Aircraft Operations Area
Drivers Guide

November 2018

Aircraft Operations Area Drivers Guide

The intent of this guide is to supplement the Salina Airport Authority Rules and Regulations and comply with the Federal Aviation Regulations Part 139.329. This guide, along with the Aircraft Operations Area Drivers Course that is administered by the Salina Airport Authority, will be required material for all tenants requiring driving privileges within the AOA. All tenants are required to notify the SAA when a new employee is hired prior to the start date and schedule a time to take the AOA Drivers Course. Successful completion of the AOA Drivers Test will authorize you to drive on the AOA. A record of each authorized driver is kept on file by the Salina Airport Authority.

The goal of the Salina Airport Authority is to establish and maintain a driving program that will educate you on the importance of a safe airport operation. By understanding the airport environment and each individual taking responsibility for his/her actions, SLN can continue to be free of any driving incidents.

This AOA Drivers Guide has been written in an easy to understand format with very little technical information and is separated into six sections.

I. Airport Information
II. Airport Environment
III. Non movement areas
IV. Movement area
V. Airport Safety
VI. Construction Guide

I. Airport Information

Salina Airport is located within the City of Salina and Saline County. Its three-letter identifier is SLN and is a Part 139 Certificated airport. The Part 139 Certificate is administered by the FAA Airports Division and gives SAA permission to accept commercial passenger traffic. SAA is required to adhere to the Part 139 rules and regulations to maintain its certificate.

SLN has four runways. The primary runway 17/35 is 12,300 feet long and 150 feet wide with precision markings and an instrument approach. The crosswind runway is 12/30 and is 6,510 feet long and 100 feet wide. Runway 4/22 is 3,648 feet long and 75 feet wide. Runway 18/36 is 4,300 feet long and 75 feet wide. The runways are accessed by a system of taxiways under the direction of Air Traffic Control. SLN is in Class D controlled airspace during the ATC hours of operation from 0700 to 2300. In the absence of ATC, Class E airspace is in effect.

Part 139 mandates that the SAA have Aircraft Rescue and Fire Fighting (ARFF) capabilities. SLN is only required to provide Index B ARFF coverage due to the length of air carrier aircraft operating at SLN. Index coverage is from A to E with A being the smallest. SLN can provide a higher index coverage with prior notification.

Airport Organization

Salina Regional Airport is managed by the Salina Airport Authority that is under the direction of a five member Airport Authority Board of Directors. At a local level, the Salina Airport Authority is under the direction of the Executive Director. The SAA is responsible for all aspects of Airport and Industrial Center development as well as implementing and enforcing airport policies.

Airport management staff is located in the MJ Kennedy Air Terminal. Airport Maintenance, personnel are located in building 614 south of Beechcraft Road. Airport Rescue and Fire Fighting (ARFF) personnel are located in the ARFF station at the end of Beechcraft Road. The organization of the SAA is as follows:

- Executive Director — Tim Rogers
- Director of Administration & Finance — Shelli Swanson
- Director of Facilities & Construction — Kenny Bieker
- Manager of Special Projects — Don Kneubuhl
- Business & Communications Manager — Kasey Windhorst
- Manager of Operations — David Sorell
- Administrative Assistant — Kaycie Taylor
- ARFF & Operations Specialist — 4-person crew
- Maintenance, Operations & ARFF Technician — 5-person crew

Airfield Tenants

Fixed Based Operators: The FBO on the airfield is **Avflight Salina.** FBO's are an essential service on the airfield in providing aircraft fuel, service, and pilot and passenger accommodations.

SkyWest Airlines d/b/a United Express: SkyWest Airlines offers daily flights from Salina to Denver and Chicago.

Kansas Army National Guard: The Army aviation support facility is for helicopter training and maintenance.

Kansas State Polytechnic: This growing campus is directed toward professional pilot development and engineering education. They have approximately 30 aircraft in their fleet from single engines to jets to support their flight-training curriculum.

Schilling Aviation Services: Aircraft repair shop offering airframe and engine services for aircraft ranging from GA to business jets.

Hertz: Car Rental Company located in the terminal

Enterprise: Car Rental Company located off-site but has an airport use agreement.

Blue Beacon International: Hangar for corporate aviation aircraft located north of the passenger terminal

Salina Aircraft Sales: Aircraft sales company

SLN has a very large industrial center with over 100 businesses. This Industrial activity is an economic benefit for Salina as it generates payroll and attracts other business to cluster in the industrial area, thus stimulating economic growth.

II. Airport Environment

The purpose of this training is to teach you the significant differences between driving on the airside of the airport (everything inside the perimeter fence) as opposed to driving in normal surroundings. The perimeter fence separates the airside from the landside activity. Airside activity is referred to as the Aircraft Operations Area and is further separated into non-movement and movement areas. You will have to become familiar with the airside environment and the difference between non-movement and movement areas within the AOA.

Aircraft Operations Area

The AOA is simply everything inside the perimeter fence; and everything inside the fence is to be protected by the Airport from unauthorized access. If unauthorized access occurs, then the Airport is in violation of the Part 139 Certificate. Any individual not having authorized access to the AOA must be escorted. Unescorted access can only be granted by completing and passing the AOA Driving Course.

Common points of entry onto the AOA are via building, vehicle, or pedestrian gate. Once in the AOA, you are in a non-movement area. As an operator on the AOA, you will drive on the paved surfaces. These paved areas are called ramps or aprons. As you move from east to west, the ramps move closer toward the taxiways and ultimately reach a movement area.

This guide will now be divided into non-movement and movement areas. The majority of your work will never require you to operate into the movement area; however, you will be required to understand how to operate within it.

III. Non-Movement Area

The term non-movement area is often misunderstood as an area where there is literally no movement allowed by aircraft or vehicles; in reality the non-movement area is very busy with moving and stationary aircraft, vehicles, and equipment. The significance of the non-movement and movement area is to separate areas under Air Traffic Control—this is simply an area not under positive Air Traffic Control. In the non-movement area, ATC contact is reserved for aircraft or vehicles needing access to the movement areas—there are a variety of vehicle and aircraft traffic and some limited pedestrian traffic in the movement areas.

Vehicle Operations

There will be many reasons for vehicles to be on the AOA. In all cases, any person driving on the AOA must have a valid driver's license and have passed the SAA AOA Driving Course. Vehicles must be identifiable with a corporate logo or recognizable paint scheme and have a rotating amber color beacon. Motorcycles are not accepted as suitable transportation for airport use without prior permission. Some common vehicles on the AOA include:

- SAA Maintenance
- Aircraft Rescue and Fire Fighting
- Mobile Fuelers
- Army National Guard
- FAA Technicians
- Local Law Enforcement
- Local Fire Department

Service roads are the only approved means for driving a vehicle in the non-movement area from one point to another; this is the only Airport-approved system that a driver can safely transition from one end of the ramp to the other with minimal aircraft interference. When able, always use the designated service road instead of the ramp for driving on the AOA. A service road is easily recognizable by its white edge markings and dashed, white centerline markings.

Markings: This is another name for the paint striping on the pavement. In the non-movement area you will notice yellow markings for taxilanes and taxiways and white markings for the service road.

Aircraft Operations

Due to the geographic location and runway size, there is a mix of based and itinerant aircraft that utilize the resources at SLN. This mix includes general aviation, commercial, and military. Based aircraft are those that rent space, whether a tie-down or hangar. Itinerant aircraft are those that park at SLN for a short period of time because they are based from another airport.

To operate safely around aircraft, you must have a basic understanding of how aircraft operate and their size. The majority of the aircraft that operate, or are based at SLN, are small aircraft and can be difficult to identify at a distance.

An aircraft's heading can be identified by its lighting. The right wingtip has a green light, the left wingtip has red light, and the tail has white light. This light system allows you to identify if an aircraft is moving toward or away from you. Additionally, all aircraft have a red flashing beacon. When the beacon is flashing, the aircraft engine is on and the pilot is going to taxi or shut down his engines. In either case, never pass behind or in front of an aircraft when the red beacon is flashing.

Helicopter operations are different due to their ability to takeoff, taxi, land, and hover over the ramp areas. Additional precaution should be exercised because of the excessive prop wash generated from these aircraft. Most important is to know the designated areas for helicopter operations. At times, helicopters can appear out of your blind spots.

Taxiway: A yellow stripe used to guide a pilot along the designated center of a paved surface. Taxiways are labeled as taxiway A, B, C, etc. to aid pilots and the ATCT in their location.

Taxilane: A taxilane is different from a taxiway in that it is not a labeled path. Unlike a labeled taxiway such as Taxiway A or Taxiway G, a taxilane is simply a yellow striped path leading you to a taxiway. Taxilanes have identical markings as a taxiway.

Taxiing: Taxiing is the term used for an aircraft moving under their own power to a parking area or toward the runway via taxiways and taxilanes.

Engine Run-ups: Smaller aircraft will run their engines at a high RPM prior to departure. This procedure is called a run-up and is required of propeller aircraft to check that critical instruments are working properly. Run-ups create a strong force of prop wash from the propeller blades causing any loose objects/debris to travel at high speeds.

Non-Movement Area Driving Rules

Safety for yourself and others is of primary importance when driving on the AOA. The rules for driving on the AOA have been developed to ensure safety at all times.

- Aircraft and emergency vehicles always have the right of way
- Enplaning and deplaning passengers and walking pedestrians always have the right of way
- Always yield to emergency vehicles when beacons are flashing
- The maximum speed limit on the service road is 15 miles per hour
- The maximum speed limit on the ramp, hangar areas, and around aircraft is 15 miles per hour
- Vehicles operating on tenant leaseholds shall not exceed 15 miles per hour. Tenant may establish more strict requirements for vehicles operating on their leasehold.
- All tenant vehicles must be parked in their leased areas
- Do not park in a way that blocks fire hydrants, access points, service roads, aircraft tie downs, emergency vehicles, or aircraft.
- Keep out of construction areas
- Do not block any AOA point of entry
- Do not park in the airline terminal ramp without authorization from the Airport Authority.
- Non-essential radios should be turned-off or at minimal volume when driving
- A window should be opened slightly to aid in hearing approaching aircraft
- Be cautious at sunrise or sunset when the sun's rays are at low angles to the horizon
- Be cautious after dark as aircraft lights are easily camouflaged by airfield and building lights
- Mobile fuelers will park 50 feet or more from a building

- Drivers of motor vehicles operating anywhere within the jurisdiction of the Airport must have in their possession a valid driver's license
- Motorcycles, motorbikes, three-wheeled motor vehicles, bicycles or scooters are prohibited from operating within the AOA without the express written permission of the Executive Director.
- Vehicles equipped with windshields must have windshield wipers. Wipers must be in good working condition while operating within the AOA.
- Motor vehicles operating within the AOA shall operate and display lights from one half hour prior to sunset until one-half hour after sunrise, and at all times when there is not sufficient light to distinguish people and vehicles.
- All vehicles must have headlights on during any period that windshield wipers are operating.
- No operator shall exit or leave unattended any vehicle within the AOA that has its engine running.
- No person under the influence of intoxicants, intoxicating liquor or controlled substances, shall operate any vehicle or aircraft upon any Airport property.

AOA Access Rules

There are many areas to access the AOA. For each access point, the airport and its tenants need to ensure that adequate measures are in place to reduce the chance of unauthorized entry. Every time you enter the AOA, you need to ensure that the access point you enter or exit has been properly closed behind you. If authorized by your employer, your medium to access the AOA by vehicle is through an Airport issued gate card. Issued gate cards are not allowed to be shared.

> **Perimeter gates:** All perimeter fence gates are labeled with a gate number. Most are vehicle access gates and some are pedestrian gates. Perimeter gates are used to access a particular section of the airfield from a convenient location. Access through a perimeter gate other than on your leasehold is not allowed. Perimeter gates are accessed with assigned gate cards that are issued to you by Airport Authority.

- Unauthorized vehicles and persons are not allowed into the AOA—this is any vehicle or person needing access to the AOA when they do not have a need.
- When entering into the AOA via any access point, it is your responsibility to ensure that no unauthorized person has followed you into the AOA.
- When entering the AOA via a vehicle gate, you must wait for the gate to close behind you before proceeding.
- When exiting the AOA via a vehicle gate, you must wait for the gate to close behind you—this is to ensure that no vehicle is entering the gate without authorization—this is considered a follow through.
- If you have a scheduled contractor/vendor needing access to the AOA, you need to escort them in and out of the AOA.
- Escorting another vehicle into the AOA requires that they wait for you outside the AOA access point until you let them in—prior coordination is often required.
- Authorized AOA vehicles will need to have company signage or recognizable logo/color scheme on the outside of their vehicle.
- Should you discover an unauthorized vehicle or person on the AOA, contact the Airport Authority 785-827-3914, 785-833-2271, or 785-342-5273.

IV. Movement Areas

This area defines the portion of the airfield that is controlled by the Air Traffic Control Tower. No access is allowed into the movement area unless you have permission by the Airport Authority and have radio contact with the ATCT. Aircraft operations are the primary traffic in the movement area—all other traffic is supplemental to the airport operation. A significant difference between the movement and non-movement areas is the introduction of signage, pavement markings, navigational aids, safety areas, and talking with ATC.

Vehicle Operations

Vehicles operating in the movement area are there only because they serve a purpose. Personnel operating in these vehicles are typically providing a technical or maintenance service to the airfield. All of these vehicles have a rotating beacon and are capable of two-way radio communication with the ATCT. Some common vehicles on the movement areas include:

- SAA Maintenance vehicles-trucks, tractors, equipment
- Farming
- FAA technicians
- Construction
- Emergency
- ATCT personnel
- Local Law Enforcement
- Local Fire Department

Aircraft Operations

The mix of aircraft at SLN varies in size, speed and mission—because of these factors and the length of runway 17/35; the operations at SLN require both pilots and vehicle operators to be aware of the inability to see traffic at a distance during sunset, sunrise and inclement weather. On runway 17/35 it is common to see Kansas State aircraft departing from the midfield, military jet aircraft flying over the runway for a low approach, military helicopters on a hovering taxi, and commercial airline activity.

General aviation: Often referred to as GA, represents all other aviation activity on an airport that is not specific to a type of operation. This represents the greatest activity at SLN.

Commercial aviation: An air carrier or air cargo operation that operates as a Part 121 or Part 135 carrier. A typical commercial operation is easily identified through its corporate insignia. This represents the smallest activity at SLN.

Military activity: Readily identifiable by aircraft type, color, and military insignia.

Runway: A designated area for aircraft takeoff and landing.

Takeoff and landing: All aircraft flight operations must originate and terminate from an active runway surface; however, helicopters may land directly at their parking area.

Movement Area Driving Rules

Safety for yourself and others is of primary importance when driving in movement areas. The rules for driving in a movement area have been developed to ensure safety at all times.

- You need Airport Authority permission to be in a movement area
- Your vehicle must have two-way radio communication with ATC
- You must be able to speak clearly and know aviation phraseology
- You must be able to understand ATCT light-gun signals
- Aircraft and enroute emergency vehicles always have the right of way
- Always yield to emergency vehicles when beacons are flashing
- Keep out of construction areas
- Non-essential radios should be turned-off or at minimal volume
- A window should be opened slightly to aid in hearing approaching aircraft
- Be cautious at sunrise or sunset when the sun's rays are at low angles to the horizon
- Be cautious after dark as aircraft lights are easily camouflaged by airfield and building lights

Airfield Navigational Aids (NAVAIDS)

Navaids are a critical component of location identification while in a movement area. The term Navaids is usually associated with the instrument landing system and lighting systems such as VASIs and PAPIs. To use a Navaid for airfield location you must first be able to identify and understand the information on the Navaid. Navaids are comprised of any FAA approved medium on the airfield used to help guide a pilot or driver from one location to another. Some common Navaids that you will have to be familiar with are described below:

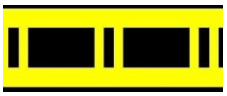
Instrument Landing System: This is used to help pilots land during inclement weather and is comprised of three basic components—a glideslope, localizer, and field markers. These systems can be readily identified by their antenna and orange and white colored shelters. The ILS allows a runway to become a precision approach. Runway 35 is a precision approach because it has an ILS to aid landing aircraft. The glideslope is located northeast of runway 35 and the localizer is located at the north end of runway 35. The glideslope helps the pilot control vertical decent and the localizer helps the pilot control horizontal direction.

Rotating Beacon: The Airport beacon emits an alternating white and green light that is used for pilots to locate an airport at night. Because of the mix of lights in a city, airports are often difficult to locate without a beacon. The beacon is located on the southwest of the airfield.

Windsocks: Wind direction is essential in knowing which runway is in use, as pilots will always land and takeoff into the wind. There are four windsocks on the airfield.

Airfield Lighting: The lights you will have to be most familiar with are blue, white, and red. All blue lights on the airfield delineate taxiways; all in-line white lights designate a runway. Red lights are located atop any airspace obstruction. It cannot be overemphasized enough that an airfield at night looks completely different than an airfield during the day.

Markings: Markings is another term for the painted stripes on the pavement. You will have to be familiar with yellow and white markings. Yellow markings will vary in use but white markings in a movement area will always signify a runway. These are common yellow markings on the airfield:

- Taxiway or taxilane 
- Hold Short bar 
- ILS Critical bar 
- Movement line 

Airfield Guidance Signs: Airfield signage is different than street signage because of the way information is displayed for location and direction. Pages 6 and 7 of your FAA Drivers Guide have good examples.

ATCT light gun: A light gun can be used in the event you lose radio communication with the control tower. The term NORDO is used when you have lost radio communication. See page 12 and 13 of your FAA Drivers Guide.

Safety Areas

Safety areas are one of the most critical elements of runway and taxiway safety. Safety areas are imaginary areas along runways and taxiways that are to remain clear of any unnecessary obstruction. Safety areas for a runway can be identified by the location of the hold short bar markings. Since no physical line or boundary exists for every safety area on the airfield, you are responsible for knowing these distances in the table below.

Area	**Width of safety area**
Runway 17/35	500 feet
Runway 12/30	500 feet
Runway 4/22	150 feet
Runway 18/36	150 feet
Taxiways	118 feet

Violation of AOA Rules

Should you violate any of the AOA driving rules, you are violating your privilege to drive on the AOA. Aircraft Operations personnel enforce AOA regulations and report the offenses to Airport management. Airport management keeps a file on every authorized AOA driver. A continuous violation is not tolerated and the consequences can result in permanent revocation of AOA driving privileges. For all offenses, a written notice will be sent to you and your employer. The following offenses and remedies are within a two-year period.

Offenses	**Remedy**
1st offense	Retake AOA Driver Training Course
2nd offense	Suspension from AOA for two weeks+ 1st offense remedy
3rd offense	Not allowed to drive on AOA

V. Airport Safety

This section will identify various factors that contribute to airfield safety and awareness on the AOA. You will be responsible for your actions on the AOA. At all times, you must be aware of the people and equipment that operate in the airport. Safety will always take precedence over any tenant or contractor activity.

Communications

Should you have a need to enter a movement area or access a taxiway, you will need to be able to understand aviation radio phraseology; see page 10 of your FAA Drivers Guide. You first need to understand whom in the tower you need to talk to. In general, you will always talk to ground control first and then ground control will tell you to switch to the tower frequency. The tower frequency is only used for pattern traffic—this includes departing and landing aircraft and vehicles on the runway. You will always initiate the call to ground control and then ground will recognize you. In order to talk to ground, you need to know three things: Who you are, where you are, and what you want to do.

Contact	**Frequency**
Ground	121.9
Tower	119.3
CTAF	119.3
ATIS	120.15

Example: You are at Avflight Salina near Taxiway Echo and would like to go north on taxiway A. (Assume your call sign is FBO One)

You: Salina Ground, FBO One is at Avflight Salina. Like to go north on taxiway Alpha to the north ramp.
Ground: FBO One, north on taxiway Alpha approved.
You: FBO One, Roger.

You can always ask Ground for a "progressive" if you are confused about the direction given. A progressive from Ground will give you step-by-step instructions to find the location you are trying to get to.

Always make sure that you do not "step" on another person who is transmitting or waiting for a response. Make sure that the line of communication with ground control or tower and the other party is complete to avoid "stepping" on another party. Once you transmit, make sure that your microphone is not stuck or keyed in the transmit position.

The Salina Air Traffic Control Tower is active from 0700 to 2300 seven days a week and Salina is under Class D airspace. Once the tower closes at 2300, the tower is uncontrolled and under Class E airspace. When no tower is in operation, all traffic will broadcast on the Common Traffic Advisory Frequency (CTAF) 119.3. When speaking through a CTAF your dialogue will be very short, as you will only be talking to any other aircraft traffic in the pattern.

Foreign Object Debris (FOD)

FOD is any object on the airfield that could cause damage to an aircraft. Common types of FOD include small and large pieces of breaking pavement, any trash such as plastic, cans, mud, tools, etc.—FOD is easily ingested by a jets intake; likewise, jet blast and prop wash can easily launch FOD to another area or toward aircraft. Always be aware of FOD when driving, especially around your facility. It is important that you do not generate or neglect FOD or potential sources of FOD in your area.

FOD control can be accomplished by following a few simple procedures.

1. When you see FOD, pick it up. If it is in a movement area or an area that you are not allowed to drive into, contact Airport Operations 785-827-3361 or 785-342-5273.

2. Identify the source of the FOD. The source could be an open trash container outside the fence that wind is blowing or a service vehicle that did not secure their materials or a section of pavement that is spalling.

3. Eliminate or correct the source of the problem. This can be as simple as closing a trash lid or securing materials; or this can require a specialized repair such as securing roofing material flying-off a building or extensive pavement repair.

4. Evaluate the correction to ensure that your correction is adequate—this may require many follow-up evaluations.

Safety Around Aircraft

It cannot be overemphasized the importance of being aware of aircraft traffic in your area when you are driving. You will need to maintain adequate clearances around aircraft at all times whether an aircraft is parked or taxiing. Here are some general safety rules for you to remember:

- Aircraft always have the right of way.
- A wingtip clearance of 15 feet or more is required when driving near a parked aircraft.
- Never park a vehicle or equipment behind aircraft or near an aircraft, unless you are servicing that aircraft.
- No parking is allowed in designated aircraft tie-down spaces.
- If an aircraft beacon is flashing, especially a jet, you need to be at least 100 feet away from tail of the aircraft to avoid jet blast.
- Never aim a bright light into the traffic pattern or into a taxiing aircraft, especially along the approach of the runway in use.
- When fueling an aircraft, always ground and bond.

Human Factors

Human factors is a term used in identifying conditions or reasons that cause a person to error in ability or judgment; human factors is the study of identifying why it happened. It is important to know that human errors can occur even in routine conditions—that can be due to a number of reasons. Understanding the basics of human factors is essential in knowing when you may be the source of a potential problem. Human factors are mostly associated

with sleep deprivation (a loss of balance in your circadian rhythm) or over-tasking. Any one factor such as sleep deprivation is not good, and mixing that with over-tasking is the perfect formula for an accident. No matter the condition, you must always stay alert and think about your surroundings. Here are some factors that may contribute to you being in an accident:

- Sleep Deprivation
- Micro-sleeps
- Over-tasking
- Uncertainty
- Unfamiliarity
- Overconfidence
- Stress

Accidents and Emergencies

Accidents that cause damage to property should be immediately reported to the tenant or owner and the Airport Authority at 785-827-3914 (answered 24 hours). Property includes vehicles, aircraft, buildings, lighting, equipment, pavement, signage, etc.

Should you have a situation that you require assistance, contact Airport personnel at 785-833-2271 or 785-342-5273. Airport personnel are trained in Aircraft Rescue and Fire Fighting and basic life support and have the ability to contact resources from the City. For a critical situation or emergency contact 911 and Airport personnel.

In the event of a plane crash, the Salina Airport Authority will control the emergency and expects all tenants to stay within their leasehold. If your assistance is needed you will be contacted by the Airport Authority. Should you witness a plane crash, call 911.

Airport Contacts

Salina Airport Authority	785-827-3914 (24 hours)
Manager of Operations	785-342-9217
ARFF Station	785-833-2271
ARFF Cell	785-342-5273
Facility Maintenance/Operations Shop	785-827-3361
Air Traffic Control Tower	785-825-4806 (7:00a.m. – 11:00p.m. Local)

VI. Airport Operations Area Driving—Construction Guide

This guide is specified to regulate and ensure that safety and security has precedence over any construction activity within or near the AOA. This guide is a supplemental to the Aircraft Operations Area Drivers Guide and will be complemented with a Construction Course administered by the Salina Airport Authority. The rules established in this guide account for practices and procedures unique to the Salina Airport Authority, FAR Part 139.341, and Advisory Circular 150/5370-2H. The Salina Airport Authority expects that all workers in the construction site provide a high degree of professional work and demeanor while on Airport property and are diligent in educating themselves about construction safety and security.

Construction Representative

Prior to any work on the airport, a meeting with all parties will be scheduled to discuss all aspects of the job. It is essential that the Airport, as well as the parties involved, know the key personnel on the site and after-hours point of contacts. All parties are required to provide a key person as a point of contact for work hours, after hours, and weekends. This key representative(s) should be at the capacity of decision-making authority in the event of an emergency or a hazardous situation.

AOA Access

Salina Airport Authority will determine haul routes and requirements in haul route upkeep and the AOA access point(s). All deliveries requiring access into the AOA must first be an authorized supplier or vendor to the contractor. Any unauthorized supplier will not be allowed into the AOA without a key personnel's approval. All delivery vehicles must be escorted to and from the necessary area by an authorized guard or worker. Deliveries are at no time to be without escort.

Equipment

Any staging area for equipment or stockpiles will need the approval of the Airport. Security of the staging areas and equipment will be the responsibility of the contractor. All drivable equipment is required to have an amber color rotating beacon or an orange and white flag. After sunset, a flag must be replaced with a beacon. All equipment is to be driven only on the established haul routes or at the work site. At no time will equipment be allowed to operate in an area outside the construction area without the consent of the Airport Authority. All equipment is to be in a condition so that no excessive fluids leak onto Airport property. The contractor is to inspect all equipment prior to its daily usage for leakage.

Dust, Debris, and FOD Control

Dust and debris is considered FOD and will be controlled and monitored as such. At no time will excessive dust or debris become airborne as to be an obstruction in visibility or a FOD problem. All sources of potential FOD are to be monitored periodically throughout the day. At least one water-tender will need to be stationed at the Airport as permanent equipment

throughout the duration of a job that requires earth removal or fill, or a job that generates excessive dust.

Birds, deer, rabbits, rodents and other wildlife are considered a hazard to aircraft and the construction site needs to be free of any trash, food, etc. Trash bins, pick-up truck beds, lunch bags, etc. are all sources of wildlife attractants during the night and can be a hazard on the active surfaces. Prior to leaving the work site, trash and foods are to be properly disposed on the AOA.

Surface Closures

Prior to any construction, the designated work site will need to be properly barricaded or fenced, depending on the type of job. Closing of any active Airport surface requires a complex coordination with Airport tenants, as they will be adversely affected. Closed surfaces will already be coordinated at a scheduled time prior to work. Should additional surfaces need to be closed; the Airport Authority will need to be contacted. At no time, will a surface be closed without the Airport Authority's consent.

Closure of a taxiway or runway requires that the Airport Aircraft Rescue and Fire Fighting vehicles have access to the operable runway(s). ARFF access routes are to be inspected daily for proper clearance of ARFF vehicles. At no time will the ARFF access route(s) be obstructed. ARFF access routes will already be coordinated at a scheduled time prior to work.

Protection of Property

Protection of Airport and FAA property should always be considered when placing barricades and moving equipment in the movement areas. It is very important that you are able to recognize various types of systems on the airfield, whether it is lighting, signage, or a simple-looking structure. It is important that you understand that most property in the movement area is very expensive and easily damaged. All above ground lights and guidance signs are set on a breakable coupling; they are designed to minimize damage to anything that hits them.

Should you cause damage to Airport property you are required to report it. If work being performed involves the upgrade of an existing system, at no time will you damage the existing property, as this is useable by the Airport Authority. Taxiway and taxilane markings are also considered property and drivers will need to avoid obliterating the markings with equipment. Obliterated markings will need to be restored with glass beads upon completion of the job.

Cranes

The use of high-reach equipment, particularly any type of crane, will first need to be coordinated with the Airport Authority. Since the Airport is regulated by FAR Part 77-Obstructions to Navigable Airspace, no crane or other equipment is allowed to penetrate the airspace without first consent from the Airport and with approval of the FAA and the proper FAA form 7460 documentation. The crane operator is familiar with the FAA rules and 7460 form. Should any unauthorized crane or equipment obstruct the airspace, the Airport Authority will promptly request for the removal of the obstruction.

Safety Plan

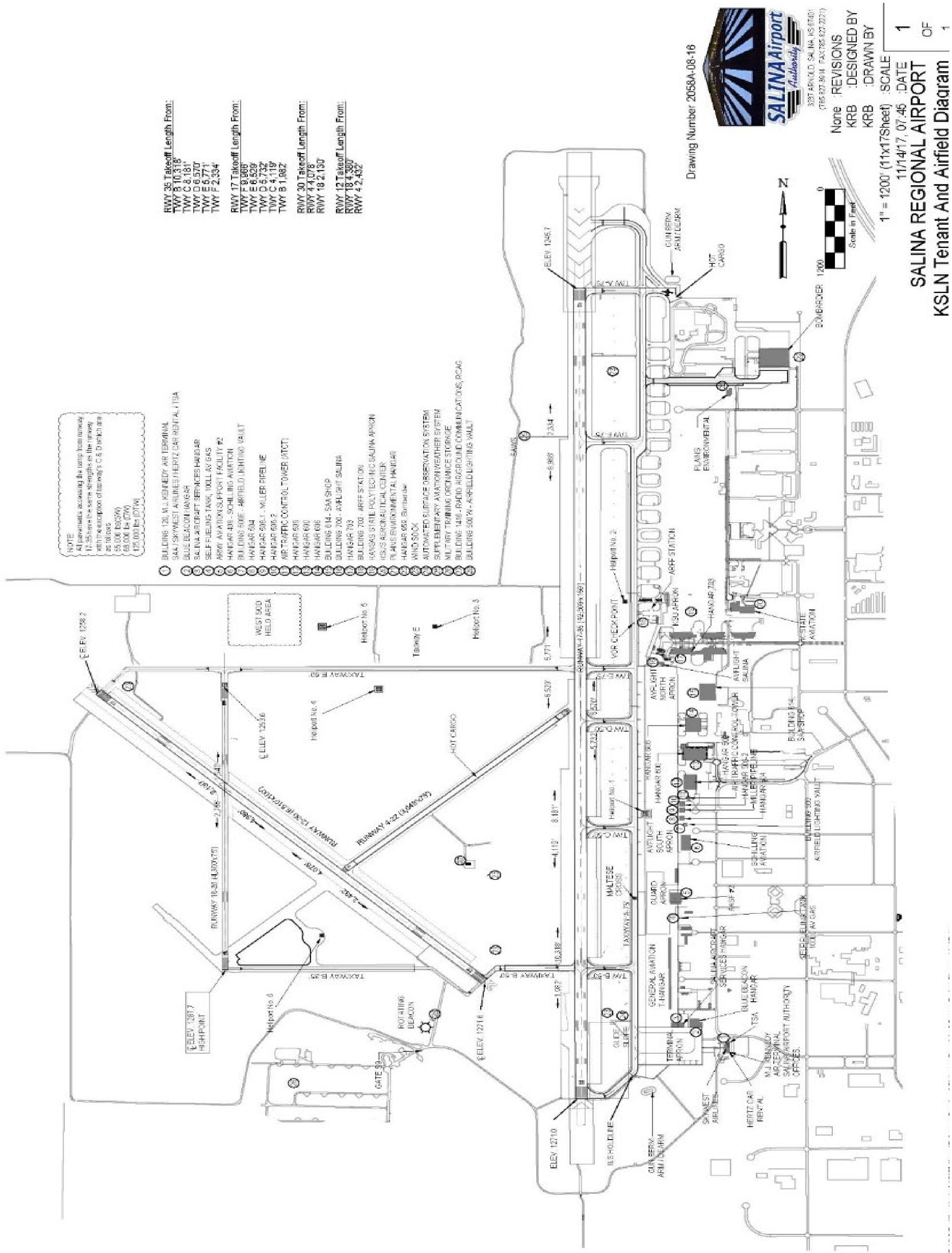
At all times, airport operations and personnel safety will take precedence over airport construction. The contractor is to have a standard operating procedure for controlling an emergency involving personnel or hazardous materials in the construction site—at that time, the Airport Authority will need to be contacted. Should an aircraft accident occur that is non-related to the worksite the Airport Authority will not require any assistance from the construction personnel. Should an aircraft or vehicle accident occur that is a result of or within the worksite, you should contact the Airport Authority at 785-827-3914, 785-827-3361, or 785-342-5273.

Post Construction

Once the job is considered complete by the contractor, and all equipment is removed from the work site, the Airport Authority will assess the work. If necessary, a punchlist will be developed for the contractor. The punchlist will include any unfinished or unsatisfactory work and any damage to property. If the contractor had been issued any access media, such as gate cards or radios, this equipment will need to be returned after completion of the punchlist.

Acronyms

AOA	Aircraft Operations Area
ARFF	Aircraft Rescue and Firefighting
ATC	Air Traffic Control
ATCT	Air Traffic Control Tower
ATIS	Automatic Terminal Information Service
CTAF	Common Traffic Advisory Frequency
FAA	Federal Aviation Administration
FAR	Federal Aviation Regulations
FBO	Fixed Base Operator
FOD	Foreign Object Debris
GA	General Aviation
ILS	Instrument Landing System
NAVAID	Airfield Navigational Aids
PAPI	Precision Approach Path Indicators
RPM	Revolutions Per Minute
SAA	Salina Aiport Authority
VASI	Visual Approach Slope Indicator


SALINA REGIONAL AIRPORT
KSLN Tenant And Airfield Diagram
Drawing Number 2058A-08-16
RWY 35 Takeoff Length From:
RWY 17 Takeoff Length From:
RWY 30 Takeoff Length From:
RWY 12 Takeoff Length From:
RUNWAY 17-35 (12,300'x150')
RUNWAY 12-30 (6,510'x100')
RUNWAY 4-22 (3,648'x75')
RUNWAY 18-36 (4,300'x75')