

Ground Vehicle Operations Training

# READING REGIONAL AIRPORT

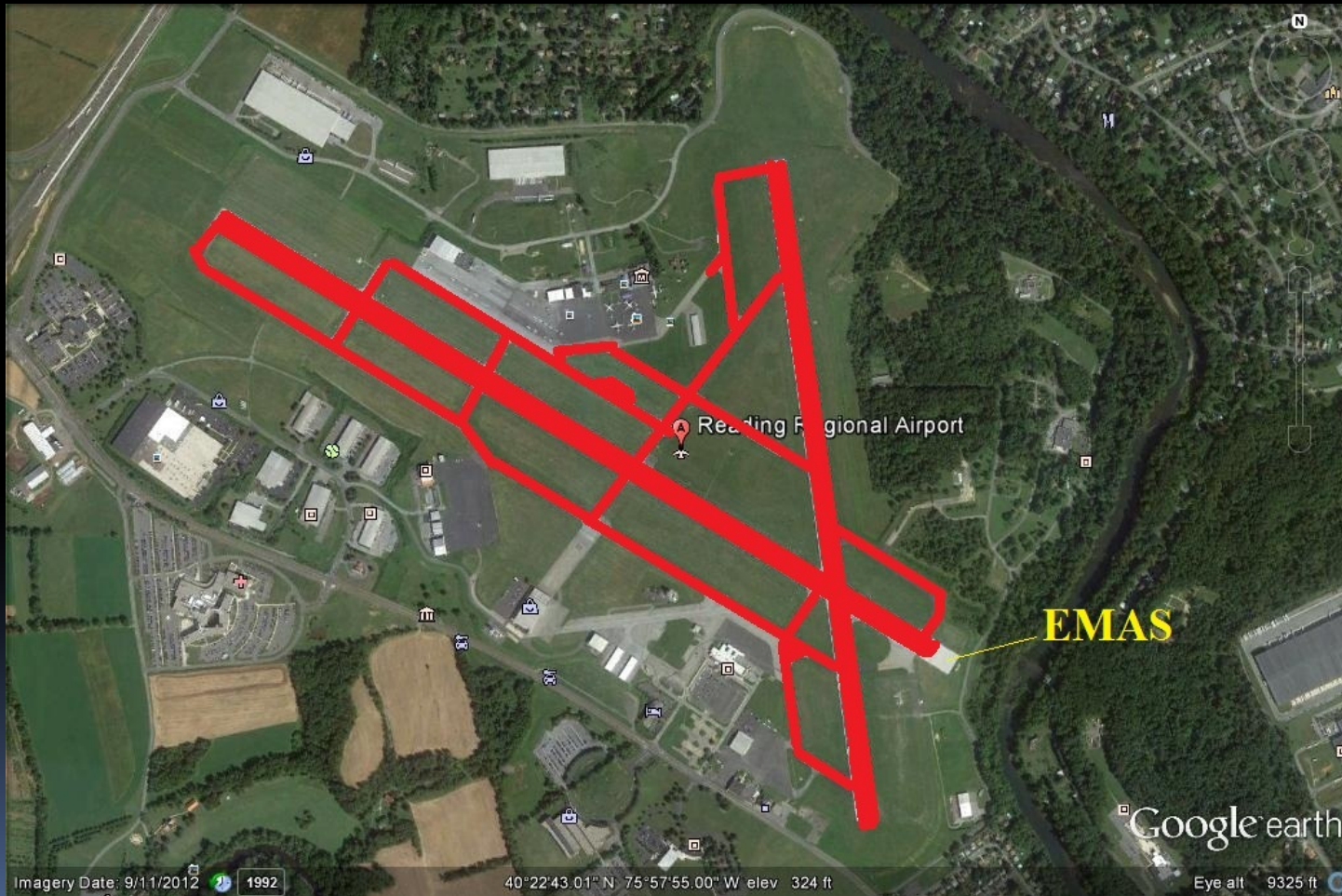


October 22, 2014

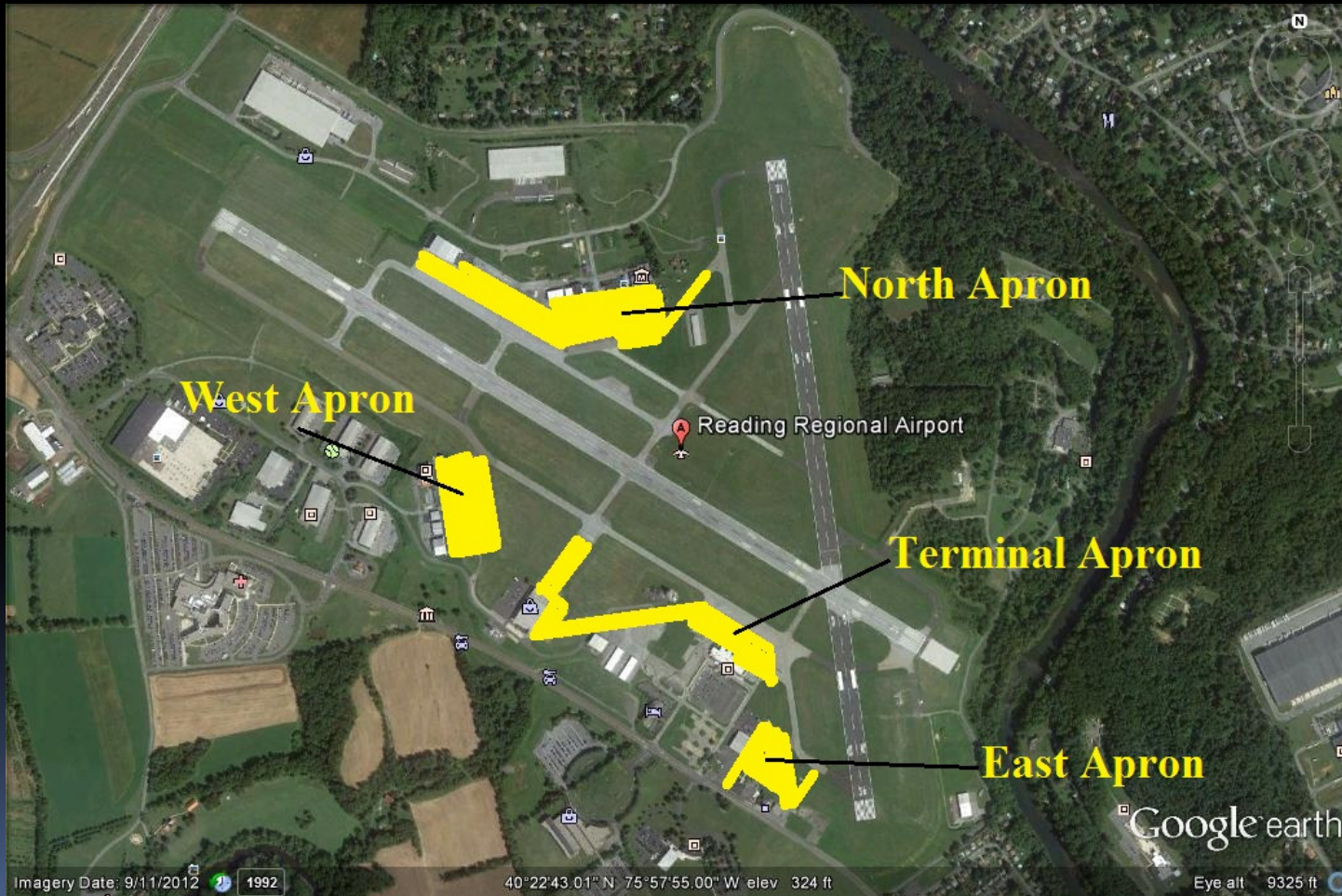
# Airport Operations Area (AOA)



# Movement Areas



# Non-Movement Areas



# Non-Movement Area Markings



# Runway Hold Lines

Rwy Hold Lines mean **STOP!** Do NOT cross double solid lines with out ATC clearance.

Rwy Hold Position Sign



Google earth

Imagery Date: 9/11/2012 1992

40°23'04.32" N 75°57'49.13" W elev 294 ft

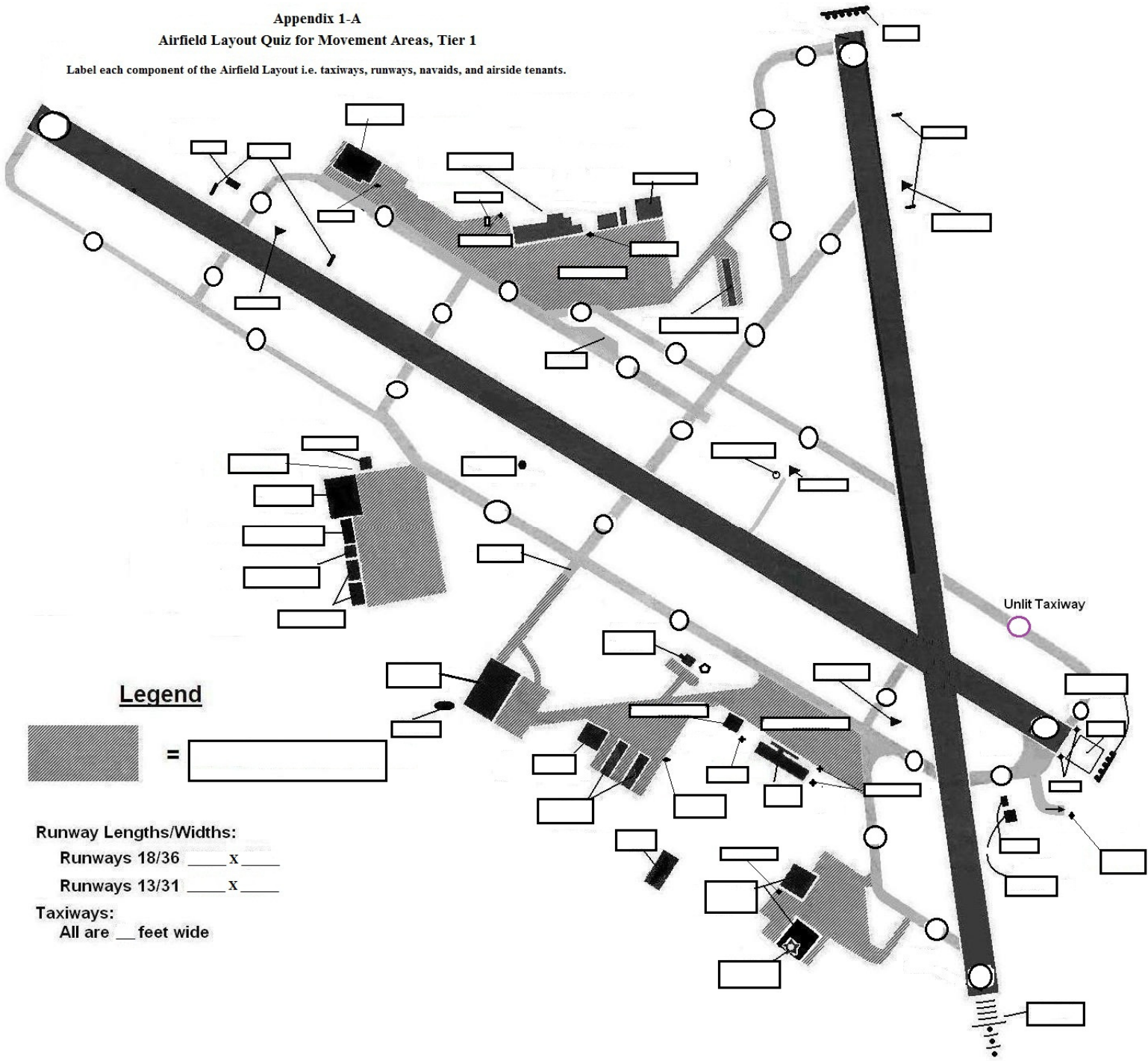
Eye alt 509 ft

# AIRFIELD DIAGRAM

## Appendix 1-A

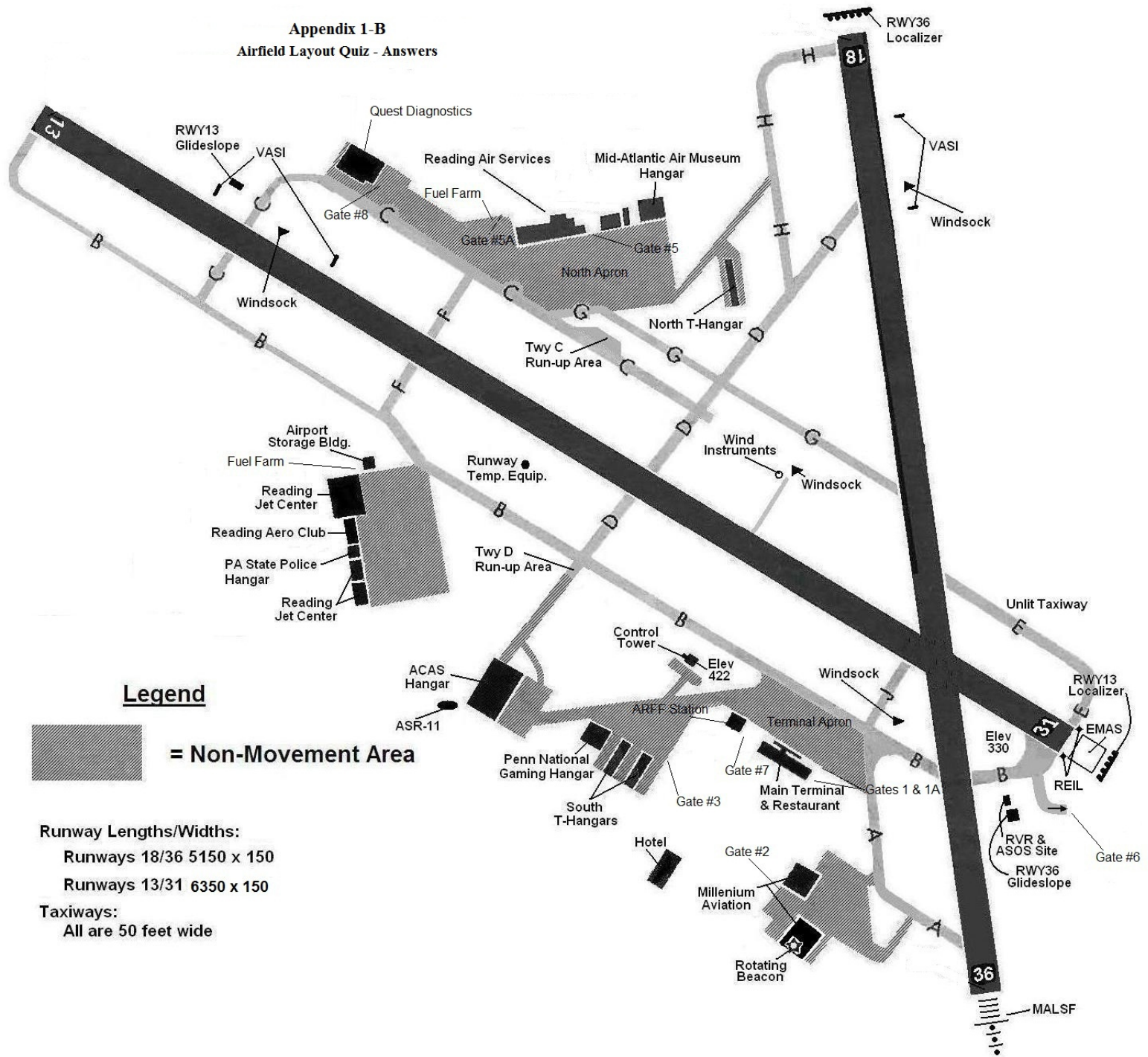
### Airfield Layout Quiz for Movement Areas, Tier 1

Label each component of the Airfield Layout i.e. taxiways, runways, nav aids, and airside tenants.



# ANSWER KEY

## Appendix 1-B Airfield Layout Quiz - Answers





# TIER 1 vs. TIER 2

- **TIER 1** authorization allows ID badge holder access on all Movement Areas.
- This authorization requires GVOT, written test, AND a practical test every 12 consecutive months.
  
- **TIER 2** authorization allows ID badge holder access on to Non-Movement Areas only!
- This authorization requires Ground Vehicle Operations Training (GVOT) and a written test every 12 consecutive months.

# RDG Airport Markings & Signs



# Airport Lighting & Marking

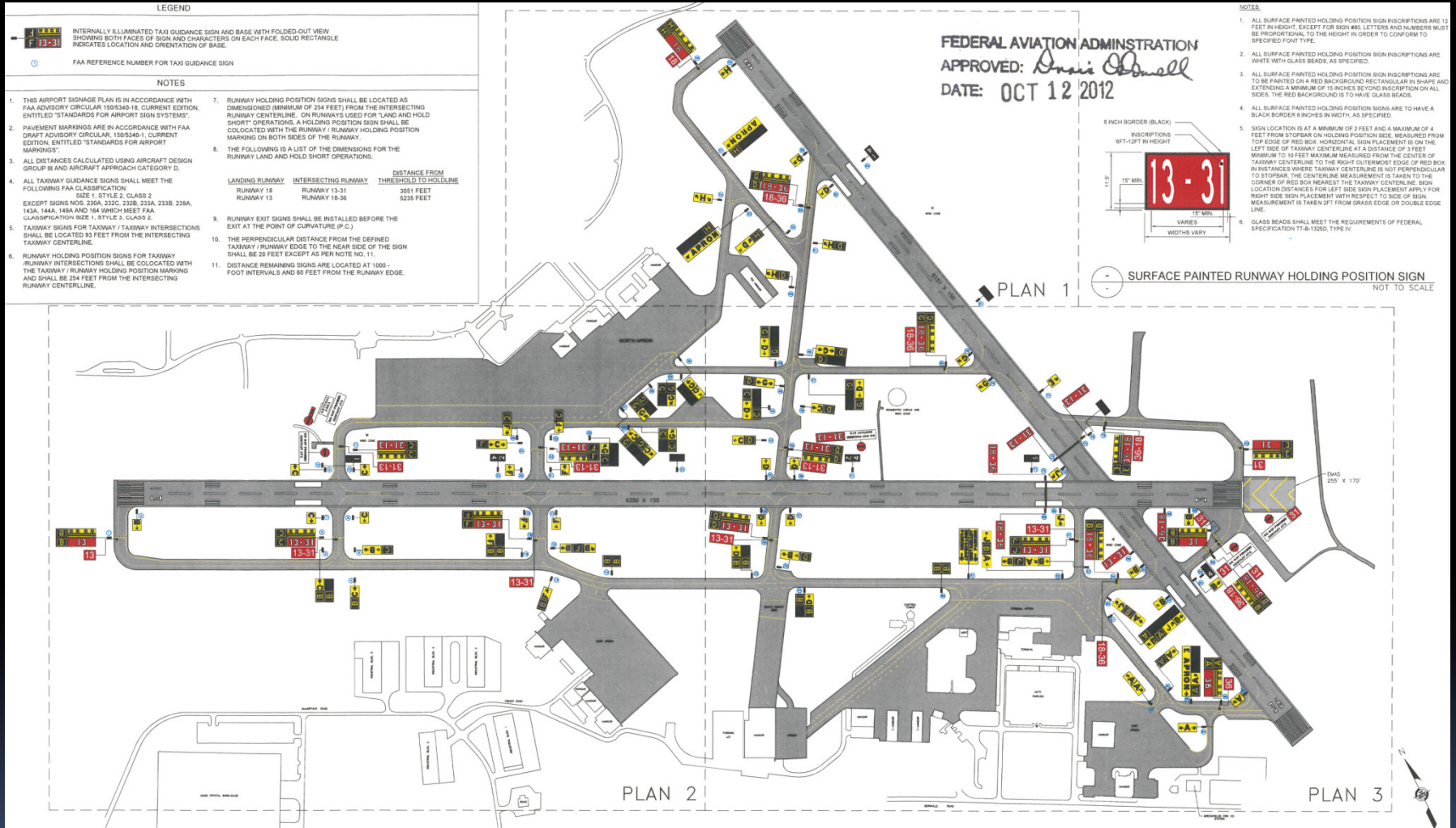
- Taxiway lights are **BLUE**...pavement markings are **YELLOW**.
- Runway lights are **WHITE** with **YELLOW/WHITE** on the last 2,000 feet of runway and **RED/GREEN** on the threshold ends.....pavement markings are **WHITE**.



# RDG Airfield Lighting, Signs, and Markings



# Approved Signage Plan



NO.	DESCRIPTION	BY	DATE
1	ADDED SURFACE PAINTED RUNWAY HOLD POSITION SIGN LOCATIONS	AECOM	08-23-10
2	EMAS AND SIGNAGE PLAN UPDATE	AECOM	09-25-12
3			
4			
5			

**THE Burns GROUP**  
 ENGINEERING AND CONSTRUCTION

TRANSPORTATION  
**AECOM**  
 AECOM USA, Inc.  
 1700 MARKET STREET, SUITE 1700  
 PHILADELPHIA, PENNSYLVANIA 19103  
 TEL 215.399.4300 F 215.399.4350  
 www.aecom.com

**READING REGIONAL AIRPORT AUTHORITY**  
 Berks Township  
 Berks County  
 Reading, Pennsylvania

PROJECT TITLE	<b>AIRPORT SIGNAGE AND MARKING</b>		CONTRACT NO.
SHEET TITLE	<b>TAXI GUIDANCE SIGNAGE AND PAVEMENT MARKING SITE PLAN</b>		PROJECT NO.
SCALE	AS SHOWN	DATE	MAY 23, 2008
			SHEET NO. 1 OF 4

Always remain VIGILANT.....pilots  
AND controllers can make mistakes  
too.

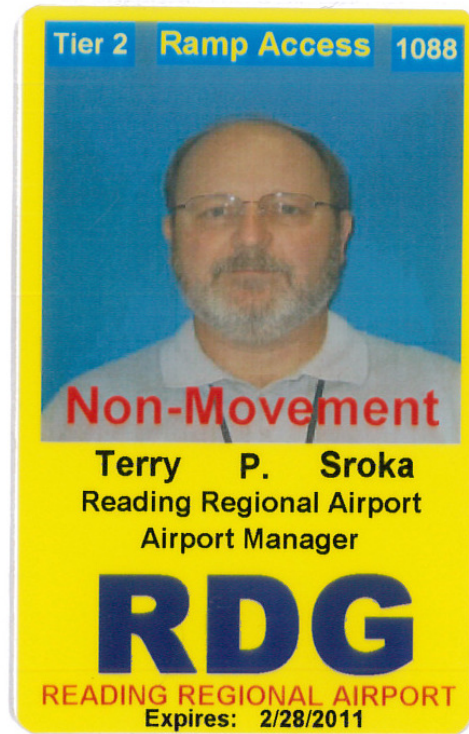
Maintain your focus on the airfield to avoid errors  
that lead to runway incursions.



# Airport ID Badge

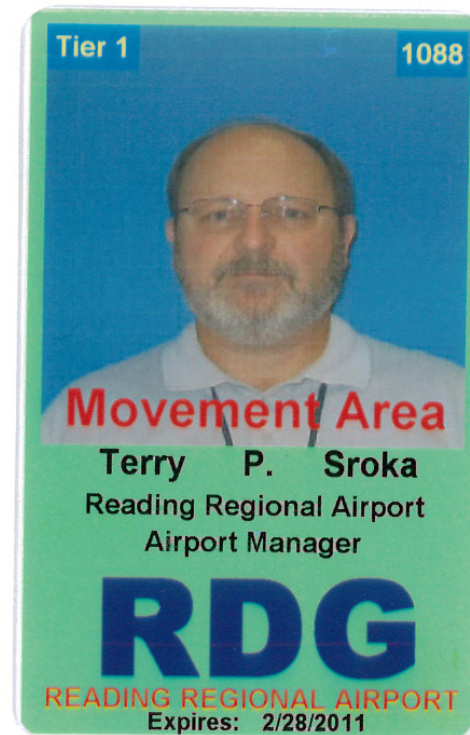
## Airport Identification Media

Non-Movement Area Badge  
issued to all airside tenants



Yellow Badge

Movement Area Badge issued to  
employees / tenants approved to operate  
vehicles on movement area



Green Badge

Note the  
difference  
between each  
ID badge to  
ensure  
personnel are  
in authorized  
area

# ID Badge and Gate Access

- Any person who works or operates a vehicle inside the perimeter fence is required to obtain an Airport Issued ID badge which indicates their Authorized level of access based on the Ground Vehicle Operations Training requirements adopted by the Airport and approved by FAA.
- Annual recurrent training is required every 12 consecutive months. Failure to obtain this training and provide documentation to the Airport Manager will result in revocation of AOA access upon the expiration date of your last recurrent training.



# Annual Documentation

**READING REGIONAL AIRPORT**  
**GROUND VEHICLE OPERATIONS TRAINING MANUAL (GVOTM)**  
GROUND VEHICLE OPERATING FAMILIARIZATION PROGRAM  
TRAINING RECORD

Employee's Name: \_\_\_\_\_

Employee's Position: \_\_\_\_\_

Company Name: \_\_\_\_\_

Driver's License State and Number: \_\_\_\_\_

Driver's License Expiration Date: \_\_\_\_\_

I agree to abide by all rules and regulations prescribed for the operations of a vehicle within the airport operations area. I understand recurrent training is required every 12 consecutive months to maintain my airport driving privileges and access to the AOA.

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 the Reading Regional Airport Authority immediately.

Sign your name and indicate today's date below:

\_\_\_\_\_  
(NAME) (DATE)

**PERMITTED VEHICLE OPERATING AREAS**

**Location**

- Non- Movement Area, Tier 2
- Movement Area, Tier 1

*I certify that the above named individual has satisfactorily completed the Driver Training Program.*

Instructor's Signature: \_\_\_\_\_

Employer (Tenant/FBO): \_\_\_\_\_

# Lost ID Badge Procedures

## Appendix 18

General Carl A. Spaatz (USAF) Field

### **READING REGIONAL AIRPORT**

#### **Lost Badge Confirmation Form**

I \_\_\_\_\_, associated with \_\_\_\_\_  
(Name) (Airfield Tenant /FBO/ Organization)

have lost the ID Badge # \_\_\_\_\_ assigned to me by the Reading Regional Airport.

Type of Badge lost: Movement Area Non-Movement Area SIDA Public Area  
(Circle one)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Transportation Security Administration Approved: MAC Date: 7/19/14

Please report a lost or stolen ID Badge by completing this form and notifying the Airport Manager as soon as you are aware that it is missing so the badge can be removed from the security system to prevent unauthorized use.

Note: It is the ID badge holder's responsibility to return their ID badge upon termination of employment.

# TSA Requirements

- An annual audit is required by TSA to ensure all ID Badge holders have possession of their badges. This process begins in January and must be completed by April 15<sup>th</sup>. ID Badge holders are responsible to confirm they have their badges to their employer. Designated Trainers are then responsible to submit documentation to the Airport Manager that all personnel ID badges are accounted for.

# Vehicle Requirements

- Any vehicle including tugs, mowers, cars, trucks etc..operating on any Movement Areas MUST be equipped with the following:
  - 1. Company Logo
  - 2. Yellow Flashing Beacon
  - 3. Orange & White Safety Flag
  - 4. Radio Communications with ATCT

# Escort Procedures

- Escorting means you stay with the person or persons at ALL times while they are on the AOA (inside the fence).
- DO NOT ALLOW vehicles or personnel inside the fence unless you remain with them and are able to control their every movement!
- This is how Txy/Rwy incursions happen!



# Gate Access Procedures

- When entering a gate make sure only **you** enter. DO NOT allow someone else to “piggyback” behind you unless your are escorting them.
- Anyone behind you must stop and use their own gate access ID badge to gain entry.
- Upon entry or exit, make sure gate closes behind you so no personnel or other vehicles enter the AOA.



## Section 6. Snow Removal Operations

6.1 During snow removal operations extreme caution is advised for all ground vehicle operators due to limited visibility of snow removal equipment. Snow plow operators must remain vigilant and aware of all aircraft and ground vehicle movement.

6.2 All contract snow removal service providers must meet the training, vehicle and authorization requirements as outlined in the GVOTM. Contractors are restricted to operate on apron and non-movement areas only.

## Section 7. Contractors

7.1 All contractors working inside the AOA fence must receive GVOT prior to commencing work. The level of training required shall be based on the area or operations, type, and duration of work being performed. Contractors must be aware of airfield conditions and any unique circumstances associated with RDG airport prior to accessing the AOA. Any questions or concern shall be directed to the Airport Manager.

## ■ Section 8. Airside Tenant's Responsibilities

- **8.1** Airside tenants shall notify the RRAA prior to commencing any construction activities on AOA. A point of contact shall be designated to oversee the contractor's operations.
- **8.2** Each airside tenant shall be responsible to ensure contractors, suppliers, or any other persons do not enter the AOA unless authorized and appropriately escorted.
- **8.3** Airside tenants are responsible for escorting any and all vehicles onto the ramp areas. Escorting means a trained individual employed by the tenant shall remain with the guests and vehicles as they enter the AOA, while they are positioned on the AOA, and when until they leave the AOA. Vehicles entering the AOA under escort are the responsibility of the airside tenant. This includes Fuel or delivery trucks, trash collectors, or any other vehicles accessing the ramp area as authorized by the airside tenant. When accessing the movement area always notify ATCT that you are a "party of two" so ATC is aware you are escorting another vehicle. Remember as an escort you have a responsibility to ensure everyone's safety while in the AOA.
- **8.4** Each Airside Tenants shall assign one individual as the **Designated Trainer** to provide training to other company employees as outlined in the GVOTM. This Designated Trainer shall receive annual recurrent training by the airport staff to ensure proper implementation of the GVOTM is being provided to all employees. It shall be the tenant's responsibility to ensure that all employees have received initial and recurrent training. A copy of the GVOTM training record for individual training shall remain on file with each airside tenant and a copy shall be forwarded to the Airport Manager's office for the files.
- **8.5** Failure to provide training as outlined in the GVOTM shall result in the suspension of the Designated Trainer privileges.



# Air Traffic Control (ATC)

- **Ground Control Frequency is 121.9**
- **Tower Frequency is 119.9**
- **After Tower closes the CTAF is 119.9**
- **Tower Ph# 610-374-8039**



# Orange & White Safety Flags!

- Construction Flags : 36" Sewn Nylon Flag



**Don't risk violating FAA rules!**

FAA AC 150-5210-5C & AC 150-5200-18C are clear, if you operate a construction or inspection vehicle on the airport, it must display a flag as follows:

*"(3) The flag must be at least a 3-foot by 3-foot (0.91 meter by 0.91 meter) square having a checkered pattern of international orange & white squares at least 1 foot (305mm) on each side."*



# Safety Vest for AOA workers!



- **THANK YOU**..... for taking this time to become familiar with airport operations, security, and safety procedures. Security and Safety is everyone's priority and **your** help in maintaining a secure and safe airport environment is greatly appreciated!

- *Terry P. Sroka*
- *Airport Manager*
- *Reading Regional Airport*
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- *Reading, PA 19605*
- *Email: [tsroka@readingairport.org](mailto:tsroka@readingairport.org)*
- *Ph# 610-372-4666 Ext 11*