

DRIVER TRAINING MANUAL

Non-Movement Area



MidAmerica St. Louis Airport

05 June 2024

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INTRODUCTION

Authority for Implementation of Rules and Regulations. The MidAmerica St. Louis Airport (BLV) operates under the authority of Public Building Commission of St. Clair County, Illinois.

Objectives

- To understand BLV's Non-Movement Area driving privileges
- To become familiar with BLV's Air Operations Area (AOA)
- To promote safety and increase situational awareness
- To define airport terminology

Contact Info

- Airport Operations Center (Public Safety) 618-566-5227
- Airport Operations Specialist 618-566-5257

The airport environment is unique and poses many challenges for vehicle operators. Operating a vehicle safely and efficiently on the aircraft loading aprons, taxiways, and runways is paramount. Included in the unique challenges of operating a vehicle on the airport's aprons, service roads and perimeter roads is learning and understanding airport pavement markings and airport signage. Procedures for driving on an airport differ drastically from operating a vehicle on public roadways.

Federal Aviation Regulation Part 139.329, Pedestrians and Ground Vehicles, requires that the Airport Operator must establish procedures for the safe and orderly access to, and operation in, Non-Movement Areas by pedestrians and ground vehicles. This Non-Movement Area Driver's Training Manual, and the online training course are designed to provide vehicle operators the knowledge and experience of operating a vehicle safely and efficiently on the Non-Movement Area of MidAmerica St. Louis Airport.

Ground vehicle operations on MidAmerica St. Louis Airport shall be conducted in accordance with this Training Manual, FAR Part 139, Airport Rules and Regulations, and any other federal, state, or local regulations. Participants are encouraged to use this Training Manual as a study guide for the testing process, and after training is completed, this manual should be kept for future review.

1. **Applicability.** This regulation applies to all users of, and persons on any portion of, the property controlled by BLV. No persons are exempt from airport operating training requirements for operating a vehicle on the airside of an airport. Employers operating at the airport are responsible for the dissemination, training, and compliance with these rules and regulations by their employees.

These rules and regulations may be amended, changed, or modified by BLV as necessary. The current version of these rules and regulations may be found at flymidamerica.com under the business tab on the ID Badging page.

2. **Definitions.** The following terms are defined as indicated in this section for the purpose of this Driver Training Manual.

- 2.1. **Accident**—a collision between one aircraft or vehicle and another aircraft, vehicle, person, or object that results in property damage, personal injury, or death.

- 2.2. **Air Operations Area (AOA)**—Any area of the airport used or intended to be used for the landing, takeoff, or surface maneuvering of aircraft. An Air Operations Area includes such paved or unpaved areas that are used or intended to be used for the unobstructed movement of aircraft in addition to its associated runways, taxiways, or aprons.

- 2.3. **Airport Traffic Control Tower (ATCT)**—operated by the Federal Aviation Administration and manned by Scott AFB personnel to promote the safe, orderly, and expeditious flow of air traffic.

- 2.4. **Aircraft**—a device that is used or intended to be used for flight in the air.

- 2.5. **Airport**—MidAmerica St. Louis Airport Facility, including all improvements and equipment existing or to be developed.

- 2.6. **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. Also known as a ramp.

- 2.7. **Fixed-Based Operator (FBO)**—a person, firm, or organization engaged in a business that provides a range of basic services. 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.

- 2.8. **Foreign Object Debris (FOD)**—Any object, substance or material that may be considered a potential hazard to stationary or moving aircraft, and other equipment or persons. FOD may be of any size and may include but is not limited to mud, rocks, gravel, tools, or equipment.

- 2.9. **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.

- 2.10. Ground Vehicle**—all conveyances, and aircraft not operated for the purpose of flight, used on the ground to reposition or test aircraft, transport persons, cargo, fuel, or equipment.
- 2.11. Jet Blast**—jet engine exhaust or propeller wash (thrust stream turbulence).
- 2.12. 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.
- 2.13. Mobile Fueler**—a vehicle owned and/or operated by authorized agents to pump and dispense Jet A and 100 LL fuel. This may include fuel tankers, in-to-plane fueling pumpers, and hydrant carts.
- 2.14. 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.
- 2.15. Non-Movement Area**—the area, other than that described as the Movement Area, used for the loading, unloading, parking, and movement of aircraft on the airside of the airport (including apron areas).
- 2.16. Operator**—any person who is in actual physical control of an aircraft or a motor vehicle.
- 2.17. Restricted Areas**—areas of the airport posted to prohibit or limit entry or access by the general public. All areas other than public areas.
- 2.18. Runway**—An area designated for the sole and specific purpose of landing or takeoff of aircraft.
- 2.19. 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.
- 2.20. 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.
- 2.21. Taxiways**—those parts of the airside designated for the surface maneuvering of aircraft to and from the runways and aircraft parking areas. Taxiways can be part of the Movement Area or Non-Movement Area.
- 2.22. Terminal Apron**—an apron for air carriers, military and government operated aircraft. Only authorized personnel and vehicles may operate on this apron. Private vehicles and aircraft are prohibited from operating on it.
- 2.23. Tie Down Area**—an area used for securing aircraft to the ground.

2.24. 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 mechanics).

2.25. Vehicle Service Road—a designated roadway for vehicles in a Non-Movement Area.

2.26. 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.

3. 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.

4. Violation of Rules— Penalties and Suspension of Driving Privileges. Any person who does not comply with any of the provisions of this Driver Training Manual, Airport Rules and Regulations Ordinance, 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 in addition to the penalties described pursuant to Federal, state, or local authorities.

4.1. Runway Incursions and Vehicle or Pedestrian Deviation. Any individual involved in a runway incursion, V/PD, or other vehicle incident must complete remedial airfield driver training.

5. Driver Privileges Training and Testing Requirements

5.1. Training Requirements

5.1.1. The Non-Movement Area Driver Training aims to ensure all individuals accessing the Non-Movement Area are adequately trained and can perform the duties of a vehicle driver in a competent manner.

5.1.2. Upon application for Non-Movement Area driver privileges, or upon annual recertification, the Airport will provide the applicant with the Non-Movement Area Driver Training Manual and a link for web-based Non-Movement Area driver training. Upon completion of the web-based training, an applicant will be required to complete a computer-based examination.

5.2. Testing Requirements

5.2.1. All persons who operate or escort vehicles in the Non-Movement portions

of the airport must present a valid state issued driver's license at the time of badging.

- 5.2.2.** All persons who operate or escort vehicles in the Non-Movement portions of the airport must successfully complete the airport's testing requirements listed in this section and have their airport ID badge properly endorsed.
- 5.2.3.** Successful completion of testing requirements is defined as passing the Non-Movement drivers test with a grade of ninety percent (90%) or greater. Should an applicant not receive a passing score on the first attempt they may elect to retake the test. Upon a second unsuccessful attempt, the applicant may retest after additional study and a one (1) day period.
- 5.2.4.** All persons who operate or escort vehicles in the Non-Movement portions of the airport must successfully complete initial testing, as well as, successful completion of future **annual** testing.
- 5.2.5.** Annual testing requirements are calculated as twelve (12) consecutive calendar months.
- 5.2.6.** Any person who does not successfully complete annual testing will have their driving privileges and badge access suspended until which time successful testing has occurred.
- 5.2.7.** Employers and employees bear the responsibility to ensure they have complied with the annual testing requirements.

5.3. Initial Testing Procedure

- 5.3.1.** Initial testing for Non-Movement Area driving privileges consists of a computer-based test. In order to exercise unescorted Non-Movement Area privileges, all drivers must pass this test.

5.4. Annual Testing Procedure

- 5.4.1.** Annual testing is conducted online.
- 5.4.2.** Employers and employees are responsible for tracking when annual testing is due.
- 5.4.3.** Testing does not replace the requirement of the employer to ensure training of all persons who operate or escort vehicles in the Non-Movement Area.

6. Driver Privileges Regulations

6.1. Vehicle Operator Requirements.

6.1.1. No vehicle may be operated on the airside unless—

- 6.1.1.1.** The driver is authorized to operate the class of vehicle by an appropriate state-licensing agency or by the driver's employer through a company training/certification program.
- 6.1.1.2.** The driver properly displays an approved, airport-issued ID badge with the Authorized Driver designation.
- 6.1.1.3.** No person operating or driving a vehicle may exceed the following speeds: Airport Service Road – 25 miles per hour; any aircraft apron – 15 miles per hour (5 miles per hour within 25 feet of an aircraft). Factors including, but not limited to, type of vehicle, weather, and visibility must be taken into consideration when determining safe operating speed.
- 6.1.1.4.** No vehicle may pass another ground vehicle in a designated vehicle roadway unless, the roadway is marked as a passing area. Anyone passing another vehicle must do so safely.
- 6.1.1.5.** No vehicle may 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 and maintain a safe distance from the aircraft.
- 6.1.1.6.** Moving aircraft and passengers enplaning or deplaning aircraft have the right-of-way at all times over vehicular traffic. Vehicle drivers must yield the right-of-way.
- 6.1.1.7.** No vehicle operator may enter the airside unless authorized by the Airport or unless the vehicle is properly escorted. The vehicle must meet requirements in Section 6.2 – Vehicle Regulations.
- 6.1.1.8.** No person may operate any motor vehicle that is in such physical or mechanical condition as to endanger persons or property or that the Airport considers an endangerment.
- 6.1.1.9.** No person may—
 - Operate any vehicle that is overloaded or carrying more passengers than for which the vehicle was designed.
 - Ride on the running board or stand up in the body of a moving vehicle.
 - Ride with arms or legs protruding from the body of a vehicle except when the vehicle was designed for such use.
- 6.1.1.10.** A vehicle guide person is required whenever the vision of the vehicle operator is restricted.

- 6.1.1.11.** No fuel truck may be brought into, stored, or parked within 50 feet of a building. Fuel trucks must not be parked within 10 feet from other vehicles.
- 6.1.1.12.** Container carriers and tugs may tow no more carts, pods, or containers than are practical, under control, tracking properly, and safe.
- 6.1.1.13.** When not serving aircraft or undertaking their intended functions, apron vehicles and equipment must be parked in approved areas in such a manner as to not block or restrict the operation or movement of other vehicles and equipment.
- 6.1.1.14.** Vehicle operators must not operate or park vehicles under any passenger loading bridge. Except on a designated marking.
- 6.1.1.15.** No person may park a vehicle in an aircraft parking area, safety area, or in a manner that obstructs or interferes with operations in the aircraft Movement Area or apron area.
- 6.1.1.16.** 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.
- 6.1.1.17.** No person may park a vehicle or equipment in a manner that prohibits an emergency vehicle from accessing any fire hydrant.
- 6.1.1.18.** No person may operate a vehicle or other equipment within the airside under the influence of alcohol or any drug that impairs, or may impair, the operator's abilities.
- 6.1.1.19.** 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 airside while the gate is open.
- 6.1.1.20.** 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.
- 6.1.1.21.** Vehicles must not enter the Movement Area or cross runways unless the operator of the vehicle has received required training and authorization from the Airport to operate on the Movement Area. All airport vehicles must utilize the airport perimeter and service roads to transition between areas on the airport. In

emergency situations, please contact Airport Operations for a Movement Area escort.

6.1.1.22. Each vehicle operator is responsible for the activities of each vehicle passenger on the airside of the airport.

6.1.1.23. When operating a vehicle at night avoid directing the vehicle's headlights at aircraft, specifically the cockpit.

6.2. Vehicle Regulations.

6.2.1. No vehicle may be operated on the airside unless it has proper registration with the State or is a qualified off-road vehicle that is not normally operated on public streets but has received the approval of the Airport.

6.2.2. All vehicles operated on the airside must have vehicle liability insurance, as required by the Airport.

6.2.3. The Airport must approve tenant vehicles operated on the Non-Movement Areas. These vehicles must display an airport-approved company logo, and must utilize a steady yellow beacon mounted on the uppermost part of the vehicle.

6.2.4. Carts or pieces of equipment being towed or carried after darkness must have side and rear reflectors or rear lights.

6.2.5. No vehicle may be permitted on the airside unless—

- It is in sound mechanical condition with unobstructed forward and side vision from the driver's seat.
- It has the appropriately rated and inspected fire extinguishers (service vehicles and fuel trucks).
- It has operable headlamps and brake lights.

6.3. Vehicular Accidents. Operators of vehicles 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—

6.3.1. Immediately stop and remain in a safe place at the scene of the accident.

6.3.2. Render reasonable assistance, if capable, to any person injured in the accident.

6.3.3. Report the accident immediately to the Airport's Public Safety Department before leaving the scene.

6.3.4. Provide and surrender the following to any responding Airport personnel: name and address, SIDA badge, state driver's license, and any information such personnel need to complete a motor vehicle

accident report.

- 7. Non-Movement Areas.** Includes aprons, some taxiways, and other areas not under control of the ATCT. Anyone authorized to operate a motorized vehicle on the airside may do so on the Non-Movement Areas without being in positive radio contact with the ATCT. These areas include—

- Perimeter/Service Roads
- Terminal Apron
- Cargo Apron
- Golf Apron
- Portions of Taxiways G, K3, K4 and L

7.1. Perimeter/Service Roads (Reserved for future use) (**See Appendix B**)

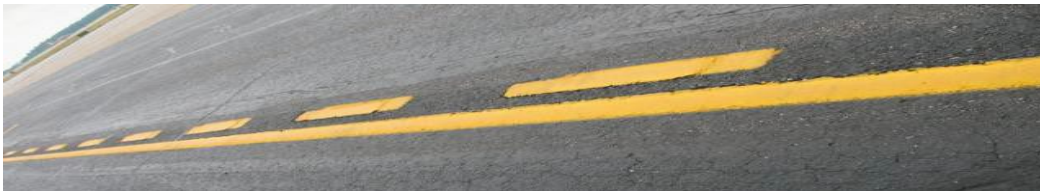
7.2. Some Taxiways (**See Appendix A**)

7.3. Aprons (**See Appendix A**)

7.4. Gates (**See Appendix B**)

- 8. 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 gate, and noise levels are high.

- 8.1.** The Non-Movement Area Boundary Line separates the Non-Movement Area (not controlled by the ATCT) and the Movement Area (controlled by the ATCT). Vehicle operators will **NOT** cross a Non-Movement Area Boundary Line. The solid line is located on the Non-Movement side while the dashed line is located on the Movement side. Individuals with Non-Movement driving privileges **WILL NOT** cross this solid line.



Non-Movement Area Boundary Line

- 8.2.** Vehicle drivers must—

- 8.2.1.** Always follow the speed limit of 15 mph on all aprons
- 8.2.2.** Never drive between safety cones or across delineated passenger walkways.
- 8.2.3.** Watch cockpit blind spots—pilots typically cannot see behind or below the aircraft.
- 8.2.4.** Avoid jet blast or prop wash, which can blow debris or overturn vehicles.
- 8.2.5.** Be aware and avoid propellers that can cause damage, injury, or death.

- 8.2.6. Be aware of other vehicle movements—you may not hear them approaching due to aircraft engine noise.
- 8.2.7. Yield to aircraft, passengers, and emergency vehicles, which **ALWAYS** have the right-of-way on the Air Operations Area of the Airport.
- 8.2.8. Avoid aiming vehicle headlights at aircraft, specifically the cockpit.

8.3. 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, the aircraft's red flashing beacons must be on. 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. When it is necessary to pass behind an aircraft, pass behind an aircraft with as much distance as practical.

9. **Nighttime and Poor Weather Driving Conditions.** Poor weather conditions (snow, fog, rain, etc.) might obscure visual cues, roadway markings, airport signs, and the ability of the ATCT to see you. Vehicle operators must remain vigilant of their surroundings and operating boundaries. Watch out for snow removal equipment and aircraft operating in the vicinity under low-visibility conditions.

10. **Safety. The FAA defines runway incursion as any occurrence at an airport involving the incorrect presence of an aircraft, vehicle or person on the protected area of a surface designated for the landing and takeoff of aircraft.**

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

- Pilot/Mechanic taxiing or towing an aircraft /ground vehicle/controller communication
- 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.

10.2. **Right-of-Way.** When driving on the airfield, vehicle operators need to always be aware of their location and the meaning of pavement markings and signs. When on the aprons, stay away and steer clear of aircraft. **Aircraft always have the right- of-way.**

Appendix B

MidAmerica St. Louis Airport (BLV)



Service Road (Highlight in blue below)



Airport Gates (Highlighted in green above)

- a. 1 = Service Road/Taxiway Lima
- b. 3 = JPALS
- c. 7 = Terminal Apron
- d. 9 = Cargo Apron
- e. 15 = ARFF
- d. 17 = Maintenance
- e. 24 = Golf

References

United States. Federal Aviation Administration. Department of Transportation. Advisory Circular 150/5210-20A.

MidAmerica St. Louis Airport. Airport Regulations 2-4-7.