



SPINKS AIRPORT

NON-MOVEMENT AREA DRIVING GUIDE

Guide #12262019

**NON-MOVEMENT AREA GUIDE
SPINKS AIRPORT**

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DEFINITIONS

The following terms (as referenced in Code of City of Fort Worth, Chapter 3 “Airports and Aircraft”, when used in this guide, shall have the following meanings as addressed in this section:

AIRCRAFT shall mean any weight-carrying structure for navigation in the air and which obtains support by the dynamic reaction of the air to any obstruction connected with the structure. Gliders or ultralights, either powered or unpowered, helicopters, hot air balloons, and airships will be considered aircraft.

AIR OPERATIONS AREA (AOA) shall mean any area of the airport, both public and leased, used or intended to be used for the landing, takeoff, taxiing, or parking of aircraft, or any other area designated so by the director.

AIRPORT OR AIRFIELD shall mean all of the land, improvements, facilities and development of the Fort Worth Spinks Airport.

AIRPORT OFFICIAL shall mean the director, airport manager, airport operations supervisor, or any other aviation department employee designated by the director to be responsible for the safe operation of the airport, and specifically designated with the authority to do so by the director.

AIRPORT ROADWAY shall mean those portions of the airport designated and made available temporarily or permanently by the director for vehicular traffic and not located on ground leased by others.

AIR TRAFFIC CONTROL (ATC) shall mean personnel, equipment, and air traffic control services provided by the Federal Aviation Administration, or other person, firm, or corporation contracted to do so by the City of Fort Worth.

AVIATION DEPARTMENT shall mean the Aviation Department of the City of Fort Worth, Texas, the department employing those city employees whose primary task is to administer, operate, and maintain all city-owned and –operated airports.

DIRECTOR shall mean the director of airport systems of the aviation department, the appointed head of the aviation department, being responsible for the administration, operations, and maintenance for all city-owned and –operated airports.

CFR shall mean the Code of Federal Regulations found in Title 14, Code of Federal Regulations.

FAA shall mean the Federal Aviation Administration.

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FOREIGN OBJECT DEBRIS shall mean any object, live or not, located in an inappropriate location in the airport environment that has the capacity to injure airport personnel or damage aircraft.

MOVEMENT AREA shall mean the runways, taxiways, and other landing areas of the airport which are utilized for taxiing, hover taxiing, air taxiing, and landings and takeoffs of aircraft, exclusive of ramp areas.

NON-MOVEMENT AREA shall mean 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 service roads.

OPERATOR shall mean any person who pilots, controls or maintains, either directly or indirectly, an aircraft, landing field, heliport, or vehicle.

PERSON shall mean any individual, firm, partnership, corporation, association, company (including any assignee, receiver, trustee or similar representative thereof), or the United States of America or any foreign government, state or political subdivision thereof.

PIGGY BACKING shall mean any occurrence when an unauthorized vehicle closely follows behind an authorized vehicle in order to pass through an access point before a gate closes; this is also referred to as tailgating.

RAMP OR RAMP AREA shall mean those portions of the airport, both public and leased, designated for the parking and/or storage of aircraft.

VEHICLE OR MOTOR VEHICLE shall mean any automobiles, golf carts, trucks, buses, motorcycles, horse-drawn vehicles, bicycles, push carts, fuel servicing vehicles, tugs, or any other device in or upon or by which any person or property is or may be transported, carried, or drawn upon land, excepting aircraft and railroad rolling equipment or other devices running only on stationary rails or track.

VEHICLE/PEDESTRIAN DEVIATION shall mean any entry or movement on the movement area by a vehicle (including aircraft operated by non-pilots) or pedestrian that has not been authorized by Air Traffic Control.

RUNWAY INCURSION shall mean any occurrence 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.

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I. APPLICABILITY

This regulation applies to all users of, and persons on any portion of, the property owned or leased by Spinks Airport. No persons are exempt from airport operating training requirements for operating a vehicle in the movement and safety areas of an airport. Tenant organizations must 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 the City of Fort Worth Department of Aviation, as necessary.

FAA Advisory Circular 150/5210-20A Section 1.1 Airport Procedures and Policies for Vehicle Access

The airport operator is accountable for the training and actions of all airfield vehicle operators approved to operate on the airport.

City of Fort Worth, Texas Code of Ordinances – Part II: City Code – Chapter 3: Airports and Aircraft

The rules and regulations for Spinks Airport are set forth in the aforementioned Chapter 3 of the Fort Worth City Code and are applicable to all airport operations and activities. Numerous subjects covered in the following training material can be referenced in Chapter 3.

II. PROGRAM OBJECTIVES

- Identify proper methods and procedures for operating safely at Spinks Airport.
- Provide familiarization and knowledge with the airport layout and acceptable operating practices.
- Enhance overall safety and reduce occurrences of unauthorized access, surface incidents, and runway incursions.

III. DRIVING INSIDE THE AIR OPERATIONS AREA (AOA)

Once a vehicle operator passes through an airfield gate, they are inside the Air Operations Area (AOA); consisting of movement areas and non-movement areas. It is extremely important that operators with access to the AOA understand the difference between the two areas and which one to avoid. Operating within the AOA requires the vehicle driver to exercise extreme caution. The dangers existing inside of an airport's AOA are much different than those that are experienced on a public roadway or highway. It falls under the Airport's responsibility to minimize unnecessary ground vehicles traversing multiple aprons so as to increase safety for all airfield users.

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It is for this reason vehicle drivers are required to use public roadways outside the AOA any time they need to reposition to other sections of the airport. Users observed crossing multiple aprons for the sole purpose of timesaving methods are subject to a fine.

▪ **GATE ACCESS PROCEDURES**

- Sharing personal gate access credentials with another individual could result in both parties being issued a citation.
- Vehicles and pedestrians are required to adhere to all traffic-control devices, signs, signals, and markings installed on the premises of the airport. (Code of the City of Fort Worth, Chapter 3, Section 3-97)
- Prevent piggy backing/tailgating by allowing gates to close behind you when entering the AOA.
- The last vehicle to pass through a gate when *exiting* the AOA must stop and wait for it to close.
- Do not share access rights with anyone.
- Individuals without access must be under escort by someone who has completed their training and has been issued access credentials by the Department of Aviation.
- A gate not functioning properly must be reported to Airport Operations.
- If piggy backing occurs, please do the following—
 - 1) Notify Airport Operations.
 - 2) Provide a description of the vehicle that includes: make, model, color, license plate, etc.
 - 3) If able, take note of the vehicle’s destination so it can be located.
 - 4) It is the responsibility of each authorized person to prevent piggybacking; and where prevention is not practical or safe, to report suspected unauthorized access.

▪ **SPEED LIMITS**

- Ramps: **10 MPH**
- Airport Roadways: **20 MPH**
- Within 50 feet of aircraft: **5 MPH**
- (Ch. 3, Sec. 3-97)

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▪ RIGHT-OF-WAY RULES

- Aircraft and emergency vehicles always have the right-of-way.
- Yield to pedestrians at all times.

▪ CONDITION OF VEHICLES

- Vehicles that operate within the AOA must comply with all of the registration and licensing requirements of state and federal law applicable to the type of vehicle. (Ch. 3, Sec. 3-103)
- Vehicles must have operable headlights, tail lights, mirrors, tires, horns, and any other devices which bear on safe operation of the vehicle. (Ch. 3, Sec. 3-103)

▪ 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—
 - 1) Immediately stop and remain at the scene of the accident.
 - 2) Report the accident immediately to Airport Operations. (Ch. 3, Sec. 3-118)
 - 3) Provide and surrender the following to any Airport Official: name and address, airport access ID card, state driver's license, and any information such personnel need to complete a motor vehicle accident report. (Ch. 3, Sec. 3-137; 3-169)

▪ GENERAL SAFETY PRACTICES

- Avoid any distraction while driving inside the AOA such as electronic devices and other passengers inside the vehicle.
- Noise levels on an airport are extremely high which could cause a vehicle operator to lose situational awareness of aircraft, vehicles, or personnel within close proximity to the operator.
- Use your vehicle emergency flashers when driving inside the AOA.
- Do not drive between, or under aircraft wingtips.
- Do not drive in front of an aircraft in motion.
- Do not drive between an aircraft and an aircraft marshal.
- Be mindful of blind spots around hangars, it can be difficult to detect aircraft until you are in one's immediate proximity.

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- Be mindful of aircraft blind spots such as beneath and behind the aircraft.
- Be aware of moving propellers that can cause damage, injury, or death.
- Avoid jet blast or prop wash which can blow debris.
- If you become lost or disoriented at any time, STOP and call Airport Operations for assistance.
- If you see something that is potentially dangerous or suspicious you should report it to Airport Operations.

The driving environment inside the AOA is uncommonly demanding of your attention as the potential for injury is great and safety must always be a first priority at Spinks Airport. Vehicle operators must be aware of their surroundings and the various activities that take place on the ramps. It is crucial vehicle operators recognize the hazards that exist and take personal responsibility in keeping the AOA safe and secure.

IV. THE NON-MOVEMENT AREA

The term non-movement area is often misunderstood as an area where there is literally no movement allowed by aircraft or vehicles; in reality the non-movement area is very busy with moving and stationary aircraft, vehicles, and equipment. It is comprised of aprons, service roads, and other areas used by aircraft to park, load, or unload. The significance of the non-movement and movement area is to separate areas under Air Traffic Control – the non-movement area is simply an area not under positive Air Traffic Control. In the non-movement area, aircraft or vehicles must contact air traffic control to gain access to the movement areas, which are made up of runways and taxiways.

Operating within the non-movement area requires the vehicle driver to exercise extreme caution as aircraft are always moving, pilots and passengers are walking from aircraft to facilities, and noise levels are high.

V. IDENTIFYING THE NON-MOVEMENT AREA BOUNDARY

Non-Movement Area Boundary Markings consists of two yellow lines (one solid and one dashed). Occasionally, this line may be substituted with a white sign with red text that says “AIRCRAFT ONLY”. 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 into the movement area.** In rare cases when an aircraft emergency exists, authorized individuals may cross this marking only while corresponding with air traffic control and only to assist aircraft. Only authorized and properly trained personnel from the Department of Aviation, FAA, and other authorized entities may operate ground vehicles on the aircraft movement area.

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Ground vehicles found to be operating in the movement area that are not authorized, and not in contact with the ATCT, pose a serious risk to air traffic. **A current pilot's license is not a satisfactory certification for operating ground vehicles inside the movement area.** The operators of such vehicles are subject to substantial penalty up to and including revocation of airside driving privileges and a fine of up to \$500. (Ch. 3, Sec. 3-102; 3-105)

Refer to Exhibits 1 and 2 for further aid in identifying and understanding the non-movement area boundary.

VI. VEHICLE/PEDESTRIAN DEVIATIONS & RUNWAY INCURSIONS

- **Vehicle/Pedestrian Deviation (V/PD)** is defined as any entry or movement on the movement area by a vehicle (including aircraft operated by non-pilots) or pedestrian that has not been authorized by Air Traffic Control.
- **Runway Incursion** is defined as any occurrence 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.

V/PDs and incursions are primarily caused by lack of airport familiarity and/or loss of situational awareness. In order to avoid V/PDs, vehicle drivers should be familiar with their area of operations. When driving in the non-movement area, vehicle operators need to always be aware of their location and the meaning of all pavement markings, lights, and signs. For a detailed breakdown of all signs and markings, drivers/pilots can reference them using the FAA Airport Sign and Marking – Quick Reference Guide available at FAA.gov or through Spinks Airport Operations.

Any V/PD into the movement area at Fort Worth Spinks Airport constitutes a misdemeanor criminal offense punishable by a fine not to exceed \$500. (Ch. 3, Sec. 3-102)

VII. VIOLATION OF RULES – PENALTIES & SUSPENSION OF DRIVING

Should you violate any of the AOA driving rules, you are violating your privilege to drive inside the airport. A continuous violation is not tolerated and the consequences can result in the following:

- Retraining of Non-Movement Area Driver Training.
- Temporary and/or permanent revocation of AOA driving privileges.
- A fine not to exceed \$500. (Ch. 3, Sec. 3-102).

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VIII. FOREIGN OBJECT DEBRIS

- FOD is any object, live or not, located in an inappropriate location in the airport environment that has the capacity to injure airport personnel or damage aircraft.
- It is everyone's responsibility to help keep the airport clean of debris.
- Facilities with permanent dumpsters must keep them secured at all times – trash that is allowed to overflow and blow onto the airfield poses a serious risk to aircraft safety.
- Facilities with excessive equipment, materials, objects, etc. must be promptly removed or stored inside to keep the ramp areas and roadways clear of obstructions.

IX. AIRPORT CONTACTS

- Airport Administration: (817) 392-5430
- Airport Operations: (817) 392-5433

**NON-MOVEMENT AREA BOUNDARY LOCATIONS
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EXHIBIT 1



 **Movement Area**

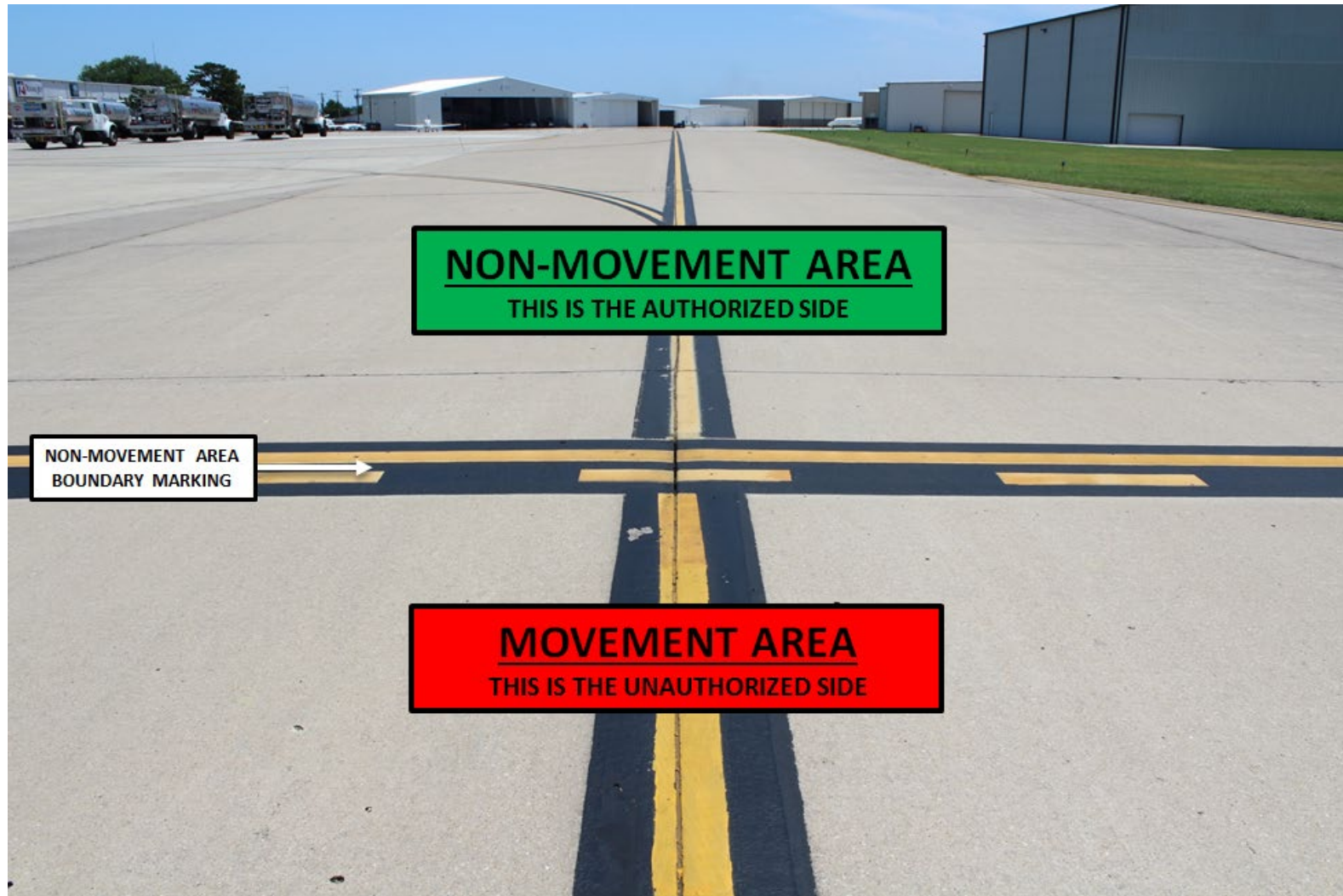
 **Non-Movement Area**

 / **AIRCRAFT ONLY**

**Non-Movement Area
Boundary/Hold Short
Marker**

**NON-MOVEMENT AREA BOUNDARY MARKING BREAKDOWN
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EXHIBIT 2



Non-Movement Area & Gate Access Responsibility Acknowledgement

I have reviewed this guide and acknowledge that I have been authorized to operate a ground vehicle in the non-movement area of Fort Worth Spinks Airport. I understand that I am only permitted to drive within the leased premises of the organization(s) granting permission OR have received further authorization from Spinks Airport management. I acknowledge that I will abide by all safety and security regulations of Fort Worth Spinks Airport, including the security of the unique gate access that I have been individually assigned to my name and company. I acknowledge that it is unlawful for any person to walk or drive a vehicle on or across any portion of a movement area without permission from the FAA Air Traffic Control Tower. Violations on the movement area are subject to a \$500 fine per Code of City of Fort Worth, Chapter 3 “Airports and Aircraft” Section 3-102. Additionally, I acknowledge that if I share my unique gate access with someone that violates Section 3-102, I may have my airfield driving privileges and gate access revoked pursuant to Code of City of Fort Worth, Section 3-105. I will not allow vehicles or pedestrians to follow behind me through an Airport Operations Area (AOA) gate “piggybacking” unless I am escorting them to and from their arrival and departure point of the AOA. I understand that my access to the airport can be revoked at the Airport Manager’s discretion pursuant to Code of City of Fort Worth, Section 3-105.

CHECK BOX IF YOU WISH TO RECEIVE CONSTANT CONTACT EMAILS FROM SPINKS AIRPORT

Name (Please print clearly)

Name (Sign)

Organization Telephone Number

Drivers License State and Expiration
(Do not write number) (MM/DD/YYYY)

Date

Email Address

AIRPORT USE ONLY:

Received By

Date