Logo, company name

Description automatically generated

**Access Training Policy**

**Table of Contents**

Contents

[Purpose 4](#_Toc83215120)

[Definitions 5](#_Toc83215121)

[What is the Access Permit? 7](#_Toc83215122)

[Who needs an Access Permit? 7](#_Toc83215123)

[How do you get an Access Permit? 7](#_Toc83215124)

[Requirements for Authorized Persons 7](#_Toc83215125)

[Requirements for Accessing Addison Airport 8](#_Toc83215126)

[Vehicle Requirements 9](#_Toc83215127)

[Escort and Gate Procedures 10](#_Toc83215128)

[Notice of Violation 10](#_Toc83215129)

# Purpose

To establish and define rules, requirements, and restrictions for obtaining and maintaining an Addison Access Permit.  To show the requirements and process for obtaining an access permit, accessing the airport, and consequences of non-compliance.

# Definitions

The following terms are defined as indicated in this section for the purpose of this Movement Area Access Training Manual.

***Accident*** means a collision between an aircraft or vehicle and another aircraft, vehicle, person, or object that results in property damage, personal injury, or death. All accidents, regardless of severity, are required by the *Rules and Regulations* to be reported to the Airport Director or his/her designee as soon as possible.

***Airport*** means the area of land owned by the Town, both inside and outside airport perimeter fencing, and known as Addison Airport.

***Airport Traffic Control Tower (ATCT)*** meansa service operated by an appropriate authority to promote the safe, orderly, and expeditious flow of air traffic. The primary frequency for ground vehicle operators to communicate with ATCT is 121.6 MHz, Ground Control. Tower control is 126.0 MHz.

***Air Operations Area (AOA)***means the portion of the Airport, paved and unpaved, specifically reserved for the use of the actual operators of licensed aircraft, the aircraft crews, passengers of the aircraft, employees of the Town, Airport management and of the Airport operators, and such other persons as may be authorized to enter thereon by reason of their official duties in connection with the maintenance, inspection and operation of the aircraft and Airport. Generally the Airport Operating Area ("AOA") is that portion of the Airport which lies inside the Airport Fence giving direct access to any aircraft and its movement area.

***Airport Director*** in this document shall pertain to the person designated and given authority as the Director of Addison Airport or any designee.

***Apron or Ramp*** means any area other than runways, taxiways, or taxilanes where aircraft operate or park without being under the direct control of the Air Traffic Control Tower.

***Authorized Person*** means a person that has successfully completed the AOA Access Training Program and possesses a permit as detailed in the Rules and Regulations, and all persons that have been granted access to the Airport by federal, state, or other law.

***Common Areas*** means that portion of Airport property not bound by exclusive- use agreements including, but not limited to, all common facilities, improvements, equipment and services which may now exist or may hereafter be provided by Airport Management for the accommodation and convenience of Airport customers and tenants, including landing and take-off facilities, means of ingress and egress to Leased Premises, other Airport installations and all other reasonable services which may be provided without charge from time to time by Airport Management. All such Common Facilities shall be at all times under the exclusive control and management of Airport Management and may be rearranged, modified, changed or terminated at Airport Management’s sole discretion.

***Deviation*** means anytime a pilot, tower controller, vehicle operator or pedestrian deviates from any rule, regulation, requirement, or instruction from the FAA. A deviation may be a surface incident or a runway incursion.

***Foreign Object Debris (FOD)*** means any debris or object that could cause damage to aircraft engines, tires, or skin including, but not limited to rocks, trash, or any type of debris found on runways, taxiways, ramps or aprons.

***General Aviation (GA)*** refers to flights that are not scheduled, such as private aircraft, corporate jets, and so on. It excludes helicopters, experimental aircraft, gliders, and "on-demand" chartered aircraft.

***Good Standing***

***Ground Vehicle*** shall mean all conveyances, except aircraft, used on the ground to transport persons, cargo, fuel, or equipment.

***Jet Blast*** shall mean the jet engine exhausts or propellers wash (thrust stream turbulence).

***Mobile Fueler*** is a vehicle owned and/or operated by authorized agents to pump and dispense Jet A and 100 LL fuel at Addison Airport.

***Movement Area*** means the area of the Common Area of the AOA which is used for take off, landing, taxiing and maneuvering of aircraft and requires prior permission from the Addison Air Traffic Control Tower to enter and access.

***Non-Movement Area*** means the area of the Common Area of the AOA which is used for provide a path for taxiing and maneuvering of aircraft to a taxiway and does not require prior permission from the Addison Air Traffic Control Tower to enter and access.

***Operator*** shall mean any person who is in actual physical control of an aircraft, motor vehicle, or any equipment used on the airport.

***Owner*** shall mean a person who holds the legal title of an aircraft or motor vehicle.

***Public entry point*** means any gate (vehicle or pedestrian) that is managed and operated by Addison Airport that gives access to any common area of the Airport.

***Rules and Regulations*** means the document drafted and maintained by the Airport Director for the purpose of establishing rules and regulations for all persons that use the Airport in anyway.

***Runway incursion*** as defined by the FAA, will mean, any occurrence in the Airport runway environment involving an aircraft, vehicle, person, or object on the ground that creates a collision hazard or results in a loss of required separation with an aircraft taking off, intending to take off, landing, or intending to land.

***Safety Area*** means a defined area comprised of either a runway or taxiway and the surrounding surfaces that is prepared or suitable for reducing the risk of damage to aircraft in the event of an undershoot, overshoot, or excursion from a runway or the unintentional departure from a taxiway.

***Service Provider*** is any person, operator or business on the Airport that offers a public service to other aeronautical users for a fee and has met the requirements of the *Minimum Standards*.

***Surface incident*** as defined by the FAA, will mean those incidents where a vehicle, pedestrian or an aircraft, operated by a pilot or maintenance technician, enters a runway safety area or taxiway without a clearance but another aircraft was not present.

***Taxilane***means any Common Area of the AOA, or any other area, used for access between taxiways and aircraft parking and storage areas. A taxilane shall be designated as part of the non-movement area.

***Taxiway***means a defined path established for the taxiing of aircraft from an aircraft parking and storage area or a taxilane to a runway. A taxiway shall be designated as part of the movement area.

***Tie Down Area*** means any area used for securing aircraft to the ground.

***Unauthorized Person*** means a person that has not completed the Ground Vehicle Training Program and thus, is not authorized to be within the Common Area of the Airport without an escort.

***Vehicle Service Road*** means a designated roadway for vehicles in a non-movement area.

# What is the Access Permit?

An Access Permit allows the user permitted access the common areas of the Airport unescorted. There are two types of permits: Movement and Non-movement. These permits are given to persons who have an investment in the Airport and demonstrate an approved need to access these areas.

# 

# Who needs an Access Permit?

Any pedestrian or vehicle must have an access permit to enter the Airport and use the common areas without an escort.

# How do you get an Access Permit?

An Access Permit may be obtained by completing and submitting an online application that is reviewed by the Airport Operations Manager. If the applicant is deemed eligible for a permit, then the applicant must complete a 1-2 hour course and score a 100% on a written test that covers the material taught during the course.

# Requirements for Authorized Persons

1. To be an authorized person, you must be a ground lease holder, an employee of a ground lease holder, a subtenant of a ground lease, a Through-the-Fence Permit holder, or have a rental agreement with Airport.
2. All authorized persons must satisfactorily complete the applicable Airport Access Training program before receiving an access permit or accessing the common area of the airport unescorted and shall remain current through the required recurrent training.
3. All authorized persons must complete the required training of the appropriate Access Area Training class and pass the written test with a grade of at least 100 percent. Persons who do not pass the written test may retake the test after additional study.
4. If an authorized person is operating a vehicle, that operator must possess a current state issued vehicle driver’s license.
5. The currency of your airport issued access permit is the permit holder’s responsibility.

# Requirements for accessing the Airport

1. Any unescorted person accessing the common areas of the airport must be in possession of a current and approved Addison Airport access permit.
2. When accessing the Addison Airport in a vehicle you must display an appropriate vehicle hang tag issued in conjunction with the access permit or be escorted by someone with an appropriate hang tag and access permit. Tugs, golf carts and other such vehicles not capable of displaying a hang tag are not required to do so.
3. No person may use, operate, or pass through any public access point or public entry gate without possessing an appropriate access permit or is escorted by someone with an appropriate access permit.
4. Moving aircraft and passengers enplaning or deplaning aircraft shall have the right-of-way at all times over vehicular traffic. Vehicles must yield the right-of-way.
5. Ground vehicles and pedestrians must yield the right of way to all emergency vehicles within the Airport.
6. Ground vehicles shall not operate between parking or parked aircraft.
7. All ground vehicles are required to be operated with hazard lights on anytime you are within the common facility of the airport.
8. No person shall operate or drive a vehicle within the Common Facility of the airport at a speed greater than 15 miles per hour or at a speed that would not be considered safe dependent on factors including, but not limited to, weather and visibility.
9. No vehicle or person shall enter the movement area prior permission from the Air Traffic Controller or without the operator or pedestrian possessing an approved access permit.
10. No person shall park a vehicle in an aircraft parking area, safety area, or in a manner that obstructs or interferes with operations of an aircraft, apron area, or the operations of the Airport.
11. 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.
12. 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.
13. Each person entering, leaving, or opening any gate must ensure the gate is fully closed behind them prior to leaving the gate. The person shall also ensure no unauthorized vehicles or persons gain access to the airport while the gate is open.
14. All vehicle operators should be constantly aware that during low visibility conditions (nighttime, fog, rain, etc.) the movement of aircraft, vehicles and pedestrians on the AOA may not be visible to the Air Traffic Controller and prevent visual confirmation of an aircraft or vehicle’s adherence to movement instructions. Therefore, vehicle operators should exercise extreme vigilance and proceed cautiously under such conditions and use all vehicle lighting.
15. Vehicle operators shall not operate ground vehicles in a reckless or careless manner. A reckless and careless manner is one that intentionally or through negligence threatens the life or safely of any person or threatens damage or destruction to property. The definition of a reckless or careless manner is subject to the interpretation of the Airport Director.
16. Vehicle Operators are required to remain with any disabled vehicle within the common area of the airport until that vehicle is able to be removed. The operator shall, as safety permits, warn other vehicles, aircraft, or persons of any interference that the disabled vehicle poses and report the disabled vehicle to the Airport Director and the ATCT as soon as possible.
17. Operators of vehicles involved in an accident on the airport that results in injury to a person or damage to an aircraft, airport property, or another vehicle shall immediately stop and remain at the scene of the accident, report the accident immediately to the Addison Police Department, and provide and surrender the following to any responding Airport Management personnel: name and address, airport ground vehicle driver’s permit. State issued driver’s license, and any additional information such personnel need to complete a motor vehicle accident report.

# Vehicle Requirements

1. No vehicle shall be operated on the non-movement or movement areas of the common facility of the airport unless it is driven by —
   1. a person authorized to operate a vehicle by an appropriate state-licensing agency.
   2. an authorized person who has completed the appropriate Airport Access Training program given by the Airport and has completed all required parts of the course including appropriate recurrent training and possesses an approved and current Airport issued access permit.
2. No vehicle shall be operated on the common facility of the airport unless it has proper state registration if normally required for such vehicle.
3. All vehicles operated on the airside must have vehicle liability insurance, as required by state law and carry sufficient liability against an accident with an aircraft.
4. No motor vehicle shall be operated on the common facility of the airport that is in such physical or mechanical condition as to endanger persons or property or that the Airport Director considers an endangerment.
5. No vehicle shall be permitted on the common facility of the airport unless—
   * + 1. it has an unobstructed forward and side vision from the driver’s seat.
       2. it has the appropriately rated and inspected fire extinguishers as required (service vehicles and fuel trucks).
       3. it has operable headlamps (if operated at night) and brake lights.

And if operated in the movement area, the vehicle and/or operator shall possess:

* + - 1. a radio capable of establishing and maintaining 2-way radio communication with the Addison Air Traffic Control Tower.

# **Escort and Gate Procedures**

**Proper escorting and gate procedures are the key to a safe environment. It is the responsibility of every authorized person to properly escort all guest, clients, and employees who have not attended this class while in the non-movement area as well as following the prescribed gate procedures. Listed below are the required procedures to follow:**

1. **Any unauthorized person that is allowed into the common area of the airport becomes the responsibility of the Authorized person that allowed them onto the common area.**
2. **Never give out the gate code or any other access control device to any unauthorized person and allow them unescorted access to the Airport.**
3. **Always discuss the boundaries of the non-movement area with your guest, etc. when they enter the airport and you must maintain positive control of any guest. Any guest should be close enough to the authorized user for the authorized user to instruct them if necessary.**
4. **Never allow someone into the airport that you don’t know**
5. **Always know where your guests are, never leave them unattended**
6. **Always wait for the gate to close behind you when leaving and entering the airport as to not allow unauthorized access.**

# Notice of Violation Policy

## Purpose

The purpose of a Notice of Violation (NOV) is to inform a person, business, or permit holder that there has been a violation of the Rules and Regulations or any supporting document and to prescribe a means of correction. A NOV is issued when a violation is observed or discovered having violated any requirements listed in this document, the Town of Addison Code of Ordinances (Chapter 14) or the Rules and Regulations of Addison Airport, that person may receive a Notice of Violation (NOV).

Each NOV will carry a value of points, as listed below. If an Access Permit holder receives more than three points in a year, that person’s permit will be temporarily terminated for at least one week. If five points are received within a 12-month period, then the holder’s access permit may be permanently revoked.

## Applicability

This policy shall be applicable to any person possessing an AOA Access Permit.

**Procedure.**

The NOV will be given to the offending party detailing the violation, the means of correction and the compliance date. A copy will be kept on file for the three (3) years. At the end of the three (3) years, the violation will be removed from the file.

A NOV will carry a value of points.  If an AOA Access Permit holder receives more than three points in a year, that person’s permit will be temporarily terminated for at least one week.  If five points are received within a 12-month period, then the holder’s access permit may be permanently revoked.

Copies of any NOV issued shall be sent to the Addison Airport Director.

|  |
| --- |
| Access Violations |
|  |
| Speeding –-------------------------------------------------------------------------------------------------------- 1 point |
| Entering Movement area without permission –---------------------------------------------------------- 1 point |
| Failing to wait for gate to close completely before leaving gate area –--------------------------- 1 point |
| Failure to produce a valid Access Permit –-------------------------------------------------------------- 1 point |
| Failure to renew an Access Permit –---------------------------------------------------------------------- 1 point |
| Failure to display credentials –------------------------------------------------------------------------------ 1 point |
| Entering or obstructing the scene of an accident without permission –--------------------------- 2 points |
| Failure to properly escort a guest -------------------------------------------------------------------------- 2 points |
| Giving unescorted access to the airport –---------------------------------------------------------------- 2 points |
| Fueling Violations |
| Improper Fuel Truck Parking---------------------------------------------------------------------------1 point |
| Improper Use of Deadman Control-----------------------------------------------------------------3 points |
| Fueling inside a hangar--------------------------------------------------------------------------------3 points |
|  |
| **Review Process**  Any NOV recipient has the right to contest any NOV. The Airport Director will serve as a reviewer if a person wishes to contest the NOV. |
|  |