24/7 at (509)860-1852, or call UNICOM on CTAF.

(D) Notify your supervisor or other individual that can provide assistance.

EXHIBIT 7.1 – Airport Sign and Marking Plan



Appendix A - 14 CFR 139.329

In a manner authorized by the Administrator, each certificate holder must—

- (a) Limit access to movement areas and safety areas only to those pedestrians and ground vehicles necessary for airport operations;
- (b) Establish and implement procedures for the safe and orderly access to and operation in movement areas and safety areas by pedestrians and ground vehicles, including provisions identifying the consequences of noncompliance with the procedures by all persons;
- (c) When an air traffic control tower is in operation, ensure that each pedestrian and ground vehicle in movement areas or safety areas is controlled by one of the following:
 - (1) Two-way radio communications between each pedestrian or vehicle and the tower;
 - (2) An escort with two-way radio communications with the tower accompanying any pedestrian or vehicle without a radio; or
 - (3) Measures authorized by the Administrator for controlling pedestrians and vehicles, such as signs, signals, or guards, when it is not operationally practical to have two-way radio communications between the tower and the pedestrian, vehicle, or escort;
- (d) When an air traffic control tower is not in operation, or there is no air traffic control tower, provide adequate procedures to control pedestrians and ground vehicles in movement areas or safety areas through two-way radio communications or prearranged signs or signals;
- (e) Ensure that all persons are trained on procedures required under paragraph (b) of this section prior to the initial performance of such duties and at least once every 12 consecutive calendar months, including consequences of noncompliance, prior to moving on foot, or operating a ground vehicle, in movement areas or safety areas; and
- (f) Maintain the following records:
 - (1) A description and date of training completed after June 9, 2004 by each individual in compliance with this section. A record for each individual must be maintained for 24 consecutive months after the termination of an individual's access to movement areas and safety areas.
 - (2) A description and date of any accidents or incidents in the movement areas and safety areas involving air carrier aircraft, a ground vehicle or a pedestrian. Records of each accident or incident occurring after the June 9, 2004 must be maintained for 12 consecutive calendar months from the date of the accident or incident.

[Doc. No. FAA-2000-7479, 69 FR 6424, Feb. 10, 2004, as amended by Amdt. 139-27, 78 FR 3316, Jan. 16, 2013]