



W.K. KELLOGG AIRPORT GROUND VEHICLE OPERATIONS TRAINING MANUAL

Lawrence Bowron
Transportation Director



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AIRPORT DIAGRAM

Section 1. Airport Driving and Anyone Taxiing or Towing Aircraft Rules and Regulations

- 1.1 Authority for Implementation of Rules and Regulations.** The W.K. Kellogg Airport is owned and operated by the City of Battle Creek (City), a municipal corporation, organized under the statutory authority of the State of Michigan, and in accordance with Section 11.1 of the Charter of the City and governed by and through the Battle Creek City Commission (Commission). The Commission has granted the Transportation Director to establish local rules and regulations for the management and supervision of airport affairs.
- 1.2 Applicability.** This regulation applies to all users of, and persons on any portion of, the property owned or controlled by W.K. Kellogg Airport. No persons are exempt from airport operations training requirements for operating a vehicle on the movement and safety areas of an airport. Tenant organizations shall be responsible for the dissemination of, accessibility to, and compliance with these rules and regulations by their employees.

These Rules and Regulations may be amended, changed, or modified by W.K. Kellogg Airport Administration, as necessary.

- 1.3 Legal Requirements.** All vehicle operators shall comply with the State of Michigan Vehicle Code; the Uniform Traffic Code for cities, Townships and Villages; Chapter 410 of the City's Code of Ordinances; the [Airport Rules and Regulations](#) (click this link for reference); directives issued by the Transportation Director; and the orders of the Police Department.
- 1.4 Definitions.** The following terms are defined as indicated in this section for the purpose of this Ground Vehicle Operations Training Manual.
- 1.4.1 Accident**—a collision between one aircraft or vehicle and another aircraft, vehicle, person, or object that results in property damage, personal injury, or death.
 - 1.4.2 Air Operations Area (AOA)** – the air operations area includes paved or unpaved areas used or intended to be used for the unobstructed movement of aircraft, in addition to its associated runways, taxiways, or aprons. Commonly refers to anything within the secured and fenced-in area of the airport.
 - 1.4.3 Airport Traffic Control Tower (ATCT)**—operated by an appropriate authority to promote the safe, orderly, and expeditious flow of air traffic.
 - 1.4.4 Aircraft**—a device that is used or intended to be used for flight in the air.
 - 1.4.5 Airport**—W.K. Kellogg Airport, owned and operated by the City of Battle Creek, including all improvements and equipment existing or to be developed.
 - 1.4.6 Apron**—a defined area on an airport or heliport intended to accommodate aircraft for the purposes of parking, loading and unloading passengers or cargo, refueling, or maintenance.
 - 1.4.7 Common Traffic Advisory Frequency (CTAF)**—radio frequency designed for the purpose of carrying out airport advisory practices while operating to or from an airport without an operating ATCT or when the tower is closed. The CTAF may be a UNICOM, MULTICOM, FSS, or tower frequency and is identified in appropriate aeronautical publications. (See below for definitions of UNICOM, MULTICOM, and FSS.)

- 1.4.8 Emergency Vehicle** – vehicle of any agency providing law enforcement, fire protection, rescue, emergency medical or ambulatory transportation, or any vehicle conveying an airport official or an airport employee in response to an emergency call.
- 1.4.9 Fixed-Based Operator (FBO)**—a person, firm, or organization engaged in a business that provides a range of basic services to general aviation. Services may include the sale and dispensing of fuel, line services, aircraft parking and tie-down, pilot and passenger facilities, airframe and power plant maintenance, aircraft sales and rental, and pilot instruction.
- 1.4.10 Flight Service Station (FSS)**—air traffic facilities that provide pilot briefings, en route communications, and visual flight rules search and rescue services; assist lost aircraft and aircraft in emergency situations; relay air traffic control clearances; originate Notices to Airmen; broadcast aviation weather and National Airspace System information; receive and process instrument flight rules flight plans; and monitor NAVAIDs. In addition, at selected locations, FSSs provide En Route Flight Advisory Service (Flight Watch), take weather observations, issue airport advisories, and advise Customs and Immigration of trans-border flights.
- 1.4.11 Foreign Object Debris (FOD)**—debris that can cause damage to aircraft engines, tires, or fuselage from rocks, trash, or the actual debris found on runways, taxiways, and aprons.
- 1.4.12 General Aviation (GA)**—that portion of civil aviation that encompasses all facets of aviation except air carriers holding a certificate of public convenience and necessity.
- 1.4.13 Ground Vehicle**—all conveyances and aircraft not operated for the purpose of flight, vehicles used on the ground to reposition aircraft, transport persons, cargo, fuel, or equipment.
- 1.4.14 ILS Critical Area**—an area provided to protect the signals of the localizer and glideslope.
- 1.4.15 Jet Blast**—jet engine exhaust or propeller wash (thrust stream turbulence).
- 1.4.16 Law Enforcement Officer (LEO)**—any person vested with police power of arrest under Federal, state, county, or city authority and identifiable by uniform, badge, and other indication of authority.
- 1.4.17 Light Gun**—a hand-held, directional light-signaling device that emits a bright narrow beam of white, green, or red light, as selected by the tower controller. The color and type of light transmitted can be used to approve or disapprove anticipated pilot or vehicle actions where radio communication is not available. The light gun is used for controlling traffic operating in the vicinity of the airport and on the airport movement area.
- 1.4.18 Mobile Fueller**—a vehicle owned and/or operated by authorized agents to pump and dispense Jet A and 100 LL fuel at an airport. This may include fuel tankers, in-to-plane fueling pumpers, and hydrant carts.
- 1.4.19 Movement Area**—the runways, taxiways, and other areas of an airport that aircraft use for taxiing, takeoff, and landing, exclusive of loading aprons and aircraft parking areas.

- 1.4.20 Non-movement Areas**—the area, other than that described as the movement area, used for the loading, unloading, parking of aircraft. This may include the apron areas and on-airport fuel farms.
- 1.4.21 Operator**—any person who is in actual physical control of an aircraft or a motor vehicle.
- 1.4.22 Owner**—a person who holds the legal title of an aircraft or a motor vehicle.
- 1.4.23 Protected Area**—the protected area of a surface intended for landing or takeoff includes the area inside the runway hold position markings (e.g., hold line) on paved taxiways or bridges and the designated runway safety area.
- 1.4.24 Restricted Areas**—areas of the airport posted to prohibit or limit entry or access by the general public. All areas other than public areas.
- 1.4.25 Runway**—a defined rectangular area on a land airport prepared for the landing and takeoff run of aircraft along its length.
- 1.4.26 Runway Incursion**—any occurrence at an aerodrome involving the incorrect presence of an aircraft, vehicle or person on the protected area of a surface designated for the landing and take-off of aircraft.
- 1.4.27 Runway in Use or Active Runway**—any runway or runways currently being used for takeoff or landing. When multiple runways are used, they are all considered active runways.
- 1.4.28 Runway Safety Area**—a defined surface surrounding the runway prepared or suitable for reducing the risk of damage to airplanes (Typically 250 feet off the runway centerline and 1,000 feet off each end or as required) in the event of an excursion, overshoot, or undershoot from the runway. **Note: Guidance for RSA is located in AC 150/5300-13A, Airport Design.**
- 1.4.29 Surface Incident**- Unauthorized or unapproved movement within the designated movement area (excluding runway incursions) or an occurrence in that same area associated with the operation of an aircraft that affects or could affect the safety of flight.
- 1.4.30 Surface Movement Guidance and Control System (SMGCS)**—a system of guidance, control, and regulation of all aircraft, ground vehicles, and personnel of the airport during low-visibility operations. Guidance relates to facilities and information necessary for pilots and ground vehicle operators to find their way about the airport. Control or regulation means the measures necessary to prevent collisions and to ensure that traffic flows smoothly and efficiently.
- 1.4.31 Taxiways**—those parts of the movement and safety areas designated for the surface maneuvering of aircraft to and from the runways and aircraft parking areas.
- 1.4.32 Tie Down Area**—an area used for securing aircraft to the ground.
- 1.4.33 Transportation Director**-that person (or designated representative thereof), appointed by the City, responsible for the administration and day-to-day operation and management of the Airport, all City owned property, vehicles, equipment, material, financial assets, and employees at the airport, and all employees assigned to the airport.

- 1.4.34 Uncontrolled Airport**—an airport without an operating airport traffic control tower or when airport traffic control tower is not operating.
- 1.4.35 UNICOM**—a non-Federal communication facility that may provide airport information at certain airports. Locations and frequencies of UNICOMs are shown on aeronautical charts and publications.
- 1.4.36 Vehicle** – any device that is capable of moving itself, or being moved, from place to place upon wheels; but does not include any device designed to be moved by human muscular power or designed to move primarily through the air.
- 1.4.37 Vehicle or Pedestrian Deviation (V/PD)**—any entry or movement on the airport movement area or safety area by a vehicle operator or pedestrian that has not been authorized by air traffic control (includes surface incidents involving aircraft operated by non-pilots, such as anyone).
- 1.4.38 Vehicle Service Road**—a designated roadway for vehicles in a non-movement area.
- 1.4.39 Very High Frequency Omnidirectional Range (VOR)**—a ground-based electronic navigation aid transmitting very high frequency navigation signals, 360 degrees in azimuth, oriented from magnetic north. Used as the basis for navigation in the National Airspace System.
- 1.4.40 Wake Turbulence**—phenomenon resulting from the passage of an aircraft through the atmosphere. The term includes vortices, thrust stream turbulence, jet blast, jet wash, propeller wash, and rotor wash both on the ground and in the air.
- 1.5 Severability.** If any section, subsection, subdivision, paragraph, sentence, clause, or phrase of these Rules and Regulations or any part thereof is for any reason held to be unconstitutional, invalid, or ineffective by any court of competent jurisdiction or other competent agency, such decision will not affect the validity or effectiveness of the remaining portions of these Rules and Regulations.
- 1.6 Violation of Rules—Penalties and Suspension of Driving or Anyone Taxiing or Towing an Aircraft Privileges.** Any person, who does not comply with any of the provisions of these Rules and Regulations, or any lawful order issued pursuant thereto, will be subject to progressive penalties for repeat violations. These penalties may include being denied use of the Airport by W.K. Kellogg Airport Administration in addition to the penalties described pursuant to Federal, state, or local authorities.
- NOTE:** The FAA Office of Airports is responsible for investigations and enforcement, where applicable, for any potential violations of all vehicle/pedestrian deviations and runway incursions. However, the FAA Flight Standards District Office is responsible for investigating and enforcing any potential violations of a mechanic taxiing an aircraft.
- 1.6.1 Penalties for failure to comply with the Movement and safety areas Vehicular Traffic Regulations.** May consist of written warnings, suspension of movement and safety areas driving privileges, and/or revocation of movement and safety areas driving privileges. Receipt of two (2) written warnings by an operator of a vehicle in any twelve-month (12) period will automatically result in suspension of movement and safety areas driving privileges. Receipt of three (3) written warnings in any twelve-month (12) period will automatically result in revocation of movement and safety areas driving privileges.
- 1.6.2 Severe Violations.** Based on an evaluation of the circumstances or the severity of a

particular incident or incidents, the W.K. Kellogg Airport Administration reserves the exclusive right to assess any penalty it deems appropriate at any time to any individual authorized to operate a vehicle on the movement and safety areas without regard to prior operating history.

- 1.6.3 Suspension Length.** Suspension of movement and safety areas driving privileges must be no less than one (1) calendar days and no greater than seven (7) calendar days.
- 1.6.4 Copies of Warnings.** The W.K. Kellogg Airport Administration will provide a copy of all written warnings issued to an operator to the local manager of the company owning or in possession and control of the vehicle or vehicles involved in the violation(s).
- 1.6.5 Remedial Training.** The W.K. Kellogg Airport Administration may require any individual involved in a runway incursion or other vehicle incident to complete remedial airfield driver training.
- 1.7 Authorization.** The W.K. Kellogg Airport's Ground Vehicle Operations Training Program is broken down into multiple classes and levels of authorization based upon an individual's operational need, as determined by W.K. Kellogg Airport Administration, for access to the airfield. These classes and levels are:
- 1.7.1 Class I Authorization.** Individuals with Class I Authorization are permitted to operate equipment on specified non-movement areas only.
- 1.7.2 Class II Authorization.** Individuals with Class II Authorization are permitted to operate equipment on specified movement and safety areas, as well as specified non-movement areas. The Class II Authorization is broken down into three (3) levels of authorization based upon the individual's operational need, as determined by W.K. Kellogg Airport Administration, to access the movement and safety areas of the airfield. All individuals requiring unescorted access to the movement and safety areas must possess a Class II Authorization from W.K. Kellogg Airport Administration.
- a. **Restricted Level.** Individuals with the Restricted level of Class II Authorization privileges are permitted to operate on specified movement and safety areas of the airfield as determined by W.K. Kellogg Airport Administration on a case by case basis. Individuals must submit in writing, to W.K. Kellogg Airport Administration, their request to access the movement and safety areas and receive a positive response prior to entering the movement and safety areas. This level will typically be granted to those individuals who need infrequent access, usually for special events.
- Please submit requests, at least 72 hours prior to needing access, to BTLOperations@battlecreekmi.gov.
- b. **Limited Level.** Individuals with the Limited level of Class II Authorization privileges are permitted to operate on specified movement and safety areas of the airfield as determined by W.K. Kellogg Airport Administration. This level will be accompanied with the reason for the level being assigned, typically including tug and tow operations from one apron area to another or to taxi an airplane on movement areas for maintenance purposes without the intent of flight.

- c. **Unlimited Level.** Individuals with the Unlimited level of Class II Authorization privileges are permitted to operate equipment on all portions of the movement and safety areas, as well as all portions of the non-movement areas.

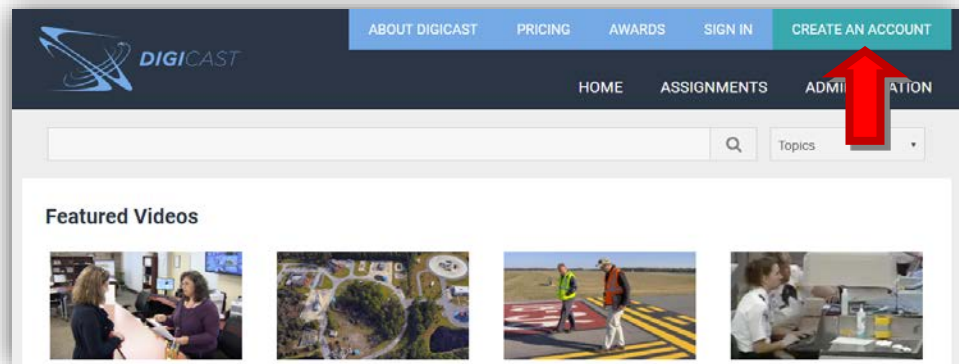
1.8 Regulations on the Movement and Safety Areas of an Airport for Drivers an Anyone Taxiing or Towing an Aircraft.

1.8.1 Vehicle Operator and Anyone Taxiing or Towing and Aircraft Requirements.

- a. All applicants must satisfactorily complete the applicable driver’s training class before receiving a movement and safety areas driver’s license or badge. Non-based personnel require escort from airport qualified movement/non-movement area personnel.
- b. All applicants are required to pass the written test with a grade of at least one-hundred percent (100%). Applicants who do not pass the written test may retake the test after additional study.

W.K. Kellogg Airport utilizes on-line training through the American Association of Airport Executives Digicast service for the driver’s training class/written testing. Visit the following website and click “Create an Account” to setup an account:

<https://www.antndigicast.com/>



When completing the registration information, for the "Airport/Org ID" field enter **BTL**. Make the appropriate selection that most closely represents your line of work for the "Home Department" field. Lastly, for the "Company Name" field please enter your company name.

Once you fill in the registration information and click "Register" you will receive an email to activate your account, which you will need to do to complete the registration process. NOTE: The email to activate your account may end up in your Junk or Spam email folder.

Once the required/assigned training has been completed please send an email to BTLOperations@battlecreekmi.gov to make an appointment to complete the AOA Security Badge Application.

Applicants for movement area driving, taxiing, or towing an aircraft privileges are required to successfully complete a practical movement and safety areas driving test by a designated representative of W.K. Kellogg Airport Administration.

Please send an email to BTLOperations@battlecreekmi.gov, to schedule an appointment.

- c. No vehicle can be operated or anyone taxi or tow an aircraft without the intent of flight on the movement and safety areas unless—
 - (1) The driver is authorized to operate the class of vehicle by an appropriate state-licensing agency and/or by the driver’s employer through a company training/certification program.
 - (2) The driver properly displays an approved, airport-issued ID card with the appropriate Authorized Driver designation (*if applicable*).
- d. For taxiing or towing an aircraft, the owner/operator/employer needs to ensure the person is trained by the owner or aircraft operator to start, run, taxi, or tow that particular type of aircraft. When towing an aircraft with a “Towbarless tractor,” to guard against if the tow bar breaks, there should be a trained person in the cockpit that can stop the aircraft.
- e. Vehicles shall not be operated at a speed greater than is reasonable and prudent under prevailing conditions and/or in a manner that endangers person or property.
- f. Vehicles shall not be operated at such a slow speed as to impede or block traffic, except as necessary for safety or in compliance with Legal Requirements (Section 1.3).
- g. Vehicles, except Emergency Vehicles or equipment responding to an emergency, shall not be operated in excess of the posted speed limits or in excess of any speed stipulated in these rules and regulations. In areas where signs, markers, or devices are not used or posted, the speed limit shall be:
 - (1) Airside (on the AOA): 20 miles per hour
 - (2) Landside (off the AOA): 30 miles per hour
 - (3) Within 50 feet of an aircraft: 10 miles per hour
- h. Vehicle operators shall not, after receiving a visual or audible signal from a City employee or Law Enforcement Officer fail to stop the vehicle being operated, operate the vehicle in disregard of the signal, or interfere with or endanger person or property.
- i. No vehicle may pass another ground vehicle in a designated vehicle roadway.
- j. No vehicles should pass between an aircraft and passenger terminal or passenger lane when the aircraft is parked at a gate position except those

vehicles servicing the aircraft. All other vehicles must drive to the rear of the aircraft and must pass no closer than fifty (50) feet.

- k. On non-movement areas vehicle operators shall yield the right of way to aircraft, emergency vehicles or equipment, and pedestrians at all times. On movement areas vehicle operators shall yield the right of way to aircraft, emergency vehicles or equipment, and pedestrians at all times, unless directed otherwise by ATC.
- l. No vehicle operator may enter the movement and safety areas (includes controlled and non- controlled movement areas) unless authorized by W.K. Kellogg Airport Administration or the vehicle is properly escorted.
- m. No person taxiing or towing an aircraft can enter the movement area—
 - (1) Without first obtaining the permission of the W.K. Kellogg Airport Transportation Director, the Aircraft operator, and clearance from the ATCT to enter the movement area for taxiing or towing;
 - (2) Unless equipped with an operable two-way radio in communication with the ATCT; or
 - (3) Unless escorted by a W.K. Kellogg Airport Administration approved vehicle and as long as the vehicle remains under the control of the escort vehicle.
- n. No person may operate any motor vehicle that is in such physical or mechanical condition as to endanger persons or property or that the W.K. Kellogg Airport Administration considers an endangerment.
- o. No person may—
 - (1) Operate any vehicle that is overloaded or carrying more passengers than for which the vehicle was designed.
 - (2) Ride on the running board, stand up in the body of a moving vehicle, or ride on the outside of a vehicle.
 - (3) Ride with arms or legs protruding from the body of a vehicle with the exception of Emergency Vehicles that are designed specifically for such operations.
- p. A vehicle guide person is required whenever the vision of the vehicle operator is restricted.
- q. Fuel trucks may not be parked within 10 feet from other vehicles. NOTE: See the W.K. Kellogg Airport Rules and Regulations for requirements pertaining to the Storage and Maintenance of Refueling Vehicles.
- r. Container carriers and tugs may tow no more carts, pods, or containers than are practical, under control, tracking properly, and safe.
- s. When not serving aircraft or undertaking their intended functions, apron vehicles and equipment may be parked only in approved areas.
- t. Vehicle operators should not operate or park vehicles under any passenger loading bridge.

- u. No person may park a vehicle in an aircraft parking area, safety area, grass area, or in a manner that obstructs or interferes with operations in the aircraft movement area or apron area.
- v. No person may park, or leave unattended, vehicles or other equipment that interfere with the use of a facility by others or prevent movement or passage of aircraft, emergency vehicles, or other motor vehicles or equipment.
- w. No person may park a vehicle or equipment within fifteen (15) feet of a fire hydrant or in a manner that prohibits a vehicle from accessing the fire hydrant or within a fire lane within three (3) feet of either side of a security fence; and in violation with applicable signage and postings.
- x. No person may operate a vehicle, aircraft or other equipment within the movement and safety areas under the influence of alcohol or any drug that impairs, or may impair, the operator's abilities.
- y. Each vehicle operator using an airport perimeter (security) gate must ensure the gate closes behind the vehicle prior to leaving the vicinity of the gate. The vehicle operator must also ensure no unauthorized vehicles or persons gain access to the movement and safety areas while the gate is open.
- z. Vehicle operators must not operate vehicles in a reckless or careless manner. A reckless or careless manner is one that intentionally or through negligence threatens the life or safety of any person or threatens damage or destruction to property.
- aa. Vehicles may not enter the movement area or cross runways unless the operator of the vehicle has received required training and authorization from the W.K. Kellogg Airport Transportation Director to operate on the movement area. Whenever possible, all vehicles should utilize the airport perimeter and service roads to transition between areas on the airport.
- bb. Each vehicle operator is responsible for the activities of each vehicle passenger on the movement and safety areas of the airport.

1.8.2 Vehicle Regulations.

- a. No vehicle may be operated on the movement and safety areas unless it has proper registration in the State of Michigan or is a qualified off-road vehicle that is not normally operated on public streets but has received the approval of W.K. Kellogg Airport Administration.
- b. All vehicles operated on the airside must have vehicle liability insurance, as required by the W.K. Kellogg Airport Administration, and the City of Battle Creek.
- c. W.K. Kellogg Airport Administration must approve tenant vehicles operated on the movement areas and non-movement areas. These vehicles may display a W.K. Kellogg Airport Authorized Vehicle permit (to be hung on the rear view mirror) or an airport-approved company logo that is at least twelve (12) inches in height on the driver and passenger sides of the vehicle.
- d. Carts or pieces of equipment being towed or carried after darkness must have amber/yellow side reflectors and red rear reflectors or rear lights.
- e. No vehicle may be permitted on the movement and safety areas unless—

- (1) It is properly marked, as outlined in FAA Advisory Circular 150/5210-5, *Painting, Marking, and Lighting of Vehicles Used on an Airport*.
 - (2) It is in sound mechanical condition with unobstructed forward and side vision from the driver's seat.
 - (3) It has the appropriately rated and inspected fire extinguishers (fuel trucks or other vehicles).
 - (4) It has operable headlamps and brake lights.
- f. Vehicles operating on the movement area must be equipped with operating rotating beacon or equivalent per AC 150/5210-5 as required.
- g. All aircraft refueling vehicles and any other vehicles 8-feet or more in width must be equipped with clearance lights, a flashing amber beacon and flashing front, and tail lights that are activated at all times when operating on the movement and safety areas.

1.8.3 Aircraft Regulations.

- a. Aircraft shall not be taxied until the Aircraft Operator has determined (by visually inspecting the area) there shall be no danger of collision with any person or property.
- b. Aircraft shall not be taxied into, out of, or within any structure.
- c. Aircraft being taxied shall have a person at the controls of the aircraft who shall monitor the radio transmitting frequency in use by ATCT if the aircraft is equipped with a radio and the radio is functional.
- d. Taxiing aircraft shall yield the right of way to emergency vehicles or aircraft unless otherwise directed by ATCT or by written notice of W.K. Kellogg Airport Administration or Notice to Airmen (NOTAM).
- e. Aircraft shall not be taxied at a speed greater than is reasonable and prudent under conditions that exist with regard for actual or potential hazards and other aircraft so as not to endanger persons or property.
- f. Aircraft shall only be taxied or towed in areas normally used for operation of aircraft unless prior written approval has been provided by W.K. Kellogg Airport Administration.

1.8.4 Accidents. Operators of vehicles or aircraft being taxied or towed without the intent of flight, involved in an accident on the airport that results in injury to a person or damage to an aircraft, airport property, or a vehicle must—

- (1) Immediately stop and remain at the scene of the accident. If an emergency situation exists – call 911.
- (2) Render reasonable assistance, if capable, to any person injured in the accident.
- (3) Report the accident immediately to W.K. Kellogg Airport Administration before leaving the scene, if possible.

Calls can be placed to the Airport Operations Manager at 269-966-3528 or 269-579-0402.

- (4) Provide and surrender the following to any responding W.K. Kellogg Airport, police department, fire department, and/or investigative personnel: name and address, airport identification card, state driver's license, and any information such personnel need to complete a motor vehicle accident report.
 - a. No person shall tamper with an accident scene or fail to comply with any directive issued by W.K. Kellogg Airport, police department, fire department, or any other agency having jurisdiction over the accident scene.
 - b. Unauthorized entry to the AOA to gain access to an accident scene is prohibited.
 - c. Aircraft involved in an aircraft accident or aircraft incident may not be removed from the scene of the aircraft accident until authorized by W.K. Kellogg Airport Administration who shall receive authorization from the FAA, NTSB, or other agencies having jurisdiction, as applicable. Once authorization to remove the aircraft has been issued, the aircraft owner or aircraft operator shall be responsible for the safe and prompt removal of the aircraft (and any parts) to a designated area.

Section 2. Operating on the Non-Movement Areas

- 2.1 Non-movement areas include aprons and other areas not under control of the ATCT. Clearance from the ATCT to access and move within this area is not required. These areas include—
 - a. Taxiways: A1, A2, A3, A4, taxilane F

NOTE: Only taxiing civilian aircraft, as well as airport owned and ANG authorized vehicles are permitted to operate on taxilane F.
 - b. Aprons: Center General Aviation Apron, East General Aviation Apron, Southwest General Aviation Apron, Corporate One Apron, Corporate Two Apron, South T-Hangar Apron, East T-Hangar Apron, Air National Guard (ANG) Apron(s)

NOTE: The Air National Guard Apron(s) are closed to all aircraft operations. Only airport owned and ANG authorized vehicles are permitted to operate on the ANG aprons.
 - c. Perimeter Roads

NOTE: The airside perimeter road shall be used only by W.K. Kellogg Airport designated vehicles including airport owned vehicles, refueling vehicles, and other vehicles approved previously in writing by W.K. Kellogg Airport Administration to be on the movement area.

NOTE: See Appendix B for a map depicting the Non-Movement Areas.
- 2.2 **Driving.** Operating within the apron areas requires the vehicle driver to exercise extreme caution as aircraft are always moving, aircraft passengers may be walking from an aircraft to the building, and noise levels are high.
 - 2.2.1 Vehicle drivers—
 - a. Never drive between safety cones or across delineated passenger walkways.
 - b. Watch cockpit blind spots—pilots typically cannot see behind or below the aircraft.

- c. Avoid jet blast or prop wash, which can blow debris or overturn vehicles.
 - d. Be aware and avoid moving propellers that can cause damage, injury, or death.
 - e. Be aware of other vehicle movements—you may not hear them approaching due to aircraft engine noise.
 - f. Yield to aircraft, passengers, and emergency vehicles, which ALWAYS have the right-of-way on the non-movement areas of the airport.
 - g. Pay particular attention when aircraft beacons are illuminated, as they may be moving or preparing to move. Obey the directions of flaggers (if available).
- 2.2.2** When traveling on the apron, always use designated vehicle service roads. This policy helps to establish a predictable order to vehicle movements in congested areas and helps to ensure their visibility to aircraft and other vehicles.
- 2.2.3** Parked aircraft may still have their engines running, so be aware of the hazards of jet blast or prop wash, which may overturn vehicles. Before an aircraft engine is started, pilots are supposed to turn on the anti-collision beacon(s) which may be flashing red or white. However, don't assume that if the beacon(s) aren't flashing that the engine(s) isn't (aren't) running. In some instances, propellers and engine spinners are marked to indicate when the engine is operating. A pilot's ability to maneuver quickly on the ground is limited. Propellers and jet engines can cause significant damage and injury to personnel. In addition, cockpit visibility prohibits the pilot from seeing under the nose or behind the aircraft and limits the pilot's ability to avoid ground vehicles.
- 2.2.4** **Nighttime and Poor Weather Driving Conditions.** Poor weather (snow, fog, rain, etc.) conditions can and will obscure visual cues, roadway markings, and airport signs. Vehicle operators will remain vigilant of their surroundings and operating boundaries. Watch out for snow removal equipment and aircraft operating in the vicinity under low-visibility conditions. There are additional risks present under these conditions. Consult AC 150/5200-30C, *Airport Winter Safety and Operations* and the airports *Snow and Ice Control Plan*.

Section 3. Driving, Taxiing or Towing Aircraft on the Movement Areas

- 3.1** Drivers, anyone taxiing, or towing an aircraft who are authorized to operate on the movement area require more training and vigilance since there are dangers associated with this area that are not present on non-movement areas. In addition to the principals for driving on the non-movement area, drivers and anyone that has access to the movement area must be cognizant of the meanings of airfield signs, markings, and lighting configurations. Additionally, they must be able to communicate with air traffic control (ATC) and be able to follow ATC directions.

NOTE: See Appendix C for a map depicting the Movement and Safety Areas.

- 3.2** **ATCT Control all Movement Areas.** As defined: the runways, taxiways, and other areas of the airport that are used for taxiing, hover taxiing, air taxiing, and takeoff and landing of aircraft, exclusive of loading aprons and aircraft parking areas. Movement areas are considered "positive control," meaning that all vehicle operators and anyone taxiing or towing an aircraft will need permission from the ATCT before entering the area.
- 3.3** **Authorized Vehicles and Anyone Taxiing or Towing an Aircraft.** Only vehicles, taxiing, or towing an aircraft, that are needed for airport operations may enter a movement area with

radio contact through ATCT. Therefore, fuel trucks, tenant maintenance vehicles, and other non-essential vehicles will not be permitted to enter the movement areas without approval from Airport Administration or being escorted. Exceptions may include W.K. Kellogg Airport authorized (radio equipped) vehicles with appropriately trained personnel. Airport Operations/Maintenance must coordinate all other vehicle operations within the movement areas.

3.4 Taxiways.

3.4.1 Designations. Aircraft use taxiways to move to and from the aprons and the runways. Taxiways are designated by letters or by a letter/number combination such as A, B, J1, or J2. See Appendix D for a diagram of the airport with the taxiway and runway designations.

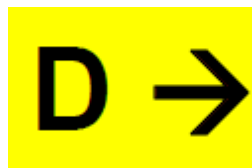
3.4.2 Lighting. Taxiways are lighted with **blue** edge lighting and/or reflectors.



Taxiway Edge Light

3.4.3 Signs. The signs used on taxiways are direction, destination, location, and taxiway ending marker signs.

3.4.3.1 *Direction and Designation Signs* have black lettering and a directional arrow or arrows on a yellow background. The arrow indicates the direction to that taxiway, runway, or destination.



Taxiway Direction Sign

3.4.3.2 *Location Signs* have **yellow lettering on a black background**. The location sign below indicates that the operator of the vehicle/equipment is located on the named taxiway or runway. Black square, you are here.



Taxiway Location Sign

- 3.4.3.3** ***Runway Safety Area/Object Free Zone (RSA/OFZ) and Runway Approach Area Boundary Signs***, when required, identify the boundary of the runway safety area/OFZ or the runway approach area to the pilot and vehicle operator. The driver can use these signs to identify when the vehicle is clear of the runway environment. It has a **black inscription** that depicts the hold line marking on a **yellow background**.



Runway Safety Area/OFZ and Runway Approach Boundary Symbol

- 3.4.3.4** ***Precision Obstacle Free Zone (POFZ)***. This area protects the approach end of a runway during periods of low ceilings (≤ 250 feet) and/or visibilities ($\leq 3/4$ mile or ≤ 4000 feet Runway Visual Range). At W.K. Kellogg Airport this is an area to be avoided during ILS operations on Runway 23R. The dimensions of the POFZ are 400 feet either side of the runway centerline and extending 200 feet beyond the end of the runway threshold. Drivers should not enter this area when the ILS approach to Runway 23R is in use without coordination with the Tower or advising your intentions on the Common Traffic Advisory Frequency (CTAF).



Precision Obstacle Free Zone for Runway 23R

3.4.4 Markings. Pavement markings on taxiways are always yellow. The taxiway centerline is painted on all taxiways. On the edges of some taxiways, there is a solid, double yellow line or double-dashed line. If pavements are usable on both sides of the line, the lines will be dashed; if not, the lines will be solid.

3.4.4.1 *Enhanced Taxiway Centerline Markings* provide supplemental visual cues to alert pilots of an upcoming runway holding position marking (Pattern A) for minimizing the potential for runway incursions. To reinforce situational awareness before entering a runway, this safety enhancement is only used on those taxiways that directly enter a runway.

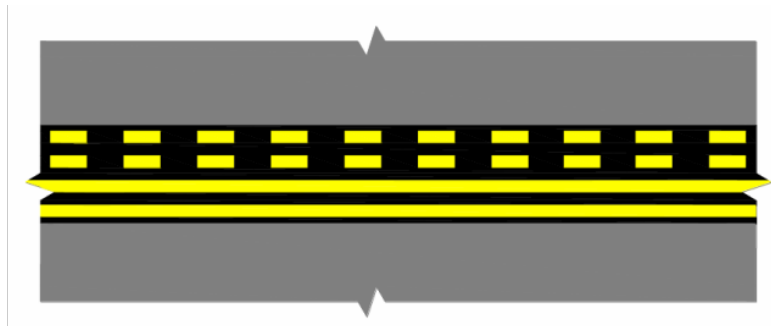


Enhanced Taxiway Centerline Markings

3.4.4.2 *Runway Holding Position Markings* are located across each taxiway that leads directly onto a runway. These markings are

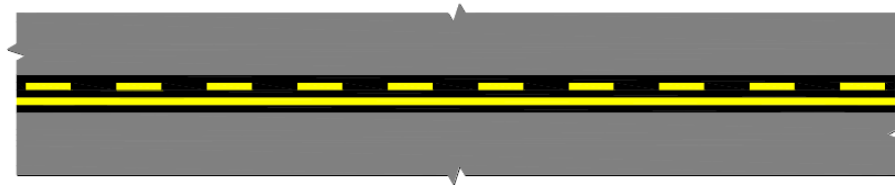
made up of **two solid lines and two broken yellow lines** and denote runway holding position markings. These markings are always co-located with a Runway Holding Position Sign. A vehicle operator must not cross from the solid-line side of the marking without first obtaining clearance.

DO NOT PROCEED BEYOND THESE MARKINGS UNTIL CLEARANCE IS GIVEN BY THE ATCT TO ENTER ONTO THE RUNWAY. IF YOU ARE UNSURE OR CONFUSED BY A CLEARANCE – ASK FOR CLARIFICATION FROM AIR TRAFFIC CONTROL BEFORE PROCEEDING.



Runway Holding Position Marking

3.4.4.3 *Non-Movement Area Boundary Markings* consist of two yellow lines (one solid and one dashed). The solid line is located on the non-movement area side, while the dashed yellow line is located on the movement area side. A vehicle operator is not to cross from the solid-line side without first contacting the ATCT and obtaining a clearance to operate on the movement area.



Non-Movement Area Boundary Marking

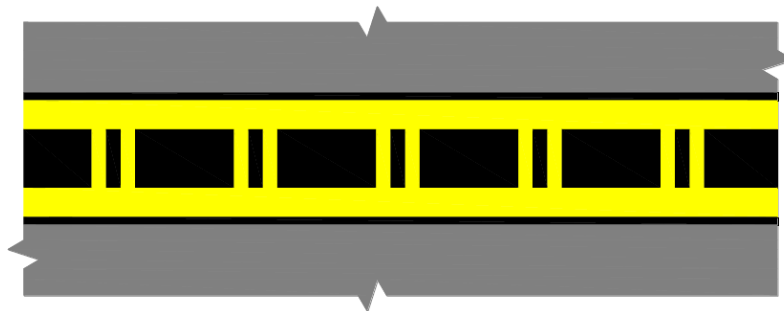
3.4.4.4 *Elevated Runway Guard Lights*. These lights, also referred to as “wig-wags”, are used at some intersections of taxiways and runways to raise awareness of pilots and vehicle operators that they are approaching a runway hold-short. At W.K. Kellogg Airport these lights are installed at the intersections of Alpha at Runway 5R/23L, Juliet at Runway 13/31, and Lima at Runways 13/31 and 5R/23L.



Elevated Runway Guard Light (RGL)

3.4.4.5 Instrument Landing System (ILS) Critical Area Holding Position Markings are comprised of **two parallel yellow lines** with lines running perpendicular between the two parallel yellow lines. These markings identify the location on a taxiway where an aircraft or vehicle is to stop when it does not have ATCT clearance to enter ILS critical areas. The ILS critical area must remain clear, especially in inclement weather. If a vehicle proceeds past this ILS marking, it might cause a false signal to be transmitted to the landing aircraft.

This marking is collocated with the ILS Holding Position Sign (described below). At W.K. Kellogg Airport the ILS Critical Area markings are located on Taxiway Alpha (between A1 and A2) and on Taxiway A1 to protect the Runway 23R ILS.



ILS Hold Position Marking

3.5 Runways.

3.5.1 Designations. Runways are areas where aircraft land and take off. Runways are always designated by a number such as 5 or 23. The number indicates the compass heading of the runway. An aircraft taking off on runway 23 is headed 230 degrees. In the event of parallel runways, a letter designation is added to indicate either the right or left runway; e.g., **5L-23R, 5R-23L**. See Appendix D for a diagram of the airport with the taxiway and runway designations.

3.5.2 Lighting. Runways are lighted with a variety of colored lights.

3.5.2.1 Runway Edge Lights are **white**. **If the runway has an instrument approach**, the last 2,000 feet of the runway will be yellow in color.

At W.K. Kellogg Airport the last 2,000 feet of the runway will be yellow/amber in color Runways 5L/23R, 13/31, and 5R/23L.



Runway Edge Lights

3.5.2.2 *Runway End/Threshold Lights* are split lenses that are **red/green**. The red lens faces inward, while the green lens faces outward. Vehicle drivers should always see the red lens when operating on the runway surface.



Runway End/Threshold Light

3.5.3 **Signs.**

3.5.3.1 *Mandatory Holding Position Signs for Runways* have **white numbering/lettering with a black outline on a red background with a white border**. These are located at each entrance to a runway and at the edge of the runway safety area/obstacle-free zone and are co-located with runway holding position markings. These signs may have a single runway designation listed at the intersection of a taxiway and the approach end of a runway, or they have two runway designations listed at other taxiway intersections.

DO NOT PROCEED BEYOND THESE SIGNS UNTIL CLEARANCE IS GIVEN BY THE ATCT TO ENTER ONTO THE RUNWAY. IF YOU ARE UNSURE OR CONFUSED BY A CLEARANCE – ASK FOR CLARIFICATION FROM AIR TRAFFIC CONTROL BEFORE PROCEEDING.



Holding Position Sign

3.5.3.2 *Instrument Landing System (ILS) Holding Position Signs* have white letters with a black outline on a red background with a white border. These signs tell pilots and vehicle operators where to stop to avoid interrupting a type of navigational signal used by landing aircraft. This is a critical area, and a vehicle/equipment operator must remain clear of it. If a vehicle proceeds past this microwave landing system/ILS marking, it may cause a false signal to be transmitted to the landing aircraft.

This sign is collocated with the ILS Holding Position Marking (described above). At W.K. Kellogg Airport the ILS Critical Area signs are located on Taxiway Alpha (between A1 and A2) and on Taxiway A1 to protect the Runway 23R ILS.



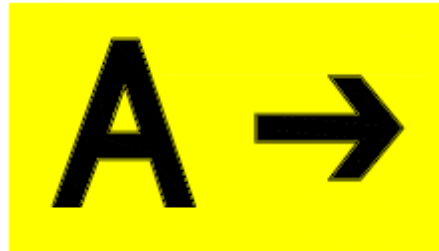
ILD Hold Sign

3.5.3.3 *Runway Distance Remaining Signs* provide distance remaining information to pilots during takeoff and landing operations. They have white numbering on a black background. The number on the sign provides the remaining runway length in 1,000-foot increments. At W.K. Kellogg Airport these signs are only located on Runway 5L/23R, but on both sides.



Runway Distance Remaining Sign

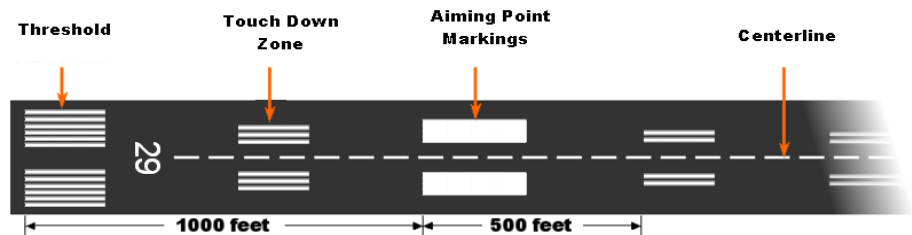
3.5.3.4 *Runway Exit Sign* is a destination sign located prior to the runway/taxiway intersection on the side and in the direction of the runway where the aircraft is expected to exit. This sign has **black lettering** and a **directional arrow** on a **yellow background**.



Direction/Runway Exit Sign

3.5.4 Markings.

3.5.4.1 *Pavement markings on a runway are white.* Runway Threshold Markings and Runway Threshold Bars, Runway Aiming Point Markings, Runway Designation Markings, Runway Touchdown Zone Markings, Runway Centerline Markings, Runway Side Stripes, and Displaced Threshold Markings are white. The only non-white lines on a runway are yellow lead-in/-off lines that extend from the runway centerline and hold lines for a specific operation known as land and hold short.



Runway Pavement Marking Diagram

Section 4. Communications

4.1 Any vehicle driving and anyone taxiing, or towing an aircraft on the movement areas must have contact with the ATCT or be capable of monitoring and transmitting on the CTAF. Vehicle operators, anyone taxiing, or towing an aircraft must always monitor the appropriate radio

frequency when in the movement and safety areas on controlled airports. Permission must be requested and clearance given by the ATCT prior to driving, taxiing, or towing an aircraft on a movement or safety area. A vehicle that is equipped with a radio and a driver who is movement area qualified may escort vehicles or anyone towing an aircraft without radios; these vehicles must stay under the control of the escort at all times. When a movement area is closed for construction, vehicles may traverse that area without ATCT contact but must be escorted if their travels require them to cross an active movement area or the protected area of the RSA.

- 4.2** The ATCT controller may use separate or common radio frequency to control all ground traffic, vehicle, and aircraft in the movement and safety areas. These frequencies are only to be used to get clearance onto and off the movement and safety areas. When the ATCT is closed, it is expected that CTAF will be used to announce an operator's intentions when operating within the movement and safety areas.

| <u>Name</u> | <u>Frequency</u> |
|---------------|------------------|
| <i>Tower</i> | 128.625 MHz |
| <i>Ground</i> | 121.7 MHz |
| <i>CTAF</i> | 126.825 MHz |

ATCT Hours of Operation are normally 0600L – 2200L, seven days per week.

Special Note on "ATC Zero". In rare circumstances ATC may temporarily close during the above listed hours of operation. These closures may occur abruptly without much, or any notice, for many reasons (i.e. fire in the Control Tower, air traffic controller personnel medical emergency, severe weather, etc.). Temporary closures during normal hours of operation are referred to as "ATC Zero".

During times of ATC Zero, CTAF is used by pilots and ground vehicle operators. While not prohibited, ground vehicle operators are strongly discouraged from operating on the movement and safety areas as to not add confusion to aircraft operators. Ground vehicle operations should be limited to only those which are essential to the safe operations of the airport (i.e. ARFF, critical activities by Airport Administration).

- 4.3 Phraseology.** Vehicle operators and anyone taxiing or towing an aircraft must contact the ATCT ground controller each and every time they proceed onto or leave the movement area. When proceeding onto a movement area, vehicle operators and anyone taxiing or towing an aircraft must tell the controller three things: **WHO you are, WHERE you are, and WHAT your intentions are.** Vehicle operators must always acknowledge all communications with ATC phraseology i.e. read back the clearance with their vehicle, tug or aircraft identification so ground control and other persons know that the message was received. **Vehicle operators must always give aircraft and ground control transmissions priority unless an emergency exists.** Very high frequency (VHF) frequencies are for the primary use of aircraft and ATCT personnel. Some typical transmissions are as follows:

- Vehicle: Battle Creek Ground; Truck 25 is on the ramp at Duncan Aviation. Request permission on all taxiways for a pavement inspection."
- Vehicle: Battle Creek Ground; Truck 25 at Taxiway Alpha. Requesting clearance to drive runway 23 right for a light inspection."
- Anyone taxiing an aircraft: Battle Creek Ground; this is [state aircraft identification number], on the East Ramp, requesting to taxi to Charlie Run-up, with maintenance van following.

Ground Vehicle Operations Training Manual

- Tug: Battle Creek Ground; this is Duncan Tug with an aircraft in tow, on the ramp at Duncan Aviation, requesting to drive to Corporate Two.

Reply transmissions from ATCT may be brief, such as—

- ATCT: “Truck 25, Battle Creek Ground, proceed on all taxiways; hold short of all runways.”
- ATCT: “Truck 25, Battle Creek Ground, proceed on runway 23 right.”
- ATCT: “[aircraft identification], Battle Creek Ground proceed to Charlie Run-up via Taxiway Charlie; hold short of Runway 31.”
- ATCT: “Duncan Tug, Battle Creek Ground, proceed to Hangar via Charlie, Bravo.”

Always read back ATCT instructions:

- Vehicle: “Truck 25, proceed on all taxiways; hold short of all runways.”
- Vehicle: “Truck 25 proceeding on runway 23 right.”

ATCT Communication with anyone taxiing or towing an Aircraft.

- ATCT: “Sunrise 21, N1234, or tug XXX, taxi/tow to Corporate Two, via taxiway Bravo and Charlie. (If the clearance includes to hold short of a runway, hold short of that specific runway).”
- Aircraft/Tug: “Sunrise 21, N1234, or tug XXX, taxi/tow to Corporate Two, via taxiway Bravo and Charlie.” (If the clearance includes to hold short of a runway, repeat the runway to hold short of).

NOTE: If you are unsure what the controller has said, or if you don’t understand an instruction, you can ask the controller to repeat it. Good communications only occur when each party knows and understands what the other is saying.

4.4 Common Use Phrases. (Reference Pilot Controller Glossary Aeronautical Information Manual)

| What Is Said: | What It Means: |
|-------------------|---|
| Acknowledge | Let me know you have received and understand this message. |
| Advise Intentions | Let me know what you plan to do and do not do it until ATCT provides authorization. |
| Affirmative | Yes. |
| Correction | An error has been made in the transmission, and the correct version follows. |
| Go Ahead | Proceed with your message only. |

| | |
|------------------------------|--|
| Hold/Hold Short | Phrase used during ground operations to keep a vehicle or aircraft within a specified area or at a specified point while awaiting further clearance from air traffic control. |
| How do you hear me? | Question relating to the quality of the transmission or to determine how well the transmission is being received. |
| Immediately or without delay | Phrase used by ATCT when such action compliance is required to avoid an imminent situation. |
| Negative | "No" or "permission not granted" or "that is not correct." |
| Out | The radio conversation is ended, and no response is expected. |
| Over | My radio transmission is ended, and I expect a response |
| Read Back | Repeat my message to me. |
| Roger | I have received all of your last transmission. |
| Stand By | Means the controller or pilot must pause for a few seconds, usually to attend to other duties of a higher priority. Also means to wait as in "stand by for clearance." The caller can reestablish contact if a delay is lengthy. |
| Unable | Indicates inability to comply with a specific instruction, request, or clearance. |
| Verify | Request confirmation of information. |
| Wilco | I have received your message, understand it, and will comply with it. |

4.5 Phonetic Aviation Alphabet. Because some letters have similar sounds, like B and P, the international aviation industry uses the following words to reduce confusion. For example; Taxiway B would be referred to as Taxiway Bravo on the radio.

| Phonetic Alphabet | |
|--------------------------|---------------------|
| A - alpha | N - november |
| B - bravo | O - oscar |
| C - charlie | P - papa |
| D - delta | Q - quebec |
| E - echo | R - romeo |
| F - foxtrot | S - sierra |
| G - golf | T - tango |
| H - hotel | U - uniform |
| I - india | V - victor |
| J - juliet | W - whiskey |
| K - kilo | X - x-ray |
| L - lima | Y - yankee |
| M - mike | Z - zulu |

4.6 ATCT Light Gun Signals. Air traffic controllers have a backup system for communicating with aircraft or ground vehicles if their radios stop working. The controller has a light gun in the tower that can send out different colored lights to tell the pilot or driver what to do.

If a vehicle operator or anyone taxiing an aircraft experiences a radio failure on a runway or taxiway, the operator can vacate the runway as quickly and safely as possible and contact the ATCT by other means, such as a cellular telephone, and advise the ATCT of the situation. If this is not practical, then the driver, or anyone taxiing an aircraft after vacating the runway, can turn the vehicle or aircraft toward the tower and start flashing the vehicle or aircraft (landing lights) headlights and wait for the controller to signal with the light gun.

ATC Light Signals, and their meaning, are as follows:

Light Signal Meanings

| Color and type of signal | Aircraft on the ground | Aircraft in flight | Movement of vehicles, equipment and personnel |
|---------------------------------|--|--|--|
| Steady green | Cleared for takeoff | Cleared to land | Cleared to cross; proceed; go |
| Flashing green | Cleared to taxi | Return for landing (to be followed by steady green at the proper time) | Not applicable |
| Steady red | Stop | Give way to other aircraft and continue circling | Stop |
| Flashing red | Taxi clear of landing area or runway in use | Airport unsafe- Do not land | Clear the taxiway/runway |
| Flashing white | Return to starting point on airport | Not applicable | Return to starting point on airport |
| Alternating red and green | General Warning Signal- Exercise Extreme Caution | General Warning Signal- Exercise Extreme Caution | General Warning Signal- Exercise Extreme Caution |

4.7 Safety. The FAA defines runway incursion as any occurrence at an aerodrome involving the incorrect presence of an aircraft, vehicle or person on the protected area of a surface designated for the landing and take-off of aircraft.

4.7.1 Runway Incursions. Runway incursions are primarily caused by error in one or more of the following areas:

- Pilot/Anyone taxiing or towing an aircraft/ground and vehicle/controller communication failure
- Airport unfamiliarity
- Loss of situational awareness and not using a current airport diagram

An example of an incursion is a vehicle at an airport with an operating ATCT straying onto a runway in front of an aircraft causing the pilot to take an action to avoid a collision.

4.7.2 Right-of-Way. When driving on the airfield, vehicle operators and anyone taxiing or towing an aircraft need to always be aware of their location and the meaning of all pavement markings, lights, and signs. When on the aprons and taxiways, stay away and steer clear of aircraft.**4.7.3 Foreign Object Debris (FOD).** It is the responsibility of every individual to reduce the risk of FOD by picking up debris when it is in an area they are approved to operate in. If FOD is observed outside an area they are approved to operate in, the individual should report the FOD to W.K. Kellogg Airport Administration.

NOTE: Any individual involved in a runway incursion can receive remedial airfield drivers, taxiing or towing an aircraft training given by the W.K. Kellogg Airport Administration or their designated representative. Remedial drivers training is not in lieu of the airport operators established consequences of non-compliance with the airport operator's drivers training program, remedial drivers training is in addition to the airport operator's implementation of a progressive penalty program. Remedial drivers training is not considered acceptable consequences of noncompliance.

Section 5. Approval Process.

5.1 Non-Movement Area Approval Process.

Step 1 – Review the W.K. Kellogg Airport Ground Vehicle Operations Training Manual.

Step 2 – Register and successfully complete the online training through Digicast. Email BTLOperations@battlecreekmi.gov once training is complete, to arrange a time to complete the AOA Security Badge Application and pick up the badge.

Step 3 – Airport Administration will verify training and test were completed and will make arrangements to complete the Training Record.

Step 4 – Airport Administration will notify the applicant when they are approved to operate on the specified non-movement areas and will issue a Photo ID Badge to the applicant.

NOTE: Driving on the non-movement areas before obtaining approval of Airport Administration may result in revocation of application.

5.2 Movement Area Approval Process.

Step 1 – Review the W.K. Kellogg Airport Ground Vehicle Operations Training Manual.

Step 2 – Register and successfully complete the online training through Digicast. Email BTLOperations@battlecreekmi.gov once training is complete, to arrange a time to complete the AOA Security Badge Application.

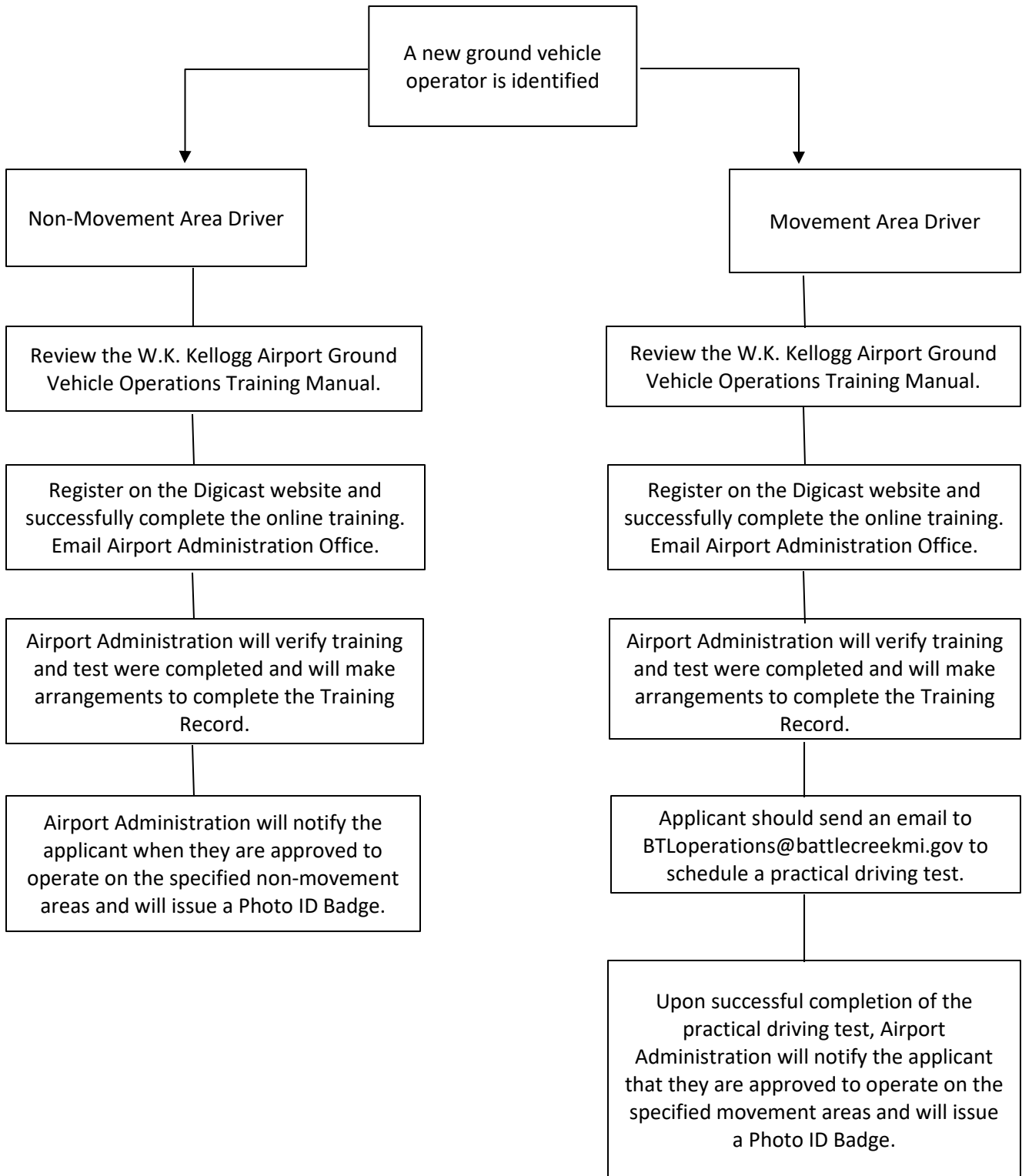
Step 3 – Airport Administration will verify training and test were completed and will make arrangements to complete the Training Record.

Step 4 –Applicant should send an email to BTLOperations@battlecreekmi.gov to schedule a practical driving test.

Step 5 – Airport Administration will notify the applicant when they are approved to operate on the specified movement areas and will issue a Photo ID Badge to the applicant.

NOTE: Driving on the movement areas before obtaining approval of Airport Administration may result in revocation of application.

- 5.3 Additional Training.** Any vehicle operator or organization may request additional training by contacting Airport Administration. The intent of the driver’s training is to promote and enhance safety.
- 5.4 T-Hangar Tenants.** T-Hangar tenants are instructed that they are limited to driving only between a perimeter gate and their hangar only.
- 5.5 Annual Recurrent Training Requirements.**
Non – Movement Area operators – none.
Movement Area operators – annual online testing only.



Section 6. Training Record

| | | |
|---|---|--|
|  <p>W.K. Kellogg Airport Battle Creek, Michigan</p> | <p>AOA SECURITY BADGE APPLICATION W.K. KELLOGG AIRPORT 15551 SOUTH AIRPORT ROAD BATTLE CREEK, MICHIGAN 49015</p> | <p><u>OFFICE USE ONLY</u> BADGE #: _____ BADGE TYPE: _____ ISSUED: ___/___/___ EXPIRATION: ___/___/___</p> |
|---|---|--|

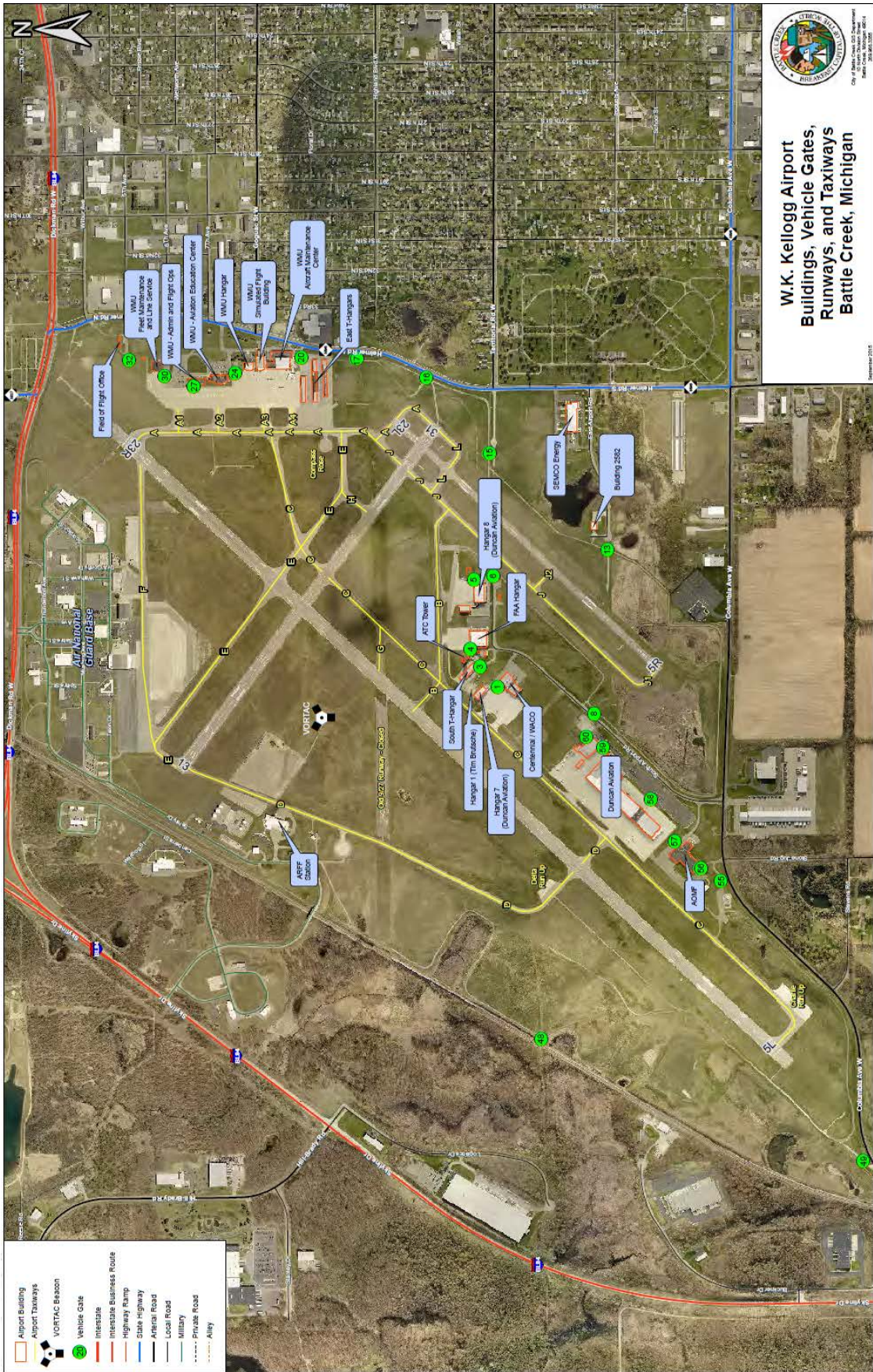
Note: Please print legibly and complete application in its entirety.

| | | | |
|--|---|---|-------------------------|
| <p>SECTION 1: REASON FOR REQUEST</p> | Choose one: CENTENNIAL DUNCAN WMU T-HANGAR W.K. KELLOGG AIRPORT AOA CONTRACTOR AOA PROJECT AOA BADGE RENEWAL OTHER: _____ | | |
| <p>SECTION 2: APPLICANT'S INFO (* = Required Field)</p> | LEGAL NAME *LAST *FIRST MIDDLE | *RESIDENCE MAILING ADDRESS *CITY *STATE *ZIP | |
| | *HOME/CELL PHONE | *WORK PHONE | |
| | *EMAIL ADDRESS | | |
| | *EMPLOYER'S NAME | JOB TITLE | |
| <p>SECTION 3: EMPLOYER'S INFO <small>(Use if AOA CONTRACTOR, AOA PROJECT, and OTHER are selected in Section 1)</small></p> | *EMPLOYER'S ADDRESS | | *CITY *STATE *ZIP |
| | *EMPLOYER'S PHONE | | |
| <p>SECTION 4: AIRCRAFT INFO (T-HANGARS ONLY)</p> | *HANGAR NUMBER (S) | *AIRCRAFT TYPE (S) | *N NUMBER (S) |
| <p>SECTION 5: BADGE HOLDER RESPONSIBILITIES <small>(Please read & initial each line next to each statement)</small></p> | _____ Use, allow to be used, or cause to be used, any airport-issued or airport-approved access medium or identification medium that authorizes the presence, or movement of persons or vehicles in secured areas or AOA in any other manner than that for which it was issued/approved by W.K. Kellogg Airport Administration. _____ Return the badge to your supervisor to the Airport Administration office IMMEDIATELY after termination of employment or if badge is no longer needed. _____ Not tamper or interfere with, compromise, modify, attempt to circumvent, or cause another to do the same, to any security system, measure, procedure, or airport security representatives. _____ NOT record or disseminate any information concerning security systems, methods, and/or procedures employed or in place at W.K. Kellogg Airport. _____ Comply with all existing systems, measures, and procedures applied to control access to, and movement in the AOA. _____ Persons who have been provided an access code or device for access to the AOA shall not, under any circumstance, divulge, duplicate, or otherwise distribute or convey the code or device to any other person unless authorized in writing by W.K. Kellogg Airport Administration. | | |
| <p>SECTION 6: APPLICANT CERTIFICATION</p> | I agree to abide by all rules and regulations prescribed for the operations of a vehicle within the Air Operations Area, and with all Airport Rules and Regulations. I also understand that failure to do so may result in revocation of my ID badge and unescorted access privileges. I understand that any security media issued is the property of the W.K. Kellogg Airport and must be surrendered upon request and is non-transferable. All costs associated with the loss of the media are my responsibility. | | |
| | PRINTED NAME | SIGNATURE | DATE |

If Driver's Training is required, please fill out the reverse side

| DRIVER'S TRAINING – APPLICANT CERTIFICATION | | | |
|--|---|--|---|
| SECTION 1: ADDITIONAL AOA DRIVER'S RESPONSIBILITIES | I agree to abide by all rules and regulations prescribed for the operations of a vehicle within the air operations area. Initial all that apply: _____ Vehicle Operator: As of this time, I certify that I hold a current and valid driver's license. If for any reason my license becomes invalid, I will notify W.K. Kellogg Airport Administration immediately. _____ Anyone Taxiing an Aircraft for Maintenance: I certify that I hold a current and valid FAA A&P certificate am authorized by my maintenance facility or operator to taxi their aircraft and am training by my company to start, run, and taxi that particular type of aircraft. _____ Anyone Towing an Aircraft for Maintenance: I certify that I am trained and authorized by my company to tow their aircraft, or their customer's aircraft. Further, I ensure that during an aircraft towing operation of a larger aircraft, a trained person or pilot will attend the aircraft controls when warranted for safety. | | |
| | I certify that I have read and reviewed the Airport Rules and Regulations and the Ground Vehicle Operations Training Manual in their entirety. I agree to abide by all rules and regulations prescribed for the operations of a vehicle within the Air Operations Area (AOA), and with all Airport Rules and Regulations. I also understand that failure to do so may result in revocation of my ID badge and unescorted access privileges. I understand that any security media issued is the property of the W.K. Kellogg Airport and must be surrendered upon request and is non-transferable. All costs associated with the loss of the media are my responsibility. I understand the information presented to me to operate a vehicle within the AOA and was given the opportunity to ask any related follow up questions. | | |
| SECTION 2: APPLICANT CERTIFICATION | PRINTED NAME | SIGNATURE | DATE |
| AIRPORT OFFICE USE ONLY – DRIVER'S TRAINING | | | |
| AOA TRAINING ITEMS | CLASS I AUTHORIZATION NON-MOVEMENT TOWING (Circle each that apply: EAST / SOUTH) PERIMETER ROAD NO DRIVING _____ | | |
| | CLASS II AUTHORIZATION RESTRICTED LEVEL LIMITED LEVEL (Circle each that apply: TUG & TOW / MAINTENANCE) UNLIMITED LEVEL OTHER _____ | | |
| | DATE TRAINING WAS COMPLETED | TRAINING VERIFIED BY | |
| | DATE WRITTEN TEST PASSED | WRITTEN TEST VERIFIED BY | |
| | DATE PRACTICAL TEST PASSED (Initial Only) | PRACTICAL TEST GIVEN BY | |
| AOA VIOLATIONS | REPORT # | REPORT # | REPORT # |
| AIRPORT OFFICE USE ONLY – BADGE INFORMATION | | | |
| BADGE INFORMATION | PURPOSE OF REQUEST (Use if AOA CONTRACTOR, AOA PROJECT, and OTHER are selected in Section 1) | | |
| | BADGE TYPE: BLUE (ALL AREAS) GREEN (NON-MOVEMENT) ORANGE (AIRSIDE CONTR) YELLOW (LAND CONTR) PINK (SPECIAL) | | CARD CODE (Pre-printed on back of card) |
| | ACCESS LEVEL (CHECK HERE IF NO ACCESS LEVEL REQUIRED) | | |
| FEE INFORMATION | BADGE FEE | PAYMENT RECEIVED? YES SEND INVOICE TO EMPLOYER | PAYMENT TYPE CARD CHECK (# _____) |
| DRIVER'S LICENSE VERIFICATION | DRIVER'S LICENSE NUMBER: | STATE ISSUED: | EXPIRATION DATE |
| OPERATIONS MANAGER AUTHORIZATION | PRINTED NAME | SIGNATURE | DATE |

APPENDIX A

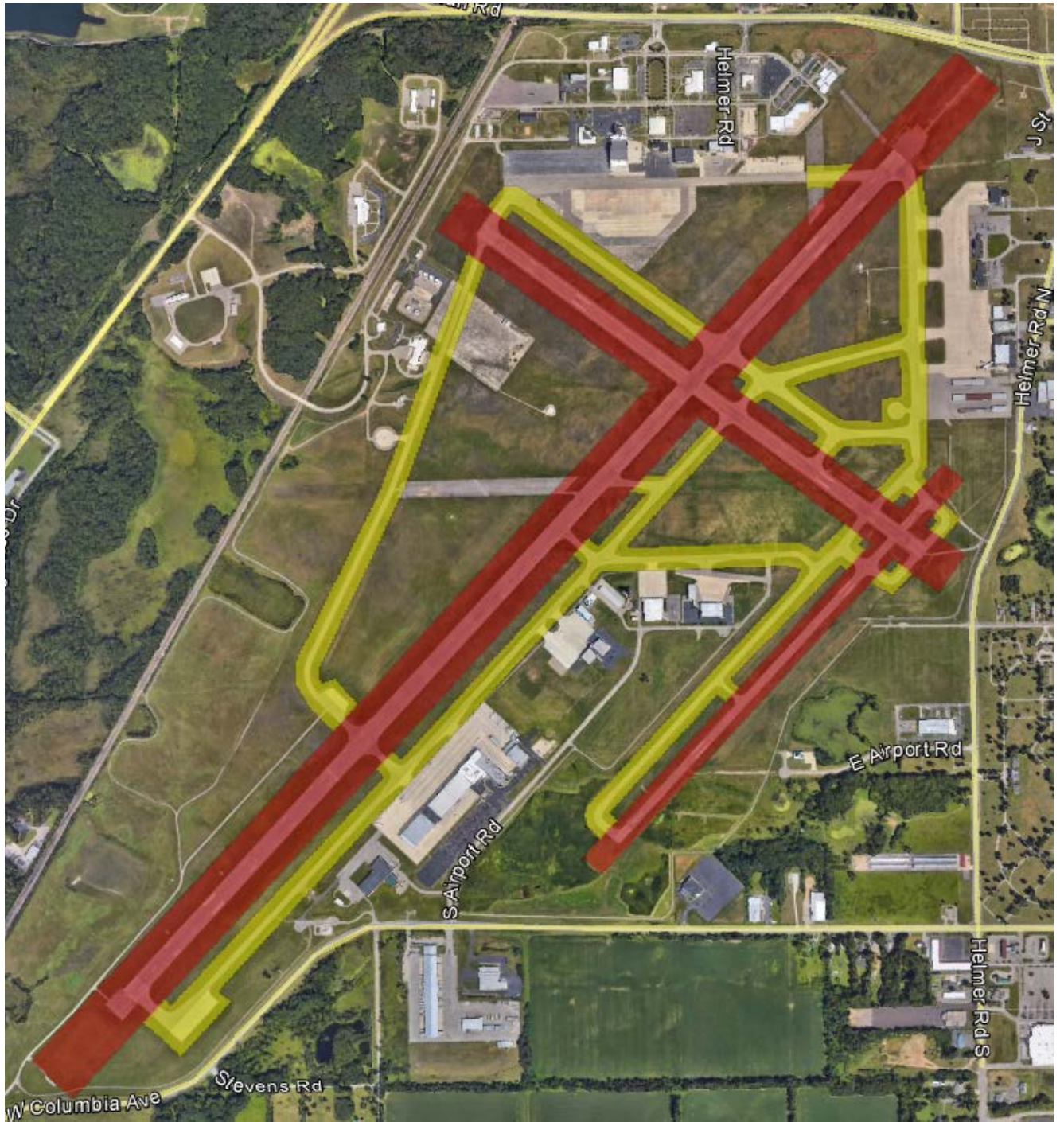


APPENDIX B



Non-Movement Areas Map

APPENDIX C

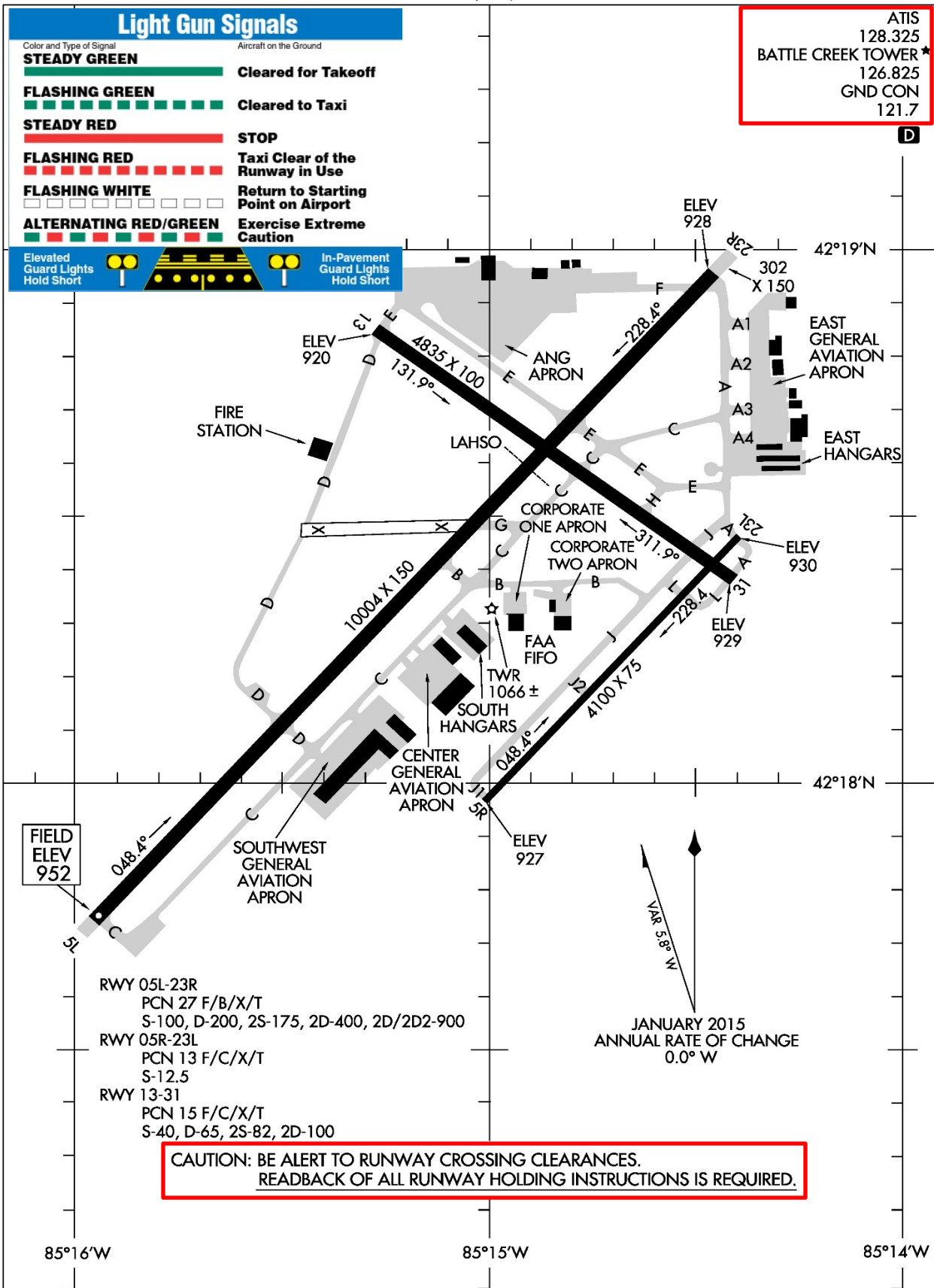


MOVEMENT AND SAFETY AREAS MAP

AIRPORT DIAGRAM

AL-41 (FAA)

W.K. KELLOGG (BTL)
BATTLE CREEK, MICHIGAN



AIRPORT DIAGRAM

17117

BATTLE CREEK, MICHIGAN
W.K. KELLOGG (BTL)