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AIRPORT CERTIFICATION MANUAL

GAMBRILLS Regional Airport
Airport Manager

Signature

Distribution List

FAA Regional Office -
Aeronautics Commission –
Airport Operations -
Airport Supervisor –
Airport Manager –
County Emergency Management Coordinator -
Police Department –
Fire Department –
Aircraft Service (FBO) –
Great Lakes Aviation – Station Manager,
TSA (Transportation Security Administration)
Supervisor -

REVISION LOG

Description

Date	of Revision	Page(s)	Approved By
November 1988	Revision of entire manual to comply with Nov. 18, 1987 14 CFR Part 139	All	
April 1989	Revisions made to manual at request of FAA to get manual in full compliance with 11/18/87 Part 139	2, 3, 4, 8, 10, 15, 17, 20, 21, 22, 24	
November 1994	Revisions made subject to September 1994 Certification Inspection by the FAA	All	
November 1995	Personnel and Air Carrier Changes	1, 2, 3, and 11	
April 1997	Revisions made to clarify movement areas, ARFF responsibilities, and implement new wild-life control procedures	1, 3, 11, 21, 22, and Exhibit E	
May 1998	Airport manager name change	8, 11	
March 2000	Airport personnel change	All	

REVISION LOG
CONTINUATION

Description

Date of Revision	Page(s)	Approved By
August 2002	New ARFF equipment and infrastructure improvements	All
November 2003	New Airport Manager, Airport Supervisor and other new personnel	All
July 2004	Revisions made to reflect Revised part 139, effective June 10, 2004	All

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1. GENERAL REQUIREMENTS

A. PURPOSE

This manual provides direction and lines of responsibility in the day -to-day operation of the Gambrells Regional Airport. As well, it details operating procedures to be followed for both routine matters and unusual circumstances or emergencies that may arise. The contents of this manual are designed to meet the Federal Aviation Administration rules and regulations for airport certification contained in the February 10, 2004 Federal Register 14 CFR Part 139.

Under this regulation, Gambrells Regional Airport operates as a Class II airport with scheduled airline service with Jetstream aircraft with 19 seats. On occasion, the airport receives charter operations with B-727 or B-737 aircraft.

B. KEEPING THIS MANUAL UPDATED 139.201(b)

1. It is an FAA requirement that this manual be kept current. As new or amended requirements of Part 139 are issued by FAA this manual must be revised. Any change or amendment to this manual must be approved by the FAA before it can take effect. Likewise, this manual must reflect any changes in operations staff, their responsibilities or policy changes made by the City Council.
2. Updating the manual will be the responsibility of the Airport Manager. This manual is to be kept current at all times. As revisions are required they will be entered into the word processing file copy at City Hall and a new version of the manual issued.

C. DISTRIBUTION of this manual and its updated versions will be as follows:

1. The official copy of this manual is to be kept at the airport in the Operations office and is to be available for inspection.
2. Field copies of the manual are to be issued to each of the personnel at the airport with operational responsibilities and to other City staff identified as having airport operation or airport emergency responsibilities under the LINES OF RESPONSIBILITY section below.
3. An official current copy must be submitted to the Regional FAA office in City, State each time this manual is revised.

D. EXEMPTIONS/LIMITATIONS 139.203 (b)

Gambrills Regional Airport operates without exemptions or limitations issued by FAA.

E. PROCEDURES FOR REPORTING DEVIATIONS 139.113

In emergency conditions, Gambrills Regional Airport may deviate from the requirements of part 139. When it does so, the airport manager or his/her designee will notify the FAA within 14 days of the deviation as specified in section 139.113. If requested, the details of the deviation will be provided in writing.

F. LINES OF RESPONSIBILITY 139.203(b) & 139.303(a)

The lines of responsibilities are depicted in the organizational chart on the next page. The policy setting and financial authority rests with the City, the Airport Board as discussed below.

1. AIRPORT BOARD

Gambrills Regional Airport is governed by the City of Gambrills, MD, with advice from a five (5) Member Board appointed by the Mayor of the City of Gambrills and approved by the City Council. This Board serves as an advisory Board to Mayor and City Council.

The direct administration, operation, maintenance and management is the responsibility of the Airport Manager:

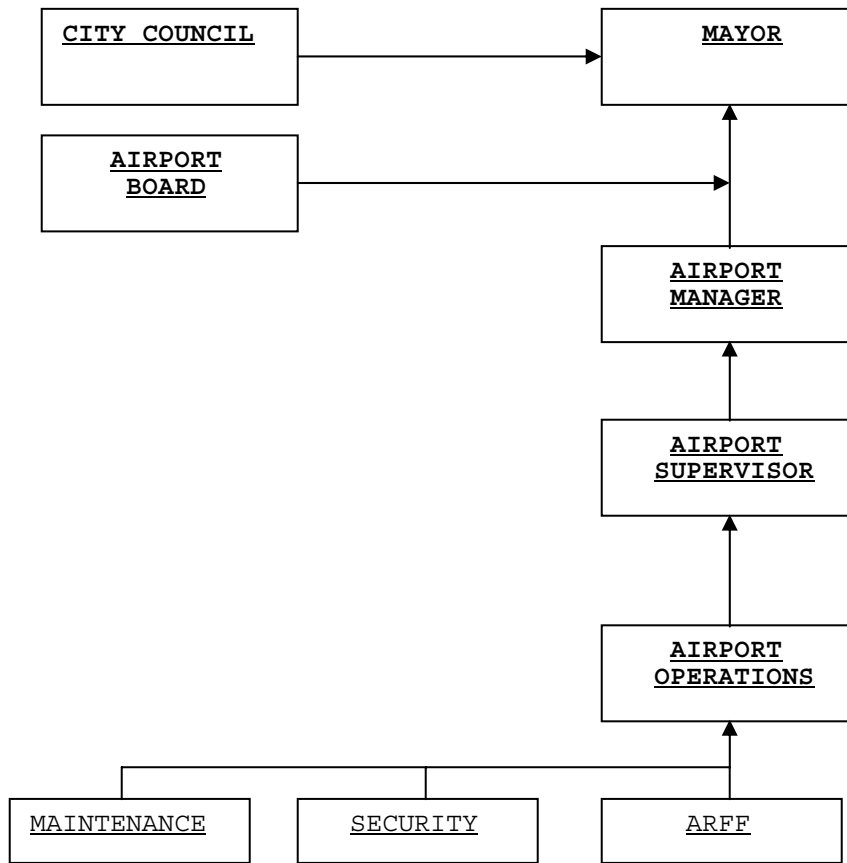
Name

Public Works/Airport Manager

Address

City, State, Zip

GAMBRILLS REGIONAL AIRPORT - ORGANIZATION CHART



2. AIRPORT MANAGER

It shall be the duty of the Airport Manager to supervise the improvement, maintenance, equipping, administration, operation, regulation and protection, of the airport. Policing shall be assigned to the Chief of Police of the City of Gambrills.

The Airport Manager shall exercise direct and indirect supervision over:

- a. Personnel needs, recruitment, qualifications and training.
- b. Inspection procedures and records of condition of pavements, safety areas, lighting and other airport facilities.
- c. Snow removal, cleaning, maintenance and repair of pavements, safety areas, lighting and other airport facilities.

- d. Reporting and dissemination of information regarding airport and facility conditions and safety hazards.
- e. Aircraft Rescue and Fire Fighting (ARFF) activities, allocating duties and assigning subordinates to specific duties; establishing procedures and techniques, recruitment and training of personnel; inspection of airport premises for safety and fire hazards; maintenance and repair of fire equipment and fire station building; the coordination of assignments of emergency duties and responsibilities to regular and volunteer fire rescue personnel.

3. AIRPORT SUPERVISOR

The Airport Supervisor is responsible for ensuring that he/she and the airport operations personnel maintain currency in ARFF and emergency first aid training. He/she shall be responsible for the operation of the fire equipment and training his/her support staff in its operation.

It shall be the Airport Supervisor’s responsibility to instruct the support staff in the standard operating procedures and in the use of this manual.

The Airport Supervisor will act as Chief of Maintenance at the airport. As such, it is his/her responsibility to maintain the facilities in accordance with FAA standards discussed in the balance of this manual. He/she is also responsible for the operation and maintenance of all the airport’s equipment. He/she shall be responsible for instructing his/her support staff in these duties.

- 4. The following persons are involved in the management of the airport:

<u>NAME</u>	<u>POSITION</u>	<u>WORK/HOME PHONE</u>
	Airport Manager	
	Airport Supervisor	
	Airport Operations II	
	Airport Operations I	

G. AIRPORT LAYOUT MAPS 139.203 (b)

- 1. The airport maps (including the grid map) at the end of this manual (Exhibits E, F, G, & H) show the location of all runways, taxiways, ramps, parking areas, access roads and buildings. The runway and taxiway identifications are likewise shown.

2. Air Carrier movement areas (runways and taxiways) at the airport include the following:

<u>Air Carrier Movement Areas</u>		
	<u>Length</u>	<u>Width Surface Type</u>
Runway 10/28	8203 Ft.	150 Ft. Asphalt/P.F.C.
Taxiway A,A-1,B,C,D, and D-1 thru D-5		50 Ft. Asphalt/P.F.C.
Runway 1/19	4800 Ft.	75 Ft. Grooved Asphalt

The FAA's Pavement Strength survey shows the pavement section for Runway 10/28 is rated at 85,000 pounds for aircraft with Single Wheel Gear (SWG), 110,000 pounds dual Wheel Gear (DWG) and 165,000 pounds Dual Tandem Wheel Gear (DTWG). The crosswind runway (01/19) is rated at 30,000 pounds for aircraft with Single Wheel Gear (SWG) and 50,000 pounds dual Wheel Gear (DWG).

There are four connecting taxiways between the main runway and its parallel taxiway (TWY A). The connecting taxiways are 50 feet wide surfaced with a P.F.C. Two of these units are at the ends of runway 10/28, one is just east of runway 01/19 and one enters the old commercial apron. These areas are shown on the maps on the next three pages. All air carrier movement areas are to be available to air carrier aircraft at all times.

2. RECORDS 139.301

A. Gambrells Regional Airport will furnish all records required under part 139 to the FAA and will make and maintain additional records as may be required by the FAA.

B. Gambrells Regional Airport maintains training records according to the requirements of 14 CFR part 139:

- Airport Personnel, including Aircraft Rescue and Fire fighting personnel and other emergency personnel training records
 - 24 consecutive calendar months
- Airport fueling agent inspection records
 - 12 consecutive calendar months
- Fueling personnel training records
 - 12 consecutive calendar months
- Self-inspection records
 - 12 consecutive calendar months
- Movement area and safety area training records
 - 24 consecutive calendar months
- Accident and incidents occurring in the movement and safety areas
 - 12 consecutive calendar months
- Airport Condition Reports
 - 12 consecutive calendar months

B. Training records for fueling personnel shall be maintained in each Fixed Base Operator's offices. A copy of the certification of that training will be maintained in the Airport Operations office.

C. Emergency personnel training records shall be maintained at the aircraft rescue and fire fighting dispatch center.

D. All other records shall be maintained at the Airport Operations office.

3. PERSONNEL 139.303

- A. Airport Supervisors and Airport Operations are all given on-the-job training for 3 months before being allowed to exercise full duties by themselves. This training includes:
1. Airport driving training and as well as training in recognition and understanding of airport markings, lighting and signs. Copies of the training material are located in the Airport Operations office;
 2. Airport communications, using Unicom and CTAF and the airport frequencies;
 3. Techniques for runway inspections and how to accomplish other elements of daily and periodic inspections;
 4. They are also instructed on the Airport Emergency Plan and tested on the plan;
 5. All new personnel will attend an FAA/AAAE Basic Airport Safety and Operations Specialist School within their first year on the job.
 6. They are also required to take the AAAE A.C.E. course within the first 3 years here at Gambrills Regional Airport.
- B. Other personnel (such as maintenance personnel and airport electricians) who access movement and safety areas receive initial and recurrent training as follows:
1. Airport familiarization, including signs, marking, and lighting. This is done in the classroom, as well as OJT
 2. Use of Unicom and CTAF to access the movement area.
 3. Airfield driver training, including training in night and inclement weather.
- C. The training records maintained under this section are available for 24 months in the Airport Operations Office.

4. PAVED AREAS & UNPAVED AREAS 139.305 & 139.307

A. Inspection

The runways, taxiways and air carrier apron are to be inspected daily (except weekends and holidays) by the airport operations personnel, with particular attention being paid to the paved surfaces and pavement edges.

1. No pavement lip shall be allowed to be more than three (3) inches above the level of the shoulder soil.
2. No hole in the pavement shall be allowed to exceed three (3) inches in depth, have sides exceeding 45 degrees nor be greater than five (5) inches in diameter.
3. The pavement shall be free of cracks or other surface variances that might limit control or aircraft.
4. The surface shall be kept clean of mud, and any other foreign debris. It shall also be kept free of solvents or other liquids that may be used to clean the surface or are accidentally spilled on the movement area.
5. No water ponding or ice sheeting shall be allowed that may obscure markings or impair aircraft control.

B. Should any of the above conditions or any other unsatisfactory conditions exist the Airport Operations shall initiate prompt action to make the needed repairs.

C. No unpaved movement areas exist at Gambrills Airport.

5. SAFETY AREAS 139.309

A. Safety areas for runway 10/28 and its parallel taxiway, A, comply with FAA Design Group III requirements as shown below:

Parallel Taxiway	Safety area extends 60 feet each side of the taxiway centerline.
Runway 10	Safety area is 500 feet wide by 1000 feet long extending beyond the threshold.
Runway 28	Safety area is 500 feet wide by 1000 feet long extending beyond the runway threshold.

B. Safety areas for runway 01/19 are as shown below:

Runway 01	Safety area is 150 feet wide by 300 feet long extending beyond the runway threshold.
Runway 19	Safety area is 150 feet wide by 300 feet long extending beyond the runway threshold.

C. Surface Variations

1. Along the runway there is no surface variation in the safety area that violates 14 CFR section 139.305 or 139.309.
 - a. Due to a 72 foot drop in elevation between the west and east ends of the runway and the well graded runway and shoulder system, storm drainage is excellent and constitutes no problem in disposing of excess water.

D. Inspection

The Airport Operations will inspect (excepting weekends and holidays) the safety areas on each side of the runway and the safety areas on each end of the runways daily.

The following conditions shall be maintained at all times:

1. The safety areas shall be graded smooth of ruts, depressions, ponding of storm water or other surface variations that might be hazardous to aircraft.
2. The safety areas kept clear of rocks, vegetation or foreign objects that could be hazardous to aircraft.
3. Vegetation shall be kept in mowed condition at all times.

- E. The PAPI now located in the runway 28-safety areas are frangible mounted with the frangible point no more than 3 inches above grade. Any replacement fixtures shall also be frangible mounted to shear not more than three (3) inches above grade.
- F. The Airport Supervisor shall, within 24 hours of its discovery, dispatch his/her maintenance staff to correct any condition found to be out of compliance with the above requirements.

6. MARKING, SIGNS AND LIGHTING 139.311

- A. It is the responsibility of Airport Operations to inspect, check the functioning of and repair as necessary the lighting equipment, airfield signs and marking. A supply of replacement bulbs, lenses, reflectors and replacement pole mounted light units is kept on hand for maintenance purposes. The Airport Supervisor will schedule repainting of the marking when paint becomes significantly dulled or worn. Inspections will be made as stipulated in Section 15 of this manual.
- B. Runway 10/28 is illuminated by high intensity runway lights; the runway ends by split-lens end lights. The threshold of runway 10 is equipped with REIL lights. Runway 28 is equipped with a MALSR system.
- C. Marking - All runways and taxiways are marked in accordance with AC 150/5340-1H, Standards for Airport Markings and are shown on the Airport Sign and Marking Plan (Exhibit I).
- D. Signs - Taxiway and runway guidance signs are provided and all airfield signs are placed in accordance with the FAA-approved Airport Sign and Marking Plan and meet the standards of Ac 150/5340-18C, Standards for Airport Sign Systems..
- E. Taxiway/Runway holding position signs are situated as required by FAA regulations.
- F. The airport beacon is an L802 with two 400W metal halide lamps that produce 33,100 total lumens and is situated south of the old beacon taking it out of the part 77 obstacle free zone.
- G. An illuminated segmented Circle Wind Sock together with two lighted and two unlit windsocks provide wind indication.
- H. Electrical power for the runway and other lighting is supplied by the Pacific Power and Light Company.
- I. All apron, vehicle parking, roadway and building lights are either shielded or positioned to prevent interference with aircraft operations.
- J. The crosswind runway 01/19 is illuminated with medium intensity runway lights (MIRL). The thresholds of runway 01 and 19 are equipped with REIL lights.
- K. Red obstruction lights are mounted on the obstructions listed in paragraph 17 of this manual.

7. SNOW AND ICE CONTROL 139.313

- A. Equipment assigned to the airport for snow removal includes:
 - 1989 Snow Blast- Sicard Multipurpose Snow Control Vehicle with:
 - 20' Henke Plow
 - 20' High Speed Broom
 - 2002 Kodiak Multipurpose Snow Control Vehicle with:
 - 20' Henke Plow
 - 12' Kodiak Snow Blower
 - 12' Henke Plow that fits Dump Truck From City Water Department
 - John Deere 5510 Tractor with Small Snowblower
- B. The Sicard and Kodiak Multipurpose Snow Control Vehicles, dump truck, John Deere 5510 Tractor, and the two airport pickups are equipped with both Unicom and City channel radios.
- C. Snow Removal

A memorandum currently exists such that the City Police Department will contact airport operations on duty or on call when a precipitation event begins. Snow removal operations will be initiated when accumulations reach ½" or more. The Gambrills Airport Department is responsible for all snow removal. The primary contact is:

Airport Supervisor
Phone (Work)
Phone (Home)

The secondary contact is:

Airport Operations II	or	Airport Operations I
Phone (Work)		Phone (Work)
Phone (Home)		Phone (Home)

- 1. Maximum Depths for Take-Off and Landing of Commercial Aircraft:

Dry Snow	4 - inches
Slush or Water	¾ - inch
Snow Drifts	1 - foot on runway edges
- 2. The Airport Supervisor or Operations will check snow depth accumulation during stormy weather. Upon determination that snow removal is required, Operations will notify the other Operations, post a NOTAM, and begin snow removal operations.

- D. During off duty hours, Airport Operations personnel are to be alerted of accumulating snowfall conditions by the City's Police Department. The Airport Operations personnel will in turn notify the other Operations and, if necessary, the Public Works/Airport Manager of the need for manpower to conduct snow removal operations.
- E. The operating hours at the airport range from 7:30 a.m. to 4:00 p.m. not including weekends and holidays. Snow removal will be initiated immediately when any of the conditions in the above paragraph C (1/2 inch or more) are met.
- F. Snow removal is to be carried out on movement areas in the following priority:
1. Main runway (10/28)
 2. ARFF facility and emergency access roads
 3. Taxiway from Bailey hangar to Commercial apron
 3. Parallel taxiway (A) and its stub taxiway
 4. Commercial apron
 5. General aviation aprons and helipads
 6. Crosswind runway (01/19)
 7. All other paved areas
- G. Snow being removed from the runways and taxiways will be plowed or swept into windrows and left on the pavement within approximately ten (10) to fifteen (15) feet from the pavement edge. The windrows will then be systematically blown into the safety areas beyond the runway lights and signs. NOTE: The overall objective is to position snow off of movement area surfaces so that all air carrier aircraft propellers, engine pods, rotors, and wingtips will clear any snowdrift and snow bank as the aircraft's landing gear traverses any full strength portion of the movement area. This procedure will be in accordance with AC 150/5200-30, Airport Winter Safety and Operations
- H. Sand or other snow removal agents are to be applied to the airport movement areas in accordance with the procedures in AC 150/5200-30, Airport Winter Safety and Operations. This also includes the gradients allowed for sand.
- I. In the event that storm intensity or snow conditions are such that snow removal operations cannot be completed as required in paragraph G above, Airport Operations will issue a NOTAM through the nearest FAA flight service station (Phone). Such NOTAM's will state that unsatisfactory conditions exist.

8. AIRCRAFT RESCUE AND FIRE FIGHTING: Index Determination 139.315

- A. Gambrills Regional Airport operates as a Class II airport with scheduled airline service with Jetstream aircraft with 19 seats. This aircraft is less than 90 feet in length. Average daily departures of this size aircraft are approximately 4 per day based on the busiest 3 consecutive calendar months.

- B. Approximately 10 times a year, the airport receives charter operations with B-727 or B-737 aircraft.

9. AIRCRAFT RESCUE AND FIRE FIGHTING: Equipment and Agents 139.317

- A. One (ARFF) Aircraft Rescue Fire Fighting vehicle is stationed at the airport. It is housed at the Airport Fire Station building, (located approximately 100 yards northeast of the terminal building). This heated storage facility is centrally located on the airport and has direct access to the ramp areas, taxiways, and runways. This unit is maintained in a quick response readiness status between the hours of 7:30 a.m. and 4:00 p.m. local time, Monday through Friday except on holidays, and for PPR's, (Prior Planning Requests).
- B. The Aircraft Rescue and Firefighting (ARFF) vehicle is a 2001 Kovach Mobile Equipment (KME), 4x4. This vehicle complies with all FAA requirements for Index B ARFF vehicles and has the following capabilities:

- 1,500 - gallons of water
- 150 - gallons AFFF
- 450 - pounds dry chemical system allowing discharge via the hose reels
- 1 each - 20 pound dry chemical Class D fire extinguisher for metal fires
- 1 each - 20 pound dry chemical Class A extinguisher

The Unit is outfitted with the following apparatus:

- 1 each -Roof turret capable of delivering 375 gpm low rate/ 750 gpm high rate of water or 3% light water foam (AFFF)
- 1 each -Bumper turret capable of delivering 300 gpm of water or 3% light water foam (AFFF)
- 1 each -Hand Line
- 1 each -Hose reel

Additionally, the truck is equipped with a five horsepower, 8 CFM, 40 PSI, air compressor to power the forcible entry tools.

A current copy of the North American Emergency Response Guidebook is kept in the vehicle at all times.

10. AIRCRAFT RESCUE AND FIRE FIGHTING: Operation Requirements 139.319

- A. Personnel who have completed a school for airport firefighting and rescue techniques are available to man the truck. The Gambrills City Public Works Department provides back-up personnel who have been cross-trained in the operation of the truck and its equipment I/A/W Paragraph 11-H of this manual as it pertains to 14 CFR Section 139.319(j).
- B. The truck is equipped with two radios, one Unicom and one on the City's Fire Department and Police Department frequencies. A public address system that is connected to the emergency frequency radio is installed in the truck. The vehicle is also equipped with a yellow strobe beacon and is painted emergency high visibility yellow in accordance with the FAA Advisory Circular 150/5210-5B, Painting, Marking and Lighting of Vehicles Used on an Airport.
- C. The Airport Equipment Operators perform the daily and minor maintenance of the vehicles and equipment, and the City Shop Mechanics perform all of the other major maintenance, services, and repairs.

Any equipment found to be inoperable or defective shall be repaired or replaced immediately. Should the truck be out of service for more than 48 hours the Airport Operations shall secure either a loaned truck from the Gambrills Fire District or another airport or provide a NOTAM stating that the ARFF equipment is temporarily out of service. The FAA Airports Division will also be notified. The Gambrills Fire District has a truck equipped with foam and dry chemical capabilities to function as a backup to the airport fire truck. If this unit is temporarily put in service at the airport the fire extinguishers and special tools shall be transferred from the airport's fire truck to the loaned vehicle. If a replacement vehicle is not available immediately, each air carrier and the FAA Regional Airport Division shall be notified in accordance directly and by NOTAM.

- D. ARFF response is available for all scheduled air carrier operations only during the normal operating hours of the Airport Operations from 7:30 a.m. to 4:00 p.m. not including weekends and holidays. ARFF coverage will be provided for unscheduled air carriers with a twenty-four (24) hour (PPR) Prior Planning Request only. Contact Airport Operations during these hours, or the Airport Supervisor after hours at (Phone numbers). The Airport Operations and/or Supervisor will simultaneously notify the Gambrills Fire Department of any emergencies.
- E. Protective clothing meeting NFPA protective clothing standards is available at the firehouse. It shall be maintained in ready status and worn by all personnel responding to an emergency. Gambrills Fire Department personnel are cross-trained in the proper use of this clothing.
- F. The Airport Supervisor and Operations personnel are trained in accordance with 14 CFR Section 139.319(j). Likewise, they are fully trained in the operation of the airport's

ARFF truck. Each Airport Operation personnel will maintain currency under Section 139.319(j) by taking annual recurrent training in:

- I Airport Familiarization;
- II Aircraft Familiarization;
- III Rescue and Firefighting Personnel Safety;
- IV Emergency Communication on the Airport;
- V Use of Aircraft Firefighting Equipment;
- VI Application of Aircraft Fire Extinguishing agents;
- VII Emergency Evacuation of Aircraft;
- VIII Firefighting Operations;
- IX Adapting Building Firefighting Procedures to Aircraft Fires and Aircraft Cargo Hazards;
- X Familiarization with Firefighters Duties under the Airport Emergency Plan.

Backup personnel from the City's Public Utility Department are cross-trained by Airport Operations in the above curriculum and the use of the airport firefighting (ARFF) truck. Gambrills Fire Department personnel are cross-trained in the proper use of this truck, while a couple of them are 40 hour ARFF Certified.

The Airport Supervisor shall schedule the training for all operations, along with cross-trained personnel. All personnel will participate in at least one live burn drill prior to initial performance and each twelve months, thereafter.

The Airport Supervisor or one of the designated and fully trained Operations personnel shall be available on-site during all scheduled air carrier landings and departures for aircraft with more than 9 passenger seat capacity.

- G. The Airport Supervisor, Airport Operations and backup City Personnel have completed a Basic 40 hour Emergency Medical Care course. The Airport Supervisor will ensure that all Operations maintain their current and qualified status, and continue to receive the proper training in basic emergency medical care.
- H. In the event of an emergency the air carriers' station personnel will notify the Airport Operations during normal working hours, and the Gambrills Police Department Dispatch during after hours. Airport Operations and/or Police Dispatch will then notify all necessary emergency personnel.
- I. Off premise emergency vehicles are to enter through the security gate immediately adjacent and west of the Fire Station. Emergency access roads are located throughout the airport property. The location of these roads is shown on a map (Exhibit H) that is distributed to emergency personnel and is reviewed with emergency personnel during airport emergency drills/exercises.

11. HAZARDOUS MATERIALS STORAGE AND HANDLING 139.321

- A. Only the Airline Managers or their authorized representatives will receive hazardous articles or materials for shipping. All handling of such articles will be under their direct supervision.
- B. Only areas authorized by the Airport Supervisor or Operations will be used to store materials of a hazardous nature.
- C. A statement of assurance that hazardous articles or materials received for shipment or storage are safe to handle will be signed by the shipper and contain any special handling instructions required to assure safe shipment or storage.
- D. Fuels
 - 1. Fuels shall be stored only in designated and approved storage units in full compliance with the current edition of the Uniform Fire Code.
 - 2. Each tank, tank vehicle or container used to store or transport flammable materials will be conspicuously marked warning of the flammable nature and stating the type and grade of the contents.
- E. Only personnel who has either successfully completed an fuel handling and fire safety course that has been found acceptable by the FAA or have received on-the-job training from a supervisor who has met this requirement shall handle fuels on the airport premises. Additionally, all these personnel are required to undergo recurrent instruction every 24 consecutive calendar months. At least one supervisor from each tenant fueling agent shall have completed a course (found acceptable by the FAA) initially and once every 24 consecutive calendar months.

If a tenant fueling agent is found to be out of compliance the Airport Supervisor shall notify the City Attorney through the Airport Manager. It is a provision of the City's lease agreements that tenant fueling agents operate in full compliance with FAA requirements. Fuel handler's training must contain as a minimum:

- (1) Bonding
- (2) Public protection
- (3) Control of access to fuel storage
- (4) Fire safety in fuel storage areas
- (5) Fire safety in fuel trucks, fueling pits and fueling cabinets
- (6) City of Gambrells adopted fire code (Uniform Fire Code, current edition).

Under no circumstances shall the public or untrained or unauthorized persons have access to any fuel handling facility. All fuels and other combustible materials shall be stored inside the airport security fence.

F. Fueling and Defueling Aircraft

The provisions of paragraph E above shall be strictly enforced in all aircraft fueling operations.

The following general rules shall govern the refueling, defueling, oil service and sumping of aircraft, the placing of fuels in storage tanks or dispensers:

1. No aircraft shall be refueled or defueled while aircraft engines are running, or aircraft is being warmed by application of heat or while such aircraft is in a hangar or congested or enclosed space.
2. No person shall smoke or permit any open flames within 100 feet of any aircraft undergoing fuel service.
3. When malfunction of refueling equipment is detected all refueling shall cease immediately and the malfunction remedied or the entire unit replaced. Any malfunction or irregularity detected on or within the aircraft being serviced will be brought to the attention of the aircraft owner or operator immediately.
4. Crews engaged in the fueling and defueling of aircraft, the filling of dispensing equipment or dumping into storage with aviation fuels shall exercise extreme caution to prevent spills. When spills occur, servicing will cease and spills will be absorbed with suitable material and removed by fueling crews.
5. Fueling pumps, meters hoses, nozzles, and fire extinguishers will be kept in first class condition.
6. During fuel handling operations in connection with any aircraft, no less than two Carbon Dioxide or approved dry chemical fire extinguishers shall be immediately available for use in connection therewith.
7. No person shall perform or allow performance of any refueling operation during an electrical storm.
8. No person shall operate any radio transmitter or receiver or switch electrical appliances on or in an aircraft being fueled or defueled.
9. No person shall use any material or equipment during fueling or defueling of aircraft that is likely to cause a spark or ignition.

10. No person shall start the engine of any aircraft when there is any gasoline on the ground under the aircraft.
11. All hoses, funnels, and appurtenances used in fueling and defueling operations shall be equipped with an appropriate bonding device to prevent ignition of volatile liquids.
12. No aircraft shall be fueled or defueled while passengers are on board the aircraft unless a passenger loading ramp is in place at the cabin door of the aircraft, the aircraft door is open and a cabin attendant is present at or near the open cabin door.
13. During refueling or defueling, fuel-handling vehicles shall be so placed as to be readily removable in the event of fire.
14. Each fuel-handling vehicle shall be conspicuously marked in letters of contrasting color with the word "FLAMMABLE" on both sides and rear of the cargo tank.

G. Inspection of Fueling Facilities

The Airport Supervisor or Operations shall, at least every three months, inspect the physical facilities and operating procedures of all fueling facilities on the airport premises. He/she shall keep a record of the quarterly inspection of each facility for 12 consecutive calendar months.

12. TRAFFIC AND WIND INDICATORS 139.323

- A. A lighted wind cone and segmented circle is located approximately 75 feet north of the runway at the intersection of the taxiway “Charlie”. Lighted wind cones are also located near the ends of runways 01 and 19. Unlighted wind cones are also located near the ends runways 10 and 28.

Due to all aircraft maneuvers being conducted on the standard left-hand pattern, traffic pattern indicators are not deemed necessary.

- B. Airport Operations shall daily inspect the wind cones and note their condition on the inspection log (Exhibit A).

13. AIRPORT EMERGENCY PLAN 139.325

- A. In the event of an emergency situation at the Gambrills Regional Airport, the Airport's Emergency Plan will be immediately activated as outlined in the plan. The City's designated Emergency Management Coordinator will be responsible for implementing the provisions of this plan.
- B. The Gambrills Regional Airport Emergency Plan has been distributed to all key departments and personnel.

NOTE: Though part of this ACM, the Gambrills Regional Airport Emergency Plan is maintained separately.

14. AIRPORT SELF-INSPECTION PROGRAM 139.327

- A. The Airport Supervisor or Airport Operations will make all inspections at the airport. The Airport Supervisor will immediately schedule any condition not in compliance for repair. He/she will also inform the Airport Manager of any action requiring the assistance of non-airport staff.
- B. Inspections will be made as follows:
1. Daily (excepting weekends and holidays) - Both runways, taxiways, commercial and General Aviation aprons, wind socks, and their lighting and reflector systems shall be checked daily. Airport Operations will use the supplied Safety Inspection Checklist (Daily Inspection Log) (Exhibit A) to be filled out daily.
 2. Weekly - The Airport Operations, each Monday morning, will conduct a weekly inspection using the Weekly Inspection Log. A Weekly Night Runway Inspection and Lighting Check will be performed on Wednesday night and the form will be completed once per week after the inspection. A copy of each of these forms is included in this manual (Exhibits B& C).
 3. Unusual Conditions - Airport Operations or their designated assistant will make a thorough inspection of the affected portion of the airport facility:
 - a. Immediately following an accident or incident.
 - b. When weather conditions could affect the safe operation of aircraft (snow, rain, hail, high wind, windblown debris or other weather conditions).
 - c. While construction work is going on at the airport, Airport Operations will inspect the facility each evening immediately after work has stopped for the day. He/she will verify that the contractor has left all areas in a safe condition. If he/she finds any condition, which he/she feels poses a safety issue, he/she shall contact the contractor first and try to get it resolved. Then, if the issue is not resolved, he/she will contact the Airport Supervisor about the unsafe condition. If the Airport Supervisor deems that there is no way to correct the condition to make it safe, he/she will notify the Airport Manager, the air carriers, and put out a request through the FAA facility to issue a NOTAM on the unsafe condition.
 - d. The Airport Operations personnel making any non-routine inspection shall compile notes of the time, date and what conditions he/she discovered, the severity, what action was taken and when that action was completed.

C. Communicating Unsafe Conditions

Should the Airport Operations discover any unsafe condition during their inspection, they will immediately issue a NOTAM through the Odenton FSS and then brief the following personnel on the condition, what corrective action is planned, and when the corrective action will be completed.

- The Airport Supervisor
- The Air Carriers
- The Local F.B.O.

The Airport Supervisor will then brief the Airport Manager of the condition, corrective action, and time frame.

D. Assuring Qualifications of Inspection Staff

Only the Airport Supervisor or Airport Operations who have been specifically trained in proper inspection procedures shall make inspections of the airport facilities. While making these inspections, Operations will strictly follow the procedures established by the Airport Supervisor.

All Airport Supervisors and Airport Operations receive initial training in the following areas before being allowed to complete a self-inspection:

1. Airport Familiarization. All candidates will accompany qualified personnel during the inspection for at least 1 month. The candidate will then be given a written test on Gambrills Regional Airport's signs, markings, lighting, and runway and taxiway designations.
2. Airport Emergency Plan. All candidates must be able to show that they know their duties and obligations contained in the Airport Emergency Plan.
3. NOTAM notification procedures.
4. Procedures for accessing movement areas
5. Filing Discrepancy procedures as outlined below in E. Correction of Unsafe Conditions.
6. Driver Training. All candidates must be able to show that they can operate a ground vehicle safely on the movement area and the aprons and ramps.

These personnel also receive annual recurrent training in the same areas listed above.

E. Correction of Unsafe Conditions

The Operations making the inspections shall take prompt action to correct any unsafe condition that is discovered. Assistance, if needed, will be requested through the Airport Supervisor and the Airport Manager for other City Departments assistance. If the conditions cannot be immediately corrected, Airport Operations will issue a NOTAM through the Odenton FSS.

F. Maintenance of Inspection Records

The Airport Supervisor shall file and maintain for 12 months, written copies of all inspections. These records shall be made available for the FAA Airport Certification Safety Inspector. These records shall be kept on file at the Airport Fire Station / Operations Building.

Corrective action taken on each discrepancy found during the self-inspection shall be recorded and made available to the FAA. These records will be kept in the maintenance facility and maintained for a period of 12 months.

15. PEDESTRIANS & GROUND VEHICLES 139.329

- A. Unless specifically authorized by the Airport Supervisor or Airport Operations, no vehicles shall have access to the runways, taxiway or safety areas. As a standard policy only, maintenance vehicles operated by airport staff shall be allowed in these areas. All vehicles entering these areas shall be equipped with a yellow beacon light or checkered flag or both.
- B. Gambrills Regional Airport has no air traffic control tower. Any vehicle authorized to operate on the airport runways, taxiways, or safety areas shall be equipped with a Unicom radio. Any vehicle not equipped with a Unicom radio and operating in these areas shall carry with it a hand-held Unicom radio. Prior to entering on to these movement areas the vehicle operator shall notify aircraft in the Gambrills Unicom area of his/her destination and purpose. Upon clearing the movement areas he shall also notify the air traffic on Unicom.
- C. Private air cargo/courier services, air carriers, F.B.O.'s and all other vehicles having authorized access to the airport shall confine their operations to their areas of business as designated by the Airport Supervisor. Under no circumstances shall their ground vehicles be permitted on the runways or taxiways. The Airport Supervisor shall annually review with these services, and all tenant operators and their employees, the airport's ground vehicle policies.
- D. Should an incident or accident occur on the movement area or in the safety areas between an air carrier aircraft and ground vehicle or two ground vehicles, the Airport Supervisor shall compile an accident report. Reports of all such accidents shall be kept on file and available for inspection by the FAA. These records will be available for 12 consecutive calendar months after the date of the accident.
- E. Should violations of the above listed ground vehicle rules occur, the following consequences will result:
- 1st Offense - The Airport Supervisor will verbally warn the driver of violations.
 - 2nd Offense - The Airport Supervisor will provide written warning to the driver of violations.
 - 3rd Offense - The Airport Supervisor will revoke airport driving privileges of the offending driver.
 - 4th Offense - The driver will be charged with criminal trespass by the City.

H. Ground Vehicle training will occur a minimum of twice per year by airport operations staff. Any person having unescorted access to the movement area must undergo initial training in airport familiarization, the meaning of signs, markings and lighting, and the consequences of non-compliance. Additionally each person will be required to take a written exam in these areas and score a minimum of 80%.

16. OBSTRUCTIONS & OBSTRUCTION LIGHTING 139.331

Existing obstructions or other improvements now located in the vicinity of the airport that penetrate the Part 77 Imaginary Surfaces are listed in paragraph 6. It is the policy of the Gambrills Regional Airport Board that no additional structures or other features, which constitutes an obstruction, shall be allowed.

Obstruction lighting at this airport includes the following:

- Glide Slope
- VOR
- Monitor Pole VOR
- Lighted Windsocks (3)
- Localizer
- Airport Beacon

17. PROTECTION OF NAVAIDS 139.333

- A. Gambrells Regional Airport owns sufficient property to protect the navaids. Additionally, the City has zoning control authority within one-half mile of the perimeter of the airport and strictly enforces the building height and obstruction limitations imposed by zoning around the airport.
- B. Should Airport Operations become aware of any construction activity, which could potentially impair the proper function of the navaids, he/she shall inform the Airport Manager thru the Airport Supervisor. The FAA Airways Facilities personnel shall also be notified.
- C. Airport Operations shall be alert to the potential for vandalism to the navaids on property owned by the airport authority. He/she shall take measures to prevent such vandalism or theft. Security fencing shall be maintained in good condition with gates secured at all times.
- D. Airport Operations shall inspect the fencing and gates surrounding the navaids on property owned by the airport authority daily (except weekends and holidays) and will inform the FAA Airways Facilities people of any discrepancies noted.
- E. Maintaining power to the navaids shall be a consideration in all maintenance or construction activities. Prior to conducting any excavation work the power cables should be located and avoided.
- G. If it becomes necessary to temporarily disconnect power to any portion of the navaids either the Airport Manager or the Airport Supervisor will coordinate with the FAA Airways Facilities personnel before authorize the disconnection. For FAA owned facilities, FAA will issue a NOTAM describing what navaids are inoperable and the expected length of time they will be out of service.

18. PUBLIC PROTECTION 139.335

A. Fencing

The airport is fenced with both chain link security fencing and 8' high woven wire game fence. Chain link security fencing is installed in the area of the terminal building, hangars and F.B.O. facilities. Areas abutting rangeland and low activity use are fenced with 8' high woven wire game fence.

Airport Operations shall inspect on a weekly basis all perimeter fencing and gates as a part of his/her normal inspections. They will report and have repaired promptly any damaged fencing or gates.

B. Perimeter Gates

All gates in the perimeter fencing are kept closed and locked except during authorized use. Combinations are available from Airport Operations for all gates. Gates are to be inspected periodically in accordance with the procedures included in Section 16 of this manual.

C. Surveillance

During periods when Airport Operations is not on duty, the Gambrills Regional Airport security will inspect for unauthorized entry into the airport.

D. Terminal Gates

All gates in the terminal area fencing are to be kept closed and locked at all times except for authorized entry.

E. Public Information

1. All areas to be restricted or prohibited for public use will be posted with appropriate signs. The perimeter fence is posted with signs that read the following: NOTICE AIRPORT RESTRICTED AREA AUTHORIZED PERSONNEL ONLY.

2. Public Address System

A public address system is installed in the terminal building for use by Scheduled Air Carriers in calling flights, and can also be used for information or instructions to occupants of the building.

F. Lighting

1. Floodlighting is installed in appropriate areas and on buildings to prevent unauthorized entry into operational areas and for public safety during the hours of darkness. All lighting is to be inspected periodically, see Inspection Section.

G. Firearms

1. Sworn Peace Officers, private security patrol personnel on assignment by the airport and National Guard personnel are the only individuals allowed to possess loaded firearms on the airport property. All other people are required to case and unload firearms while on airport grounds. Sworn Peace Officers include but are not limited to representatives of the Gambrells Police Department, County Sheriff's Department, Federal Marshals, State Game and Fish Wardens and State Highway Patrolman.

19. WILDLIFE PROCEDURES 139.337

- A. A State Wildlife Management Area, Calhoun Wildlife Refuge, borders the south side of the airport. Calhoun Refuge is managed primarily for deer and upland game. There is a 7-acre lake at Calhoun Refuge. The lake is about 12,000 feet from the airport. Migratory waterfowl use the Refuge during the spring and fall migrations. Airport management has never received a report of a wildlife aircraft strike involving migratory waterfowl. However, there is a potential for waterfowl to move between Calhoun Refuge and the airport drainage system. Additionally, there are thick stands of second growth trees on and near the airport. These trees provide both cover and food for deer. The airport perimeter fence is a 5-foot woven wire fence. The fence is designed to keep out livestock.
- B. Based on the fact that Gambrills Regional Airport has wildlife of a size or in numbers capable of causing an event as described in section 139.337 of 14 CFR part 139, the airport is doing a one (1) year Wildlife Management Assessment, (using the Wildlife Activity Log, Exhibit D). Based on that assessment, FAA will determine whether a Wildlife Hazard Management Plan will be needed.
- C. In the interim, the airport manager has developed procedures to be followed during air carrier operations:
 - 1. Airport Security will patrol the perimeter fence at least once daily and inspect it for any washouts or breaks. Airport Security will notify Grounds Maintenance if washouts or breaks are found. Grounds Maintenance will repair the fence within 8 hours.
 - 2. Airport Operations, as part of their regular runway inspections will monitor bird (primarily gulls and waterfowl) movement between the Calhoun Refuge and the airport and other potentially hazardous wildlife. If any are seen, the appropriate Airport line of business will be notified:
 - i. Deer or other large animal = Airport Security. Airport Security has the necessary firearms and personnel expertise and has responsibility for removing deer from the airport. The necessary State deer removal permits have already been secured. Airport Security to remove deer from the airport.
 - ii. Birds = Grounds Maintenance. Maintenance and Airport Operations are responsible for bird harassment and for taking of birds in accordance with permits issued by the US Fish and Wildlife Service and the State Game and Fish Department.
 - 3. The Airport Supervisor will notify the State Game and Fish Department of wildlife problems and will work with game wardens to prevent wildlife from entering airport property. The State Wildlife Management Agency recognizes the problem with deer and has issued the necessary permits

- D. The Gambrills Airport Wildlife Hazard Working Group will meet at least every two months, or following a serious strike to discuss progress and problems.
- E. Training: Initial training will be conducted for all involved airport personnel by BASH Inc. Refresher training will be on an as needed basis, but at least annually.
 - 1. Secure training for selected Airport Operations and Maintenance personnel in wildlife hazard control techniques and methods.
 - 2. Secure necessary equipment and supplies.

20. AIRPORT CONDITION REPORTING 139.339

Airport Operations shall issue a NOTAM should any condition exist which may affect the safe operation of aircraft. These conditions shall include, but are not be limited to:

- Construction activities on any areas used by aircraft
- Surface irregularities on any surface used by aircraft
- Snow, ice, slush or water on any aircraft use surface
- Snow piles or drifts near any runway or taxiway
- Objects on any movement area
- Lighting system malfunction
- Wildlife or livestock hazards
- Non-availability of any rescue and firefighting equipment
- Any other condition which may adversely affect safe airport operations

21. CONSTRUCTION AREA MARKING 139.341

- A. The Airport Supervisor will be responsible for the coordination of construction activities on the airport. He/she will keep the Airport Manager and Airport Operations fully briefed on activities affecting aircraft operations.

Any time construction is being done on or adjacent to any surfaced areas on which air carrier aircraft may operate, such areas shall be clearly marked and/or lighted. Likewise, any unserviceable areas shall be marked and lighted.

- B. The Airport Supervisor shall direct the marking and lighting of any construction activities conducted by City forces. On contracted work, marking and lighting or construction activities and equipment shall be the responsibility of the contractor as required in the construction specifications.
- C. Any piece of construction equipment operated on the airport shall be equipped with a flashing yellow beacon and/or a checkered flag meeting FAA requirements. All equipment shall, when not in use, be parked at least two hundred feet from the edge of any runway or taxiway pavement.
- D. Construction equipment shall not operate nor park in the proximity of the ILS localizer, the MALSR system or runway lighting.
- E. Prior to initiating any construction that may be active in the area of the nav aids the Airport Supervisor shall clearly mark and brief the construction superintendent on the location of the nav aids and their power supply.
- F. Protection of utilities - Prior to the initiation of any construction on the airport property, the Airport Supervisor will brief those in charge of the work concerning the location of all utilities in the construction area. If needed, the appropriate utility companies will be requested to mark their lines so that they may be protected during construction. **BEFORE YOU DIG, Call Miss Utility at _____ (phone) at least TWO (2) working days in advance.**
- G. Safety plans and construction marking and lighting will be done in accordance with AC 150/5370-2, Operational Safety on Airports During Construction.

22. NONCOMPLYING CONDITIONS 139.343

- A. Airport Operations shall inform the Airport Manager thru the Airport Supervisor of any condition, which he/she feels, warrants closing of all or a portion of the airport to air carrier traffic. The Airport Manager shall decide the severity of the condition and necessity for closing and shall take appropriate actions and notify the FAA and air carriers accordingly.
- B. Should, in the Airport Manager's opinion, any areas of the airport be deemed unsafe for air carrier operations, it shall be so marked by Airport Operations. The air carriers will be so notified by the Airport Manager or his/her Airport Supervisor.