



# Airport Operations Area Security Badge Booklet

Revised: 10/17/2019



## ***Introduction***

With commercial service operating here at Paine Field, the airport is asking everyone to be more vigilant than ever when it comes to operating in the Air Operations Area (AOA). Safety and security is paramount as emphasized throughout this booklet.

Unfortunately, accidents between ground vehicles and aircraft occur every year at airports around the world. To reduce the potential of such accidents happening at Paine Field and to educate drivers on safe and efficient operations on the airport, the Airport Operations Department has developed this non-movement, ramp and security training program. General Aviation security will be an annual course required for all AOA badge holders.

Please keep this manual readily available and use it as a reference guide.

### IMPORTANT TELEPHONE NUMBERS TO REMEMBER:

Airport Fire Department.....	911
Airport Operations Department.....	(425) 388-5125
Airport Police.....	(425) 388-5125
Paine Field Credentialing Office.....	(425) 388-5125

## ***Purpose & Objectives***

The purpose of the Air Operations Area Vehicle Training program is to promote safe driving operations through education. The program provides new and refresher training for employees and tenants on ground vehicle operations on the airfield. To achieve the purpose of the program, several objectives must be met:

- ❖ Identify and define areas on the airport; such as the Aircraft Movement Area vs Non-Movement Area, Ramps, Runways and Taxiways.
- ❖ Describe the appearance and meaning of a Vehicle Control Line and the “Red Line of Death”.
- ❖ Describe potential problems and safety hazards associated with the operation of ground vehicles at an airport.
- ❖ Describe and follow rules and procedures for operating ground vehicles at Paine Field.
- ❖ Describe the different components and layers to maintaining a secure airport environment.
- ❖ Describe what an Authorized Signatory’s responsibilities are.

## General Airport Areas

Specific terminologies are used to describe certain areas on an airport. You must be familiar with these terms and determine what requirements you must meet in order to enter and operate your vehicle in these areas.

The airport is divided into two general sections: The “Landside” is the area outside of the airport security fence and is generally open to the public. The “Airside” is the area within the security fence that requires a security badge and not open to the public.

- Air Operations Area (AOA) – all property within the security fence and is not open to the general public also known as the “Airside”.
- Non-Movement Areas (NMA) – consist of the areas on the airport which are in the AOA, but do not require you to be in contact with the Air Traffic Control Tower. At Paine Field, these areas include aprons, ramps, taxiways Echo and Hotel.
- Aircraft Movement Area (AMA) – consists of all runways and all taxiways; areas that require an amber beacon, a tower radio, and a tower clearance.
- Vehicle Control Line – separates the Aircraft Movement Area from the Non-Movement Areas.
- SIDA (Security Identification Display Area) – is a highly secured location within the terminal ramp area that is **OFF-LIMITS** to AOA badge holders.

**Restricted Area**

**Restricted Area**

**Restricted Area**

The SIDA line is a red line with “Restricted Area” stenciled in white.

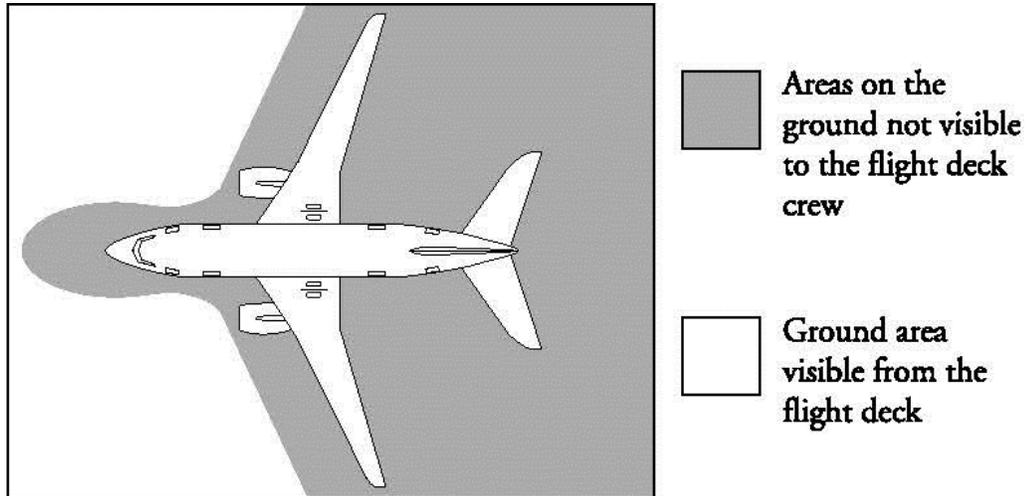
## Driving on Non- Movement Areas

**The Non-Movement Area is the only area where hangar tenants are authorized to drive their vehicles.** Non-Movements Areas include ramps (except the Terminal Ramp) and parking areas. The ramps do not require the use of a beacon or radio communication. However, aircraft do operate in Non-Movement Areas, so you must abide by the following guidelines at all times.

### Vehicle Operations:

- Always use extreme caution when driving on the airfield.
- Never exceed **15 MPH**.
- Aircraft **ALWAYS** have the right-of-way--- vehicles must yield.
- Always be **aware** of your surroundings and your location on the airfield.
- Driving on Runways and Taxiways is **STRICTLY PROHIBITED!!!**
- **DO NOT** allow any “Follow Through” or piggybacking, unless you are escorting a guest vehicle (1 to 1 ratio). The last vehicle in the convoy will make sure the gate is completely close behind them before proceeding.

**Never assume that a pilot can see you in your vehicle and is able to stop.** A pilot's view of areas immediately in front of and adjacent to the sides of the aircraft are restricted, and views to the rear maybe non-existent. In addition, the pilot may be distracted by numerous other duties such as radio communications and monitoring the aircraft's instruments.



Approaching Parked Aircrafts:

If you must drive near a parked aircraft, approach the aircraft slowly while remaining far enough away so that you do not block its path or the path of other vehicles. The speed limit when driving near an aircraft is **5 MPH**. An aircraft that looks parked may actually be getting ready to taxi. Please use extreme caution when driving around a parked aircraft. Pass behind the aircraft whenever possible.

***Aircraft Movement Area (AMA)***

The AMA is under the direct control of the Air Traffic Control Tower. One must have clearance from the Air Traffic Control Tower prior to entering an Aircraft Movement Area. Every runway and taxiway at Paine Field is an AMA. Vehicles, except those properly trained and approved by Airport Operations are not authorized to drive in the Aircraft Movement Area.

## Vehicle Control Line

The Vehicle Control Line is identified as a single solid-yellow line with a single dashed yellow line. Its purpose is to prevent drivers from inadvertently entering the Aircraft Movement Area without authorization. Vehicle Control Lines at Paine Field are located at every paved areas where the Non-Movement Areas meet with the Movement Area. If you come to a Vehicle Control Line, **STOP!!**



**An Incursion in the Movement Area is a very serious offense and must be reported to the FAA.**



As of April 2018, this is the FAA's year-to-date National Runway Incursion Data showing the annual trend since 2010.



Paine Field has painted the "Red Line of Death" on the Non-Movement Area side of every Vehicle Control Line on the airfield

This is another visual cue to remind both ground vehicle operators and pilots to **STOP** and obtain tower clearance before crossing the Vehicle Control Line.



Signs like these are placed in high traffic areas to remind drivers and pilots that they are about to enter the Aircraft Movement Area.

## **Vehicle Parking**

Motor vehicles and aircraft must stay adequately separated between the hangars and around the airfield. A parked vehicle may be an obstruction to a taxiing aircraft and signs are posted on the end of many hangars and on airport fences designating “No Parking” areas.

### Where to Park Your Vehicle:

- Inside of your hangar upon departing with an aircraft (with a drip pan under the engine).
- In your designated tie-down spot upon departing with an aircraft.
- You may temporarily park a motor vehicle adjacent and parallel to your hangar.
- In designated parking spaces on the ramp (with a **72hr** limit).
- Extended parking longer than 72 hours must have prior Airport Operations permission at (425) 388-5125.
- When parking in the AOA, set your parking brake. If you don't have a parking brake, use wheel chocks.
- When backing large equipment or trucks, use a ground marshaller to guide you.



Here a vehicle is parked temporarily outside of a hangar.

**It is a violation to park a motor vehicle under or near a “NO PARKING” sign.  
Violators will be ticketed or towed.**

### Reporting Accidents:

Report all emergencies including hazardous material and/or fuel spills to the Airport Fire Department via 911. Any person involved in an accident as a participant or a witness shall report the accident immediately.

**“ALWAYS REMEMBER TO BE SAFE”**

## **SECURITY**

Ensuring a secure airport is the primary objective at Paine Field. The safety and security of the airport is dependent upon the collective effort of everyone. If you see something suspicious, report it to the Airport Police via 911 or the Airport Operations department (425) 388-5125. The airport has the right to suspend or revoke any badge holder not following proper security procedures.

### **“ IF YOU SEE SOMETHING, SAY SOMETHING ”**

*Snohomish County and the Transportation Safety Administration (TSA) require that Paine Field security badges only be used for legitimate official business purposes, which support your job duties. As a badge holder, you are responsible for the following security requirements:*

#### ***Displaying Your Badge:***

- Tenants who receive AOA access are not required to display their airport identification badge but must be readily available upon request from an airport official while in the AOA.
- You may not present an expired badge; all expired badges must immediately be returned to the Credentialing office or to the Airport Operations Department.
- Paine Field security badges are not transferable. Do not allow another individual to use your badge.
- Badges must not be altered in any way, shape or form.

#### ***Using Your Badge:***

- When accessing security doors and gates, you must ensure that they are closed and secure before proceeding.

- Business tenants with building structures having access from the “Landside” to the “Airside” must have signage next to “Airside” access points indicating ONLY Authorized Badge Holders are allowed beyond the “Airside” access point.



- **DO NOT** allow anyone else to enter behind you, unless you are “escorting” an individual(s) or vehicle.
- It is your responsibility to renew your badge before it expires.
- Do not post an image of your badge on social media such as Facebook.

### **Escorting:**

- In order to perform the duty of an escort, you MUST be designated by Airport Operations or employer and MUST have the letter “E” (for escort) identified on your badge.
- You may escort an un-badged person(s) into the AOA. When you are escorting, you accept responsibility for that person’s actions and possessions.
- You may escort a person who has a lost or stolen badge, ONLY after that person has reported the badge lost or stolen and a police report has been filed.
- You are **NOT** allowed to escort someone around or circumvent the TSA security screening checkpoint who is traveling on a commercial airline flight.
- You may only transfer escort authority to another authorized (PAE) badge holder if they acknowledge and assume responsibility for the escort.
- You **MUST** have your party or guests within your control at **ALL** times which means they must be within voice or visual range.

- There will be no more than six guest individuals per authorized (PAE) badge holder, unless approved by Airport Operations.
- If you lose sight of an individual under your escort or they are not following all security rules and regulations, contact Airport Operations (425) 388-5125 immediately.
- If you escort a vehicle(s), you must control its movement at all times by keeping it directly behind your vehicle.
- You are prohibited from escorting someone in possession of a revoked, suspended, or expired security badge, disqualified from receiving a security badge or someone who left their security badge at home.

***Reporting:***

- As a badge holder, you must notify as soon as possible the Paine Field Credentialing Office during business hours at (425) 388-5125 when your Authorized Signatory has changed.
- Badge holders assigned to a tenant (Authorized Signatory) that has vacated will have their access suspended or revoked.
- If an Authorized Signatory signs blank applications, their privileges will be suspended for the first offense. Second offense will result in the revocation of title and responsibilities.
- Always report malfunctioning or broken doors, gates, and fencing to Airport Operations (425) 388-5125.
- Report any suspicious activity or security violations immediately to the Airport Operations Department at (425) 388-5125.

***“ IF YOU SEE SOMETHING, SAY SOMETHING ”***

- Suspicious inquiries about airport and tenant security systems should be reported immediately to Airport Police (425) 388-5125.
- Report any lost or stolen badge to Airport Operations (425) 388-5125 or to the Paine Field Credentialing Office (425) 388-5125. **A Police Report must be filed.**
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**Renewing Your Badge:**

*Accounting for badges is essential in ensuring the security of air operations at Paine Field. To help facilitate this, cardholders will be held accountable.*

- ❖ Paine Field Airport identification badges will expire **annually** from the date printed on the front of the badge, and may be renewed up to sixty (60) calendar days prior to the expiration date.
- *Temporary badges will not be issued for any reason.*

**Lost and Stolen Fees:**

First Replacement	\$100.00
Second Replacement	\$150.00
Third Replacement	\$200.00
Fourth Replacement	Not allowed- Privileges Revoked

Lost and Stolen fees are calculated over a 2- year time period, starting with the date of first lost or stolen badge.

Vehicle Gate and Door Procedures:

- 1.) **Always** wait for the gate to close behind your vehicle before proceeding into the Air Operations Area or when leaving the AOA.



**NEVER** allow follow-through entering the airfield, unless you are escorting a vehicle ( 1 to 1 ratio).

- 2.) When exiting the AOA you must scan your badge to the vehicle gate card reader.

You **MUST** wait until the gate is completely closed behind you before proceeding.



## ***GATE CARD POLICY***

All issued Gate Cards are property of Paine Field. Gate Cards are non-transferable and SHALL NOT be loaned out or given to anyone else, according to RCW 9A 60-040. Report any or all lost/stolen gate cards to the Airport Credentialing Office (425) 388-5125. Tenants will be given access to the ramp where their airplane is located. No access is allowed on the airport's Perimeter Roads that reside in the AOA.

Gate card holders shall abide by the Rules and Regulations and Minimum standards, Snohomish County Code, Revised Code of Washington (RCW), Federal Statutes, Federal Aviation Regulations, Uniform Fire Code, and Uniform Building Code.

## ***ACCESS FOR NORTH RAMP***

If your hangar or tie-down is located on the North Ramp, the picture below show where you are authorized to drive.



### ***ACCESS FOR CENTRAL RAMP***

If your hangar or tie-down is located on the Central Ramp, the picture below shows where you are authorized to drive.



### ***ACCESS FOR WEST RAMP***

If your hangar or tie-down is located on the West Ramp, the picture below shows where you are authorized to drive.



## ***ACCESS FOR EAST CONDO RAMP***

If your hangar is located on the East Condo Ramp, the picture below shows where you are authorized to drive.



## ***TERMINAL RAMP***

AOA badge holders are NOT authorized in the Terminal Ramp area.  
*This ramp is for SIDA badge holders only.*



***F.O.D.***  
***(Foreign Object Debris)***

FOD stands for both **Foreign Object Debris** and/or **Foreign Object Damage**. FOD is defined as damage incurred by an aircraft due to ingestion of objects and/or debris. FOD can be any sort of debris — nuts, bolts, tools, pizza boxes, etc.



**IT TAKES EVERYONE'S COOPERATION TO KEEP PAINE FIELD FOD-FREE.  
PLEASE HELP DO YOUR PART.**

***TIPS FOR PREVENTING F.O.D.***

1. Place all garbage in a sturdy, covered container that cannot be blown over by wind or jet blast.
2. Pick up any debris you find lying around on the ground.
3. Avoid tracking mud and gravel onto pavement surfaces.
4. Keep the cab of your vehicle clean to prevent garbage from blowing out of windows or doors.
5. Place garbage in a covered container because it may attract birds.

**SCRAPS OF FOOD, SHINY OBJECTS, STRING, AND WOOD CHIPS  
ARE OBJECTS OF INTEREST TO NESTING BIRDS. BIRDS POSE A SERIOUS  
PROBLEMS AT AIRPORTS AS THEY CAN BE INJECTED BY AN ENGINE OR STRUCK  
BY AN AIRCRAFT.**



**The airport has the right to revoke driving privileges  
from anyone who violates the rules and procedures set forth  
in this program, or drives in an unsafe or hazardous manner within  
the Airport Operations Area.**

This program is intended to comply with FAA Part 139.329 Ground Vehicle regulations. If you have any questions regarding ground vehicle operation at Paine Field Airport, please contact the Airport Operations Department at (425) 388- 5125.