

DRIVER TRAINING MANUAL

Non-Movement Area



**FORT WAYNE-ALLEN COUNTY
AIRPORT AUTHORITY**

FORT WAYNE INTERNATIONAL AIRPORT

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INTRODUCTION

Authority for Implementation of Rules and Regulations. The Fort Wayne International Airport (FWA) operates under the authority of The Fort Wayne Allen County Airport Authority further referred to as FWACAA or the Airport Authority.

Objectives

- To understand FWA's non-movement driving privileges
- To become familiar with FWA's Air Operations Area (AOA)
- To promote safety and increase situational awareness
- To define airport terminology

- 1. Applicability.** This regulation applies to all users of, and persons on any portion of, the property owned or controlled by FWACAA. No persons are exempt from airport operating training requirements for operating a vehicle on the airside of an airport. Employers operating at the airport are responsible for the dissemination, training, and compliance with these rules and regulations by their employees.

These rules and regulations may be amended, changed, or modified by FWACAA as necessary. The current version of these rules and regulations may be found at fwairport.com on the Badges & Driver Training page.

- 2. Definitions.** The following terms are defined as indicated in this section for the purpose of this Ground Vehicle Operation Training Manual.

- 2.1. Accident**—a collision between one aircraft or vehicle and another aircraft, vehicle, person, or object that results in property damage, personal injury, or death.
- 2.2. Air Carrier Apron**—an apron for air carriers. Only authorized personnel and vehicles may operate on this apron. Private vehicles and aircraft are prohibited from operating on it.
- 2.3. Air Operations Area (AOA)**—Any area of the airport used or intended to be used for the landing, takeoff, or surface maneuvering of aircraft. An air operations area includes such paved or unpaved areas that are used or intended to be used for the unobstructed movement of aircraft in addition to its associated runways, taxiways, or aprons.
- 2.4. Airport Traffic Control Tower (ATCT)**—operated by the Federal Aviation Administration to promote the safe, orderly, and expeditious flow of air traffic.
- 2.5. Aircraft**—a device that is used or intended to be used for flight in the air.
- 2.6. Airport**—Fort Wayne International Airport Facility, owned and operated by FWACAA, including all improvements and equipment existing or to be developed.
- 2.7. Apron**—a defined area on an airport or heliport intended to accommodate aircraft for the purposes of parking, loading and unloading passengers or cargo, refueling, or maintenance. Also known as a ramp.
- 2.8. Fixed-Based Operator (FBO)**—a person, firm, or organization engaged in a business that provides a range of basic services to general aviation. Services may include the sale and dispensing of fuel, line services, aircraft parking and tie-down, pilot and passenger facilities, airframe and power plant maintenance, aircraft sales and rental, and pilot instruction.

- 2.9. Foreign Object Debris (FOD)**—debris that can cause damage to aircraft engines, tires, or skin from rocks, trash, or the actual debris found on runways, taxiways, and aprons.
- 2.10. Ground Vehicle**—all conveyances, and aircraft not operated for the purpose of flight, used on the ground to reposition or test aircraft, transport persons, cargo, fuel, or equipment.
- 2.11. Incursion**—any occurrence at an airport involving the incorrect presence of an aircraft, vehicle or person on the protected area of a surface designated for the landing and take-off of aircraft.
- 2.12. Jet Blast**—jet engine exhaust or propeller wash (thrust stream turbulence).
- 2.13. Law Enforcement Officer (LEO)**—any person vested with police power of arrest under Federal, state, county, or city authority and identifiable by uniform, badge, and other indication of authority.
- 2.14. Mobile Fueler**—a vehicle owned and/or operated by authorized agents to pump and dispense Jet A and 100 LL fuel. This may include fuel tankers, in-to-plane fueling pumpers, and hydrant carts.
- 2.15. Movement Area**—the runways, taxiways, and other areas of an airport that aircraft use for taxiing, takeoff, and landing, exclusive of loading aprons and aircraft parking areas.
- 2.16. Non-movement Areas**—the area, other than that described as the movement area, used for the loading, unloading, parking, and movement of aircraft on the airside of the airport (including apron areas and on airport fuel farms).
- 2.17. Operator**—any person who is in actual physical control of an aircraft or a motor vehicle.
- 2.18. Owner**—a person who holds the legal title of an aircraft or a motor vehicle.
- 2.19. Restricted Areas**—areas of the airport posted to prohibit or limit entry or access by the general public. All areas other than public areas.
- 2.20. Runway**—a defined rectangular area on a land airport prepared for the landing and takeoff run of aircraft along its length. Runways are part of the movement area.
- 2.21. Taxiways**—those parts of the airside designated for the surface maneuvering of aircraft to and from the runways and aircraft parking areas. Taxiways can be part of the movement area or non-movement area.

2.22. Taxilanes—the portions of the aircraft parking areas used for access between taxiways and aircraft parking positions. Taxilanes are part of the non-movement area in aircraft parking areas.

2.23. Vehicle or Pedestrian Deviation (V/PD)—any entry or movement on the airport movement area or safety area by a vehicle operator or pedestrian that has not been authorized by air traffic control (includes surface incidents involving aircraft operated by non-pilots, such as mechanics).

2.24. Vehicle Service Road—a designated roadway for vehicles in a non-movement area.

- 3. Severability.** If any section, subsection, subdivision, paragraph, sentence, clause, or phrase of these Rules and Regulations or any part thereof is for any reason held to be unconstitutional, invalid, or ineffective by any court of competent jurisdiction or other competent agency, such decision will not affect the validity or effectiveness of the remaining portions of these Rules and Regulations.

- 4. Violation of Rules— Penalties and Suspension of Driving Privileges:** Any person who does not comply with any of the provisions of this Driver Training Manual, Airport Rules and Regulations Ordinance, or any lawful order issued pursuant thereto, will be subject to progressive penalties for repeat violations. These penalties may include being denied use of the Airport by FWACAA in addition to the penalties described pursuant to Federal, state, or local authorities.
 - 4.1.** Reserved
 - 4.2.** Based on an evaluation of the circumstances or the severity of a particular incident or incidents, the Airport Authority reserves the exclusive right to assess any penalty it deems appropriate at any time to any individual authorized to operate a vehicle on the airside without regard to prior operating history.
 - 4.3.** Reserved

- 5. Runway Incursions.** Any individual involved in a runway incursion or other vehicle incident must complete remedial airfield driver training.

6. Driver Privileges Training and Testing Requirements

6.1. Training Requirements

- 6.1.1. Employers operating at the airport must train their employees to know and understand the rules and regulations contained in this Drivers Training Manual. The employees must be knowledgeable on the rules and regulations prior to testing with the Airport Authority.
- 6.1.2. FWACAA reserves the right to decline permission for testing to any person if it is found that the employee has not been trained by their employer until which time that the training requirement has been met.

6.2. Testing Requirements

- 6.2.1. All persons who operate or escort vehicles in the non-movement portions of the airport must successfully complete the airport's testing requirements listed in this section and have their airport ID badge properly endorsed.
- 6.2.2. Successful completion of testing requirements is defined as passing the non-movement drivers test with a grade of ninety percent (90%) or greater. Any person that does not successfully complete testing may retest after additional study and a one (1) day period. The waiting period may be waived by FWACAA at its discretion if the test has been reconciled with the applicant.
- 6.2.3. All persons who operate or escort vehicles in the non-movement portions of the airport must successfully complete initial testing, as well as, successful completion of **annual** testing.
- 6.2.4. Annual testing requirements are calculated as twelve (12) consecutive calendar months. This period may be reduced by the FWACAA, as necessary, but will never be lengthened.
- 6.2.5. Any person who does not successfully complete annual testing will have their driving privileges and badge access suspended until which time successful testing has occurred.
- 6.2.6. Employers and employees bear the responsibility to ensure they have complied with the annual testing requirements.

6.3. Initial Testing Procedure

- 6.3.1.** Initial testing will only be conducted after a person has received their airport issued ID badge. Successful completion is required for the non-movement driving endorsement.

6.4. Annual Testing Procedure

- 6.4.1.** Annual testing is conducted at the Airport Operations Office (260-446-3434).
- 6.4.2.** Employers will be notified near the beginning of the month of all employees that are required to test prior to the end of the month.
- 6.4.3.** It is highly encouraged that appointments for annual testing be made beforehand. This will ensure that Airport Operations will be in the office when needed and will reduce the length of testing. Testing by appointment generally takes approximately fifteen (15) minutes.
- 6.4.4.** Two (2) persons can be accommodated simultaneously. Groups larger than two (2) require appointments due to space restrictions. Up to eight (8) persons can be tested per hour.
- 6.4.5.** Testing does not replace the requirement of the employer to ensure all employees that operate or escort vehicles in the non-movement area are properly trained.

7. Driver Privileges Regulations

7.1. Vehicle Operator Requirements.

- 7.1.1.** The most current version of Airport Rules and Regulations Ordinance for Fort Wayne International Airport must be complied with at all times, in addition, to include all sections of this Driver Training Manual document.
- 7.1.2.** No vehicle may be operated on the airside unless—
 - 7.1.2.1.** The driver is authorized to operate the class of vehicle by an appropriate state-licensing agency or by the driver's employer through a company training/certification program.
 - 7.1.2.2.** The driver properly displays an approved, airport-issued ID badge with the Authorized Driver designation.

- 7.1.2.3.** No person operating or driving a vehicle on any aircraft ramp may exceed a speed greater than 10 miles per hour. Factors including, but not limited to, weather and visibility must be taken into consideration when determining safe operating speed.
- 7.1.2.4.** No vehicle may pass another ground vehicle in a designated vehicle roadway.
- 7.1.2.5.** No vehicle may pass between an aircraft and passenger terminal or passenger lane when the aircraft is parked at a gate position except those vehicles servicing the aircraft. All other vehicles must drive to the rear and maintain a safe distance from the aircraft.
- 7.1.2.6.** Moving aircraft and passengers enplaning or deplaning aircraft have the right-of-way at all times over vehicular traffic. Vehicle drivers must yield the right-of-way.
- 7.1.2.7.** No vehicle operator may enter the airside unless authorized by the Airport Authority or unless the vehicle is properly escorted.
- 7.1.2.8.** No person may operate any motor vehicle that is in such physical or mechanical condition as to endanger persons or property or that the Airport Authority considers an endangerment.
- 7.1.2.9.** No person may—
 - Operate any vehicle that is overloaded or carrying more passengers than for which the vehicle was designed.
 - Ride on the running board or stand up in the body of a moving vehicle.
 - Ride with arms or legs protruding from the body of a vehicle except when the vehicle was designed for such use.
- 7.1.2.10.** A vehicle guide person is required whenever the vision of the vehicle operator is restricted.
- 7.1.2.11.** No fuel truck may be brought into, stored, or parked within 50 feet of a building. Fuel trucks must not be parked within 10 feet from other vehicles.
- 7.1.2.12.** Container carriers and tugs may tow no more carts, pods, or containers than are practical, under control, tracking properly, and safe.
- 7.1.2.13.** When not serving aircraft or undertaking their intended functions, apron vehicles and equipment must be parked in approved areas in

such a manner as to not block or restrict the operation or movement of other vehicles and equipment.

- 7.1.2.14.** Vehicle operators must not operate or park vehicles under any passenger loading bridge.
- 7.1.2.15.** No person may park a vehicle in an aircraft parking area, safety area, or gross area or in a manner that obstructs or interferes with operations in the aircraft movement area or apron area.
- 7.1.2.16.** No person may park, or leave unattended, vehicles or other equipment that interfere with the use of a facility by others or prevent movement or passage of aircraft, emergency vehicles, or other motor vehicles or equipment.
- 7.1.2.17.** No person may park a vehicle or equipment in a manner that prohibits an emergency vehicle from accessing any fire hydrant.
- 7.1.2.18.** No person may operate a vehicle or other equipment within the airside under the influence of alcohol or any drug that impairs, or may impair, the operator's abilities.
- 7.1.2.19.** Each vehicle operator using an airport perimeter (security) gate must ensure the gate closes behind the vehicle prior to leaving the vicinity of the gate. The vehicle operator must also ensure no unauthorized vehicles or persons gain access to the airside while the gate is open.
- 7.1.2.20.** Vehicle operators must not operate vehicles in a reckless or careless manner. A reckless or careless manner is one that intentionally or through negligence threatens the life or safety of any person or threatens damage or destruction to property.
- 7.1.2.21.** Vehicles must not enter the movement area or cross runways unless the operator of the vehicle has received required training and authorization from the Airport Authority to operate on the movement area. Whenever possible, all airport vehicles must utilize the airport perimeter and service roads to transition between areas on the airport.
- 7.1.2.22.** Each vehicle operator is responsible for the activities of each vehicle passenger on the airside of the airport.

7.2. Vehicle Regulations.

- 7.2.1.** No vehicle may be operated on the airside unless it has proper registration in Indiana or is a qualified off-road vehicle that is not normally operated on public streets but has received the approval of the Airport Authority.
- 7.2.2.** All vehicles operated on the airside must have vehicle liability insurance, as required by FWACAA.
- 7.2.3.** The Airport Authority must approve tenant vehicles operated on the movement and non-movement areas. These vehicles must display a FWACAA sticker or an airport-approved company logo.
- 7.2.4.** Carts or pieces of equipment being towed or carried after darkness must have side and rear reflectors or rear lights.
- 7.2.5.** No vehicle may be permitted on the airside unless—
- It is in sound mechanical condition with unobstructed forward and side vision from the driver's seat.
 - It has the appropriately rated and inspected fire extinguishers (service vehicles and fuel trucks).
 - It has operable headlamps and brake lights.
- 7.2.6.** All aircraft refueling vehicles and any other vehicle 8-foot or more in width must be equipped with a flashing amber beacon and flashing front, tail, and clearance lights that are activated at all times when operating on the airside.

7.3. Vehicular Accidents. Operators of vehicles involved in an accident on the airport that results in injury to a person or damage to an aircraft, airport property, or a vehicle must—

- 7.3.1.** Immediately stop and remain in a safe place at the scene of the accident.
- 7.3.2.** Render reasonable assistance, if capable, to any person injured in the accident.
- 7.3.3.** Report the accident immediately to the Airport Authority's Public Safety Department before leaving the scene.
- 7.3.4.** Provide and surrender the following to any responding FWACAA personnel: name and address, airport identification card, state driver's license, and any information such personnel need to complete a motor vehicle accident report.

8. Non-Movement Areas Includes; aprons, taxilanes, some taxiways, and other areas not under control of the ATCT. Anyone authorized to operate a motorized vehicle on the airside may do so on the non-movement areas without being in positive radio contact with the ATCT. These areas include—

- Perimeter Roads
- Air Carrier (Terminal) Apron
- West Apron
- North Apron
- T-Hangar Apron
- Cargo (Air Trade Center) Apron
- Taxiways E, F, M, K, and S
- Taxilane S1

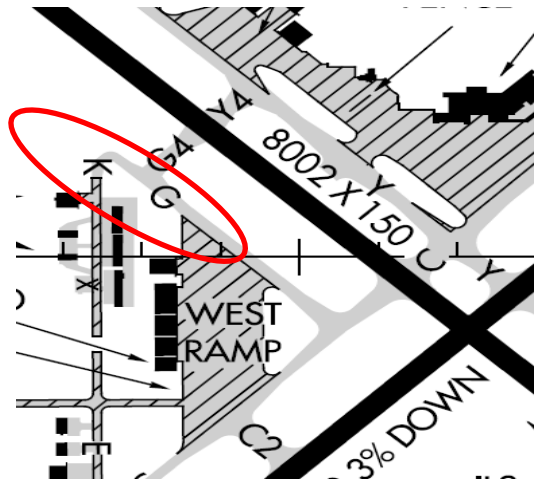
8.1. Perimeter Roads

The perimeter road is the means by which to get from one side of the airport to the other. While on the perimeter road, obey the speed limit of 30 mph, unless otherwise posted, and **give way to aircraft at all times**. While driving around the field you should listen to ground frequency, if vehicle is equipped, so that you can hear and be able to anticipate any aircraft movements. In addition, the vehicle shall be properly marked and lighted. The **Northwest Perimeter Road** is on the northwest side of the airport near Runway 14 and has a posted speed limit of **40 mph**. The Southwest Perimeter Road is on the southwest side of the airport and is parallel to Taxiway Charlie. It extends from the fuel farm to the air cargo facility (Air Trade Center).

Look and Go Route

A Letter of Agreement between the Airport Authority and Air Traffic Control Tower states that vehicle operators do not need to call ground control for permission to drive from the NW Perimeter Road, to the T-Hangars, or the West Ramp, in any order. This agreement is only valid on TWY G between TWY K and the West Ramp as indicated in the picture.

You must stop and determine that your movement will not impede on any aircraft as they have the right of way at all times. You must also continue to monitor the



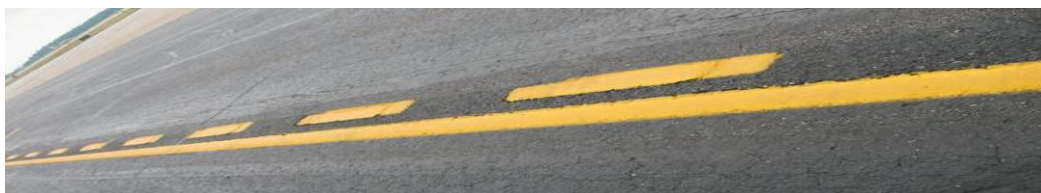
ground frequency 121.9 for any other traffic that may be in the area. **These are the only routes on the entire airfield that are designated as look and go sites.** Both TWY Gulf and TWY K are still considered within the Movement Area. All vehicles using the Look and Go Route must have all required Movement Area equipment (Vehicle placard, two-way radio, beacon, etc.) Any other travel within the movement area **MUST** be communicated with the Air Traffic Control Tower.

8.2. Some Taxiways/Taxilanes (See Appendix A)

8.3. Ramps (See Appendix A)

9. **Driving.** Operating within the apron areas requires the vehicle driver to exercise extreme caution as aircraft are always moving, aircraft passengers may be walking from an aircraft to the gate, and noise levels are high.

- 9.1. Vehicle operators will at **NO** time cross the Non-Movement Area Boundary Line. The Non-Movement Area Boundary Line separates the Non-Movement Area (not controlled by ATC) and the Movement Area (controlled by ATC). The solid line is located on the non-movement side while the dashed line is located on the movement side. Individuals with Non-Movement driving privileges **CANNOT** cross this line!



Non-Movement Area Boundary Line

9.2. Vehicle drivers should—

9.2.1. Always follow the speed limit of 10 mph on all ramps

9.2.2. Never drive between safety cones or across delineated passenger walkways.

9.2.3. Watch cockpit blind spots—pilots typically cannot see behind or below the aircraft.

9.2.4. Avoid jet blast or prop wash, which can blow debris or overturn vehicles.

9.2.5. Be aware and avoid moving propellers that can cause damage, injury, or death.

9.2.6. Be aware of other vehicle movements—you may not hear them approaching due to aircraft engine noise.

9.2.7. Yield to aircraft, passengers, and emergency vehicles, which ALWAYS have the right-of-way on the Air Operations Area of the airport.

9.3. Parked aircraft may still have their engines running, so be aware of the hazards of jet blast or prop wash, which may overturn vehicles. Before an aircraft engine is started, the aircraft's red flashing beacons must be on. In some instances, propellers and engine spinners are marked to indicate when the engine is operating. A pilot's ability to maneuver quickly on the ground is limited. Propellers and jet engines can cause significant damage and injury to personnel. In addition, cockpit visibility prohibits the pilot from seeing under the nose or behind the aircraft and limits the pilot's ability to avoid ground vehicles.

10. Nighttime and Poor Weather Driving Conditions. Poor weather conditions (snow, fog, rain, etc.) might obscure visual cues, roadway markings, and airport signs. Vehicle operators should remain vigilant of their surroundings and operating boundaries. Watch out for snow removal equipment and aircraft operating in the vicinity under low-visibility conditions. There are additional risks present under these conditions.

10.1. Surface Movement Guidance and Control System (SMGCS) Procedures

10.1.1. SMGCS Procedures are in effect when low visibility conditions are determined to exist between 1200'-600' RVR (runway visual range).

10.1.2. During SMGCS Procedures **only** vehicles operated by FWACAA Maintenance, Operations, PSD, and FAA Technical Operations are authorized to operate in the movement area.

10.1.3. Requests for movement area access by entities other than listed above must be approved and coordinated by FWACAA Operations or PSD. Additionally, approved vehicles must obtain clearance from ATCT prior to movement area operation.

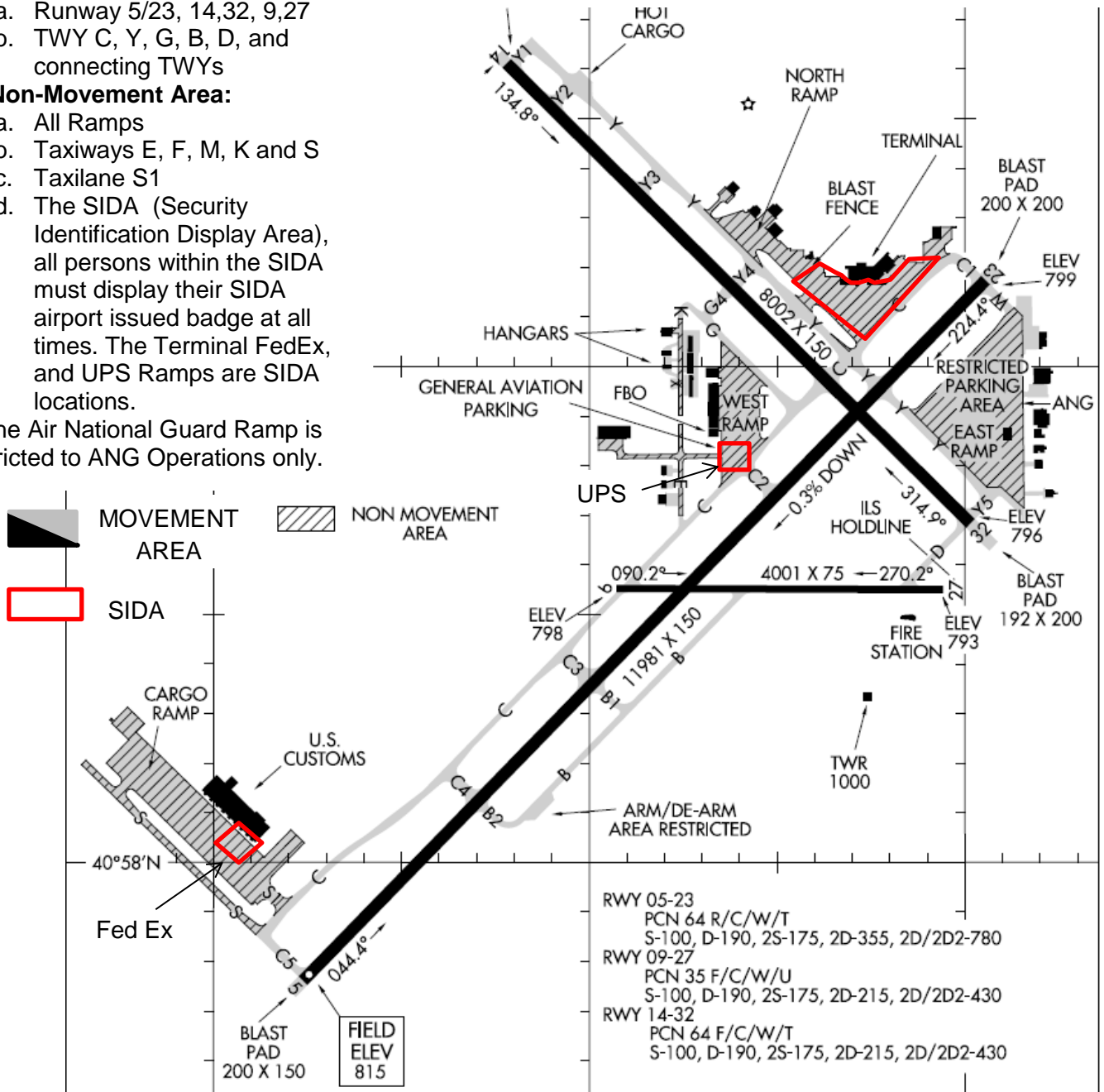
10.1.4. FWACAA Operations or PSD will notify affected parties.

Appendix A

Fort Wayne International Airport (FWA)

The Movement Area and the Non-Movement area are the main components that make up Air Operations Area (AOA). The AOA consists of everything inside of the perimeter fence, including:

1. **Movement Area:**
 - a. Runway 5/23, 14,32, 9,27
 - b. TWY C, Y, G, B, D, and connecting TWYs
2. **Non-Movement Area:**
 - a. All Ramps
 - b. Taxiways E, F, M, K and S
 - c. Taxilane S1
 - d. The SIDA (Security Identification Display Area), all persons within the SIDA must display their SIDA airport issued badge at all times. The Terminal FedEx, and UPS Ramps are SIDA locations.
3. The Air National Guard Ramp is restricted to ANG Operations only.



EC-2, 15 SEP 2016 to 13 OCT 2016

References

United States. Federal Aviation Administration. Department of Transportation. Advisory Circular 150/5210-20A Appendix B.

Fort Wayne Allen County Airport Authority. Fort Wayne International Airport. Ordinance Number 13-01: Airport Rules and Regulations Ordinance for Fort Wayne International Airport.