




Ground Vehicle Operations Program

CMAA President Signature: 

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Attachments

The purpose of this program is to maintain control of all vehicle movement on the airfield. Federal Aviation Regulation (FAR) Part 139 requires airports to limit and maintain effective control of ground vehicles operating on movement areas. All vehicles operating on the airfield are required to meet certain liability insurance requirements, register with the airport, and display vehicle identification acceptable to the Chattanooga Metropolitan Airport Authority (CMAA). All personnel having a need to operate on the airfield will be required to undergo training conducted by CMAA before receiving authorization to drive on the airfield, although access may be limited due to security measures.

References:

Federal Aviation Regulations Part 139
Federal Aviation Advisory Circular 150 Series
CMAA Rules and Regulations
Federal Aviation Administration Guide "Airport Ground Vehicle Operations"

Applicability

This plan applies to any and all persons operating motorized ground vehicles on the airfield of the Chattanooga Metropolitan Airport. This plan prohibits the use of bicycles and other vehicle types (golf carts etc.) unless specifically authorized by CMAA.

Persons operating vehicles on the airfield are obligated to obey the procedures outlined herein as well as applicable state and local laws.

Policy and Principles:

As required by the FAA, it is the policy of CMAA to implement proper training procedures for the issuance of an Airfield Driving Permit.

All personnel must hold a valid driver's license and CMAA identification badge. All personnel must meet the CMAA insurance requirements for accessing the AOA areas.

Permission:

Authority personnel who require an Airfield Driving Permit must obtain approval from their department director to enter the airfield driving training program. They must also receive the approval of the Vice President of Operations, or designee. Contractors (including the FAA) and tenants desiring an Airfield Driving Permit must obtain the approval of the Vice President of Operations, or designee.

Objectives:

The training includes, but is not limited to, the following areas:

1. Airfield Familiarization
2. Airfield Safety
3. Airfield Marking, Lighting and Signs
4. Airfield Communications

Prior to acceptance into the airfield movement driving program, the applicant must memorize the runway and taxiway identifiers. The applicant must pass a written test and label a blank map before beginning driving training on the airfield. Driving training may include several weeks of training daily on

the field with gradually less input/assistance from the trainer. When the trainer is satisfied the applicant has a thorough understanding of the airfield, a driving check ride will be conducted. Successful completion of the written test, map test, and check ride are mandatory for obtaining an airfield driving permit. This permit will give authorization for driving within the Air Operations Area (AOA) at the Chattanooga Metropolitan Airport.

Minimum requirements to complete the airfield check ride successfully include:

1. Demonstration of adequate runway and taxiway knowledge;
2. Demonstration of proper radio communications and procedures;
3. Demonstration of airfield orientation.

Recurrent Training:

The permit holder is responsible for maintaining knowledge and familiarity with the airfield. Airport Operations will periodically send email information with any airfield changes, construction area information including closures and openings, and any other information deemed pertinent to all AOA drivers.

Mandatory recurrent driving training will occur at least once every 12 consecutive calendar months for all AOA Airfield Driving Permit holders.

Air Cargo: Any cargo carried by means of air transportation.

Air Carrier: An aircraft operator granted operating authority by the FAA under FAR Part 121 providing scheduled service with aircraft having 30 or more seats.

Air Operations Area (AOA): The portion of the airport, specified in the airport security program, in which specific security measures are carried out. The entire area inside the fence, excluding the SIDA represents the AOA.

Air Traffic Control Tower (ATCT): A service to promote safe, orderly, and expeditious movement of air traffic.

Aircraft: A device intended for flight through the air.

Airfield: The area inside the airport perimeter fence. It includes runways, taxiways, aprons, and safety areas.

Airfield Driver: Local term identifying a person properly trained by CMAA and authorized to operate motor vehicles on the airfield.

Airfield Driver Authorization: An annotation on an airport issued security credential identifying the holder as authorized to drive on the airfield. Airfield drivers are authorized to operate vehicles in areas where their driver training and security credentials are valid.

Airfield Driver Training Course: A course of instruction conducted by the CMAA that is designed to train airfield driver applicants in the rules and regulations for safe driving on the airfield.

Airport: An area used for the landing and takeoff of aircraft. Includes both buildings and facilities.

Apron: A defined non-movement area on an airport.

Automated terminal information service (ATIS): A continuous broadcast of recorded aeronautical information in busier terminal areas, i.e. airports and their immediate surroundings.

Auxiliary Power Unit (APU): A self-contained generator used to start the jet engines, usually with compressed air, and to provide electricity, hydraulic pressure and air conditioning while the aircraft is on the ground. In many aircraft, the APU can also provide electrical power in the air.

Baggage Cart: A non-motorized vehicle used to transport baggage.

Baggage Tug: A small tractor used for towing baggage carts.

Chattanooga Metropolitan Airport Authority (CMAA): Owns and operates the Chattanooga Airport.

Controlled Airport: An airport that has an Air Traffic Control Tower.

Common traffic advisory frequency (CTAF): Used for communication during the hours when the FAA control tower is closed.

Driver: Any person responsible for the direct control of a vehicle while the vehicle is in operation.

Emergency Vehicle: Vehicles of the Police, Fire Department, Ambulances and Airport Authority vehicles responding to an emergency.

Escort: An individual meeting security requirement, taking responsibility for another individual or vehicle that is not badged while on the AOA, SIDA or Secured Area.

Federal Aviation Administration (FAA): A division of the Department of Transportation charged with regulating air commerce to promote safety and development in the aviation industry.

Federal Aviation Regulation (FAR): Administrative regulations promulgated by the FAA. Includes regulations on airmen, aircraft, airspace, air carriers, and airports.

Fixed Base Operator (FBO): An on-airport business providing general aviation services usually including aircraft parking/ storage, aircraft fueling, aircraft rental, flight instruction, and charter services.

Foreign Object Debris (FOD): Any loose object or debris on the ground.

Fuel Truck: A specialized vehicle used for dispensing jet fuel or aviation gasoline.

General Aviation: All non-scheduled air operations, with the exception of military operations.

Government Vehicle: A vehicle owned by a federal, state or local government agency, bearing a recognizable logo or marking including government tags, being operated on the airfield pursuant to official duties.

Ground Support Equipment (GSE): Equipment used to supply auxiliary needs to parked aircraft.

Guidance Sign: Black letters on yellow background airfield directional or identification sign for taxiways, ramps, and terminals.

Hangar: Building used to house aircraft.

Hold Short Lines: A pair of solid and a pair of dashed yellow lines painted on a taxiway designating a stopping point.

ILS Critical Area: Area where ILS signal interference may occur from either a surface vehicle, aircraft or both (looks similar to train tracks).

Jet Blast: High velocity exhaust from engines.

Jet way: A passenger loading bridge used between the aircraft and the terminal building.

Movement Area: The Airport runways, taxiways, and safety areas. Approval from the FAA Control Tower

must be obtained prior to operating in this area.

Non-Movement Area: Aprons and parking areas. FAA clearance is not required for operation in this area.

Perimeter Roadway: Vehicle road-way established along the perimeter fence of the airport, for CMAA, FAA and FBO use only.

Piggy-backing: Access to the AOA, SIDA or Secured Area gained by more than one person and/ or vehicle (not under vehicle escort) under the initial person and/ or vehicle's authorized access.

Privately Owned Vehicle: A vehicle operated by an individual not acting as a representative of an airport tenant company, contractor or agency.

Prop Wash: High velocity exhaust from propellers.

Runway: A defined rectangular paved area for aircraft takeoff and landing.

Runway Incursion: Any occurrence at an airport involving an aircraft, vehicle, person, or object on the ground that creates a collision hazard or results in loss of separation with an aircraft taking off, or intending to take off, landing, or intending to land.

Safety Area: A defined rectangular area extending beyond runways and taxiways. Objects placed in the safety area must be necessary for aircraft operations and be on frangible mountings.

Secured Area: The area around the air carrier ramp where commercial passengers enplane and deplane and commercial baggage is handled. By definition, a Secured Area is also a SIDA.

Security Identification Display Area (SIDA): Any area identified in the Airport Security Plan, requiring each person to undergo a criminal history records check and continuously display airport issued or airport approved identification, unless the person is under airport- approved escort.

Taxiway: Paved area for aircraft movement between the runway and parking area.

Tenant Vehicle: A vehicle being utilized in conducting of official business for a tenant leasing space on the airport. Tenant vehicles also include contractors performing work for the airport. For control and identification purposes, government vehicles are treated as tenant vehicles.

Terminal: A building for the efficient movement of commercial passengers in transit between ground and air transportation.

Tow: The movement of an aircraft on the airport surface by ground vehicle.

Transportation Security Administration (TSA): is an agency of the U.S. Department of Homeland Security that has authority over the security of the traveling public in the United States. It was created as a response to the September 11 attacks. Chiefly concerned with air travel, the TSA employs screening officers in airports, armed Federal Air Marshals on planes, mobile teams of dog handlers and explosives specialists.

Vehicle: The terms vehicle and motorized ground vehicle are synonymous and refer to any self-propelled motor driven ground vehicle. It includes, but is not limited to automobiles, tugs and trucks of all sizes. This term also includes all ground support equipment, cycles, carts and scooters.

Vehicle Escort: Any vehicle or driver that does not have the appropriate training, insurance, registered vehicle, or current vehicle decal that must be accompanied onto the airfield by another vehicle with valid airfield driver authorization.

Vehicle Operations Coordinator: A person with security responsibilities for a specific vehicle access gate(s) to the AOA. This individual is authorized to sign the application requesting driving privileges.

Vehicle Decal: An airport issued decal identifying a vehicle as being properly registered and authorized to operate on specific portions of the airfield.

In order to obtain CMAA airfield driver authorization, the applicant must comply with the following requirements:

1. Maintain a valid airport identification badge and state driver's license.
2. Read the Chattanooga Metropolitan Airport Authority (CMAA) Ground Vehicle Operations Program (GVOP).
3. Employers are required to familiarize personnel on driving procedures specific to their working environment prior to attending driver training class.
4. Attend an initial driver training class:
 - a. Applicants must satisfactorily complete the driver's training class given by CMAA with a test score of at least 80 percent. Applicants who do not pass the written test may retake the test after additional study.
 - b. Upon completion of training, a "D" will be added to the front of the applicant's airport identification badge indicating successful completion of the driver-training program.
5. Attend recurrent training class:
 - a. Non-Movement applicants are required to attend recurrent training at each badge renewal, recurrent training must be completed for driving privileges to be maintained.
 - b. Movement Area drivers must attend recurrent training annually.
6. Register your vehicle:
 - a. Complete Vehicle Registration Form, available online or available at the CMAA Access Control Office.
 - b. Motorized ground vehicles authorized to operate on the airfield are categorized as either company vehicles or privately owned vehicles and must maintain required insurance coverage:
 - i. All company vehicles must be insured with combined single limit liability insurance for bodily injury and property damage of at least \$1,000,000. A certificate or agency letter evidencing such insurance must be presented to the CMAA Access Control Office at the time of application. The operator must sign a Vehicle Owner's Hold Harmless Agreement with the CMAA for the vehicles being operated on the airfield.
 - ii. Each privately owned vehicle and driver must be insured with combined single limit liability insurance for bodily injury and property damage of a least \$500,000. A certificate evidencing such insurance must be presented to the CMAA Access Control Office at the time of application. The owner must sign a Vehicle Operator's Hold Harmless Agreement with the CMAA for each vehicle being operated on the airfield.
7. Display a valid Vehicle Decal:
 - a. Vehicle Decals are non-transferable and require two pieces of information to be valid:
 - i. The registered vehicle's license plate number.
 - ii. A current copy, on file in the CMAA Access Control Office, of the vehicle insurance certificate. The decal will expire on the same day as the insurance certificate expiration.

- b. Escort Disabled Hangtags can be issued to tenants with an operational need for leaving an escorted vehicle on the airfield for an extended period of time. The individual providing the escort will be responsible for “Disabling” the vehicle by controlling the keys and placing an Escort Disabled Hangtag on the vehicle. Escort Disabled Hangtags will be issued at the sole discretion of the Vice President of Airport Operations, or designee. All other requirements for hangtag access are the same as those listed in Section 4, 1-9.
- c. It is the operator’s responsibility to return all hangtags to the Access Control Office once the applicant no longer operates the vehicle that was registered, or no longer has an operational need to drive on the airfield. Failure by the applicant to return any hangtag could result in a fine or the suspension of driving privileges of the applicant.
- d. Vehicle Decals must match your security credentials:
 - i. Blue decals indicate that you have authorization to operate in the non-movement AOA only, where you have an operational need to be.
 - ii. Green decals indicate that you have authorization to operate in the non-movement AOA and SIDA where you have an operational need to be.
 - iii. Red decals indicate that you have authorization to operate in the non-movement AOA, SIDA and Secured Area, where you have an operational need to be.
 - iv. Purple hangtags indicate fleet registration and have specific operational restrictions issued in writing to each tenant holding this type of hangtag.
 - v. Black hangtags indicate a vehicle that is under escort and disabled.
- 8. Authorize CMAA to check the current status of the applicant’s state driver license:
 - a. It is the applicant’s responsibility if they lose state driving license privileges to immediately surrender their airfield-driving badge to the CMAA Access Control Office.

Section Four Rules and Regulations for Movement/Non-Movement Drivers

1. Vehicle access will be granted only after meeting all badge and access control requirements laid out in the Airport Certification Manual (ACM) and any Security Directives (SD) that have been issued associated with vehicle access control.
2. All tenants are responsible to ensure persons operating vehicles in their areas are trained on and obey the rules outlined in this plan.
3. No vehicle shall be operated on the AOA unless:
 - a. Applicants have a valid state driver's license and an operational need to drive on the airfield;
 - b. The driver properly displays an approved vehicle decal and ID;
 - c. The driver has airfield driver authorization.
4. The Perimeter road is for authorized vehicles only (CMAA, Wilson Air, FAA, and authorized construction vehicles).
5. Anyone determined to be under an intoxicant, legal or illegal, will have his or her driving privileges revoked immediately.
6. Persons operating or driving a vehicle on the airfield shall NOT exceed a speed greater than:
 - a. Five (5) mph within 25 feet of parked aircraft;
 - b. Twenty (20) mph on commercial / corporate / FBO aircraft parking ramps;
 - c. Twenty-five (25) mph on all other areas of the airfield;

Factors including, but not limited to, weather, congestion, and visibility shall be taken into consideration when determining safe operating speeds.

7. No vehicle shall pass between boarding gates and aircraft while enplaning, deplaning, fueling, or baggage-handling operations are in progress.
8. No vehicle shall pass under a jet way or jet bridge.
9. Vehicle drivers must yield the right-of-way to all aircraft, pedestrians and emergency vehicles responding to an emergency.
10. No person shall park, or leave unattended, vehicles or other equipment in a manner that interferes with the use of a facility by others or prevents movement or passage of aircraft, emergency vehicles, or other motor vehicles or equipment.
11. Vehicle operators shall not operate vehicles in a reckless or careless manner which intentionally or through negligence threatens the life or safety of any person, or threatens damage or destruction to property.
12. Each vehicle operator is responsible for the activities of each passenger while on the airfield.
13. An individual's authorization to drive on the airfield can be revoked or suspended, for cause, by the Vice President of Airport Operations, or designee.
14. When escorting another vehicle, you are responsible to maintain operational control of that vehicle at all times. The vehicle escort ratio is 1:1, however this may be amended at the sole discretion of the Vice President of Airport Operations, or designee, on a case-by-case basis.
15. Any vehicle or driver that does not have the appropriate training, insurance, registered vehicle, or current vehicle hangtag must be accompanied onto the airfield by a person and vehicle with valid airfield driver authorization.
16. Authorization to provide vehicle escort will be provided at the discretion of the Vice President of Airport Operations, or designee. If approved, an "E" will be placed on your badge.
17. Drivers are never permitted onto the movement area without authorized movement training.
18. Refueling units will be stored greater than 50 feet from any building, and greater than 10 feet from any other refueling unit.

Section Five: Rules and Regulations for Movement Drivers Only

1. No vehicles will be permitted to operate on the movement area without specific authorization from CMAA. A signed Letter of Agreement between the Airport President and the FAA ATCT designates all of the movement and non-movement areas on the Airport, and defines control responsibilities.
2. The Perimeter road is for authorized vehicles only (CMAA, Wilson Air, FAA, and authorized construction vehicles).
3. Vehicles operating on the movement area are to be appropriately marked and lighted at all times while operating on the movement area, to include times when the control tower is not in operation. Appropriate lighting for vehicles to operate on the movement area is an appropriately sized rotating, flashing or steady burning yellow beacon mounted on the uppermost part of the vehicle so that it is conspicuous from any direction including the air. Color specifications for vehicle identification beacons are contained in FAA Advisory Circular 150/5210-5 (current issue).
4. The Lovell Field Air Traffic Control Tower (ATCT) is open from 0600 to 2350 hours. During the hours the ATCT is open, vehicles entering onto the movement area must be in radio contact with the control tower at all times while operating on the movement area. Vehicles not equipped with a radio will require an escort by a vehicle properly equipped with a two-way radio. All operators will repeat all "Hold Short" communications in their entirety:
 - a. Tower Frequency: 118.3 MHz
 - b. Ground Frequency: 121.7 MHz
 - c. ATIS Frequency: 119.85 MHz
5. If a vehicle is already on the movement area and loses radio contact with the control tower, the vehicle operator is to ensure the vehicle is clear of an active runway, turn the vehicle in the direction of the control tower, and flash the headlights on and off continuously until the control tower acknowledges. The Control Tower will signal instructions to the vehicle operator via light gun signals. For instructions on light gun signals, see Appendix C.
6. Vehicles should remain clear of the movement area while the ATCT is closed. An exception is authorized airport or FAA vehicles that occasionally need to operate on the movement area at night while the ATCT is closed. In these instances, vehicle operators are to:
 - a. Monitor Common Traffic Advisory Frequency (CTAF) on 118.3 MHz, and announce intentions before entering the movement area. Ensure vehicle headlights and hazard/warning beacon are on.
 - b. Use extreme caution before and while operating a vehicle on the movement area. Look in all directions on the ground and in the air to detect aircraft movement.

All taxiway markings are yellow. Taxiway centerline markings (A) consist of one solid line that keeps the pilot centered on the taxiway. Taxiway centerline markings extend onto the runway for a short distance to assist the pilots in lining up on the center of the runway. Taxiway centerlines are enhanced 150' prior to the runway holding position marking. A dashed line is added to each side of the centerline for added emphasis (B). Some of our taxiways have edge markings (C), consisting of a double solid line, to depict the edge of usable pavement. For taxiways adjacent to usable pavement, the edge line will be a double dashed line (D). When you have usable pavement beside a taxiway, you will also see a single dashed line with a solid line called a movement area boundary marking (E). You cannot cross this line without permission from ATCT. Runway holding position markings (F) are yellow and considered taxiway markings. They are often referred to as the hold bar line. Runway holding position markings are two solid lines and two dashed lines and are located across the taxiway at the edge of the runway safety area. The solid lines are closest to the taxiway and the dashed lines are closest to the runway. All vehicles and aircraft must receive permission from the Air Traffic Control Tower to cross the runway holding position marking, also known as the hold bar line.



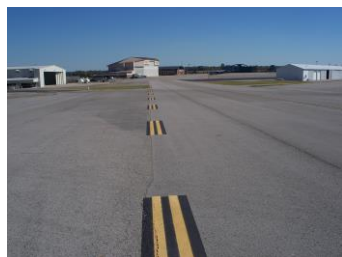
(A)



(B)



(C)



(D)



(E)



(F)

At all holding position markings you will see an adjacent holding position sign (G). This red sign with white characters tells you at which runway you are holding short. You will also see the sign painted on the ground; the surface painted holding position sign (H) will look just like the red part of the sign. The opposite side of the red sign will have a depiction of the hold bar marking in black on yellow.



(G)



(H)

Two of our runways require additional markings to keep aircraft and vehicles out of the Instrument Landing System (ILS) critical area. These yellow markings consist of two solid lines connected by perpendicular lines in a ladder style across the taxiway (L). Collocated will be an ILS holding position sign (M), red with white ILS on one side, and a depiction of the marking in black on yellow on the opposite side. Again, there will be a surface painted holding position marking that matches the red sign.

Two other airfield signs are location (N) and direction (O) signs. A location sign is black with yellow characters framed with a yellow box. This sign tells you on which taxiway you are located. Direction signs are yellow with black characters and arrows and they point you toward a taxiway. Destination signs (P) look like direction signs and point you to a location, like a runway or ramp area.

All taxiways at Chattanooga have blue edge lights on both sides of the pavement.



(L)



(M)



(M)



(N)



(O)



(P)

Runway markings are white. **Proper clearance must be received from ATC prior to entering or crossing a runway or runway safety area.** Runway centerline markings (Q) consist of a thick dashed line the length of the runway and assists pilots with keeping the aircraft centered on the runway. Runway edge markings (R) depict the edge of full-strength pavement with a thick solid line along both sides. Touchdown zone and aiming point markings (S) are white boxes at 500' increments in the touchdown zone on both ends of the runway. These provide pilots with distance information.

Each runway is assigned a number which is determined from the magnetic direction of the runway. These designation markings are numbers (and letters) painted in 18 ft high white markings on each end of the runway, easily visible from the air. The runway's magnetic direction is rounded off to the nearest 10 degrees and the last zero is omitted. For instance, the approximate magnetic direction of Runway 2 is 020 degrees while Runway 15 has a magnetic direction of approximately 150 degrees. The runway number is different at each end of the runway because the magnetic directions are 180 degrees apart.

All runways have signage placed down one sign denoting distance to go. The distance remaining signs (T) are black with a white numeral. They are spaced along the full length of the runway at 1000' intervals.



(Q)



(R)



(S)



(T)

All runways have edge lights. They are white lights down both sides of the runway until the last 2000' when they turn to amber. Runway centerline lights are white until the last 3000' where they alternate red and white until the last 1000' where they turn solid red.

Touchdown zone lights are located on Runways 2 and 20. They consist of white lights in sets of three on each side of the centerline for the first 3000' of the runway.

There are paved areas on the airfield that are suitable for vehicles, but not for aircraft. These are the perimeter roads. Stop signs along this road will tell you where to stop to stay clear of the taxiway safety area (W).

Movement areas (areas under air traffic control) and non-movement areas (areas not under air traffic control) are separated by non-movement area boundary markings (X). These markings consist of one solid yellow line and one dashed yellow line. The solid side is closest to the non-movement side. **All vehicles and aircraft must receive permission from the ATC before crossing these lines.**

Signs are often found in arrays, several signs located together into one sign (Y). Markings, lighting, and signage are very often collocated to give extra emphasis to an area. Also, signs are collocated with markings because in inclement weather, the markings or signs may be difficult to see, but you should be able to see one or the other.



(W)



(X)



(Y)

Section Seven:

Enforcement / Penalties and Control

Airport Police, Operations, and all CMAA representatives may enforce these rules. Possible enforcement actions include, but are not limited to the following: retrain and retest, revocation of airfield access privileges, suspension of driving privileges, escorting offenders off of the airfield, towing vehicles off the airfield, issuing a Notice of Violation (NOV), making arrests, citing offenders to court and / or citing offenders on NOV, as warranted by the situation. Action taken against violators cited on NOV will be determined by the Vice President of Airport Operations, or designee.

Violations involving Airport security may result in the loss of access privileges. Drivers who violate the procedures outlined in this document will be subject to penalties outlined in the Airport Security Reference Manual & Notice of Violation Program.

CMAA will investigate any report of vehicles being operated in a suspicious manner and / or not displaying acceptable vehicle identification while on the airfield.

Section Eight:

Airfield Hazards

1. Jet Blast / Prop-wash: Air forced from the aircraft engine during operation. Be aware of the possibility of jet-blast / prop-wash when positioned behind or downwind from an aircraft with engines running. An aircraft just beginning to move will generate considerably more jet-blast / prop-wash than one that is idling. Consequently, a vehicle that may be in a safe position for idle thrust may be subject to a mishap when movement thrust is applied.
2. Rotating propellers are difficult, if not impossible to see.
3. Vehicle operators are to be aware that during darkness, poor lighting conditions, inclement weather and / or reduced visibility:
 - a. A high degree of alertness and caution is required when driving on the airfield;
 - b. Distance estimation and depth perception may be distorted;
 - c. Vehicle headlight and hazard warning beacons are to be turned on. Be cautious not to point headlights directly at aircraft. Bright lights can blind a pilot or disrupt a pilot's night vision;
 - d. During darkness, poor lighting conditions, and inclement weather, the danger of becoming lost or disoriented increases. Know your position on the airfield at all times.
4. Baggage carts / tugs are exceptionally prone to accidents around aircraft. Personnel are not to be transported on baggage carts / tugs except in seats so designed. Riding on the beds of baggage carts and / or on the sides of baggage tugs is not permitted.
5. Foreign Object Debris / Damage (FOD): Anything that can be blown towards people and aircraft or sucked into an aircraft engine, possibly causing damage. Vehicle operators are to remove any objects observed on the paved areas, and report objects which they find and/or cannot remove to the Airport.
6. Auxiliary Power Unit (APU): Be aware of the exhaust from an aircraft APU as it may burn you, hearing protection must be worn when working on or near aircraft with an APU running.
7. Fuel and Lavatory Spills: If you witness or find a fuel or lavatory spill you should be aware of the appropriate clean-up procedures:
 - a. Contain the spill with absorbent pads to prevent drainage into storm water
 - b. Notify your supervisor and the Airport Police Dispatch
 - c. Clean by applying an absorbent material (i.e. cat litter) to the spill
 - d. Dispose of the used absorbent material in an appropriately marked container

Section Nine:

Accidents and Emergencies

Vehicle operators involved in any accident with an aircraft, another vehicle or property shall:

1. Notify Airport Police immediately.
2. Remain at the scene and render aid as needed.
3. Ensure the vehicles are not moved until arrival of police, except to save a life or prevent personal injury.
4. Accident scenes involving aircraft should not be disturbed, except to save a life or property.
5. Make all reports required by local, state, and federal law.

For all emergencies contact Airport Police Dispatch at 423.855.2204, **not 911**.

Section Ten:

Security

1. Security Breach: If you notice any suspicious individual, item, or activity, or witness a breach in Airport security, notify Airport Police Dispatch immediately.
2. Challenging: Ask to see someone's badge
 - a. Check to see that it is valid:
 - Does the picture match the person?
 - Is the badge expired?
 - Has the badge been tampered with?
 - Does their company have an operational need to be in that location?
 - b. If the individual is not properly badged, or the badge is invalid, you are required to notify Airport Police Dispatch, and escort them outside of the perimeter fence if they will cooperate. If you feel threatened, do not attempt to escort or detain the individual, simply notify Airport Police Dispatch immediately.
3. Gate Codes and Keys: Gate codes and keys are issued to individuals with an operational need to access the airfield. Do not share keys or gate codes with anyone. Anyone with authorization to access the AOA or SIDA will have a means of entering these areas on their own.
4. Stop and Wait: Anyone who opens a secured access point to the AOA or SIDA is responsible for ensuring that the access point is secured again before leaving the area. If driving through an access gate, the driver will stop at the white line just beyond the gate and wait for the gate to close while making sure that no one walks or drives through the gate while it is open. If accessing a walk-through door or gate, the individual will wait until the gate or door is closed and secure before proceeding.

Section Eleven:

Wildlife Hazard Management Program

It is the intent of the CMAA Wildlife Hazard Management Program to make Lovell Field as unattractive to wildlife as possible and provide a safe environment for aircraft operations. In order to maintain accurate records of the wildlife present on the airfield, please report all animals seen in or near the perimeter fence to the Airport Police Dispatch office at 423.855.2204.

The following is a listing of the International Civil Aviation Organization phonetic alphabet.

A - Alpha	(Al-fah)	N - November	(No-vent-ber)
B - Bravo	(Brah-voh)	O - Oscar	(Oss-cah)
C - Charlie	(Char-lee)	P - Papa	(Pah-pale)
D - Delta	(Dell-tah)	Q - Quebec	(Keh-beck)
E - Echo	(Eck-oh)	R - Romeo	(Row-me-oh)
F - Foxtrot	(Foks-trot)	S - Sierra	(See-air-rah)
G - Golf	(Golf)	T - Tango	(Tang-go)
H - Hotel	(Hoh-tell)	U - Uniform	(You-nee-form)
I - India	(In-dee-ah)	V - Victor	(Vik-tah)
I - Juliet	(Jew-lee-ett)	W - Whiskey	(Wiss-key)
K - Kilo	(Key-loh)	X - X-ray	(Ecks-ray)
L - Lima	(Lee-matt)	Y - Yankee	(Yang-key)
M - Mike	(Mike)	Z - Zum	(ZoO/OO)

0	1	2	3	4
Zero	One	Two	Three	Four
(Zee-ro)	(Wun)	(Too)	(Tree)	(Fow-er)
5	6	7	8	9
Five	Six	Seven	Eight	Nine
(Fife)	(Six)	(Sev-en)	(Ait)	(Nin-er)

At a controlled airport you must secure permission from the air traffic controller to go onto the runway or taxiway. To get permission you must use the same procedures and terminology that pilots use. These are the steps you should follow:

- A. Use the Ground Control frequency, 121.7 MHz. Make sure the radio is tuned to the proper frequency. Each vehicle or aircraft should have a call sign identifying the vehicle or aircraft. This call sign should be displayed on the exterior of the vehicle. You should know and listen for your call sign.
- B. Know the proper phrases that controllers and pilots use. (Note: Controllers do not use the "ten" codes such as "ten-four." See the appendix C for common radio terminology.)
- C. Know what you are going to say before you call the controller. If you are uncomfortable talking on the radio, practice a few times before calling the controller.
- D. Use the proper sequence in calling the controller. Before you start talking on the radio listen, make sure that no one else is already talking on that frequency. Then, if the radio is clear, you should:
 1. Say who you are calling (the airport's name and facility), then who you are:
"Chattanooga Ground, this is (your vehicle call-sign)."
 2. Wait for the controller to respond. It may take the controller a little while to call you back if they are very busy. When the controller calls back:
"(Your vehicle call sign), this is Chattanooga Ground", tell the controller who you are again, where you are, what you want to do, and how you want to do it:
"(Your vehicle call-sign) is on the North ramp, holding short at taxiway Bravo, I would like to proceed on runway 02-20." Then wait for the controller to answer you.
 3. The controller will either approve or deny your request, or issue special instructions:
"(Your vehicle call sign), proceed as requested." Acknowledge that you have heard the controller's instructions:
"(Your vehicle call sign), proceeding as requested."
If the controller gives you special instructions (such as hold short), repeat the instructions to the controller to show that you have heard and understood the order (this is mandatory, not optional):
"(Your vehicle call sign), Roger, hold short of runway 02-20". Before crossing any runway, be certain you have heard the words "cross runway 02-20" from the controller. If you cross a runway, always call clear of the runway after crossing the hold short line onto the taxiway:
"(Your vehicle call sign), clear of runway 02-20".
 4. Once you have acknowledged the controller, physically follow the instructions they just gave you.
 5. If you are ever unsure what the controller said, or you do not understand an instruction, STOP, ask the controller to repeat it.

A discussion of communication techniques is not complete without addressing the procedures for lost communications.

If you lose communications with the ATC, you have a few options. If you have a mobile phone, call Airport Operations (423.595.8107) or the Airport Communications Center (423.855.2204) to assist you. If you have no way to communicate, and are on a runway, exit via the shortest route and immediately turn towards the control tower and flash your headlights. You may receive a light gun signal, or more likely, a second vehicle will be called by the controller to escort you away.

If the Air Traffic Control Tower detects lost communications, they have two methods of contacting the vehicle: (1) raise and lower the runway and/or taxiway lighting to get the attention of the vehicle; or (2) use light gun signals to give instructions.

Color and Type of Signal

Movement of Vehicles

Steady Green

Cleared to cross, proceed or go.

Steady Red

STOP.

Flashing Red

Clear the taxiway/runway.

Flashing White

Return to starting point on airport.

Alternating Red and Green

Exercise extreme caution.

Vehicle operators are expected to exercise good judgment after experiencing two-way radio failure. Use common sense.

Appendix C

Common Radio Terminology

WHAT IS SAID

Acknowledge

Advise Intentions

Affirmative

Confirm

Correction

Expedite

Go Ahead

Hold

Hold short

How do you hear me?

Immediately

Negative

Over

Proceed

Read back

Roger

Say again

Stand by

Unable

Verify

Wilco

WHAT IS MEANT

-Let me know you have received and understood this message.

-Tell me what you plan to do.

-Yes

-My understanding...is that correct?

-I made a mistake. This is what I should have said.

-Prompt compliance is required.

-Proceed with your message.

-Stay where you are.

-Stop at the hold line at the intersection of the taxiway and the runway. DO NOT proceed on the runway.

-How well is the radio working?

-RIGHT NOW

-No, or permission not granted, or that is not correct.

-My radio transmission is ended and I expect a response.

-You are authorized to begin or continue moving.

-Repeat my message back to me.

-I have Received all of your last transmission.

-Repeat what you just said.

-Wait a moment, I will call back.

-I cannot do that.

-Request confirmation of information.

-I have received your message and will comply.