

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 complete the Badge Application form.
3. Ensure your name and date are 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 a 20-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.

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. **Drivers must receive additional training from Airport Operations before being authorized to drive in the movement areas.**

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 an Airport ID Badge/Gate Access Card

To obtain your Waukesha County Airport ID Badge, you must first have a Badge Application form signed by an authorized company representative. Hangar lessees will be the authorized signatory for others using their aircraft. You must then bring the signed application, a valid U.S. driver's license, and \$20 to complete the Airport Driver Training quiz at the Airport Administration Office between 8:00 am and 4:00 pm Monday through Friday. The badge process will take about 20 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.

Lost, Stolen, or Unreturned Airport ID Badge

Should your Airport ID Badge become lost or stolen, notify the Airport Administrative Office at 262-521-5250 immediately. The fee to replace a lost or stolen ID Badge is \$100. If the badge is found at a later date, the lost or stolen fee will be refunded less the normal replacement fee of \$10. Upon termination of employment or permanent departure from Waukesha County Airport, your badge must be returned to the Airport Administrative Office. Personnel will be billed \$100 for unreturned badges.

Renewal of Airport ID Badge

Your Airport ID Badge is valid for 24 calendar months from the date of issue. The Airport Driver Training quiz must be completed every 24 calendar months for your badge to be renewed. If the badge is still in good working order, it is not necessary to issue a new badge.

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 taxi lane that you would to enter a highway; never enter a taxi lane 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 unauthorized vehicle or person 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. If unauthorized vehicles or personnel access the airport behind you, it is your

responsibility to contact Airport Operations or call 911 when Operations is not available.

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.



Gate Codes

Gate codes are no longer being issued to new airport users, however, many tenants possess codes that were issued in the past. As long as these codes are not being abused, they can be renewed along with the user's badge every 24 calendar months. Abuse of a code includes, but is not limited to, giving it to a contractor who is working on your hangar, giving it to a friend and telling him/her to meet you at your hangar, giving it to employees, or posting your personal code on a party invitation. If it is discovered that a tenant's gate code was given to an unauthorized driver, that code will be permanently disabled and a new code will not be issued.

Procedures for Contractors: All contractors who will be working at the airport unescorted must complete this training. This includes, but not limited to, snow removal, landscaping, and construction contractors. Tenants are not authorized to give contractors their gate code. It is vital that even temporary contractors complete this training before operating on the airport unescorted. Surface incidents and runway incursions have occurred in the past due to untrained personnel getting lost on the airfield.

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.

Special Events: Hangar owners who plan to host an event at their hangar must coordinate gate access for their guests with Airport Administration.

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 taxiway or taxiway where aircraft may be present. Exercise extreme caution when operating on a taxiway.

Movement Area Boundary Line (Below) - A single dashed line with a single solid line marks the boundary between the movement area and non-movement area. **ALL AIRCRAFT, VEHICLES, AND PERSONNEL MUST HAVE PERMISSION FROM ATC TO CROSS THIS LINE.**



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 are blue and indicate a taxiway or taxiway.

Movement Area Signs:

The following signs and markings are found exclusively in movement areas where vehicle traffic is forbidden without movement area training and 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

to the right. **Authorized vehicles and aircraft must stop and receive permission from the control tower before proceeding.**



The sign to the right indicates a taxiway. The black sign tells you that you are 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”***

Vehicle Operating Map Waukesha County Airport

