

## Waukesha County Airport Safety and Security Program

### *Introduction*

“Why?” It’s the question we hear most often regarding the security program you are about to read. About ten years ago the Federal Aviation Administration began to receive numerous pictures and reports of aircraft /vehicle accidents. It didn’t take long for them to form the Runway Safety Action Team (RSAT) to investigate the problem and recommend solutions. The team soon defined two areas into which these accidents are grouped:

*Surface Incident:* Any event where unauthorized movement occurs on the movement area that affects or could affect the safety of flight.



*Runway Incursion:* An occurrence at an aerodrome involving the incorrect presence of an aircraft, vehicle or person on the protected area of a surface designated for the landing and takeoff of aircraft.

In late February and early March of 2007, three vehicles drove onto Waukesha County Airport causing surface incidents and runway incursions. Due to the close proximity of the events combined with the FAA’s focus on runway safety, we received a three day visit from the RSAT. The result of their visit was an action plan outlining eight specific recommendations to increase the airfield’s security and improve safety. Item seven states “The airfield driver’s brief needs to be updated and a documentation system needs to be implemented”.

We have written this program with the help of the FAA, Aircraft Owners and Pilots Association, and programs from similar sized airports around the county. The test you’ll be completing serves as proof that you took the course. Your active participation in this program ensures the security of the airfield, continued access privileges, and safety for all those who operate here.

### *Instructions*

1. Do not write on this program. If you’d like to take notes or write down important phone numbers, please do so on the Vehicle Operating Map you received in this folder. The map is yours to keep, reproduce and distribute. Charts are also available in larger scales for the North Ramp, Southeast Hangars, and Southwest Hangars. If you would like one or more of these, please email us.
2. Please verify all the information on your ProWatch Identification sheet. Make any corrections directly on the sheet and return it to the office with your test. If you received a blank form, fill out all the information so you can receive an airport access badge.
3. Ensure your name is printed on the test; this is our only verification of your course completion.

## ***Objective and Content***

The objective of this Safety and Security Program (SSP) is to familiarize users with airport operations and enhance the safety of everyone who uses Crites Field. The SSP presents the information necessary to safely operate a vehicle on the airport non-movement areas. Topics covered include:

- Definition of Terms
- Driving practices and regulations
- Airport signs and markings
- Procedures for obtaining a gate access card

Passing an 18-question test with a score of 80% or better will verify the completion of this course.

## ***Applicability***

Waukesha County Airport (Crites Field) must ensure that each employee, tenant, subtenant, or contractor who operates a ground vehicle on any portion of the airport with access to the aircraft movement area, is familiar with the airport's procedures for the operation of ground vehicles and the consequences of noncompliance. Accordingly, the policies and procedures set forth herein are applicable to any person or entity responsible for the operation of a ground vehicle on any portion of the airport with access to aircraft movement areas.

## ***Authority***

Waukesha County Code of Ordinances (WCC), Chapter 9, Article II, Division 2 describes the operating requirements, regulations and penalties associated with the privilege of driving inside the airport perimeter and was used in composing this Safety and Security Program. Copies of the ordinance can be obtained from the airport manager's office or by visiting the Waukesha County Government website at [www.waukeshacounty.gov](http://www.waukeshacounty.gov).

## ***Definition of Terms***

The following words, terms and phrases shall have the meanings ascribed to them in the following paragraphs, except where the context clearly indicates a different meaning:

*Airside:* The part of the airport designated specifically for the operation, servicing, maintenance, storage, and movement of aircraft and the corresponding buildings, businesses, and infrastructure. The airside is that interior portion of the airport separated from the landside by security checkpoint or other type perimeter fencing.

*Apron or Ramp:* A defined area on the airport intended to accommodate aircraft for the purposes of parking, loading and unloading passengers or cargo, refueling, or maintenance.

*Emergency Equipment:* Ambulances, crash rescue and fire fighting apparatus and such other equipment necessary to safeguard airport runways, taxiways, ramps, buildings and other property.

*Movement area:* The runways, taxiways, and other areas of an airport that aircraft use for taxiing, takeoff, and landing and that are under the control of an air traffic control tower. Radio Communications are required prior to entering and while operating on a movement area. The

Waukesha County Airport movement area depicted on your Vehicle Operating Map, consists of all runways and taxiways except for portions of taxiway delta.

*Non-movement area:* The taxilanes, aprons/ramps, and other areas not under the control of the air traffic control tower. Radio communications are not required while operating in non-movement areas. All Crites Field aircraft ramps and portions of taxiway delta are located in the non-movement area as shown on your vehicle operating map.

*Pedestrian:* Any person afoot.

*Taxilane:* The portion of the aircraft parking area that is used for access between taxiways and aircraft parking position. Taxilanes are non-movement areas.

*Taxiways:* Those parts of the airside designated for the surface maneuvering of aircraft to and from the runways and aircraft parking areas. Taxiways are movement areas.

*Vehicle:* Every device in, upon, or by which any person or property is or may be transported or drawn upon a public highway.

*Authorized Driver:* An authorized driver has the airport manager's permission to drive in the non-movement areas. Individuals who have completed this driver training program and have a legitimate need are granted permission to drive in the non-movement areas. The airport manager has predetermined that members of the groups listed below have a need to drive in the non-movement area.

- Owners and pilots of aircraft based at the airport
- Tenants, lessees and airport employees
- Airport personnel or authorized airport contractors
- Authorized FAA employees
- Emergency response vehicles (Sheriff, Police and Fire Department)

Individuals, not listed above, who believe they have a requirement to drive on airport property must contact the airport manager.

*Unauthorized Driver:* Anyone who drives on the airport without management approval, completion of this course, or an authorized escort is an unauthorized driver. Unauthorized drivers are subject to fines. Depending upon the severity of the offense, WCC specifies fines up to \$500.00 for each violation. If you are uncertain whether you are an authorized driver, call airport management at (262)521-5250.

### ***Procedures for Obtaining a Gate Access Card***

To obtain your Waukesha County Airport Gate Access Card, bring a valid U.S. drivers license, ten dollars, and the completed SSP test to the Airport Administration Office between 8:00 am and 4:00 pm Monday through Friday. The badge process will take about 15 minutes. We take your picture and document your home address, telephone number, e-mail address, aircraft N-number and hanger number in our database to activate your card. Access is automatically granted to the area of the airport where your aircraft is kept. Additional access to other areas is available upon request. Gate 2 is not available for tenants due to the terminal ramp operations area.

## ***General Driving Practices on Waukesha County Airport***

Always drive at a prudent and safe speed not to exceed 10 miles per hour (WCC Sec. 9-44(c)). Drivers must yield right of way to taxiing aircraft. Compared to vehicles, aircraft move faster, are less maneuverable and generally have poorer visibility. A vehicle that makes an unexpected move in front of an airplane is at risk of collision. Aircraft may show up when and where you least expect them. Exercise the same caution entering a taxiway that you would to enter a highway; never enter a taxiway without stopping to look left and right for taxiing aircraft.

*Entering and Departing Automatic Gates:* Airside access is gained through several automatic entry gates that are opened by swiping your access card against the black card reader or entering an approved gate access code onto the keypad.



When the gate is unlocked, it is your responsibility to ensure that no other vehicle gains airside access under your badge. Each cardholder must stop their vehicle after entering the airport gate and wait for the gate to close before proceeding to their destination on the airport.

Similarly, all cardholders leaving the airport grounds must stop their vehicle and wait for the gate to close before proceeding away

from the gate. When several vehicles are exiting through the same gate, it is the responsibility of the last vehicle to stop and ensure the gate closes before proceeding. Preventing piggybacking is everyone's responsibility and increases the security and safety of our airport.



*Responsibility for Visitors:* An authorized driver who admits or otherwise provides an individual access to Crites Field's non-movement areas is responsible for ensuring the visitor knows and complies with Waukesha County Airport policies and regulations. For example, a person who owns a hangar on the airport and opens the gate for their friend to drive to the aircraft assumes responsibility for their friend's actions and resulting citations or fines if incurred. Cardholders who allow another vehicle to piggyback into the airport assume the same responsibility and liability for that vehicle's actions regardless of whether the piggybacking vehicle is or is not an authorized user.

*Perimeter Road Use:* The sole purpose of the perimeter road is to reduce taxiway use and runway crossings by airport service vehicles. It is not approved for public access.

*Operations on Runways and Taxiways:* The only vehicles allowed to operate on taxiways and cross runways are approved vehicles towing an aircraft, authorized airport and FAA vehicles, and sheriff, police and fire department emergency response vehicles. All other vehicles are to remain clear of taxiways and runways at all times.

## Airport Signs and Markings

Knowing the meaning of airport signs is essential to safe operations on the airport. The following signs and markings are those most commonly encountered at Crites Field.

### Non-Movement Area Signs and Markings

#### Gate Signs:



Posted speed limit signs on the gates apply to all non-movement areas.

Caution sign reminding drivers to stop after entering the gate and allow the gate to close before proceeding.

#### Pavement Markings:

Solid yellow lines indicate a taxilane or taxiway where aircraft may be present. Exercise extreme caution when operating on a taxilane.



Refer to the Vehicle Operating Map for movement area boundaries on Waukesha County Airport

#### Reflectors and Airfield Lighting:



Blue lights on the airfield indicate an aircraft taxiway. Vehicles are not allowed on taxiways. If you accidentally enter a taxiway, immediately turn around and return to a non-movement area.



Reflectors can indicate a taxilane or taxiway. Reflectors that are all blue represent a taxiway (movement area) and reflectors that are blue and silver indicate a taxilane (non-movement area).

***Movement Area Signs:***

The following signs and markings are found exclusively in movement areas where vehicle traffic is forbidden without control tower permission. If you encounter these signs, turn around immediately and return to a non-movement area.



A red sign with white lettering indicates a runway crossing and is associated with the hold short pavement marking as shown

below. Control tower permission is required before proceeding.



The sign below indicates a taxiway. The black sign tells you that you are on Taxiway A. The yellow sign shows that you are about to cross Taxiway B.



***Perimeter Road Signs:***

The perimeter road at Waukesha County Airport starts at the terminal tie-down ramp and ends at Gate 11. This road is intended for airport service vehicles only.



***Suspicious Activity***

If you observe suspicious activity, contact the Airport Operations Office at (262)521-5250. If you don't receive an answer, call the Waukesha County Sheriff's Office by dialing 911.



If you need assistance with a non-emergency situation after hours or on weekends, our Fixed Base Operator, Atlantic Aviation, is open 24 hours a day and can assist you or can contact airport management for assistance. (262)549-6150

***In Conclusion***

The safety and security of Waukesha County Airport rests on the shoulders of everyone who pass through its gates. If you have any questions on this or other airfield related issues, please feel free to contact the operations office Monday through Friday 8am to 4pm at (262)521-5250. By exercising the practices outlined in this driver training program and policing those who fail to follow the regulations, we will collectively ensure an accident free, user friendly environment for us all to enjoy.

***“SAFETY IS EVERYONE’S BUSINESS. THE LIFE YOU SAVE MAY  
BE YOUR OWN.”***