

TRUCKEE TAHOE AIRPORT DISTRICT STANDARD PROCEDURE INSTRUCTION

SPI NUMBER 150.0

Effective: January 01, 2023
Revised: January 01, 2024
Revised: October 15, 2024

SUBJECT: ACCESS CONTROL OF THE AIRPORT OPERATIONS AREA (AOA)

PURPOSE: To establish a District policy for the management of access privileges to the Airport Operations Area (AOA) and ramp areas with the goals of eliminating Vehicle/Pedestrian Deviation (V/PD), avoiding runway incursions and surface incidents while enhancing safety and security of personnel, customers, and personal and public property.

REFERENCES:

- a) California Penal Code Section 602 (u), Airport Trespass
- b) FAA AC 150/5210-20A, Ground Vehicle Operations to include Taxiing or Towing and Aircraft on Airports
- c) Truckee Tahoe Airport District Ground Vehicle Operations Manual
- d) TSA Information Publication A-001, Security Guidelines for General Aviation Operators and Users
- e) Truckee Tahoe Airport District's Primary Management Compliance Documents; aptly:
 - a. Rules and Regulations
 - b. Minimum Insurance Requirements
- f) Truckee Tahoe Airport District's Master Fee Schedule
- g) AOA Access Terms Agreement
- h) Truckee Tahoe Airport Access Map – Attachment 1

DEFINITIONS:

Airport Operations Area (AOA): This area includes aircraft movement areas, aircraft parking areas, loading ramps, and safety areas, for use by aircraft regulated under 49 CFR part 1544 or 1546, and any adjacent areas (such as general aviation areas) that are not separated by adequate security systems, measures, or procedures. The hangar rows on the Truckee Tahoe Airport property are included as part of the AOA.

Movement Area: Defined as runways, taxiways, and other areas of an airport that aircraft use for taxiing, takeoff, and landing, exclusive of loading ramps and parking areas, and that are under the control of an Air Traffic Control Tower. Clearance is required prior to entering the movement area.

Non-Movement Area: Defined as the taxiways, ramps and parking areas that are not under the control of the Air Traffic Control Tower, which means vehicles may move without clearance or communication with the control tower. At TTAD this includes ramps, hangar rows, taxiways Quebec, Romeo, and Tango.

Ramp: Areas on the Airport intended to accommodate aircraft for purposes of loading or unloading passengers or cargo, refueling, parking, or maintenance.

POLICY:

No vehicle shall enter the AOA without obtaining prior permission from the Truckee Tahoe Airport District.

District Employees shall verify status before opening any access gate for a vehicle. (Refer to the O&M S.O.P.)

The District may revoke access to the AOA at any time as per the TTAD Rules & Regulations.

No vehicle shall enter the movement area without prior coordination, training, and required equipment (amber beacon, or a checkered flag, and two-way radio communications with Tower), or an airport escort that has the required equipment.

Any person operating a vehicle in the AOA will understand and adhere to applicable laws, policies, procedures, and TTAD rules and regulations, which are subject to change. It is the responsibility of the vehicle operator to inquire about any pertinent updates.

The District may recover the cost incurred to replace lost, stolen, or compromised access cards.

1. Hangar Tenants: Aviation

Hangar Tenants in good standing will be granted vehicular access to the AOA, to include escorted guests for whom the hangar tenant assumes full responsibility. The District will issue up to two initial access media cards to the hangar tenant. No more than five cards will be granted, and tenants will be charged a fee for these additional cards.

Hangar tenants shall access the AOA through Gate 4 and Gate 5. Tenants shall never drive on to the Movement Area or across the Delta Taxiway line which extends into the self-serve fuel island, immediately west of Circle 11. Chandelle Road may be used to transition between the east and west ramps.

2. SASO: Specialized Aviation Service Operators

Employees: The SASO assumes full responsibility for their employees that are granted vehicular access to the AOA and their escorted guests. The SASO will maintain a current list of employees with AOA privileges with the TTAD Security Manager. The District will issue one initial access media card to each employee that the SASO determines should have access to the AOA. SASO employees shall access the AOA through Gate 4 and Gate 5. SASO vehicles should utilize Chandelle Road to transition between the east and west ramps with the exception of moving an aircraft or aircraft related equipment.

Leaseback tenants: The SASO will maintain a current list of leaseback tenants with the TTAD Security Manager. Access media will be coordinated between the SASO and TTAD Security

Manager. Leaseback tenants shall access the AOA through Gate 4 and Gate 5. Hangar tenants should utilize Chandelle Road to transition between the east and west ramps.

Customers: SASO customer vehicles may be escorted on the AOA by SASO permitted employees. The SASO assumes full responsibility for their customers and will remain with the escorted vehicle while on the AOA. The SASO will not allow overnight parking inside the AOA unless that vehicle is parked in a designated parking spot leased by the specific SASO.

3. Ground Transportation Companies (GTC) (taxi, limo, shuttles), Security Details, Caretaker/Nanny:

All Commercial GTC and Security Detail permissioned employees shall comply with TTAD Rules & Regulations manual, in particular Chapter 6 Commercial Vehicle Rules and Regulations.

To be authorized to enter the Ramp areas, each company shall complete the following:

- Annual Commercial Operating Permit (COP) with the Airport District
- Annual Ramp Access Fee as per the current TTAD Master Fee Schedule
- Provide and maintain certification of insurance requirements as per the current TTAD Minimum Insurance Requirements.
- Company drivers must successfully complete ramp training requirements with the Safety & Security Manager and pass a written Airfield Driving Test with an 80% or better.
 - Limited to 10 drivers per company per year. Each additional driver will be charged a fee as per the current TTAD Master Fee Schedule.

Caretakers and Nannies are employees that work directly for an aircraft owner, which is defined in the next section. These individuals shall comply with TTAD Rules & Regulations, in particular Chapter 6 Commercial Vehicle Rules and Regulations.

To be authorized to enter the Ramp areas, each person shall:

- Provide and maintain certification of insurance requirements as per the current TTAD Minimum Insurance Requirements.
- Successfully complete ramp training requirements with the Safety & Security Manager and pass a written Airfield Driving Test with an 80% or better.
 - Limited to 10 drivers per company per year. Each additional driver will be charged a fee as per the current TTAD Master Fee Schedule.

All Commercial GTC, Security Details, Caretakers and Nannies will utilize Gate 7 to enter the East and Front Ramp areas or Gate 4 to enter the West and South Ramp areas. Drivers shall never drive on to the Movement Area or across the Delta Taxiway line which extends into the self-serve fuel island, immediately west of Circle 11.

4. Pilot/Aircraft Owners:

Defined as a pilot or aircraft owner of a specific tail number currently parked on the TTAD ramp area.

TTAD has determined fractional members of companies such as Net Jets, XO Jet, Flex Jet, Wheels UP, etc. are not considered "owners".

The District can make available one initial access card to the pilot/aircraft owner of a specific tail number. This is encouraged by frequent users. The pilot/aircraft owners must agree to TTAD AOA agreement form before being issued an access card.

Aircraft parked on the south or west ramp shall use Gate 4 to enter and exit the AOA.
Aircraft parked on the east or front ramp shall use Gate 7 to enter and exit the AOA.

5. Passengers:

Airplane passengers are not authorized to drive on the AOA.
Specific situations, such as medical or disabled passengers may be suitable for TTAD staff to escort vehicles, as available.

6. Aeronautical Clubs/Organizations: Experimental Aircraft Association, Civil Air Patrol
On-field clubs/organizations may arrange for Gate 5 to remain open for a specific amount of time to hold events or meetings.

The following is required:

- Prior coordination and training with the Safety & Security Manager
- 48-hour advanced notice of the event
- Trained members will wear safety vests and be stationed to direct and control vehicle movements to and from the event. Trained members must be in sight of one another.
- Clear signage that directs attendees to the correct gate
- The access gate shall be continuously manned by a trained member at all times that the gate is to remain open.
- Cones that clearly indicate route of travel to and from the event/meeting.
- At least one trained member shall be at any taxiway crossing to coordinate and clear vehicles.
- Parking areas must be clearly defined using fence or roped off with cones
- TTAD may direct clubs and organizations with additional security measures as needed.



A handwritten signature in black ink, appearing to read 'Robb Etnyre', is written over a horizontal line. The signature is stylized and extends to the right of the line.

Robb Etnyre, General Manager



MOVEMENT AREA

MOVEMENT AREA

EAST RAMP

FRONT YARD

MOVEMENT AREA

DELTA TAXIWAY

11

WEST RAMP

SOUTH RAMP

MOVEMENT AREA

GATE 4

GATE 6

GATE 7

GATE 5

2