# ROSECRANS MEMORIAL AIRPORT
# CITY OF ST. JOSEPH, MISSOURI

## AIRPORT CERTIFICATION MANUAL (ACM)
## CLASS IV Airport

TO COMPLY WITH CFR 14 PART 139
AS ADMINISTERED BY THE
FEDERAL AVIATION ADMINISTRATION

ABRAHAM J. FORNEY
Airport Manager
**Updated August 24, 2020**

**FAA Approved**
M. Cozad
**Date:** 9/1/20

# AIRPORT CERTIFICATION MANUAL
# PAGE REVISION LOG

| Original Page | Date | New Page/Section/Item | FAA Approved Date |
|---|---|---|---|
| | 4/7/2020 | ACM Submitted Electronically | |
| 309-1 | 8/24/2020 | Insert: (current edition) | |
| 311-1 | 8/24/2020 | Insert: (current edition) | |
| 311-2 | 8/24/2020 | Insert: (current edition) | |
| 311-4 | 8/24/2020 | Insert: (current edition) | |
| 319-1 | 8/24/2020 | Update Phone #: 2632 | |
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# AIRPORT CERTIFICATION MANUAL
# DISTRIBUTION LIST

The official file copy of the Airport Certification Manual is maintained in the Airport Manager's Office.

Copies or portions of the Airport Certification Manual, including all revisions and amendments, are distributed to the following:

Main Body of the ACM

1. Public Works and Transportation Administration
2. Airport Administration
3. Airport Maintenance
4. Express Flight, Inc. (FBO/Fueling Agent)
5. STJ ATC
6. STJ ANG Headquarters
7. STJ ANG Fire Department

Airport Marking and Sign Plan (Appendix A) in addition to Main Body of ACM:

1. Airport Manager's Office
2. Airport Maintenance
3. ATC

Airport Emergency Plan Only (Appendix B):

1. Airport Administration
2. STJ ANG Fire Department, City of STJ Fire Department
3. STJ Police Department, Buchanan County Sheriff, STJ ANG Security
4. Mosaic Life Care , Life Net Air Medical Transport
5. Public Works and Transportation Administration

Wildlife Hazard Management Plan (Appendix C)

1. Airport Manager's Office
2. Airport Maintenance
3. ATC

Snow and Ice Control Plan (Appendix D)

1. Same distribution as main body of ACM

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# SECTION 101-- GENERAL

## A. ADMINISTRATOR'S ADDITIONAL PROVISIONS, LIMITATIONS, & EXEMPTIONS

1. **Additional Provisions – None.**
2. **Limitations – None.**
3. **Exemptions – None.**

## B. AIRPORT INFORMATION

### 1. ADDRESS AND PHONE NUMBER

Mailing address:

Rosecrans Memorial Airport
100-B NW Rosecrans Road
St. Joseph, MO 64503
aforney@stjoemo.org
Phone Number: 816-271-5374

### 2. LOCATION

The Rosecrans Memorial Airport (hereinafter referred to as "**Airport**") is located approximately 3 miles west of downtown St Joseph, in Buchanan County, Missouri.

### 3. AIRPORT OPERATOR/CLASS

The airport is owned and operated by the City of St. Joseph and operates as a Class IV airport under 14 CFR part 139. An Airport Advisory Board is appointed by the City Council in an advisory capacity.

### 4. RUNWAY AND TAXIWAY IDENTIFICATION SYSTEM

The runways carry the standard magnetic heading identification, which are as follows:

- Runway 17-35 – 150' x 8061'
- Runway 13-31 – 75' x 4797'

Taxiways are identified by a single letter and include the following:

- Taxiway A – Parallel to Runway 17-35
- Taxiway B – Connect to Runway 17-35 and13-31 (Non Part 139)
- Taxiway C – Stub taxiway for Runway 17-35

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## 5. APRONS

The apron areas are as follows:

- FBO Apron – 450’ x 900’ (North Civilian Section)
- Terminal Apron – 450’ x 600’ (South Civilian Section)

## 6. AREAS AVAILABLE FOR AIR CARRIERS

Movement Areas

The following movement areas are available for use by unscheduled large air carrier aircraft:

- Runway 17-35 and Alpha, Bravo East and Charlie Taxiways

Apron Areas

The Terminal Apron is the only apron available for large air carrier aircraft.

## 7. AREAS NOT AVAILABLE FOR AIR CARRIERS

The following areas are not available for use by air carriers and are excluded from airport certification requirements:

- Runway 13-31
- Bravo West
- ANG Apron
- T-Hangar area

# SECTION 105 – INSPECTION AUTHORITY

The Airport shall allow the Administrator to make any inspections, including unannounced inspections, or tests to determine compliance with 14 CFR Part 139.

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# SECTION 113 -- DEVIATION TO PART 139 REQUIREMENTS

## A. DEVIATION

In an emergency condition requiring immediate action for the protection of life or property, the Airport may deviate from an operations requirement of Title 14 CFR part 139, Subpart D, or the Airport Certification Manual, to the extent required meeting that emergency.

## B. REPORTING

In the event of a deviation, the Airport shall notify the FAA Regional Airports Division by phone or email within 14 days of the nature, extent, and duration of the deviation. If requested by FAA the Airport shall submit a report in writing to the FAA Regional Airports Division Manager.

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# SECTION 115—FALSIFICATION, REPRODUCTION, OR ALTERATION OF CERTIFICATES, REPORTS, OR RECORDS

A. The Airport shall not make or cause to be made:

(1) Any fraudulent or intentionally false entry in any record or report that is required to be made, kept, or used to show compliance with any requirement under this part.

(2) Any reproduction, for a fraudulent purpose, or any certificate or approval issued under this part

(3) Any alteration, for a fraudulent purpose, or any certificate or approval issued under this part.

B. The Airport understands that the commission of an act prohibited under Part 139.115 is a basis for suspending or revoking of the Airport Operation Certificate by the FAA.

# SECTION 201/205 – ACM MAINTENANCE/REVISIONS

## A. ACM MAINTENANCE

The Airport will:

1. Maintain the ACM current at all times. The Airport Administration is responsible for maintaining currency of the ACM.

2. Maintain at least one complete and current copy of the approved ACM on the airport, which will be available for inspection by the FAA. This copy will be maintained in the Airport Administration office.

3. Furnish the applicable portions of the FAA approved ACM to the personnel responsible for its implementation.

4. Ensure that the Regional Airports Division is provided a complete copy of the most current ACM including any amendments approved on 139.205.

## B. ACM REVISIONS/AMENDMENTS

The following procedure is in effect for revisions/amendments to the ACM:

1. One copy of the revisions will be submitted to the Regional Airports Division electronically.

2. Amendments to the ACM are significant changes to the ACM concerning method of compliance to part 139 requirements and will be submitted at least 30 days prior to the proposed effective date. Revisions will be submitted as needed to maintain currency.

3. The ACM Page Revision Log will be completed and submitted with the revision.

4. Each page of the revision, including the Page Revision Log, will have the date of the revision.

5. Upon FAA approval, copies of the approved revision will be made and distributed to holders of the Airport Certification Manual listed on the Distribution List.

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# SECTION 301 -- RECORDS

## A. FURNISH RECORDS

Upon request of the Administrator, the Airport will furnish records listed under this section.

## B. LIST OF REQUIRED RECORDS

The Airport will maintain the following records:

1. Personnel Training – 24 consecutive months for personnel training records under Sections 303 and 327.
2. Emergency Personnel Training – 24 consecutive months for ARFF & emergency medical service personnel training records under Section 319.
3. Airport Fueling Agent Inspection – 12 consecutive months for records of inspection of airport fueling agents under Section 321.
4. Fueling Personnel Training – 24 consecutive months for training records of fueling personnel under Section 321.
5. Self-Inspection – 12 consecutive months for self-inspection records under Section 327.
6. Movement Areas and Safety Areas Training – 24 consecutive months for records of training given to pedestrians and ground vehicle operators with access to movement areas and safety areas under Section 329.
7. Accident and Incident – 12 consecutive months for each accident or incident in movement areas and safety areas involving an air carrier aircraft and/or ground vehicle under Section 329.
8. Wildlife Hazard Management – 24 consecutive months for training related to wildlife hazard management.
9. Airport Condition – 12 consecutive months for records of airport condition information dissemination under Section 339.

## C. ADDITIONAL RECORDS

The Airport will make and maintain any additional records required by the Administrator.

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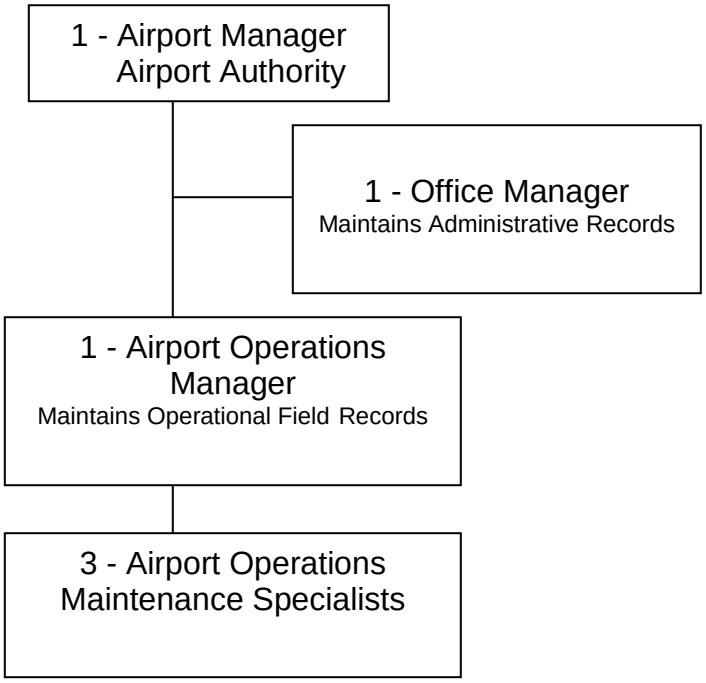
# SECTION 303 -- PERSONNEL

## A. LINES OF SUCCESSION OF OPERATIONAL RESPONSIBILITY

The following is the lines of succession of airport operational responsibility:




## B. KEY PERSONNEL

Abraham Forney, Airport General Manager
Roxanne Patton, Office Manager
Adam Freeman, Airport Operations Manager

## C. PERSONNEL REQUIREMENTS

The Airport will comply with the following personnel requirements:

1. Maintain sufficient qualified personnel to comply with the requirements of the ACM and the requirements of Title 14 CFR part 139. In the event a PPR is received for an unscheduled air carrier arrival, airport operations or maintenance staff will be on-site.

2. Equip personnel with sufficient resources needed to comply with the requirements of Title 14 CFR part 139.

3. Train all personnel who access movement areas and safety areas and perform duties in compliance with the requirements of the ACM and Part 139. This training **must** be completed before the initial performance of such duties and at least once

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every 12 consecutive calendar months. The curriculum for initial and recurrent training **must** include at least the following areas:

a. Airport Familiarization, including airport marking, lighting, and signs system.
b. Procedures for access to, and operation in, movement areas and safety areas under Section 329.
c. Airport communications, including use of the common traffic advisory frequency (CTAF) and procedures for reporting unsafe airport conditions.
d. Duties required under the Airport Certification Manual and the requirements of Part 139.
e. Any additional subject areas required under Part 139 Sections 319, 321, 327, 329, 337 and 339, as appropriate.

4. Make a record of all training completed by each individual in compliance with this section that includes, at a minimum, a description and date of training received. Such records shall be maintained for 24 consecutive calendar months after completion of training.

5. As appropriate, comply with the following training requirements of this ACM:

a. Section 319 - Aircraft rescue and firefighting: Operational requirements;
b. Section 321 - Handling and storage of hazardous substances and materials;
c. Section 327 - Self-inspection program;
d. Section 329 – Pedestrian and Ground Vehicles;
e. Section 337 – Wildlife Hazard Management;
f. Section 339 - Airport condition reporting

## D. PERSONNEL TRAINING PROGRAM

A training curriculum has been prepared for the following topics related to the airport certification program required by Part 139.303 (c). The training curriculum consists of an outline of the subject matter for each airport certification related topic and a list of training materials available for use. Content of training is primarily based on airport certification related Advisory Circulars, Airport Certification Bulletins, FAA Power Point presentations, other applicable interactive media sources, the ACM and Part 139, FAA supplemental guidance ppts and Airport site specific training ppts. The Airport Manager and the Airport Operations Manager are responsible for administering the training program and maintaining records of training.

The following personnel are required to receive initial and annual recurrent training in airport certification related areas as required by Part 139.303 (c).

1. **Airport Maintenance** personnel are training in accordance with a training curriculum addressing the following subjects:
   a. Airport Certification Manual (ACM)

b. Part 139 maintenance criteria for maintaining paved areas, safety areas, airfield marking, signs, lighting, obstruction lighting, ILS critical areas, traffic and wind indicators
c. Electrical safety practices
d. FAA Standards for Airfield Markings, Signs and Lighting
e. Operational Safety on Airports During Construction
f. Ground Vehicle/Pedestrian Operations on the Movement Area
g. Wildlife Hazard Management
h. Snow and Ice Control Plan
i. Airport Condition Reporting
j. Issuing NOTAMS through the NOTAM Manager
k. Responsibilities in the Airport Emergency Plan (AEP)
l. Airport Safety Inspection Program
m. Conducting Quarterly Inspections of Fuel Trucks and Fuel Storage Areas

2. **FAA Technical Operations** personnel are trained in accordance with a training curriculum addressing the following topics:
   a. Ground Vehicle/Pedestrian Operations on the Movement Area

3. **FBO/AIRLINE** personnel are trained in accordance with a training curriculum addressing the following topics:
   a. Ground Vehicle/Pedestrian Operations on the Movement Area

4. **National Weather Service** personnel are trained in accordance with a curriculum addressing the following topics:
   a. Ground Vehicle/Pedestrian Operations on the Movement Area

5. **Farm Tenant** personnel are trained in accordance with a curriculum addressing the following topics:
   a. Ground Vehicle/Pedestrian Operations on the Movement Area
   b. Dimensions/maintenance criteria for safety areas and object free areas

6. **Authorized Construction** personnel are trained in accordance with a curriculum addressing:
   a. Ground Vehicle/Pedestrian Operations on the Movement Area
   b. Ground Vehicle/Pedestrian Operations on the Non-movement Area
   c. Construction Safety Phasing Plan

# SECTION 305 -- PAVED AREAS

## A. REQUIRED CONDITIONS OF PAVED AREAS

Airport pavement areas, including aprons available for air carrier operations, shall be promptly repaired and maintained as follows:

1. Pavement edges shall not exceed 3 inches difference in elevation between abutting pavement sections and between pavement and abutting areas.

2. Pavement shall have no holes exceeding 3 inches in depth nor any hole the slope of which from any point in the hole to the nearest point at the lip of the hole is 45 degrees or greater as measured from the pavement surface plane, unless, in either case, the entire area of the hole can be covered by a 5” diameter circle.

3. The pavement must be free of cracks and surface variations that could impair directional control of air carrier aircraft, including any pavement crack or surface deterioration that produces loose aggregate or other contaminants.

4. Mud, dirt, sand, loose aggregate, debris, foreign objects, rubber deposits, and other contaminants shall be removed promptly and as completely as practicable, except the associated use of materials such as sand and deicing solutions for snow and ice control.

5. Any chemical solvent that is used to clean any pavement area shall be removed as soon as possible, consistent with the instructions of the manufacturer of the solvent, except for the associated use of deicing solutions for snow and ice control.

6. Pavement shall be sufficiently drained and free of depressions to prevent ponding that obscures markings or impairs safe aircraft operations.

## B. MAINTENANCE OF PAVED AREAS

Corrective action shall be initiated by Airport Maintenance personnel as soon as practical when any unsatisfactory conditions are found in the paved areas. If an uncorrected condition in a paved area is determined unsafe for aircraft operations, that area of the airport shall be closed to air carrier operations until the unsafe condition is corrected.

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# SECTION 309 -- SAFETY AREAS

## A. SAFETY AREA DIMENSIONS

Safety area dimensions conform to FAA standards in AC 150/5300-13(current edition), *Airport Design*. Safety area dimensions are as follows:

- **Runway 13-31** - 75 feet from centerline and 300 feet off each end.
- **Runway 17-35** - 250 feet from centerline and 1000 feet off each end.
- **Taxiways** - 59 feet from the centerline.

## B. REQUIRED CONDITIONS OF SAFETY AREAS

Safety area conditions are maintained as follows:

1. Each safety area shall be cleared and graded, and shall be maintained free of potentially hazardous ruts, humps, depressions, or other surface variation.

2. Each safety area shall be drained by grading and storm sewers to prevent water accumulation.

3. Each safety area shall be capable under dry conditions of supporting snow removal and aircraft rescue and firefighting equipment and of supporting the occasional passage of aircraft without causing major damage. Manhole or duct access covers are constructed from steel of sufficient thickness and strength to support equipment and aircraft.

4. No objects shall be located in any safety area, except for objects that need to be located in the safety areas because of their function. These objects shall be constructed, to the extent practical, on frangible mounted structures of the lowest practical height and maintained so the frangible point is no higher than 3 inches above grade.

5. Safety areas shall conform to dimensions acceptable to the FAA if any runways or taxiways are constructed, reconstructed, or extended.

## C. MAINTENANCE OF SAFETY AREAS

Corrective action shall be initiated by Airport Maintenance staff as soon as practical when any unsatisfactory conditions are found in the safety areas.

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## AIRFIELD SAFETY AREA MAP

# SECTION 311 – MARKING, SIGNS, AND LIGHTING

## A. MARKING

The Airport will provide and maintain marking systems for air carrier operations in accordance with part 139.311(a) and Advisory Circular 150/5340-1(current edition), *Standards for Airport Markings*.

1. Runways/Taxiways
   Runways and taxiways are marked as follows:
   a. Runway 17/35 - PIR
   b. Runway 13/31 - NPI
   c. Taxiways – Taxiway markings include the following: Taxiway centerlines, leadoff lines on normally used exits, continuous type edge markings along paved shoulders, and dashed type edge markings along the portion of Taxiway A which is contiguous to the Terminal Apron, and enhanced taxiway centerline markings have been installed at all runway holding positions on taxiways

2. Holding Position Markings
   The aircraft approach category/airplane design group for Runway 17-35 is C-IV with all holding position markings located 250 feet from runway centerline. All holding position markings are in accordance with AC 150/5340-1(current edition).

## B. SIGNS

1. Signs Identifying Taxi Routes
   The Airport will provide and maintain a sign system for air carrier operations in accordance with 14 CFR Part 139.311(b) and the Marking and Sign Plan included as Appendix A. The signs will meet standards in AC 150/5340-18(current edition), *Standards for Airport Sign Systems*, and sign specifications in AC 150/5345-44(current edition), *Specifications for Taxiway and Runway Signs*.

2. Holding Position Signs
   Holding position signs are installed at all holding positions in accordance with the Marking and Sign Plan included as Appendix A. The signs will meet standards in AC 150/5340-18(current edition), *Standards for Airport Sign Systems*, and sign specifications in AC 150/5345-44(current edition), *Specifications for Taxiway and Runway Signs*.

3. ILS Critical Area Signs
   ILS critical area signs are installed at all ILS holding positions in accordance with the Marking and Sign Plan included as Appendix A. The signs will meet standards in AC 150/5340-18(current edition), *Standards for Airport Sign Systems*, and sign

specifications in AC 150/5345-44(current edition) *Specifications for Taxiway and Runway Signs*.

4. Runway Distance Remaining Signs
   Runway Distance Remaining Signs are installed every 1,000 foot on the west side of runway 17-35. The signs will meet standards in AC 150/5340-18(current edition), *Standards for Airport Sign Systems*, and sign specifications in AC 150/5345-44(current edition), *Specifications for Taxiway and Runway Signs*.

5. Surface Painted Holding Position Signs (SPHPS)
   SPHPS are installed at all runway holding positions on taxiways in accordance with standards in AC 150/5340-1(current edition), Standards for Airport Markings, and are depicted on the Sign and Marking Plan in Appendix A of the ACM.

## C. LIGHTING

The Airport will provide and maintain lighting systems for air carrier operations in accordance with part 139.311(c) and the current edition of AC 150/5340-30(current edition), *Design and Installation Details for Airport Visual Aids*, to meet the specifications for the lowest approach minimums authorized for each runway.

1. Runways
   Runway 17-35 - High Intensity Runway Lights (HIRL)
   Runway 13-31 – Medium Intensity Runway Lights (MIRL)

   Runway lights are split white/yellow to mark the caution zone on the last 2000 feet of each end of all runways.

2. Taxiways
   Medium intensity taxiway edge lighting is installed on all taxiways available for air carrier operations.

3. NAVAIDS and Visual Landing Aids
   The following NAVAIDS are owned and maintained by the FAA:

   - Runway 35 – Localizer, Glide Slope, VASI, REIL
   - Runway 17 – VASI, REIL

   The following NAVAIDS are owned and maintained by the Airport Authority:
   - Runway 13 – PAPI
   - Runway 31-PAPI

4. Obstruction Lighting
   a. Obstruction lighting is maintained by the Airport for the following objects:

1. Airport beacon
2. Primary wind cone
3. Supplemental wind cone at the south end of Runway 35 and Runway 17

b. Obstruction lighting is maintained by the FAA for the following objects:

1. Localizer antenna
2. Glide Slope
3. ASOS
4. Weather instruments tower on the West Side of Runway 17
5. ATCT

c. Obstruction lighting is maintained by the Missouri Air National Guard 139th AW for the following objects:

1. MK-14 Radar Antenna
2. Radar Reflector Cones
3. Munitions tower on west side of Runway 17

5. Airport Beacon
The airport is equipped with a rotating beacon with a green and white lens, located west of Runway 17-35 center field.

6. Lighting Interference
All other lighting on the airport for aprons, parking areas, roadways, fuel storage areas, and buildings, is adjusted or shielded to prevent interference with air traffic control and aircraft operations.

7. Airfield Lighting Generator
Rosecrans Airport does not have an airfield lighting generator.

## D. RUNWAY SAFETY MEASURES

The following runway safety measures have been implemented as recommended by a Runway Safety Action Team to enhance runway safety.

1. Installed gravel road to ASOS and glide slope to restrict FAA AS technicians from crossing active runways.

## E. MAINTENANCE

1. Each marking, sign, and lighting system installed on the airport that is owned by the airport will be properly maintained by cleaning, replacing, or repairing any

faded, missing, or nonfunctional item. Items will also be maintained unobscured, clearly visible, and each item shall provide an accurate reference to airport users.

2. Each lighting system will be maintained at least to the minimum operational criteria listed in Appendix 1, Table 7, of AC 150/5340-26(current edition), *Maintenance of Airport Visual Aid Facilities.* The minimum operating limits for lighting systems are:

Runway edge lights
- 85% operable for Visual, Nonprecision or Cat 1 runways

Runway 13/31end/threshold lights
- 75% operable (No more than two lights inoperable at any runway end)

Taxiway edge lights
- 85% operable

In order to provide continuity of visual guidance, the allowable percentage of inoperable lights shall not be in such a way as to alter the basic pattern of the lighting system. In addition, an unserviceable light shall not be adjacent to another unserviceable light. Lights are considered adjacent if located either laterally or longitudinally in a lighting system.

Maintenance of lighting for holding position signs will receive high priority. If the lighting for a holding position sign cannot be immediately repaired, a NOTAM will be issued in accordance with procedures in Section 339.

Corrective action shall be initiated by Airport Maintenance personnel when any unsatisfactory conditions are found in the marking or lighting systems. If the above operating limits cannot be maintained, and airport management determines that the outage may not provide an accurate reference to airport users, information concerning the outage shall be disseminated locally. If an entire lighting system is inoperable or out of service, an airport condition report shall be issued in accordance with Section 339.

# SECTION 313 – SNOW AND ICE CONTROL

See Appendix D - Snow and Ice Control Plan

# SECTION 315 -- AIRCRAFT RESCUE & FIREFIGHTING (ARFF) INDEX

The ARFF Index at the Airport is Index ‘A’, based on occasional unscheduled large air carrier aircraft operations.

The Air National Guard will provide Index ’A’ level ARFF capability during large air carrier operations at the airport.

# SECTION 317 -- AIRCRAFT RESCUE & FIREFIGHTING (ARFF)

## See Attachment 317-1

Missouri Air National Guard Memorandum for Requirements for all Aircraft Rescue and Fire Fighting Equipment at the Airport

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# SECTION 319 -- AIRCRAFT RESCUE & FIREFIGHTING OPERATIONS

## A. ARFF STANDBY FOR LARGE AIR CARRIER OPERATIONS

ARFF operations meeting Index 'C' requirements are provided during occasional unscheduled large air carrier operations when prior permission is granted by the airport manager or designated representative. ARFF operations will be provided from 15 minutes prior to scheduled arrivals until 15 minutes after departures. Firefighters will be on standby at the Fire Station 15 minutes prior to the arrival and will continue until 15 minutes after departure of the last flight. If the charter aircraft will remain on the ground for an extended period before departure, the ARFF standby will be discontinued until 15 prior to the scheduled departure. The AF/D states that 48 hours prior permission is required for unscheduled air carrier operations with over 30 passenger seats. Prior permission shall be denied for unscheduled air carrier operations if ARFF capability meeting Index 'C' cannot be provided. If the airport manager becomes aware of an unscheduled air carrier operation at the airport without prior coordination, the FAA Airports Division shall be notified at **816-329-2621 / 2618 / 2632.** Procedures have been established with the FBO's to notify the airport manager whenever an unscheduled air carrier with over 30 passenger seats makes a fueling stop at the airport after normal business hours.

## B. VEHICLE COMMUNICATIONS

The ARFF Vehicles are equipped with two-way voice radio communications with each other, the City Fire Department; the Air Traffic Control Tower (ATCT) and the Common Traffic Advisory Frequency (CTAF) when ATCT is not in operation.

A Discrete Emergency Frequency (DEF) has not been established at the airport at this time.

## C. VEHICLE MARKING & LIGHTING

The ARFF vehicles are red-white in color and are all equipped with flashing red beacons and reflective striping to contrast with the background and optimize nighttime visibility.

## D. VEHICLE READINESS

1. ARFF vehicles are housed in a heated fire station adjacent on the Air National Guard (ANG) Base.

2. ARFF vehicles are maintained so as to be operationally capable of performing their intended functions. Operational checks of the ARFF vehicles and their firefighting systems are conducted daily by the ARFF. Scheduled service inspections and routine maintenance is performed by ANG.

## E. RESPONSE REQUIREMENTS

During ARFF standby for large air carrier operations, at least one ARFF vehicle is capable of responding from the Airport Fire Station to the mid-point of Runway 17-35 within 3 minutes from the time of the alarm, and initiate discharge of extinguishing agent.

## F. PERSONNEL

ARFF operations are provided by the ANG Fire Department. Twenty-four (24) ANG firefighters (8 per shift) are designated as ARFF personnel with at least one firefighter on duty at the Airport Fire Station during charter air carrier operations. ARFF personnel are on duty for any unscheduled air carrier operating at the airport.

1. Equipment
   Designated ARFF personnel are equipped with aluminized protective clothing, self-contained breathing apparatus (SCBA) and Personnel Alert Safety System (PASS) meeting National Fire Protection Association (NFPA) standards.

2. ARFF Training
   Designated ARFF personnel receive initial and annual recurrent training in the following areas:

   a. Airport familiarization, including airport signs, marking, & lighting.
   b. Aircraft familiarization.
   c. Rescue and firefighting personnel safety.
   d. Emergency communications systems on the airport, including fire alarms.
   e. Use of the fire hoses, nozzles, turrets, and other appliances required.
   f. Application of the types of extinguishing agents required for compliance with this part.
   g. Emergency aircraft evacuation assistance.
   h. Firefighting operations.
   i. Adapting and using structural rescue and firefighting equipment for aircraft rescue and firefighting.
   j. Aircraft cargo hazards, including hazardous materials/dangerous goods incidents.
   k. Familiarization with firefighter's duties under the Airport Emergency Plan.

   Designated ARFF personnel are trained in the above subject areas following a site specific training curriculum. The training program includes the use of IFSTA, NFPA, FAA Computer Based ARFF Training Program and airport specific training materials. The Operations Manager is responsible for maintaining the ARFF training curriculum and records of all training given to each individual.

3. Live-Fire Drill

All designated ARFF personnel shall participate in a live-fire drill prior to initial performance of ARFF duties and participate in a live-fire drill at least once every 12 consecutive calendar months at a FAA approved Regional Training Facility.

4. Basic Emergency Medical Training
   All designated ARFF personnel are trained and current in at least basic emergency medical care. The First Responder training includes 40 hours of training covering the following areas:

   1. Bleeding
   2. Cardiopulmonary Resuscitation (CPR)
   3. Shock
   4. Primary Patient Survey
   5. Injuries to the Skull, Spine, Chest, and Extremities
   6. Internal Injuries
   7. Moving Patients
   8. Burns
   9. Triage

   Classes are conducted periodically at the University Medical Center. Designated ARFF personnel attend the First Responder Recurrent Training Course every two years to maintain State currency requirements. ARFF personnel also attend CPR classes annually to maintain currency in CPR.

5. Records
   The Fire Department Training Officer is responsible for maintaining records of all training given to the designated ARFF personnel. ARFF training records will be maintained for 24 consecutive calendar months. Such records include a description and date of training received.

6. Sufficient Personnel
   At least one of the designated ARFF personnel is available during any large air carrier operations to operate the ARFF vehicle, meet the 3 minute response time and the minimum discharge rates required.

7. Emergency Alerting System

   a. ARFF personnel are alerted of existing or impending aircraft emergencies by the following alerting system:

      1. Primary Crash Alarm System: A direct emergency telephone (Hot Line) connects the ATCT to the Missouri Air National Guard Fire Department's Emergency Communications Center. Whenever ATCT personnel

activate the “hot line” an audible alert will sound in the ARFF Building. This system is tested daily at 0900.

2. Alert Procedures: ARFF personnel on duty are alerted via the “Hot Line” alarm system mentioned above, Emergency 911 or by telephone to the ARFF Station (816/236-3301).

3. Mutual Aid and Airport Operations are alerted through the Emergency Communications Center.

## G. HAZARDOUS MATERIALS GUIDANCE

Each ARFF vehicle is equipped with the current edition of the “North American Emergency Response Guidebook”.

## I. EMERGENCY ACCESS ROADS

There are no designated emergency access roads at the Airport. Two-lane, asphalt-paved Highway K-238 to Airport Drive is the only access road to/from airport property.

# SECTION 321 -- HAZARDOUS MATERIALS

## A. FUELING AGENTS

The following fueling agent operates at the airport:

1. Express Flight, Inc.

## B. AIRPORT FIRE SAFETY FUEL HANDLING STANDARDS

The Airport complies with NFPA 407, **2017 Edition** and NFPA 30, **2018 Edition** and the local fire code. To establish and maintain fire safety fueling standards at the airport, as required by Part 139.321(b), the Airport provides each fueling agent with a copy of the current NFPA 407 and NFPA 30 standards. The Authority Having Jurisdiction is the City of Saint Joseph Fire Department Fire Marshal, who is responsible for approving equipment, materials, an installation, or a procedure related to airport fueling operations.

## C. COMPLIANCE

All fueling agents are required by the Airport to comply with NFPA 407 and NFPA 30 and reasonable surveillance of all fueling activities on the airport is conducted by the Airport Operations and Maintenance Department.

## D. INSPECTIONS OF FUELING FACILITIES

STJ Airport safety operations and maintenance personnel will conduct inspections of the FBO fuel storage area and mobile fuelers for compliance to the NFPA 407 and NFPA 30 fire codes every 3 Consecutive Calendar Months (CCMs). These inspections are conducted in January, April, July, and October, of each year. Follow-up inspections will be conducted when unsatisfactory items are found. A copy of the checklists used by Airport personnel when conducting the inspections and follow-up inspections are included as Attachments 321-1, 321-2 and 321-3. Inspection records are maintained in the Airport Administration office for at least 12 consecutive calendar months.

All fueling agents engaged in handling and dispensing aviation fuel are required by local Fire Code to take immediate corrective action be taken whenever notified of noncompliance with any of the NFPA 407 and NFPA 30 fire code standards. If corrective action cannot be accomplished within a reasonable period of time, the Airport Manager will notify the FAA by phone, email or mail at:

**Federal Aviation Administration**
**Airports Division, Safety & Standards Branch, Room 364**
**901 Locust Street**
**Kansas City, MO 64106-2325**
**816-329-2621 / 2618 / 2632**

FAA Approved
M. Cozad
Date: 9/1/20

## E. TRAINING

1. A supervisor with Express Flight, Inc. will complete an aviation fuel training course in fire safety. The supervisor will receive recurrent training at least once every 24 Consecutive Calendar Months (CCMs). If a new supervisor is hired, he/she will be enrolled in an authorized aviation fuel training course that will be completed within 90 days.

2. All other employees with Express Flight, Inc., who fuel aircraft, accept fuel shipments, or handle fuel, shall receive at least initial on-the-job training in fire safety and recurrent training every 24 Consecutive Calendar Months from the supervisor mentioned in previous paragraph. The OJT shall include hands on fire extinguisher training.

3. Fueling agent personnel training records will be maintained for 24 consecutive calendar months at the fueling agent's office.

## F. CONFIRMATION OF FUELING AGENT TRAINING

1. The Airport will obtain written confirmation once every 12 consecutive calendar months from each fueling agent that the training required by Part 139.321(e) has been accomplished. The training confirmation records shall be maintained in the Airport Manager office for 12 consecutive calendar months.

## Attachment 321-1
# FUELING INSPECTION – AIRCRAFT FUEL SERVICING VEHICLES

**Inspector**: _____ **Fueling Agent**: _____ **Date**: _____

| S – Satisfactory<br>U – Unsatisfactory<br>R – Remark Below | Truck Number<br>Type Fuel | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|
| | S | U | R | S | U | R | S | U | R |
| Fuel trucks/trailers parked 50' from buildings and 10' apart | | | | | | | | | |
| Fuel trucks marked with operator name on both sides | | | | | | | | | |
| No Fuel Leaks/Leaking fuel trucks defueled and removed from service | | | | | | | | | |
| Vehicle Exhaust System -Shielded/Leak free/spark arrestor if required | | | | | | | | | |
| No Smoking sign-all 4 sides/No evidence of smoking/No ashtray/lighter | | | | | | | | | |
| Flammability/Product signs all 4 sides of fuelers/hydrant veh/carts | | | | | | | | | |
| Hazmat placards all 4 sides of fuel trucks and fuel trailers | | | | | | | | | |
| Bonding cables provided and clips/plugs functional | | | | | | | | | |
| Fuel Trucks - Two 40-B:C/20 lbs DC extinguishers/No ABC DC Ext. | | | | | | | | | |
| Hydrant vehicles and carts - One 40-B:C/20 lbs DC extinguisher | | | | | | | | | |
| Deadman Control for all nozzles/Not bypassed | | | | | | | | | |
| Brake interlock system for bottom loading coupler/Overwing nozzles | | | | | | | | | |
| Emergency fuel shutoffs operable and properly placard/1 each side | | | | | | | | | |
| Aviation fueling hose/No blistering, cracking, saturation, separation | | | | | | | | | |
| Aviation fueling hose less than 10 years old/No Kinks | | | | | | | | | |
| Dry break adaptors installed for bottom loading | | | | | | | | | |
| External light lenses, switches enclosed in gasketed, weatherproof housings to prevent potential ignition sources | | | | | | | | | |
| Dome cover seals intact to prevent fuel leakage and water entry | | | | | | | | | |
| Truck cabinets have grating type flooring or open flooring | | | | | | | | | |
| Vehicle DPF Regeneration Area meets standards, if applicable | | | | | | | | | |
| | | | | | | | | | |
| Proper Fueling Procedures Observed | | | | | | | | | |
| **Remarks:** | | | | | | | | | |
| | | | | | | | | | |

Checklist Based on the 2017 NFPA 407 Fire Code for Airport Fueling Operations (Revised 5/3/2018)

FAA Approved
M. Cozad
Date: 9/1/20

## Attachment 321-2
# FUELING INSPECTION – AIRPORT FUEL SYSTEMS

**Inspector**: _____**Fueling Agent**: _____ **Date**: _____

| S - Satisfactory<br>U - Unsatisfactory<br>R – Remark Below | Jet A Section | | | 100LL Section | | |
|---|---|---|---|---|---|---|
| | S | U | R | S | U | R |
| Entrances to fueling areas posted with No Smoking signs/Fuel Area secured | | | | | | |
| No evidence of smoking | | | | | | |
| All tanks, machinery, piping is bonded and grounded | | | | | | |
| Areas around tanks are free of weeds, trash or combustible materials | | | | | | |
| Piping marked with product type and direction of flow | | | | | | |
| Diamond hazard placards installed on fuel tanks IAW AHJ | | | | | | |
| Emergency fuel shutoff provided for airport fueling system/Outside spill area | | | | | | |
| Emergency fuel shutoffs provided for each tank vehicle loading station | | | | | | |
| Proper EMERGENCY FUEL SHUTOFF placards /7 ft above grade | | | | | | |
| EFSO kept clear and system tested every 6 months/each station tested 12 months | | | | | | |
| Procedures for notification to Fire Dept in the event of EFSO activation | | | | | | |
| Fuel servicing equipment properly maintained free of leaks | | | | | | |
| Bonding connections available for loading stations | | | | | | |
| Deadman controls available for loading stations/Not bypassing Deadman | | | | | | |
| Dry break couplers and adaptors installed for tank vehicle bottom loading | | | | | | |
| Aircraft fuel hose/blistering, cracking, carcass saturation, separation, kinks | | | | | | |
| Fueling hydrants, pits, cabinets located 50’ from bldg except loading bridges | | | | | | |
| 40-B:C/20 lb. fire extinguishers at fuel storage area, usually at EFSO | | | | | | |
| 40-B:C/20 lb. fire extinguisher at each fuel vehicle loading station | | | | | | |
| No A:B:C rated DC extinguishers within 500 ft of aircraft operating areas | | | | | | |
| Fire extinguishers not in enclosed compartments are protected from snow/ice | | | | | | |
| Wheeled extinguishers on aircraft servicing aprons at gates or 200 ft apart | | | | | | |
| Above ground fuel piping on acft movement area protected by barrier guard | | | | | | |
| **Remarks:** | | | | | | |

Checklist Based on the 2017 NFPA 407 Fire Code for Airport Fueling Operations (Revised 4/2/2018)

**FAA Approved**
M. Cozad
**Date:** 9/1/20

## Attachment 321-3
# FUELING INSPECTION – SELF-SERVICE FUEL STATIONS

**Inspector**: _____**Fueling Agent**: _____ **Date**: _____

| **S - Satisfactory**<br>**U - Unsatisfactory** | **Type Fuel:** | | |
|---|---|---|---|
| | **S** | **U** | **Remark** |
| Entrances to fueling areas posted with No Smoking signs | | | |
| Dispenser located on island or protected from collision by bollards/50' frm bldg | | | |
| Dispenser access controlled to resist tampering and unauthorized access | | | |
| No evidence of smoking | | | |
| The tank, machinery and piping are grounded | | | |
| Area around dispenser tank is free of weeds, trash or combustible materials | | | |
| Piping is maintained liquid tight | | | |
| Fuel transfer piping is marked with product type and direction of flow | | | |
| Diamond hazard placards installed on fuel tanks IAW AHJ | | | |
| Emergency fuel shutoff located more than 20' but less than 100' from dispenser | | | |
| Emergency fuel shutoff control designed to only allow authorized reset | | | |
| Proper EMERGENCY FUEL SHUTTOFF placards /7 ft above grade | | | |
| Dispenser has an emergency shutoff valve with fusible link/thermal activation | | | |
| Clearly identified means of notifying FD at emergency fuel shutoff | | | |
| Deadman control provided and designed to preclude defeating use | | | |
| Bonding connection available at dispenser | | | |
| 1 40-BC/20 lbs ext. at dispenser/1 40-BC/20 lbs ext. at EFSO-No ABC DC ext | | | |
| Fueling hose/no blistering, cracking, carcass saturation, separation/<10 yrs old | | | |
| Emergency Instructions are posted in dispensing area | | | |
| Operating Instructions are posted in dispensing area | | | |
| The aircraft shall not be occupied during self-service fueling | | | |
| **Additional Remarks:** | | | |
| | | | |

Checklist Based on NFPA 407, 2017 Edition (Revised 4-5-2018)

**FAA Approved**
M. Cozad
**Date:** 9/1/20

# SECTION 323 -- TRAFFIC & WIND INDICATORS

## A. WIND CONES

The primary wind cone is lighted and located West of Runway 17-35 in the center field at approximately midpoint of Runway 17-35. Two supplemental wind cones are lighted and located near the approach end of Runways 17 and 35. A lighted supplemental wind cone is located at approach end of Runway 13.

## B. SEGMENTED CIRCLE

The airport has a segmented circle around the primary wind cone.

## C. MAINTENANCE

The segmented circle and wind cones are inspected each day during the daytime and nighttime safety inspection conducted by designated self-inspection personnel.

The segmented circle and wind cones are maintained clearly visible and functional. Corrective action shall be initiated by Airport Maintenance personnel as soon as practical when any unsatisfactory conditions are found with the segmented circle or wind cones.

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M. Cozad
Date: 9/1/20

# SECTION 325 -- AIRPORT EMERGENCY PLAN

## A. AIRPORT EMERGENCY PLAN (AEP)

An Airport Emergency Plan is included as Appendix B. The plan was developed and coordinated with law enforcement agencies, rescue and firefighting agencies, medical personnel and organizations, the principal tenants at the airport, and all other persons who have responsibilities under the plan.

## B. TRAINING OF AIRPORT PERSONNEL

All airport personnel having duties and responsibilities under the AEP are properly trained and familiar with their assignments. The Airport Administration is responsible for conducting the training and maintaining records.

## C. ANNUAL REVIEW OF THE AEP

A review of the AEP is conducted at least every 12 consecutive calendar months to ensure that the AEP is current and all parties with whom the plan is coordinated are familiar with their responsibilities. All of the agencies involved in the AEP are invited to participate in either an annual review meeting or table-top exercise at the airport.

FAA Approved
M. Cozad
Date: 9/1/20

# SECTION 327 -- SELF-INSPECTION PROGRAM

## A. FREQUENCY OF INSPECTIONS

Safety inspections are conducted daily by Airport Maintenance personnel during normal business hours. Daylight inspections are conducted in the morning sometime after sunrise. Night inspections must be conducted on a weekly basis of lighting, signs, obstruction lights and glass beads are conducted either in the morning or evening during periods of darkness. On weekends and holidays, the safety inspections are conducted by Airport Maintenance personnel. Additional safety inspections shall be conducted whenever required by the following circumstances:

1. During and after construction activity each day.
2. During rapidly changing meteorological conditions.
3. Immediately after any incident or accident.
4. After any other unusual condition on the airport.

When Special Inspections are conducted, a Special Inspection Checklist, as shown in Attachment 327-2, is complete. Colored paper will be used to identify Special Inspection Checklists and they will be maintained with daily self-inspection records. For special inspections of construction, the construction checklists as shown in Attachments 327-3 and 327-4 will be used.

## B. REPORTING SYSTEM

Paragraph E of this section lists the unsatisfactory conditions to be noted during self inspections. Any unsatisfactory conditions noted during an inspection will be recorded on the inspection checklist and routed to the Airport Manager's office. Unsatisfactory conditions that cannot be promptly corrected shall be disseminated by NOTAM in accordance with Section 339 of this ACM if determined to be potentially unsafe by the Airport Manager or his designated representative. If the AFSS will not accept the NOTAM, information on the potentially unsafe condition will be disseminated locally to the ATCT and tenants. Any airport tenants affected by a potentially unsafe condition will receive a faxed copy of the NOTAM/Condition Report issued, or be notified in person or by phone.

## C. TRAINING

The Airport Operations Manager is responsible for training personnel to ensure that qualified personnel perform the inspections. In addition to On-The-Job Training, a training program has been established and includes initial and recurrent training every 12 months IAW ACM Section 303 and includes the following subjects:

1. Airport Familiarization, including airport signs, marking, and lighting
2. Airport Emergency Plan (AEP)
3. Notice to Airmen (NOTAM) notification procedures

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4. Procedures for pedestrians and ground vehicles in movement areas and safety areas
5. Discrepancy reporting procedures
6. Inspection Procedures and Record Keeping

## D. RECORDS

1. Inspection Checklists
   Copies of the regularly scheduled Airport Safety Inspection checklist, Special Inspection checklist, Construction in Progress Inspection checklist, and Post Construction Inspection checklist are included as Attachments 327-1, 327-2, 327-3 and 327-4. All regularly scheduled inspections, special inspections and construction inspections will be documented with inspection checklists. Inspection records will show the conditions found and all corrective actions taken. Inspection records are kept on file in the Airport Manager's office for at least 12 consecutive calendar months.

2. Training Records
   Training records for each individual include a description and date of training received. Training records are kept for at least 24 months.

## E. AREAS INSPECTED DAILY AND UNSATISFACTORY CONDITIONS NOTED

**Pavement Areas**

1. Pavement lips exceeding 3 inches.
2. Holes exceeding 3 inches deep and 5 inches across.
3. Cracks or surface variations which could impair directional control of aircraft.
4. Cracks or surface deterioration producing loose aggregate that needs repair.
5. Pavement heaves or blowups during excessive heat waves.
6. Presences of snow, ice, slush, standing water or ponding.
7. Presence of mud, excessive sand, loose aggregate, rubber deposits, or other debris.

**Safety Areas**

1. Potentially hazardous ruts, depressions, humps, erosion, or other surface variations.
2. Objects in safety areas, other than those required by function.
3. Storm debris.
4. Mounting bases on authorized objects in safety areas in which the frangible point exceeds 3 inches above grade, including FAA NAVAIDs.
5. Ponding of water or plugged drains.
6. Removed or missing manhole covers.

7. Snowbanks in such a height that all air carrier propellers, engine pods, and wingtips shall not clear the snowbanks when the aircraft's landing gear located at any point along the full strength edge of the pavement.

**Pavement Markings**

1. Markings which are not clearly visible and in good condition.
2. Glass beads not clearly visible at night.
3. Markings which are not in accordance with standards in AC 150/5340-1 (current edition) and the Marking & Sign Plan.

**Guidance Signs**

1. Signs not in accordance with the Marking & Sign Plan.
2. Signs not in accordance with standards in AC 150/5340-18(current edition).
3. Signs not in accordance with specifications in AC 150/5345-44(current edition).
4. Inoperable sign lighting.
5. Damaged, missing, peeling, flaking, obscured or inoperable signs.
6. Concrete base or frangible point more than 3 inches above grade.

**Holding Position Markings/Signs**

1. Signs not in accordance with standards in AC150/5340-18(current edition) & 150/5345-44(current edition).
2. Marking not in accordance with standards in AC 150/5340-1(current edition).
3. Hold markings, SPHPS, ETCL markings not clearly visible.
4. Glass beads not clearly visible at night.
5. Damaged, missing, peeling, flaking, inoperable or obscured hold signs.

**Lighting**

1. Lights not in accordance with standards in AC 150/5340-30(current edition) and, current edition.
2. Lighting systems not maintained in accordance with Section 311 of this ACM or Appendix A, Table A-8 of 150/5340-26(current edition).
3. Lights obscured, dirty, missing, or out of adjustment.
4. Inoperable lighting system.
5. Pilot Control Lighting system inoperable.
6. More than 15% of lights out on runway edge light system for Cat 1, NPI or visual runway.
7. Two or more runway edge lights out in a row. (Any missing fixtures at intersections are counted as an inoperable light.)
8. Two or more threshold/runway end lights out on any runway end.
9. More than two adjacent taxiway lights out/more than 15% out in a taxiway system.
10. Inadequate shielding of apron, parking, and roadway lighting.

**NAVAIDS**

1. Inoperable rotating beacon.
2. Inoperable airport owned NAVAIDS, including radio controlled operation.
3. Inoperable FAA NAVAIDS (Notify FAA Tech Ops)
4. Inoperable lighting on wind direction indicators.
5. Deteriorated, faded, or malfunctioning wind sock.
6. Segmented circle not clearly visible or obscured.
7. Objects, vegetation, or snow that may affect NAVAID signals.

**Obstructions**

1. Inoperable obstruction lights.
2. New construction nearby which may affect aircraft operations or NAVAIDS.

**Fueling Operations** (Periodic)

1. Inoperable bonding cables/clips.
2. Fire extinguishers missing on mobile fuelers and at fuel storage areas.
3. Fire extinguishers not sealed, charged, and in place.
4. Fuel leaking.
5. Fuel farm or fuel storage areas unlocked when unattended.
6. "No Smoking" signs missing.
7. Presence of trash or weeds in fuel storage area.

**Airfield Construction Areas**

1. Barricades not in place or too high to provide adequate clearance for aircraft.
2. Construction warning lights inoperable.
3. Potential for Vehicle/Pedestrian deviations.
4. Marking of construction vehicle routes inadequate.
5. NOTAMS not current.
6. Construction equipment parked or operating in unauthorized areas.
7. Marking, lighting, or sign systems being installed contrary to FAA standards.
8. Potentially confusing marking/lighting/signs around construction areas
9. Construction activity is contrary to AC 150/5370-2(current edition).
10. Construction activity contrary to the Construction Safety Phasing Plan.

**Fencing**

1. Perimeter fencing down, gates open, or signs missing.
2. Erosion under the fence/Gaps in gate.
3. Apron fencing down, gates open, or signs missing.

**Wildlife Hazards**

1. Presence of birds, deer, coyotes or other wildlife that could affect safe operations of air carrier aircraft.

**Attachment 327-1**

# AIRPORT SAFETY SELF-INSPECTION CHECKLIST

**DATE:**_____ **DAY:**_____ ✔ Satisfactory ✕ Unsatisfactory

**Day Inspector/Time:** _____ **Night Inspector/Time:** _____

| FACILITIES | CONDITIONS | D | N | REMARKS | RESOLVED BY (Initial & date) |
|---|---|---|---|---|---|
| **Pavement Areas** | Pavement lip over 3" | | | | |
| | Hole - 5" diam. 3" deep | | | | |
| | Cracks/spalling/heaves | | | | |
| | FOD: gravel/debris/sand | | | | |
| | Ponding/edge dams | | | | |
| **Safety Areas** | Ruts/humps/erosion | | | | |
| | Drainage/construction | | | | |
| | Support equipment/aircraft | | | | |
| | Frangible bases | | | | |
| | Unauthorized objects | | | | |
| **Markings** | Clearly visible/standard | | | | |
| | Runway markings | | | | |
| | Taxiway markings | | | | |
| | Holding position markings | | | | |
| | Glass beads | | | | |
| **Signs** | Standard/IAW Sign Plan | | | | |
| | Obscured/inoperable | | | | |
| | Damaged/retroreflective | | | | |
| **Lighting** | Obscured/dirty/inoperable | | | | |
| | Damaged/missing/aiming | | | | |
| | Lighting systems inoperable | | | | |
| | IAW FAA standards | | | | |
| | Pilot Control Lighting | | | | |
| **NAVAIDS** | Rotating beacon inoperable | | | | |
| | Wind indicators | | | | |
| | VASI/PAPI/REIL systems | | | | |
| | FAA ILS system/ALS/VGSI | | | | |
| **Obstructions** | Obstruction lights operable | | | | |
| | New cranes not reported | | | | |
| **Snow & Ice** | Surface conditions | | | | |
| | Snowbank clearance | | | | |
| | NAVAIDS/signs obscured | | | | |
| **Construction** | Barricades/red lights | | | | |
| | Equipment parking/materials | | | | |
| | Complying Plans & Specs | | | | |
| | Confusing signs/marking | | | | |
| **Public Protection** | Fencing/gates/signs | | | | |
| | Jet blast problems | | | | |
| **Wildlife Hazards** | Wildlife present/location | | | | |
| | Complying with WHMP | | | | |

**FAA Approved**
M. Cozad
**Date:** 9/1/20

**Attachment 327-2**

# SPECIAL INSPECTION CHECKLIST

**DATE:**_____ **TIME:**_____ **INSPECTOR:**_____

**TYPE INSPECTION: Accident Weather Maintenance Snow Wildlife**

**REASON FOR INSPECTION:**_____

_____

**Check Conditions Applicable to the Special Inspection**

| FACILITIES | CONDITIONS | ✓ X | REMARKS | RESOLVED BY (Initial & date) |
|---|---|---|---|---|
| **Pavement Areas** | FOD/débris/Ponding | | | |
| | Cracks/heaves/blowups | | | |
| | Surface conditions | | | |
| | Snowbanks/windrows | | | |
| **Safety Areas** | Ruts/surface variations | | | |
| | Drainage/construction | | | |
| | Débris | | | |
| | Unauthorized objects | | | |
| **Markings** | Clearly visible | | | |
| | IAW FAA standards | | | |
| | Hold Positions | | | |
| | Glass beads | | | |
| **Signs** | Obscured/inoperable | | | |
| | Damaged/Missing | | | |
| | IAW Sign & Marking Plan | | | |
| | IAW FAA standards/spec. | | | |
| **Lighting** | Inoperable/damaged/missing | | | |
| | Obscured | | | |
| | IAW FAA standards | | | |
| | Faulty aim/adjustment | | | |
| | Lighting systems operational | | | |
| | Pilot Control Lighting | | | |
| **NAVAIDS** | Rotating beacon | | | |
| | Wind indicators/Obst lights | | | |
| | VASI/PAPI/REIL systems | | | |
| | FAA ILS & approach lights | | | |
| **Wildlife Hazards** | Wildlife present/location | | | |
| | Complying with WHMP | | | |
| **Fencing** | Damaged/Erosion problem | | | |
| **NOTAMS** | Issued as appropriate/current | | | |

**FAA Approved**

M. Cozad

**Date:** 9/1/20

# Attachment 327-3

| CONSTRUCTION IN PROGRESS INSPECTION CHECKLIST | | |
|---|---|---|
| Airport Name: ▶ | Inspection Date: | |
| Inspector: ▶ | Inspection Time: | S=Satisfactory U=Unsatisfactory<br>N/A = Not Applicable Remarks Required |

| Area: Runway | S | U | N/A | REMARKS |
|---|---|---|---|---|
| 1. **Closed runway** - Yellow X or lighted X properly located and functional | | | | |
| 2. **Temporary displaced threshold** marking/lighting, marking removal is correct | | | | |
| 3. **Partial runway closure** marking/lighting, marking removal is correct | | | | |
| 4. **Runway Distance Remaining signs** relocated or covered in appropriate direction for partial runway closure | | | | |
| 5. **Runway Caution Zone lighting** adjusted for partial runway closure | | | | |
| 6. **Closed Runway Exit** – Lead-off line obliterated for high speed exit and other long term exit closure, Yellow X adjacent to runway, barricades at hold position, runway exit signs covered, taxiway lights off or covered | | | | |
| 7. **Barricades** – At hold position, easily collapsible, orange/white reflective, less than 18" high, 4' spacing or continuously linked, secured, red lights spacing 10' or less | | | | |
| 8. **Runway Object Free Area** – No parked equipment in ROFA and no stockpiled material unless necessary and FAA approved | | | | |
| 9. **Crossing Taxiways for Closed Runway** – Hold signs illuminated for night operations | | | | |
| 10. **No construction activity in RSA** of active runway, unless restriction in effect for smaller RSA | | | | |
| 11. **Part time runway closure** – RSA meets Part 139 requirements before opening – declared distance | | | | |
| 12. Construction related **NOTAMS** issued and current | | | | |
| 13. **Barricades** – At Service Roads/Haul routes with direct access to Active Runways | | | | |
| **Area: Closed Taxiways** | **S** | **U** | **N/A** | **REMARKS** |
| 1. **Taxiway centerlines obliterated** to closed areas for long term closures | | | | |
| 2. **Barricades** are easily collapsible, have orange/white diagonal reflective stripes and are secured | | | | |
| • **Barricades** are located outside TSA and are less than 18" high, not counting red lights/flags | | | | |
| • **Barricade** spacing for aircraft 30 ft – minimum 3 barricades for closed taxiway where Const. not present | | | | |
| • **Barricade** spacing 4' for vehicles/equipment or continuously linked to exclude pedestrians | | | | |
| • **Barricade red lights** spacing 10' or less and maintained operable | | | | |
| 3. **Taxiway direction signs** for closed taxiways do not need to be covered as they provide info to pilots | | | | |
| 4. **Outbound runway destination signs** covered for closed runways where appropriate | | | | |
| 5. **Orange Construction Signs** – IAW standards | | | | |
| 6. **No construction activity in TSA** of active taxiway, unless aircraft restriction in effect for smaller TSA | | | | |
| 7. **Straight Taxiway Open with excavations TSA** Restrictions in place/no equipment or objects in TSA | | | | |
| 8. **Taxiway object free area** – Clear of equipment if necessary to protect aircraft wing tip clearance | | | | |
| 9. **Taxiway lights** are disconnected or covered in closed areas | | | | |
| 10. **Barricade red lights** are adequately maintained – night inspection | | | | |
| 11. **Construction crossing points** on active taxiways are controlled by flag persons, have FOD control | | | | |
| 12. **Construction related NOTAMS** issued and current | | | | |
| 13. **Barricades** – At Service Roads/Haul routes with direct access to Active Taxiways. | | | | |

**FAA Approved**

M. Cozad

**Date:** 9/1/20

## Attachment 327-4

# POST CONSTRUCTION INSPECTION CHECKLIST

| Airport Name: | Inspection Date: | |
|---|---|---|
| Inspector: | Inspection Time: | S=Satisfactory U=Unsatisfactory<br>N/A = Not Applicable Remarks Required |

| Area: | S | U | N/A | REMARKS |
|---|---|---|---|---|
| 1. **Paved areas swept and free of FOD** | | | | |
| 2. **No pavement lips** over 3" | | | | |
| 3. **Pavement is sufficiently drained** to prevent ponding that could affect directional control of aircraft or obscure markings | | | | |
| 4. **No Potentially hazardous surface variations** present in the safety areas/ graded | | | | |
| 5. **No Objects in the safety areas** except those that are required and are frangibly mounted | | | | |
| 6. **Safety areas are adequately drained** to prevent water accumulations | | | | |
| 7. **No exposed concrete bases** located in the safety areas (potentially hazardous surface variation) | | | | |
| 8. **Old markings** which are no longer needed are removed IAW Marking AC standards | | | | |
| 9. **Required markings and glass beads** are provided and are IAW Marking AC standards | | | | |
| 10. **Required signs** are provided and are IAW Sign AC standards/Sign & Marking Plan | | | | |
| 11l. **Required SPHPS** are provided and are IAW Marking AC standards | | | | |
| 12. **Required lighting** is provided and is IAW lighting AC standards | | | | |
| 13. **Supplemental wind cone** is provided at the takeoff end of runways and do not have logos | | | | |
| | | | | |
| | | | | |

| Other | S | U | N/A | REMARKS |
|---|---|---|---|---|
| 1. **ACM/Sign & Marking Plan** updated if needed | | | | |
| 2. **5010 data** updated if needed | | | | |
| 3. **Airport Diagram Change** submitted to NFDC website if needed | | | | |
| | | | | |
| | | | | |

| Remarks |
|---|
| |
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FAA Approved
M. Cozad
Date: 9/1/20

# SECTION 329 – PEDESTRIANS & GROUND VEHICLES

## A. LIMITING ACCESS

1. Personnel and Equipment
   Pedestrians and ground vehicles, authorized by the Airport Manager, to operate on movement areas and safety areas at the airport are limited to those necessary for airport operations. All vehicles will be equipped with ATCT two-way radios and proper lighting. Those authorized include the following:

   a. Airport owned vehicles equipped with ATCT/Unicom radio.

   b. FAA Airway Facility vehicles authorized for maintenance of FAA NAVAIDs.

   c. Weather Service vehicles authorized for maintenance of weather equipment.

   d. Local Air National Guard personnel, including ATC/Radar staff, ANG Fire and Security, and Safety Officers.

   Other individuals who need access to the movement areas are escorted by qualified personnel. Copies of the airport's ground vehicle procedures are distributed to all employees authorized to operate a vehicle on movement areas or areas adjacent to movement areas.

   Mechanics authorized by FAA to taxi aircraft on the movement area, to reposition aircraft or conduct engine run-ups, are under the jurisdiction of the FAA Flight Standards District Office (FSDO). However, in the interest of safety, the airport has provided the airport's pedestrian/ground vehicle training program materials to the FBOs and airlines for use in training mechanics authorized to taxi aircraft on the movement area.

2. Controls
   Access onto the apron is controlled by gates and signs. Access through outer perimeter gates is controlled by padlocks. Only persons authorized by the Airport Manager are issued keys. "No Trespassing - Violators shall be Prosecuted" signs are posted on all gates including outer perimeter gates.

## B. PROCEDURES FOR GROUND VEHICLE OPERATIONS

A Letter of Agreement with the ATCT contains procedures for air traffic control of the airport movement area and is included as Attachment 329-1. Additional ground vehicle procedures are as follows:

1. Ground vehicles are required to operate under the procedures established by the Airport Manager.

2. Operators of vehicles on the movement areas must be trained and familiar with airport radio procedures prior to operating on movement areas or safety areas. The vehicle beacon shall be operated at all times while on movement areas.

3. Vehicle operators must obtain ATCT clearance before operating on the movement area and prior to operating on active runways or in runway safety areas.

4. During periods when the ATCT is closed, vehicle operators shall stop at all hold lines and visually check both approaches before they cross or enter an active runway. Operators shall announce their intentions on CTAF, prior to operating on or near the runways, or any portion of the defined movement areas and safety areas adjacent to the movement area.

5. Vehicle operators must continuously monitor the radio when on movement areas and safety areas adjacent to the movement areas.

6. The direction of travel on runways shall generally be with the wind, or opposite direction of the active runway, with headlights and flashers on in order to provide better viewing of the runway approach.

7. Aircraft have the right-of-way on movement areas and aprons. Vehicles are required to yield to all moving aircraft.

8. Movement areas or areas adjacent to movement areas under construction shall be closed to aircraft operations if possible. Construction equipment that must operate on active movement areas shall be controlled by flag person or radio equipped escort vehicle. Operators of construction equipment shall be briefed on their procedures for operating on or near movement areas. Construction personnel authorize to operate on the movement area without an escort must successfully complete the Airport pedestrian and ground vehicle training program.

## C. TRAINING OF EMPLOYEES AUTHORIZED TO OPERATE ON THE MOVEMENT AREA AND SAFETY AREAS

The Airport has prepared a Pedestrian and Ground Vehicle Operations Manual that is provided to all persons authorized to operate on the movement area and safety areas. In addition, to ensure that all persons are familiar with the ground vehicle procedures and consequences of noncompliance, the following training program has been established at the airport:

1. New employees authorized to operate a vehicle on the movement areas are required to successfully complete a pedestrian and ground vehicle training program which includes on-the-job training and classroom training covering the following subjects:

   a. Review of the Airport's Pedestrian and Ground Vehicle Operations Manual.

   b. Review of the Airport pedestrian and ground vehicle procedures and consequences of noncompliance to those procedures.

   c. Viewing FAA and other applicable training videotapes and PowerPoint presentations.

   d. Airport familiarization and aircraft operations.

   e. Radio communication procedures.

   f. Reviewing the V/PD ppt briefing, reducing the potential for V/PDs and Runway Incursions.

The Airport will ensure that all persons are trained on pedestrian & ground vehicle procedures 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. All employees authorized to operate on the movement areas and safety areas must attend recurrent pedestrian and ground vehicle training at least once every 12 **consecutive calendar** months. The classroom training and the OJT portion of the training program is conducted by the employee's manager/supervisor. Records of classroom training are maintained by the Airport Administration Office.

**D. TRAINING OF EMPLOYEES AUTHORIZED ON THE APRON AREAS ONLY**

The Airport has prepared a PowerPoint training program that new employees authorized access onto the apron areas must attend prior to the initial performance of their duties.

**E. AIR NATIONAL GUARD 139TH AIRLIFT WING FLIGHTLINE DRIVING PROGRAM**

The local ANG Airfield Manager has a Pedestrian and Ground Vehicle training program. They conduct ground vehicle training for all military, air traffic control and other personnel required to operate on the movement areas. They will provide the airport administration office a copy of vehicle training records for FAA review upon request.

**F. CONSEQUENCES OF NON-COMPLIANCE**

Enforcement of the pedestrian and ground vehicle regulations applicable to airport employees, tenants and contractors, shall be handled by the Airport Manager or his

designee. The Airport Manager shall take appropriate enforcement action depending on the nature and severity of the offense. The following enforcement actions are available at the discretion of the Airport Manager:

1. Oral reprimand
2. Written reprimand or warning letter
3. Recurrent/Remedial training
4. Loss of authorization to operate a vehicle on the apron or movement area.
5. Personnel actions for City employees

## G. RECORDS

1. Training
   The Airport maintains a description and date of training completed by each individual operating in movement areas, safety areas or aprons. Records are maintained for 24 consecutive calendar months after the termination of an individual's access to movement areas, safety areas and aprons.

   The FAA Tech Ops Office and Weather Service Office are both located off airport. These two offices conduct ground vehicle/pedestrian training at their respective locations, which includes site specific training for Rosecrans Memorial Airport. Records of ground vehicle/pedestrian training conducted by FAA Tech Ops and the Weather Service are provided to the Airport Manager annually.

2. Accidents/Incidents
   The Airport maintains records of accidents or incidents in the movement areas and safety areas, involving air carrier aircraft and/or ground vehicles. Records of each accident or incident are maintained for 12 consecutive calendar months from the date of the accident or incident.

## Attachment 329-1

## ATCT Letter of Agreement for Control of Airport Movement Area

FAA Approved
M. Cozad
Date: 9/1/20

# SECTION 331 -- OBSTRUCTIONS

## A. GENERAL

The Airport shall ensure that each object within the authority of the airport that has been determined by the FAA to be an obstruction is removed, marked, or lighted unless determined to be unnecessary by an FAA aeronautical study. The following obstructions are located on the airport or within the airport's authority and the related aeronautical studies conducted by the FAA:

1. 00-ACE-302-NRA – Determination of No Hazard for a hangar construction
2. 02-ACE-015-NRA - Determination of No Hazard for ASOS equipment on the eastside of Runway 17-35

## B. OBSTRUCTIONS

Obstructions within the authority of the airport that are required to be lighted are listed in Section 311 of this ACM. Obstruction lights are inspected daily and during periodic night inspections conducted by the personnel assigned self-inspection duties. Inoperable obstruction lights owned by the Airport shall be repaired by the Airport Operations Department. The airport authority will notify the appropriate owner of inoperable obstruction lights owned by others and require immediate correction.

# SECTION 333 -- PROTECTION OF NAVAIDS

## A. CONSTRUCTION

No facilities shall be constructed on the airport that, when determined by the FAA would degrade the operation of an electronic or visual NAVAID or air traffic control facilities. The Airport Manager shall notify the FAA if aware of any changes in construction plans or equipment. Utility plans for airport utilities are on file in the Airport Manager's office. The location of any airport utility lines in the areas of construction shall be marked by Airport Maintenance personnel prior to the start of construction. Utility lines for NAVAIDS and ILS critical areas shall be marked by the contractor under the direction of the Airport Manager or local FAA Airways Facilities personnel. Airport Maintenance staff are responsible for monitoring construction activity on the airport to prevent the interruption of visual and electronic signals of NAVAIDS.

## B. PROTECTION AGAINST VANDALISM

All NAVAIDS are located on airport property within the perimeter fence and are protected against vandalism and theft by the fence.

## C. INTERRUPTION OF VISUAL AND ELECTRONIC SIGNALS OF NAVAIDS

Interruption of visual and electronic signals of NAVAIDS is prevented, insofar as it is within the Airport's authority. The City of St. Joseph has zoning control authority around the perimeter of the airport and enforces the building height and obstruction limitations imposed by zoning around the airport.

ILS critical areas have been identified by signs and ground vehicle procedures have been established to prevent inadvertent entry into a critical area by a vehicle during IFR conditions. In addition, Airport Maintenance personnel maintain the height of grass and snow in ILS critical area below levels that may affect electronic signals of NAVAIDS.

If a NAVAID should experience signal interference or become unreliable. Airport Management shall report this to the St. Joseph Tower. Controllers will then report this outage to Midstate's OCC 1-(866)-432-2622. NOTAMS for these outages will also be issued through this procedure.

# SECTION 335 -- PUBLIC PROTECTION

## A. FENCING

The airport apron areas are enclosed with four-foot chain link fence. The outer perimeter is enclosed with an eight-foot chain link fence with 3 strands of barb-wire. Fencing at the airport meets TSA requirements and shall prevent inadvertent entry onto airport property by persons or vehicles. Signs restricting access are posted on all gates and at regular intervals around the perimeter. The airport has established procedures in the Airport Security Program for controlling access onto the air operations area through perimeter gates.

## B. ACCESS CONTROL

Access onto apron areas is limited to persons who have a need. Procedures for controlling access onto apron areas are included in the FAA approved Airport Security Program. An airport Identification system has been established in accordance with the Airport Security Plan for persons authorized on the air operations area or portions of the AOA. Procedures for authorizing temporary access on the AOA are also addressed in the Airport Security Plan.

## C. AIRCRAFT BLAST PROTECTION

The Airport does not have a problem from aircraft blast. If an aircraft blast problem develops in the future, procedures shall be established and blast fence installed, if needed, to provide reasonable protection of persons and property.

## D. INSPECTION AND MAINTENANCE

Perimeter fencing, gates, and signs are inspected during the daily safety inspection. Gates shall be closed and locked if found open and recorded on the inspection checklist. The Airport Manager shall follow up at the tenant with control responsibility. The Airport Maintenance Department is responsible for maintaining fencing.

FAA Approved
M. Cozad
Date: 9/1/20

# SECTION 337 -- WILDLIFE HAZARD MANAGEMENT

## A. GENERAL

The Airport shall take immediate measures to alleviate wildlife hazards whenever they are detected or reported.

1. Airport Safety and Maintenance personnel shall:
   a. Watch for and report any unusual concentration of wildlife or birds that may be a hazard to aircraft operations, especially when low-flying or in the vicinity of the runways, their respective safety areas and immediate approach areas.
   b. In circumstances when such concentration of wildlife or birds is observed, take appropriate measures to disperse the wildlife or birds and immediately advise the ATC Tower. Dispersal activities will normally be coordinated with ATC.

2. When the airport is aware of projects or activity that might create a wildlife hazard having a potentially adverse impact on aircraft operations, the airport shall make reasonable efforts to prevent such project from taking place. If said prevention efforts are unsuccessful or if the activity is of short duration, the airport shall initiate the airport condition reporting procedures and/or close the affected areas to aircraft operations, if required.

## B. EVENTS TRIGGERING A WILDLIFE HAZARD ASSESSMENT

The Airport Manager will arrange for a Wildlife Hazard Assessment to be conducted when any of the following events occurs on the airport or within 10,000 feet of the airport:

1. An air carrier aircraft experiences multiple wildlife strikes;

2. An air carrier aircraft experiences substantial damage from striking wildlife;

3. An air carrier aircraft experiences an engine ingestion of wildlife;

4. Wildlife is observed to have access to any airport movement area or flight pattern, in a size or in numbers capable of causing one of the above events.

## C. WILDLIFE HAZARD MANAGEMENT PLAN

The FAA determined that a Wildlife Hazard Management Plan (WHMP) was necessary at Rosecrans Memorial Airport and the plan was approved January 17, 2012. The Wildlife Hazard Management Plan is included in this ACM as Appendix C.

## D. WILDLIFE HAZARD MANAGEMENT PLAN TRAINING

The airport will arrange for wildlife hazard management training every 12 consecutive calendar months for airport personnel with responsibilities in the Wildlife Hazard Management Plan. The training will be conducted by a qualified wildlife damage

management biologist. Airport employees who miss the annual wildlife training will receive training from a qualified airport employee, to provide airport personnel with the knowledge and skills needed to successfully carry out the Wildlife Hazard Management Plan.

## E. WILDLIFE HAZARD MANAGEMENT PLAN ANNUAL REVIEW

The WHMP will be reviewed and evaluated every 12 consecutive months during the annual training conducted by a qualified wildlife damage management biologist. In addition, a review of the WHMP will be conducted following an event described in Part 139.337(b)(1), (b)(2) or (b)(3), which includes:

(1) An air carrier aircraft experiences multiple wildlife strikes,
(2) An air carrier aircraft experiences substantial damage from striking wildlife.
(3) An air carrier aircraft experiences an engine ingestion of wildlife.

The review and evaluation will be conducted for the following:

(1) The WHMP's effectiveness in dealing with known wildlife hazards on the airport and in the airport's vicinity.
(2) Aspects of the wildlife hazards described in the Wildlife Hazard Assessment that should be reevaluated.

## F. WILDLIFE HAZARD MANAGEMENT BIOLOGIST ON STAFF

The Air National Guard has a contract in effect with USDA Wildlife Services to handle wildlife mitigation, education and termination services at Rosecrans Memorial Airport on a full-time basis, **and is required to obtain local, state and federal wildlife control permits.**

## G. DOCUMENTATION OF RECORDS

If a new WHA is necessary, the Airport will maintain records documenting the qualifications of the airport wildlife biologist conducting the WHA, effective January 31, 2013. These records will be maintained for 10 years. If the Airport arranges for another WHA before the 10 year expiration, the airport will maintain the records of the qualifications of the airport wildlife biologist for the previous WHA for 1 year after the new WHA is completed. The Airport will require the airport wildlife biologist to include the documentation of their qualifications to conduct the WHA in the contents of the WHA Report.

# SECTION 339 -- AIRPORT CONDITION REPORTING

## A. AIRFIELD SURFACE CONDITION ASSESSMENTS

Airport maintenance personnel conduct surface condition assessments during snow and ice conditions in accordance with the Snow and Ice Control Plan in Appendix D of the ACM. Friction surveys are conducted using a Bowmonk II Airfield Friction Meter as an assessment tool to help determine when to initiate friction-enhancing treatments and to monitor the trend of increasing or decreasing friction of runways. A minimum of three friction surveys are conducted in the touchdown, midpoint, and roll out zones for each runway. The MU values are averaged for each zone and documented on on a printed RCAM form included in Attachment 339-2. Airport Operations personnel will use the Runway Condition Assessment Matrix (RCAM) method to report runway conditions when contaminants are present. After a runway condition assessment is performed by the Airport Operations personnel, condition information will be entered into the RCAM in NOTAM dissemination to the ATCT, and tenants via email from the Digital NOTAM Manager System

## B. PERSONNEL AUTHORIZED TO ISSUE SURFACE CONDITION REPORTS

Airport personnel in the following positions are authorized to issue surface condition reports to the AFSS, or disseminate airport conditions locally to the ATCT and airlines:

1. Airport Manager
2. Airport Operations Manager
3. Director of Public Works and Transportation
4. 139AW Airfield Management NAMT
5. Airport Maintenance Personnel

Names of the personnel authorized to issue NOTAMS are supplied to the Lockheed Martin Flight Services.

## C. CONDITIONS REQUIRING A SURFACE CONDITION REPORT

The following airport conditions that may affect the safe operations of aircraft shall be disseminated through the Digital NOTAM Manager System:

1. Construction or maintenance activity on movement areas, safety areas, or loading ramps and parking areas.

2. Surface irregularities on movement areas, safety areas, or loading ramps and parking areas.

3. Snow, ice, slush, or water on movement areas or loading ramps and parking areas.

4. Snow piled or drifted on or near movement areas in such a height that all aircraft propellers, engine pods, rotors, and wingtips may not clear the snowdrift or snow banks as the aircraft's landing gear traverses any full strength portion of the movement area.

5. Objects on the movement area or safety areas contrary to 139.309.

6. Malfunction of any required lighting system, holding position signs, surface painted holding position signs, or ILS critical area signs.

7. The following light outage conditions, as described in AC 150/5340-26(current edtition), shall be disseminated locally:

   a. Less than 85% runway edge lights operable for Cat I.
   b. Runway light outages that alter the basic pattern of the lighting system.
   c. Two or more threshold lights out at a runway end.
   d. Less than 85% taxiway edge lights operable.
   e. Taxiway light outages that alter the basic pattern of the lighting system.

10. Potential wildlife hazards in accordance with 139.337.

11. Non-availability of any required rescue and firefighting capability required in 139.317 or 139.319.

12. A NOTAM will be issued closing a runway whenever a NIL pilot braking action report is received or whenever a NIL braking action assessment is made by the Airport Safety Office. The runway will remain closed until the NIL braking condition no longer exists.

13. Any other condition that may otherwise adversely affect the safe operations of aircraft.

## D. NOTAM/AIRPORT CONDITION REPORTING RECORDS

The FAA Digital NOTAM Manager website is used to issue NOTAMS. The Digital NOTAM Manager website is set to issue emails to the ATCT and tenants whenever a NOTAM is issued.

Records of NOTAMS issued in the Digital NOTAM Manager System will be downloaded monthly to maintain a record of NOTAMS issued for the airport and are maintained for at least 12 consecutive calendar months.

In the event of failure of the Digital NOTAM Manager website or failure of the airport

Wi-Fi system, the NOTAM/Airport Condition Report form, included as Attachment 339-1, will be used as a backup and NOTAMs will be called in to Lockheed Martin.

**Attachment 339-1**

# Backup NOTAM/Airport Condition Report Form

**AFSS Phone No. _____**

**Date Issued: _____** **Issued By: _____**

**Time Issued: _____** **Issued To/ Loc: _____/_____**

**NOTAM:**

_____

_____

_____

_____

_____

**Notification:**

**STJ Tower: _____**

FBO: _____

Corporate: _____

FAA AF: _____

**NOTAM Cancelled:** **Tower Notified** ☐
**FBO Notified** ☐

**Date: _____** **Time: _____**

**Cancelled By: _____** **To/Loc: _____/_____**

FAA Approved
M. Cozad
Date: 9/1/20

## Attachment 339-2

## RUNWAY CONDITION ASSESSMENT MATRIX (RCAM)

| **Assessment Criteria**<br>**Runway:_____ Zone: TD – MP – RO**<br>**%Coverage:_____ Depth:_____** | | **Downgrade Assessment Criteria**<br>**Mu Values:_____** | | |
|---|---|---|---|---|
| **Runway Condition Description** | **Code** | **Mu (μ) [1]** | **Vehicle Deceleration or Directional Control Observation** | **Pilot Reported Braking Action** |
| • Dry | **6** | 40 or Higher | --- | --- |
| • Frost<br>• Wet (Includes Damp and 1/8 inch depth or less of water)<br>***1/8 inch (3mm) depth or less of:***<br>• Slush<br>• Dry Snow<br>• Wet Snow | **5** | | Braking deceleration is normal for the wheel braking effort applied AND directional control is normal. | Good |
| ***5º F (-15ºC) and Colder outside air temperature:***<br>• Compacted Snow | **4** | 39 to 30 | Braking deceleration OR directional control is between Good and Medium. | Good to Medium |
| • Slippery When Wet (wet runway)<br>• Dry Snow or Wet Snow (Any depth) over Compacted Snow<br>***Greater than 1/8 inch (3mm) depth of:***<br>• Dry Snow<br>• Wet Snow<br>***Warmer than 5º F (-15ºC) outside air temperature:***<br>• Compacted Snow | **3** | | Braking deceleration is noticeably reduced for the wheel braking effort applied OR directional control is noticeably reduced. | Medium |
| ***Greater than 1/8 (3mm) inch depth of:***<br>• Water<br>• Slush | **2** | 29 to 21 | Braking deceleration OR directional control is between Medium and Poor. | Medium to Poor |
| • Ice [2] | **1** | | Braking deceleration is significantly reduced for the wheel braking effort applied OR directional control is significantly reduced. | Poor |
| • Wet Ice [2]<br>• Slush over Ice<br>• Water over Compacted Snow [2]<br>• Dry Snow or Wet Snow over Ice [2] | **0** | 20 or Lower | Braking deceleration is minimal to non-existent for the wheel braking effort applied OR directional control is uncertain. | Nil |

FAA Approved
M. Cozad
Date: 9/1/20

## Attachment 339-2 (CONTINUED)

## RUNWAY CONDITION ASSESSMENT MATRIX (RCAM) (CONTINUED)

1 The correlation of the Mu (μ) values with runway conditions and condition codes in the Matrix are only approximate ranges for a generic friction measuring device and are intended to be used only to downgrade a runway condition code; with the exception of circumstances identified in Note 2. Airport operators should use their best judgment when using friction measuring devices for downgrade assessments, including their experience with the specific measuring devices used.
2 In some circumstances, these runway surface conditions may not be as slippery as the runway condition code assigned by the Matrix. The airport operator may issue a higher runway condition code (but no higher than code 3) for each third of the runway if the Mu value for that third of the runway is 40 or greater obtained by a properly operated and calibrated friction measuring device, and all other observations, judgment, and vehicle braking action support the higher runway condition code. The decision to issue a higher runway condition code than would be called for by the Matrix cannot be based on Mu values alone; all available means of assessing runway slipperiness must be used and must support the higher runway condition code. This ability to raise the reported runway condition code to a code 1, 2, or 3 can only be applied to those runway conditions listed under codes 0 and 1 in the Matrix.

The airport operator must also continually monitor the runway surface as long as the higher code is in effect to ensure that the runway surface condition does not deteriorate below the assigned code. The extent of monitoring must consider all variables that may affect the runway surface condition, including any precipitation conditions, changing temperatures, effects of wind, frequency of runway use, and type of aircraft using the runway. If sand or other approved runway treatments are used to satisfy the requirements for issuing this higher runway condition code, the continued monitoring program must confirm continued effectiveness of the treatment.

Caution: Temperatures near and above freezing (e.g., at 26.6° F (-3°C) and warmer) may cause contaminants to behave more slippery than indicated by the runway condition code given in the Matrix. At these temperatures, airport operators should exercise a heightened level of runway assessment, and should downgrade the runway condition code if appropriate.

# SECTION 341 -- IDENTIFYING, MARKING, & LIGHTING CONSTRUCTION & UNSERVICEABLE AREAS

## A. MARKING/LIGHTING OF CONSTRUCTION AREAS

Each construction area and unserviceable area on or adjacent to a movement area that may be used by air carrier aircraft shall be marked and, if appropriate, lighted in a manner acceptable to the Administrator. Plans and specifications involving marking/lighting of construction areas and unserviceable areas shall be submitted to FAA for approval for AIP-funded projects. Advisory Circular 150/5370-2, current edition, and the findings of the FAA aeronautical study, shall be used as guidance for marking, and lighting where appropriate, construction areas and temporary unserviceable areas. Permanent unserviceable or closed areas shall be marked in accordance with marking standards in AC 150/5340-1, current edition, *Standards for Airport Markings*.

## B. MARKING/LIGHTING OF CONSTRUCTION EQUIPMENT

Construction equipment and each construction roadway that may affect the safe movement of aircraft on the airport shall be marked and, if appropriate, lighted in a manner acceptable to the Administrator. Plans and specifications involving marking and lighting of construction equipment and construction roadways shall be submitted to the FAA for approval on AIP funded projects. Advisory Circular 150/5370-2, current edition, and the findings of the FAA aeronautical study, shall be used as guidance for marking, lighting where appropriate, construction equipment and roadways.

## C. MARKING/LIGHTING OF AREAS ADJACENT TO NAVAIDS

Any area adjacent to a NAVAID that could cause derogation of the signal or failure of the NAVAID, if traversed, shall be marked and, if appropriate, lighted in a manner acceptable to the Administrator. Marking, and lighting, when appropriate, of areas adjacent to NAVAIDS shall be accomplished by the contractor under the direction of the Airport Manager. The Airport Maintenance staff is responsible for monitoring construction activity on the airport to prevent construction equipment from traversing any areas adjacent to NAVAIDS that could cause derogation of signals.

## D. PROCEDURES FOR AVOIDING DAMAGE TO UTILITIES

Utility plans for airport utilities are on file in the Airport Manager's office. The location of any airport utility lines in the areas of construction shall be marked by the appropriate owner agencies prior to the start of construction. The Airport Maintenance staff is responsible for monitoring construction activity on the airport to prevent the interruption of utilities.

# SECTION 343 – Non-Complying Conditions

## A. HALT AIR CARRIER ACTIVITY WHEN UNSAFE CONDITIONS EXIST

Unless otherwise authorized by the administrator, whenever the requirements of subpart D of 14 CFR Part 139 cannot be met to the extent that uncorrected unsafe conditions exist on the airport, the certificate holder must limit air carrier operations to those portions of the airport not rendered unsafe by those conditions.

FAA Approved
M. Cozad
Date: 9/1/20

# APPENDIX A
# MARKING AND SIGN PLAN

FAA Approved
M. Cozad
Date: 9/1/20

# APPENDIX B
# AIRPORT EMERGENCY PLAN AND GRID MAP

# APPENDIX C
# WILDLIFE HAZARD MANAGEMENT PLAN

FAA Approved
M. Cozad
Date: 9/1/20

# APPENDIX D
# SNOW AND ICE CONTROL PLAN

FAA Approved
M. Cozad
Date: 9/1/20