

OMAHA AIRPORT AUTHORITY

TRAINING MANUAL FOR AIRSIDE GROUND VEHICLE OPERATORS

Issued by the Airport Police Department

Revised October 2016

Training Manual for Airside Ground Vehicle Operators

Section 1: Definitions

The following terms are defined as indicated in this section for the purpose of this manual.

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

Access Road- a vehicular road located airside for use by OAA, FAA and airport tenants and contractors.

Air Carrier Ramp-a ramp for air carriers. Only authorized personnel and vehicles may operate on this ramp.

Air Operations Area (AOA)- that portion of the Eppley Airfield within the perimeter fence where aircraft operations and support services take place. This includes the General Aviation Area and Cargo Area, but does NOT include the Secured Area.

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

Airside–those areas of an airport that support aircraft activities. At Eppley Airfield the airside is all the land within the perimeter fence and includes both the Air Operations Area and the Secured Area.

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

Airport–Eppley Airfield, owned and operated by the Omaha Airport Authority including all improvements and equipment existing or to be developed.

Airport Badge- a badge issued by the OAA for purpose of identification, vehicle operation, security and access of persons employed by companies operating at Eppley.

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.

Attended- when used in reference to any vehicle, means the operator is non-impaired, has an unobstructed view from the vehicle or is within 25 feet of the vehicle.

Authorized Emergency Vehicle- a vehicle permitted to depart from certain traffic regulations hereunder when equipped and operated in the manner provided by law; including Airport Police, Fire, Operations and Maintenance vehicles operated in furtherance of Airport Authority business and displaying amber lights or other appropriate international warning signs or signals.

Cargo Area - that portion of the air operations area utilized primarily by freight-only aircraft.

Driving Permit - the privilege granted by OAA, to operate a motor vehicle airside and designated on an individual's airport badge. A separate permit and training are required to operate in the movement area.

Escort - to accompany or monitor the activities of an individual who does NOT have unescorted access authority to the Secured Area, SIDA or AOA.

Executive Director - the person appointed by the Omaha Airport Authority to have immediate supervision of the administration and operation of the Airport. The executive director may employ and designate staff to act in his behalf in the promulgation of Omaha Airport Authority policy. Whenever in these rules and regulations where Executive Director is designated, it shall mean Executive Director or his staff.

FAA- Federal Aviation Administration

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 tiedown, 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 from rocks, trash, or the actual debris found on runways, taxiways, and aprons.

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

Ground Support Equipment–all conveyances (i.e., tugs, belt loaders, bag carts, de-icer trucks, fuel trucks, etc.) normally used in support of aircraft operations.

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

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

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

Mobile Fueler–a vehicle owned and/or operated by authorized agents to pump and dispense Jet A and 100 LL fuel at Eppley Airfield.

Movement Area–the runways, taxiways, and other areas of an airport that aircraft use for taxiing, takeoff, and landing, exclusive of loading ramps and parking areas, and that are under the control of an air traffic control tower.

Non-movement Area-taxi lanes, aprons, and other areas not under the control of the air traffic control tower.

OAA- the Omaha Airport Authority.

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.

Pedestrian- any person afoot.

Permission or Permit - permission granted by the Executive Director, unless otherwise indicated. Permission or permit, whenever required by the rules and regulations shall be written permission, except that verbal permission in specific instances may be granted under special circumstances where the obtaining of written permission would not be practical.

Restricted Areas-those portions of the Airport, or portion of any building on the Airport, to which access is restricted to authorized persons and is not accessible by the general public.

Right of Way- the right of one aircraft, vehicle or pedestrian to proceed in a lawful manner in preference to another aircraft, vehicle or pedestrian approaching under such circumstances of direction, speed, and proximity as to give rise to danger of collision unless one grants precedence to the other.

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

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

Secured Area – the portion of Eppley Airfield within the perimeter fence where aircraft operators enplane and deplane passengers; and sort and load baggage. This is the area around the terminal building and boarding satellites.

Stop- the complete cessation of movement.

Taxiways – those parts of the movement area designated for the surface maneuvering of aircraft to and from the runways and aircraft parking areas.

Traffic Control Device- every sign, signal, marking and device not inconsistent with the rules and regulations placed or erected by the OAA for the purpose of regulating, warning, or guiding traffic.

Vehicles- authorized company vehicles (i.e., pick up trucks, vans, etc.) that are, or could be licensed for operation on city streets and highways.

Section 2: Driving on the Non-Movement Area

Non-movement areas include taxi lanes, aprons, and other areas **not** under the control of the ATCT. Anyone authorized to operate a ground vehicle on the airside may do so on the non-movement areas only; remaining on paved surfaces or on designated access roads. These areas include:

- Access roads
- Cargo ramps
- General aviation ramps
- Air carrier ramp

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

Vehicle drivers should—

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

Parked aircraft may still have their engines running, so be aware of the hazards of jet blast or prop wash, which may overturn vehicles. Before an aircraft engine is started, the aircraft's red flashing beacons must be on. In some instances, propellers and engine spinners are marked to indicate when the engine is operating. A pilot's ability to maneuver quickly on the ground is limited. Propellers and jet engines can cause significant damage and injury to personnel. 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.

One or more of the following may be indicators that an aircraft is about to push back, or power back, from a terminal gate position:

- Aircraft rotating beacon is on.
- Wing walkers are in position.
- Wheels are not chocked.
- Jetway has been pulled back.
- Pilot has requested push back clearance from tower.
- Ground equipment has been moved away from aircraft.

Terminal Ramp Taxi Lane: The terminal ramp taxi lane runs parallel to the east edge of the terminal ramp and is part of the non-movement area. The taxi lane is marked with a center line, a single solid yellow line; and an edge line, a double dashed yellow line. An object free area is also delineated by a single dashed yellow line. Ground vehicle operations are prohibited at all times east of the taxi lane edge line (double dashed yellow line) except for ground vehicles involved with an aircraft pushback or tow. Ground vehicle operations are prohibited east of the object free area (single dashed yellow line) whenever aircraft are taxiing on the terminal ramp taxi lane in the immediate vicinity of a ground vehicle.

Nighttime and Poor Weather Driving Conditions: Darkness 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 snow removal equipment and aircraft operating in the vicinity under low-visibility conditions. There are additional risks present under these conditions.

See "Restricted Escort Conditions" outlined below.

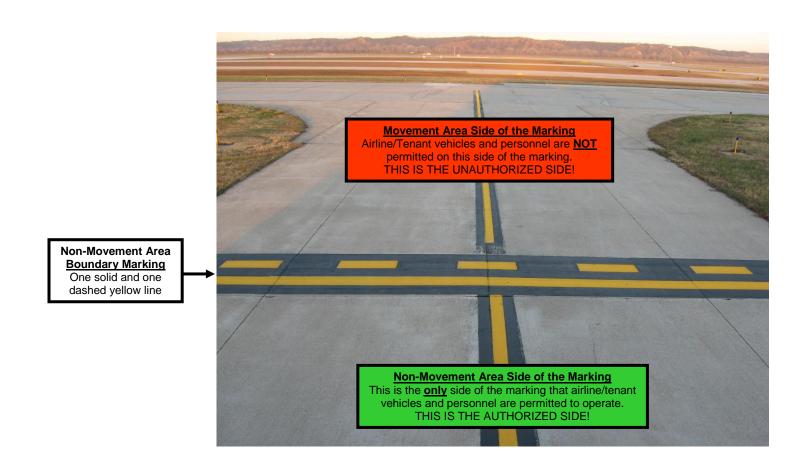
Non-Movement Area Boundary Markings: consist of two yellow lines (one solid and one dashed). The solid line is located on the non-movement area side, while the dashed yellow line is located on the movement area side. A vehicle operator is <u>not</u> to cross from the solid-line side into the movement area. Only authorized and properly trained employees of the OAA and FAA may operate ground vehicles on the aircraft movement area; and then only with positive radio contact with the ATCT.



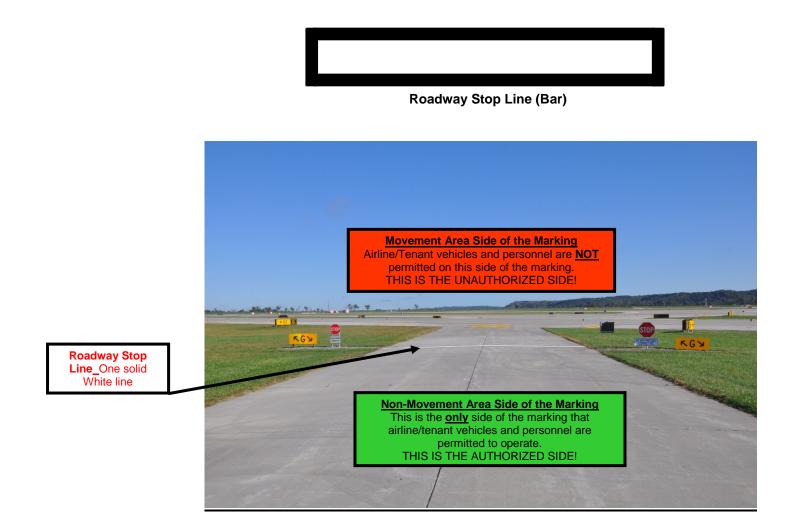
Non-Movement Area Boundary Marking

Ground vehicles found to be operating in the movement area that are not authorized and not in contact with the ATCT pose a serious risk to air traffic. The operators of such vehicles are subject to substantial penalty up to and including revocation of airside driving privileges.

NON-MOVEMENT AREA BOUNDARY MARKING



Roadway Stop Line (Bar): Paved roads that feed vehicle traffic onto or across a taxi route have a solid roadway stop line (bar). In certain locations, the placement and purpose of the stop line (bar) is similar to the non-movement area boundary marking, meaning you cannot cross without clearance from air traffic control. This is true whenever the roadway leads to the movement area. At those locations, the marking is supplemented with stop signs, signs instructing the driver to contact air traffic control, and retro reflective taxiway direction signs. On unpaved roads, a stop bar will not exist, but the boundary is marked with stop signs, signs instructing the driver to contact air traffic control, and a sign identifying the runway or taxiway associated with the safety area you are about to enter. At other locations, where the road is NOT leading onto the movement area, the driver only needs to yield to passing aircraft. Stop signs will NOT be present in those locations.



Section 3: Eppley Airfield Airside Driving Regulations

Portions of the Omaha Airport Authority's Rules and Regulations have been excerpted and included here as part of this manual for training and reference purposes.

Authority for Implementation of Rules and Regulations

An airport authority was created by Resolution 514, of the City Council of the City of Omaha. The Airport Authority of the City of Omaha has been granted the authority to make by-laws for the management and supervision of its affairs, by the Cities Airport Authorities Act adopted by the State of Nebraska.

Applicability

These rules and regulations apply to all users of, and persons on, any portion of the property owned or controlled by the Omaha Airport Authority including Eppley Airfield and Millard Airport. Tenant organizations shall be responsible for the dissemination of, accessibility to and the compliance with these rules and regulations by their employees.

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 or 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 or any part thereof.

If the application of any provision or provisions of these Rules and Regulations to any lot, building, sign, other structure, or parcel of land is found to be invalid or ineffective in whole or in part by any court, or other competent jurisdiction, or other competent agency, the effect of such decision shall be limited to the property or situation immediately involved in the controversy, and the application of any such provision to other properties and situations shall not be affected.

Severability shall apply to every portion of these Rules and Regulations as they have existed in the past, as it now exists and as it may exist in the future, including all modifications thereof and additions and amendments thereto.

Interpretation

In the event that an interpretation of any provision of these Rules and Regulations is required, the Executive Director shall render such interpretation.

Procedures and Addendums

These Rules and Regulations may be amended, changed or modified by the Airport Authority. Written operational procedures and addendums to these Rules and Regulations will be issued by the Executive Director.

Vehicle and Driver Regulations on the Airside

A. Drivers

1. No vehicle/ground support equipment shall be operated on the airside unless:

The driver is licensed to operate the class of vehicle by an appropriate state licensing agency or by the driver's employer through a company training/certification program.

The driver possesses an OAA ID card with the "Authorized Driver" designation, or the vehicle/ground support equipment is under escort according to the following procedures:

- a. If under escort, the person performing the escort must have authorized unescorted access to the area of the escort, and possess and display their ID badge as required.
- b. The person performing the escort must be authorized to drive in the area of the escort, and must be operating a vehicle that is authorized in the area of the escort.
- c. The vehicle escorted onto the airside must also be escorted back out in the same manner.

- 2. No person operating or driving a vehicle/ground support equipment on any aircraft ramp shall drive at a speed greater than fifteen (15) miles per hour or at such a rate of speed as to endanger any aircraft, vehicle/ground support equipment or personnel.
- 3. At Eppley, no vehicle/ground support equipment shall pass between an aircraft and passenger terminal or passenger lane when the aircraft is parked at a gate position, except those vehicles/ground support equipment servicing the aircraft. All other vehicles/ground support equipment must drive to the rear of the aircraft and shall pass no closer than twenty (20) feet from any wing or tail section.
- 4. Passengers enplaning or deplaning aircraft, and moving aircraft, shall have the right-of-way at all times over vehicular/ground support equipment traffic. Vehicle/ground support equipment drivers must yield the right-of-way.
- 5. No vehicle/ground support equipment shall enter the airside at Eppley Airfield unless clearance and permission has been obtained from the OAA, or the vehicle/ground support equipment is properly escorted.
- 6. Only OAA and FAA vehicles are allowed in the Movement Area and only when equipped with an operable two-way radio in communication with and having obtained clearance from ATCT (at Eppley). All other vehicles/ground support equipment shall be escorted by an OAA or FAA vehicle.
- 7. No person shall operate any motor vehicle/ground support equipment which is in such physical or mechanical condition as to endanger persons or property or which, in the opinion of the Executive Director, is an eyesore.
- 8. No person shall:
 - Operate any vehicle/ground support equipment that is overloaded or carrying more passengers than the number for which the vehicle was designed.
 - Ride on the running board or stand up in the body of a moving vehicle/ground support equipment.
 - Ride with arms or legs protruding from the body of a vehicle/ground support equipment except when the vehicle/ground support equipment was designed for such use.
- 9. A guide-man is required whenever the vehicle/ground support equipment operator's vision is restricted.
- 10. No fuel truck shall be brought into, stored, or parked within 50 feet of any building unless authorized by the Executive Director.
- 11. Tractor and/or container carriers shall not tow more carts, pods, igloos or containers than are practical, under control, tracking properly, and safe.
- 12. Vehicles/ground support equipment and other equipment shall be parked only within a tenant's own area and in approved marked parking stalls.
- 13. Vehicles shall not be operated under the movable portion of any passenger loading bridge except during emergencies or authorized repair work.
- 14. Operations under the north and south satellite connectors are restricted to posted heights:
 - North Connector 8 ft. 3 inches
 - South Connector 13 feet 0 inches
- 15. No person shall park a vehicle/ground support equipment in an aircraft parking area, safety area, grass area, or in a manner so as to obstruct or interfere with any aircraft movement area or ramp area.
- 16. No person shall park, or leave unattended, vehicles/ground support equipment or other equipment that interferes with use of any facility by others, or prevents movement or passage of aircraft, emergency vehicles or other motor vehicles/ground support equipment or equipment.
- 17. No person shall park a vehicle/ground support equipment or equipment within fifteen feet of a fire hydrant or in such a manner as to prohibit a vehicle from accessing the fire hydrant.

- 18. No person shall operate a vehicle/ground support equipment or other equipment on the airside while under the influence of alcohol or any drug which impairs, or may impair the operator's abilities.
- 19. Each vehicle/ground support equipment operator utilizing an airport perimeter (security) gate shall ensure the gate closes behind their vehicle prior to leaving the vicinity of the gate, and shall ensure no unauthorized vehicles or persons gain access to the airside while the gate is open.
- 20. Vehicles/ground support equipment shall not be operated 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.
- 21. No vehicle/ground support equipment shall be driven over any unprotected hose of a fire department without the consent of a fire department official.

B. Vehicles and Ground Support Equipment

- 1. No vehicle shall be operated on the airside unless it is registered in the State of Nebraska, or is designated as ground support equipment not normally operated on public streets.
- 2. All vehicles operated on the airside must have vehicle liability insurance as required by the Executive Director.
- 3. At Eppley, all vehicles operated on the airside shall be approved by the Executive Director. These vehicles shall be marked with the tenant company's logo or be of such configuration that its purpose as ground support equipment is obvious.
- 4. Carts and all non-motorized equipment being towed or moved after darkness shall have reflectors, rear lights and/or reflective tape visible from a 360 degree circle around them.
- 5. No vehicle shall be permitted on the airside unless:
 - It is properly marked as outlined in Section B. 3 above.
 - It is in sound mechanical condition with unobstructed forward and side vision from the driver's seat.
- 6. From sunset to sunrise, and during inclement weather resulting in periods of low visibility (snow, rain, fog, etc.):
 - All motorized ground support equipment shall utilize headlights and tail lights.
 - All authorized company vehicles shall utilize headlights and tail lights and be equipped with an operating rotating amber beacon or equivalent, which is visible for 360° around the vehicle.
- 7. Should poor visibility conditions become significant, the OAA may determine that "Restricted Escort Conditions" exist. "Restricted Escort Conditions" refers to extremely low visibility driving conditions on the terminal ramp and divert ramps which hamper normal escort operations. These conditions can be weather related or manmade (i.e. fog, snow, dust, smoke, etc.), which limit the visional ability of terminal ramp and divert ramp drivers.

The determination to declare "Restricted Escort Conditions" will be made by the On-Duty Operations Supervisor; who, when appropriate, will consult with the On Duty Police Supervisor.

When the Operations Supervisor declares "Restricted Escort Conditions", the OAA Communications Center will make appropriate radio notifications for OAA personnel, and make notification to all other affected entities via a fax.

During "Restricted Escort Conditions" only assigned OAA employees in approved vehicles are permitted to conduct terminal ramp and divert ramp escorts.

Airport tenants requiring a terminal ramp or divert ramp escort during "Restricted Escort Conditions" will contact the Airport Communications Center and request an OAA escort.

8. Regardless of weather conditions, no person shall conduct an airside vehicle escort, unless the escorting vehicle is equipped with an operating rotating amber beacon or equivalent, which is visible for 360° around the vehicle.

- 9. Only appropriately badged employees with airside driving privileges who have received appropriate drivers training from their employer for the current conditions, are authorized to conduct airside escorts on the terminal, divert, cargo and general aviation ramps.
- 10. Regardless of weather conditions, if a driver conducting or about to conduct an escort feels they need assistance with an escort for any reason, (i.e. low visibility, size of vehicle, route of travel, etc.) they should contact the OAA Communications Center immediately and request an OAA escort.
- 11. The OAA reserves the right to deny, terminate, or take control of any airside escort that is deemed inappropriate or dangerous.

C. Fueling

Tenants who perform fueling services must have an approved FAA training program for their employees.

Please refer to the Omaha Airport Authority Minimum Standards for Commercial and Non-Commercial Fuel Dispensing.

- 1. All fueling vehicles of 5,000 gallons or larger, operating airside shall be equipped with an operating amber rotating beacon or equivalent on both the front and back portions of the vehicle. Each beacon shall be visible from all points along an arc beginning on one side of the vehicle around the end of the vehicle, and terminating on the opposite side of the vehicle; or an arc of not less than 270°.
- 2. Fueling vehicles of less than 5,000 gallons operating airside shall be equipped at minimum, with one operating rotating amber beacon or equivalent which shall be visible from all points on a 360° circle around the vehicle.
- 3. The required operating amber rotating beacons shall be operational at all times while operating airside. In addition, headlights, tail lights and all marker lights shall be used during all airside operations during inclement weather and from sunset to sunrise.

D. De-Icing Vehicles

All de-icing vehicles operating on the airside shall be equipped with, and use, an operating rotating amber beacon or equivalent (i.e. flashing strobe) which shall be visible from all points on a 360° circle around the vehicle. In addition, headlights, tail lights and all marker lights shall be used from sunset to sunrise and during inclement weather.

E. Vehicular and Ground Support Equipment Accidents

Operators of vehicles and ground support equipment involved in an accident on the Airport that results in damage to an aircraft, airport property, another vehicle, or other ground support equipment shall:

- 1. Immediately stop and remain at the scene of the accident.
- 2. Render reasonable assistance, if capable, to any person injured in the accident.
- 3. Report the accident to the Airport Police by calling the Communications Center at 661-8100 or 661-8200.
- 4. Provide and surrender the following to an Airport Police Officer: name and address, airport identification card, state driver's license and any related information the officer requests.

F. Emergency Response/OAA Police Vehicles

- 1. Tenants are advised that operators of emergency or police vehicles, when responding to an emergency, or when in pursuit of a suspected violator and utilizing audible and/or emergency devices may:
 - a. Proceed through a stop signal or sign after ensuring passage through the signal or sign will not endanger aircraft, property or personnel.
 - b. Exceed speed limits and disregard regulations governing direction of movement or turning in specified directions.

- 2. When conducting official business, drivers of authorized emergency or police vehicles may park or stand without regard to the provisions of these regulations.
- 3. When a driver observes the approach of an authorized emergency or police vehicle making use of audible and/or visual signals, the driver shall yield the right of way to the responding vehicle until the vehicle(s) have passed, unless otherwise directed by a police officer.

G. Violation of Rules - Penalties and Suspension of 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 by the OAA in addition to the penalties described pursuant to Federal, state, or local authorities.

- Penalties for failure to comply with the Airside Vehicular Traffic Regulations shall consist of written warnings, suspension of Airside driving privileges and/or revocation of Airside driving privileges. Receipt of three written warnings by an operator of a vehicle in any twelve month period will automatically result in suspension of Airside driving privileges. Receipt of four written warnings in any twelve month period will automatically result in revocation of Airside driving privileges.
- 2. Based on an evaluation of the circumstances or the severity of a particular incident or incidents, the OAA reserves the exclusive right to assess any penalty it deems appropriate at any given time to any individual authorized to operate a vehicle on the Airside without regard to prior operating history.
- 3. Suspension of Airside driving privileges shall be no less than seven (7) calendar days; and no greater than thirty (30) calendar days.
- 4. The OAA will provide a copy of all written warnings issued to an operator to the local manager of the company owning or in possession and control of the vehicle or vehicles involved in the violation(s).

Section 4: Airfield Drawings

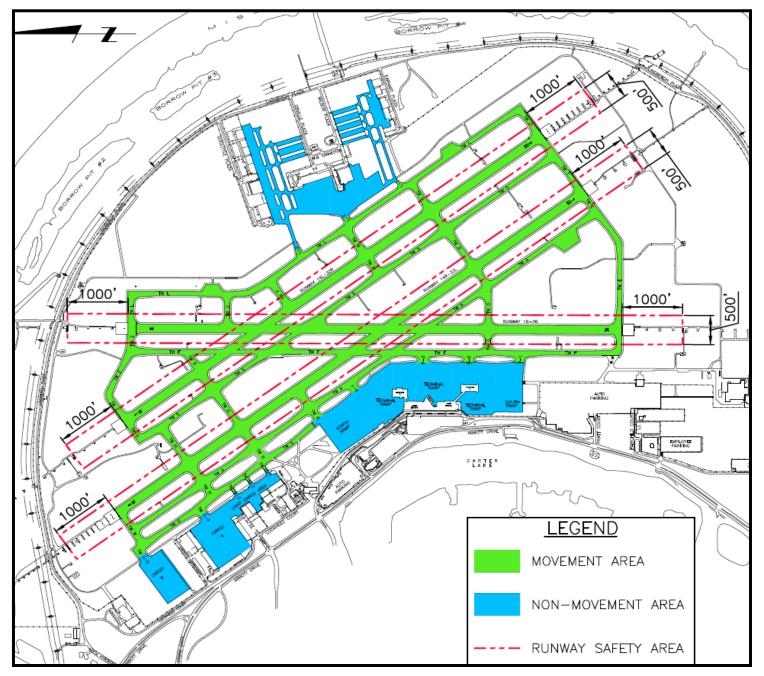
Movement and Non-Movement Areas at Eppley Airfield

The movement area is made up of the runways and taxiways and is intended for aircraft operations; ground vehicles are **NOT** permitted to drive in these areas! (Except as noted in the regulations)

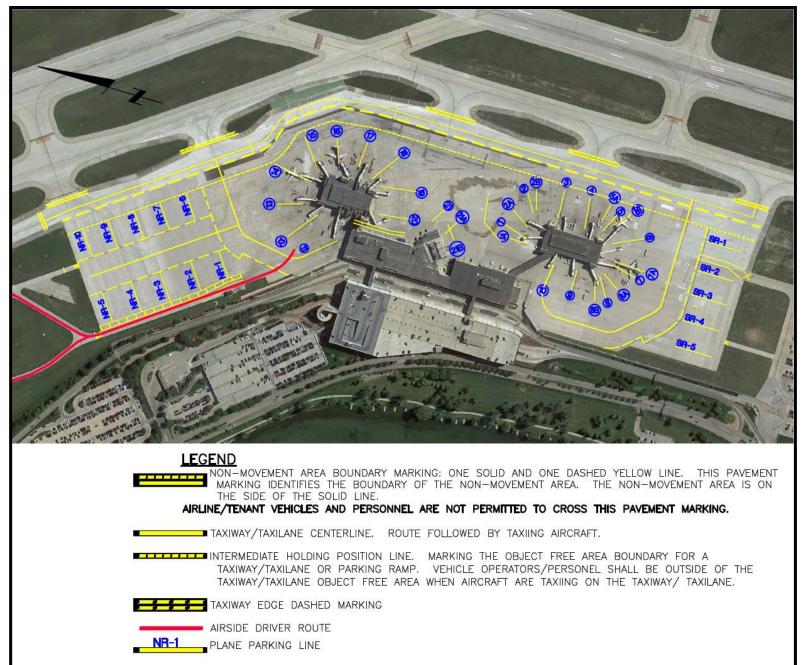
The non-movement area is made up of those areas that are intended for **both** aircraft and ground vehicle operations and is where ground vehicle operators **are allowed** to drive.

The following drawings depict various portions of the airfield and show pavement markings and designated driving routes.

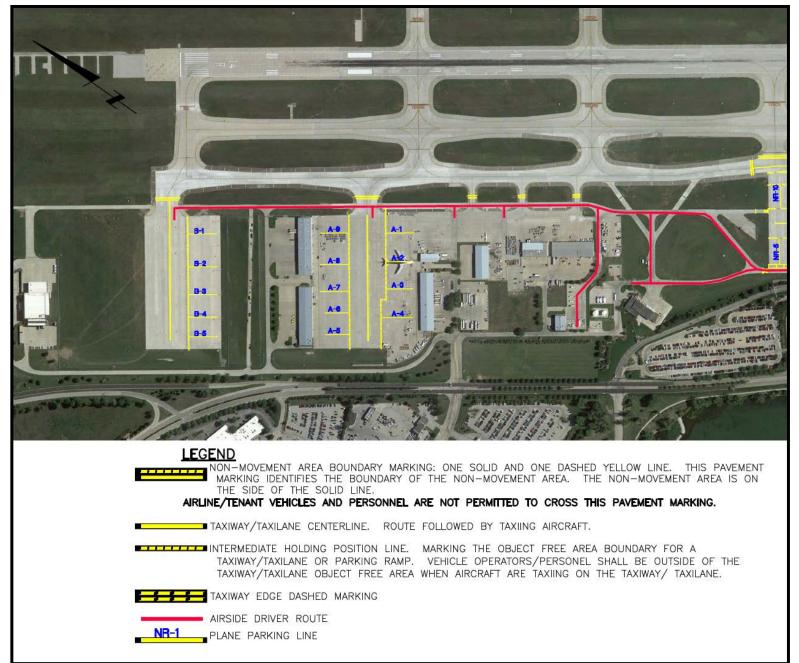
Movement Area and Non-Movement Areas



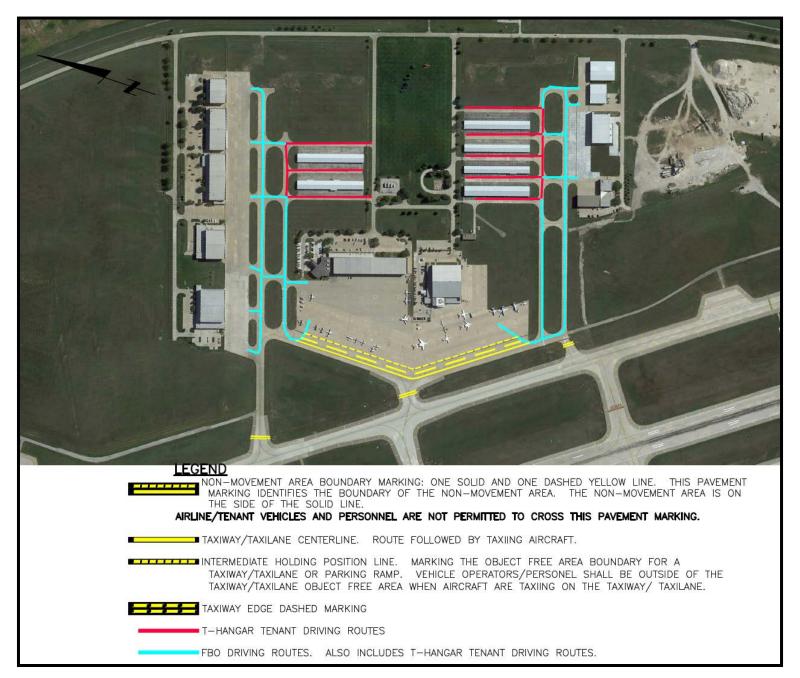
West Side Non-Movement Area- Terminal



West Side Non-Movement Area- Cargo



East Side Non-Movement Area



Revised

Jan 2014