SALINA REGIONAL AIRPORT- SLN

Operated by the

SALINA AIRPORT AUTHORITY
SALINA, KANSAS

AIRPORT CERTIFICATION MANUAL

CLASS I, INDEX A AIRPORT

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

Timothy F. Rogers

Timothy F. Rogers, A.A.E.
Executive Director and Executive Director

FAA Approved

J. Fotinos

Date: JAN 3 1 2019

AIRPORT CERTIFICATION MANUAL PAGE REVISION LOG

The SLN ACM was re-written on January 10, 2019 and submitted to the FAA for approval.

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Date: 10/30/20

Airport Certification Manual Distribution List

The official file copy of the Airport Certification Manual is maintained at the administrative offices of the Salina Airport Authority.

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

Main Body of the ACM and AEP

1. Salina Airport Authority Administrative Offices
2. Salina Airport Authority ARFF, Operations, Maintenance, and Administrative Staff
3. SkyWest Airlines, d/b/a United Express
4. Avflight Salina
5. SLN ATCT
6. FAA Airways and Facilities Sector Field Office
7. City of Salina Fire Department
8. Saline County Emergency Management
9. Salina Police Department
10. Saline County Sheriff's Office
11. Salina Regional Health Center
12. Kansas Highway Patrol Troop C
13. KSARNG Army Aviation Support Facility #2
14. Saline County Coroner
15. American Red Cross
16. Salina EMS
17. Saline County Health Department
18. Lifesave
19. Salvation Army

Wildlife Hazard Management Plan (Appendix A):

1. Same distribution as the ACM and AEP

Snow and Ice Control Plan (Appendix B):

1. Same distribution as the ACM and AEP

Airport Marking and Guidance Sign Plan (Appendix M):

1. Same distribution as the ACM and AEP

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Airport Certification Manual Table of Contents

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Airport Certification Manual Table of Contents Continued

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Section 101 – General

Administrator's Additional Provisions, Limitation, and Exemptions

A. **Additional Provisions** – None
B. **Limitations** – None
C. **Exemptions** - None

Airport Information

D. Address

Salina Airport Authority
3237 Arnold Avenue
Salina, Kansas 67401
(785) 827-3914

E. Location

The Salina Regional Airport (hereinafter referred to as **"Airport"**) is located approximately 3 miles southwest of downtown Salina, in Saline County, Kansas.

F. Airport Operator Class

The Airport is owned and operated by the Salina Airport Authority and operates as a Class I, Index A Airport under 14 CFR part 139. The Airport Board of Directors are appointed by the Salina, Kansas City Commission.

G. Runway and Taxiway Identification System

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

i. Runway 17-35 – 150' x 12,300'
ii. Runway 12-30 – 100' x 6,510'
iii. Runway 18-36 – 75" x 4,300'
iv. Runway 4-22 – 75" x 3,648'

H. Taxiways are identified by a single letter and include the following

i. Taxiway A – Parallel to Runway 17-35
ii. Taxiway B – Connector to Runway 17-35, Runway 12-30, and Runway 18-36
iii. Taxiway E – Connector to Runway 17-35, Runway 12-30, and Runway 18-36
iv. Taxiways C, D, F – Connector for Taxiways for Runway 17-35
v. Taxiway G, H – Connector Taxiway for Taxiway A to the north apron area

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I. Aprons

The apron areas are as follows:

GA Apron – 6,000' x 400'
Terminal Apron – 550' 300'

J. Areas Available for Air Carriers

Movement Areas - the following movement areas are available for use by small and large air carrier craft.

a. Runway 17-35 and associated Taxiways
b. Runway 12-30 and associated Taxiways

Apron Areas - the Terminal Apron is available for scheduled air carrier and general aviation operations. The General Aviation Apron is available for general aviation and military operations.

K. Areas Not Available for Air Carriers

Ramps north of Taxiway Golf
Runway 18-36
Runway 4-22
T-Hangar Areas

L. **Scheduled and Charter Air Service** - Commercial service is provided by SkyWest Airlines, d/b/a United Express, using the 50 passenger Bombardier CRJ 200. SkyWest Airlines, d/b/a United Express, operates as a Part 121 scheduled air carrier. Part 121 charter aircraft operators are required to submit a prior permission request (PPR) for Index A, B, C, D, or E coverage. The Salina Regional Airport is Class I, Index A rated. Index B ARFF service is provided. Index E equipment is available upon request.

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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

I. 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 in meeting that emergency.

II. 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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Date: JAN 3 1 2019

Section 115- Falsification, Reproduction, or Alteration of Certificates, Reports, or Records

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

A. 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.

B. Any reproduction for this fraudulent purpose, of any certificate or approval issued under this part.

C. Any alteration for fraudulent purpose, of any certificate or approval under this part.

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Date: JAN 3 1 2019

Section 201/205 - ACM Maintenance/Revisions

I. ACM Maintenance

The Airport will:

A. Maintain the ACM current at all times. The Executive Director is responsible for maintaining the ACM current at all times.
B. 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 at the Salina Airport Authority offices.
C. Furnish the applicable portions of the FAA approved ACM to the personnel responsible for its implementation.
D. Ensure that the Regional Airports Division is provided a complete copy of the most current ACM including any amendments approved on Part 139.205.

III. ACM Revisions/Amendments

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

A. One copy of the revisions will be submitted to the Regional Airports Division electronically for review and approval.
B. Amendments to the ACM are significant changes concerning the 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 a current ACM.
C. The ACM Page Revision Log will be completed and submitted with the revision.
D. Each page of the revision, including the Page Revision Log, will have the date revision.
E. 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

I. Furnish Records

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

II. List of Required Records

The Airport will maintain the following records:

A. **Personnel Training** – 24 consecutive months for personnel training records under Sections 303 and 327.
B. **Emergency Personnel Training** – 24 consecutive months for ARFF and emergency medical service personnel training records under Section 319.
C. **Airport Fueling Agent Inspection** - 12 consecutive months for records of inspection of Airport fueling agents under Section 321.
D. **Fueling Personnel Training** - 24 consecutive months for training records of fueling personnel under Section 321.
E. **Self-Inspection** - 12 consecutive months for self-inspection records under Section 327.
F. **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.
G. **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.
H. **Wildlife Hazard Management** - 24 consecutive months for training related to wildlife hazard management.
I. **Airport Condition** - 12 consecutive months for records of Airport condition information dissemination under Section 339.

All personnel training records are recorded in an excel spreadsheet per each employee. Supplemental training content is provided via airport provided via airport certification related Advisory Circulars, the ACM, Part 139, Airport site specific training PowerPoints, FAA supplemental guidance ppts, classroom training, and AAAE ANTN digicast videos.

III. Additional Records

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

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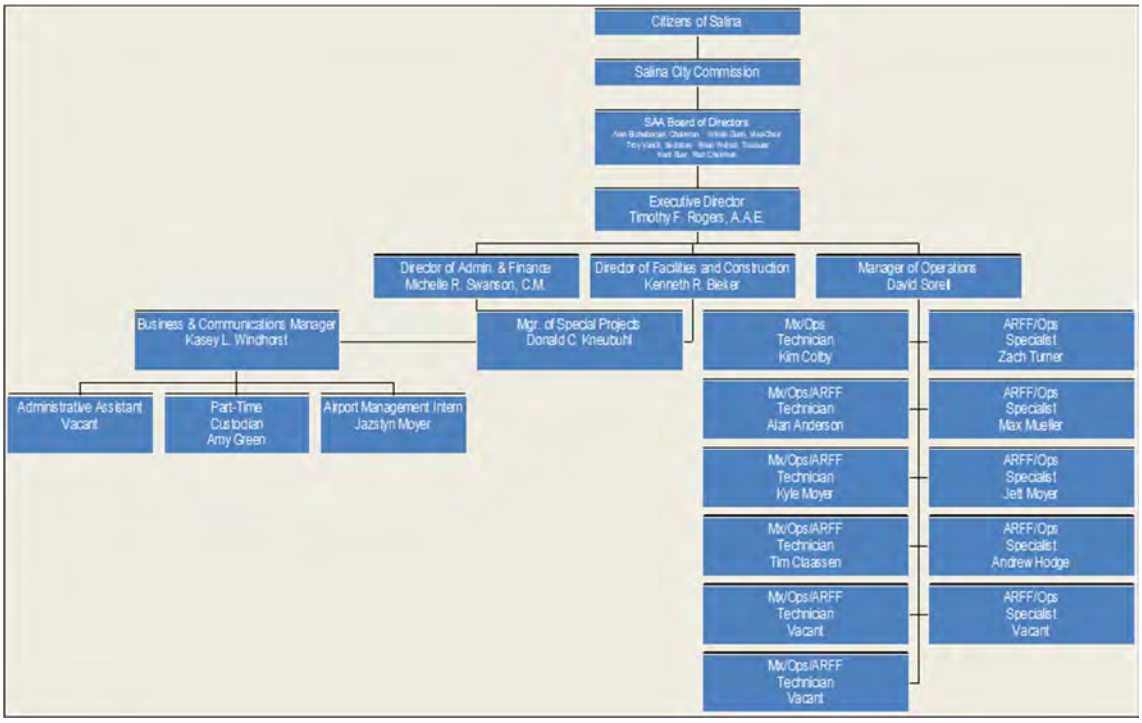
Section 303- Personnel

I. Lines of Succession in Operation Responsibility

A. The following shows the lines of succession of Airport operational responsibility:

SALINA Airport Authority

October 2020



II. Key Personnel

A. Timothy F. Rogers, A.A.E., Executive Director
B. Kenny Bieker, Director of Facilities and Construction
C. Shelli R. Swanson, Director of Administration and Finance
D. Kasey L. Windhorst, Business and Communications Manager
E. David Sorell, Manager of Operations
F. Team Member (1), Maintenance/Operations Technicians
G. Team Members (4), ARFF/Operations Specialist
H. Team Members (3), Maintenance/Operations/ARFF Technicians

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III. Personnel Requirements

The Airport will comply with the following personnel requirements:

A. Maintain sufficient qualified personnel to comply with the requirements of the ACM and the requirements of the Title 14 CFR Part 139.
B. Equip personnel with sufficient resources needed to comply with the requirements of Title 14 CFR Part 139.
C. Train all personnel who access movement and safety areas to perform duties in compliance with the requirements of the ACM and Part 139.
    i. Training shall be completed before initial duty, and at least once every 12 consecutive calendar months.
    ii. The curriculum for initial and recurrent training shall include at least the following areas:
        1. Airport Familiarization, including airport marking, lighting and sign systems.
        2. Procedures for access to, and operations in, movement and safety areas as specified under Part 139.329.
        3. Airport Communications, including radio communication between the ATCT and personnel, use of the common traffic advisory frequency (CTAF) if there is no ATCT or the tower is not in operation, and procedures for reporting unsafe airport conditions.
        4. Duties required under the Airport Certification Manual and the requirements of Part 139.
        5. Any additional subject areas required under Part 139 Sections 319, 321, 327, 329, 337, and 339 as appropriate.
D. 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.
    i. Such records shall be maintained for 24 consecutive calendar months after completion of training.
E. As appropriate, comply with the following training requirements of this ACM:
    i. Section 319 ..... Aircraft Rescue and Firefighting (ARFF) Operations
    ii. Section 321 ..... Hazardous Materials
    iii. Section 327 ..... Self-Inspection Program
    iv. Section 329 ..... Pedestrians and Ground Vehicles
    v. Section 337 ..... Wildlife Hazard Management Plan
    vi. Section 339 ..... Airport Condition Reporting

IV. Personnel Training Program

A training curriculum has been prepared for the following topics related to the airport certification program as required by Part 139.30(c). The training curriculum consists of an outline of the subject matter for each airport

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certification related topic and a list of training materials available for use. Content of training is primarily based on airport certification related to Advisory Circulars, the ACM and Part 139, FAA supplemental guidance PowerPoints, and Airport site-specific training PowerPoints. The Manager of Operations is responsible for administrating 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).

A. **Airport Maintenance** personnel are trained in accordance with a training curriculum addressing the following topics:

i. Airport Certification Manual (ACM)
ii. Part 139 maintenance criteria for maintaining paved areas, safety areas, airfield marking, signs, lighting, obstruction lighting, ILS critical areas, traffic, and wind indicators
iii. VASI/PAPI calibration for Runway 35
iv. Electrical safety practices
v. FAA standards for airfield markings, signs, and lighting
vi. Operational safety on Airports during construction
vii. Ground vehicle/pedestrian operations on the movement area
viii. Snow and ice removal plan
ix. Airport conditioning reporting
x. Issuing NOTAMS through the E-NOTAM system
xi. Responsibilities in the Airport Emergency Plan (AEP)

B. **Airport Safety** personnel are trained in accordance with a training curriculum addressing the following topics:

i. ARFF training program, including live-fire training
ii. Airport Certification Manual (ACM)
iii. Ground vehicle/pedestrian operations on the movement area
iv. Airport self-inspection program
v. FAA standards for airfield markings, signs, and lighting
vi. Conducting quarterly inspections of fuel trucks and fuel storage areas
vii. Responsibilities in the Airport Emergency Plan (AEP)
viii. Monitoring and inspecting airfield construction and maintenance
ix. Wildlife hazard management plan
x. Snow and ice removal plan
xi. Airport condition reporting
xii. Issuing NOTAMS through the E-NOTAM system

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C. **FAA Technical Operations** personnel are trained in accordance with a training curriculum addressing the following topics:
   i. Ground vehicle/pedestrian operations on the movement area.

D. **T-Hangar Tenants** are trained in accordance with a training curriculum addressing the following topics:
   i. Ground vehicle/pedestrian operations on the movement area.

E. **National Weather Service** personnel are trained in accordance with a training curriculum addressing the following topics:
   i. Ground vehicle/pedestrian operations on the movement area.
   ii. Ground vehicle/pedestrian operations on the non-movement area.

F. **Farm Tenant** personnel are trained in accordance with a training curriculum addressing the following topics:
   i. Ground vehicle/pedestrian operations adjacent to the movement area.
   ii. Dimensions/maintenance criteria for safety areas and object free areas.

G. **Authorized Construction** personnel are trained in accordance with a training curriculum addressing the following topics:
   i. Ground vehicle/pedestrian operations on the movement area.
   ii. Ground vehicle/pedestrian operations on the non-movement area.
   iii. Construction safety phasing plan.

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Section 305 – Paved Areas

I. Required Conditions of Paved Areas

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

A. Pavement edges shall not exceed 3 inches difference in elevation between abutting pavement section and between pavement and abutting areas.
B. 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 hole can be covered by a 5" diameter circle.
C. 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.
D. 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 de-icing solutions for snow and ice control.
E. 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.
F. Pavement shall be sufficiently drained and free of depressions to prevent ponding that obscures markings or impairs safe aircraft operations.

II. Maintenance of Paved Areas

A. Corrective action shall be initiated by Airport Maintenance personnel as soon as practical when any unsatisfactory conditions are found in the paved areas.
B. Airport Maintenance personnel are responsible for correction of any unsatisfactory conditions on paved areas.
C. If Airport Management determines that an uncorrected condition in a paved area is unsafe for aircraft operations, that portion of the Airport shall be closed to air carrier operations until the unsafe condition is corrected.

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Date: JAN 3 1 2019

Section 307 – Unpaved Areas

I. Required Conditions of Unpaved Areas

Airport unpaved areas, including gravel, turf, or other unpaved Runways, Taxiways, loading ramps, and parking areas available for air carrier operations shall be promptly repaired and maintained as follows:

A. No slope from the edge of the full-strength surfaces downward to the existing terrain shall be steeper than 2:1.
B. The full-strength surfaces shall have adequate crown or grade to assure sufficient drainage to prevent ponding.
C. The full-strength surfaces shall be adequately compacted and sufficiently stable to prevent rutting by aircraft, or the loosening or build-up of surface material, which could impair directional control of aircraft or drainage.
D. The full-strength surfaces shall have no holes or depressions that exceed 3 inches in depth and are of a breadth capable of impairing directional control or causing damage to an aircraft.
E. Debris and foreign objects shall be promptly removed from the surface.

II. Unpaved Areas

There are no unpaved areas available for air carrier operations at Salina Regional Airport.

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Date: JAN 3 1 2019

Section 309 – Safety Areas

I. Safety Area Dimensions

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

A. **Runway 17-35 –** 250' from centerline and 1000' off each end
   i. Runway 35: 1000' stabilized surface with MALSAR
   ii. Runway 17: 1000' stabilized surface with MALS

B. **Runway 12-30** - 250' from centerline and 1000' off each end
   i. Runway 12: 150' stabilized surface and 850' grass
   ii. Runway 30: 150' stabilized surface and 850' grass

C. **Taxiways –** A, B, C, D, E, and F are 59' from centerline

II. Required Conditions of Safety Areas

Safety area conditions are maintained as follows:

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

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

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

D. 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.
   i. 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.

E. Safety areas shall conform to dimensions acceptable to the FAA if any Runways or Taxiways are constructed, reconstructed, or extended.

III. Maintenance of Safety Areas

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

B. Airport Maintenance is responsible for correction of any unsatisfactory conditions in safety areas.

IV. Service Roads

A. Glideslope Building Road
B. 17 PAPI Service Road
C. 12 PAPI Service Road
D. 30 PAPI Service Road
E. 35 MALS Service Road

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Section 311 – Marking, Signs, and Lighting

I. 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, *Standards for Airport Markings*.

A. Runways/Taxiways

Runways and Taxiways are marked as follows:

i. **Runway 17-35** – Precision Instrument Runway
ii. **Runway 12-30** – Non-Precision Instrument
iii. **Taxiways** – Taxiway markings include the following:
   a. Taxiway centerlines
   b. Leadoff taxi lanes on normally used exits
   c. Dashed type edge markings along the portion of Taxiway A which is contiguous to the Terminal Apron
   d. Enhanced Taxiway centerline markings have been installed at all Runway holding positions on Taxiways.

B. Holding Position Markings

i. The aircraft approach category/airplane design group for Runway 17-35 is C-III with all holding position markings located 290' from centerline.
ii. The aircraft approach category/airplane design group for Runway 12-30 is C-II with all holding position markings located 250 feet from centerline.
iii. All holding position markings are glass beaded, highlighted in black and double sized in accordance with AC 150/5340-1.
iv. In addition, an ILS holding position marking is installed on Taxiway Alpha at the boundary of the POFZ for Runway 35.
v. All Runway hold positions locations are marked with enhanced centerlines and surface painted hold short signs.

II. Signs

A. 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 M. The signs will meet standards in AC 150/5340-18, *Standards for Airport Sign Systems*, and sign specifications in AC 150/5345-44, *Specifications for Taxiway and Runway Signs*.

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

C. ILS Critical Area Signs are installed at all ILS holding positions in accordance with the Marking and Sign Plan included as Appendix M. The signs will meet standards in AC 150/5340-18, *Standards for Airport Sign*

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Systems, and sign specifications in AC 150/5345-44, *Specifications for Taxiway and Runway Signs*.

D. **Surface Painted Holding Position Signs (SPHPS)** are installed at all Runway holding positions on Taxiways in accordance with standards in AC 150/5340-1, *Standards for Airport Markings*, and are depicted on the Sign and Marking Plan in Appendix M of the AEP.

III. Lighting

A. **Runways**
   i. **Runway 17-35 –** High Intensity Runway Lights (HIRL)
   ii. **Runway 12-30 -** Medium Intensity Runway Lights (MIRL)

B. Runway lights are split white/yellow to mark the caution zone on the last 2000' of each Runway

C. **Taxiways –** Medium intensity Taxiway edge lighting is installed on all Taxiways available for air carrier operations. Taxiway reflectors are located on the east side of Taxiway A, north of Taxiway E and on Taxiway B between RWY 12-30 and RWY 18-36, in order to supplement Taxiway edge lighting.

D. **Airfield Emergency Generator –** To ensure a constant source of power for airfield lighting, the Airport maintains a diesel generator as a secondary power source to commercial power for Runway 17-35 edge lighting a Taxiway A edge lighting. Generator maintenance and testing is conducted quarterly.

E. **NAVAIDS and Visual Landing Aids –** NAVAIDS provided and maintained by the Airport are as follows:
   i. **Runway 17-35 edge lights**
   ii. **Runway 12-30 edge lights**
   iii. **Runway 35 PAPI-4R**
   iv. **Taxiway edge lighting**
   v. **Airfield guidance signs**
   vi. **Airport rotating beacon**
   vii. **Wind cones**

FAA owned and maintained NAVAIDS are as follows:

   i. **Runway 17 – MALS, PAPI-4L, VOR, GPS**
   ii. **Runway 35 – MALSR, NDB, GPS, Category 1 ILS**
   iii. **Runway 12 – PAPI-4L, GPS**
   iv. **Runway 30 – PAPI-4L, GPS**

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F. **Obstruction Lighting** is maintained by the **Airport** for the following objects:
- **i.** **Airport beacon**
- **ii.** **Four primary wind cones** (a fifth wind cone on the center of the field is not lighted)

G. **Obstruction Lighting** is maintained by the **FAA** for the following objects:
- **i.** **Localizer antenna**
- **ii.** **Glide Slope**
- **iii.** **ATCT**

H. **Obstruction lighting** is maintained by the **National Weather Service** for the following object:
- **i.** **ASOS weather instruments tower** to the north of Runway 35 glide slope shelter.

I. **Airport Beacon –** The Airport is equipped with a 22-26 RPM rotating beacon with a green and white lens, located to the southwest of the Airport.

J. **Lighting Interference –** All other lighting on the Airport for aprons, parking areas, roadways, fuel storage areas, and building is adjusted or shielded to prevent interference with ATC and aircraft operations.

IV. Runway Safety Measures –

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

A. A Hot spot brochure has been developed and issued to Airport users.

B. Runway 17/35 guard lights have been installed on Taxiways B and E.

C. Runway guard lights for Runway 18 have been installed at the intersection of Runway 18 on Taxiway E.

V. Maintenance

A. 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 non-functional item. Items will also be maintained unobscured, clearly visible, and each item shall provide an accurate reference to Airport users.

B. Each lighting system will be maintained at least to the minimum operational criteria listed in Appendix A, Table A-8, of AC 150/5340-26, *Maintenance of Airport Visual Aid Facilities.* The operating limits for lighting systems before a system is considered inoperable are as follows:
- **i.** **Runway edge lights** 85% operable for Visual, Non-precision, or Cat I Runways.
- **ii.** **Runway end/threshold lights** 75% operable (no more than 2 lights inoperable at any Runway end)
- **iii.** **Taxiway edge lights** 85% operable

C. 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.

D. 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.

E. 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 to the ATCT and airlines. If an entire lighting system is inoperable or out of service, an Airport condition report shall be issued in accordance with Section 339.

F. When the AFSS does not accept Airport condition reports for 139 violations, the Airport will issue a local NOTAM to the ATCT and airlines.

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J. Fothergill

Date: JAN 31 2019

Section 313 – Snow and Ice Control

Snow and ice control information is included in Appendix B as the Snow and Ice Removal Plan.

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Date: OCT 07 2019

Section 315 – Aircraft Rescue and Firefighting (ARFF) Index

I. **ARFF Index** at the Airport is Class I, Index A.
   A. The Airport is able to provide Class I, Index A or Index B level ARFF coverage during Part 121 air carrier operations that require Index A or Index B.
   B. The Airport has periodic charter operations by air carrier aircraft with over 30 passenger seats. The A/FD states that 24-hour prior permission is required for unscheduled air carrier operations with over 30 passenger seats.
   C. Index E equipment is available upon request for unscheduled air carrier operations.
   D. The A/FD also states that air carrier operations involving aircraft with more than 9 passenger seats are not authorized without ARFF Index A service available 15 minutes before scheduled arrival and after departure and prior coordination with Airport Management.

II. **Scheduled Air Carrier Service** is provided by SkyWest Airlines, d/b/a United Express with a **50 seat Bombardier CRJ 200 Regional Jet.**
   A. Scheduled air carrier operations with aircraft over 50 passenger seats does not occur at the Airport.

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J. Fotheringham
Date: JAN 31 2019

Section 317 – Aircraft Rescue and Firefighting (ARFF): Equipment and Agents

I. ARFF Equipment at the Airport consists of the following:

A. Primary ARFF Vehicle: ARFF #7

i. 2019 Striker 6x6
- a. 3000 gallons water
- b. 420 gallons 3% MilSpec AFFF
- c. 500 lbs. Purple K Dry Chemical
- d. 625 to 1250 GPM roof turret
- e. 625 to 1250 GPM bumper turret
- f. 250 GPM Hose Reel left side

B. Secondary ARFF Vehicle: ARFF #1

i. 2004 Rosenbauer 4x4 Panther
- a. 1500 gallons water
- b. 150 gallons 3% MilSpec AFFF
- c. 500 lbs. Purple K Dry Chemical
- d. 400 or 800 GPM roof turret – dual agent
- e. 300 GPM bumper turret
- f. 30 to 125 GPM left side pre-connect
- g. 60 to 125 GPM dual agent, hydro-chem
- h. 20lb. Class D Fire Extinguisher

C. ARFF Vehicle: ARFF #2

i. 1992 E-One Titan Crash Truck
- a. 1000 gallons water
- b. 130 gallons 3% MilSpec AFFF
- c. 500 lbs. Purple K Dry Chemical
- d. 150 to 1250 bumper turret
- e. 60 GPM front booster line - dual agent
- f. 20lb. Class D Fire Extinguisher
- g. 20lb. Dry Chem Fire Extinguisher

D. ARFF Vehicle: ARFF #3

i. 1994 International Paystar 5000 Truck
- a. 2000 gallons water
- b. 150 gallons 3% MilSpec AFFF
- c. 150 to 1250 GPM turret discharge
- d. 20lb. Purple K Fire Extinguisher
- e. 20lb. Dry Chem Fire Extinguisher

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Date: JAN 14 2020

Section 319 – Aircraft Rescue and Fire Fighting (ARFF) Operations

I. ARFF Hours of Operation

A. Sunday through Saturday 0600 to 2200 (local) covering all scheduled air carrier operations.

B. If a flight is delayed ARFF operations will continue until the aircraft arrives, departs, or is cancelled.

C. ARFF hours are published in the A/FD.

i. The A/FD states that 24-hour prior permission is required (PPR) for unscheduled air carrier operations with over 30 passenger seats.

ii. The following remark has been published in the Airport/Facility Directory (A/FD):

a. "Air carrier operations involving aircraft with more than 9 passenger seats are not authorized in excess of 15 minutes before or after scheduled arrival or departure times without prior coordination with Airport Management to confirm that ARFF services are available prior to landing or takeoff.

D. If Airport Management becomes aware of an unscheduled air carrier operation at the Airport without prior coordination, the FAA Airports Division will be notified at one of the following phone numbers:

i. (816) 329-2621 Mark Cozad, Lead Airport Certification Inspector

ii. (816) 329-2632 Jerry Hayes, Airport Certification Inspector

iii. (816) 329-2618 Andrew Edgar, Airport Certification Inspector

E. Procedures have been established with the FBOs to notify Airport Management whenever an air carrier with over 30 passenger seats makes a fueling stop at the Airport during or after normal business hours.

II. Vehicle Communication

A. ARFF vehicles are equipped with two-way voice radio communications with the following:

i. ARFF Vehicles

ii. City of Salina Fire Department (SFD)

iii. Air Traffic Control Tower (ATCT)

iv. Common Traffic Advisory Frequency (CTAF) after ATCT hours

B. The SAA has an interoperability communication system to enhance the Emergency Communication System (ECS/Crash Phone).

C. The SFD is capable of the following:

i. During ATCT Hours (0700 to 2300 Local)

a. Monitoring all ATCT broadcasts

b. Linked with SAA repeater

ii. After ATCT Hours (2300 to 0700 Local)

a. Monitoring and transmitting on the CTAF

b. Monitoring and transmitting on the SAA repeater

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M. Cozad
Date: 10/30/20

III. Vehicle Marking and Lighting

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

IV. Vehicle Readiness

A. ARFF vehicles are housed in a heated ARFF station located north of Taxiway E on the east side of Taxiway A.

B. ARFF vehicles are maintained so as to be operationally capable of performing their intended functions.
   i. Operational checks on the ARFF vehicles and firefighting systems are conducted daily by Airport ARFF on duty.
   ii. Scheduled service inspections and routine maintenance is performed by the Airport Maintenance Department.
   iii. Maintenance or repairs, which cannot be accomplished at the Airport, are completed by a local heavy equipment service center.

C. If the primary ARFF vehicle becomes inoperative to the extent that it cannot perform its required functions, the backup vehicle shall be used to maintain Index A requirements.

D. In the unlikely event that all ARFF vehicles become out of service, the Executive Director, or his representative will notify the FAA Airports Division to coordinate an FAA approved temporary replacement equipment from the City of Salina Fire Department.
   i. During non-business hours, notification shall be made to the FAA Regional Operations Center (ROC) at (817) 222-5006.
   ii. The airlines shall also be notified in accordance with Section 339 of this manual if Index A ARFF equipment is temporarily not available.

E. In the event that replacement firefighting equipment is not available, the Executive Director, or his designated representative will close the Airport to air carrier operations after 48 hours.

V. Response Requirements

At least one ARFF vehicle is capable of responding from the Airport Fire Station to the mid-point of Runway 12-30 within 3 minutes from the time of the alarm, and initiate discharge of extinguishing agent.

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VI. Personnel

ARFF services are provided by SAA ARFF, Safety and Security personnel. At least one ARFF person is on duty at the Airport ARFF station during air carrier operations.

A. **Equipment** – ARFF personnel are equipped with protective clothing, self-contained breathing apparatus (SCBA) meeting National Fire Protection Association (NFPA) standards.

B. **ARFF Training** – ARFF personnel receive initial and recurrent training (minimum of every 12 months) in the following areas:

i. Airport familiarization, including Airport signs, marking, and lighting
ii. Aircraft familiarization
iii. Rescue and firefighting personnel safety
iv. Emergency communications systems on the Airport, including fire alarms
v. Use of the fire hoses, nozzles, turrets, and other required appliances
vi. Application of the types of extinguishing agents required for compliance with this part
vii. Emergency aircraft evacuation assistance
viii. Firefighting operations
ix. Adapting and using structural rescue and firefighting equipment for Aircraft Rescue and Firefighting
x. Aircraft cargo hazards, including hazardous materials/dangerous goods incidents
xi. Familiarization with firefighter's duties under the Airport Emergency Plan.
xii. ARFF personnel are trained in the above subject areas following a site-specific training curriculum. The training program includes:
    a. FAA computer based ARFF Training Program
    b. Airport specific training materials
    c. Full scale emergency exercise (every 3 years)
    d. Table Top exercise (annually)

VII. Live Fire Drill

A. All ARFF personnel 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 months.

VIII. Basic Emergency Medical Training

A. Emergency medical services are provided by Salina Fire Department EMS paramedics and emergency medical technicians (EMTs)

B. The Airport Authority maintains and ARFF Services Agreement with the City of Salina. The agreement provides for City of Salina EMS response to Airport ARFF responses. The SFD's ARFF Standard Operating Guide details EMS response to Airport ARFF responses. The SFD's ARFF Standard Operating Guide details EMS response to aircraft alerts.

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C. Salina EMS paramedics and EMTs are certified by the Kansas Board of Emergency Medical Services. The training required meets and exceeds FAR Part 319-3 and includes:
   i. Bleeding
   ii. CPR
   iii. Shock
   iv. Primary Patient Survey
   v. Injuries to the Skull, Spine, Chest, and Extremities
   vi. Internal Injuries
   vii. Moving Patients
   viii. Burns
   ix. Triage

IX. Records

A. The Manager of Operations is responsible for maintaining records of all training given to each individual. ARFF training records will be maintained for 24 consecutive calendar months. Such records include a description and date of training received.

X. Sufficient Personnel

A. At least one ARFF person during all small air carrier operations and large carrier operations are on duty to operate the ARFF vehicles, meet the 3-minute response time, and the minimum discharge rates required.

XI. Emergency Communication System (ECS/Crash Phone)

A. ARFF personnel are alerted of existing or impending aircraft emergencies by the following alerting system:
   i. ECS (Crash Phone) – This tone is audible at the SAA ARFF station, SAA offices, SAA maintenance shop, and transmitted to staff via handheld radios and pagers through the SAA Repeater.

B. The ECS is activated by the ATCT and is tested daily prior to 0800 (Local)

C. Alert Procedures – For Alert I, II, III, or IV the ATCT will tone the ECS alarm. The ATCT personnel on duty will then provide the emergency information over the ECS.

D. ARFF and/or ATCT then contacts the City of Salina Dispatch via 911, with alert information.

E. SFD then responds and provides mutual aid as necessary.

XII. Hazardous Materials Guidance

A. Each ARFF vehicle is equipped with the "North American Emergency Response Guidebook."

XIII. Emergency Access Roads

A. The primary emergency access to the Airport for the SFD is via Beechcraft Road to AOA via gates H1 and H5 (ARFF mutual staging area). The SFD

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has access to all AOA access gates. Depending on the emergency, the SAA can use various gates to accommodate access for mutual aid.

XIV. Off-Airport or Other Emergency Response of ARFF Equipment

A. Class I, Index A requirements are maintained in the event of an off-airport or other emergency response with ARFF 3. The use of ARFF #3 for a non-aircraft, off-airport incident shall not limit the SAA's ability to provide FAR Part 139 ARFF Index Coverage for air carrier operations at SLN.

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Date: OCT 0 7 2019

Section 321 – Hazardous Materials

I. Fueling Agents

The following fueling agents operate at the Airport:

A. Avflight Salina (FBO)
B. SLN 100 LL Self-Fueling (Avflight Salina)

II. Airport Fire Safety Fuel Handling Standards

NFPA 407, 2017 edition, and NFPA 30, 2015 edition, are the local standards governing airport fueling operations. To establish and maintain fire safety fueling standards at the Airport, as required by Part 139.321(b), the Airport provides Avflight Salina with a copy of the current NFPA 407 and NFPA 30 standards. Additional copies of NFPA 407, 2017 edition and NFPA 30, 2018 edition are maintained at the Airport's fire station and administrative offices. The person having jurisdiction is the Airport's Director of Facilities and Construction, who is responsible for approving equipment, materials and installation, or a procedure related to airport fueling operations. The fire safety and fuel handling standards detailed in NFPA 407, 2017 edition and NFPA 30, 2018 edition are hereby incorporated into this section by reference.

III. Compliance

All fueling agents are required by the Airport to comply with NFPA 407 and NFPA 30 fire code standards, and surveillance of all fueling activities on the Airport is conducted by the Airport's Director of Facilities and Construction or his designee.

IV. Inspections of Fueling Facilities

Airport and ARFF personnel conduct inspections every 3 consecutive calendar months (CCM) of the FBO fuel storage areas, mobile fuelers, and fuel cabinets for compliance to the above Airport Fire Safety Fuel Handling Standards. CCM inspections are conducted on or near March 31, June 30, September 30, and December 31, of each year. Follow-up inspections will be conducted within two weeks when unsatisfactory items are found. Sample checklists used by Airport ARFF personnel when conducting CCM and follow-up inspections are included as Attachments 321-1 and 321-2. Inspection records are maintained in the SAA offices for at least 12 months.

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

   i. **Federal Aviation Administration Central Region Airports Division, Safety and Standards Branch, Room 364**
   901 Locust Street
   Kansas City, MO 64106-2325
   (816) 329-2618/2621/2633

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V. Training

A. A supervisor with Avflight Salina will complete an aviation fuel-training course in fire safety. The supervisor will receive recurrent training at least once every 24 months. 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.

B. All other employees with AvFlight Salina who fuel aircraft, accept fuel shipments, or handle fuel, receive at least initial on-the-job training in fire safety and recurrent training every 24 months from the supervisor mentioned in previous paragraph. The OJT shall include hands-on fire extinguisher training provided by the Salina Fire Department.

C. All fueling agents engaged in handling and dispensing fuel at the Airport shall submit confirmation to Airport Management once every 12 months, that the above training standards have been accomplished. The training confirmation records shall be maintained in the Executive Director's office for 12 months.

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

VI. Confirmation of Fueling Agent Training

A. The Airport will obtain written confirmation once every 12 consecutive calendar months from Avflight Salina that the training required by Part 139.321(e) has been accomplished. The training confirmation records shall be maintained in the Airport's Administrative Office for 12 months.

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M. Cozad

Date: 10/30/20

Attachment 321-1

FUELING INSPECTION-FBO MOBILE FUELERS (321-01)

Inspector: _____ Fueling Agent: _____ Date: _____

S-Satisfactory U-Unsatisfactory R-Remark below	Truck No. Fuel type			Truck No. Fuel Type		
	S	U	R	S	U	R
Fuel trucks parked 50' from bldgs and 10' apart/No other equipment, veh.						
Fuel trucks marked with operators name on both sides						
No fuel leaks- Hoses/Nozzles/gaskets/valves/couplings						
Vehicle exhaust system- shielded/leadfree/flame & spark arrestor						
No Smoking sign in cab/No evidence of smoking/No ashtray in cab						
Flammability/Product signs sides & back/Haz Mat placards all sides						
Bonding cables provided and clips/plugs functional						
2 extinguishers on sides /BC/Inspected						
Deadman Control for all nozzles/Not bypassed						
Integral system for nozzles to be stowed before moving fuel vehicle						
Brake interlock system for bottom loading coupler						
Emergency fuel shutoffs operable and properly placard/1 each side						
Aircraft fueling hose/No blistering, cracking carcass saturation, separation						
Tire wear						
Explosion proof electrical/Light lens intact						
Dome cover seals intact with forward mounted hinge						
Truck cabinets have grating type flooring or open flooring						
Proper Fueling Procedures Observed						
Fueling Personnel Meet Training Requirements						
Fueling Personnel Training Records Maintained						

Remarks:

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M. Cozad

Date: 4/1/20

Attachment 321-2

FUELING INSPECTION-FBO PUMPHOUSE 305 (321-02)

Inspector: _____ Fueling Agent: _____ Date: _____

S-Satisfactory U-Unsatisfactory R-Remark below	Jet A Section			100LL Section		
	S	U	R	S	U	R
Entrances to fueling areas posted with No Smoking signs						
No evidence of smoking						
All tanks, machinery, piping is bonded or grounded						
Areas around tanks are free of weeds, trash or combustible materials						
Emergency fuel shutoffs provided for each fueling system/Outside spill area						
Proper EMERGENCY FUEL SHUTTOFF signs /7 ft above grade						
Emergency fuel shutoffs kept clear and tested every 6 months						
Fuel servicing equipment properly maintained free of leaks						
Procedures for prevention & control of spills and notification to fire dept						
Bonding connections available for loading stations						
Deadman controls available for loading stations						
No evidence of bypassing deadman controls						
Aircraft fuel hose/blistering, cracking carcass saturation, separation, kinks						
Fueling hydrants, pits, cabinets located 50' from bldg except loading bridges						
Portable fire extinguishers at fuel storage areas and loading stations						
At least 1 wheeled extinguisher if >200 gpm aircraft fueling system or equip						
Explosion proof electrical equipment						

Remarks:

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Date: 4/1/20

Attachment 321-3

FUELING INSPECTION - SELF SERVICE FUEL STATIONS (321-03)

Inspector: _____ Fueling Agent: _____ Date: _____

S-Satisfactory U-Unsatisfactory R-Remark below	100LL Section		
	S	U	R
Entrances to fueling areas posted with No Smoking signs			
Controlled access to dispensing equipment			
All tanks, machinery, piping is bonded or grounded			
Areas around tanks are free of weeds, trash or combustible materials			
Emergency fuel shutoff provided/Incorporating a thermally actuated device			
Emergency fuel shutoff located more than 20' but less than 100' fm dispense.			
Proper EMERGENCY FUEL SHUTTOFF signs /7 ft above grade			
Dispensing devices located on an island/Protected by pipe bollards/guards			
Dispensing equipment properly maintained free of leaks			
Instructions provided for notification to fire dept by emergency fuel shutoff			
Bonding connections available for dispensing equipment			
Deadman controls available for dispensing equipment			
1 extinguisher at dispenser and 1 extinguisher at emergency fuel shutoff			
Aircraft fueling hose/No blistering, cracking carcass saturation, separation			
Fueling hydrants, pits, cabinets located 50' from bldg except loading bridges			
Emergency Instructions posted in dispensing area			
Operating Instructions posted			
Explosion proof electrical equipment			

Remarks:

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Date: 4/1/20

Section 323 – Traffic and Wind Indicators

I. Wind Cones

A. There are four supplemental wind cones and one primary wind cone on the airfield

B. The primary wind cone is located at the approach end of Runway 35

C. The four supplemental wind cones are:

i. Runway 17 approach end (lighted)
ii. Runway 12 approach end (lighted)
iii. Runway 30 approach end (lighted
iv. RCAG site (unlighted)

D. Each wind cone is rated at 40 knots at full extension

II. Segmented Circle there is no segmented circle on the airfield

III. Maintenance

A. Airport Maintenance personnel inspect each wind cone during the morning safety inspection and night inspection for lighting compliance.

B. The wind cones will be maintained clearly visible and functional.

C. Airport Maintenance personnel will initiate corrective action as soon as practical when any unsatisfactory conditions are found with the wind cones.

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Date: OCT 0 9 2019

Section 325-1 – Airport Emergency Plan

I. Airport Emergency Plan (AEP)

A. An Airport Emergency Plan is included as Appendix C.
B. The plan was developed and coordinated with the following:
   i. Law enforcement agencies
   ii. Rescue and firefighting agencies
   iii. Medical personnel
   iv. Medical organizations
   v. Principal Airport tenants
   vi. All persons who have responsibilities under the plan

II. Training of Airport Personnel

A. All Airport personnel having duties and responsibilities under the AEP are properly trained and familiar with their assignments.

III. Annual Review of the AEP

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

IV. Triennual Full Scale Exercise of the AEP

A. A full-scale exercise of the AEP is conducted at least once every 36 months. The full-scale exercise involves, to the extent practicable, all mutual aid participants and a reasonable amount of emergency equipment. The purpose of the exercise is to test the effectiveness of the AEP through a response of the airport and its mutual aid to an aircraft accident at the airport, and to familiarize emergency personnel with their responsibilities in the plan.

V. Consistency with Security Regulations

A. The AEP contains instructions for response to bomb incidents, including the following that are consistent with the approved Airport Security Program:
   i. Parking areas for aircraft involved
   ii. Sabotage
   iii. Hijack incidents
   iv. Other unlawful interference with operations

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Date: JAN 14 2020

Section 327 – Self-Inspection Program

I. Frequency of Inspections

A. Safety inspections are conducted daily by Airport Maintenance and ARFF personnel.
B. Additional safety inspections will be conducted whenever necessary due to the following circumstances:
   i. During construction and daily at the end of construction activity each day.
   ii. During rapidly changing meteorological conditions.
   iii. Immediately after any incident or accident.
   iv. After any unusual condition on the Airport.
C. When special inspections are conducted, a special inspection checklist, as shown in Attachment 327-2, is completed.
   i. Special self-inspection forms will be stored separately from self-inspection forms.

II. Reporting System

A. Unsatisfactory conditions listed in Paragraph V, that are noted during safety inspections, will be recorded on the inspection checklist for prompt corrective action by Airport Maintenance.
B. Unsatisfactory conditions that cannot be promptly corrected will be disseminated by NOTAM if determined potentially unsafe by Airport Maintenance.
   i. If AFSS will not accept the NOTAM information on the potentially unsafe condition will be disseminated locally to the ATCT and airlines.
C. Any Airport tenants affected by a potentially unsafe condition will receive an emailed copy of the NOTAM/Condition Report issued via NOTAM Manager.
D. Unsatisfactory conditions on FAA NAVAIDS will be reported to the FAA SLN Sector Field Office.
   i. If unsatisfactory conditions on FAA NAVAIDS continue to exist after notification, Airport Management will notify the FAA airport certification staff.

III. Training

A. The Manager of Operations is responsible for training the safety inspection personnel to ensure that qualified personnel perform the inspections.
B. In addition to on-the-job training, a training program has been established and includes initial and recurrent training every 12 months of ACM Section 303 in the following subjects:
   i. Airport Familiarization, including airport signs, marking, and lighting
   ii. Airport Emergency Plan (AEP)
   iii. Notice to Airmen (NOTAM) notification procedures
   iv. Procedures for pedestrians and ground vehicles in movement areas and safety areas
   v. Discrepancy reporting procedures
   vi. Inspection procedures and record keeping

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IV. Records

A. **Inspection**
   i. Copies of the Airport Safety Inspection Checklists are included as Attachment 327-1.
   ii. All regularly scheduled inspections and special inspections will be documented with inspection check lists.
   iii. Inspection records are kept on file at the M.J. Kennedy Air Terminal Building for at least 12 months.

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

V. Areas Inspected Daily and Unsatisfactory Conditions Noted

A. **Pavement Areas**
   i. Pavement lips exceeding 3 inches.
   ii. Holes exceeding 3 inches deep and 5 inches across.
   iii. Cracks or surface deterioration producing loose aggregate that needs repair.
   iv. Cracks or surface variations which could impair directional control of aircraft.
   v. Pavement heaves or blowups during excessive heat waves.
   vi. Presence of snow, ice, slush, standing water, or ponding.
   vii. Presence of mud, excessive sand, loose aggregate, rubber deposits, or other debris.

B. **Safety Areas**
   i. Potentially hazardous ruts, depressions, humps, erosion, or other surface variations.
   ii. Objects in safety areas, other than those required by function.
   iii. Storm debris.
   iv. Mounting bases on authorized objects in safety areas in which the frangible point exceeds 3 inches above grade, including FAA NAVAIDs.
   v. Ponding of water or plugged drains.
   vi. Removed or missing manhole covers.
   vii. Snowbanks in such a height that all air carrier propellers, engine pods, and wingtips shall not clear the snowbanks when the aircrafts landing gear located at any point along the full-strength edge of the pavement.

C. **Pavement Markings**
   i. Markings which are not clearly visible and in good condition.
   ii. Glass beads not clearly visible at night.
   iii. Markings which are not in accordance with standards in AC 150/5340-1 and the Marking and Sign Plan.

D. **Guidance Signs**
   i. Signs not in accordance with the Marking and Sign Plan.
   ii. Signs not in accordance with standards in AC 150/5340-18.

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Date: 10/30/20

iii. Markings which are not in accordance with specifications in AC 150/5345-44.
iv. Inoperable lighting.
v. Damaged, missing, peeling, flaking, or obscured signs.
vi. Concrete base or frangible point more than 3 inches above grade.

E. **Holding Position Markings/Signs**
i. Signs not in accordance with standards in AC150/5340-18F and 150/5345-44.
ii. Marking not in accordance with standards in AC 150/5340-1.
iii. Hold markings SPHPS, ETCL markings not clearly visible.
iv. Glass beads not clearly visible at night.
v. Damaged, missing, peeling, flaking, inoperable, or obscured hold signs.

F. **Lighting**
i. Lights not in accordance with standards in AC 150/5340-30.
ii. Lighting systems not maintained in accordance with Section 311 of this ACM or Appendix A, Table A-8 of 150/5340-26.
iii. Lights obscured, dirty, missing, or out of adjustment.
iv. Inoperable lighting system.
v. Pilot Control Lighting system inoperable.
vi. More than 15% of lights out on Runway edge light system for Cat 1, NPI or visual Runway.
vii. Two or more Runway edge lights out in a row. (Any missing fixtures at intersections are counted as an inoperable light.)
viii. Two or more threshold/Runway end lights out on any Runway end.
ix. More than two adjacent Taxiway lights out/more than 15% out in a Taxiway system.
x. Inadequate shielding of apron, parking, and roadway lighting.

G. **NAVAIDS**
i. Inoperable rotating beacon.
ii. Inoperable Airport owned NAVAIDS, including radio-controlled operation.
iii. Inoperable FAA NAVAIDS (Notify FAA Tech Ops.)
iv. Inoperable lighting on wind direction indicators.
v. Deteriorated, faded, or malfunctioning wind cone.
vi. Objects, vegetation, or snow that may affect NAVAID signals.

H. **Obstructions**
i. Inoperable obstruction lights.
ii. New construction nearby which may affect aircraft operations or NAVAIDS.

I. **Fueling Operations (Periodic)**
i. Inoperable bonding cables/clips.
ii. Fire extinguishers missing on mobile fuelers and at fuel storage areas.
iii. Fire extinguishers not sealed, charged, and in place.
iv. Fuel leaking.
v. Fuel farm or fuel storage areas unlocked when unattended.
vi. "No Smoking" signs missing.
vii. Presence of trash or weeds in fuel storage area.

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J. **Airfield Construction Areas**
   i. Barricades not in place or too high to provide adequate clearance for aircraft.
   ii. Construction warning lights inoperable.
   iii. Potential for vehicle/pedestrian deviations.
   iv. Construction warning lights on movement areas are not red.
   v. Marking of construction vehicle routes inadequate.
   vi. NOTAMS not current.
   vii. Construction equipment parked or operating in unauthorized areas.
   viii. Marking, lighting, or sign systems being installed contrary to FAA standards.
   ix. Potentially confusing marking/lighting/signs around construction areas
   x. Construction activity is contrary to AC 150/5370-2.
   xi. Construction activity contrary to the Construction Safety Phasing Plan.

K. **Fencing**
   i. Perimeter fencing down, gates open, or signs missing.
   ii. Erosion under the fence/gaps in gates.
   iii. Apron fencing down, gates open, or signs missing.

L. **Wildlife Hazards**
   i. Presence of birds, deer, coyotes, or other wildlife that could affect safe operations of air carrier aircraft.

FAA Approved

Date: OCT 07 2019

Attachment 327-1
Airport Safety Self-Inspection List

Salina Airport Authority Airfield Self Inspection Checklist (Part 139.327-01)

Date: _____
Day Inspector _____ TIME: Start _____ End _____
Night Inspector _____ TIME: Start _____ End _____

FACILITIES	CONDITIONS	Day	Night	REMARKS/LOCATION
Pavement Areas (including heliports)	Pavement Lip over 3"			
	Hole, 5" wide/ 3" Deep			
	Cracks/ Spalling/Bumps			
	FOD:Gravel/Debris/Etc.			
	Vegetation			
	Ponding			
	Rubber Deposits			
Saftey Areas	Ruts/Humps/Erosions			
	Drainage			
	Objects/Frangible Bases			
	Vegetation			
Markings	Visible/Faded			
	Obscured			
	missing			
Obstructions	Obstruction lights			
	Cranes/ Trees/Etc.			
Rwy, Twy, & Ramp Lighting	Obscured/Dirty			
	Damaged/missing			
	Inoperative			
Navigational Aids	Guidance Signs			
	Wind Indicators			
	Rotating Beacon			
	FAA Owned			
Wildlife haz.	Birds/Animals			
Construction	Security			
	barricades			
	Marking/Lighting			
	Equipment			
Public Protection	Fencing/Gates/Signs			
	Unauthorized access			
ARFF	equipment & Crew			
	Communications			
Fuel Handling & Storage	Fencing/Gates/Signage			
	Fuel Marking/Labeling			
	Fuel Leaks/Spills			
	Fire Extinguishers			
	Grounding Clips			
	Vegetation			
Snow & Ice	Surface Conditions			
	Windrows			
	Equipment			

Additional Safety Area Check	S	M	T	W	T	F	Sa

Note: This is a dedicated trip down the safety areas in addition to the items above. Enter any corrections above.

J. Fothergill
Date: JAN 3 1 2019

Attachment 327-2
Airport Special Inspection List

Salina Airport Authority Airfield Special Inspection Checklist (Part 327-02)

Date: _____ Time: _____ Inspector _____

Type of Inspection: Accident Weather Construction Maintenance Snow Wildlife

Reason For Inspection:

Facilities	Conditions	x	Remarks	Resolved By: Initial & Date
Pavement Areas	FOD/debris/ponding			
	Cracks/heaves/blowups			
	Surface conditions			
	Snowbanks/windrows			
Safety Areas	Ruts/surface variations			
	Drainage/construction			
	Debris			
	Unauthorized objects			
Markings	Clearly visible			
	IA W FAA standards			
	Hold positions			
	Glass beads			
Signs	Obscured/inoperable			
	Damaged/missing			
	IA W sign & marking plan			
	IA W FAA standards/spec.			
Lighting	Inoperable/damaged/missing			
	Obscured			
	IA W 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			
Construction	Barricades/red lights			
	Equipment parking/materials			
	Complying plans & specs			
	Const safety phasing plan			
	Confusing signs/marking			
Wildlife	Wildlife present/location			
	Complying with WHMP			
Fencing	Damaged/erosion problem			
NOTAMS	Issued as appropriate/current			

FAA Approved

J. Fofiedo

Date: JAN 3 1 2019

Salina Airport Authority Airfield Self Inspection Checklist (Part 327-01)

Date: _____

Day Inspector: _____

Night Inspector _____

Discrepancies

Report No.	See File For Active Discrepancies	Issued By	Corrected By	Date

FAA Approved

M. Cozad

Date: 4/14/20

Attachment 327-3
Construction Inspection List

CONSTRUCTION IN PROGRESS INSPECTION CHECKLIST (327-03)

Salina Regional Airport

Inspector: _____ Inspection Time: _____ Date: _____

	S-Satisfactory, U-Unsatisfactory, NA-Not Applicable				
	Area: Runway	S	U	NA	Remarks
1	Closed Runway-Yellow X or lighted X properly located and functional.				
2	Temporary Displaced Threshold-marking / lighting				
3	Partial Runway Closure-marking / lighting				
4	Runway Distance Remaining Signs-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 long term closure, yellow X adjacent to runway, barricades at hold position, runway exit signs covered, taxiway lights off or covered.				
7	Barricades-Outside RSA, 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.				
12	Construction related NOTAMS issued and current.				
	Area: Closed Taxiways	S	U	NA	Remarks
1	Taxiway Centerlines Obliterated to closed areas for long term closure.				
2a	Barricades are secured				
2b	Barricades are outside TSA				
2c	Barricades are easily collapsible.				
2d	Barricades have orange/white diagonal reflective stripes.				
2e	Barricades are less than 18" high, not counting red lights/flags.				
2f	Barricade spacing 4' for vehicles/equipment or continuously linked to exclude pedestrians.				
2g	Barricade red lights spacing 10' or less.				
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	No Construction Activity in TSA of active taxiway, unless restriction in effect for smaller TSA.				
6	Taxiway object free area clear of equipment if necessary to protect aircraft wing tip clearance.				
7	Taxiway lights are disconnected or covered in closed areas.				
8	Barricade red lights are adequately maintained - night inspection.				
9	Construction crossing points on active taxiways are controlled by flag persons, have FOD control.				
10	Construction related NOTAMS issued and current.				

Remarks:

FAA Approved
M. Cozad
Date: 4/1/20

Attachment 327-4
Post Construction Inspection List

POST CONSTRUCTION INSPECTION CHECKLIST				
Airport Name: ▶	Inspection Date:			
Inspector: ▶	Inspection Time:			S=Satisfactory U=Unsatisfactory 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** 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				

FAA Approved

J. Fotiadis

Date: JAN 3 1 2019

Section 329 – Pedestrians and Ground Vehicles

I. Limiting Access

A. **Personnel and Equipment**

i. Pedestrians and ground vehicles, authorized by Airport Management, to operate on movement areas and safety areas at the Airport are limited only to those pedestrians and vehicles necessary for airport operations and include the following types of vehicles.

a. Airport owned vehicles equipped with VHF and FM mode UHF band radios on Airport frequency 453.475. Airport owned vehicles are equipped with a roof top light bar or beacon.

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

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

d. Authorized construction vehicles.

e. Airline employees authorized to operate the de-icing equipment at the remote de-icing pad.

ii. Other individuals who need access to the movement areas are escorted by qualified personnel or required to attend the Airport's ground vehicle training session prior to operating a vehicle on the aircraft movement area.

a. 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.

B. **Controls**

i. Access onto the apron and AOA is controlled by gate operators with a card reader control.

ii. Access to the AOA through the outer perimeter gates is secured by padlocks.

a. Only persons authorized by Airport Management are issued keys.

iii. "No Trespassing – Violators will be Prosecuted" signs are posted on all gates, including outer perimeter gates and on Airport perimeter fencing.

II. Procedures for Ground Vehicle Operations

A. 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.

B. Additional ground vehicle procedures are as follows:

i. Ground vehicles are required to operate under the procedures established by the Executive Director.

ii. Operations of any radio equipped vehicles on the movement areas must be trained and familiar with Airport radio procedures prior to operating on movement areas or safety areas.

iii. The vehicle beacon, if equipped, shall be operated at all times while on movement areas.

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Date: OCT 07 2019

iv. Vehicle operators must obtain ATCT clearance before operating on the movement area and prior to operating on active Runways or in Runway safety areas.
v. 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.
   a. Operators shall announce their intentions on CTAF when operating on or near the Runways.
vi. Vehicle operators must monitor the radio at all times when on movement areas and safety areas adjacent to movement areas.
vii. The direction of travel on Runways shall generally be with the wind, when practical, with headlights on in order to provide better viewing of the Runway approach.
viii. Aircraft have the right-of-way on movement areas and aprons. Vehicles must yield to all moving aircraft.
ix. Movement areas or areas adjacent to movement areas under construction shall be closed to aircraft operations if possible.
   a. Any construction equipment that must operate on active movement areas shall be controlled by a flag person or radio equipped escort vehicle.
   b. Operators of construction equipment shall be briefed on procedures for operation on or near movement areas.
   c. Construction personnel authorized to operate on the movement area without an escort must successfully complete the AOA Driver's Training Course.

III. Training of Employees Authorized to Operate on the Movement and Non-Movement Safety Areas

A. The Airport has prepared an AOA Access and Driver's Training Course that is provided to all persons that may have a need to operate in the AOA movement and non-movement areas.
B. The Manager of Operations is responsible for training employees authorized to operate a vehicle on the movement and non-movement areas.
C. The AOA Driver's Training Course includes on-the-job training and the following subjects:
   i. Review of the SAA Airport Operations Area Access and Driver's Guide
   ii. AOA Access and Driver's Test
D. New Airport or FBO employees authorized to operate on the movement and non-movement safety areas are required to attend the AOA Driver's Training Course prior to the initial performance of their duties and will have recurrent training annually.
   i. Records of classroom training are maintained by the Manager of Operations and filed in the ACM at the Maintenance Shop.
E. To ensure tenants are familiar with the ground vehicle procedures, the Airport Information and AOA Regulations handout is disseminated to all new hangar tenants

FAA Approved

J. Fotheringham

Date: JAN 3 1 2019

F. The Airport will ensure that all persons are trained on pedestrian and ground vehicle procedures prior to the initial performance of such duties at least once every 12 consecutive calendar months.

IV. Consequences of Non-Compliance

A. The enforcement of the ground vehicle regulations applicable to Airport employees, tenants, and contractors shall be handled by the Executive Director or Manager of Operations.
B. Appropriate enforcement action will be taken depending on the nature and severity of the offense.
C. The following enforcement actions are available at the discretion of Airport Management:
   i. 1st offense – Retake AOA Driver's Course
   ii. 2nd offense – Suspension from AOA for 2 weeks and retake AOA Driver's Course
   iii. 3rd offense – Not allowed to drive on AOA
D. For all notices, a written notice will be sent to the driver's employer.
E. All offenses must occur in a 2-year period.

V. Records

A. **Training**
   i. The Airport maintains a description and date of training completed by each individual operating in the movement areas, safety areas, or aprons.
   ii. Records are maintained for 24 months after the termination of an individual's access to movement areas, safety areas, or aprons.
   iii. The FAA Tech Operations Office is located aboard Salina Regional Airport.
   iv. The National Weather Service Office (ASOS) is located off-airport.
   v. Records of ground vehicle/pedestrian training site specific to Salina Airport conducted by FAA Tech Ops and the NWS ASOS techs are provided to the Director of Facilities and Construction annually.
B. **Accidents/Incidents**
   i. The Airport maintains records of accidents or incidents in the movement areas and safety areas, involving air carrier aircraft and/or ground vehicles.
   ii. Records of each accident or incident are maintained for 12 months from the date of the accident or incident.
   iii. Any Airport records of accidents or incidents on movement areas, involving air carrier aircraft and/or ground vehicles, will be made available on request to the FAA.

FAA Approved

D. Fotheds

Date: JAN 3 1 2019

Attachment 329-1
ATCT Letter of Agreement for Control of Airport Movement Area

LETTER OF AGREEMENT

Vehicles, Equipment and Personnel on Airport Movement Area May 2015

1. **Purpose:** To define responsibilities and procedures for the operation of vehicles, equipment, and personnel on the Salina Regional Airport (SLN) movement area between the Salina Airport Authority (Authority) and the Salina Airport Traffic Control Tower (SLN ATCT). This agreement replaces any preceding agreements for vehicles, equipment, and personnel on the movement area.
2. **Scope:** The movement area includes runways, taxiways, and other areas utilized for taxing, takeoff, and landing of aircraft, exclusive of loading ramps, parking areas and roadways as depicted on Attachment "A".
3. **Responsibility:**
   a. Only vehicles, equipment, and personnel authorized by the Authority shall operate inside the perimeter fence of airport property.
   b. All personnel needing access into the movement area shall first complete an Authority AOA Driving Course.
   c. SLN ATCT has responsibility for the control of traffic on the movement area. Aircraft movement on the ramps and parking areas are issued advisory information and does not imply control responsibility.
4. **Procedures:**
   a. Vehicles, equipment, or personnel intending to enter the movement area shall:
      1. Have a working VHF radio to contact SLN ATCT
      2. Contact SLN ATCT on the non-movement area for access to movement area
      3. Read back all SLN ATCT instructions
   b. If a vehicle needs access across a runway, the vehicle operator shall contact SLN ATCT Ground on 121.9.
   c. If a vehicle needs to be on the runway or runway safety areas, the vehicle operator shall contact SLN ATCT on 119.3.
   d. Vehicles in a group shall be given SLN ATCT instruction to a single call sign. The radio-equipped vehicle shall be responsible for relaying the SLN ATCT information to the group.
   e. During snow removal operations, the Authority will close runways where equipment is operating and those vehicles shall contact SLN ATCT on 119.3 and remain on the frequency.
   f. During Alert responses, runways used for the Alert are considered closed. Emergency vehicles shall monitor and contact the SLN ATCT on 119.3 if necessary. The Salina Fire Department will monitor the Tower frequency during an Alert.

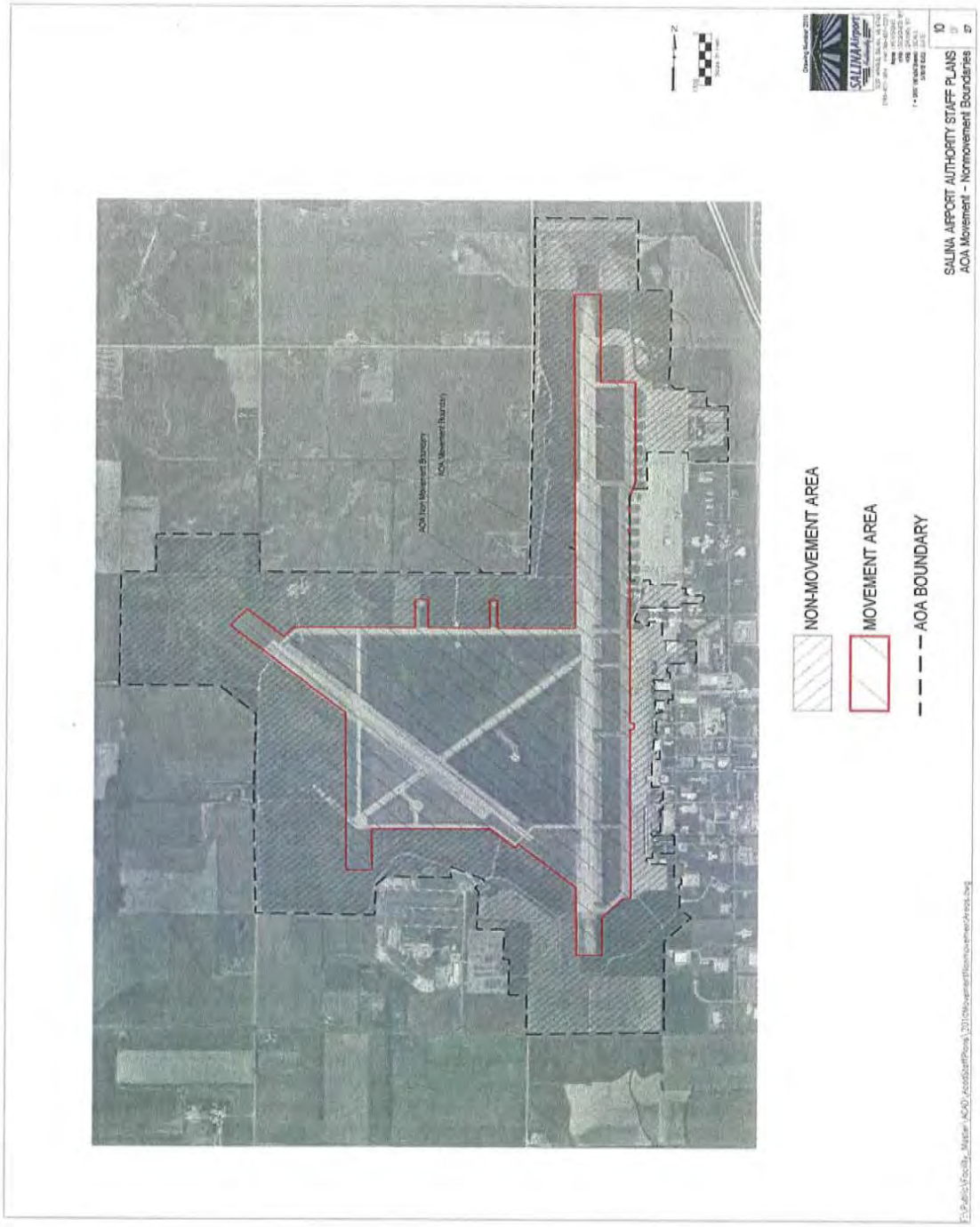
Timothy F. Rogers, A.A.E.
Executive Director
Salina Airport Authority

Dave Hansen
Manager, Salina Tower
Midwest Air Traffic Control

FAA Approved

Date: JAN 3 1 2019

Attachment 329-1
ATCT Letter of Agreement for Control of Airport Movement Area
Attachment A



FAA Approved

S. Fotiadis

Date: JAN 3 1 2019

Section 331 – Obstructions

I. General

A. The Airport will ensure that each object within the authority of the Airport that penetrates a FAR Part 77 imaginary surface is removed, marked, or lighted unless determined to be unnecessary by an FAA aeronautical study.

II. Obstructions

A. Obstructions to FAR Part 77 surfaces are listed in Section 311 of this manual.
B. Obstruction lights are inspected daily during periodic night inspections conducted by Airport Maintenance or ARFF Personnel.
C. The Airport Maintenance staff will repair any inoperable obstruction lights owned by the Airport.
D. Airport Management will notify the appropriate owner of inoperable obstruction lights not under Airport responsibility.

FAA Approved

Date: OCT 0 7 2019

Section 333 – Protection of NAVAIDS

I. Construction

A. No facilities shall be constructed on the Airport that, when determined by the FAA, would derogate the operation of an electronic or visual NAVAID or air traffic control tower facilities.

B. The Executive Director shall notify the FAA if aware of any changes in construction plans or equipment.

C. Utility plans for airport utilities are on file in the Executive Director's office.
   i. 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.
   ii. All FAA utility lines for NAVAIDS and ILS critical areas shall be marked by the FAA.

D. Airport Maintenance staff are responsible for monitoring construction activity on the Airport to prevent the interruption of visual and electronic signals of NAVAIDS.

II. Protection Against Vandalism

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

III. Interruption of Visual and Electronic Signals of NAVAIDS

A. Interruption of visual and electronic signals of NAVAIDS is prevented by Airport Authority rules and regulations.

B. The City of Salina and Saline County have adopted height and hazard zoning control throughout the City and County and enforce the building height and obstruction limitations imposed by zoning around the Airport.
   i. The City and County have also adopted land use zoning control for the land surrounding the Airport.

C. Signs have identified ILS critical areas and ground vehicle procedures have been established to prevent inadvertent entry into critical areas by a vehicle during IFR condition.
   i. 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.

FAA Approved

J. Fotheringham

Date JAN 31 2019

Section 335 – Public Protection

I. Fencing

A. A six-foot chain-link fence, with one-foot barbed wire over guard secures the airport perimeter.
B. Fencing at the Airport will prevent inadvertent entry onto airport property by persons or vehicles.
C. Signs restricting access are posted on all gates and at regular intervals around the perimeter.
D. The Airport has established procedures in the Airport Security Program for controlling access onto the AOA through perimeter gates.

II. Access Control

A. Procedures for controlling access onto the terminal apron are included in the Airport's Airport Security Program.
B. Access onto apron areas is limited.
C. Procedures for authorizing temporary access on the AOA require Airport Management approval.

III. Aircraft Blast Protection

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

IV. Inspection and Maintenance

A. Perimeter fencing, gates, and signs are inspected during the daily safety inspections.
B. Gates will be closed and locked if found open and recorded on the inspection list.
    i. Airport Management will follow up with the tenant with control responsibility.
C. Airport Maintenance is responsible for maintaining fencing.

FAA Approved
M. Cozad
Date: 10/30/20

Section 337 – Wildlife Hazard Management Plan

I. General

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

B. As part of the Self-Inspection Program, Airport Safety personnel shall:
   i. 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.
   ii. In circumstances when such concentration of wildlife or birds otherwise attempt to alleviate any risk of strikes by aircraft and immediately advise the ATCT.
      a. Dispersal activities will be coordinated with ATC to avoid dispersing wildlife into the path of aircraft.

C. 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.

D. 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.

II. Events Triggering a Wildlife Hazard Assessment

A. The Executive Director will arrange for a Wildlife Hazard Assessment to be conducted when any of the following events occur on or near the Airport.
   i. An air carrier aircraft experiences multiple wildlife strikes
   ii. An air carrier aircraft experiences substantial damage from striking wildlife
   iii. An air carrier aircraft experiences an engine ingestion of wildlife
   iv. Wildlife is observed to have access to any airport movement area or light pattern, in a size or in numbers capable of causing on of the above events.

B. If one of the above events occurs the Manager of Operations will notify the FAA Airport Certification and Safety staff.

C. The Airport thought it in our best interest to conduct a Wildlife Hazard Assessment in 2009.
   i. The survey was conducted by the USDA Wildlife Services from 2009 to 2010.

III. Wildlife Hazard Management Plan

A. The Wildlife Hazard Management Plan is located in the ACM as Appendix A.

IV. Wildlife Hazard Management Plan Training

A. The Airport will arrange for wildlife hazard management training every 12 months for Airport Personnel with responsibilities in the Wildlife Hazard Management Plan.

B. The training will be conducted by a qualified airport wildlife biologist to provide Airport personnel with the knowledge and skills needed to successfully carry out the Wildlife Hazard Management Plan.

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Date: OCT 0 7 2019

V. Wildlife Hazard Management Plan Annual Review

A. The WHMP will be reviewed and evaluated every 12 months during the annual training conducted by a qualified airport wildlife biologist or following an event described in Part 139.377(b)(1), (b)(2), or (b)3.
B. The review and evaluation will be conducted for the following:
   i. The WHMP's effectiveness in dealing with known wildlife hazards on the Airport and in the Airport's vicinity.
   ii. Aspects of the wildlife hazards described in the Wildlife Hazard Assessment that should be reevaluated.

VI. Crop Buffers for Runways and Taxiways at KSLN

A. The following crop buffers will be maintained after December 31, 2014.
   i. **Runway 17-35 Crop Buffer** – 575' from the Runway centerline to any crop or agricultural land use.
   ii. **Runway 12-30 Crop Buffer** – 530' from the Runway centerline to any crop or agricultural land use.
   iii. **Runway 18-36 Crop Buffer** – 400' from the Runway centerline to any crop or agricultural land use.
   iv. **Runway 4-22 Crop Buffer** – 400' from the Runway centerline to any crop or agricultural land use.
   v. **All Taxiways east of Runway** 17-35 – 93' from the Taxiway centerline to any crop or agricultural land use.
   vi. **All Taxiways west of Runway** 17-35 – 66' from the Taxiway centerline to any crop or agricultural land use.
B. The Airport will continue to prohibit the production and growing of cereal grain crops in all areas outside of the Runway and Taxiway crop buffer zones.

VII. The Following Actions are Priorities for Habitat Modifications and Land Use Changes

A. The Airport has the following actions underway:
   i. Clearing trees and overgrowth from the airport perimeter fence.
   ii. Perimeter fence repair.
   iii. Storm water drainage structures inspected and repaired.

FAA Approved

Date: OCT 07 2019

Section 339 – Airport Condition Reporting

I. Airfield Surface Condition Assessments

A. Airport Maintenance Personnel conduct surface condition checks during snow and ice conditions.

B. Friction surveys are conducted using a Vericom decelerometer 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.

C. MU values are documented on the Airport Conditions Assessment Worksheet included in Attachment 339-1 or on a printed RCAM form included in Attachment 339-2, for use when downgrading or upgrading a RwyCC.

D. Airport Safety personnel will document the airport conditions on either the Airport Conditions Assessment Worksheet or the printed RCAM form before entering airport conditions into the Runway Condition Assessment Matrix (RCAM) in NOTAM Manager.

E. A minimum of three friction surveys are conducted in the touchdown, midpoint, and roll out zones for each Runway in the direction of landing and the MU values are averaged for each zone.

II. Personnel Authorized to Issue Surface Condition Reports

A. Airport personnel in the following positions are authorized to issue NOTAMS to the AFSS, or disseminate airport conditions locally to the ATCT and airlines:
   i. Executive Director
   ii. Manager of Operations
   iii. ARFF and Maintenance Personnel
   iv. ATCT
   v. FAA Airways and Facilities

B. Names of the personnel authorized to issue surface condition reports are supplied to the Lockheed Martin Flight Services and kept current.

III. Conditions Requiring a Surface Condition Report

A. The following airport conditions that may affect the safe operations for air carriers shall be disseminated to the AFSS, or disseminated locally to the ATCT and airlines if AFSS shall not accept the condition for NOTAM distribution:
   i. Construction or maintenance activity on movement areas, safety areas, or loading ramps and parking areas.
   ii. Surface irregularities on movement areas, safety areas, or loading ramps and parking areas.
   iii. Snow, ice, slush, or water on movement areas, or loading ramps and parking areas.
   iv. Snow piled or drifted on or near movement areas in such a height that all air carrier aircraft propellers, engine pods, rotors, and wingtips may not clear the snowdrift or snowbanks as the aircraft's landing gear traverses any full-strength portion of the movement area.
   v. Objects on the movement area or safety areas contrary to 139.309.

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Date: OCT 07 2019

vi. Out of service or malfunction of any required lighting system, holding position signs, surface painted holding position signs, or ILS critical area signs.
vii. The following light outage conditions, as described in AC 150/5340-26, current edition, Table A-8, shall be disseminated locally to the ATCT and the airlines:
   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.
viii. Unresolved wildlife hazards in accordance with 139.337.
ix. Non-availability of any required ARFF capability required in 139.317 or 139.319.
x. 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, or when the RCAM generates a RwyCC "0".
   a. The Runway will remain closed until the NIL braking condition no longer exists.
xi. Any other condition that may otherwise adversely affect the safe operations of air carriers.

IV. NOTAM/Airport Condition Reporting Records

A. The FAA Digital NOTAM Manager website is used to issue NOTAMS.
B. The Airport informs the ATCT, airlines, and tenants via email whenever a NOTAM is issued.
C. Records of NOTAMS issued in the Digital NOTAM Manager System for the Airport are maintained for at least 12 months.

FAA Approved
Date: OCT 07 2019

Attachment 339-1

SALINA Airport Authority

Airport Conditions Assessment

Airport ID: KSLN   Date   Observed Time (Local): ____

Pilot Reported Breaking Action: ____   Observed By: ____
(Within 15 minutes of assessment when available)

Runway Direction in Use: ____   Is Outside Air Temperature (OAT) warmer than 5° F (-15 °C)? Yes ☐ No ☐

Coverage		Depth	Contaminants	Runway
Location	%			Cond. Code
Touchdown				
Midpoint				
Rollout				

Runway Direction in Use: ____   Is Outside Air Temperature (OAT) warmer than 5° F (-15 °C)? Yes ☐ No ☐

Coverage		Depth	Contaminants	Runway
Location	%			Cond. Code
Touchdown				
Midpoint				
Rollout				

Runway Direction in Use: ____   Is Outside Air Temperature (OAT) warmer than 5° F (-15 °C)? Yes ☐ No ☐

Coverage		Depth	Contaminants	Runway
Location	%			Cond. Code
Touchdown				
Midpoint				
Rollout				

Runway Direction in Use: ____   Is Outside Air Temperature (OAT) warmer than 5° F (-15 °C)? Yes ☐ No ☐

Coverage		Depth	Contaminants	Runway
Location	%			Cond. Code
Touchdown				
Midpoint				
Rollout				

Notam Issued: Yes ___ No ___   SAA By: ____

Time (24 Hour): ____   Date: ____   AFSS By: ____

Agencies Notified:

SLN ATCT: ____   SkyWest ____   AvFlight: ____

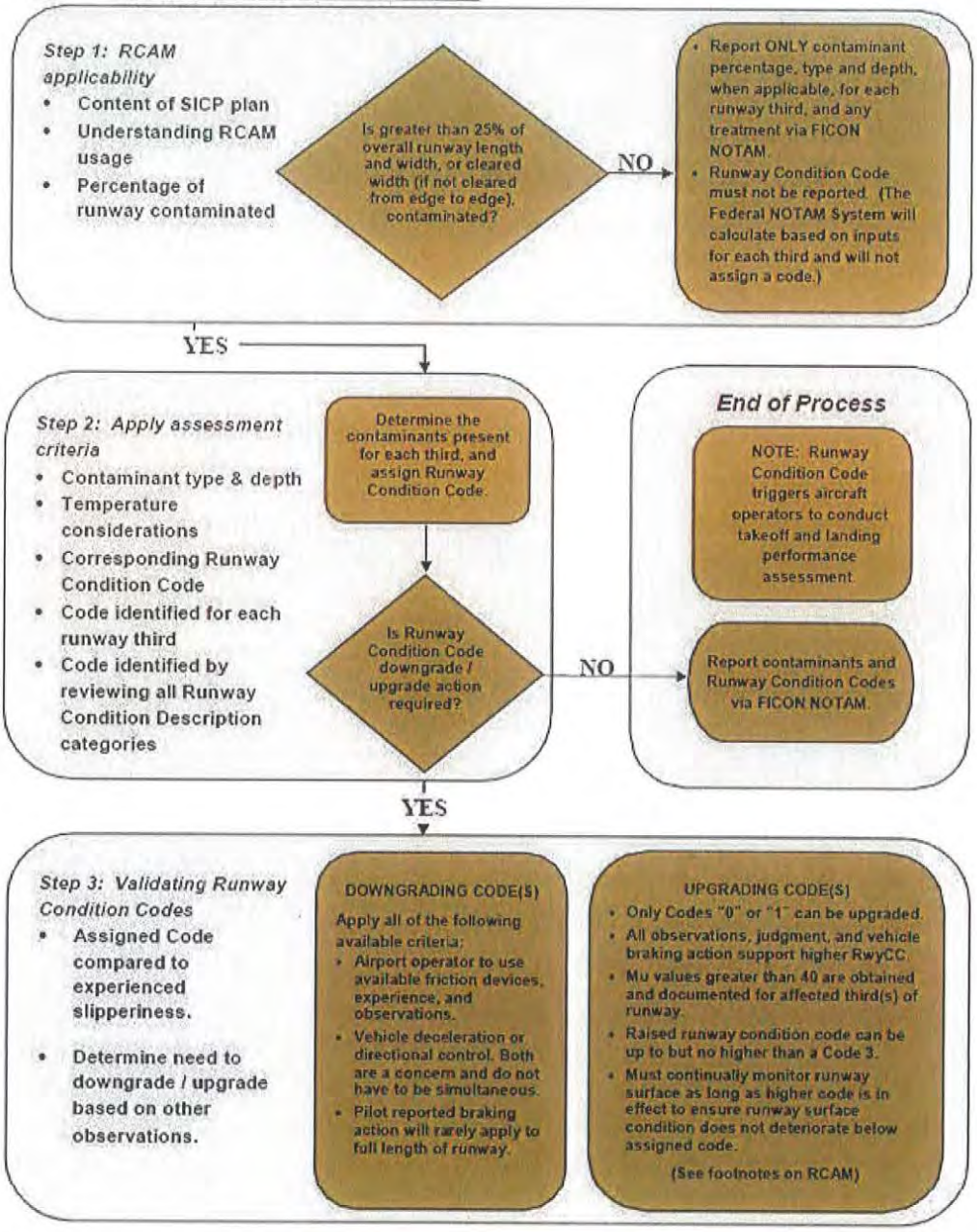
7/29/2016   AC 150/5200-30D

FAA Approved

J. Fotado

Date: JAN 3 1 2019

5.3.2 Overview of the Basic RCAM Process.



5-8

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D. Fothods

Date: JAN 3 1 2019

FOR AIRPORT OPERATORS' USE ONLY

Assessment Criteria		Downgrade Assessment Criteria		
Runway Condition Description	Code	Mu (μ) [1]	Vehicle Deceleration or Directional Control Observation	Pilot Reported Braking Action
• Dry	6	40 or Higher	----	----
• Frost • Wet (includes Damp and 1/8 inch depth or less of water) **1/8 inch (3mm) depth or less of:** • Slush • Dry Snow • Wet Snow	5		Braking deceleration is normal for the wheel braking effort applied AND directional control is normal.	Good
5° F (-15° C) and Colder outside air temperature: • Compacted Snow	4	39 to 40	Braking deceleration OR directional control is between Good and Medium.	Good to Medium
• Slippery When Wet (wet runway) • Dry Snow or Wet Snow (Any depth) over Compacted Snow **Greater than 1/8 inch (3mm) depth of:** • Dry Snow • Wet Snow **Warmer than 5° F (-15° C) ourside air temperature** • Compacted Snow	3		Braking deceleration is noticeable reduced for the wheel braking effort applied OR directional control is noticeable reduced.	Medium
Greater than 1/8 inch (3mm) depth of: • Water • 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] • Slush over Ice • Water over Compacted Snow [2] • 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

[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 Not 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 runweay condition code than would b 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 the 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: Temperature 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 tempertures, airport operators should exercise a heightened level of runway assessment, and should downgrade the runway condition code if appropriate.

FAA Approved

J. Rotheds

Date: JAN 3 1 2019

Section 341 – Identifying, Marking, and Lighting Construction and Unserviceable Areas

I. Marking/Lighting of Construction Areas

A. 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.
B. Plans and specifications involving marking/lighting of construction areas and unserviceable areas shall be submitted to the FAA for approval for AIP funded projects.
C. Advisory Circular 150/5370-2 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.
D. Permanent unserviceable or closed areas shall be marked in accordance with marking standards in AC 150/5340-1, *Standards for Airport Markings.*

II. Marking/Lighting of Construction Equipment

A. 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.
B. 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.
C. Advisory Circular 150/5370-2 and finding of the FAA aeronautical study shall be used as guidance for marking, lighting where appropriate, construction equipment, and roadways.

III. Procedures for Avoiding Damage to Utilities

A. Utility plans for airport utilities are on file in the Executive Director's office.
B. The location of any airport utility lines in the areas of construction shall be marked by Airport Maintenance prior to the start of construction.
C. FAA utilities shall be marked by the FAA.
D. Airport Maintenance is responsible for monitoring construction activity on the Airport to prevent the interruption of utilities.

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Date: OCT 07 2019

Section 343 – Non-Complying Conditions

I. 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

Date:

Appendix A – Wildlife Hazard Management Plan
Salina Regional Airport – SLN
Wildlife Hazard Management Plan

Table of Contents

FAA Approved

J. Fotsch

Date: MAR 07 2019

Federal Aviation Regulation Part 139.337
Wildlife Hazard Management

I. Federal Aviation Regulation Part 139.337

A. Each certificate holder shall provide for the conduction of an ecological study, acceptable to the Executive Director, when any of the following events occur on or near the Airport.
   i. An air carrier aircraft experiences multiple bird strike or engine ingestion.
   ii. An air carrier aircraft experiences a damaging collision with wildlife other than birds.
   iii. Wildlife of a size or in numbers capable of causing an event described in this section is observed to have access to any Airport flight pattern or movement areas.
   iv. FAR 139.337 Section (d)
      a. "When the administrator determines that a wildlife hazard management plan is needed, the certificate holder shall formulate and implement a plan using the ecological study as a basis."

II. Salina Airport Authority

A. SAA is home to Salina Regional Airport (SLN) and the Salina Airport Industrial Center. SLN is a publicly-owned Airport located 3 nautical miles southwest of the Salina, Kansas central business district, just west of Interstate 35 in Saline County.
   i. SAA was created by the City of Salina in 1965 pursuant to the authority granted by the city by the surplus property and public airport authority act of the State of Kansas.
   ii. SAA was created for the purpose of accepting as surplus property approximately 2,862 acres of the former Schilling AFB, which was closed by the United States Department of Defense in June 1965.
   iii. SLN currently experiences 65,000 aircraft operations per year and has approximately 120 based aircraft. SLN lies at an elevation of 1,288 feet above mean sea level.

B. Local climate conditions are characterized by warm, humid summers and semi-mild winters. Average temperatures range from about 28F in January to 81F in July and August. The Average annual rainfall on the airfield is about 26.4 inches per year, and the average annual snowfall is about 24.7 inches per year.

C. It is Airport Management's responsibility to provide a safe and efficient operating environment for its patrons, and negligence in this regard can result in tremendous liability. Because of a large population of urban waterfowl, migratory raptor species and a host of other contributing factors, wildlife hazards on the airfield are a safety concern and must be addressed.

D. In an effort to ensure the safety of its customers and to comply with the guidelines outlined in CFR 14, Part 139.337, Airport Management requested that USDA WS conduct an analysis of wildlife hazards at SLN (August 2009 – July 2010).

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Date: OCT 07 2019

i. The intent is to use the findings from the study to better understand and reduce or mitigate wildlife hazards to a level acceptable to SLN, FAA, and airport patrons.

Authority and Responsibilities FAR 139.337(e) (1)

I. Executive Director

A. Responsible for the administration and operation of Salina Airport Authority.

II. Director of Facilities and Construction

A. Responsible for resources needed to support the previous provisions of the WHMP.
B. Acts as a project manager for habitat modification activities.
C. Acts as a liaison with the public, the private sector and local, state and federal government entities with regard to wildlife habitat modification activities conducted by the Salina Airport Authority.
D. Reviews design of new structures to reduce architectural features attractive to wildlife.
E. Advises the Executive Director in land use planning and wildlife hazard mitigation issues.
F. Reviews and submits the Annual Report Form/Depredation Permit with the United States Department of the Interior – U.S. Fish and Wildlife Service.
G. Reviews and updates the WHMP, when appropriate.
H. Shall convene annual Wildlife Hazard Management Plan meeting.

III. Director of Administration and Finance

A. Responsible for all land utilization leases.

IV. Manager of Operations

A. Maintains the Airport physical environment in accordance with this plan to reduce wildlife attractants and minimize wildlife access to the airfield.
B. Assists in the removal and disposal of dead wildlife.
C. Contacts airfield operations when large flocks of birds are observed on or above the airfield.
D. Ensures adequate hazing supplies are available.
E. Monitors wildlife activities at the Airport.
F. Responds to wildlife strike notifications made by the ATCT, pilots, and other personnel and takes appropriate action deemed necessary for the protection of life and property.
G. Ensures wildlife hazard conditions are NOTAMed as needed or published in the Flight Information Airport Facility Directory.
H. Maintains documentation concerning observed or reported wildlife activity, wildlife strikes, and remedial activities associated with his plan.
I. Submit work requests to Airport Maintenance for items that need correcting to control the movement of wildlife.

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Date: OCT 0 7 2019

V. Aircraft Rescue and Fire Fighting (ARFF) and Operations Specialist

A. Perform airfield self-inspections in accordance with FAR 139, and the Airport Certification Manual.
B. Reports to ATCT wildlife activity that may pose an imminent danger to aircraft that are taxiing, departing, or arriving.
C. Assists in dispersal of wildlife when deemed necessary for the protection of life and property, in accordance with the guidelines of this WHMP.
D. Responds to wildlife strike notifications made by the ATCT, pilots, and other personnel and take appropriate action deemed necessary for the protection of life and property.
E. Conduct Wildlife Assessments weekly, or as needed. Special Wildlife Assessments will be conducted during peak migration periods of waterfowl or migrating birds.
F. Complete the Wildlife Assessment Worksheet (Enclosure 1) to document any wildlife observed during assessments.
G. Document and forward to the Manager of Operations, wildlife strikes involving known and unknown aircraft and any significant wildlife activities observed on, above, or in the vicinity of airport property.

VI. Airport Traffic Control Tower

A. Reports to pilots who are taxiing, arriving, departing, or transitioning through Salina Regional Airport airspace, any significant wildlife activity observed by or reported to ATCT.
B. Advises Airport Operations of significant wildlife activity that is observed on the airfield by ATCT or pilots that may have an imminent danger to pilots arriving or departing at Salina Regional Airport.
C. Completes the FAA Wildlife Strike Report when applicable.

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Date: MAR 07 2019

Wildlife Hazard Management Training

I. Training curriculum for Airport personnel actively involved in implementing FAA approved Wildlife Hazard Management Plan.

A. The training course must provide the knowledge, skills, and abilities needed by Airport personnel to safely and accurately implement relevant portions of the FAA approved WHMP.

B. Initial and annual recurrent training must be completed every 12 months.

C. Training shall be conducted by a qualified Airport Wildlife Biologist and/or a member of the Salina Airport Authority Staff that has completed a FAA approved train-the-trainer course.

D. The training curriculum shall include at least the following:

i. Review of wildlife strikes, control actions, and observations at the Airport over the previous 12 months.

ii. Review of the Airport's WHA.

iii. Existing wildlife hazards and trends in wildlife abundance.

iv. Status of any open or unresolved recommended action items for reducing identified wildlife hazards to air carrier operations within the past 12 months.

v. Review of the Airport's WHMP, to include:

a. Airport-specific wildlife attractants, including man-made and natural features.

b. Habitat management, modification, and exclusion practices of the past 12 months.

c. Wildlife population management.

vi. Review of the Airport's wildlife permits (local, state, and federal).

vii. Responsibilities for Airport Personnel for:

a. Reporting wildlife strikes, control actions, and wildlife observations.

b. Communicating with personnel who conduct wildlife control actions or who see wildlife hazards and air traffic control tower personnel and others who may require notifications, such as Airport Operations or Maintenance departments.

c. Documenting and reporting wildlife hazards seen during patrols and inspections and follow-up control efforts.

viii. Basic bird and mammal identification, stressing local hazardous populations and threatened and endangered species of concern.

a. The Airport is reported to be within the migrating path of Whooping Cranes.

b. SAA personnel will receive training in the identification and limitations of wildlife mitigation of endangered species.

ix. Any Airport personnel using pyrotechnic launchers or firearms must receive training on the following topics:

a. Safety, parts, and operation of firearms and pyrotechnic launchers.

b. Fundamentals of using ammunition and pyrotechnics.

c. Personal protective equipment.

d. Cleaning, storage, and transport of firearms and pyrotechnic launchers.

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Date: 10/30/20

e. Applicable local, state, and federal regulations on firearms, pyrotechnic launchers, and pyrotechnics.
f. Live fire training with any firearms and pyrotechnic launchers.
g. Any other training required by local, state, or federal regulations.

x. State Certificated Hunter Safety Instructors, Police Officers, and Firearms Instructors should teach firearms safety and possible the safe use of pyrotechnic launchers.
   a. Pyrotechnics are classified as high explosives by the Bureau of Alcohol, Tobacco, and Firearms (ATF) and as Division 1.4 explosives by the US Department of Transportation.
   b. There are numerous regulations, security considerations, and ATF licensing requirements that apply to pyrotechnics.

xi. After completion of required training, the personnel listed in Enclosure 2 will be authorized to conduct wildlife mitigation.

xii. All training requirements are subject to review and recurring will be required on a yearly basis.

FAA Approved

J. Fotheringham

Date: MAR 07 2019

Wildlife Hazard Management Training Records

I. Training records will be maintained for a period of 24 calendar months for those who mitigate wildlife.

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Date: MAR 07 2019

Annual Review of Wildlife Hazard Management Plan

I. The WHMP will be reviewed annually in October to determine its effectiveness in dealing with wildlife issues.
   A. Topics to be reviewed will include, but are not limited to:
      i. The previous year's recorded wildlife observations and wildlife strikes.
      ii. Review of the Airport's WHMP, to include:
         a. Airport specific wildlife attractants, including mammals and natural features.
         b. Habitat management, modification, and exclusion practices of the last 12 months.
         c. Wildlife population management.
         d. Status of any open or unresolved recommended action items for reducing identified wildlife hazards to air carrier operations within the past 12 months.
         e. Future Airport planning and development.
      iii. Recommended changes to the WHMP.
      iv. Recommendations and plans for revised or new procedures, habitat modification projects, and wildlife management procedures.

FAA Approved

J. Fobes

Date: MAR 0 7 2019

Wildlife Hazard Management

I. Habitat Management

A. Habitat Management is a primary component of the WHMP.
B. Modifying habitats to reduce attractants on the Airport is the most effective long-term method of reducing wildlife hazards.
C. Area Attractants include:
   i. Food Sources
      a. Presence or large open area used for agriculture nearby.
      b. Numerous dumpsters, many of which are used for disposal of food wastes.
      c. Undeveloped areas throughout the Airport which offers natural habitat areas with abundant cover, food, and water.
   ii. Water Sources
      a. Presence of permanent, year-round sources of water.
   iii. Resting/Roosting/Nesting areas
      a. Large numbers of landscaping, cone-bearing trees are scattered across the public areas of the Airport offering ideal roosting locations for birds seeking refuge from the cold winter months.
      b. Structural design of many buildings and aircraft boarding bridges offer roosting and nesting habitats to avian wildlife.
      c. Open parking lots and street light poles offer resting areas for birds and serve as hunting perches for predatory bird species.

II. Current Wildlife Habitat Management Measures

A. Airfield Maintenance maintains the airfield grass height between 6-12 inches in the crop buffer zones.
   i. Runway and Taxiway safety areas are maintained to height of approximately 6" to accommodate FAR Part 139 requirements.
   ii. By maintaining the grass with these limits, airfield grass areas do not provide attractive nesting, roosting, and feeding areas for the majority of wildlife species in this area.
B. Areas of trees and brush have been eliminated near the approach end of the Runways and throughout the entire Airport.
C. The goal is to eliminate all trees aboard the airport property.
D. The airfield is maintained to provide a minimum of low swell areas where standing water remains for an extended period after rains.
E. Control burns are conducted as needed to reduce wildlife habitat.
   i. Fires will only be started in the morning in order to allow for several hours of monitoring.
   ii. When possible, berms or disking will be conducted around the burn area to prevent the fire from spreading.
   iii. Calls to Saline County Emergency Management will be made to notify prior to conducting any burns in accordance with the burn permit.
F. Future building designs will be designed to reduce potential wildlife habitat.
G. Remove located pigeon and other bird nests.

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Date: OCT 07 2019

H. The airfield is enclosed by a six-foot chain link fence with three strands of barbed wire at the top.
   i. The base is routinely inspected for crawl holes and other openings that would allow wildlife access to the airfield.
   ii. Regular wildlife and security patrols conducted inspect the fence, reporting any needed repairs and flagging wash-outs or animal digs under the fence.
      a. During a patrol, if any fencing is in need of repair, ARFF personnel will mark the area with high visible ribbon and fill out a work order for repair.

III. Wildlife Dispersal

A. Noise makers, primarily “bangers” or “screamers,” are used to haze flocks of birds on the airfield.
   i. Close coordination with the ATCT personnel is required prior to the discharge of any pyrotechnics in areas close to active Runways.
B. High intensity, portable spotlights are used to displace birds from their night time roosts.
C. Such methods are generally effective at dispersal of transient/migratory flocks attracted to the landscaped areas of the Airport.
   i. As these birds become acclimated to traditional dispersal methods, alternative methods, or more intense hazing may be necessary.
   ii. In the event that birds become accustomed to traditional hazing practices and gather in numbers unacceptable to the SAA:
      a. As appropriate, the Airport shall adopt an intensive hazing campaign that consists of several operations such as personnel working simultaneously with pyrotechnics to deter birds from their accustomed roosting locations across the airfield.
      b. These operations generally take place during the fall/winter months and hazing generally lasts from a couple of hours before dusk to a couple of hours after sunset.
      c. Such dispersal campaigns shall be maintained until the residential bird population has been displaced and no longer deserves to use Airport property as a roosting site.
      d. Other measures may be employed as needed.

IV. Wildlife Depredation

A. Depredation techniques are employed as they are deemed necessary and appropriate.
   i. Firearms, avicides, trapping, etc. can be effective control tools when dealing with wildlife in the Airport environment.
      a. It is commonly agreed among wildlife managers that the use of firearms effectively reinforces the effectiveness of pyrotechnics and other noise makers.

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Date: 10/30/20

b. May wildlife species are protected by federal and state laws against depredation.
c. Use of firearms in public areas is not acceptable for controlling wildlife.

ii. Avicides and traps should not be used in a manner in which domestic animals, or protected species might have access to them.
   a. Any traps set for the control of mammals on the Airport should be checked every 24 hours.

iii. The use of lethal methods can be anticipated to precipitate very negative public image, adverse media response, and the possibility of legal actions in an attempt to prevent the future use of such methods.

iv. Disposal of dead animals must be done in an approved manner to avoid potential health issues.
   a. Burial and incineration of dead animals are two of the preferred methods for disposal.

v. SAA personnel are provided access to shotguns and rifles to be used for the removal of wildlife when necessary.
   a. Shotguns are also used to haze wildlife and reinforce pyrotechnics daily.

vi. All depredation activities are to be recorded and filed.

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J. Rotsch

Date: MAR 07 2019

Endangered, Threatened, or Species in Need of Conservation

I. There are two broad categories for creatures whose rarity puts them in danger:
   A. Endangered – Immediate risk of either local or complete extinction.
   B. Threatened – Rare enough to become endangered soon.

II. Within Saline County there are seven animals listed on the Kansas Threatened and Endangered (T&E) Species list:
   A. Topeka Shiner
   B. Whooping Crane
   C. Least Tern
   D. Piping Plover
   E. Snowy Plover
   F. Eastern Spotted Skunk
   G. American Burying Beetle

III. In each state a third category may be used for those species who are generally considered in need of protection.
   A. In Kansas this is called a Species in Need of Conservation (SINC).

IV. Within Saline County there are eleven animals listed on the Kansas SINC list:
   A. Southern Bog Lemming
   B. Western Hognose Snake
   C. Black Tern
   D. Short-eared Owl
   E. Ferruginous Hawk
   F. Golden Eagle
   G. Wabash Pigtoe Mussel
   H. Bobolink
   I. Henslow's Sparrow
   J. Log-billed Curlew
   K. Franklin's Ground Squirrel

V. During any wildlife management measures taken, caution should be used to protect species that are considered endangered, threatened, or in need of conservation.
   A. The first step in this process is to educate the SAA staff on identification procedure for those species.

VI. Bald and Golden Eagle Protection Act

   A. The bald eagle is still protected by the Bald and Golden Eagle Protection Act, even though it has been delisted under the Endangered Species Act.
   B. The law, originally passed in 1940, provides for the protection of the bald eagle and the golden eagle (as amended in 1962) by prohibiting the take, possession, sale, purchase, barter, offer to sell, purchase or barter, transport, export or import, of any bald or golden eagle, alive or dead, including any part, nest, or egg, unless allowed by permit (16 U.S.C. 668(a); 50 CFR 22).
   C. "Take" includes pursue, shoot, shoot at, poison, wound, kill, capture, trap, collect, molest or disturb (16 U.S.C. 668c; 50 CFR 22.3).

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J. Fothel

Date: MAR 07 2019

D. The 1972 amendments increased civil penalties for violating provisions of the Act to a maximum fine of $5,000 or one-year imprisonment with $10,000 or not more than two years in prison for a second conviction.
   i. Felony convictions carry a maximum fine of $250,000 or two years of imprisonment.
   ii. Fines double for organizations.
   iii. Rewards are provided for information leading to arrest and conviction for violation of the Act.

E. SAA personnel are reminded that eagles are native the central Kansas cannot be harassed or pursued without a federal permit.

F. If an eagle is sighted aboard the Airport, personnel will notify the Air Traffic Control Tower and the Manager of Operations immediately.

VI. Permits and Regulations

A. **Federal**
   i. SAA Maintains a U.S. Department of Interior Fish and Wildlife Service Migratory Bird Depredation Permit under Code of Federal Regulations Title 50 – Wildlife and Fisheries, Part 13 – General Permit Procedures and Part 21 – Migratory Bird Permits.
   ii. Depredation activities under the permit are submitted annually in January.
      a. The permit application is annually reviewed by the contract Wildlife Biologist for any necessary species additions or number increases for species already on the permit.

B. **State and Local Regulations**
   i. The Kansas Department of Wildlife and Parks (KDWP) allow taking of non-protected wildlife causing damage to ones' own land.
   ii. K.S.A. 32-1000(c) (2) permits owners or legal occupants to kill any animals found in or near buildings on their premises or when destroying property with these exceptions/conditions:
      a. Federal and state protected species.
      b. Using or possessing any animal taken for depredation purposes.
         1. When taking animals for depredation purposes without a Nuisance Animal Damage Control (NADC) permit, no part of the animal (fur, meat, skull, or claws) can be used by the individual.
         2. The animal may be donated to an educational institution, buried, or disposed of in an approved landfill.
         3. When possible, control strategies will be employed during the legal hunting season.
   iii. Reasonable efforts to control the animals are taken before the animal is killed.
   iv. Actions can be taken without a permit, provided the action is taken by the landowner or the landowner's employee.
      a. Outside contractors or agents used must have a valid NADC permit issued by KDWP.
   v. Control burning of potential wildlife habitat is a regular part of wildlife reduction aboard the Airport.
   vi. Saline County Emergency Management provides the required permit to conduct control burns within the county.

VII. Supplies

A. 1 Patrol Vehicle (ARFF 5)
B. 2 – 12 Gauge Stevens Model 350 Shotguns
C. 12 Gauge Bird Banger Pyrotechnic Cartridges – Cracker Shells
D. Pistol Launched Bird Bombs, 15mm Red Colored Cartridge
E. Pistol Launched Bird Whistlers, 15mm Green Colored Cartridge
F. 12 Gauge Bird Shot
G. 12 Gauge Mammal Shot
H. High Intensity Portable Spotlight
I. Remington .223 Model 700 Rifle

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J. Fotheringham

Date: MAR 07 2019

VIII. Sources of Wildlife Control Supplies

A. Pyrotechnics

Address

Sutton Ag Enterprises
746 Vertin Avenue
Salinas, California 93901

Phone

(866) 280-6229

Fax

(800) 482-4240

IX. Resource Agencies

A. **City of Salina Animal Control**

i. City of Salina Animal Shelter will respond at the request of the Airport Authority for the following situations:

a. Domestic or wildlife animal bites
b. Domestic dog at large
c. Wild or domestic animal that is sick or injured
d. Livestock at large
e. Birds or bats inside a building
f. Wild or domestic animals at large in a building

Address

329 N. Second
Salina, Kansas 67401

Phone

(785) 826-6535
(785) 826-6536

Fax

(785) 826-7415

B. **Kansas Department of Wildlife and Parks**

i. KDWP provides assistance with nuisance wildlife, technical assistance, and general management recommendations when requested.

Address

Region 1 Office
Route 2, P.O. Box 338
Hays, Kansas 67601

Phone

(785) 628-8614

C. **USDA – APHIS – Wildlife Services**

i. UDSA – WS provides contract wildlife biologists, assistance with nuisance wildlife, training, technical assistance, and general management recommendations when requested.

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Date: MAR 07 2019

ii. USDA – WS conducts Wildlife Hazard Assessments for the Airport as needed.

Address - Manhattan
4070 Fort Riley Blvd
Manhattan, Kansas 66502

Phone
(785) 537-6855

Address - Wichita
2173 Air Cargo Road
Wichita, Kansas 67209

Phone
(316) 204-1973

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Date: MAR 07 2019

Wildlife Assessment Worksheet

Enclosure 1

WILDLIFE ASSESSMENT RECORD SHEET (139.337-04)

Record observations below. Use the Salina Airport Authority grid map to record locations.

Collectors name: _____
Date: _____
Type of Wildlife: _____
Grid Box: _____
Action Taken:

Collectors name: _____
Date: _____
Type of Wildlife: _____
Grid Box: _____
Action Taken:

Collectors name: _____
Date: _____
Type of Wildlife: _____
Grid Box: _____
Action Taken:

Collectors name: _____
Date: _____
Type of Wildlife: _____
Grid Box: _____
Action Taken:

Assessment should be completed at random times of the day. The recording of information is vital to safe flight operations.

Z:\Part139Documentation\2015\Templates\WildlifeAssessmentTemplate337.xlsx

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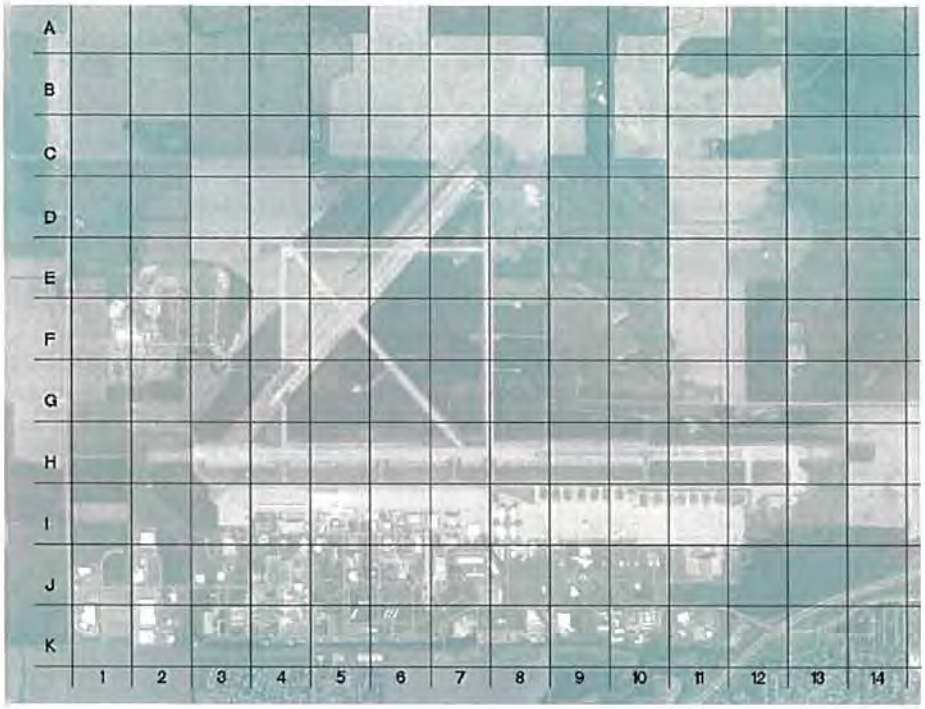
Date: MAR 0 7 2019



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FAA Approved

J. Fotheringham

Date: MAR 07 2019

SALINA AIRPORT AUTHORITY
AUTHORIZATION TO DISCHARGE FIRE-

Pursuant to City of Salina Code, **Section 25-154 Discharge of Firearms** and Salina Airport Authority Rules and Regulations, **Section 3.25 Wildlife Hazard Reduction**, the following individuals are authorized to discharge firearms on Airport Authority for the purpose of wildlife hazard reduction. Firearms are used in accordance with the Airport Authority's Wildlife Hazard Management Plan for the purposes of harassment and lethal reduction techniques.

DESIGNEES AUTHORIZED TO USE AND DISCHARGE FIREARMS ON AIRPORT AUTHORITY PROPERTY

DESIGNEE	DRIVER'S LICENSE	DATE OF BIRTH	SAA ID#
Tim Rogers	K00-28-5210	03/24/1954	100
Kenny Bieker	K00-28-8821	12/02/1956	152
David Sorell	K02-46-6082	06/30/1964	166
Alan Anderson	K02-92-4856	08/10/1979	160
Kyle Moyer	K01-61-5219	02/10/1989	168
Roger (Kim) Colby	K00-18-8534	02/17/1957	114
Zach Turner	K03-01-6819	05/10/1994	186
Tim Claassen	K00-95-0336	02/24/1984	206
Max Mueller	A61465289	09/14/1996	207
Jett Moyer	K03-70-0359	01/02/2002	208
Andrew Hodge	K03-46-9540	10/12/1999	209

Authorized by:

Date 10/20/20

Timothy F. Rogers, A.A.E.
Executive Director
Salina Airport Authority

Salina Regional SLN Airport — Since 1965 — SALINA Airport Industrial Center

3237 ARNOLD AVE./ SALINA, KAN. 67401-8190/ 785.827.3914/ FAX: 785.827.2221
www.salinaairport.com

FAA Approved
M. Cozad
Date: 10/30/20

KS Rare Species Sighting Form
Enclosure 3

KANSAS
RARE SPECIES SIGHTING FORM

SIGHTING DATE: _____

LOCATION:

County: _____ **GPS** *(decimal degrees)*: _____

Plat Legal: Quarter _____ Section _____ Township _____ Range _____

Land Ownership *(circle one)*: Private State Federal Municipality Other _____

(Owner Name and/or Area Title if Applicable): _____

SPECIES INFORMATION:

Species Name: *(common)* _____ *(scientific)* _____

Age/Number: Adults _____ Juveniles _____ **Sex** *if known (circle one)*: Male Female

Environmental Status of Species *(circle type of status for both the state and federal. If candidate circle type)*:

Kansas Status: Threatened Endangered SINC Candidate Unknown
Federal Status: Threatened Endangered Candidate Unknown

Habitat Observed Using *(circle all that apply)*:

River/Stream Wetland Bottomland Timber Upland Timber Bottomland Prairie Upland Prairie
Cropland _____ Cool-season Pasture Old Field CRP Other _____

COMMENTS:

(e.g. nesting, carrying/gathering food, dead/alive, etc.): _____

_____

_____

OBSERVER INFORMATION:

Name and/or Institution: _____

Address _____

City: _____ State: _____ Zip: _____

E-mail: _____

Telephone: _(_____)_____

SUBMIT COMPLETED FORM TO:
Attn: Endangered Species Specialist
Kansas Dept. of Wildlife & Parks
5089 Co. Rd. 2925
Independence, KS 67301

Official Use Only
Form#: _____
Date Sent to KBS: _____
Data Entry Date: _____

FAA Approved

Date: MAR 07 2019

USDA Wildlife Permit
Enclosure 4

DEPREDATION AT AIRPORTS

Permit Number: MB226332-0
Effective: 01/24/2020 Expires: 12/31/2020

Issuing Office:

Department of the Interior
U.S. FISH AND WILDLIFE SERVICE
Migratory Bird Permit Office
P.O. Box 25486 DFC (60154)
Denver, CO 80225-0486
Tel: 303-236-8171 Fax: 303-236-8017

CHIEF, MIGRATORY BIRD PERMIT OFFICE - REGION 6 DATE: 01/24/2020

Permittee:

SALINA AIRPORT AUTHORITY
ATTN: TIMOTHY F. ROGERS
3237 ARNOLD AVENUE
SALINA, KS 67401
U.S.A.

Name and Title of Principal Officer:
TIMOTHY ROGERS - EXECUTIVE DIRECTOR

Authority: Statutes and Regulations: 16 USC 703-712; 50 CFR Part 13; 50 CFR 21.41

Location where authorized activity may be conducted:

Activities authorized in Condition D may be conducted at the address listed above.

Reporting requirements:

ANNUAL REPORT DUE: 1/31
You must submit a report to your Regional Migratory Bird Permit Office even if you had no activity. Form: http://www.fws.gov/forms/3-202-9.pdf

Authorizations and Conditions:

A. General conditions set out in Subpart B of 50 CFR 13, and specific conditions contained in Federal regulations cited above, are hereby made a part of this permit. All activities authorized herein must be carried out in accord with and for the purposes described in the application submitted. Continued validity, or renewal of this permit is subject to complete and timely compliance with all applicable conditions, including the filing of all required information and reports.

B. The validity of this permit is also conditioned upon strict observance of all applicable foreign, state, local, tribal, or other federal law.

C. Valid for use by permittee named above and the following subpermittees (50CFR 21.41C(5)). Any subpermittee must be at least 18 years of age and must carry your written subpermittee designation when taking or possessing migratory birds. As the permittee, you are legally responsible for ensuring that your subpermittees are adequately trained and adhere to the terms of your permit. You are responsible for maintaining current records of who you have designated as a subpermittee, including copies of letters you have provided to them. Copies of these letters or a list of subpermittees must be submittee with your annual report.

D. You and subpermittee(s) are authorized to take, temporarily possess and transport the migratory birds specified below to relieve or prevent injurious situations impacting public safety. All take must be done as part of an integrated Wildlife Damage Management Program that emphasizes nonlethal management techniques. You may not use this authority for situations in which migratory birds are merely causing a nuisance.

(1) The following may be lethally taken:

eight (8) American Kestrels (*Falco sparverius*)
twenty (20) Barn Swallows (*Hirundo rustica*)
ten (10) Blue-winged Teals (*Anas discors*)
fifty (50) Bonaparte's Gulls (*Larus philadelphia*)
twenty (20) Canada Geese (*Branta canadensis*)
ten (10) Cattle Egrets (*Bubulcus ibis*)
twenty (20) Eastern Meadowlarks (*Stumella magna*)
fifty (50) Franklin's Gulls (*Larus pipixcan*)
forty (40) Mallards (*Anas platyrhynchos*)
two hundred and fifty (250) Mourning Doves (*Zenaida macroura*)
ten (10) Northern Harriers (*Circus cyaneus*)
twenty (20) Red-tailed Hawks (*Buteo jamaicensis*)
forty (40) Ring-billed Gulls (*Larus delawarensis*)
eight (8) Snowy Egrets (*Egretta thula*)
five (5) Swainson's Hawks (*Buteo swainsoni*)
ten (10) Turkey Vultures (*Cathartes aura*)

FAA Approved

Date: JAN 27 2020

Permit Number: MB226332-0
Effective: 01/24/2020 Expires: 12/31/2020

ten (10) Great Blue Herons (*Ardea herodias*)
four (4) Great Egrets (*Casmerodius albus*)
thirty (30) Killdeer (*Charadrius vociferus*)
five (5) Upland Sandpipers (*Bartramia longicauda*)
one (1) Snowy Owls (*Bubo scandiacus*)
fifteen (15) Western Meadowlarks (*Sturnella neglecta*)

(2) To addle eggs of the following:

one hundred (100) Canada Goose (*Branta canadensis*) eggs

E. **All of the above species and numbers are totals for the year 2020.** If the problem hasn't been resolved by the above authorized activities, then a written request with justification to amend the permit must be submitted to the issuing office for additional authorization.

F. You are authorized in emergency situations only to take, trap, or relocate any migratory birds, nests and eggs, including species that are not listed in Condition B (except bald eagles, golden eagles, or endangered or threatened species) when the migratory birds, nests, or eggs are posing a direct threat to human safety. A direct threat to human safety is one which involves a threat of serious bodily injury or a risk to human life.

You must report any emergency take activity to your Migratory Bird Permit Office, Denver, Colorado at 303-236-8171 within 72 hours after the emergency take action. Your report must include the species and number of birds taken, method, and a complete description of the circumstances warranting the emergency action.

G. You are authorized to salvage and temporarily possess migratory birds found dead or taken under this permit for (1) disposal, (2) transfer to the U.S. Department of Agriculture, (3) diagnostic purposes, (4) purposes of training airport personnel, (5) donation to a public scientific or educational institution as defined in 50 CFR 10.12, (6) donation to persons authorized by permit or regulation to possess them, or (7) donation of migratory game birds only to a public charity (those suitable for human consumption). Any dead bald eagles or golden eagles salvaged must be reported within 48 hours to the National Eagle Repository at (303) 287-2110 and to the Migratory Bird Permit Office, Denver, Colorado at 303-236-8171. The Repository will provide directions for shipment of these specimens.

H. You may not salvage and must immediately report to U.S. Fish and Wildlife Service Office of Law Enforcement any dead or injured migratory birds that you encounter that appear to have been poisoned, shot, electrocuted, have collided with industrial power generation equipment, or were otherwise killed or injured as the result of potential criminal activity. See USFWS OLE contact information below.

I. You may use the following methods of take: (1) firearms, (2) nets, (3) registered animal drugs (excluding nicarbazin), pesticides and repellents, (4) falconry abatement, and (5) legal lethal and live traps (excluding pole traps). Birds caught live may be euthanized or transported and relocated to another site approved by the appropriate State wildlife agency, if required. When using firearms, you may use rifles or air rifles to shoot any bird when you determine that the use of a shotgun is inadequate to resolve the injurious situation. You may use paint ball guns to haze birds or deter birds only when other methods of hazing are ineffective.

Anyone who takes migratory birds under the authority of this permit must follow the American Veterinary Medical Association Guidelines on Euthanasia when euthanization of a bird is necessary (http://www.avma.org/issues/animal_welfare/euthanasia.pdf).

J. You may temporarily possess and stabilize sick and injured migratory birds and immediately transport them to a federally licensed rehabilitator for care.

K. You and any subpermittee(s) must comply with the attached Standard Conditions for Migratory Bird Depredation Permits. **These standard conditions are a continuation of your permit conditions *and must remain with your permit.***

For suspected illegal activity, immediately contact USFWS Law Enforcement at: 316-788-4474

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Date: JAN 2 7 2020

Appendix B – Snow and Ice Removal Plan

I. Responsibilities of the Airport ARFF and Maintenance Personnel

A. Airport ARFF and Maintenance Personnel are responsible for the following:
   i. Checking with Air Traffic Control or Automated Flight Service Station about forecast conditions.
   ii. Checking with Air Traffic Control on inbound and outbound flight plans.
   iii. Determining when snow removal operations shall begin based on an evaluation of existing and forecast weather conditions (generally before ice begins to form or when snow begins and prior to an accumulation of 2" of dry snow, 1" of wet snow, or ¼" of slush).
   iv. During snow and/or ice storms maintaining a continual check of the Airport movement area for depth of snow, drifting snow, windrows or snow, ice, slush, status of snow removal operations and pavement friction.
      a. Frequent Checks that gates H1 and H5 are always operational for mutual aid response and ARFF response staging.
   v. Issuing Notices to Airmen (NOTAMs) to the ATCT, AFSS, airlines, and contacting the FBOs prior to beginning snow removal operations.
   vi. Collect data to determine RwyCCs for Surface Condition Reports.
   vii. They will also provide a NOTAM with the following information:
      a.
      b. When ridges, windrows, or snow remain on or adjacent to the operational area
      c. When conditions change from those previously noted
      d. When any conditions exist, which are hazardous to aircraft operations
   viii. Airport Management will be responsible for the efficient operation of all snow and ice control equipment.
      a. All equipment will be personally inspected by the SAA Maintenance staff for proper operation and ready for either snow or ice control.
      b. There shall be a 72-hour supply of both gasoline and diesel fuel on hand.
   ix. Airport Management will be responsible for training new personnel and for evaluating snow removal operations after each storm.

II. Responsibilities of the Snow Removal Crew

A. All members of the snow/ice removal crew will be responsible for the following:
   i. Familiarizing themselves with the Airport Snow and Ice Removal Plan and Airport facilities and equipment.
   ii. Inspecting equipment before starting operations, refueling and lubricating according to manufacturer's specifications during operations, and reporting major equipment problems to Airport Management.
   iii. Monitoring radios on proper frequencies at all times or informing AFSS of intentions and visually checking for air and ground traffic before entering the Airport movement area and ramp area.
   iv. Reporting all problems or hazards to Airport Management immediately.
   v. Exercising caution to prevent damage to or burying of any airfield lighting.

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III. Vehicles

A. All snow removal equipment used on the Airport movement area will be equipped with a two-way radio tuned to 121.9 MHZ during all hours of operation. After hours of operation all two-way radios will be tuned to 119.3.
   i. Any malfunctioning radio shall be taken to the radio repair shop as soon as practicable for repairs.

B. All snow removal equipment shall be inspected before snow removal operations begin.

C. The following pieces of equipment are available for snow removal operations:
   i. Snowplow 1
      a. 1980 Mack Runway Plow
      b. 27’ rubber blade
   ii. Snowplow 2
      a. 1983 Idaho Runway Plow
      b. 27’ carbide blade
   iii. Snowplow 3
      a. 2002 Oshkosh Runway Plow
      b. 18’ carbide blade
      c. Urea spreader – 3 tons
      d. Potassium acetate pre-wet system
   iv. Snowplow 4
      a. 2002 Oshkosh Runway Plow
      b. 18’ carbide blade
      c. Urea spreader – 3 tons
      d. Potassium acetate pre-wet system
   v. Blower 1
      a. 1986 Idaho Snow Blower
      b. 3000 tons per hour
   vi. Tractor 2
      2012 John Deere Loader

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M. Cozad
Date: 10/30/20

IV. Definitions

A. **Airside Urea** (otherwise known as Carbamide)
   i. The approved specifications are SAE AMS 1431, Compound, Solid Runway and Taxiway De-Icing/Anti-Icing, and MIL SPEC DOD-U-10866, Technical Urea.
   ii. Agricultural grade urea that meets any of these specifications, called airside urea, is acceptable.

B. **Approved Chemical**
   i. A chemical, either solid or liquid, that meets a generic SAE or MIL specification.

C. **Ash**
   i. A grayish-white to black solid residue of combustion normally originating from pulverized particulate matter effected by volcanic eruption.

D. **Compact Snow**
   i. Snow that has been compressed or consolidated into a solid form that resists further compression such that an airplane will remain on its surface without displacing any of it.
   ii. If a chunk of compressed snow can be picked up by hand, it will hold together, or can be broken into smaller chunks rather than falling away as individual snow particles.
   iii. A layer of compacted snow over ice must be reported as compacted snow only.
   iv. When operating on the surface, significant rutting or compaction will not occur.
   v. Compact ice may include a mixture of snow and embedded ice; if it is more ice than compacted snow, then it should be reported as either ice or wet ice, as applicable.

E. **Containment**
   i. A deposit such as frost, any snow, slush, ice, or water on an aerodrome pavement where the effects could be detrimental to the friction characteristics of the pavement surface.

F. **Contaminated Runway**
   i. For purposes of generating a Runway condition code and airplane performance, a Runway is considered contaminated when more than 25 percent of the Runway surface are (within reported land and the width being used) covered by frost, ice, and any depth of snow, slush, or water.
   ii. When Runway contaminants exist, but overall coverage is 25 percent or less, the contaminants will still be reported. However, a Runway condition code will not be generated.
   iii. While mud, ash, sand, oil, and rubber are reportable contaminants, there is no associated airplane performance data available and no depth or RwyCC will be reported.
   iv. **Exception –** Rubber is not subject to the 25 percent rule and will be reported as slippery when wet when the pavement evaluation/friction deterioration indicates the averaged Mu value on the wet pavement surface is below the minimum friction level classification specified in Table 3-2 of FAA Advisory Circular 150/5320-12.

G. **Dry Pavement**
   i. Describes a surface that is neither wet, nor contaminated.

H. **Dry Runway**
   i. A Runway is dry when it is neither wet, nor contaminated.
   ii. For purposes of condition reporting and airplane performance, a Runway can be considered dry when no more than 25 percent of the Runway surface area within the reported length and width being used is covered by:

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Date: OCT 07 2019

a. Visible moisture or dampness
b. Frost, slush, snow (any type), or ice

iii. A FICON NOTAM must not be originated for the sole purpose of reporting a dry Runway.
a. A dry surface must be reported only when there is need to report conditions on the remainder of the surface.

I. **Dry Snow**
i. Snow that has insufficient free water to cause it to stick together.
ii. This generally occurs at temperatures well below 32° F (0° C).
iii. If when making a snowball it falls apart, the snow is considered dry.

J. **Eutectic Temperature/Composition**
i. A de-icing chemical melts ice by lowering the freezing point. The extent of this freezing point depression depends on the chemical and water in the system.
ii. The limit of freezing point depression, equivalent to the lowest temperature that the chemical will melt ice, occurs with a specific amount of chemical.
iii. This temperature is called the eutectic temperature and the amount of chemical is the eutectic composition.
a. Collectively, they are referred to as the eutectic point.

K. **FICON (Field Condition Report)**
i. A Notice to Airmen (NOTAM) generated to reflect Runway Condition Codes, vehicle braking action, and pavement surface conditions on Runways, Taxiways, and Aprons.

L. **Fluid De-Icer/Anti-Icer**
i. The approved specification is SAE AMS 1435, Fluid, Generic De-Icing/Anti-Icing, Runways and Taxiways.

M. **Frost**
i. Frost consists of ice crystals formed from airborne moisture that condenses on a surface whose temperature is below freezing.
ii. Frost differs from ice in that the frost crystals grow independently and therefore have a more granular texture.
iii. Heavy frost that has noticeable depth may have friction qualities similar to ice and downgrading the Runway Condition Code accordingly should be considered.
iv. If driving a vehicle over the frost does not result in tire tracks down to bare pavement, the frost should be considered to have sufficient depth to consider a downgrade of the Runway Condition Code.

N. **Generic Solids**
i. The approved specification is SAE AMS 1431, Compound, Solid Runway and Taxiway De-Icing/Anti-Icing.

O. **Ice**
i. The solid form of frozen water to include ice that is textured (i.e. rough or scarified ice).
ii. A layer of ice over compacted snow must be reported as ice only.

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Date: JAN 31 2019

P. **Layered Contaminant**
   i. A contaminant consisting of two overlapping contaminants.
   ii. The list of layered contaminants has been identified in the RCAM and include:
      a. Dry Snow over Compacted Snow
      b. Wet Snow over Compacted Snow
      c. Slush over Ice
      d. Water over Compacted Snow
      e. Dry Snow over Ice
      f. Wet Snow over Ice

Q. **Mud**
   i. Wet, sticky, soft earth material.

R. **Multiple Contaminants**
   i. A combination of contaminants (as identified in the RCAM) observed on paved surfaces.
   ii. When reporting multiple contaminants, only the two most prevalent/hazardous contaminants are reported.
   iii. When reporting on Runways, up to two contaminant types may be reported for each Runway third.
   iv. The reported contaminants may consist of a single and layered contaminant, two single contaminants, or two layered contaminants.
   v. The reporting of multiple contaminants represents contaminants which are located adjacent to each other, not to be confused with a layered contaminant which is overlapping.
   vi. **For example:**
      a. Single contaminant and Layered contaminant
         (i) Wet and Wet Snow over Compacted Snow
      b. Single contaminant and Single contaminant
         (i) Wet Snow and Slush
      c. Layered contaminant and Layered contaminant
         (i) Dry Snow over Compacted Snow and Dry Snow over Ice

S. **Oil**
   i. A viscous liquid, derived from petroleum or synthetic material, especially for use as a fuel or lubricant.

T. **Runway (Primary and Secondary)**
   i. **Primary**
      a. Runway(s) being actively used or expected to be used under the existing or anticipated adverse meteorological conditions, where the majority of takeoff and landing operations will take place.
   ii. **Secondary**
      a. Runway(s) that supports a primary Runway and is less operationally critical.
      b. Takeoff and landing operations on such a Runway are generally less frequent than on a primary Runway.
      c. Snow removal operations on these secondary Runways should not occur until Priority 1 surfaces are satisfactorily cleared and serviceable.

U. **Runway Condition Assessment Matrix (RCAM)**
   i. The tool by which an Airport Operator will assess a Runway surface when contaminants are present.

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Date: JAN 3 1 2019

V. **Runway Condition Code (RwyCC)**
   i. Runway Condition Codes describe Runway conditions based on defined contaminants for each Runway third.
   ii. Use of RwyCCs harmonizes with ICAO Annex 14, providing a standardized "shorthand" format (e.g. 4/3/2) for reporting.
   iii. RwyCC (which replaced Mu values) are used by pilots to determine landing performance calculations.

W. **Sand**
   i. A sedimentary material, finer than a granule and coarser than silt.

X. **Slush**
   i. Snow that has water content exceeding a freely drained condition such that it takes on fluid prototypes (e.g. flowing and splashing).
   ii. Water will drain from slush when a handful is picked up.
   iii. This type of water-saturated snow will be displaced with a splatter by a heel and toe slap-down motion against the ground.

Y. **Slush over Ice**
   i. See individual definitions for each contaminant.

Z. **Slippery When Wet Runway**
   i. A wet Runway where the surface friction characteristics would indicate diminished braking action as compared to a normal wet Runway.
   ii. Slippery when wet is only reported when a pavement maintenance evaluation indicates the averaged Mu value on the wet pavement surface is below the Minimum Friction Level classification specified in Table 3-2 of FAA Advisory Circular 150/5320-12.
   iii. Some contributing factors that can create this condition include:
      a. Rubber buildup
      b. Groove failures/wear
      c. Pavement macro/micro textures

AA. **Water**
   i. The liquid state of water.
   ii. For purposes of condition reporting and airplane performance, water is greater than 1/8" (3mm) in depth.

BB. **Wet Runway**
   i. A Runway is wet when it is neither dry nor contaminated.
   ii. For purposes of condition reporting and airplane performance, a Runway can be considered wet when more than 25 percent of the Runway surface area within the reported length and the width being used is covered by any visible dampness or water that is 1/8" or less in depth.

CC. **Wet Ice**
   i. Ice that is melting, or ice with a layer of water (any depth) on top.

DD. **Wet Snow**
   i. Snow that has grains coated with liquid water, which bonds the mass together, but that has no excess water in the pore spaces.
   ii. A well-compacted, solid snowball can be made, but water will not squeeze out.

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Date: JAN 3 1 2019

V. Snow Removal Principles – Runways, Taxiways, and Ramps

A. Drifted or piled snow shall be removed from the Airport movement area and ramp surfaces as soon as practicable.
   i. Snow shall be positioned off the Airport movement area and ramp areas in such a manner that all aircraft propellers, engine pods, and wing tips will clear the snowdrifts and snow banks when the aircraft's outermost landing gear traverses the edge of the full-strength pavement on the movement areas.

B. Runway 17-35 is the instrument Runway and will be cleaned first, along with the parallel Taxiway A and intersecting Taxiways.

C. Snow removal operations on the ARFF bays, terminal ramp, the general aviation ramp and the aircraft T-hangar areas will begin as soon as practicable following completion of Runway and parallel Taxiway snow removal.

D. When snow removal on the primary areas is completed, operations will then commence on other needed ramp areas. While snow removal is underway in the secondary areas, the condition of the active Runway will be monitored, and if continuing snowfall and/or drifting snow necessitate repeated plowing, operations on the secondary areas will be suspended and all equipment will be redirected to the primary areas.

E. The normal snow removal priority for equipment and personnel for snow removal will be as follows:
   i. Runway 17-35
   ii. ARFF response staging area at Gates H1 and H5 (see Appendix E – Equipment and Mutual Aid Staging Area).
   iii. Airline terminal apron
   iv. Taxiways A, B, C, D, and E
   v. General aviation ramps
   vi. Airport service road
   vii. Fuel farm
   viii. Taxiways G and H
   ix. Runway 12-30

F. Airport ARFF and Maintenance personnel may suspend snow removal operations during periods of time when both ceiling and visibility are below minimums and equipment operators are endangered.

VI. Conducting Surface Assessment

A. Airport ARFF and Maintenance personnel will remain aware and monitor all paved surface conditions in order to plan and carry out appropriate maintenance actions in accordance with the Snow and Ice Removal Plan.

B. The Airport strives to maintain a no worse than wet surface condition.

C. The Airport Operator in complying with Part 139.339, at a minimum, will utilize the NOTAM system for collection, disseminations, and logs of Airport information to air carriers, and other airport users.

D. A Digital NOTAM manager system is used to report conditions.

VII. Surface Condition Checks

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J. Fothod,

Date: JAN 3 1 2019

A. Airport personnel will conduct periodic inspections of the Airport movement area is often as necessary, to assess pavement friction, depth of snow, ice, slush, piles, and drifts.
B. A NOTAM will be issued to AFSS and copies distributed to the FBOs and airlines reporting the current Airport surface friction and conditions on the Airport movement area.
C. When conducting friction surveys, Runways are divided into three equal zones. These zones are the touchdown, midpoint, and rollout zones with a MU value reported for each zone.
D. Runway friction surveys are conducted in the same direction as landing aircraft.
E. When using the Vericom Meter a minimum of three braking tests are conducted for each Runway zone and the Mu values are averaged for each zone.

VIII. Friction Assessments

A. Friction assessments should be conducted if any of the following occurs:
   i. When the central portion of the Runway, centered longitudinally along the Runway centerline, is contaminated 500 feet or more.
   ii. After any type of snow removal operations or chemical application (including sanding)
   iii. Immediately following any aircraft incident or accident on the Runway.

IX. Applying the Runway Condition Assessment Matrix (RCAM)

A. **Determining Runway Conditions**
   i. Describe how the Airport will determine the type of contaminant present on surfaces from the approved contaminant list.
B. **Step 1: Runway Condition Code (RwyCC) Applicability:**
   i. **If 25% or less** of the overall Runway length and width or cleared width is covered with contaminants, RwyCCs must not be applied, or reported.
      a. The Airport Operator in this case, will simply resort the contaminant percentage, type, and depth for each third of the Runway, to include any associated treatments or improvements.
   ii. If the overall Runway length and width coverage or cleared width is **greater than 25 percent**, RwyCCs must be assigned and reported, informing airplane operators of the contaminant present, and associated codes for each third of the Runway. (The reported codes will serve as a trigger for all airplane operators to conduct a takeoff and/or landing performance assessment.)
C. **Step 2: Apply Assessment Criteria**
   i. Based on the contaminants observed, the associated RwyCC from the RCAM for each third of the Runway will be assigned.
D. **Step 3: Validating Runway Condition Codes**
   i. If the observations by the Airport Operator determine that RwyCCs assigned accurately reflect the Runway conditions and performance, no further action is necessary and the RwyCCs generated may be disseminated.
E. **Downgrade Assessment Criteria**
   i. When observations indicate a more slippery condition than generated by the RCAM, the Airport Operator may downgrade the RwyCC(s).

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Date: JAN 3 1 2019

ii. When applicable, the downgrade of RwyCCs may be based on friction (μ) readings, vehicle control, pilot reported braking action, or temperature.
   a. Temperatures near and above freezing (i.e. 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 RCAM.
   b. At these temperatures Airport Operators should exercise a heightened awareness of airfield conditions and should downgrade the RwyCC if appropriate.

F. **Upgrade Assessment Criteria Based on Friction Assessments**
   i. RwyCCs of 0 or 1 may only be upgraded when the following requirements are met:
      a. All observation, judgement, and vehicle braking actions support the higher RwyCC, and Mu values of 40 or greater are obtained for the affected third(s) of the Runway by a calibrated friction measuring device that is operated within allowable parameters.
      b. The ability to raise the reported RwyCC to no higher than a code 3 can only be applied to those Runway conditions listed under code 0 and 1 in the RCAM. (see footnote 2 on the RCAM)
      c. The Airport will 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.
         (i) 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.
         (ii) If sand or other approved Runway treatments are used to satisfy the requirements for issuing the higher Runway condition code, the monitoring program must confirm continued effectiveness of the treatment.

X. Surface Condition Reporting

A. Personnel responsible for implementing the Snow and Ice Removal Plan will carefully monitor changing airfield conditions and disseminate information about those conditions via the NOTAM System in a timely manner to airport users.

B. **Runway** condition reports will occur when contaminants are present on a Runway surface via the Federal NOTAM System.
   i. Condition reports and RwyCCs will be updated as necessary whenever conditions change, such as a contaminant type, depth, percentage, or treatment/width change.

C. **Taxiway, Apron, or Holding Bay** condition reports will occur when contaminants are present on these surfaces via the Federal NOTAM System.
   i. NOTAMS will be updated as necessary whenever conditions change, such as contaminant type, depth, percentage, or treatment/width change.

D. Assessments to these surfaces will occur when contaminants are present and whenever a contaminant is present on the surface.

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i. Assessments will occur any time the pavement is worse than wet.
ii. Surfaces will be monitored on a regular, continual basis.

E. The term dry is used to describe a surface that is neither wet, nor contaminated.
i. While a FICON NOTAM is not generated for the sole purpose of reporting a dry Runway, a dry surface will be reported when there is need to report conditions on the remainder to the surface.
ii. For example: Snow is present on the first two thirds of the Runway.

XI. Reportable Contaminants without Performance Data

A. If present, unable to be removed, and posing no hazard, mud will be reported with a measured depth.
B. Ash, oil, sand, and rubber contaminants will be reported without a measured depth.
C. These contaminants will not generate a RwyCC.

XII. Slippery When Wet Runway

A. For Runways where a friction survey (for the purposes of pavement maintenance) indicates the averaged Mu value at 40 mph on the wet pavement surface failed to meet the minimum friction level classification specified in AC 150/5320-12, the airport will report via the NOTAM system a RwyCC of '3' for the entire Runway (by thirds: 3/3/3) when the Runway is wet.
B. A Runway condition description of Slippery When Wet will be used for this condition.
C. If it is determined by the Airport that a downgrade is necessary, the downgrade will be made to all three Runway thirds match (e.g. 3/3/3, 2/2/2, 1/1/1).
D. The NOTAM will be cancelled when the minimum Runway friction level classification has been met or exceeded.

XIII. Requirements for Closures

A. Runways receiving a NIL braking (either pilot reported or by assessment by the Airport) are unsafe for aircraft operations and will be closed immediately when this unsafe condition exists.
B. When previous PIREPs (Pilot Reports) have indicated GOOD or MEDIUM braking action, two consecutive POOR PIREPS should be taken as evidence that surface conditions may be deteriorating.
i. If the Airport Operator has not already instituted its continuous monitoring procedures, an assessment should occur before the next operation.
ii. If the Airport Operator is already continuously monitoring Runway conditions, this assessment should occur as soon as air traffic volume allows.
C. The Airport will maintain available airport surfaces in a safe operating condition at all times and provide prompt notifications when areas normally available are less than satisfactorily cleared for safe operations.
i. If a surface (Runway, Taxiway, Apron, Lane, or Holding Bay) becomes unsafe due to a NIL (by braking action or assessment) or otherwise unsafe hazard or condition, the surface will be closed until the condition no longer exists and is safe.

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XIV. Continuous Monitoring and Deteriorating Conditions

A. Under deteriorating conditions, the Airport will take all reasonable steps using available equipment and materials that are appropriate for the condition to improve the braking action.
B. If braking action cannot be improved and the surface is not NIL, the Airport will continually monitor the Runways, Taxiways, Aprons, and Holding Bays to ensure braking does not become NIL.
C. **Deteriorating conditions include, but are not limited to:**
   i. Frozen or freezing precipitation
   ii. Falling air or pavement temperatures that may cause a wet Runway to freeze
   iii. Rising air or pavement temperatures that may cause frozen contaminants to melt
   iv. Removal of abrasives previously applied to the Runway due to wind or airplane effects
   v. Frozen contaminants blown onto the Runway by wind

XV. Snow Removal Procedures – Runways, Taxiways, Ramps, and Gates

A. The initial snowplow cuts will start on Runway 35 east edge and displace snow to the west.
B. Plows will continue north and south along the Runway, displacing snow to the west.
C. Once the snowplows have plowed the Runway the snow blower will cast the west side snow windrow over the lights to the west infield.
D. Gates H1 and H5 shall be kept operational and clear for mutual aid providers.
E. When wind conditions dictate, it may be necessary to plow the snow in one direction.
F. The Taxiways will be plowed in the same manner as the Runways, taking care to prevent windrows that could affect aircraft wingtips or landing gear along the intersections.
G. Plowing the Airline ramp area will be from north the south. All accumulation is pushed to the south of the field.

XVI. Parking Lots

A. SAA maintains the Terminal parking lots.
B. The City of Salina is responsible for all Airport access streets.

XVII. Ice control Procedures – Runways, Taxiways, Ramps

A. Both Spreaders on Snowplows 3 and 4 are always ready to treat ice contamination on pavement surfaces.
B. When conditions are favorable for the formation of ice on pavement surfaces, the person on duty will monitor the pavement and air temperature to detect the initial formation of ice.
C. Upon detection of ice, a mixture of urea pre-wet with potassium acetate is spread on the full length of the active Runway, Taxiways, terminal ramp, and general aviation ramp.

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D. Once the mixture of urea and potassium acetate starts to react on the contamination, Maintenance staff will consistently evaluate the braking action of the Runway with Vericom readings.
   i. Upon collection and assessment of Vericom readings, Airport personnel will determine a RwyCC and reissue NOTAMs if necessary.
E. Urea (carbamide) that meets FAA approved specifications SAE AMS 1431A, Compound, Solid Runway and Taxiway De-Icing/Anti-Icing or MIL SPEC DOD-U10866D, Urea-Technical is used.
F. Potassium acetate that meets FAA approved specification SAE AMS 1435, Fluid, Generic De-Icing/Anti-Icing, Runways and Taxiways is used.

XVIII. Clean Up Operations

A. Airport Maintenance personnel will make periodic checks of the Airport movement area and ramps to determine which areas remain to be cleaned and will set priorities for continuing operations.
B. Clean up Operations will continue until no deposits of snow, slush, or ice remain on the Airport movement area, and ramps have been made safe for aircraft and vehicular operation.
C. Tenants may forward all snow removal requests to the Airport Management office.
   i. Airport Management will determine which requests will be honored and in what order.
D. Airport Maintenance personnel will keep the airlines and FBOs informed at all times of snow removal operations and the expected time of completion.

XIX. Coordination with AFSS/ATCT

A. It is the desire of Airport Management to work between aircraft operations with ATCT and to avoid closing an active Runway if conditions permit.
B. In the event that it is necessary to close an active Runway, Airport Management will seek to inform AFSS/ATCT fifteen (15) minutes before closing, unless safety considerations necessitate otherwise.
C. Airport Management will inform AFSS/ATCT of the Runway reopening when all Runway operations are complete.
D. During snow removal operations it may be necessary to restrict local and touch-and-go operations.
E. Airport Management will seek to give fifteen (15) minutes advance notification to AFSS/ATCT and the FBOs.

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APPENDIX C -- AIRPORT EMERGENCY PLAN

Salina Regional Airport
Salina Kansas

AIRPORT EMERGENCY PLAN (AEP)
CLASS I Airport

TO COMPLY WITH CFR 14 PART 139.325
AS ADMINISTERED BY THE
FEDERAL AVIATION ADMINISTRATION

Timothy F. Rogers A.A.E.
Executive Director and Executive Director

FAA Approved

J. Fotiadis

Date: JAN 3 1 2019

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Acronyms

AC ---------- Aircraft
ACM ---------- Airport Certification Manual
ADFAA --------- Aviation Disaster Family Assistance Act
AEOC ---------- Airport Emergency Operations Center
AEP ---------- Airport Emergency Plan
AFD ---------- Airport Facility Director
AFFF ---------- Aqueous Film-Forming Foam
Alert I ---------- PRECAUTIONARY: Aircraft approaching the Airport has a potential problem (e.g. gear indicator light, low-hydraulic pressure)
Alert II ---------- DISABLED AIRCRAFT: Due to flat tire, stalled engine, or other mechanical issue that prevents the aircraft from exiting the movement area under its own power and assistance is required
Alert III ---------- INFLIGHT EMERGENCY: Aircraft has a major difficulty (e.g. faulty landing gear, no hydraulic pressure, smoke in the cockpit, or fire)
Alert IV --------- AIRCRAFT ACCIDENT OR COLLISION: Aircraft crashes on or within the immediate vicinity of the Airport
AOA ---------- Aircraft Operations Area
APU ---------- Auxiliary Power Unit
ARC ---------- American Red Cross
ARFF ---------- Airport Rescue Firefighting
ATC ---------- Air Traffic Control
ATCT ---------- Air Traffic Control Tower
CFR ---------- Code of Federal Regulations
CTAF ---------- Common Traffic Advisory Frequency
EMS ---------- Emergency Medical Services
ECS ---------- Emergency Communications System (Crash Phone)
EOC ---------- Emergency Operations Center
EOD ---------- Explosive Ordinance Disposal
ERT ---------- Emergency Readiness/Response Team
FAA ---------- Federal Aviation Administration
FAR ---------- Federal Aviation Administration
FBO ---------- Fixed Base Operator
FEMA ---------- Federal Emergency Management Agency
FOD ---------- Foreign Object Debris
FSDO ---------- Flight Standards District Office
FSS ---------- Flight Service Station
HAZMAT ------- Hazardous Material
IC ---------- Incident Command
KBI ---------- Kansas Bureau of Investigation
KDEM ---------- Kansas Department of Emergency Management
KDOT ---------- Kansas Department of Transportation
KHP ---------- Kansas Highway Patrol
LEO ---------- Law Enforcement Organizations to include SPD, SCSO, and KHP
NOTAM -------- Notice to Airmen
NTSB ---------- National Transportation Safety Board
PIO ---------- Public Information Officer
ROC ---------- Regional Operations Center
RWY ---------- Runway
SAA ---------- Salina Airport Authority
SC ---------- Security Coordinator
SCEM ---------- Saline County Emergency Management
SCEOP --------- Saline County Emergency Operation Plan
SCSO ---------- Saline County Sheriff's Office
SFD ---------- Salina Fire Department
SIDA ---------- Security Identification Display Area
SLN ---------- Salina Regional Airport
SOG ---------- Standard Operating Guide
SOP ---------- Standard Operating Procedures
SPCA ---------- Society for the Prevention of Cruelty of Animals
SPD ---------- Salina Police Department
TWY ---------- Taxiway

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I. AEP Basic Plan

A. Introduction

i. Within the whole scope of comprehensive emergency management, a need exists for a plan to specifically handle response and initial recovery from incidents and accidents that occur on or around the airfield.
ii. This Airport Emergency Plan is to focus primarily on those topics, response, and initial recovery.
iii. This implies other planning will handle any mitigation, administrative, and long-term recovery issues associated with an emergency.

B. Purpose

i. The specific goals of this document are to:
   a. Assign responsibility to organizations and individuals for carrying out specific actions at projected times and places in responding to an emergency.
   b. Set forth lines of authority and organizational relationships and show how all actions should be coordinated.
   c. Describe how people and property will be protected in emergencies and disasters.
   d. Identify personnel, equipment, facilities, supplies, and other resources available within the Airport or by agreement with communities for use during response and recovery operations.
   e. As a public document, cite its legal basis, state its objectives, and acknowledge assumptions.
   f. Facilitate response and short-term recovery to set the stage for successful, long-term recovery.
ii. The FAA does not mandate a format. However, Salina Regional Airport being certificated under 14 CFR Part 139, intends to follow the recommendations set forth by AC 150/5200-31.
   a. If this document contains the recommended information and if it is functional, i.e. the users are familiar with the content and can find the information they need when they need it, then the format is adequate.
   b. If, however, during drills, exercises, actual response, plan review, etc., that task is not met, then some change in format is in order.
iii. This AEP will follow a functional approach and will be organized into the following four parts:
   a. Basic Plan
   b. Function Sections or Annexes
   c. Hazard-Specific Sections
   d. SOPs and Checklists
iv. This approach avoids duplication of the planning effort for every hazard and every task, by dividing the AEP into four levels.
   a. It provides an easy-to-use mechanism for organizing all pertinent information.

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b. This format serves in all-hazard situations, even unanticipated ones, by organizing the AEP around performance of generic function.
c. It also permits emphasis on hazards that pose the greatest risk to an airport and surrounding communities through use of Hazard-specific sections.

v. The Basic Plan provides an overview of the Airport's emergency response organization and its polices.
a. It is an overall sequence and scope of the planned emergency response.
b. The Basic Plan is designed to meet the regulatory requirements of 14 CFR Part §139.325 with a minimal amount of detailed information.
c. The details are contained in the hazard-specific sections, Standard Operating Procedures and Checklists found later in this document.
d. Another important purpose of the Basic Plan portion of the AEP is to meet the informational needs of the Airport's executive body and other agency heads.
(i) It serves as a mechanism for outlining what hazards this AEP addresses without getting bogged down in detail.

C. Citation of Legal Authority for Emergency Operations

i. The Saline County Emergency Operations Plan is founded on a spectrum of ordinances and statues and is promulgated by the direction of the Saline County Board of County Commissioners.
ii. Salina Regional Airport is contained within this plan to provide or request aid from other agencies or facilities.
iii. The Airport is listed as having assisting responsibilities for seven emergency support functions:
a. Transportation
b. Firefighting
c. Emergency Management
d. Resource Support
e. Search and Rescue
f. Oil and Hazardous Materials
g. External Communications

D. Assumptions of Situations Included in the AEP

i. The following assumptions and statements are to be considered for this document:
a. Natural and accidental events will occur within Salina/Saline County and around the Airport that create emergency situations and pose the potential of disastrous proportions.
b. The threat of Terrorism and use of weapons of mass disruption/destruction will remain constant for the foreseeable future.
(i) There will be insufficient forewarning of any disaster to allow for planning efforts beyond real-time response and response times will be retarded in proportion to the number of decisions required.

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(ii) A properly designed and implemented AEP will prevent the loss of life, minimize illness and injury, and preserve property and community integrity.
(iii) Provisions of Homeland Security statutes and regulations will govern certain response activities. The recovery of losses and costs from Federal resources will require specific preparations and compliance with specific regulations.

c. The AEP will be in operation during and after any disaster affecting the Airport or surrounding community.
d. SCEM will exercise a leading role in the management of a major disaster or multi-jurisdictional emergency.
   (i) SLN, being operated by the SAA, will follow the SCEOP and will not develop or endorse any conflicting policies or procedures.
e. The demand by the public for information will be very high and accentuated in certain typed of disasters.
   (i) The management of public reaction will require the distribution of needed information.
f. Certain emergency support functions will be required for different emergencies, and certain assets and resources are critical to the emergency support effort.
g. The Incident Command System will facilitate communication, resource management, and real-time planning of response actions in the jurisdiction environment of Saline County and SLN.
h. Law enforcement assistance during emergencies can and will come from several potential agencies to include SPD, SCSO, and/or KHP via Salina dispatch.
i. All Airport Employees with assigned functions and duties will perform them fully.
   (i) Provisions will be made for employees to address family needs that cause conflicting priorities.
   (ii) Others, who are qualified, will perform duties if assigned personnel are not available.
j. Many injured would be transported by air, or ground to other facilities.
   (i) Helicopter operations are common at the Airport already.
   (ii) Requirements with the FAA and relationships established with ATC must prevail, even in a disaster.
   (iii) Critical operating capacities of the Airport must remain viable after an event such as the condition of the Runway, communications, power, etc.
   (iv) SLN must be able to function with its design limits and provide a substantially increased capacity to accommodate the movement of personnel and material into the county.
   (v) Arterial road systems must remain operable to allow access to all facilities.

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(vi) Air traffic control, fueling, maintenance, and other normal operational capacities must be able to accommodate changes in the volume and type of traffic.
(vii) Adequate security safeguards will be activated to protect the asset from intentional or accidental compromise.

k. The areas covered by this plan are threats that are likely to arise as follows:
   (i) Aircraft incidents and accidents
   (ii) Disabled aircraft removal
   (iii) Bomb threats/incidents
   (iv) Crowd control
   (v) Earthquake (structural disaster)
   (vi) Structural fires, fires at fuel farms, or fuel trucks
   (vii) Wildland or grass fires
   (viii) Flood
   (ix) Hazardous material spills
   (x) Power failure for the movement areas lighting system
   (xi) Sabotage/hijack
   (xii) Tornado/severe weather
l. Although unknown hazards inherently exist, this AEP is meant to be implemented for any emergency situation and to encompass all possibilities for disaster.
m. A hazard analysis program is intended to identify those hazards, which create the greatest vulnerability to the Airport and its surrounding area.
n. In addition, it determines what characteristics of the Airport may affect response activities and what information used in the AEP must be treated as assumption rather than fact.

E. General Concept of Emergency Operations

i. SLN is owned and operated by the SAA.
ii. Scheduled air carrier flights are offered at the Airport.
iii. Under normal, non-emergency conditions, SLN has the primary responsibility within the City of Salina for housing over 120 aircraft used for various functions including training, business aviation, general aviation, military, commercial, air carrier, and air medical services.
iv. In an emergency situation, the diagram on the following page depicts the organizational structure of the Airport.
v. An aircraft emergency is defined as any crash, accident, fire, or other injury involving aircraft or any potential mishap for which emergency response equipment has been alerted.
   a. An aircraft emergency will normally be declared by:
      (i) The pilot in command
      (ii) Salina ATCT
      (iii) Aircraft owner (e.g. air carrier dispatch)
      (iv) SAA Staff
      (v) Kansas Army National Guard, Army Aviation Support Facility #2

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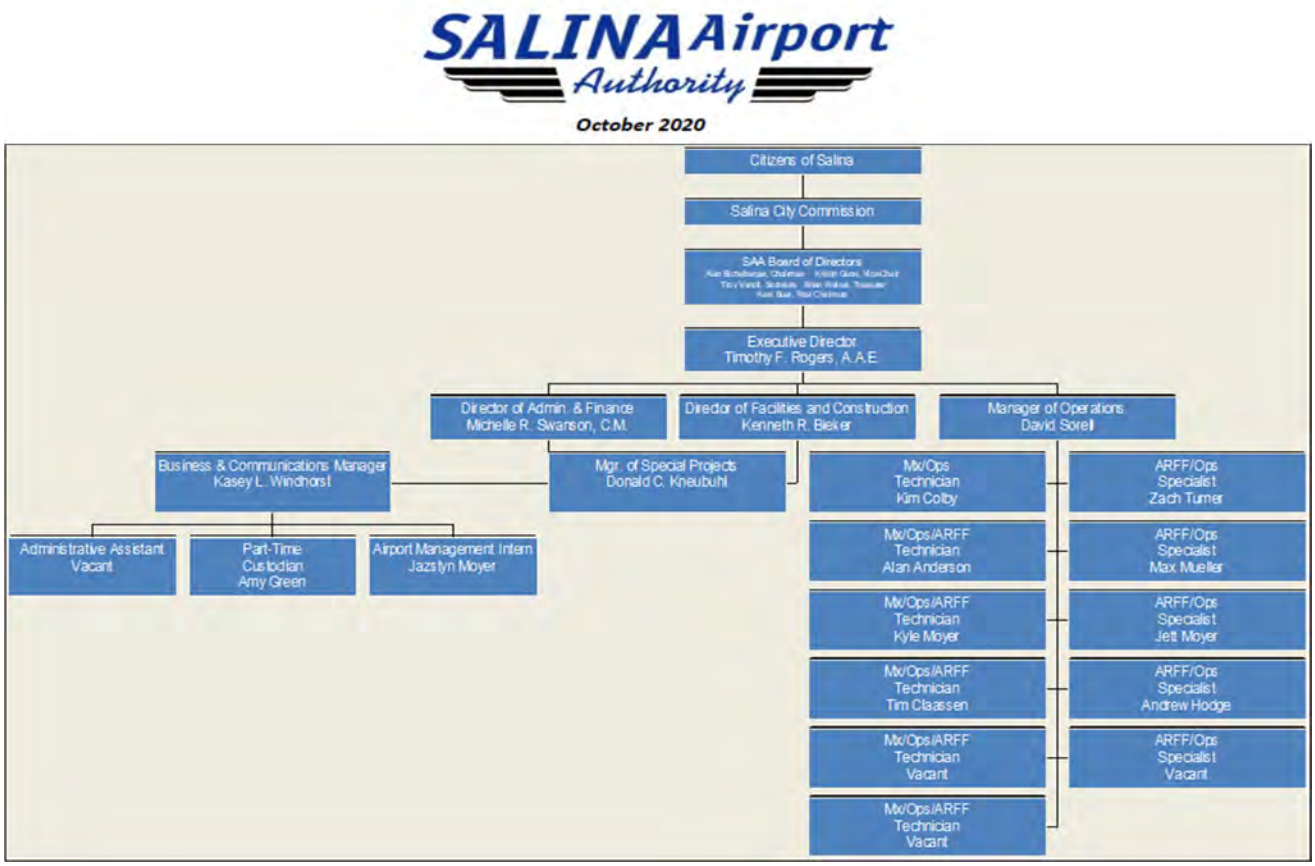
(vi) Kansas City ROC
(vii) Salina Dispatch

F. **Alert Information**



i. The initial alert when an emergency occurs, or is believed to occur, should transmit as much of the following alert information as possible.
   a. Alert category
   b. Aircraft type and tail number
   c. Nature of the emergency
   d. Estimated time of touchdown
   e. Runway to be used or location of aircraft, if on the ground
   f. Number of persons on board (passenger and crew)
   g. Quantity of fuel on board
   h. Presence of hazardous cargo or explosives
   i. Wind direction
   j. Reporting party

ii. Location of an aircraft mishap can be determined three different ways:
   a. Using a known reference point on the Airport (e.g. near the approach end of Runway 35)

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b. Using the Airport Grid Map (Appendix A), location will be determined utilizing the grid system overlaid on the airport map (e.g. aircraft has landed at coordinated Bravo 9)
c. Using the 25-Mile Radius Map (Appendix B) (e.g. aircraft was last seen on Radar 15 miles out at 45 degrees.

G. **Alert Level Descriptions**

i. The level of emergency response is based on the following response categories:
   a. **Alert I – PRECAUTIONARY.** Aircraft approaching the Airport has a potential problem. (e.g. gear indicator light, low hydraulic pressure, or rough engine)
   b. **Alert II – DISABLED AIRCRAFT:** A flat tire, stalled engine, or other mechanical issue that prevents the aircraft from exiting the movement area under its own power and assistance is required.
   c. **Alert III – INFLIGHT EMERGENCY.** Aircraft has a major difficulty (e.g. faulty landing gear, no hydraulic pressure, cabin depressurization, fire, smoke alarm, smoke in the cabin, on board fire).
   d. **Alert IV – AIRCRAFT ACCIDENT OR COLLISION.** Aircraft incident or accident on or near the Airport.

ii. **Emergency Response Procedures**
   a. **Alert I**
      (i) SLN ATCT will contact ARFF via the SLN Emergency Communication System (ECS/Crash Phone).
      (ii) On duty ARFF will stand by at the ARFF station until deployment is necessary.
      (iii) On duty ARFF will contact Salina Dispatch and provide Alert Information.
      (iv) Additional ARFF staff will return to the ARFF station.
      (v) SAA Maintenance Personnel will stand by and be ready to provide support and assistance.
   b. **Alert II**
      (i) SLN ATCT will contact ARFF via the SLN Emergency Communication System (ECS/Crash Phone).
      (ii) On duty ARFF will contact Salina Dispatch and provide Alert Information if the alert has a potential to escalate
      (iii) On duty ARFF personnel will respond to the site at the disabled aircraft to determine the extent of the problem.
      (iv) ARFF personnel will assess the incident and determine if SFD response is necessary to clear the disabled aircraft.
      (v) An Alert II can be upgraded at any time.
   c. **Alert III**
      (i) SLN ATCT will contact ARFF via the SLN Emergency Communication System (ECS/Crash Phone).
      (ii) On duty ARFF will contact Salina Dispatch and provide Alert Information.

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(iii) All on duty ARFF Personnel will respond and proceed to the ARFF Station until deployment is necessary
(iv) Maintenance Personnel will stand by at the ARFF station and be ready to provide support and assistance.
(v) SFD will arrive on scene and assume command as Incident Command, upon request of the SAA.

d. **Alert IV**
(i) SLN ATCT will contact ARFF via the SLN Emergency Communication System (ECS/Crash Phone).
(ii) SLN ATCT will contact Salina Dispatch via 911 and provide Alert Information.
(iii) All on duty ARFF Personnel will respond to the accident site.
(iv) Maintenance Personnel will stand by at the ARFF station and be ready to provide support and assistance.
(v) SLN ATCT will close the affected Airport movement area.
(vi) SFD will arrive on scene and assume command as Incident Command of an Alert IV response and provide incident command and coordination for all subsequent response efforts.
(vii) SLN ATCT will contact NTSB ROC and FAA ROC.

iii. SLN ATCT will implement the August 2018 Aircraft Emergency Response Procedures Letter of Agreement and current SFD SOG for ARFF response.
iv. ARFF/SAA will implement the Airport Emergency Plan.
v. SAA ARFF will provide first response fire suppression and establish rescue paths.
vi. SFD will provide fire suppression and rescue efforts
vii. SFD Personnel will immediately assume Incident Commander "Incident Command" upon arrival at the Alert IV scene.
viii. SAA/ATCT will close the affected areas of the airfield.
ix. LEOs may establish and protect ingress and egress points.
x. LEOs may control all essential and surrounding roads to the Airport.
xi. SAA and IC "Incident Command" will determine the appropriate staging area for mutual aid.
xii. LEOs and Airport personnel shall ensure that the crash or accident site is secure and preserved for the NTSB as much as possible.
xiii. KHP may begin accident investigation.
xiv. LEOs will not proceed to a crash scene within the Airport movement area without an escort.
xv. **For an Alert I, II, III, or IV the following procedures apply:**
a. If ARFF is not on duty, ATCT will contact Salina Dispatch via 911 with Alert information.
b. Salina Dispatch will contact Airport Management.
c. If ATCT or ARFF are not on duty, the pilot may contact Kansas City Center or Wichita AFSS. Kansas City Center or Wichita Flight Service will then contact Salina Dispatch.

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d. Salina Dispatch will contact emergency responders and Airport Management.
   (i) Dispatch will need to contact Airport management for an Alert between 2400 and 0500 (Local)

H. **Role of Emergency Responders**

i. The **SAA** will activate the AEP, provide first response ARFF, determine closure of aircraft movement areas, contact the aircraft owner, and report to the Incident Commander "Incident Command."
   a. Incident Command will display a green beacon/light.

ii. The **Airline** (if involved) will need to provide information of souls on board plus infants, fuel on board, and mail.
   a. The Airline Representative will need to be contacted and escorted to the accident site by SAA.

iii. The **Salina Fire Department** will be in radio contact with ARFF Personnel and will proceed directly to the site using whichever entry is deemed appropriate.
   a. SFD will coordinate all operations through Salina Dispatch.

iv. **SFD EMS** will respond with medic units.
   a. If additional ambulances are needed, they can be requested from surrounding communities.
   b. Hospital emergency plans may be activated and injured can be transported.
   c. Should conditions dictate, physicians may be sent to the scene.
   d. Ambulatory injured will be triaged initially and the critically injured will be transported first.
   e. Those with minor injuries will be provided initial first aid, transported to a treatment area to be determined at the time, and as conditions warrant, to await transfer to the hospital for further examination.
   f. All passengers or others that may have been involved in the accident, regardless of injury or not, may be transported to a medical facility or hospital for examination and observation.

v. The **KHP** is responsible for aircraft accident investigation in the state of Kansas.

vi. The **LEOs** can deploy as many officers as necessary to accomplish the following:
   a. Access control at perimeter gates
   b. Traffic control – diverting all non-emergency traffic
   c. Maintaining traffic routes for emergency vehicles to and from the crash site
   d. Begin investigation of the accident

vii. As necessary, the **Saline County Rural Fire** districts can provide mutual aid support of additional manpower and equipment upon request.

viii. The **KBI** mission is to provide professional investigative and laboratory services to criminal justice agencies and the dissemination of criminal justice information to public and private agencies, for the purpose of promoting public

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safety and the prevention of crime in Kansas. The **Civil Air Patrol** may respond to provide assistance in searching for the aircraft location or debris and victims, additional communication, and security at the scene.

a. The CAP is responsible for locating and turning off the Emergency Locator Transmitters (ELTs).

ix. SCEM is responsible for coordinating emergency planning and procuring specialized equipment, communications, and volunteers to assist as needed.

a. SCEM also has available a Mobile Command Post vehicle with some communications capability on board that could be used and is responsible for establishing and maintaining the Emergency Operations Center (EOC) if necessary.
b. SCEM can contact the Kansas Division of Emergency Management to coordinate Kansas National Guard and any other State assistance.
c. SCEM may assist in establishing a temporary morgue, utilizing locally contracted refrigeration trucks.
   (i) No remains will be transported to the temporary morgue until proper authorization has been given.
   (ii) Disposition of the deceased will be determined on a case-by-case basis dependent on the situation.

x. The **Salvation Army** may be available to assist the airline company by:

a. Providing first aid and feeding of emergency workers and survivors, as required.
b. Providing clothing for survivors as well as arranging for shelter.
c. Providing the following services for the hospitalized:
   (i) Additional nursing personnel if needed
   (ii) Assistant to patients for communication with families
   (iii) Provision of additional nurses to transport with patients transferred to another community
d. Provide the following services for passengers' families
   (i) When carrier has made a list of passengers available ARC Chapters within the families' home town will be contacted to determine if any assistance is needed.
   (ii) Assistance with transportation to the scene of the accident.
e. ARC has personnel to assist with identification of casualties.

xi. The **Saline County Coroner**, Funeral Directors, or assistants will assume responsibility of the deceased.

a. They can coordinate with the KBI, FBI, NTSB, State and Local Law Enforcement, and area hospitals when establishing the temporary morgue, coordinating the disposition of the deceased, or providing assistance with funeral planning.
b. If Funeral Directors are available and ambulances are in short supply, they may assist in the transportation of injured survivors.
c. The Saline County Coroner, or his assistant will contact the State Medical Examiner.

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xii. The **Central Kansas Mental Health Center** and others in that related field may be called upon to assist in critical incident stress debriefing of emergency workers and provide counseling for emergency workers and family members.

xiii. The **Kansas Army National Guard**, when activated through SCEM or KDEM, may be available to transport emergency personnel to and from the scene, supply and interface communications, and furnish and set up lighting equipment for night operations.

a. As the situation demands, the KSARNG may furnish manpower for guard and security duties as needed.

xiv. The **News Media** will be required to report to the MJ Kennedy Airport Terminal Building, 3237 Arnold Ave., for all news briefings.

a. All available information and updates pertaining to the incident will be disseminated at regularly scheduled intervals by the executive director from this location.
b. Any and all escorted camera trips to the disaster scene will be coordinated from this location.
c. See Section D – Public Information

I. **Off-Airport Response**

i. Index A requirements are maintained in the event of an off-airport or other emergency response with one of the ARFF vehicles.
ii. In the event of an off-airport response, the responding on-duty ARFF Personnel will contact one other ARFF member to immediately report to the Airport Fire Station to provide Index A coverage.
iii. In the event that Index A ARFF coverage cannot be temporarily provided, the SAA will issue a NOTAM stating that ARFF equipment is temporarily not available due to emergency response.
iv. During any off-airport or other emergency response, ARFF equipment will return to service as soon as practicable.
v. See Appendix C of this plan for detailed off-airport ARFF response procedures.

J. **Military Aircraft**

i. Military aircraft declaring an emergency that land at the Airport with live munitions (bombs, guns, chafe, flare, or other) will be treated as Hot Cargo.
ii. The SAA and ATCT will determine where to park the aircraft prior to and upon landing.
iii. It is likely that once the aircraft lands on the Runway, the aircraft will stay on the Runway until the pilot has cleared it.
iv. These aircraft are to be parked on the airfield in a designated Hot Cargo area or the arm/dearm areas.
v. Areas of the airfield to be used for Hot Cargo are:
   a. The north end of Taxiway Alpha (arm/dearm)
   b. The south end of Taxiway Alpha (arm/dearm)
   c. Runway 4-22

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d. Other area(s) as designated by Incident Command
e. In addition to Alert information, obtain the following information from the pilot:
   (i) The degree of danger caused by the munitions
   (ii) The general location of the munitions
   (iii) The estimated safe time for firefighting if explosives become enveloped in the flames.

K. **Aircraft Shutdown**

i. These are the general guidelines for securing and shutdown procedures for military aircraft:
   a. Approach the aircraft from the side, not from intake
   b. Wear full Personal Protective Equipment
   c. Acquire pins to secure bombs, guns, main gear, arresting gear
   d. Aircraft is to have all components pinned before shutdown
   e. For F-16 aircraft the Emergency Power Unit (EPU) must be pinned due to fatal exposure to hydrazine in EPU exhaust

L. Administration and Logistics

i. **Availability of Services and Support**
   a. The availability of services and support for emergencies can be located in the organization and assignment of responsibilities section, AEP Hazard Specifics Section, and the appendix section of this AEP.
   b. It is up to each individual department and involved agency to appropriately manage, monitor, and request additional resources as needed.

ii. **Mutual Aid Agreements**
   a. All SFD Mutual Aid Agreements with other departments are maintained by the SFD or SCEM.
   b. All Law Enforcement Mutual Aid Agreements are maintained by the SPD or by the SCSO.

iii. **Staffing – Assignments, Re-Assignments, and Volunteer Solicitation**
   a. All Airport personnel will be expected to report to their respective stations during a major disaster or emergency to ensure the fullest extent of Airport operational capacity.
   b. Airport personnel will have numerous primary or support responsibilities during an emergency.
   c. Airport Management will consult with Incident Command and assign Airport personnel, if available, to specific duties that may not coincide with their normal day-to-day responsibilities.
   d. Un-trained volunteers will be taken as a last resort type option.

iv. Areas such as sandbagging for impending flood waters, preparing food for disaster workers, and collecting clothing for survivors are the type of responsibilities a volunteer may expect.

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v. **General Policies for Managing Resources, Record Keeping, Reporting, and Tracking Resources**
   a. The Airport Management will be responsible for all Airport resource procurement and record keeping.
      (i) All other agencies supporting SLN during a major disaster/emergency will be responsible for their own record keeping and resources procurement unless they request such assistance from the Airport.
   b. The Executive Director is authorized to make purchases without prior approval or the need for taking the proper channels through the purchasing department.
      (i) This may be instituted on a daily basis for the purpose of acquiring emergency supplies and services immediately if these things that are needed are out of the immediate scope of the Airport and its supporting agencies.

M. Plan Development and Maintenance

i. Personnel will annually review AEP policies, procedures, and related information.
ii. Training that covers changes in policies, procedures, resource availability, etc. will be provided to ensure that all personnel stay familiar with current information.
iii. The schedules for some of the key elements are:
   a. Telephone numbers contained in the AEP will be reviewed annually for accuracy by calling the individuals/organizations listed. Changes will be noted, particularly in the procedures of the individuals/organizations tasked with making calls during an emergency.
   b. Radio frequencies used in support of this AEP are tested as follows:
      (i) Fire Ops – Weekly
      (ii) ECS – Daily
      (iii) Tower - Daily
   c. Emergency resources will be inspected routinely. The frequency of inspection may vary depending on the type of equipment and supplies.
   d. The Saline County EOC will be inspected by their perspective agencies in a timely manner to their standards. The auxiliary Airport EOC will be inspected monthly.
   e. Personnel assignments to include descriptions of duties and responsibilities will be reviewed annually.
   f. Mutual aid agreements will be reviewed annually or as specified in the agreement.

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g. Off-Airport activity will be reviewed on an on-going basis by maintaining an open dialogue with off-airport agencies, such as utilities, public works departments, etc. to learn of activity that may affect the Airport's emergency response effort. (e.g. road construction and closures, major utility work, etc.)
h. An important part of this plan maintenance and validation comes from the overall training, drill, and exercise program. As training drills and exercised are conducted, it is important that a functions/critique/feedback program be in place.
i. These lessons learned will be incorporated back into the planning process.

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II. Functional Annexes

A. Direction and Control

i. Purpose

a. The Direction and Control section provides an overview of the mechanisms used by SAA to direct and control response recovery activities.
b. Direction and Control provide for those activities essential to saving lives, protecting property, and restoring the Airport to normal operations following an emergency situation.

ii. Situation

a. The Airport is subject to many hazards that would require the use of an Airport Emergency Operations Center.
b. The AEOC (if used), which is provided by the Airport, would facilitate policy-making as well as coordination and control of multi-jurisdictional forces in a large-scale disaster or emergency.
c. All direction and control activities would be handled from the AEOC (if used) by the SAA Airport Management and its perspective Mutual Aid.
d. In situations where the incident is small and needs considerably less resources, the location of Incident Command on the field might be utilized for the AEOC.

iii. Assumptions

a. The AEOC will be immediately activated upon request of the Executive Director, Incident Command, or SCEM after consultation with one of the above-named agencies.
b. The AEOC and the Incident Commander will work closely to coordinate all efforts, identify special considerations, secondary threats, and available resources.
c. It is assumed that the AEOC and/or Airport fire station building will survive the disaster/emergency and remain fully operational.
d. The AEOC will be located in the SAA ARFF station Building B702.
e. In cases where the emergency is small enough and requires very little resources, the AEOC might not be activated, and all operations can be located at Incident Command or a staging area.

iv. Operations/Assignment of Responsibilities

a. The individuals and agencies listed below have primary and support responsibilities relative to Direction and Control.

(i) EOC

(a) The AEOC or the Saline County EOC will assist with the acquisition and delivery of emergency supplies and equipment.
(b) Incident Command will assist with the direction and control of arriving emergency responders and their equipment.

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(c) The staging area for all emergency responders and their associated equipment will be located at the Airport fire station within the AOA at the west end of the Beechcraft Road entrance (Gates H1 and H5). (see Appendix E)
(d) The AEOC or the Saline County EOC will assist with emergency notifications.

(ii) **ARFF**
(a) ARFF may be the first on the scene to initiate incident assessment fire control suppressions and avenues of escape.

(iii) **SFD**
(a) SFD will arrive on scene and assume command as Incident Command of an Alert III (upon request) and an Alert IV (upon arrival) response and provide incident command and coordination for all subsequent response efforts.
1. The transfer of command will occur by means of a face to face briefing between ARFF and SFD as soon as possible.
(b) SFD IC will coordinate all mutual aid activities at the scene.
(c) The SAA will report to the NTSB all information needed by the NTSB.

(iv) **Executive Director**
(a) The Executive Director may activate the AEOC and advise his designee to make all pertinent disaster/emergency notifications.
(b) Incident Command is the IC during the incident until the scene has been secured (emergency response services are no longer needed).
1. Responsibility for scene control would then be assumed by SAA until NTSB/KHP assumes control after their investigation efforts have been completed.
(c) The Executive Director will coordinate with LEO/SFD to determine the best location for the AEOC.

(v) **LEOs**
(a) If requested, LEOs are responsible for maintaining security, through Incident Command, of the disaster/emergency site and or aircraft until such time that control is relinquished over to the NTSB.
(b) If requested, LEOs are responsible for maintaining security of the AEOC.
(c) The LEOs are responsible for maintaining security of the Airport perimeter.
(d) The KHP will coordinate accident investigation with the NTSB.

(vi) **NTSB**
(a) The NTSB is responsible for taking custody and control of the disaster/emergency site as well as the aircraft(s) should one be involved.

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(b) The NTSB is responsible for coordinating the accident investigation unless criminal action is determined to be a contributing factor.

(vii) **FSDO**
(a) The FSDO may act as a representative of the NTSB.
(b) The FSDO assists in the investigation procedures.
(c) The FSDO takes enforcement actions as necessary.

(viii) **Public Affairs and Communications**
(a) The Executive Director will serve as the Public Information Officer.
(b) The Executive Director is responsible for disseminating information regarding direction and control issues.
(c) The Executive Director is the point of contact for all news media.
(d) The Executive Director will coordinate all airport news releases with Incident Command.

(ix) **FBO Managers**
(a) These managers are responsible for assisting the Airport when called upon when it comes to direction and control activities surrounding an emergency/disaster.
(b) These managers are responsible for assisting the Airport when it comes to the removal of wreckage or disabled aircraft.

(x) **Plan Development/Maintenance**
(a) Annual review of the Direction and Control section, in addition to plan development and maintenance, is the responsibility of the Manager of Operations.

B. Communications

i. Purpose
a. The Communications section provides information on how the Airport will establish, use, maintain, augment, and provide redundancy for all types of communication devices needed during emergency response operations.

ii. Situation/Operations
a. In the event of a disaster, the primary ARFF vehicle will be dispatched to the scene of the incident.
b. It will provide the following communications capabilities:
(i) Two-way Aviation Band Radio:
(a) Monitors Salina Ground Control 121.9/Tower Control 119.3 during ATCT Operation
(b) Monitors Salina CTAF 119.3 when ATCT is closed
(c) Can communicate with FBO on Salina UNICOM 122.95
(ii) Salina/Saline County Emergency Communication System (Dispatch)
(a) Can communicate with SFD, SPD, SCSO, EMS, SCEM, and SAA.
(iii) Cellular Communications
(a) SAA Management and Supervisor staff are equipped with cellular phones/smart phones.

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(iv) The Airport has two (2) two-way telephone lines:
(a) Main Terminal .... (785) 827-3914
(b) Airport Fire Station .... (785) 833-2271

(v) The Airport also has five (5) cell phone numbers:
(a) Executive Director .... (785) 342-1199
(b) Director of Facilities and Construction............ (785) 342-4324
(c) Director of Administration and Finance .... (785) 577-4647
(d) Manager of Operations .... (785) 342-9217
(e) ARFF Duty Phone .... (785) 342-5273

(vi) In addition to the above, the Airport Operations vehicles are equipped with City of Salina Emergency Communication frequencies and aviation band radios.

c. Plan Development and Maintenance
(i) Annual review, in addition to plan development and maintenance of the Communications section, is the responsibility of the Manager of Operations and certain agencies involved in the AEP.

C. Alert and Warning

i. Purpose

a. The Alert and Warning Section will identify the methods and sequences to be used in notifying all appropriate personnel of the emergency as well as those in the immediate vicinity.
b. This section will describe the Alert and Warning system available at the Airport as well as who is responsible for activation, deactivation, and testing.
c. The ability to direct emergency forces through alert and warning communication is essential to the effective operations in an emergency.

ii. Situation

a. The Salina Regional Airport is vulnerable to many hazards (e.g. natural disasters, structural fires, bomb threats, hijacking attempts, aircraft accidents, etc.), which would require activation of the alert and warning procedures.
b. Initial reports of an emergency may be generated from one of several sources- the Airport, Salina Dispatch, ATCT, SCEM, or perhaps even an individual from the public sector.
c. In the event of an Alert I, II, or III the primary method of alarm notification will be the SLN ATCT to SLN Emergency Communication System (Crash Phone). This is a handset radio system that is activated by ATCT that sends an alert tone to the ARFF frequency. This audible alert system is tested daily when ARFF conducts morning radio test. ARFF will then notify Salina Dispatch via 911, who will in turn notify all resources needed.
d. In the event of an Alert IV the primary method of alarm notification will be the SLN ATCT to SLN Emergency Communication System (Crash Phone). The ATCT will then notify Salina Dispatch via 911, who will in turn notify all resources needed.

(i) Normal use telephone lines are a secondary method of alarm notification. ATCT may notify ARFF at the following locations:
(ii) Station ..... (785) 833-2271
(iii) Duty Cell ..... (785) 342-5273

e. or notify one of the following personnel directly by phone
(i) Executive Director ..... (785) 342-1199
(ii) Director of Facilities and Construction ..... (785) 342-4324
(iii) Manager of Operations ..... (785) 342-9217

f. In the event of a countywide disaster the Airport will be notified by a call from the local dispatch center, or SCEM as needed.

g. In the event of a terminal building incident, the terminal building is equipped with smoke detectors that will be activated in the event of smoke or fire. An alerting company will then call the operations personnel on duty to relay emergency code call, and the SFD will be dispatched immediately.

h. Warning information concerning the weather is typically received from on-site weather observation and computer NOAA information.

i. Airport ARFF and Operations personnel are on the airfield between 0500-2400 Sunday- Saturday. When Airport Operations cease, Salina Dispatch becomes the primary notification agent during an emergency on the airfield.

j. Mutual Aid is alerted through the local Salina Dispatch center.

iii. **Assumptions**

a. It is assumed that the Airport Alert and Warning system would survive and remain functional during a disaster/emergency.

b. In a situation where the Emergency Alerting System failed Airport Operations would deploy to initiate and/or facilitate the alert and warning process via ARFF/Maintenance Frequency.

c. **Airport Management/Assignment of Responsibilities**
(i) Airport Management will initiate disaster/emergency (Alert IV) notifications, activate the AEOC, and begin with the response process.
(ii) Airport Management will monitor air radio traffic.
(iii) Airport Management is responsible for advising of any status changes on the Airport.
(iv) Airport Management will maintain and provide information to all decision makers involved in the disaster/emergency.
(v) The Executive Director will work with the media in order to assist with the dissemination of disaster/emergency information to the public sector.

d. **ARFF**
(i) In the event of an Alert I, II, III, or IV, notification from the ATCT, ARFF will immediately respond to the emergency/disaster site and assess the situation.
(ii) Depending on the specific disaster/emergency, ARFF can assist with the alert and warning process to mutual aid.

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(iii) After emergency aircraft arrival and landing, Incident Command may close the emergency Runway and associated Taxiways in order to facilitate safe emergency response operations.
(iv) In the event of a Runway and/or Airport closure normal operations will resume once conditions are deemed safe.

e. **SFD**
(i) In the event of an Alert III, or IV, SFD will proceed with mutual aid to the Airport in accordance with current SFD SOF for ARFF response and provide additional support and command until the emergency is over.
(ii) Will be in contact will all mutual aid and responsible for AOA safety while on the movement areas.
(iii) Will provide support to the primary ARFF vehicle.
(iv) Will have total communications capability with all mutual aid and Airport radios.
(v) Will become Incident Command upon request from ARFF under Alert III and upon arrival under Alert IV.

f. **ATCT**
(i) The ATCT will initially contact the ARFF unit if an Alert is in effect and Salina Dispatch is Alert IV is in effect, and then proceed making updated notifications on the flight status to the ARFF unit and/or Incident Command via Airport ground frequency.
(ii) The ATCT will provide ground control services for access to the active Runway/Taxiway system as needed.
(iii) During an Alert III and once the emergency aircraft is on final approach, the ATCT will initiate a taxi clearance hold for all aircraft requesting clearance for taxi to the emergency Runway.

g. **LEOs**
(i) LEOs, when notified, will proceed to the ARFF Station Building B702 and remain until escorted to the scene or needed location by Incident Command or Airport Management.
(ii) Movement beyond the staging area will not be allowed unless directed by Incident Command, Airport Management, or ATCT.

h. **Plan Development/Maintenance**
(i) Annual review, in addition to plan development and maintenance of the Alert and Warning section, is the responsibility of the Manager of Operations.

D. Public Information

i. **Purpose**
a. The Public Information section will describe the means, organizations, and processes that the Airport will use to provide timely, accurate, and useful information/instructions before, during, and after a disaster/emergency.

ii. The Executive Director is responsible for Public Information.

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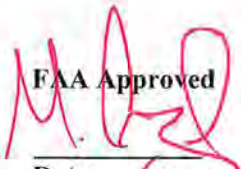
iii. **Situation**
   a. The Airport has the potential to be affected by many disasters/emergencies as described in the Hazard Specific section.
   b. In each situation, it would become necessary for the Airport Management, Incident Command, and/or SCEM to distribute information to the news media, which in turn would relay the pertinent information to the public.
   c. The News media serving Salina, Saline County, and the Airport most likely to be used are as follows:
      (i) Print – Salina Journal
      (ii) Radio – Local Stations
      (iii) Television Stations
         (a) KSN – TV, Wichita
         (b) KWCH – TV, Wichita
         (c) KAKE – TV, Wichita
      (iv) Additional means of notification include person-to-person notification, broadcast emails and faxes, and notification on private company frequencies.

iv. **Assumptions**
   a. There will possibly be state and nationwide interest regarding coverage of the disaster/emergency with the majority of media being unfamiliar with the processes outlined in the AEP.
   b. Cooperation is expected from local media in terms of focusing on the dissemination of public information versus spotlighting a spectacle story. However, SLN knows that some media will attempt to gain information from unofficial sources.

v. **Operations**
   a. Time permitting, the Executive Director will brief the media on the pertinent issues regarding the disaster/emergency.
   b. These briefings will continue for the duration of the emergency/disaster and the Executive Director will determine the frequency of these briefings.
   c. The Executive Director will be briefed by all involved agencies with the emergency/disaster status before they brief the media on that emergency/disaster.
   d. The Executive Director will brief all airport tenants on the emergency/disaster status and give instructions on what those tenants need to do in order to ensure the safety of their personnel and property before the general public/media are briefed on the status of the emergency.
   e. The Airport will provide the proper escort and identification methods for the media in the event of a prolonged emergency/disaster.



vi. **Organizations/Assignment of Responsibilities**

a. **Airport**

(i) The Airport, specifically the Executive Director is responsible for disseminating emergency information/instructions to the media and therefore the public.

(ii) If needed, the Airport or their designee will make the emergency contact notifications to non-county personnel and private companies.

(iii) The Airport will participate in a post-event evaluation and critique.

(iv) Airport Operations will provide escorts and identification requirements for the media, so they may have access to the emergency/disaster site.

(v) It shall be noted that in a typical aircraft accident this operation will be of the lowest priority until the emergency/disaster has ended.

(vi) The Airport will communicate and coordinate continually with the primary tenant/flight department/FBO involved in the emergency/accident.

b. **FBOs**

(i) The FBO Managers will assist and provide support, wherever possible, to the Airport.

(ii) This will mainly be in the form of disseminating pertinent information to their customers regarding the current emergency/disaster.

c. **SFD**

(i) SFD may assist with the dissemination of disaster/emergency information and instructions via vehicle radios, cell phones, mounted public address systems, or person-to-person notification if needed.

(ii) SFD may confirm area safety for media access if necessary.

d. **LEOs**

(i) LEOs may assist with the dissemination of disaster/emergency information and instructions via radio, cell phones, or person-to-person if needed.

(ii) LEOs may confirm appropriate security measures for media access.

(iii) LEOs may ensure preservation of all wreckage and accident evidence until relieved by the NTSB.

e. **NTSB**

(i) The NTSB will assist the Airport by providing accurate and up to date information, which may be passed on to the media and public.

(ii) In the absence of the NTSB, KHP is responsible for aircraft accident investigation.

f. **SCEM**

(i) If requested SCEM will provide support and mutual aid to the Airport.

g. **Administration**

(i) All outgoing information, whether verbal or in writing, will be verified for accuracy prior to being disseminated by the Executive Director.

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h. **Logistics**
   (i) The Airport will rely heavily on it supporting agencies to provide them with status reports concerning the emergency/disaster.
   (ii) SFD, SCEM, LEOs, and the Airport will work together to disseminate accurate and timely information.
   (iii) In the event of a county wide disaster that affects SLN as well as the rest of the county, all information dissemination will be handled by SCEM.
   (iv) The ARFF Station Building B702 will be used as the main conference center during a disaster/emergency for agency briefings prior to Media Briefings.
   (v) Media Briefings will be held in the Terminal Building.

i. **Plan Development Maintenance**
   (i) Annual review, in addition to plan development and maintenance of the Public Information section, is the responsibility of the Manager of Operations.

E. Protective Actions

i. **Purpose**
   a. The Protective Actions section will describe the provisions that are in place to ensure a safe and orderly evacuation.
   b. It will also address emergency sheltering when time is a factor and evacuation ceases to be an option.

ii. **Situation**
   a. SLN is vulnerable to several hazards that could facilitate the need for evacuation should the lives and property of the traveling public and/or employees be threatened.
      (i) Natural disasters such as an earthquake, tornado, floods, as well as hazardous materials are just a few of the events that could trigger an order to evacuate.
   b. Evacuation of people at risk for emergency situations that occur with little or no warning can be implemented on an ad hoc basis by the Executive Director, Manager of Operations, or Airport Operations Staff.
   c. Evacuation instructions should be based on known/assumed health risks associated with the hazard and a determination that sheltering is no longer a viable option.
      (i) The Airport knows that there will be some instances where it would be more appropriate to shelter rather than evacuate.
   d. There will be certain sectors of the traveling public that will need special attention and assistance (e.g. visual/hearing impaired, physically challenged, and individuals with language barriers).
   e. The primary decision for ordering an evacuation will come from the Executive Director, Manager of Operations, and/or their designee.
   f. There may be instances where the SFD, LEOs, or IC may have to make an evacuation related decision.

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iii. **Assumptions**
   a. While many people will begin the evacuation process on their own, it is anticipated that a majority of the people will be looking for and follow information, instructions, and guidance given by the Airport on evacuation procedures.
   b. There will undoubtedly be some individuals within the Airport population who may not understand or will refuse to follow given directions.
   c. LEOs will have the authority to escort these people to a safe location by whatever means necessary.
   d. The LEOs and SFD (if notified) and the Airport will assist with the evacuations in the event of a disaster/emergency.
   e. It is also assumed that any other agencies called upon will also freely assist the Airport with an evacuation.

iv. **Operations/Assignment of Responsibilities**
   a. **Airport**
      (i) The Executive Director or his representative is responsible for ordering an evacuation in the event that such action is necessary.
      (ii) The Director of Administration and Finance, Director of Facilities and Construction or Manager of Operations or their designee are responsible for ordering an evacuation in the event that such action is necessary, and the Executive Director is not available to make said decision.
      (iii) The Airport is responsible for directing the appropriate evacuation announcements to the Airport Tenants by whatever means necessary.
      (iv) All available airport equipment will be utilized to ensure emergency transportation for everyone at the Airport.
   b. **LEOs**
      (i) The LEOs may assist the Airport with the notification and evacuation process.
      (ii) The LEOs may provide traffic control as well as site security should an evacuation take place.
   c. **SFD**
      (i) The SFD may render assistance to the Airport and LEOs (manpower permitting)

v. **Administration and Logistics**
   a. The Airport is responsible for the procurement of its own essential supplies that are needed for an evacuation operation.
   b. The Airport vehicles are available for use during the evacuation process if needed.

vi. **Plan Development and Maintenance**
   a. Annual review of the Protective Actions section, in addition to plan development and maintenance is the responsibility of the Manager of Operations.

F. Law Enforcement Organizations

i. Purpose

a. The Law Enforcement section provides information and identifies methods used to mobilize and manage law enforcement services in response to a disaster/emergency.
b. The SPD, SCSO, and KHP exist to protect life and property, as well as ensure rapid access for all emergency responders/equipment to the disaster/incident site as well as provide rapid egress to awaiting medical facilities.
c. The SPD, SCSO, or KHP can provide search and rescue operations in an off-airport emergency/disaster the occurs near the vicinity of the Airport.

ii. Situations

a. Law enforcement would play a critical role in the event of a major disaster or incident outside the physical confines of SLN.
   (i) They would play a more limited role in an on-airport incident/disaster.
b. It is possible that situations could arise which would tax the SPD and the SCSO.
   (i) Other law enforcement resources such as the KHP, in addition to outside resources should adequately provide supplementary assistance as needed.
c. Telephone calls regarding a potential or impending disaster/incident may be received directly by the LEOs at Salina Dispatch via 911, or through the SCSO should an individual dial 911 from a telephone in the area.
d. Severe weather conditions are monitored by the Airport.
e. The Airport monitors weather conditions via local radar reports.

iii. Assumptions

a. During an on-airport alert, all LEO activity will be under the direction and control of Incident Command or Airport Management.
b. It is imperative that all law enforcement agencies remain in the staging area until requested by Incident Command.
c. Direct access to the incident scene aboard the Airport is not authorized without direction by Incident Command and will require an escort in order to conduct safe flight operations.
d. It is expected that a large-scale disaster/emergency will initially tax or exceed the law enforcement capabilities of the SPD and SCSO.
e. It is also expected that a majority of the outside resources will respond when called upon.
f. Participating communities may have sufficient personnel on duty without having to compromise the safety and well-being of their communities.

iv. Operations/Assignment of Responsibilities

a. LEOs
   (i) When requested, the LEOs are responsible for the protection of life and property as well as to enforce law and order.

(ii) When requested, the LEOs are responsible for providing perimeter security as well as security in the Security Identification Display Area (SIDA) and the AOA per the Airport Security Plan during an incident.
(iii) When requested, the LEOs are responsible for providing traffic and crowd control with the primary emphasis being on ensuring that all emergency responders have rapid access to the disaster/incident site as well as quick egress to awaiting medical facilities.
(iv) When requested, the LEOs are responsible for assisting with any evacuations or search and rescue efforts.
(v) The LEOs may provide scene security at any and all necessary locations, including the incident/disaster site.
(vi) When requested, the LEOs may provide an officer to serve as a liaison with the media.
(vii) When requested, the LEOs may be responsible for assisting with any special escort needs.

v. **Plan Development/Maintenance**
a. Annual review of the AEP is the responsibility of the Executive Director, in conjunction with local law enforcement.
b. Annual maintenance of this section is the responsibility of the Executive Director, in conjunction with above named agencies.

G. Fire and Rescue

i. **Purpose**
a. The Fire and Rescue section identifies the methods used in mobilizing and managing fire and rescue services in response to emergencies.
b. It includes a summary of the personnel and equipment, where they are located, general notification procedures, and overall statement of capabilities.
c. The main focus of the Fire and Rescue section is to establish procedures and to organize all outside resources so there is no doubt as to our abilities to respond and meet all needs surround a significant disaster/emergency.

ii. **Situation**
a. The Airport is subject to many hazards and situations that could overwhelm fire and rescue resources as well as hinder firefighting activities.
b. The main responsibilities that fall upon fire and rescue agencies are as follows:
(i) Fire suppression
(ii) Search and rescue efforts
(iii) Administration of basic first aid
(iv) Response to hazardous materials incidents
c. The Airport has organized outside assistance through the SFD via mutual aid agreements in addition to aid from local, state, and federal government agencies.

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d. The following information describes the Airport's overall Aircraft Rescues and Firefighting status in conjunction with the SFD and includes the certification element of 14 CFR Part 139.
   (i) FAR 139.31 Aircraft Rescue and Firefighting: Index Determination - The Salina Regional Airport maintains vehicles and personnel meeting the requirements of an Index "A" Airport, an aircraft less than 90' in length.
   Note: ARFF standby for large air carrier operations:
   (ii) ARFF operations exceeding Index A requirements is provided during occasional unscheduled large air carrier operations when prior permission is granted by the Executive Director, Manager of Operations or designated representative.
   (iii) ARFF operations will be provided from 15 minutes prior to scheduled arrivals until 15 minutes after departures.
   (iv) At least one firefighter will be on standby 15 minutes prior to the arrival and will continue until 15 minutes after departure of the last flight.
   (v) If the charter aircraft will remain on the ground for an extended period before departure, the ARFF standby will be discontinued until 15 minutes prior to the scheduled departure.
   (vi) The Airport Facility Directory (AFD) states that 24 hours prior permission is required for unscheduled air carrier operations with over 30 passenger seats.
   (vii) Prior permission shall be denied for unscheduled air carrier operations if ARFF capability meeting Index A or higher cannot be provided.
   (viii) If the Executive Director/Manager of Operations becomes aware of an unscheduled air carrier operation at the airport without prior coordination, the FAA Airports Division shall be notified at (816) 329-2624/2618/2621.
   (ix) Procedures have been established with the FBOs to notify the Executive Director or Manager of Operations whenever an unscheduled air carrier with over 30 passenger seats makes a fueling stop at the Airport after normal business hours.

e. The vehicles and primary use that make up the Aircraft Rescue and Firefighting arsenal at Salina Regional Airport are as follows:

iii. Primary ARFF Vehicle: ARFF #7

a. 2019 Striker 6x6
   (1) 3000 gallons water
   (2) 420 gallons 3% MilSpec AFFF
   (3) 500 lbs. Purple K Dry Chemical
   (4) 625 to 1250 GPM roof turret
   (5) 625 to 1250 GPM bumper turret
   (6) 250 GPM Hose Reel left side

iv. Secondary ARFF Vehicle: ARFF #1

a. 2004 Rosenbauer 4x4 Panther
   (1) 1500 gallons water
   (2) 150 gallons 3% MilSpec AFFF

(3) 500 lbs. Purple K Dry Chemical
(4) 400 or 800 GPM roof turret – dual agent
(5) 300 GPM bumper turret
(6) 30 to 125 GPM left side pre-connect
(7) 60 to 125 GPM dual agent, hydro-chem
(8) 20 lb. Class D Fire Extinguisher

v. **ARFF Vehicle: ARFF #2**
a. 1992 E-One Titan Crash Truck
(1) 1000 gallons water
(2) 130 gallons 3% MilSpec AFFF
(3) 500 lbs. Purple K Dry Chemical
(4) 150 to 1250 bumper turret
(5) 60 GPM front booster line - dual agent
(6) 20lb. Class D Fire Extinguisher
(7) 20lb. Dry Chem Fire Extinguisher

iv. **ARFF Vehicle: ARFF #3**
a. 1994 International Paystar 5000 Truck
(1) 2000 gallons water
(2) 150 gallons 3% MilSpec AFFF
(3) 150 to 1250 GPM turret discharge
(4) 20lb. Purple K Fire Extinguisher
(5) 20lb. Dry Chem Fire Extinguisher

v. **Backup Firefighting Equipment – Housed at the SFD**
a. Nearest available units ranging from 3 apparatus to 4 apparatus, plus additional resources as needed and called to serve by the Battalion Chief/Incident Command.
b. The area of response is dependent on the size and nature of the incident.

vi. **FAR 139.319 Aircraft Rescue and Firefighting Operations (ARFF)**
a. **ARFF Hours of Operations**
(i) The Airport maintains Airport Index "A" personnel and vehicles in a continuous ready state Sunday through Saturday 0500 to 2400 (local), 365 days a year.
(ii) ARFF personnel and equipment at the Airport are capable of responding to any airfield incident, aircraft or non-aircraft related during published ARFF service hours.

b. **ARFF and SFD Operations/Organization**
(i) The Airport has one initial response primary ARFF vehicle.
(ii) During normal business hours, Salina Regional Airport has a minimum of 1 ARFF firefighter on duty.
(iii) The SFD maintains a Standard Operating Guide (SOG) for providing mutual aid, equipment, and staffing and emergency responses to the Airport.
(iv) Fire and rescue protection, equipment, staffing and support during and after published ARFF service hours is provided by the SFD

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(v) SFD organizational command and support personnel consists of a Fire Chief, Battalion Chiefs, Captains, EMS Supervisors, a Fire Marshal, Firefighters, EMTs, and a Training Chief.
(vi) Personnel and equipment are housed in many locations throughout the city.
(vii) Station 3 is the primary mutual aid response station for the Airport.
(viii) The ARFF station, personnel, and equipment are housed on airport property.
(ix) The goal of these two agencies is the protection of life and property, and fire prevention.

vii. **ARFF Vehicle Communications**
a. The ARFF vehicle that will be operating at Salina Regional Airport ARFF station is equipped with the following two-way radios:
(i) An aviation band UHF radio to communicate with the ATCT or the CTAF (when ATCT is not in operation).
(ii) The Primary and Secondary ARFF vehicles are equipped with mobile radios that can communicate with all mutual aid agencies.
(iii) Additionally, ARFF personnel carry hand-held portable ground-control frequency radios for communication of foot.
(iv) ARFF 1 and 7 are equipped with public-address speakers.

viii. **ARFF and SFD Vehicle Marking and Lighting**
a. SFD vehicles are red and white in color.
b. ARFF vehicles are lime green in color.
c. Both SFD and ARFF vehicles are equipped with flashing red/white/yellow beacons and reflective striping to contrast with the background and optimize nighttime visibility.

ix. **ARFF Vehicle Maintenance and Cover**
a. **Maintenance**
(i) SLN ARFF vehicles stationed at the Airport are maintained by the SAA.
(ii) The SFD vehicles are maintained by the City of Salina and SFD technicians.
b. **Cover**
(i) The ARFF vehicle is housed at SLN ARFF Station.
(ii) SFD Stations provide their own structures.

x. **Inoperable ARFF Vehicle Procedures**
a. In the event that the Airport's primary ARFF vehicle becomes inoperable and thus loses its full operational capability, the reserve apparatus (ARFF 1) will be used.
b. In the event that the primary and reserve apparatus are out of service a NOTAM will be issued informing operators of our decreased ARFF capabilities.
c. If a Part 121 operation is scheduled during this time, SFD (when requested) will supply the Airport with a suitable piece of equipment to satisfy SLN's Part 139 requirements.

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d. Procedures outlined in FAR Part 139.339 and the approved ACM will be followed in the event of ARFF equipment becoming inoperable.

xi. **ARFF Vehicle Response Capabilities During Air Carrier Operations**
   a. The primary ARFF vehicle is house at SLN, when assisted by ATCT, is capable of reaching the midpoint of Runway 12/30 from its current location and begin rescue/firefighting operations within 3 minutes of notification.
   b. Remaining required vehicles will be able to respond within 5 minutes of notification and begin rescue/firefighting operations.
   c. ARFF vehicle responses are in compliance with FAR Part 139.319 current edition.

xii. **ARFF Personnel**
   a. SLN ARFF Personnel work 10-hour shifts.
   b. All ARFF personnel are equipped with the latest in aircraft fire protection clothing and equipment in accordance with FAR Part 139.319.

xiii. **ARFF Personnel Training**
   a. The current training of ARFF personnel includes, but is not limited to:
      (i) Aircraft Cargo and Hazmat
      (ii) ARFF Firefighter Safety
      (iii) ARFF Structural Adaptation
      (iv) ARFF Operations
      (v) ARFF Hoses and Nozzles
      (vi) Emergency Medical Care
      (vii) Extinguishing Agents
      (viii) ARFF Communications
      (ix) ARFF Ejection Seat Training
      (x) Live Fire Training
      (xi) Aircraft Familiarization Training including duties required by designated ARFF personnel under the AEP
      (xii) ARFF Vehicle Training and Vehicle Capabilities and Training
   b. All ARFF personnel are to be trained annually on an ongoing schedule.
   c. Training records are maintained on file for no less than 24 months.

xiv. **ARFF Emergency Medical Personnel**
   a. SLN is served seven days per week and 24 hours per day by the City of Salina Fire Department Emergency Medical Services.
   b. Kansas Board of Emergency Medical Services certified paramedics and EMTs respond to airport emergencies.

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xv. **ARFF Alerting System**
- a. The SFD and SLN are notified by the following in case of a fire alarm, building incident, and airfield or aircraft incident.
  - (i) 911 – SFD and Airport Operations via cell phone
  - (ii) Via the Salina Dispatch
  - (iii) Via the Airport and SFD by radio
  - (iv) Via the ATCT
  - (v) Via fire alarms and further notification from the tenant

xvi. **ARFF Emergency Access Roads**
- a. Access to Airport incidents is normally via the Airport ramp, Taxiways, and Runways requiring permission from the ATCT.
- b. Access to airport incidents off pavement is possible via the Airport perimeter road.
- c. Additionally, all other Airport surfaces, paved or turf, are designed and maintained for use by ARFF or other Airport vehicles as practical, weather permitting.

H. Health and Medical

i. **Purpose**
- a. The Health and Medical section identifies the methods used in mobilizing and managing health and medical services in response to emergencies.
- b. The Health and Medical section was developed to ensure that SLN has the ability to provide the necessary medical services following a disaster/emergency of any type of magnitude.

ii. **Situation**
- a. Any delays regarding arriving health and medical support could result from the very disaster/emergency itself in addition to potential traffic congestion, roadway damage, etc.
- b. This is not considered a significant threat as the Salina Regional Airport is surrounded by major highways and several transportation routes.

iii. SFD EMT/Paramedics are the primary triage, treatment, and medical transport service utilized by the Airport with backup medical service and ambulance transportation from the surrounding communities.

iv. **Assumptions**
- a. The following assumptions referencing Health and Medical can be made:
  - (i) A major disaster/emergency occurring at the Airport would possibly create medical activity and concern beyond the routine day-to-day medical operations.
  - (ii) The Airport will rely heavily on the SFD, Saline County Health Department, Salina County Coroner, and SCEM for health and medical assistance during a mass casualty/injury disaster/emergency.
  - (iii) The Saline County Emergency Operations Plan helps outline other agencies roles when there is a large need for health and medical services during a disaster/emergency.

v. **Operations**
   a. The Executive Director/Executive Director is responsible for formulating, verifying, and reviewing the contents of the AEP and Saline County Emergency Operations Plan on an annual basis.

vi. **Salina Regional Airport Medical Disaster Plan**
   a. In the event of an aircraft accident or incident occurring in which numerous casualties and injuries are sustained, the Health and Medical portions of the AEP and the Saline County EOP can immediately initiated.
   b. These plans represent general guidelines to be followed and may be amended at any time in order to meet the situation at hand.
   c. The first paramedic or EMT to arrive on scene can take charge of the medical effort until relieved by the EMS Officer, Saline County Coroner, or other higher authority.
   d. The ranking EMS Officer/Supervisor will be responsible for the following:
      (i) The categorization of casualties/injuries
      (ii) Directing and tagging of casualties
      (iii) Directing the stabilization of casualties/injuries
   e. Directing the transportation of the casualties to designated hospitals

vii. **Ambulance and Transportation Provisions**
   a. Ambulance and medical transports can be expected to be contacted via protocol of the Salina Fire Department's Emergency Contingency Plan.
      (i) Medical evacuation helicopters from various local hospitals may also be contacted via the SCEM for dispatch to the scene.
      (ii) In conjunction with these aircraft, National Guard Helicopters may be enlisted to assist in the medical rescue efforts.
      (iii) The staging areas for responding ambulances will depend on the location of the emergency/disaster.
      (iv) If the accident/incident is located on or near the AOA, the ambulances will report to the staging area.
      (v) Units will remain in these areas until directed by Incident Command or Airport Management to proceed by escort to close proximity of the accident/incident site.

viii. **Triage Tags**
   a. The triage tags will be supplied by the SFD, EMS.
   b. It will be the responsibility of this agency to administer the tags as necessary.
   c. If used properly they will provide a continuous record of where the victims were found, what ambulance transported them, and to which hospital.
   d. EMS will usually be the controlling agency when it comes to triage tags.
   e. Tags will be attached to the victim and the items on the tags are to be filled in and priority designated by the EMS authority on the scene.
   f. Ambulance operators will complete the identification cycle once the patient arrives at the hospital.

ix. **Marking Flags**
   a. The SFD or SAA ARFF can provide marking flags to be placed in the ground where the victim was found and transported from.

x. **Tasks that EMS or Ambulance Units may expect to Perform**
   a. Perform an onsite primary survey and tie a triage tag to the injured person denoting their placement, placing a marking flag, and transporting them to the treatment area.
   b. Transfer patients from the treatment area to surrounding hospitals as directed by the EMS supervisor.
   c. Ambulances will go to the hospital and a record (usually via triage tag) of the transported individual shall be kept at the treatment area.
   d. Air ambulances will be reserved for the most severe injuries.
      (i) Patients on air ambulances may bypass the treatment area in order to expedite their arrival at hospitals, however a record (triage tag) must be kept of their situation and departure scene.
   e. No ambulance should be dispatched without a written list of identification.
      (i) One copy of this list will be kept at the treatment area, a copy will go to the ambulance driver, and one copy will go to the designated hospital.
   f. As directed by the situation, an additional ambulance staging area may be established in close proximity to the disaster scene at the discretion of Incident Command or the EMS Supervisor.
   g. Ambulances will be ordered to report back to the staging area in use on completion of their trips to a hospital unless otherwise directed.

xi. **Medical Assistance**
   a. In the event of a disaster requiring major medical assistance, the Saline County EOP provides that patient will be taken to the Salina Regional Health Center and Salina Surgical Center.
   b. The Salina Regional Health Center is a Level 3 Trauma Center.
   c. The Salina Surgical Center is also able to receive the injured.
   d. The SRHC and Salina Surgical Center will initiate their mass-casualty plans in coordination with the SFD EMS supervisor and/or SCEM.
   e. It is feasible that there may be too many rescue workers at the site. In the event that this should happen the extra personnel will be directed to the staging area and put in a standby mode until they receive further instruction.
   f. The Saline County Coroner may be dispatched to the site where they may take charge of fatalities.
      (i) These personnel and their staff may set up a temporary morgue in a hangar or other structure designated by the SAA and attempt to make identifications until such time as the fatalities may be moved to a more adequate location.

xii. **Provisions for the Injured/Uninjured/Deceased**
   a. Injured and uninjured persons will be taken through triage for examinations before they will be released.

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(i) Injured persons will be kept at triage until such time as they are taken to area hospitals.
(ii) Injured persons shall be dispatched to the hospitals in priority of injuries.
(iii) Walking wounded will normally be the last to be taken to area hospitals.
(iv) If applicable the AEOC will provide assistance for the less injured and ensure they receive nourishment, comfort, and provisions as needed.
(v) Uninjured persons, after being checked out in triage, will be taken to an area of an airport terminal building/office where they will be afforded an area of protection from the elements as well as an area away from media personnel.
(vi) These persons shall be given access to telephones and every effort will be made to aid them.
(vii) In the event of multiple fatalities, the Airport will designate a building or hangar to be used as a temporary morgue if needed.
(viii) Refrigerated trucks can be dispatched as well to the Airport where the fatalities will be stored until they can be moved to an appropriate morgue for examination and identification.
(ix) Numerous vehicles apart of the SAA fleet can/will be used to transport injured or deceased persons to include Airport 11 depending on the vehicle size requirements

xiii. **Organizations and Assignment of Responsibilities**

a. **SFD and EMS**
(i) SFD and EMS has the responsibility of establishing an EMS Command Post and working in conjunction with police and all other personnel at the command post.
(ii) SFD and EMS may conduct an initial survey and assessment regarding medical needs pertaining to the disaster/emergency.
(iii) SFD and EMS can provide first aid, triage, and transportation to medical facilities. Those in need of emergency medical care will be identified and shall receive treatment and transportation first.
(iv) SFD and EMS is responsible for overall site coordination as far as health and medical is concerned.

b. **ARFF**
(i) SAA ARFF will provide fire suppression, and re-flash watch operations during the whole disaster/emergency operation.

c. **SCEM**
(i) SCEM can coordinate to help provide food, shelter, first aid and comfort to the responding emergency workers.

d. **American Red Cross**
(i) The ARC will provide the following assistance to emergency/disaster victims-evacuation centers, shelter, first aid, food, clothing, and comfort.

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(ii) The ARC will assist in providing all of the above to the emergency workers also.

e. **The Salina Regional Airport** will assist the SFD, EMS and SCEM by whatever means necessary.
   (i) The Airport will serve as the tenant liaison procuring materials and equipment for emergency use as well as procuring a hangar or other building space for a temporary morgue.
   (ii) The Airport will assist in providing basic first aid on an as needed basis.
   (iii) The Airport will provide escorts on and off the movement areas as needed.

f. **Saline County Coroner**
   (i) The Saline County Coroner may respond to the disaster/emergency site in order to evaluate the situation and determine the most realistic and appropriate course of action.
      (a) For example, they will decide whether a temporary morgue is necessary, or whether additional supplies, equipment, and manpower are needed.

xiv. **Administration**

a. Health and Medical information that should be documented and reported to SCEM, SFD, EMS, or Saline County Coroner is information related to injuries, deaths, and incidents of disease.

xv. **Logistics**

a. All emergency responders should replace their supplies/equipment through their own channels prior to contacting the EOC.

xiv. **Plan and Development Maintenance**

a. An annual review, in addition to plan and development and maintenance of the Health and Medical section is the responsibility of the Manager of Operations.

l. Resource Management

i. Purpose

a. The Resource Management section will describe the process by which the Airport will identify, locate, obtain, and distribute resources in an efficient and orderly manner in response to a disaster/emergency.

ii. Situation

a. Resource Management activation and associated support activities are based on the circumstances reflecting each individual emergency.
b. Resources from surrounding agencies may experience brief delays due to surrounding infrastructure damage; however, this should be minor due to the numerous roadways surrounding the Airport and multiple access points around the Airport.
c. A map of the Airport and surrounding areas may be found in the Appendix section
d. The ARFF fire station and/or Airport Terminal building will be used as the primary locations for materials/resource management functions.

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e. The ARFF fire station is located at the west end of Beechcraft Rd within the AOA and the Airport Terminal building is located on Arnold Avenue on the South end of the Airport Industrial Park.
f. The majority of heavy machinery will be located at the ARFF fire station.
g. The Airport's general resource categories that are available in the event of an emergency/disaster are as follows.

(i) Materials Management

(a) The Saline County Administrative Resource Center maintains lists of vendors and suppliers of equipment, materials and services needed during disaster response and recovery operations.

(ii) Personnel

(a) An Airport emergency telephone directory and organizational chart can be found in the AEP appendix.
(b) The SFD and LEO's organizational charts may be found in their respective functional annexes.
(c) These four agencies will be the primary organizations in all other functional annexes.

(iii)Vehicles/Heavy Equipment

(a) The City of Salina and Saline County have multiple types and sizes of vehicles for use in an emergency if needed.

(iv)Radio Communications

(a) The City of Salina and Saline County have the mutual aid bridge for massive communications network.

(v) Miscellaneous

(a) The Airport can also request additional equipment from local tenants.

iii. **Assumptions**

a. The following assumptions referencing Resource Management can be made:
(i) Response agencies will be able to sustain themselves during the first 24 hours of an emergency.
(ii) Emergency response organizations should exhaust their own channels of support prior to turning to Resource Management for outside contracted assistance.
(iii) It is assumed that offers of help from volunteers, other Saline County Departments, services, supplies, and equipment will be received and accepted.

iv. **Operations**

a. If the need for outside vendor assistance is encountered, the Saline County EOC can procure this assistance in conformance with standard Saline County Resource Acquisition practices.
b. Victims of the emergency/disaster take precedence in the allocation of resources with all departments and mutual aid responders having been asked to deplete their own resources before asking Saline County EOC to seek outside vendor assistance.

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c. The Saline County EOC can procure and document outside vendor assistance.
d. Resources can be allocated by the Saline County EOC.
   (i) The Manager of Operations (on Airport) will ensure that all equipment is operated by qualified personnel.

v. **Organization and Assignment of Responsibilities**

a. **Incident Command**
   (i) The Executive Director, Manager of Operations, and/or Incident Command can activate resource management operations through Saline County EOC and all associated employees upon receiving notification.
   (ii) The Executive Director, Manager of Operations, or Incident Command can confer with Saline County EOC on what resources will be needed that the Airport and its supporting agencies cannot currently supply.
   (iii) The Executive Director, Manager of Operations, or Incident Command can make notification to the EOC that additional personnel are needed in the effort to procure supplies that are lacking.
   (iv) The Executive Director, Manager of Operations, or Incident Command, based on input from supporting agencies, will decide where the resources will be stored until needed.

b. **Saline County EOC/Airport EOC**
   (i) The Saline County EOC/Airport EOC/Incident Command will procure all outside resources and resources needed to replenish those used during an emergency/disaster.
   (ii) The Saline County EOC/Airport EOC/Incident Command will direct and control the employees assigned to assist them in the effort of resource procurement and management.
   (iii) The Saline County EOC/Airport EOC/Incident Command will keep all records of resource allocation and procurement, and provide the various agencies assisting with copies of these records.
   (iv) The EOC will serve as a liaison between all agencies to ensure that all necessary resources are readily identified, located, and delivered.
   (v) The EOC will serve as a liaison between IC and all mutual aid resources.
   (vi) The EOC and SCEM will provide assistance in the acquisition of additional needs or resources.

c. **Manager of Operations**
   (i) The Manager of Operations will ensure that the equipment, supplies, personnel, etc. are allocated in the manner the Saline County EOC/Airport EOC intended.
   (ii) The Manager of Operations will consult with local FBOs and Tenants when a resource from their inventory is needed.
   (iii) The Manager of Operations will maintain records for resources acquired from local airport tenants and the EOC.

(iv) The Manager of Operations will ensure the operation of equipment used during the emergency/disaster.
(v) The Manager of Operations will procure spare parts and vehicle maintenance items to ensure uninterrupted operations of all mechanical equipment.
(vi) The Manager of Operations will advise IC or the Saline County EOC on equipment status and availability.

d. **FBOs/Tenants/Airlines – Secondary**
(i) The FBO Managers, Airport Tenants, and affected Airline (if applicable) shall provide any assistance possible in terms of additional manpower, supplies, and equipment if requested by the Airport.

e. **Administration**
(i) The Executive Director and Manager of Operations both have the ability to purchase individually, without any type of approval, as long as that amount does not exceed $750 a day.
(ii) All involved agencies and organizations are required to maintain individual accounting records in sufficient detail to document subsequent requests for reimbursement.

vi. **Logistics**
a. The Resource Management functions can be performed at the Saline County EOC.
b. Upon notification that an emergency/incident has occurred, the Saline County EOC can coordinate contact with all city resources needed.
c. The Executive Director and Manager of Operations will coordinate all pick-ups and deliveries of materials. Escorts will be provided for these vehicles.
d. If volunteers are needed, the Airport will coordinate with Incident Command and the Saline County EOC. Volunteers from other local airport tenants and FBOs will be considered. In the event that still more volunteers are needed, the EOC will use the various media outlets available to fulfill this need.

vii. **Plan Development/Maintenance**
a. Annual review, in addition to plan development and maintenance of the Resource Management Section, is the responsibility of the Manager of Operations.

J. Airport Operations and Maintenance

i. **Purpose**
a. The Airport Operations section identifies the roles and responsibilities of Operations Personnel during an Airport emergency.

ii. **Situation**
a. The Airport is subject to many hazards that would directly involve the Operations Department. The Airport is serviced by the following public utilities:

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(i) City of Salina – Water/Sewer
(ii) Westar Energy
(iii) Kansas Gas Service

iii. **Assumptions**

a. All responding Operations Personnel have received training on disaster/emergency operations that are familiar with their work environment.
b. It is feasible that Operations Personnel may be the first to arrive to the disaster/emergency and those personnel may initially represent Airport Management during the early stages.
c. It is presumed that operations would not have sufficient resources in the event of a major disaster and that problems will initially have to be handled on a priority basis.
d. When a disaster/emergency occurs, outside assistance from other city and county divisions, as well as personnel and equipment from public utilities will be able to respond.

iv. **Operations/Assignment of Responsibilities**

a. **Executive Director**

(i) The Executive Director acts as the ranking representative for the commitment of Airport resources and emergency response activities.
(ii) The Executive Director is the Airport's primary operational control representative.
(iii) The Executive Director provides logistical support to other supporting agencies.
(iv) The Executive Director may designate responsibilities to the following Management Staff:
(a) Kenny Bieker-----------Director of Facilities and Construction
(b) Michelle Swanson-----Director of Administration and Finance
(c) David Sorell-------------Manager of Operations
(v) The Executive Director is the senior ranking Airport Representative in all matters pertaining to SLN.
(vi) The Executive Director is responsible for reporting all Airport activities to the City of Salina.
(vii) The Executive Director acts as senior representative for commitment of Airport resources for emergency and non-emergency response activities on the airfield.
(viii) The Executive Director, with the assistance of the Director of Facilities and Construction and Airport Operations Personnel, coordinates all Airport response.
(ix) The Executive Director, with the assistance of the Director of Facilities and Construction, makes all necessary initial notifications to response and regulatory agencies.
(x) The Executive Director will be present at the EOC, AEOC, or IC if activated.

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(xi) In a county wide disaster, the Executive Director or his representative is the designated Airport Logistics representative.

b. **Director of Facilities and Construction**
   (i) The Director of Facilities and Construction acts as the ranking Airport Authority representative until relieved by the Executive Director.
   (ii) The Director of Facilities and Construction assists the Executive Director in making all necessary initial notifications to response and regulatory agencies.
   (iii) The Director of Facilities and Construction under the direction of the Executive Director, coordinates all Airport response.
   (iv) The Director of Facilities and Construction will direct the duties of Airport Operations Personnel.

c. **Manager of Operations**
   (i) The Manager of Operations acts as the ranking Airport Authority representative until relieved by the Director of Facilities and Construction or the Executive Director.
   (ii) The Manager of Operations may assist the Executive Director in making all necessary initial notifications to response and regulatory agencies.
   (iii) The Manager of Operations, under the direction of the Executive Director and Director of Facilities and Construction, coordinates all Airport responses.
   (iv) The Manager of Operations is responsible for providing manpower and equipment material resources to support all Airport emergency and non-emergency activities dependent on how many Operations Personnel are available.

d. **SFD**
   (i) The SFD will establish Incident Command (upon request during an Alert III and upon arrival during an Alert IV) as a mobile incident command and communications center for Airport emergency response activities.
   (ii) When requested, the SFD is responsible for assisting the Executive Director and Manager of Operations in providing manpower and equipment material resources to support all Airport emergency and non-emergency activities.

v. **Logistics**
   a. The procurement of all essential supplies and outside services will take place according to established procedures with records being kept of all emergency purchases made by the Airport or any other agency. The Resources Management section addresses this topic.

vi. **Plan Development/Maintenance**
   a. Annual review and maintenance of the Operations and Maintenance section is the responsibility of the Manager of Operations.

vii. **Management and Operations Organizational Chart**
   a. See Appendix J

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III. Hazard Specific Information and Procedures

A. Aircraft Incidents and Accidents

i. For the purpose of emergency response, each aircraft incident/accident shall be considered to be a potential hazardous materials incident until deemed otherwise.

ii. SLN maintains Airport Index "A" personnel and vehicles in a continuous ready state 0500-2400 (local) Sunday through Saturday.
   a. SFD will provide ARFF support during published ARFF service hours and ARFF off-duty hours.

iii. ARFF personnel are capable of responding to any airfield incident, aircraft or non-aircraft related during published ARFF service hours.

iv. The ATCT is operated Monday through Sunday 0700 – 2300 (local)

v. Staging areas are as follows:
   a. Main Staging Area -------- West end of Beechcraft Road (Gates H1 and H5)
   b. Off-Airport ---------- Use Grid Map located in the AEP Appendix. Under direction of Incident Command.

vi. SLN has 4 Runways, which are identified below and depicted in the AEP Appendix.
   a. 17/35---------- 12,300' x 150'
   b. 12/30---------- 6,510' x 100'
   c. 18/36---------- 4,300' x 75'
   d. 04/22---------- 3,648' x 75'

vii. During periods of reduced visibility, ARFF Personnel are required to operate all ARFF equipment with all available lighting on.
   a. This is a standard operating procedure regardless of day, time, or weather conditions.

viii. The following incident classification system was developed regarding aircraft incidents and accidents (see page C-6 for complete descriptions)
   a. Alert I ---------- Precautionary
   b. Alert II ---------- Disabled aircraft within the movement area
   c. Alert III---------- Actual in-flight emergency
   d. Alert IV ---------- Actual aircraft accident or collision

ix. Airfield/Runway map
   a. Operations Grid Map
   b. SLN Radius Map

B. NTSB Part 830 defines an incident as an occurrence other than an accident, associated with the operation of an aircraft, which affects, or could affect the safety of operations.

C. NTSB Part 830 defines an aircraft accident as an occurrence associated with the operation of an aircraft which takes place between the time any person boards the aircraft with the intention of flight and all such persons have disembarked, and in which any person suffers death or serious injury, or in which the aircraft receives substantial damage.

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D. Alert I Procedures

i. ATCT

a. Upon receiving notification of a general aviation or commercial aircraft experiencing difficulty and requiring assistance, the ATCT will notify ARFF.
   (i) ATCT will give ARFF the description and nature of the difficulty, aircraft type, hazardous materials involved, and the number of souls on board.
b. If an aircraft crash occurs, or requires an Alert III response, ATCT will initiate their portion of the Alert III response plan.
c. ATCT will continually update ARFF on the aircraft's situation prior to an attempted landing.
d. An Alert I can be upgraded at any time.

ii. ARFF

a. Upon notification of a general aviation or commercial aircraft difficulty, ARFF will stand by at the ARFF Station.
b. ARFF will notify SFD via Salina Dispatch as soon as possible and keep them informed of developing information.
c. Should the aircraft crash, or require an Alert IV response, ARFF will immediately initiate the Alert IV response plan.
d. Should the aircraft make a normal landing or no longer need further assistance the ARFF unit will remain on standby until such time the emergency is terminated.
e. ARFF will contact the aircraft pilot for assistance if necessary.

iii. SFD

a. Upon receiving notification via Salina Dispatch, the SFD Fire Apparatus vehicle(s) and appropriate personnel will stand by at the station and await further developments per the current SFD ARFF SOG in case a more emergent situation arises.
b. SFD will remain in contact with ARFF via the Fire Operations channel until the emergency is terminated.

iv. LEOs

a. If needed, LEOs can report to the staging area and standby.
b. LEOs will not depart from the staging area into the AOA without escort.

E. Alert II Procedures

i. ATCT

a. Upon receiving notification of a general aviation or commercial aircraft experiencing difficulty and requiring assistance, ATCT will notify ARFF.
b. ATCT will give the ARFF unit the description and nature of the difficulty, aircraft type, hazardous materials involved, and the number of souls on board.
c. If an aircraft crash occurs, or requires an Alert IV response, ATCT will initiate their portion of the Alert IV response plan.
d. ATCT will continually update ARFF on the aircraft's situation prior to an attempted landing.
e. An Alert II can be upgraded at any time.

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ii. **ARFF**
   a. Upon notification of a general aviation or commercial aircraft experiencing difficulty and requiring assistance, ARFF will respond directly to the incident site.
   b. Should the incident have the potential to escalate, ARFF will notify SFD via Salina Dispatch as soon as possible and keep them informed of developing information.
   c. Once the disabled aircraft has exited the movement area and needs no further assistance, ARFF may terminate the Alert.
   d. ARFF will contact the aircraft pilot for assistance if necessary.

iii. **SFD**
   a. Upon receiving notification via Salina Dispatch, the SFD Fire Apparatus vehicle(s) and appropriate personnel will stand by at the station and await further developments per the current SFD ARFF SOG in case a more emergent situation arises.
   b. SFD will remain in contact with ARFF via the Fire Operations channel until the emergency is terminated.

iv. **LEOs**
   a. If needed, LEOs can report to the staging area and standby.
   b. LEOs will not depart from the staging area into the AOA without escort.

F. **Alert III Procedures**

i. **ATCT**
   a. Upon receiving notification of an aircraft experiencing in flight difficulty and requiring assistance, ATCT will notify ARFF.
   b. ATCT will give the ARFF unit the description and nature of the difficulty, aircraft type, hazardous materials involved, and the number of souls on board.
   c. ATCT will continually notify ARFF on the aircraft's situation, prior to an attempted landing.
   d. Once the emergency aircraft is on final approach, ATCT will initiate a taxi clearance hold for all aircraft requesting clearance for taxi to the emergency Runway.
   e. If an aircraft crash occurs, or requires an Alert IV response, ATCT will initiate their portion of the Alert IV response plan.
   f. An Alert III can be upgraded at any time.

ii. **ARFF**
   a. Upon receiving notification of an aircraft experiencing in flight difficulty and requiring assistance, ARFF will stand by at the ARFF Station.
   b. ARFF will notify SFD via Salina Dispatch as soon as possible and keep them informed of developing information.
   c. ARFF will contact the aircraft pilot for assistance if necessary.
   d. Should the aircraft crash, or require an Alert IV response, ARFF will immediately initiate Alert IV response procedures.

iii. **SFD**
   a. Upon notification of an aircraft difficulty SFD will respond to the ARFF

station, per the current SFD ARFF SOG. Once in place they will monitor the fire ops channel, or the tower frequency during ARFF off-duty hours, for aircraft status updates.

b. A transfer of command will occur upon the request of SAA.
c. The SFD may request additional support if needed upon assessment of information received.
d. The SFD can make appropriate notifications to other agencies that may need to be involved, should the situation be elevated to an Alert IV.
e. SFD will remain in standby status until requested to stand down, or the emergency has terminated.
f. In the event that the Alert III is elevated to an Alert IV, SFD will initiate their portion of Alert IV procedures immediately.

iv. **LEOs**

a. If needed, LEOs can report to the staging area and standby.
b. LEOs will not depart from the staging area into the AOA without escort.

G. Alert IV Procedures

i. An Alert IV will be considered to be the worst possible scenario that may occur involving aircraft at SLN.
ii. An Alert IV will result in full notification being made to most or all of the agencies listed in the agencies involved in the AEP.
iii. **ATCT**

a. ATCT will notify ARFF via the SLN Emergency Communications System (ECS/Crash Phone) and Salina Dispatch via 911 that a crash has occurred.
b. ATCT will clear all necessary emergency equipment to the scene in the most expedient and direct route possible.
c. ATCT will hold all incoming or outgoing aircraft away from the Airport or the accident site until notified by Airport Management.
d. ATCT will make appropriate notifications to their supporting agencies as required by their SOP.

iv. **ARFF**

a. ARFF will proceed with all available emergency response vehicles directly to the site and establish radio contact with the ATCT for updates.
b. ARFF will take appropriate actions to save lives and protect property from fire.
c. ARFF will establish Incident Command until SFD units arrive.
d. Upon arrival of SFD, ARFF will relinquish command and work closely with SFD to ensure efficient fire suppression and safe rescue operations.

v. **SFD**

a. SFD will respond directly to the incident scene per the current SFD ARFF SOG.
b. Upon arrival, SFD will assume command and control of the incident and be referred to as Incident Command.
c. SFD will provide available resources for use during an emergency or rescue operation.

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d. SFD, as Incident Command, may contact the Saline County EOC and arrange for addition support as required.
e. SFD will ensure hazardous materials are handled according to procedures outlined in the Hazardous Materials Response Guidebook and Part 139.321 of the ACM.
f. If the aircraft involved is military and has a live weapon on board, SFD will direct personnel to keep the weapon cool, if not already engulfed in fire.
   (i) If the weapon is engulfed in fire, SFD may direct crews and all other personnel to move away from the aircraft and weapon until the danger of the weapon explosion has passed.
   (ii) Military aircraft accidents shall be cleaned by the Military Recovery Teams.
g. If the aircraft accident is off of airport property and the accident does not interfere with airfield operations, the off-airport response procedure will be followed (Appendix D).

vi. **LEOs**
a. When requested, LEOs may take appropriate actions to assist the movement of emergency vehicles to the crash/emergency site.
b. LEO's may secure the crash site from spectators and other persons not ultimately active in the rescue operations.
   (i) The SPD, SCSO, and/or KHP may be utilized to perform this task.
c. LEOs may provide security for the temporary morgue, as needed.
d. LEOs may assist Airport Management and SFD by whatever means necessary.

vii. **Airport Management**
a. The Airport will issue airfield condition reports as necessary.
b. The Airport will perform field inspections of Runways and Taxiways as manpower becomes available.
c. The Airport will notify supporting agencies such as the FSDO, NTSB, FAA, and other Saline County specific organizations that will be involved in the situation.
d. The Airport will notify appropriation tenants to include any Air Carriers, FBOs, Charter Operators, Corporate Flight Departments, Airport Construction Representatives, and others that may be applicable.
e. The Airport will procure equipment and supplies from local tenants on an as needed basis, and only after all of its' supplies or equipment are exhausted.
f. Airport Management will work closely with SFD and the agencies supporting their efforts to ensure that all resources are utilized to their fullest potential, and the loss of life and property is minimized.
g. The Airport will designate a temporary morgue until the Saline County Coroner arrives on scene and assumes control.
h. The Airport will prepare a brief for the NTSB investigator upon their arrival and will turn site responsibility to the NTSB upon their request.

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i. The Airport will ensure that the disabled aircraft or wreckage is expeditiously removed at the earliest practical time.
j. The Airport PIO will issue statements to the media regarding the status of the situation.
k. The Airport will complete the accident/incident report form as seen in the Appendix of this AEP.
l. In event of a crash or disaster at SLN, all personnel of the Airport should assume that they will be called upon to perform any number of duties to aid in the rescue operations.

viii. **Airlines and Airport FBOs**
a. In the event of a disaster involving an aircraft owned or operated by an airline of SLN, that agency or persons will be called upon to provide aircraft recovery and removal assistance.
b. The FBO and/or airline may be called upon to provide manpower and equipment to the crash site.
c. All personnel involved in aiding rescue operations will have proper identification in their possession.

ix. **The Salina Airport Management and Operations will have to provide a number of different leadership and support functions**.
a. If need be, they may be assisted by other City of Salina or Saline County Organizations.
b. All organizations will work together to ensure swift and safe response to an aircraft emergency/accident.

H. **Removal of Disabled Aircraft**

i. Recovery and removal procedures of an aircraft incident/accident will begin after Incident Command and Airport management have determined that all persons have been rescued, any injured have been removed from the site, the site has been deemed safe and the aircraft is secured, and when the NTSB, FAA, FSDO, or the DoD have given permission to move the aircraft or have taken custody of said aircraft.
ii. The pilot, owner, or operator of any aircraft involved in an accident or incident on the airfield at SLN shall have full and ultimate responsibility for the removal of said aircraft.
iii. The Executive Director/Manager of Operations may start removal of said aircraft in the event the aircraft is not moved in an expedited manner or the owner/operator cannot be contacted. The owner, operator, or pilot of the aircraft shall bear any costs incurred in the removal of the aircraft.
a. Airport Responsibility
(i) The following procedure shall be followed for disabled aircraft removal:
1. Before moving the aircraft, initial notification must be made to the Flight Standards District Office and depending on their advice, possible the NTSB.
2. The aircraft cannot be moved until one of these agencies approves it.

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(b) Initial notification to these agencies concerning an aircraft accident/incident shall include the following when possible:
1. Type, nationality, and registration marks of the aircraft. i.e. tail number
2. Name of owner/operator of aircraft
3. Name of the Pilot-in-Command
4. Date and time of the accident
5. Last point of departure and destination of the aircraft
6. Position of the aircraft on the airfield. e.g. 300' north of RWY 26R
7. Number of persons aboard and number of injured or killed, if known
8. Nature of the accident including weather and the extent of damage to the aircraft
9. Description of any explosives, radioactive materials, or other hazardous or dangerous materials aboard the aircraft, if known
10. Location and telephone number where the owner/operator can be located

(c) The Executive Director/Manager of Operations shall direct all operations as contained in this AEP and will direct Airport Personnel to help perform tasks and assignments as necessary to facilitate the rescue efforts and aircraft recovery/removal operations.

(d) Photographs must be taken by LEOs, SFD, Executive Director/Manager of Operations, or his designee, before anything on the aircraft is disturbed.

(e) Airport Management shall direct any measures as necessary be taken to protect the lives of the personnel in and around the Airport and to protect the property of the Airport grounds.
1. Safety of personnel shall take precedence over all operations.

(f) Once the scene is secure and Incident Command states that removal of the aircraft is safe, as well as approval from FSDO/NTSB and aircraft owner/operator, aircraft removal may begin.

(g) If the owner/operator will not be present for the entire remove, a short list of equipment (radios) in the aircraft and possessions (headsets, briefcases, etc.) in the cabin must be taken to prevent loss claims by the owners.

(h) Ensure all fuel selectors and master switches in the aircraft are in the off position.
1. Contact FBO or service organization of the owner's choice (if privately owned) and arrange for emergency removal by that organization.

2. If the owner has no preference, contact the FBO or service organization which has the most experience with the type of aircraft.

(i) Advise the FBO of the exact nature of the problems.
(j) Follow FSDO's or any other controlling agencies instructions TO THE LETTER during aircraft removal in order to prevent further damage.
(k) If FBO requires a crane, wrecker, or air bag, the Executive Director/Manager of Operations will arrange it.
(l) If it is a simple removal and no FBO will respond, utilize airport equipment (dollies, etc.) to remove.
1. Do remove without the instructions of a mechanic.
2. The Airport has a policy of not moving aircraft from the wreckage site, so this is a no choice scenario.
3. The Airport will engage in the removal process only after all other feasible options have been exhausted.

(m) Upon removal, a final inspection will be performed to ensure the surface is safe for resumption of aircraft operations.
(n) All FOD noted will be removed.
(o) All repairs to pavement, safety areas, and other hazardous conditions are made at this time in order to restore safe operational capability of this area.
(p) If it is not possible the affected area will remain closed until properly repaired.
(q) Complete a post-incident/accident inspection form.
(r) Cancel any relative NOTAMs with Flight Service and ATCT.
(s) Notify Tower of condition and re-open affected areas.
(t) Compete Accident Report Form.

iv. **LEO Responsibility**

a. The LEO if requested is responsible for site security during an incident/accident.
b. They can ensure the aircraft is safeguarded from tampering, or any other actions that would confuse or hinder the investigation process or further damage the aircraft.
c. One officer and vehicle should remain at the aircraft incident/accident site unless Airport Management deems further assistance is necessary after consultation with the LEO.
d. If only one officer is on duty at the time of an incident/accident they shall remain on patrol to ensure no unauthorized personnel gain access to the aircraft movement area.
e. The LEO can ensure that no pedestrians or vehicles enter or exit the active aircraft movement area adjacent to the incident/accident site with the intention of gaining access to the emergency site without proper identification, an approved escort, and having an official need to be present at the incident/accident site.

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(i) This will require the use of one officer and a vehicle unless Airport Management deems it necessary for further assistance.
(ii) In this case Airport Personnel will maintain the security.

f. The LEO may relinquish control of accident site security when asked to by the NTSB, FAA, FSDO, or Department of Defense.
g. At this time, they can maintain perimeter security and ensure no persons or vehicles access the movement areas with the intention of entering the incident/accident site without approval and an escort.
h. This will usually require the officers to stage at the general aviation ramp and the terminal ramp and maintain communications with those affected.

v. **Owner/Operator Responsibility**
   a. The owner/operator of an aircraft involved in an accident shall be responsible for assisting the Airport in preserving to the extent possible any aircraft wreckage, cargo, or mail aboard the aircraft as well as all records from the aircraft including flight recorders and tapes, voice recorders and tapes, aircraft logbooks, airmen logbooks, and other records pertaining to the aircraft.
      (i) Prior to towing, aircraft wreckage photos will be taken to aid in the incident/accident investigation.
   b. The owner/operator of an aircraft involved in an accident or incident shall be responsible for all records and reports, including all internal documents and memoranda dealing with the accident/incident.
   c. A representative for the owner/operator of the aircraft involved in the accident/incident shall be present and meet with the Executive Director/Manager of Operations to develop a comprehensive plan for the removal of the aircraft.
   d. The owner/operator of the aircraft shall arrange removal of the aircraft with their selected aircraft removal company.
   e. The final decision on who removes the aircraft will come from the owner/operator or possibly the Airport itself

vi. **Recovery Equipment**
   a. The aircraft owner/operator shall be responsible for providing any and all such equipment and personnel as necessary for the recovery or removal of an aircraft involved in an accident/incident.
   b. If this is not possible the owner/operator of the aircraft may request this assistance from the Airport.
   c. In the event of an accident or incident occurring at SLN, the SAA will coordinate with the local FBOs, tenants, or outside agencies to assist with recovery and removal operations at the Airport.
   d. Due to the costly expense of procuring and maintaining necessary equipment the SAA has limited supply, which may be utilized as aircraft recovery equipment.

l. The procurement of this equipment will be the responsibility of the owner/operator, unless they require assistance from the SAA, and when requested may come from either local FBOs or an outside agency.

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J. In an accident situation, if FBO assistance is insufficient, there are many wrecking/construction/trucking companies available.

K. **Natural Disasters and Conditions**

i. Severe Weather/Tornado

a. Severe Weather will include any events classified as Severe Thunderstorms or Tornadoes.

b. **Thunderstorms** are defined as a storm with thunder and lightning and typically also heavy rain or hail.

c. **Tornados** are defined as a mobile, destructive vortex of violently rotating winds having the appearance of a funnel-shaped cloud and advancing beneath a large storm system.

ii. Terms used by weather forecasters:

a. **Severe Thunderstorm Watch** - Conditions are favorable for the development of severe thunderstorms in and close to the watch area. A Severe Thunderstorm contains large damaging hail of 1-inch diameter or larger, and/or damaging winds greater than 58 mph (95 km/h or 50 knots) or greater. Isolated tornadoes are also possible but not expected to be the dominate severe weather event. These watches are issued for large areas by the Storm Prediction Center in Norman, Oklahoma and are usually valid for five to eight hours.

b. **Severe Thunderstorm Warning** - A severe thunderstorm is indicated by Doppler weather radar or sighed by Skywarn spotters or other persons, such as local law enforcement. A Severe Thunderstorm contains large damaging hail of 1 inch in diameter or larger, and/or damaging winds of 58 mph (95 km/h or 50 knots) or greater. These warnings are issued on a polygonal basis.

c. **Tornado Watch** - Conditions are favorable for the development of severe thunderstorms and tornadoes in and close to the watch area. These watches are issued for large areas by the Storm Prediction Center in Norman, Oklahoma and are usually valid for five to eight hours.

d. **Tornado Warning** - Strong rotation in a thunderstorm is indicated by Doppler weather radar or a tornado is sighted by Skywarn spotters or other persons, such as local law enforcement. These warnings are issued on a polygonal basis.

e. **Particularly Dangerous Situation Tornado Warning** - A large tornado has been confirmed to be producing damage and is moving into and through the warned area. It is usually issued as the initial tornado warning or as a complete re-issuance of the previous tornado warning. These may also include wording for a Tornado Emergency.

f. **Significant Weather Advisory** - A strong thunderstorm is indicated by Doppler weather radar, containing small hail below 1 inch in diameter, and/or strong winds 39-57 mph. These advisories are issued on a county by county basis and are issued as special weather statements written in the style of severe thunderstorm and other short-fused warnings, rather than being an official product itself.

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iii. The SAA will
   a. Maintain continuous weather watch during all periods of inclement weather utilizing NOAA, NWS Services, and Local Weather.
   b. Keep key Airport Personnel, ATCT, fueling operations, and airport tenants advised of severe weather forecasts, updates, and alerts by either phone or email.

iv. In the event of a significant weather advisory the following stops should be taken in order to prevent or minimize damage to aircraft.
   a. Contact the Manager of Operations and advise him of the situation.
   b. Contact the FBOs and advise them of the warning and if lightning is expected.
   c. Advise FBOs to check the ramp and ensure airplane tie-downs are secure.
   d. Move any airport equipment or materials that can be damaged by hail or wind-borne objects inside of a secured building, or adequately covered and secured area.
   e. Airport grounds should be cleared of litter and other objects.
   f. All fueling operations should cease during thunderstorms.
   g. Monitor the grounds for damage.
   h. File an Accident Report Form if damage is noted.
   i. Phone Numbers for Airport Management, FBOs, airport tenants, etc. can be found in the Airport Emergency Contact list in this manual.

v. If a tornado does strike the Airport
   a. The AEP shall be initiated and followed for evacuation procedures and damage assessment.
   b. The City Building Services Department shall be contacted and, if requested, will conduct structural integrity assessments when they arrive on site.
   c. Health and Medical procedures contained in this AEP shall be followed to prevent or minimize injury and the spread of disease.

L. **Flood Watch and Warning**

i. SLN is not in a flood plain, however weather events can cause extreme events that lead to flooding.

ii. Airport Operations Personnel will monitor for flooding that might infringe on the Airport's Runways and Taxiways for safety to aircraft taxiing, taking off or landing and apply NOTAMS if necessary, inspect all storm water run-off's, drains, pipes, structures and all airport access roads.

iii. Unlike other natural disasters, floods are predictable if aggressive monitoring is followed.

iv. Damage to critical buildings or facilities can be prevented through sand bagging or redirecting the rising water.

v. Flood damage to airports can be divided into two areas:
   a. Damage to Runways and Taxiways-Airfield
   b. Damage to buildings and structures- Critical/Non-Critical

c. Damage to buildings and structures can be divided into two more categories, which are critical and non-critical.
d. Critical
   (i) Fuel Farms/Pumphouse Building 305
   (ii) Control Tower
   (iii) Navigational Equipment (ILS)
   (iv) Airport Electrical Vaults and Lighting
   (v) Airport Fire Station
   (vi) Airport Terminal Building
e. Non-Critical
   (i) FBOs
   (ii) Hangars
   (iii) Office Buildings

vi. It shall be noted above all else, saving lives during flooding is the number one objective, followed by completed safety and efficiency preventing damage.
   a. Critical structures shall take precedence over the non-critical structures.

M. **Organization and Assignment of Responsibilities**

i. **Airport Management**
   a. The SAA shall initiate the AEP in its entirety during a flood.
   b. The SAA shall notify all airport tenants of a mandatory evacuation of personnel or aircraft if needed.
   c. The SAA shall inspect the airfield including fuel farms post-event and determine the status of operational capabilities.
      (i) If the Airport is deemed unusable by the Executive Director or Manager of Operations, all appropriate notifications shall be made to ATCT and FSS for national dissemination.
   d. The SAA shall assist, by whatever means possible at the time, with the safe and expedient evacuation of the Airport if needed.
   e. The SAA will assist the SFD in containing any structural fires due to the flood by providing equipment and personnel if requested.
   f. The SAA shall notify SCEM and inform them of their current operational status and the need for assistance if that need exists.
   g. The SAA will shut off all utilities they have access to including airfield power, gas lines, and airfield water to prevent further destruction of structures due to fractured or flooded utility supply lines.
   h. The SAA shall designate an area for a temporary morgue under the direction of the Saline County Coroner if needed.
      (i) **Note:** After a flood, the Airport is expected to be isolated and self-sufficient for up to 48 hours; only those resources that are on the Airport at the time of the fare expected to be available.
      (ii) Other structural disasters will have an immediate response from surrounding agencies.

ii. **SFD**
   a. The SFD may be responsible for saving lives and property after a flood
   b. SFD can be contacted to extinguish any structural fires due to the flood in the order of highest priority.
   c. Areas that have people still in or near them shall be dealt with first in order to save lives.
   d. SFD can administer basic first aid to the injured and their EMS service shall transport injured to local hospitals on a priority basis.

iii. **Airport Operations**
   a. Airport Operations shall be responsible for assisting the Airport in the evacuation process.
   b. Airport Operations shall be responsible for monitoring airfield security and ensuring that no unlawful activities take place.
   c. Airport Operations through ARFF shall be responsible for basic first aid until the SFD and EMS arrive on the airport.
   d. Airport Operations shall monitor all open gates during the time of evacuation.

iv. **FBOs**
   a. Upon occurrence of a Natural Disaster such as a flood, the FBO is responsible for an estimate of their situation to include a rapid evaluation of damage to their facilities and an approximation of their available resources; this estimate should include the condition of all areas they lease from the Airport.
   b. FBO's shall initially take whatever steps necessary to save lives and prevent damage to their immediate area.
   c. FBO's shall be responsible for supplying emergency support agencies with a roster of all personnel on duty at the time of the flood in order for Airport Operations to more efficiently conduct search and rescue operations.
   d. FBOs shall make available any equipment and personnel requested for use in assisting the Airport and the SFD in rescue operations.

v. **Airport Tenants**
   a. Airport tenants shall provide the Airport with an estimate of damages incurred during the flood.
   b. If the Tenant has equipment that would benefit the emergency response, they will be asked to volunteer this equipment for use by the Airport or any of their supporting agencies.

vi. **Other Organizations and Agencies Involved**
   a. These agencies shall assist the SAA and SFD as practical.
   b. All agencies involved in rescue and clean-up operations are responsible for maintaining individual accounting records in sufficient detail to document subsequent requests for reimbursement.

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N. **Earthquakes (Structural Disasters)**
   i. This section of the AEP shall identify the procedures followed and responsibilities of the Airport, LEO's, SFD, FBO's and Airport Tenants in the event of an earthquake.
   ii. It shall be assumed that in the event of a major earthquake the airport will be closed until deemed operationally safe by the Airport Management.
   iii. Earthquake damage to airports can be divided into two areas:
      a. Damage to Runways and Taxiways-Airfield
      b. Damage to buildings and structures- Critical/Non-Critical
   iv. Damage to buildings and structures can be divided into two more categories, which are critical and non-critical.
      a. **Critical**
         (i) Fuel Farms / Pumphouse Building 305
         (ii) Control Tower
         (iii) Navigational Equipment (ILS etc.)
         (iv) Airport Fire Station
         (v) Airport Terminal Building
      b. Non-Critical
         (i) FBO's
         (ii) Hangars
         (iii) Office Buildings
   v. It shall be noted that above all else, saving lives during an earthquake is the number one objective. After that is completed safely and efficiently the critical structures shall take precedence over the non-critical structures.

O. **Organization and Assignment of Responsibilities**
   i. Airport Management
      a. The SAA shall initiate the AEP in its entirety during an earthquake.
      b. The SAA shall notify all airport tenants of a mandatory evacuation if needed.
      c. The SAA shall inspect the airfield, including fuel farms, post-event and determine the status of operational capabilities.
      d. If the Airport is deemed unusable by the Executive Director or Manager of Operations, all appropriate notifications shall be made to ATCT and FSS for national dissemination.
      e. The SAA shall assist, by whatever means possible at the time, with the safe and expedient evacuation of the Airport if needed.
      f. The SAA will assist the SFD in containing any structural fires due to the earthquake by providing equipment and personnel if requested.
      g. The SAA shall notify SCEM and inform them of their current operational status and the need for assistance if that need exists.
      h. The SAA will shut off all utilities they have access to including airfield power, gas lines, and airfield water to prevent further destruction of structures due to fractured utility supply lines.
         (i) SAA shall designate an area for a temporary morgue under the direction of the Saline County Coroner if needed.

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(ii) **Note:** After an earthquake, the Airport is expected to be isolated and self-sufficient for up to 48 hours; only those resources that are on the Airport at the time of the earthquake are expected to be available. Other structural disasters will have an immediate response from surrounding agencies.

ii. **SFD**
   a. The SFD shall be responsible for saving lives and property after an earthquake
   b. SFD is responsible for extinguishing any structural fires due to the earthquake in the order of highest priority. Areas that have people still in or near them shall be dealt with first in order to save lives.
   c. SFD shall administer basic first aid to the injured and their EMS service shall transport injured to local hospitals on a priority basis.

iii. **Airport Operations**
   a. Airport Operations shall be responsible for assisting the Airport in the evacuation process.
   b. Airport Operations shall be responsible for monitoring airfield security and ensuring that no unlawful activities take place.
   c. Airport Operations through ARFF shall be responsible for basic first aid until the SFD and EMS arrive on the airport.
   d. Airport Operations shall monitor all open gates during the time of evacuation.

iv. **FBOs**
   a. Upon occurrence of a Natural Disaster such as an earthquake, the FBO is responsible for an estimate of their situation to include a rapid evaluation of damage to their facilities and an approximation of their available resources; this estimate should include the condition of all areas they lease from the Airport.
   b. FBOs shall initially take whatever steps necessary to save lives and prevent damage to their immediate area.
   c. FBOs shall be responsible for supplying emergency support agencies with a roster of all personnel on duty at the time of the earthquake in order for the Airport Operations to more efficiently conduct search and rescue operations.
   d. FBOs shall make available any equipment and personnel requested for use in assisting the Airport and the SFD in rescue operations.

v. **Airport Tenants**
   a. Airport tenants shall provide the Airport with an estimate of damages incurred during the earthquake.
   b. If the Tenant has equipment that would benefit the emergency response, they will be asked to volunteer this equipment for use by the Airport or any of their supporting agencies.

vi. **Other Organizations and Agencies Involved**
   a. These agencies shall assist the SAA and SFD as practical.
   b. All agencies involved in rescue and clean-up operations are responsible for maintaining individual accounting records in sufficient detail to document subsequent requests for reimbursement.

P. Bomb Threats/Incidents

i. Bomb threats by their very nature indicate the very real potential for serious damage to aircraft, buildings and property, as well as the potential for serious injury or loss of life.
ii. All bomb threats received at SLN, regardless of who receives them, will be treated as if a bomb or bombs do exist and the impending explosion is real.
iii. Should a threat be received directly by the Airport, Bomb Threat Interrogation outlines have been provided to assist authorities in the evaluation of the threat.
   a. That interrogation sheet is included in appendix H of this AEP.
iv. As a bomb threat received at Salina Regional Airport may be against an aircraft or the Airport buildings, this section will be divided in to two sub-sections.
v. Section one relates to bomb threats against aircraft while section two relates to bomb threats against airport property or buildings.

Q. Bomb Threats Against Aircraft

i. In the event a bomb threat is received against an aircraft, the following agencies and/or personnel will be notified.
   a. ATCT
   b. Airport Management
   c. SPD
   d. SCSO
   e. ARFF
   f. SFD
   g. KBI
   h. Aircraft Owner/Operator
ii. It is feasible that any of the above will receive an aircraft bomb threat and it is also possible that another agency entirely removed from the Airport will receive the threat and pass it on to Airport Personnel.

R. Aircraft Handling

i. The foremost condition demanded in a bomb threat against an aircraft at SLN is to evacuate the passengers and move the aircraft to the designated bomb threat search area as quickly as possible.
ii. The designated search area for parking bomb-threatened aircraft is Runway 04/22.
iii. If this area is unusable the Airport shall designate another area based on the criteria that the new area is as far as possible from any Runways, hangars, pedestrians, or buildings which could be harmed during an explosion.

iv. If an aircraft is airborne and becomes threatened, the Pilot in Command shall have the choice to return to the Airport and initiate either a quick stop with passenger evacuation or taxi to the designated area, where passenger evacuation will take place.
v. If a quick stop is elected on a Runway or Taxiway, that Runway or Taxiway will be closed via an appropriately issued Field Condition Report/NOTAM.
vi. SFD and ARFF vehicles will stand by at a safe location (no closer than 300 yards) until the aircraft threat is terminated.
vii. No radio transmission shall take place from any SFD or ARFF vehicle or personnel within 1,000 yards of the aircraft.
    a. Communication with LEOs and EOD personnel will be "face to face".
viii. Off-loading of passengers will be commenced immediately after the aircraft has stopped.
ix. Passenger evacuation will be via:
    a. Aircraft evacuation slides (if equipped depending on type of aircraft) as directed by the Pilot in Command.
    b. Built-in aircraft stairs.
    c. ARFF vehicles or trucks.
    d. Mobile stairs provided by the Airport.
x. If immediate passenger transportation is not available, passengers will be instructed to move as far away from the aircraft as possible until transportation arrives.
xi. Unless the aircraft is non-standard from the type that frequent SLN, transportation should not be a problem and can be provided by the Airport.
xii. Passengers will not be allowed to remain on the aircraft while it is being searched and must not remove any personal items with them upon exiting the aircraft.
xiii. If an aircraft is taxiing on the AOA, it shall again be the Pilot Command's decision to stop and commence an emergency evacuation or proceed to the designated area for passenger off-loading.
xiv. In no case will a threatened aircraft be allowed to return to a ramp or terminal/FBO area for passenger disembarking.
xv. If an aircraft has a threat made against it while it is at a terminal, FBO, or heavily populated ramp, the passengers shall be immediately off-loaded, and the aircraft will be towed or taxied to the designated search area.
xvi. Upon reaching a designated search area, the aircraft shall be parked facing into the wind or with the tail section into the wind for effective fire stream application.

S. **Aircraft Search Procedures**
i. Once an aircraft has reached the search area and all passengers and crew have exited, no vehicles other than those of necessity shall be allowed between the ARFF and SFD vehicles on standby and the aircraft.
ii. If applicable personnel employed by the aircraft owner/operator shall be used to remove baggage and cargo from the aircraft where it shall be laid out on the ground for search purposes.

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iii. Once an aircraft has been declared safe, baggage and cargo will be reloaded, and the aircraft allowed to return to its ramp or terminal area.
iv. Upon the issuance of an "All-Clear" from the LEO or Bomb Disposal Unit, the personnel previously notified at the beginning of this section shall again be notified and informed that at this time the situation has been terminated.
   a. **Note:** All contact information for the agencies involved in this section can be found in the appendix section of this manual.

T. **Bomb Threats Against Airport FBOs, Terminal Buildings, or Property**
   i. In the event a threat is received against a building or property at the Salina Regional Airport, those personnel previously notified in section one shall be notified with the addition that the Airport will also notify individual tenants as necessary.
   ii. The Executive Director, his representative, or the LEO shall have the responsibility for deciding whether or not to evacuate the building or property threatened.
   iii. During all bomb threats, tenants might be notified to conduct a diligent, thorough search of their respective non-public areas.
      a. If any suspicious items are found, personnel are to be instructed to leave them alone, clear the area and contact the LEO via 911.
      b. Tenants are to notify the Airport Management once their area has been searched.
   iv. All building areas are to be searched by the LEO/EOD Personnel.
   v. All personnel will be directed to keep the Incident Commander and Airport Management informed of their search via "face to face" communications.
   vi. No radio transmission shall take place from an incident responder within 1,000 yards of the scene.
   vii. If evacuation of a Terminal Building becomes necessary, all aircraft will be held away from the terminal building and ramp and directed to another Ramp Area until the respective Terminal Building has been cleared.
   viii. Evacuation notices may be made through the LEO and the SAA contacting the affected agency.
   ix. Aircraft will be instructed to another ramp by ATCT.
   x. SFD and ARFF vehicles and personnel will be on standby at a location, no closer than 300 yards from the scene in the event of an explosion and fire.
   xi. Upon notification of an "All-Clear", a reverse notification shall be made to all tenants and personnel previously notified informing them of the termination of the situation.

U. **Explosion**
   i. In the event of an explosion, the SFD and ARFF will have full responsibility for extinguishing any fire that may occur.
   ii. The LEO will assist by sealing off the area.
   iii. After the injured have been removed and the fire extinguished, it is most important that the damaged area not be disturbed until officials have had the opportunity to inspect the area.

iv. All personnel will be alert to the possibility of secondary explosive devices.

V. **Bomb Incidents General**

i. Advise the following organizations/personnel in order:
   a. Salina Dispatch 911
   b. ARFF Station 785-833-2271
   c. ARFF cell 785-342-5273
   d. Manager of Operations 785-342-9217
   e. Executive Director 785-342-1199
   f. ATCT 785-825-4806

ii. Follow any instructions received by the above organizations/personnel and those contained in the AEP.

iii. With the assistance from LEO begin evacuation procedures outlined in this section of the AEP.

iv. Issue any applicable Field Condition Reports/NOTAM on the affected areas.

v. Notify all tenants that could potentially be affected by the pending situation.

vi. Ensure SFD and LEOs gain access to the potential disaster site swiftly.

vii. If an explosion does occur eventual contact of the City Engineer will be in order to evaluate structure integrity after the scene has been cleared.

W. **Aircraft: Bomb Incident SOP**

i. After the aircraft has been parked, the following areas of responsibility shall be implemented:

Aircraft Operator

1. If loaded, evacuate personnel aboard aircraft to a point not less than 500 feet from the aircraft.
2. Search aircraft with guidance from the police.

FAA Tower

1. Notify other aircraft as necessary.
2. Coordinate movement of ground vehicles.

Airport Management

1. Close appropriate areas, dependent upon where aircraft is parked.
2. Provide support to the SFD and LEO's.
3. Make appropriate contacts as necessary.

Incident Command/Police Command

1. Set up command post.
2. Notify appropriate Airport Personnel.
3. Dispatch assisting officers.
4. Coordinate with all agencies.
5. Provide on-site Police protection.
6. Notify Bomb Squad if necessary

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ii. If during the search of the aircraft, baggage, or cargo, a suspicious object is located:
   a. All search personnel shall evacuate immediately.
   b. Bomb Squad shall be notified.
   c. All personnel and vehicles in area shall withdraw to a position not less than 500' from the aircraft.

iii. The aircraft bomb alert will be terminated by the LEO/SFD only after the aircraft operator or his representative has been satisfied that all precautions have been taken and that the aircraft can be safely put into service.

X. **Building Bomb Incident SOP**

i. Building search responsibilities:

Tenant Personnel	SAA Personnel
Tenant area	All areas when needed

ii. If, during the search of the building, a suspicious object is located:
   a. The building will be completely evacuated.
   b. The SFD Personnel will stand by with fire equipment
   c. The LEO will take control of the situation.

iii. The Building Bomb Alert will be terminated by the LEO after assurances from all parties concerned that their respective areas are safe for the public and building employees.

Y. **Structural Fires/Fuel Farm and Fuel Storage Areas**

i. A structural fire may occur anywhere on the Airport property and may include one or a number of buildings. Procedures for all fires, regardless of location, are basically the same.

ii. Upon initial notification of a fire in a structure, the ARFF and SFD units will immediately respond to the area using assistance from ATCT as necessary.

iii. Notifications made are essentially the same as those, which will be made for all airport emergencies. Specifically, ARFF and SFD, LEOs, Airport Management, and the ATCT will be notified with each making additional notifications as necessary.

Z. **SFD and ARFF:**

i. Respond with units to the area and initiate fire extinguishing procedures.

ii. If it becomes necessary for ARFF to retreat from a structural fire to handle an aircraft emergency, the scene must be left with other "Mutual Aid" fire units as determined by Incident Command.

iii. Alert LEOs and Airport Management to begin the evacuation process if needed.

iv. Request "Mutual Aid" from surrounding communities as determined by Incident Command.

v. Brief Airport Management of all developments relative to the fire situation.

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AA. **LEOs:**
- i. Respond to the fire area to assist with crowd control and evacuation of the area if necessary.
- ii. Assist medical personnel if needed.
- iii. Request "Mutual Aid" from the surrounding Police Departments if necessary.

BB. **Airport Management**
- i. Monitor Police and Fire radios for updates on the fire situation.
- ii. Notify the appropriate tenants of the pending evacuation due to the fire spreading.
- iii. Respond to the fire with personnel and equipment in order to assist the SFD if necessary.
- iv. Provide technical assistance as requested.
- v. Issue evacuation notices for Airport owned buildings as directed by the SFD.

CC. **ATCT**
- i. Although the ATCT actually will have little or no role in a structural fire, ATCT controllers will direct air traffic within SLN airspace for the safety of pilots and emergency responders.
- ii. In the event of a terminal building, FBO, or hangar fire with close aircraft proximity, ATCT will expedite aircraft movement from the fire area if so ordered by the SAA.
- iii. ATCT will ensure all aircraft arriving at the affected area are instructed to use a different part of the ramp or other area set by Airport Management or SFD due to the fire.

DD. **General**
- i. In the event of a fire occurring at the FBO Building, the FBO will be instructed by the SAA or SFD to move any and all of the aircraft on their ramp away from the structure on fire so as to minimize the danger to aircraft.
- ii. Incident Command will have the authority to declare an area safe and to allow personnel back in the area.

EE. **Evacuation (Per Local Codes)**
- i. All FBOs and Corporate tenants will have exits and emergency exits clearly marked. These exits will lead outside the building where pedestrians will be instructed to move as far away from the burning structure as possible.

FF. **SOPs and Checklists**
- i. **Structural Fires**
  - a. Advise the following organizations/personnel in order:
    - (i) Salina Dispatch---------- 911
    - (ii) ARFF Station ---------- (785) 833-2271
    - (iii) ARFF Cell---------- (785) 342-5273
    - (iv) Manger of Operations ------- (785) 342-9217
    - (v) Executive Director ---------- (785) 342-1199
    - (vi) ATCT---------- (785) 825-4806
  - b. Follow any instructions received by the above organizations.
  - c. Determine contents of the building by contacting owner or business and relay this information to emergency personnel.

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d. Open all gates and provide for emergency vehicles to reach the fire.
e. Assist in crowd control and only allow emergency responders on the scene.
f. Notify any tenants that are adjacent to the affected area and inform them of an impending evacuation.
g. The ARFF truck could be utilized by the SFD.
h. Implement this section of the AEP and access all contact numbers.
i. File any appropriate Field Condition Reports/NOTAM on the affected areas.
j. Instruct ATCT to divert aircraft whose destination is the affected area to another area designated by Airport Management of the SFD.

ii. **Fuel Storage Fires**

a. Advise the following organizations/personnel in order:
(i) Salina Police/SFD 911
(ii) ARFF Station..... (785) 833-2271
(iii) ARFF cell..... (785) 342-5273
(iv) Manager of Operations ..... (785) 342-9217
(v) Executive Director ..... (785) 342-1199
(vi) ATCT..... (785) 825-4806
b. Follow any instructions received by the above organizations.
c. Determine contents of the fuel tanks and relay this information to emergency personnel.
d. Open all gates and provide for emergency vehicles to reach the fire.
e. Assist in crowd control and only allow emergency responders on the scene.
f. Notify any tenants that are adjacent to the affected area and inform them of an impending evacuation.
g. Assist the SFD with knowledge and schematics of the Fuel Farm.
h. ARFF truck will be utilized under direction of SFD.
i. Implement this section of the AEP.
j. File any appropriate Field Condition Reports/NOTAM on the affected areas.
k. Instruct ATCT to divert aircraft whose destination is near the affected area to another location.

GG. Hazardous Materials

i. It is conceivable that hazardous materials and/or radioactive materials will be transported into, through or out of the SLN by both civil and military aircraft.
ii. Section one relates to civil aircraft carriage and general airport property in contact with hazardous/radioactive materials.
iii. Section 2 deals with military aircraft carriage of radioactive materials or nuclear devices.

HH. Civil Aircraft Carriage and General Airport Property Procedures

i. The transportation of hazardous/radioactive material, including fissionable materials, onboard civil aircraft operating in the United States is governed by the Civil Air Regulations promulgated by the FAA.

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ii. Thus, any civil aircraft carrying such materials must have an onboard copy of the restricted article document listing the materials carried and the specifics of the materials.
iii. If an aircraft is airborne and develops a problem, related to the material carried or not, the Pilot in Command shall have the responsibility of notifying the ATCT of such material being onboard.
iv. In the event of an airborne incident the ATCT shall notify the following:
    a. Airport Operations, specifying that hazardous/radioactive materials are onboard.
v. If the airborne aircraft develops a problem with hazardous/radioactive material, upon landing, the aircraft shall not be allowed to taxi to a ramp or terminal area but will rather be directed by ATCT to proceed to the designated area by Airport Management where hazardous/radioactive procedures will be initiated with consideration to prevailing meteorological conditions.
vi. In the event of hazardous/radioactive material being exposed while an aircraft is on the ground, or while the material is off an aircraft and being transported, the carrier of the material shall immediately notify the ATCT and Dial 911.
vii. If hazardous/radioactive material is exposed or suspected of release while on board an aircraft, the aircraft shall remain at its present ramp, terminal area, or holding position and under no circumstances be moved unless at the instruction of Incident Command.
viii. **ATCT** shall not allow any aircraft to taxi through the area of the incident in order to prevent further spreading and contamination of the material.
ix. **SFD** shall initiate the following upon arrival at the scene:
    a. Approach the aircraft or contaminated area from an upwind direction to reduce further contamination or exposure.
    b. Direct Fire crews to utilize full protective clothing and breathing apparatus before approaching the area.
    c. Direct crews to avoid entering the area unless absolutely necessary.
    d. Assume total control of the area and incident until relieved by appropriate officials or until the incident has terminated.
    e. Escort emergency response teams from the airport perimeter gates to the incident site.
x. **LEO**s may do the following upon arriving at the scene:
    a. Initiate an immediate and complete security perimeter around the site, cordoning off the area from entry by anyone other than absolutely necessary personnel or vehicles.

xi. Airport Management

a. Upon notification of an incident occurring, the Airport will initiate the following procedures:
    1. Contact ATCT to ensure aircraft are not allowed through the area.
    2. Contact airport tenants and advise them to keep their personnel clear of the area.
    3. Issue appropriate NOTAMs as needed.

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4. Perform additional duties as directed by Incident Command.

xii. SFD

a. Notify appropriate outside agencies for assistance if necessary.
b. Notify appropriate agencies for radiological monitoring of the site:
c. Obtain a copy of the restricted articles document and ensure that response teams are given a copy as well.

xiii. **Incident Command** shall have the authority to declare an area clean and safe after an incident. Once an "All Clear" has been issued, notifications will be made to all previously notified personnel and agencies notifying them of the termination of the incident.

II. **Military Aircraft Carriage of Radioactive Materials or Nuclear Devices**

i. In an aircraft accident or incident involving a nuclear weapon, or any weapon, several hazards may be present that do not occur in the commercial transport of radioisotopes.
ii. Blasts of varying degrees may occur as a result of the detonation of high explosives in the weapon; toxic or caustic fumes may be released by burning high explosives and spread over considerable distances by smoke and wind.
iii. The following shall be the general procedures to be followed in the event of an aircraft accident or incident while carrying radioactive or nuclear materials:
   a. The Pilot in Command of the Aircraft shall have the responsibility of notifying the ATCT that the aircraft is carrying such material and the type and amount, if available.
   b. Procedures from this point will generally mirror those used for civil aircraft with only a few changes incorporated to accommodate the military aircraft.
   c. If the aircraft catches fire and is exposed to total envelopment in flames for more than 10 minutes, all rescue crews will be instructed to move at least 2,500' from the aircraft due to the high probability of explosive detonation.
   d. If the aircraft has not been enveloped in flames for more than 10 minutes, ARFF and/or SFD shall use the maximum amount of cooling agents available on the aircraft and weapons or material in attempting to prevent explosions if so directed by Incident Command.
   e. Additionally, the ATCT shall advise all traffic on the ground to remain clear of the site by at least 2,500'.
   f. Airport Operations personnel and LEO/SFD, shall evacuate the affected ramp or terminal building and all other buildings adjacent to the site of the military aircraft on fire and an explosion is imminent.
   g. Military aircraft accidents and incidents are the responsibility of the military as far as clean up and removal of the aircraft. In the case of hazardous materials carried aboard an aircraft, the military command to which the aircraft is attached will also have ultimate responsibility to remove the hazardous materials or weapons and clean up any exposure resulting from the incident.

JJ. **General**

i. In the event of a hazardous/radioactive accident or exposure, all personnel and equipment responding to the scene shall be checked for contamination and decontamination as necessary. If an accident or incident occurs, the Incident Command shall determine if any other disaster plans need to be initiated.

ii. No unauthorized personnel shall be allowed in to any area which there is a radioactive hazard until such time as the radioactive hazard has been terminated.

KK. **Hazardous Material**

i. If hazardous materials of any kind are suspected to have contaminated any part of the Airport:

a. Advise the following organizations/personnel in order:
(i) Salina Police/SFD..... 911
(ii) ARFF Station..... (785) 833-2271
(iii) ARFF cell..... (785) 342-5273
(iv) Manager of Operations..... (785) 342-9217
(v) Executive Director ..... (785) 342-1199
(vi) ATCT..... (785) 825-4806

b. Follow any instructions received by the above organizations.

c. Notify the ATCT and FSS of the affected areas and file the appropriate Field Condition Reports/NOTAMs.

d. Incident Command will give direction if needed to barricade or isolate the affected area.

e. With the assistance of LEO and Airport Management, notify adjacent tenants of the impending evacuation.

f. If needed, Incident Command will instruct ATCT to divert aircraft whose destination is the affected area to another area at least 2,500' from the incident/accident site.

g. The ARFF truck will be ready for use under direction of the Incident Command.

h. Assist in crowd control and only allow emergency responders on the scene.

i. Implement this section of the AEP and access all contact numbers.

j. Complete Accident Report Form and submit to Manager of Operations. An Accident Report Form can be found in the appendix section of this manual.

(i) **Note:** All Emergency Numbers are located in the Appendix section of this AEP.

LL. Sabotage, Hijacking, and other Unlawful Interference with Operations

i. **Sabotage/Unlawful Interference**

a. For those persons or groups who may wish to do damage to aircraft or airport property by means of sabotage or interference, the SAA has taken measures to prevent or seriously hinder these attempts.

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b. The most basic measure taken was the erection of an eight-foot chain-link perimeter fence around the airport property.
c. Operations Personnel are continually patrolling aircraft movement areas and terminal buildings.
d. Airport Tenants have also been instructed to thoroughly secure all aircraft on their respective ramps when not in use to further discourage sabotage or interference attempts.
e. Each Corporate Operator, FBO, and Company based on the airport has their own perspective security measures.
f. The Executive Director periodically sends out Security Directives to the applicable tenants when they are received from the TSA, FAA, AOPA, and other agencies.
g. Every employee with access to inside the perimeter fence must have proper identification.
h. Daily inspections by Operations Personnel are conducted and could possibly reveal any sabotage to airport grounds or property and immediate remedial measures will be undertaken to correct any disrupted areas.

MM. **Hijacking**

i. In the event that an aircraft is hijacked, or an aircraft is boarded by a person or persons with the intent of hijacking, all attempts will be made to protect the aircraft and its occupants.
ii. As in other Airport Emergencies, the basic notifications will be made to the ATCT, Airport Management, SFD, and the LEO with each making their own notifications. The KHP SRT will be called by the LEO to respond to the incident.
iii. Should an aircraft become hijacked, the ATCT will attempt to have the aircraft placed in an isolated area away from hangars and Terminal Buildings. Once in an isolated area, or at a standstill position, units of the LEO will take charge of the situation until relieved by the KHP SRT. Units of the SFD will be instructed to standby at a safe distance until such time as they are needed or instructed to stand down.
iv. Airport Operations will be on standby status throughout the duration of the incident and will provide assistance as needed.
v. Personnel of the ATCT will perform their normal duties during the incident and will handle the aircraft in question per their emergency incident procedures and as directed by the On-Site KHP SRT Commander.
vi. The KHP SRT will attempt to contact the hijacker(s) and will make all attempts to keep the aircraft on the ground. KHP SRT hostage negotiations will continue through the incident to its termination with the ultimate hope that the aircraft and its occupants are released unharmed and the hijacker(s) are taken into custody.
vii. The KHP will contact the KBI.

NN. **Organizations and Responsibilities**

i. **Aircraft Operator Involved**
   a. Dispatch a management official to the Command Post at the Airport wherever it is set up.
   b. Coordinate all requirements with LEO's and FAA representatives.
   c. Assign a member of management or appropriate personnel to be available to assist law enforcement personnel.
   d. Should the decision be made to immobilize the aircraft, the refueling operations shall be under the direct control of Federal authorities.

ii. **SFD**
   a. Establish Command Post at the Airport.

iii. **KBI and Federal Aviation Administration**
   a. Dispatch an agent to the Command Post
   b. All decisions as to the plane itself are the responsibility of the involved aircraft operator they must request such assistance from Federal authorities as they deem necessary.
   c. Once a decision is made, the method of carrying out the necessary action will be the responsibility of the Federal authorities.

OO.SOPS and Checklists - Sabotage and Hijacking

i. Advise the following organizations/personnel in order:
   a. Salina Police/SFD.....911
   b. ARFF Station .....(785) 833-2271
   c. ARFF cell.....(785) 342-5273
   d. Manager of Operations .....(785) 342-9217
   e. Executive Director.....(785) 342-1199
   f. ATCT .....(785) 825-4806

ii. Follow any instructions received by the above organizations.

iii. Notify the ATCT and FSS of the affected areas and file the appropriate Field Condition Reports/NOTAMS.

iv. Assist the SFD and LEO's with their requests.

v. Contact the KHP/KBI

vi. Ready the ARFF truck for use upon direction of the SFD/LEO.

vii. Open all gates and provide for emergency vehicles to reach the site.

viii. Assist in crowd control and only allow emergency responders on the scene.

ix. Implement this section of the AEP and access all contact numbers.

x. Assembly of personnel and police equipment must not be in view of the aircraft, regardless of the distance involved unless LEO's deems it ok.

xi. A Command Post will be established if necessary. Communication capability between the Command Post, the aircraft operator's office involved, and the mobile unit on the field will be established.

xii. Prior to the arrival of the KHP/KBI, the SPD or SCSO shall have control.

xiii. Upon landing, the subject aircraft will be positioned by the Pilot in Command on Taxiway echo run-up pad if allowed by the hijacker(s).

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xiv. If allowed, the aircraft will be directed to this spot by a ground controller located in the FAA Control Tower and will be positioned in such a manner as to allow exiting passengers and/or crew to disembark.

xv. All parties shall exercise extreme caution not to cause excitement, disturbance, or any action which might agitate the hijacker(s). An accepted practice in a hijack situation is to delay the aircraft and negotiate for release of hostages.

xvi. Only the required number of persons needed to service the aircraft should be used. The servicing crew should be kept to a minimum. Any items or uniforms resembling police equipment (brass buttons, mechanic's tool bags, caps, etc.) should be removed or hidden. Only the necessary servicing should be utilized.

xvii. The aircraft operator involved should predetermine the amount of fuel needed and arrange to have this fuel available. The aircraft operator involved should determine the time required for ground servicing. The Aircraft Captain should be apprised of these time requirements and the procedures to be used in order to keep the hijacker(s) as calm as possible.

xviii. Complete Incident Response Form and submit to the Executive Director/Manager of Operations. An example of an Incident Response Form can be found in the appendix section of this manual.

xix. If at all possible, no one shall make verbal contact with the Hijacker(s) until the KHP/KBI arrives on the scene.

PP. Airfield Power Failures

i. Airfield power failures can be caused by natural or man-made events. Electrical power for Runway and Taxiway lighting is supplied to the Airport from Evergy Electric Services Company.

ii. In the event that there is a power loss, a call will be made to them under emergency conditions for repair.

iii. All appropriate NOTAMs will be issued to the failure.

iv. **In case of an Airfield Power Failure:**

a. Advise the following organizations/personnel in order:
   (i) Airport Operations 24-hour number ---------(785) 833-2271
   (ii) Manager of Operations ----------(785) 342-9217

b. Follow any instructions received by the above organizations.

c. Notify the ATCT and FSS of the affected areas and file the appropriate Field Condition Reports/NOTAMS.

d. Contact Evergy's emergency number and get a status report.

e. Emergency power to Runway 17/35, East Taxiways and the south ramp lights can be provided through the east vault emergency generator.

v. **In case of an Airfield Facilities Power Failure**

a. Advise the following organizations/personnel in order:
   (i) Airport Operations 24-hour number ---------(785) 833-2271
   (ii) Manager of Operations ----------(785) 342-9217

b. Follow any instructions received by the above organizations.

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c. Notify the ATCT and FSS of the affected areas and file the appropriate Field Condition Reports/NOTAMS.
d. Contact Evergy's emergency number and get a status report.
e. Generators will be provided for critical failures by the SAA Maintenance Department

QQ. Crowd Control

i. Incident Command, or their designee, shall have the responsibility to implement such measures as necessary to ensure adequate crowd control procedures in the event of an aircraft disaster at the SLN.
ii. Salina Police personnel will be the primary enforcement agency used for crowd control, but additional assistance may be requested from local and state police.
iii. Incident Command may direct physical barriers to be erected in order to define a perimeter around a disaster area. Only authorized persons responding to the rescue effort will be allowed in to this perimeter and any unauthorized persons found inside the perimeter will be escorted outside the perimeter.
iv. Incident Command may also direct Airport Operations, personnel permitting, or other supporting law enforcement agencies to cordon off the area inside certain terminal buildings where the uninjured, relatives, or whatever else, might need converging.
v. In the event of a disaster, Incident Command will also ensure security personnel at designated security checkpoints who will allow no vehicles or personnel through the checkpoints without proper airport identification or the approval of the Executive Director, Manager of Operations, or their designee.
vi. Vehicular traffic on the roadways surrounding the airport will be kept moving and all attempts will be made to keep roadways open to facilitate the movement of rescue vehicles and personnel. If requested, the units of the SPD, SCSO, or the KHP will be utilized for this function.
vii. The first agency to become aware of a civil disturbance or potential disturbance shall notify Airport Operations and/or 911 immediately.
viii. Incident Command notifies, as necessary:
   a. Airport Management
   b. SPD/SCSO/KHP
   c. FAA Control Tower
   d. KBI
   e. SFD

RR. Emergency Actions

i. LEOs

a. If lives or property are in danger, take necessary steps to remove or neutralize the source of the hazard.
b. Coordinate efforts with other police related agencies.
c. The cause for a civil disturbance may have little or nothing to do with SLN, and the participants may resort to violence on small provocation. It is imperative to deal with them in a restrained, low-key manner.

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d. Persuasion must be employed before force. At the same time, lives and property must be protected. Good judgment must be the test of every action to be taken.
e. Establish Command Post
f. Confer with affected law enforcement agencies, adopt and coordinate a control plan for the situation.
g. Designate location where news media can assemble.
h. Go to the scene of the disturbance and direct activities of persons attempting to control disturbance out of the AOA.
i. Remain in radio contact with Command Post.
j. With good judgment paramount, take whatever steps are necessary to control the situation.
k. If required, coordinate with SAA to close portions of the Airport that may be endangered.

ii. Airport Tenants

a. If appropriate, dispatch a representative to the Incident Command.

iii. Other Parties Involved

a. Radio, Press, and Television:
   (i) Accredited press members may be permitted at the site of the disturbance at the sole discretion of Airport Management. The test shall be whether their presence would tend to aggravate the conditions. Escorts shall be required if air operational areas are involved.
b. General Public:
   (i) Every effort shall be made by all concerned to prohibit general public access to the area and to keep airport operations moving normally. Large crowds should be contained as much as possible. If their objective is lawful and not duly disruptive, it may be appropriate to permit them to achieve their goal.

IV. Standard Operating Procedures and Checklists

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V. Appendices

A. Airport Grid Map
B. Airport 25 Mile Radius Map
C. Aircraft Emergency Response Procedures
D. Off-Airport Aircraft Incident Response
E. Equipment and Mutual Aid Staging Area
F. Accident/Incident Report Form
G. Bomb Threat Search Procedures
H. Bomb Threat Checklist
I. NOTAM Form
J. Normal Organizational Structure
K. Incidents Chain of Command
L. Emergency Contact List
M. Marking and Sign Plan
N. Snow Removal Operations

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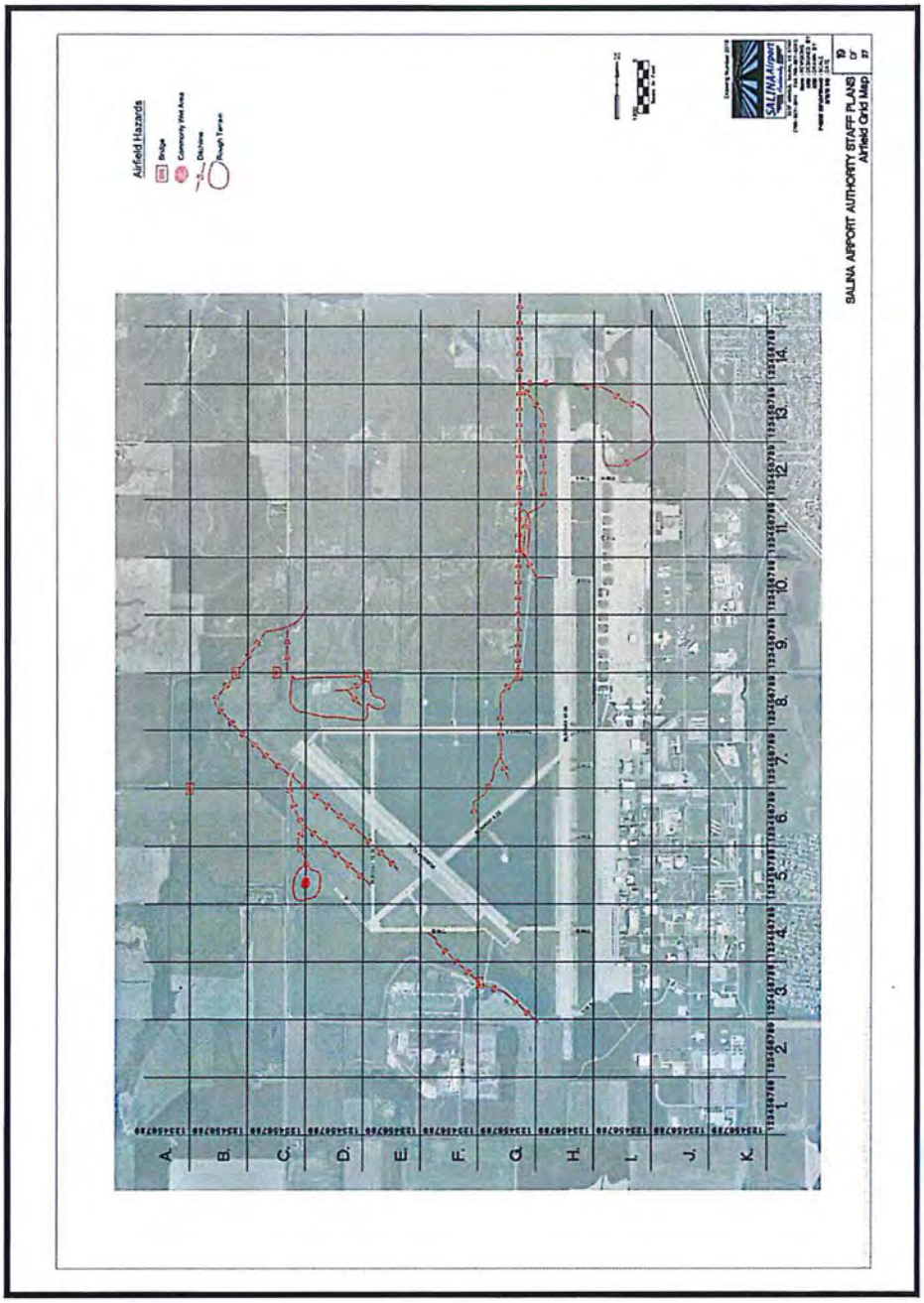
Date: JAN 3 1 2019

Appendix A – Airport Grid Map



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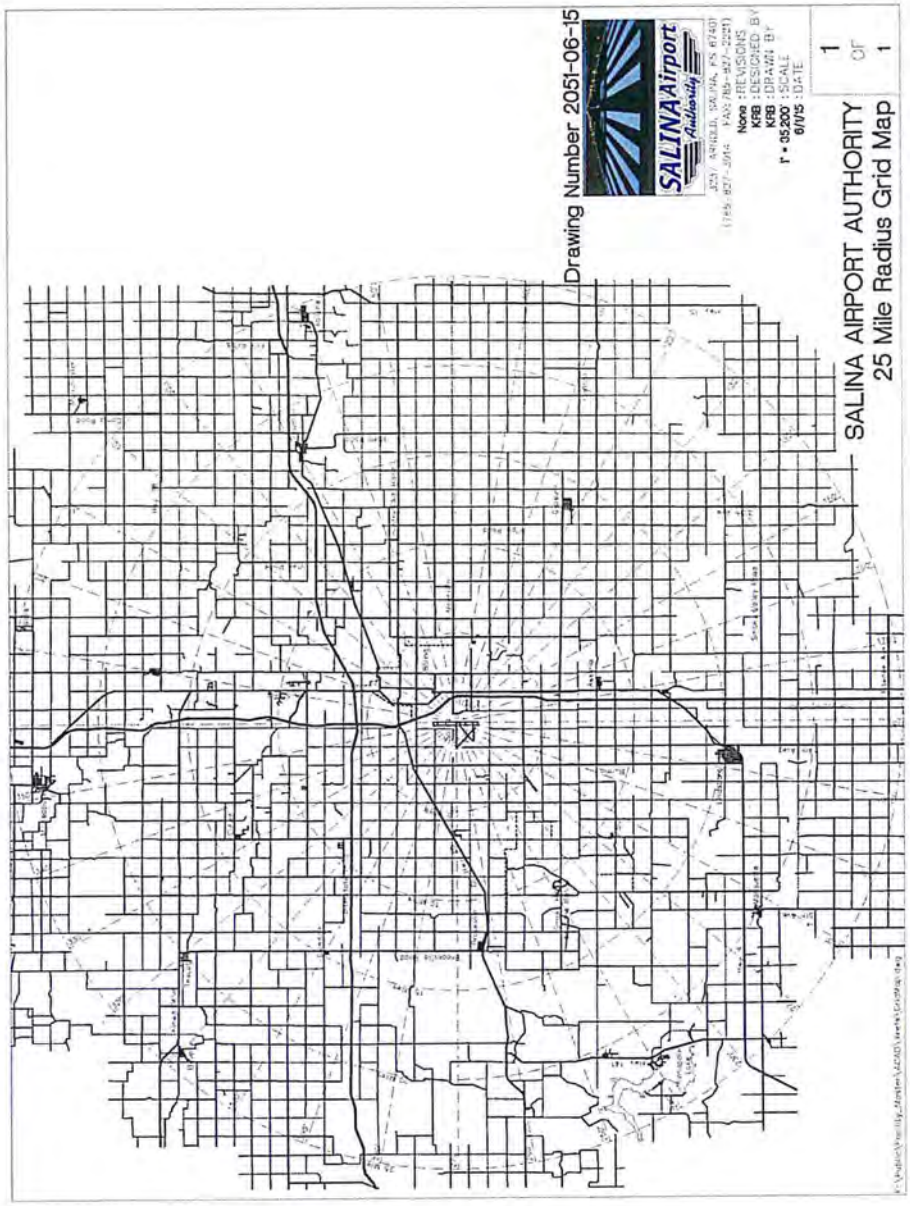
J. Fothdu

Date: JAN 3 1 2019

Appendix B – Airport 25 Mile Radius Map



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D. Fotrade

Date: JAN 3 1 2019

Appendix C – Aircraft Emergency Response Procedures

LETTER OF AGREEMENT

Aircraft Emergency Response Procedures August 2018

1. ***Purpose:*** To provide procedures for responding to an aircraft emergency at the Salina Regional Airport (Airport) between the Salina Airport Authority (Authority) and the Salina Airport Traffic Control Tower (SLN ATCT). This agreement replaces any preceding agreements for aircraft emergency response procedures.
2. ***Scope:*** Procedures applicable for the Salina Regional Airport and Industrial center property and within the immediate vicinity of the airport.
3. ***Definitions:***
   a. ALERT 1: PRECAUTIONARY: Aircraft approaching the Airport has a potential problem. (i.e., gear indicator light, low hydraulic pressure, rough running engine, etc.)
   b. ALERT 2: DISABLED AIRCRAFT: Due to flat tire, stalled engine or other mechanical issue that prevents the aircraft from exiting the movement area under its own power and assistance is required.
   c. ALERT 3: IN-FLIGHT EMERGENCY: Aircraft has a major difficulty. (i.e., faulty landing gear, no hydraulic pressure, smoke in the cockpit/cabin or in-flight fire).
   d. ALERT 4: AIRCRAFT ACCIDENT OR COLLISION: Aircraft crashes on or within the immediate vicinity of the Airport.
   e. ARFF: Aircraft Rescue and Fire Fighting to be provided by the Authority and/or the Salina Fire Department personnel.
   f. SAA ECS – The Airport Authority Emergency Communications System designed to provide tone alerts and voice communication with SLN ATCT personnel.
   g. **Salina Dispatch**: The City of Salina/Saline County Joint Communications Center. A multifunctional center to dispatch City and County emergency responders.
   h. Alert Information: Information to be gathered to the degree possible, by SLN ATCT, the Authority, or the Salina Fire Department from the aircraft requiring emergency response:
      1. Alert category
      2. Aircraft type and tail number
      3. Nature of the emergency
      4. Estimated time of touchdown (as applicable)
      5. Runway to be used or location of aircraft
      6. Number of persons on board (passengers and crew)
      7. Quantity of fuel on board
      8. Hazardous cargo or explosives
      9. Reporting party
4. ***Response Procedures:***
   a. ALERT 1: SLN ATCT will contact ARFF via the SLN Emergency Communication System (ECS). On duty ARFF will standby at the ARFF station. On duty ARFF will contact Salina Dispatch and provide Alert Information. Additional ARFF staff will return to the ARFF station. SAA maintenance personnel will standby and be ready

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Date: JAN 3 1 2019

to provide support and assistance.

b. ALERT 2: SLN ATCT will contact ARFF via the SLN Emergency Communication System (ECS). On duty ARFF personnel will respond to the site at the disabled aircraft to determine the extent of the problem. ARFF personnel will assess the incident and determine if SFD response is necessary to clear the disabled aircraft from the movement area. An Alert II can be upgraded to an Alert III.

c. ALERT 3: SLN ATCT will contact ARFF via the SLN Emergency Communication System (ECS). All ARFF and maintenance personnel will respond and proceed to the ARFF station. On duty ARFF will contact Salina Dispatch and/or SFD command and provide Alert Information. SAA maintenance personnel will standby at the ARFF Station and be ready to provide support and assistance. SFD will arrive on scene and assume command as Airport Command of an Alert III upon the request of the SAA.

d. ALERT 4: SLN ATCT will contact ARFF and Salina Dispatch via the SLN Emergency Communications System (ECS) and/or 911 and provide Alert Information. All on duty ARFF personnel will respond to accident site. Maintenance personnel will respond to the ARFF station. SLN ATCT will close the affected airport movement areas. SAA maintenance personnel will standby at the ARFF station and be ready to provide support and assistance. SFD will arrive on scene and assume command as Airport Command of an Alert IV response and provide incident command and coordination for all subsequent response efforts.

5. ***For ALERT 1, 2, 3, or 4: The following procedures apply:***

a. On duty ARFF and SFD incident commander's call sign will be Airport Command

b. If the Authority ARFF is not on duty, SLN ATCT will contact **Salina Dispatch** (911) with Alert Information. Salina Fire Department will respond. SLN ATCT will contact the Authority management.

c. If SLN ATCT or Authority ARFF are not on duty, the pilot may contact Kansas City Center or Wichita AFSS. Kansas City Center or Wichita AFSS will then contact **Salina Dispatch. Salina Dispatch** will contact emergency responders and the Authority management.

d. SLN ATCT shall keep the emergency aircraft on Tower frequency 119.3 to maintain interoperability communications. Military aircraft will be assigned 257.70.

e. ARFF/SFD responders shall contact SLN ATCT on Ground frequency 121.9 if clearance is needed onto the movement areas.

f. The Authority shall control emergency responders on the non-movement area. If access is needed onto the movement area, the Authority will provide an escort and be in contact with SLN ATCT on Ground Control 121.9.

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Date: JAN 3 1 2019

6. **Authority Management contacts (other contacts on file with Salina Dispatch)**
   a. Tim Rogers: Cell: 342-1199, Home: 823-7370
   b. Kenny Bieker: Cell: 342-4324, Home: (785) 621-4747
   c. David Sorell: Cell: 342-9217, Home: 820-7556
   d. SLN ARFF Station: (785) 833-2271
   e. SLN ARFF Cell: (785) 342-5273

Timothy F. Rogers, A.A.E.
Executive Director
Salina Airport Authority

Cary Adcock
Manager, Salina Tower
Midwest Air Traffic Control

FAA Approved

Date: JAN 3 1 2019

Appendix D – Off-Airport Aircraft Incident Response

SALINA Airport Authority

EXECUTIVE DIRECTOR
3237 Arnold Ave.
Salina, Kansas 67401
Telephone (785) 827-3914 • FAX (785) 827-2221
E-Mail trogers@salair.org

DATE: January 7, 2019
TO: SAA Employees
FROM: Timothy F. Rogers, A.A.E
SUBJECT: Off Airport Non-Aircraft Incident Response

STANDARD OPERATIONG PROCEDURE #1: ARFF response to off-airport, non-aircraft emergencies.

1. **Purpose:** The purpose of the Standard Operating Procedure (SOP) is to provide guidelines for Airport Rescue and Fire Fighting (ARFF) response to mutual aid requests for non-aircraft off-airport emergencies from either the City of Salina Fire Department (SFD) or the Saline County Department of Emergency Management (SCEM) that does not involve aircraft.

2. **Procedures:** The following procedures define areas of jurisdiction and appropriate actions to be taken by ARFF Personnel in the event of an off airport non-aircraft emergency.

3. **Non-Aircraft Emergencies Occurring Beyond or Immediately Adjacent to the Property Lines of Salina Regional Airport (SLN):** Authority and responsibility for Salina Airport Authority owned emergency response equipment and mutual aid is addressed in an existing mutual aid agreement between the City of Salina and the SAA and is described in the Airport Emergency Plan.

    a. In the event of an incident which does not involve an aircraft but does require the assistance of SLN ARFF equipment and personnel within the boundaries of the City of Salina and Saline County. ARFF personnel may respond with ARFF #3 at the discretion of the Executive Director or the ranking on duty ARFF supervisor.
    b. The use of ARFF #3 for a non-aircraft, off-airport incident shall not limit the SAA's ability to provide F.A.R. Part 139 ARFF Index coverage for air carrier operations at SLN.
    c. ARFF personnel will only respond to non-aircraft, off-airport emergencies if:

        i. Requested by Salina/Saline County Dispatch
        ii. A situation exists in which human life is threatened
        iii. The equipment and/or personnel are not currently committed to an on-airport ARFF Index Coverage, accident, or emergency.

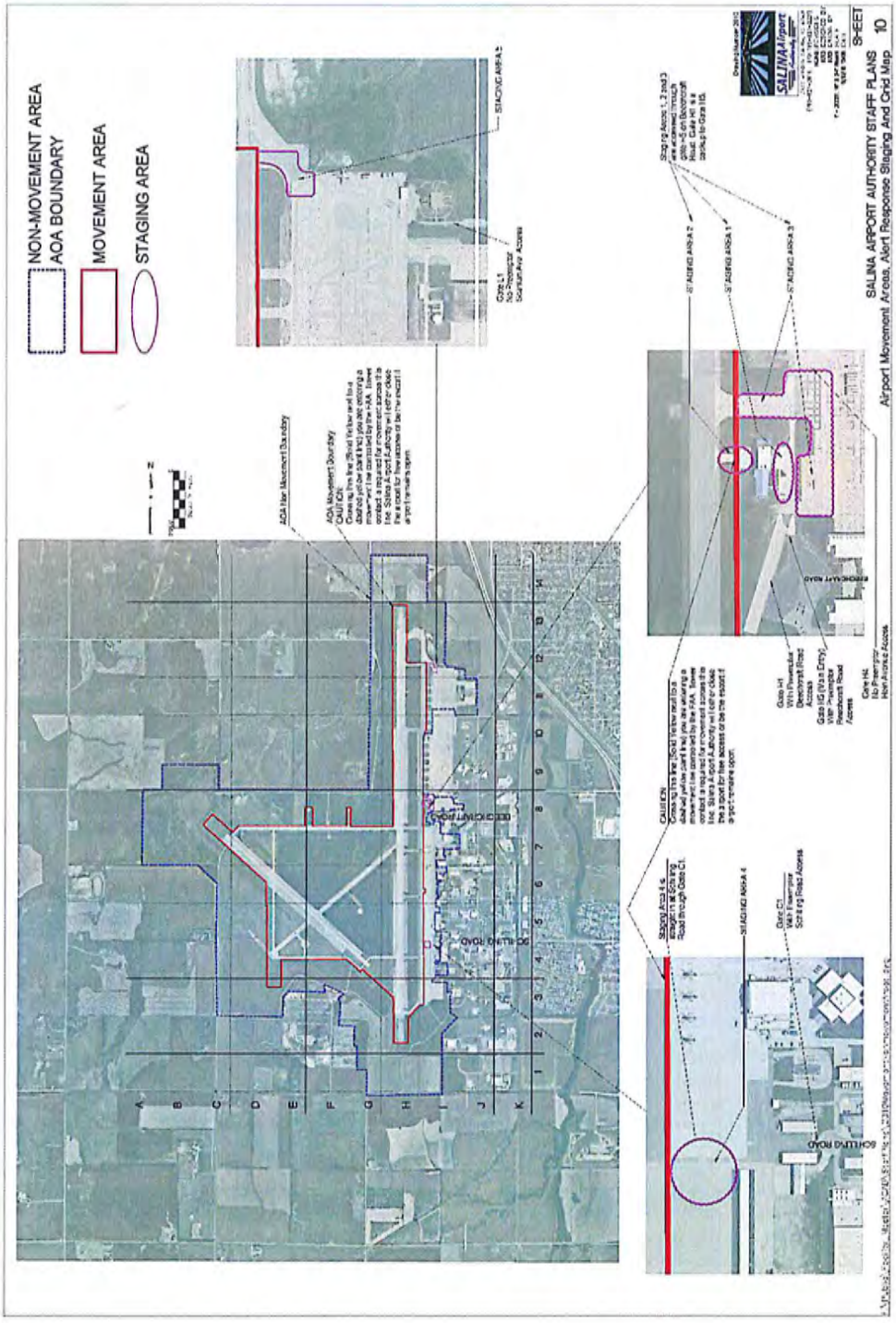
4. **Return to Duty:** When responding to any off-airport emergency, the incident coordinator or the ranking on duty ARFF supervisor shall return ARFF #3 to the Airport and full operational status as soon as it is determined that the vehicle is no longer necessary for the protection of human life. Airport Personnel shall depart an off-airport emergency incident after proper coordination and notification through the established incident command structure.

Timothy F. Rogers, A.A.E.
Executive Director
Salina Airport Authority

FAA Approved

Date: JAN 31 2019

Appendix E – Equipment and Mutual Staging Area



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S. Fotheringham

Date: JAN 3 1 2019

Appendix F – Accident/Incident Report Form

SALINA AIRPORT AUTHORITY
Aircraft Incident Report (301-02)

Date: _____ Alert Level [ ]

Runway In Use _____ Alert Time _____

ALERT INFORMATION:

Aircraft type: _____
Tail Number: _____
Persons (Pax & Crew): _____
Fuel (lbs. or gallons): _____
Cargo: _____
Wind: _____

[ ] Commercial
[ ] General aviation
[ ] Military
[ ] VIP
[ ] Other _____

FLIGHT INFORMATION:

Pilot in command: _____
Pilot Certificate No: _____
Medical Certificate Expiration Date: _____
Aircraft Owner _____
Aircraft Registration No: _____
Aircraft year: _____ Model: _____
Pilot Phone number: _____
Flight Route From _____ To: _____

Personnel Responding: _____

DESCRIPTION OF EMERGENCY:

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Date: JAN 3 1 2019

Appendix G – Bomb Threat Search Procedures

I. General

A. The law enforcement Officer-in-Charge, after evaluating the information received regarding the threat, may determine that a search of a general or a specific area may be appropriate.

B. The best and most effective way to search an area is to have it accomplished it by those persons who are most familiar with it, i.e. those who work there on a day-to-day basis. Therefore, each airport tenant should be responsible for searching their respective areas; Airport employees should search public areas, i.e. lobbies, restrooms, stairways, elevators, baggage lockers and outside areas adjacent to the facility involved.

II. Search Process

If asked to search a specific area, the following steps should be followed:

A. Begin by dividing the room or area equally among the members of the search team.

B. Always work with someone close by at all times.

C. Be alert for instructions on the Public Address System.

D. Do not use two-way radios or cellular telephones within 300 feet of a suspected explosive device.

E. **If a suspicious item is found:**

In the event a piece of baggage or other suspicious object is found which cannot be identified:

1. Report it immediately to your supervisor and the airport police.
2. Do not touch or move it in any way.
3. Do not attempt to cut or disconnect any electrical wire or connections.
4. Do not smoke.
5. Do not use a two-way radio or cellular telephone.
6. Do not stop searching - continue until your assigned area has been totally searched

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J. Fotheringham

Date: JAN 3 1 2019

Appendix H – Bomb Threat Checklist

BOMB THREAT PROCEDURES

This quick reference checklist is designed to help employees and decision makers of commercial facilities, schools, etc. respond to a bomb threat in an orderly and controlled manner with the first responders and other stakeholders.

Most bomb threats are received by phone. Bomb threats are serious until proven otherwise. Act quickly, but remain calm and obtain information with the checklist on the reverse of this card.

If a bomb threat is received by phone:

1. Remain calm. Keep the caller on the line for as long as possible. DO NOT HANG UP, even if the caller does.
2. Listen carefully. Be polite and show interest.
3. Try to keep the caller talking to learn more information.
4. If possible, write a note to a colleague to call the authorities or, as soon as the caller hangs up, immediately notify them yourself.
5. If your phone has a display, copy the number and/or letters on the window display.
6. Complete the Bomb Threat Checklist immediately. Write down as much detail as you can remember. Try to get exact words.
7. Immediately upon termination of call, DO NOT HANG UP, but from a different phone, contact authorities immediately with information and await instructions.

If a bomb threat is received by handwritten note:

- Call _____
- Handle note as minimally as possible.

If a bomb threat is received by e-mail:

- Call _____
- Do not delete the message.

Signs of a suspicious package:

- No return address
- Excessive postage
- Stains
- Strange odor
- Strange sounds
- Unexpected delivery
- Poorly handwritten
- Misspelled words
- Incorrect titles
- Foreign postage
- Restrictive notes

Refer to your local bomb threat emergency response plan for evacuation criteria

DO NOT:

- Use two-way radios or cellular phone. Radio signals have the potential to detonate a bomb.
- Touch or move a suspicious package.

WHO TO CONTACT (Select One)

- **911**
- **Follow your local guidelines**

For more information about this form contact the DHS Office for Bombing Prevention at OBP@dhs.gov

Homeland Security

2014

BOMB THREAT CHECKLIST

DATE: **TIME:**

TIME CALLER HUNG UP: **PHONE NUMBER WHERE CALL RECEIVED:**

Ask Caller:

- Where is the bomb located? (building, floor, room, etc.)
- When will it go off?
- What does it look like?
- What kind of bomb is it?
- What will make it explode?
- Did you place the bomb? Yes No
- Why?
- What is your name?

Exact Words of Threat:

Information About Caller:

- Where is the caller located? (background/level of noise)
- Estimated age:
- Is voice familiar? If so, who does it sound like?
- Other points:

Caller's Voice	Background Sounds	Threat Language
☐ Female	☐ Animal noises	☐ Incoherent
☐ Male	☐ House noises	☐ Message read
☐ Accent	☐ Kitchen noises	☐ Taped message
☐ Angry	☐ Street noises	☐ Irrational
☐ Calm	☐ Booth	☐ Profane
☐ Clearing throat	☐ PA system	☐ Well-spoken
☐ Coughing	☐ Conversation	
☐ Cracking voice	☐ Music	
☐ Crying	☐ Motor	
☐ Deep	☐ Clear	
☐ Deep breathing	☐ Static	
☐ Disguised	☐ Office machinery	
☐ Distinct	☐ Factory machinery	
☐ Excited	☐ Local	
☐ Laughter	☐ Long Distance	
☐ Lisp		
☐ Loud	**Other Information:**	
☐ Nasal		
☐ Normal		
☐ Ragged		
☐ Rapid		
☐ Raspy		
☐ Slow		
☐ Slurred		
☐ Soft		
☐ Stutter		

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S - Fotsch

Date: JAN 3 1 2019

Appendix I – NOTAM Form

Salina Airport Authority
NOTAMs and Airport Condition Reporting (339-01)

AFSS: 1-877-487-6867

NOTAM No. _____
FAA Reference ID: _____

Notam: _____

Reason: _____

_____

_____

_____

ISSUED:

Date: _____ **SAA by:** _____

Time: _____ **AFSS to:** _____

AFSS Representative to contact SAA within 5 minutes upon notification with NOTAM number. If no response, SAA will follow- up within 10 minutes to verify receipt of NOTAM and NOTAM number.

Notification: **SLN ATCT** ☐ **SkyWest** ☐ E-Mail
Avflight ☐ E-Mail

SLN ATCT: 825-4806 SkyWest Airlines: 435-634-3000

CANCELLED:

Self Cancelled?: _____

Date: _____ **SAA by:** _____

Time: _____ **AFSS to:** _____

Notification: **SLN ATCT** ☐ **SkyWest** ☐ E-Mail
Avflight ☐ E-Mail

SLN ATCT: 825-4806 SkyWest Airlines: 435-634-3000

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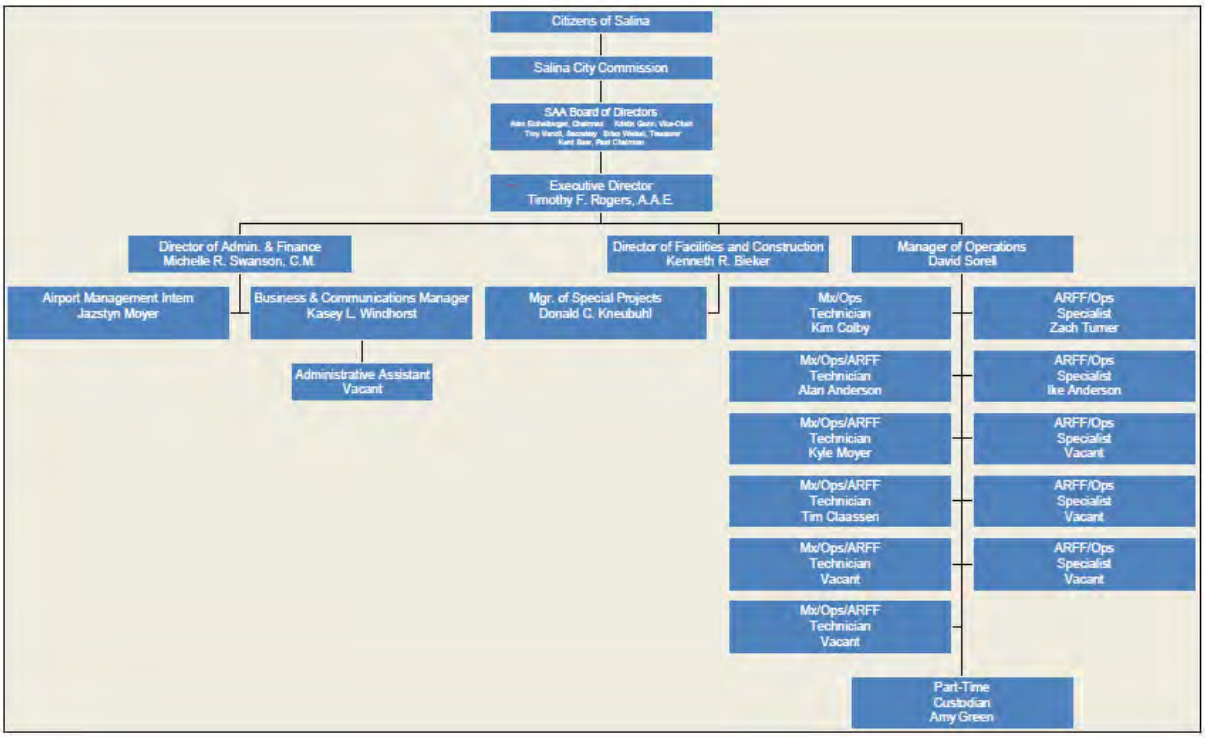
J. Fortado

Date: JAN 31 2019

Appendix J – Normal Organizational Structure

SALINA Airport Authority

March 2020



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M. Cozad

Date: 4/14/20

Appendix L – Emergency Contact List

AIRPORT EMERGENCY PHONE NUMBERS

			WORK:	CELL:
A.	SALINA POLICE DEPARTMENT EMERGENCY COMMUNICATIONS:		911	
B.	SALINA REGIONAL AIRPORT:	24 hours	785-827-3914	
C.	ARFF STATION:		785-833-2271	
D.	ARFF CELL PHONE:		785-342-5273	
E.	SALINA AIRPORT AUTHORITY STAFF:		CELL:	HOME:
	Executive Director	Timothy F. Rogers	785-342-1199	785-823-7370
	Director of Administration and Finance	Michelle R. Swanson	785-577-4647	785-577-4648
	Director of Facilities and Construction	Kenny Bieker	785-342-4324	
	Manager of Operations	David Sorell	785-342-9217	
	Business and Communications Manager	Kasey Windhorst	785-342-6217	
F.	MAINTENANCE/ARFF/OPERATIONS EMPLOYEES:		WORK:	CELL:
		Alan Anderson	785-833-2271	785-829-8583
		Ike Anderson	785-833-2271	785-639-6738
		Tim Claassen	785-827-3361	785-914-7410
		Kim Colby	785-827-3361	785-643-9162
		Amy Green	785-827-3914	785-643-9515
		Kyle Moyer	785-827-3361	785-822-7860
		Zach Turner	785-833-2271	785-577-1800
G.	AIRPORT OPERATION SAFETY AND SECURITY:		WORK:	CELL:
	1 Vision Aviation	24 Hour Number	712-574-8727	
		Jimmy Sponder, CEO	712-574-8727	
	Avflight North	Julie Yager-Zuker	785-825-6739	
	Avflight South	Julie Yager-Zuker	785-825-6261	785-819-2236
	Army Aviation Support Facility	Flight Ops	785-646-3430	
	Blue Beacon International Hangar	Ray Farmer	785-826-8214	785-452-1119
	Hertz	Olivia Berry - Dist. Manager		972-215-9805
	K-State Polytechnic Aeronautical Center		785-826-2679	
		Bill Gross	785-826-2970	785-826-0842
		Eric Shappee	785-826-2630	
		Benjamin Jaffee	785-826-2978	
	K-State Polytechnic Campus Police	Sgt. Russ Lamer	785-826-2909	785-826-2903
	K-State Polytechnic Flight Ops		785-826-2680	
	LifeSave Transport	Pilot's Duty Phone	316-215-2312	
		Dispatch Center	316-932-1444	877-213-5433
		Cassie Markley		785-200-0165
		Katie Sparks		785-243-5846
	Schilling Aviation Services	Robert "Bob" Pahls	785-404-6025	785-829-1722
	Saline County Sheriffs Office	Capt. Jim Hughes	785-826-6500	
	Salina Police Department	Capt. Bill Cox	785-826-7210	785-643-0718
	SkyWest Airlines d/b/a United Express	Headquarters	435-634-3000	
		Rebecca Stegman, Manager	785-493-8140	785-656-2264
		John Ruenzi, Supervisor	785-493-8140	217-361-3825
		David Kinikini, Security Spec.		801-518-3360
		Operations Control Center	435-634-3973	
	TSA - Salina	John Utterback	316-706-5048	308-760-2536

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Date: 4/14/20

H.	FEDERAL AGENCIES:		WORK:	CELL:
	Alcohol, Tobacco, and Firearms	Wichita Office	316-269-6229	
		Kansas City Office	816-421-1329	
	ASOS - National Weather Service		785-823-3402	
		Richard Fallen/Jason Howard	316-943-5248	ext. 381
		Wichita Office	800-367-5736	
	FAA - Airport Certification & Safety Div.	Mark Cozad	816-329-2621	
	FAA - Air Traffic Control Tower (SLN)		785-825-4806	
		James "Jay" Hatchett	785-825-4806	785-643-9095
		Andy Groth, Midwest ATC	913-782-7082	
	FAA - Airway Facilities Sector Field Office	Billie J "BJ" Dye	785-827-6406	785-640-5454
	FAA - Flight Service Station		877-487-6867	
	FAA - Flight Standards District Office (FSDO)		316-941-1200	
	FAA - Regional Operations Center	Duty Officer	817-222-5006	
	FBI - Kansas City		816-512-8200	
	FBI - Manhattan Regional Agency		785-539-8023	
		Special Agent Cody Patterson	785-537-2919	785-249-7593
	K C Center Operations		913-254-8513	
	MOCC (Airways and Facilities Emergency)		866-432-2622	
	NTSB Response Operations Center		844-373-9922	
	TSA	ICT Coordination Center	316-361-2305	
		TSOC	866-655-7023	
		Jay Brainard, FSD	316-706-2339	316-361-2399
		Fred Person, AFSD	316-361-2321	316-706-7137
		Mike Williams, Federal Agent	316-361-2360	316-573-7348
		Michelle Brand, Inspector	316-361-2323	316-833-3949
	U.S. Post Office		785-827-3695	
	U.S. Secret Service		316-267-1452	
I.	MILITARY UNITS:		WORK:	CELL:
	184th	McConnell, Wichita Ops	316-759-7710	
	190th Command Post	Forbes, Topeka, KS	785-861-4663	
	774th	EOD Company, Fort Riley, KS	785-210-7097	785-239-3313
	KSARNG Army Aviation Support Facility #2		785-646-3430	785-646-3450
	After Hours	CW4 Jason Garr		785-643-9984
	Nickell Barracks Training Center		785-646-3296	
	Smoky Hill Weapons Range		785-827-9611	316-759-8547
		Commander	316-759-8540	
		Director of Operations	316-759-8544	
		Range NCOIC	316-759-8541	
J.	STATE AGENCIES:		WORK:	CELL:
	Civil Air Patrol		785-825-0009	
	Kansas Army National Guard Adjutant Gen.		785-274-1001	
	Kansas Dept of Health and Environment		785-296-1598	
	Kansas Division of Emergency Management		785-291-3333	
	Kansas DOT, Aviation Division		785-296-2553	
	Kansas Highway Patrol Dispatcher		785-827-4437	
	Kansas Highway Patrol Troop C Headquarters	Cpt. Bruce Hyman	785-827-3065	785-577-1314
	Kansas Highway Patrol Troop J (Veh. Training)	Maj. Robert Keener	785-827-3065	785-280-0898
	Kansas Highway Patrol Troop S/SRT	Cpt. Scott Morris	785-256-5453	
	KBI - 24 hour line		785-296-8262	

Revised 3/31/2020

FAA Approved

M. Cozad

Date: 4/14/20

			WORK:	CELL:
K.	**COUNTY AGENCIES:**			
	Salina County Coronor	Dr. David Dupy	785-452-7161	913-375-5666
	Saline County Emergency Management	Michelle Barkley	785-826-6511	785-714-0389
	Saline County Health Department	Jason Tiller	785-826-6600	785-307-2071
L.	**LOCAL AGENCIES:**		**WORK:**	**CELL:**
	Salvation Army		785-823-2251	
	Disaster Director, Kansas	John Callahan	816-471-4337	
	Salina Fire Department and EMS	Emergency	911	
		Non Emergency	785-826-7340	
		Station #3	785-826-7355	
	Salina Police Department	Emergency	911	
		Non Emergency	785-826-7210	
		Bill Cox	785-826-7210	785-643-0718
	Communicatons	Wayne Pruitt	785-826-7210	785-819-1535
M.	**HOSPITALS:**		**WORK:**	**CELL:**
	Salina Regional Health Center		785-452-7000	
	Emergency Preparedness	Stacie Maes	785-452-7027	785-342-0315
	Emergency Preparedness	Greg Brockway	785-452-7165	785-201-8981
		Emergency Room	785-452-7163	
N.	**UTILITY COMPANIES:**		**WORK:**	**CELL:**
	Kansas Gas Service		888-482-4950	
	Nex-Tech Phone Service		877-625-7872	
	SBC Digsafe		800-344-7233	
	Evergy		800-544-4857	
O.	**CITY OF SALINA/PUBLIC WORKS:**		**WORK:**	**CELL:**
	Street Department		785-309-5750	
	Water Department		785-826-7305	
P.	**WRECKER AND CRANE SERVICES:**		**WORK:**	**CELL:**
	A & A Towing		785-823-2508	
	Auto House Towing		785-825-6644	
	BWP Repair		785-827-3242	
	Crane Rental		800-783-2478	785-827-4878
		Dennis Russell	800-783-2478	785-452-0110
	Ferco Rental (24 hour line)		785-825-6380	
	Kidds Towing		785-404-6888	
	Salina Wrecker Service		785-827-8316	
Q.	**REFRIGERATED TRAILERS:**		**WORK:**	**CELL:**
	Bradley Trucking		785-826-9681	
	Schwan's Transportation Division		785-825-1671	ext. 597
	Triangle Trucking		785-827-5500	
R.	**TRANSPORTATION:**		**WORK:**	**CELL:**
	Durham School Services & Leasing, Inc.		785-825-9241	
	OCCK		785-827-9383	
	Salina Charter Coach (Village Tours)		785-825-4410	
S.	**RELIGIOUS AND COUSELING:**		**WORK:**	**CELL:**
	Central Kansas Mental Health		785-823-6322	
	First Presbyterian		785-825-0226	
	First United Methodist		785-825-0228	
	Sacred Heart Cathedral		785-825-4798	785-823-7221
	St. John's Lutheran		785-825-5081	
	St. Mary's Catholic Rectory		785-827-5575	

Revised 3/31/2020

FAA Approved

M. Cozad

Date: 4/14/20

T.	OPERATING FREQUENCIES:	CHANNEL:	
	ATIS/ASOS	120.15	
	Ground	121.9	
	ICT FSS	122.4	
	Kansas City Center	134.9	
	KSUP Flight Ops	123.3	
	Military	257.7	
	SAA Airport Net FM	453.475	
	SkyWest Ops	131.4	
	Smoky Hill Weapons Range	123.25	
	Tower/CTAF	119.3	
	UNICOM	122.95	

Revised 3/31/2020

FAA Approved

M. Cozad

Date: 4/14/20

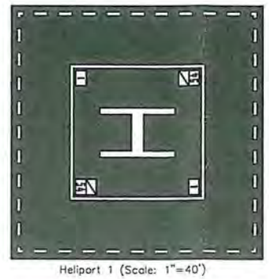
Appendix M – Marking and Sign Plan

(Submitted separately in 11 x 17 document)

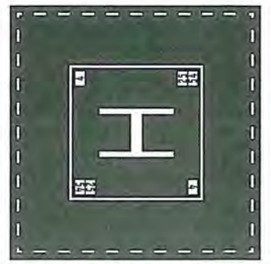
FAA Approved

D. Fotadis

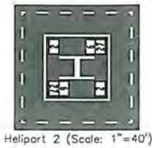
Date: JAN 3 1 2019



Heliport 1 (Scale: 1"=40')



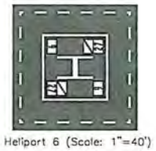
Heliport 4 (Scale: 1"=40')



Heliport 2 (Scale: 1"=40')

Heliport 5 (Scale: 1"=40')

Heliport 3 (Scale 1"=40')



Heliport 6 (Scale: 1"=40')

Z

750 0

Scale in Feet

Drawing Number 2011

SALINA Airport Authority

3237 ARNOLD, SALINA, KS 67401
(785-827-3914 FAX:785-827-2221)

NONE : REVISIONS
KRB : DESIGNED BY
KRB : DRAWN BY
1" = 750', 16" X 24" Sheet : SCALE
1/31/19, 12:29 : DATE

FAA APPROVED

J. Fatula

DATE: JAN 31 2019

SALINA AIRPORT AUTHORITY STAFF PLANS
Sign And Marking Plan

SHEET 11

F:\Public\Facility_Master\ACAD\StaffPlans\2011SignLayout.dwg

Appendix N – Snow Removal Operations

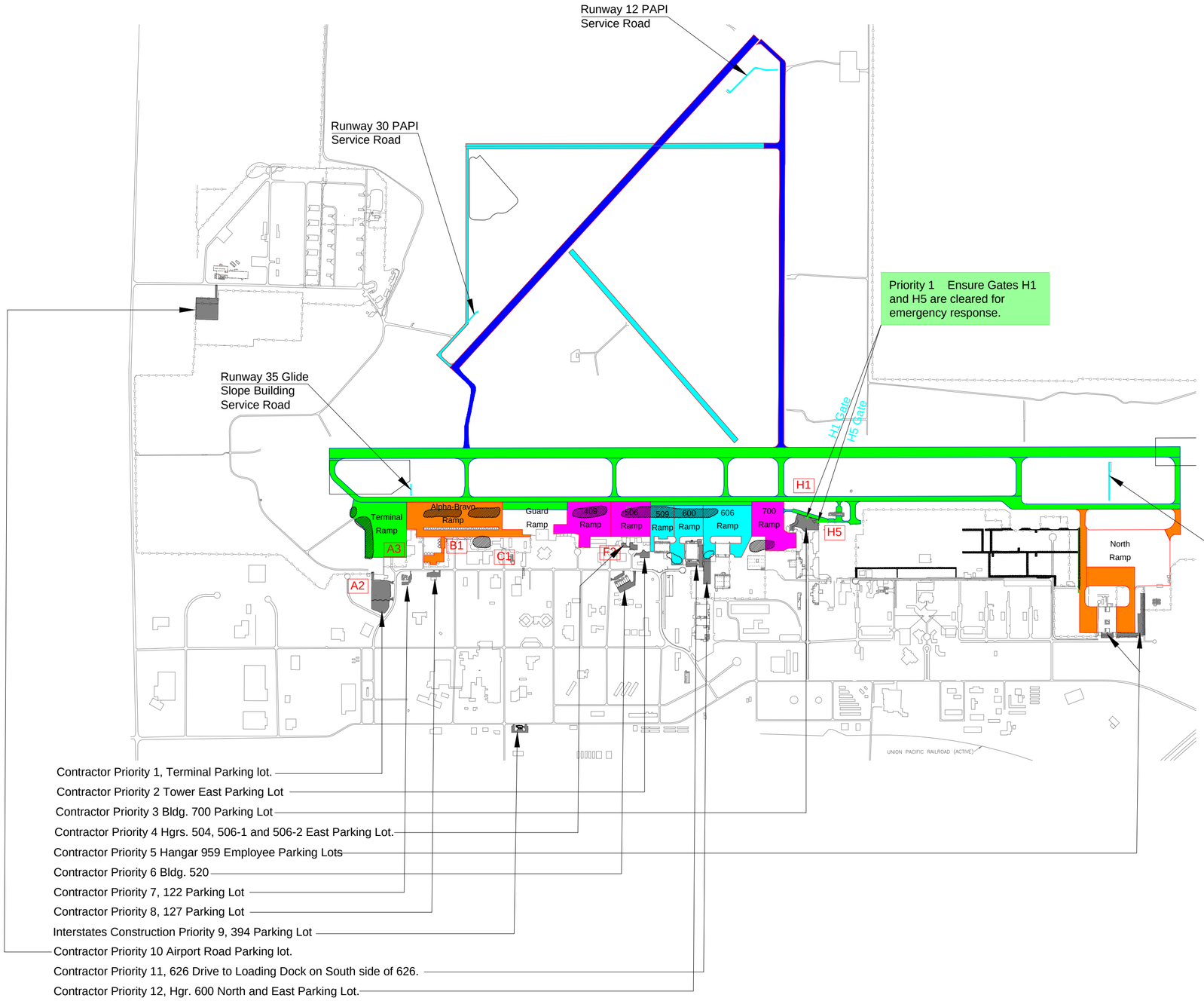
(Submitted separately in 11 x 17 document)

FAA Approved

Date: JAN 14 2020

Priority 1 — Runway 17-35 and connecting taxiway's and terminal apron. (3,911,799 S.F.)
Priority 2 — FBO Aprons, Hangar 504, CAP, driving lane, pumphouse 305.
Priority 3 — A & B Hangars, P Hangars, D Hangars, Hangar 703 south side, driving lane, Plains Environmental
Priority 4 — Runway 12-30, Taxiway B, Taxiway E West of 17-35.
Priority 5 — Runway 18-36, Taxiway B and Runway 4-22.
Contractor Removal Areas With Priority Rating
Snow Stockpiling Areas.
B1 — Gates to be Cleared First, H1, H5, A2, A3, B1, C1, F2, and H4

Heliports to be Cleared The Day After the Snow Storm.



Contractor Priority 1, Terminal Parking lot.
Contractor Priority 2 Tower East Parking Lot
Contractor Priority 3 Bldg. 700 Parking Lot
Contractor Priority 4 Hgrs. 504, 506-1 and 506-2 East Parking Lot.
Contractor Priority 5 Hangar 959 Employee Parking Lots
Contractor Priority 6 Bldg. 520
Contractor Priority 7, 122 Parking Lot
Contractor Priority 8, 127 Parking Lot
Interstates Construction Priority 9, 394 Parking Lot
Contractor Priority 10 Airport Road Parking lot.
Contractor Priority 11, 626 Drive to Loading Dock on South side of 626.
Contractor Priority 12, Hgr. 600 North and East Parking Lot.

Notam Airport closed for snow ops.
Later after 17-35 and pavements east of 17-35 open up the pavements west of 17-35 will remain closed.

Truck 3 begin plowing 17-35.
Plow direction is affected by wind direction but the preferred plan is to move the full runway width from east to west. Then move to connecting taxiways. Return to runway 17-35 after snow blower is complete if necessary.
Truck 4 begin plowing 17-35
Plow direction is affected by wind direction but the preferred plan is to move the full runway width from east to west. Then move to assist on the avflight north ramp. Return wherever needed to assist.
Mack
Clean up runway 35 and 17 thresholds then move to the Avflight ramp. Push snow from north to south.
Idaho
Begin moving snow at the terminal ramp, north to south, then all the t-hangars. Create taxilane from midway of A-B hangars to T/W A. Clean ramp west of hangar 409 out to T/W A.
John Deere Tractor
Remove snow from gates H1 and H5. Proceed to Terminal Gate and work your way to the north through all gates.
Rollovers
Begin pushing snow from the movement line both east across taxiway A and west across the ramp.
Blower 1
When trucks 3 and 4 windrow the snow on 17-35 then blow the snow off of runway.
Blower 2
Begin blowing snow off of taxiway A to the west when rollovers create a windrow.

When 17-35 and east have been cleaned then move west of 17-35 and clean 12-30, 18-36 taxiway's E & B and finally 4-22 and the heliports.

N

1200 0
Scale in Feet

Drawing Number 2016

SALINA Airport Authority
3237 ARNOLD, SALINA, KS 67401
(785-827-3914 FAX: 785-827-2221)

NONE : REVISIONS
KRB : DESIGNED BY
KRB : DRAWN BY
1" = 1200', 16" X 24" Sheet : SCALE
1/6/20, 15:12 : DATE

SHEET 16

SALINA AIRPORT AUTHORITY STAFF PLANS
Snow Ops Priority Map

F:\Public\Facility_Master\ACAD\StaffPlans\2016SnowRemovalOperations.dwg