



AOA Safety Rules and Regulations

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Revision Index

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Introduction

The Greater Orlando Aviation Authority (the Aviation Authority) is committed to providing the Orlando Executive Airport (ORL) community with a safe and secure working environment. This document describes the safety and security rules of the Air Operations Area (AOA), and associated violations that are issued to promote and maintain the safety, security, health, peace, convenience, and welfare of airport employees, tenants, commercial users, and the traveling public.

Other safety rules and regulations are described by Federal Aviation Regulations (FARs), Florida Law, City of Orlando Ordinance, Orlando Executive Airport Aeronautical Service Operator Minimum Standards, and GOAA policies and procedures. These AOA Rules and Regulations are supplemental to those described elsewhere.

This document serves as an awareness aid and outlines not only these AOA Rules and Regulations, but also the penalties for violations. Safety violations are issued by Airport Operations in response to noncompliance with any AOA safety and security rules, regulations, policies, or procedures. It is the responsibility of every person and entity working, conducting business at, or using the Orlando Executive Airport to maintain a current working knowledge of, and to comply with, all safety rules, regulations, policies, and procedures.

These AOA Rules and Regulations are divided into three (3) groups.

Group One:

AOA Security & Non- Movement Area Rules and Safety Violations

Group Two:

ORL Movement Area Rules and Safety Violations

Group Three:

Aircraft Tow and Taxi Operations by Non-Pilots on the Airport

These Airport Rules and Violations may be supplemented, amended, or repealed at any time by the Aviation Authority. Comments and requests for clarification concerning these Rules and Regulations should be addressed to Orlando Executive Airport Operations at 407-579-5088, or email GA-OPS@goaa.org.

AOA Rules and Regulations Definitions and Facts

Air Operations Area (AOA)

The AOA is an area on the airfield where aircraft operate. This includes all runways, taxiways, and aircraft ramps.

The AOA is divided into two (2) designated areas, the **Non-Movement Area** and the **Movement Area**.

Non-Movement Area

The Non-Movement Area comprises those areas on the AOA that **ARE NOT** controlled by the Air Traffic Control Tower (ATCT). The Non-Movement Area includes all AOA aircraft ramps (Northeast Ramp, East Ramp, North Ramp and West Ramp) and all taxi lanes.

Movement Area

The Movement Area comprises those areas on the AOA that **ARE** under the control of the ATCT and require their authorization or "clearance" to enter and operate. The Movement Area includes all runways, taxiways, and associated safety areas. Safety areas are the areas adjacent to runways and taxiways.

Incursions

An Incursion is the unauthorized entry onto the Movement Area or impeding an aircraft during taxi. If you commit an incursion, your access privileges may be suspended or revoked immediately.

Incursions can be caused by:

- Driving onto the Movement Area without the proper authorization or clearance from the ATCT.
- Being distracted while driving (e.g. talking/texting on a cell phone or radio or not paying attention to where you are driving).
- Interfering with an aircraft operation (i.e. failing to yield to an aircraft).

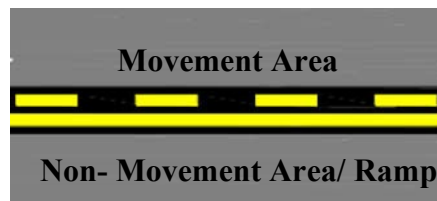
The best way to prevent an incursion is to avoid entering the movement area unless absolutely necessary

Visual aids that indicate where the movement area begins



CALLBOX

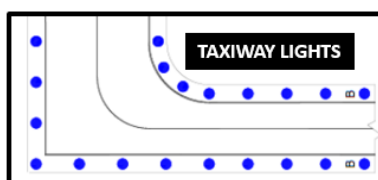
Located at the entrance to the taxiways from the aircraft ramps



NON-MOVEMENT AREA BOUNDARY MARKING

Painted across the entire width of the entrance to the taxiway

DO NOT CROSS THE SOLID YELLOW LINE WITHOUT A CLEARANCE FROM THE ATCT



**TAXIWAYS HAVE BLUE EDGE LIGHTS ON BOTH SIDES OF THE PAVEMENT
RAMPS HAVE BLUE EDGE LIGHTS ON ONE SIDE OF THE PAVEMENT**

Indications That an Aircraft is ready to Taxi

- Aircraft beacon and/or anti-collision lights are on.
- Aircraft line personnel positioned at the nose, at times also at the wingtips, to ensure proper wing-tip clearances during taxi out.
- Wheel chocks have been removed

General Rules for Driving on the AOA (not all inclusive)

- First & foremost, when driving on the AOA, **AIRCRAFT ALWAYS HAVE THE RIGHT-OF-WAY.**
- Always ensure loads have been properly secured before towing. Anyone involved in or observing an accident involving an aircraft, property damage, injury, or death, **MUST** report it IMMEDIATELY by calling **911** and ORL Airport Operations at 407-579-5088.
- Beware of jet blast. Avoid driving behind jet aircraft with operating engines.
- No smoking on the AOA unless in a marked Designated Smoking Area. No smoking inside any vehicle operating on the AOA.

Speed Limits

- **15 MPH:** On service roads
- **15 MPH:** On all aircraft ramps or when towing on any service roads

Foreign Object Debris (FOD)

FOD is any item located in an inappropriate location in the airport environment that has the potential to injure personnel or damage property. It is the responsibility and obligation of everyone who travels on the AOA to remove any FOD encountered and place it in a container or FOD bucket.

Hazardous Materials (HAZMAT) Spills

All HAZMAT spills (i.e. fuel, oil, hydraulic fluids, and lavatory content) **MUST** be reported **IMMEDIATELY** by calling **911** and ORL Airport Operations at 407-579-5088. Advise the 911 Operator of the type and approximate quantity (gallons) of materials spilled, and the location of the spill. Clean-up efforts must begin immediately. Prevent people and vehicles from walking or driving through the spill until Emergency Response Vehicles arrive.

Important Phone Numbers

- When reporting **EMERGENCIES**, dial **911**.
- **Airport Operations: (407) 579-5088**
 - o For airfield condition reports or authorization to access the Movement Area; for assistance or concerns regarding the airfield, electronic gates, or fencing problems; for bird or animal problems; or for questions about operations on the AOA.

Group One:
AOA Security & Non-Movement Area Safety Rules and Violations

The following conduct is prohibited, and any such conduct shall result in the issuance of a Safety Violation:

1. CRASH

- 1.1 Failing to report an accident resulting in property damage, damage to an aircraft, or personal injury.
- 1.2 Leaving the scene of an accident.

2. DRIVER LICENSE/ DRIVING ENDORSEMENTS

- 2.1 Operating a vehicle without a valid driver's license in your possession.
- 2.2 Operating a vehicle without approved AOA access.
- 2.3 Operating a vehicle while under the influence of alcohol or drugs.

3. UNSAFE VEHICLE/DEFECTIVE SAFETY EQUIPMENT/VEHICLE IDENTIFICATION

- 3.1 Operating a vehicle that is in an unsafe condition or not roadworthy (e.g. malfunctioning brakes, bald tires, leaking fluids, or obstructed visibility).
- 3.2 Operating a vehicle without functioning headlights/taillights.
- 3.3 Failing to use headlights (e.g. sunset to sunrise, during low visibility conditions).
- 3.4 Failing to dim high beams to oncoming aircraft or vehicular traffic.
- 3.5 Operating a vehicle without being restrained by a safety belt.

4. RECKLESS DRIVING

- 4.1 Unauthorized entry into the Movement Area. (Note: Movement Area penalties apply. Unauthorized presence means operating on a runway, taxiway or on their associated safety areas without proper ATCT clearance).
- 4.2 Operating a vehicle in a manner that endangers any person or property.
- 4.3 Operating a vehicle in a manner that results in injury, significant property damage, or damage to an aircraft.
- 4.4 Racing (any manner of participation).
- 4.6 Driving at a speed that is at least 15 MPH over the posted speed limit.
- 4.7 Interfering with an emergency operation (e.g. driving through an emergency scene, endangering emergency personnel).

5. RIGHT-OF-WAY

- 5.1 Failing to yield to aircraft in motion.
- 5.2 Impeding the path of a taxiing aircraft.
- 5.3 Failing to yield to an emergency vehicle responding to an emergency. (Emergency vehicles must be using lights or siren at time of incident).

6. CARELESS DRIVING

- 6.1 Driving at a speed less than double the posted speed limit or at less than 15 MPH over the posted speed limit.
- 6.2 Failing to stop at posted stop sign or stop bar. (The vehicle must come to a complete stop).
- 6.3 Failing to use due care which does not result in personal injury, significant property damage or damage to an aircraft.
- 6.4 Failing to use due care for conditions (e.g. wet roadways, congested areas, areas with limited visibility).
- 6.5 Failing to use due care by driving behind operating aircraft engine.
- 6.6 Leaving vehicle unattended with engine running without parking brake set or wheels chocked.
- 6.7 Operating a vehicle while manually typing or entering letters, numbers, symbols, or other characters into a wireless communication device (e.g. texting or instant messaging).
- 6.8 Operating a vehicle while sending, reading, or viewing data on a wireless communication device including, but not limited to, emailing, web browsing and streaming data.
- 6.9 Operating a vehicle while wearing a headset, headphone or other listening device other than a hearing aid or instrument for the improvement of defective human hearing. (Note: Does not apply to aircraft push-back headsets or personal hearing protection. Headsets for cellular phones should only provide sound through one ear and allow surrounding sounds to be heard).
- 6.10 Operating a vehicle while communicating on a cellular phone without a hands-free listening device. (Headsets for cellular phones should only provide sound through one ear and allow surrounding sounds to be heard).

7. PASSENGERS

- 7.1 Transporting passengers in any vehicle unless the vehicle is equipped with a seat intended for use by each passenger other than the driver. (One passenger per seat: No seat – No ride rule).
- 7.2 Permitting passengers to ride on the exterior of vehicle.
- 7.3 Riding in trailer/vehicle being towed.
- 7.4 Operating a vehicle without passengers in the front seat being restrained by a safety belt.

8. PARKING

- 8.1 Blocking ingress/egress lanes in an emergency.
- 8.2 Blocking emergency access gates/doors.
- 8.3 Parking in aircraft taxi lane.
- 8.4 Parking in unauthorized areas (e.g. parked in restricted painted areas, posted No Parking or Reserved Parking areas).
- 8.5 Parking on the roadway.

8.6 Parking in emergency lane.

9. SMOKING ON AOA

9.1 Smoking on the AOA.

9.2 Smoking on the AOA inside a vehicle.

10. AIRCRAFT FUELING OPERATIONS

10.1 Fueling or defueling aircraft inside a hangar, an enclosed area, or within 50 feet of any building.

10.2 Conducting aircraft fueling or defueling operations without properly bonding the aircraft and fueling vehicle.

10.3 Conducting aircraft fueling or de-fueling operations without proper training.

10.4 Leaving an aircraft fueling vehicle unattended while connected to the aircraft fueling point.

10.5 Bypassing or disabling any safety device on any fueling system/vehicle/cart or its components, to include failure to use chocks.

10.6 Parking or storing a fueling vehicle within 50 feet of any building or within 10 feet of any other vehicle.

10.7 Use of electronic devices or any non-essential items while actively performing fueling. Earbuds are limited to one ear.

10.8 Failing to use appropriate PPE while performing a fluid spill clean-up operation.

10.9 Knowingly operates a fueling vehicle in a non-compliant or unsafe condition.

10.10 Possession of any smoking / vaping paraphernalia in an aircraft fueling vehicle.

10.11 Possession of smoking / vaping paraphernalia on your person within 50 feet of fueling operations.

10.12 Use or placement of ignition sources within 50 feet of fueling operations, fuel spill, or HAZMAT.

10.13 Failing to have sufficient fuel spill absorbent materials on hand.

10.14 Restricting access to fire hydrant, fire extinguisher, Emergency Fuel Shut-Off (EFSO) locations, or other life safety equipment. (Parked within 10 feet of fire hydrant, extinguisher, or EFSO).

10.15 Using BBQ grills, smokers, gas torches, welders, or any other device that causes an open flame without advance approval from Airport Operations.

10.16 Failing to give immediate notification to airport operations for HAZMAT spill (HAZMAT includes Jet-A, gasoline, kerosene, diesel, oil, hydraulic fluid petroleum products, and lavatory fluids).

10.17 Driving through a HAZMAT spill.

10.18 Fueling without the use of chocks, failing to carry chocks on the fueling vehicle, or poor tire condition.

11. GENERAL SAFETY AND LEASEHOLD RULES

- 11.1 Threatening or endangering any person on the AOA.
- 11.2 Failing to comply with any safety-related or security-related instruction from Airport Operations or other authorized person.
- 11.3 Discharging or disposing of any material, liquid, or chemical on the ground or within any water drainage system.
- 11.4 Unauthorized use of a pedal-cycle or a motorcycle on the AOA.
- 11.5 Littering or creating FOD hazard.
- 11.6 Coordination of, or participation in, any sports activity on any ramp without prior approval from Airport Operations.
- 11.7 Unauthorized feeding, harassing, or dispersing of wildlife on the AOA.
- 11.8 Accumulation of garbage, clutter, or litter in leasehold areas.
- 11.9 Accumulation of flammable materials on the AOA (stockpile of wooden pallets, cardboard, paper, or rags).
- 11.10 Engaging in behavior, including failing to use due care, that could result in personal injury, property damage, or damage to an aircraft that does not involve operation of a vehicle.
- 11.11 Engaging in behavior, including failing to use due care, that results in personal injury, property damage, or damage to an aircraft that does not involve operation of a vehicle.

12. CONSTRUCTION ON THE AOA

- 12.1 Unauthorized use of vehicles or equipment which poses a threat to safe aircraft operations (e.g. Part 77 Violations).
- 12.2 Failure to maintain construction barricades (e.g. missing flags or improper size of flags, missing red lights at nighttime, improper spacing).
- 12.3 Using non-approved barricades (e.g. railroad ties, jersey barriers, metal A-frames).
- 12.4 Improper lighting or marking of construction vehicles or equipment (e.g. missing company logos, AOA decals, beacon or flag).
- 12.5 Improper parking of construction vehicles or equipment (e.g. parked in a runway/taxiway safety area/object free area, parked on the paved surface of a closed runway or taxiway, parked in any area not authorized by Airport Operations).
- 12.6 Improper marking or lighting of construction areas.
- 12.7 Improper or unauthorized stockpiling of construction materials (in accordance with FAA Advisory Circular 5370-2 – Operational Safety on Airports during Construction).
- 12.8 Unmarked, uncovered or unauthorized excavations (e.g. trenches, manholes).
- 12.9 Commencement/ending of daily construction activities without notice to Airport Operations.
- 12.10 Commencement/ending of flagging activities without notice to Airport Operations.

13. AIRPORT ACCESS CONTROL

ORL Security and Access Control Procedures are outlined in ORL Standard Operating Guideline 19, attached as Appendix A. Failure to comply with these procedures could result in forfeiture of gate access authorization and applicable fees. Access to electronic vehicle gates must be issued through airport credentials. If an ORL gate access card is lost or stolen, contact Airport Operations immediately at 407-579-5088.

- 13.1 Failure to wait for a gate to close completely before driving away. This applies when entering and exiting the facility.
- 13.2 Unauthorized entry into the US Customs and Border Protection Federal Inspection Station box located on the west end of the East Ramp.
- 13.3 Accessing or attempting to access gate(s) other than as assigned by Airport Operations.
- 13.4 Failure to properly escort.

Authorized users may escort known individuals to their leased premises; however, they must always be physically with their guest(s). Escorts are responsible for the behavior of their guests, and any improper actions could result in the revocation of airport access.

Group Two: ORL Movement Area Safety Rules and Violations

The following conduct is prohibited, and any such conduct shall result in the issuance of a Safety Violation.

Note: The Movement Area includes ALL runways, taxiways and their adjacent Safety Areas

14. AIR TRAFFIC CONTROL

- 14.1 Incursion: Unauthorized presence on runways, taxiways, and their associated safety areas.
- 14.2 Failing to comply with, or deviation from, Air Traffic Control instructions.
- 14.3 Failing to comply with Air Traffic Control radio communication requirements/protocols.

15. ADDITIONAL RULES FOR THE MOVEMENT AREA

- 15.1 Operating on the Movement Area within ILS Critical Areas while Critical Areas are being protected. (Visibility < 2 miles and/or ceiling < 800 ft.).
- 15.2 Unauthorized opening/closure of Runway or Taxiway.
- 15.3 Committing any offense listed under Group One: Non-Movement Area Safety Rules and Violations, in the Movement Area.

NOTES:

- 1. Airport Operations, CFR 1, and FAA Technical Operations are permitted to proceed on or cross an active runway or enter a runway safety area where there is an operational need in the performance of their duties.
- 2. Any work on an active runway or in a runway safety area must be approved by Airport Operations prior to the commencement of that work. The runway must be closed prior to commencement of any work on the runway or runway safety area.

3. Airport Operations staff and FAA Tech Ops are permitted to work in a runway safety area while the runway remains active in accordance with the GOAA/ATCT Letter of Agreement on file. The runway must be closed for all other work that needs to be done in the runway safety area.
- 15.4 Failure to provide proper escorts on Movement Area.
- 15.5 Operating a vehicle on the Movement Area without proper markings, operating beacon or flag.

NOTES:

1. Company logos must be on both sides of the vehicle.
2. Beacons must be amber in color (except for emergency and law enforcement vehicles).
3. Beacons must be attached to the highest point of the vehicle.
4. Beacon must be visible from all directions (including from the air).
5. Beacon must be visible during daylight and nighttime.
6. Beacon must be operating when on the Movement Area.
7. Flags can be substituted for a beacon (daytime only).
8. Flags must be orange/white checkered pattern (each square must be a minimum of 12 inches by 12 inches.)
9. Flags must be a minimum of 3 feet by 3 feet.

Group Three
Aircraft Tow and Taxi Operations by Non-Pilots on the Airport
Safety Rules and Violations

This document defines the responsibilities and procedures parties must abide by when accessing and operating on the AOA.

Any violation of these rules on the Movement Area will be considered a Movement Area violation. An aircraft being taxied under its own power by a non-pilot or with no intention of flying, or an aircraft under tow, is considered a ground vehicle.

The maximum speed limit when towing an aircraft is:

- Taxiways and Taxi Lanes: **15mph**
- Ramps: **15mph**

AIRCRAFT TOW OPERATIONS

Towing Qualifications

The owner/operator will ensure that each person that will be in physical control of the aircraft while under tow has successfully completed company-provided training on tow operations and is thoroughly familiar with all published towing procedures pertaining to the type of aircraft that is being towed, along with understanding the restrictions and/or limitations on any vehicle authorized to move an aircraft. Towing operations involving runway crossings require additional training from Airport Operations.

Towing on the Movement Area

During the performance of an aircraft tow, the person handling communications with the ATCT assumes all responsibility for the tow movement.

16. AIRCRAFT TOWING VIOLATIONS

- 16.1 Failure to use due care while towing an aircraft that DOES result in personal injury, property damage, or damage to an aircraft.
- 16.2 Failure to use due care while towing an aircraft that does not result in personal injury, property damage, or damage to an aircraft.
- 16.3 Failure to advise ATCT that the aircraft is under tow.
- 16.4 Attempting to board or leave a moving aircraft or towed vehicle.
- 16.5 Failure to immediately report any unusual event, deviation, or incident while towing or taxiing an aircraft on the Movement Area to either the ATCTC or Airport Operations.
- 16.6 Excessive speed while towing an aircraft on the AOA.

PENALTIES FOR VIOLATIONS

Safety violations and security violations are issued by Airport Operations personnel in response to noncompliance with any airport rules, regulations, policies or procedures. Any person who violates the procedures for accessing or operating in the AOA will be subject to an "Airport Warning." Those procedures are described or specified in applicable regulations and policies, and information provided in training to those with access to that area. Violations are maintained on the violations record. Except for violations falling under administrative review, the penalties and associated fees for violations are outlined below:

17. NON-MOVEMENT AREA VIOLATIONS

1st Violation:

- 1. Verbal warning.

2nd Violation within five (5) years of the 1st violation:

- 1. ORL Access Media confiscated for at least twenty-four (24) hours.
- 2. At least a twenty-four (24) hour suspension of vehicle access to the AOA.
 - 1. ORL Access Media will be reinstated after the successful completion of the applicable Airfield Access training course and payment of associated fees
 - 2. ORL Access Media may be permanently revoked as recommended by the Operations Supervisor and approved by the Vice President, ORL Operations, in their sole discretion.

3rd Violation within five (5) years of the 1st violation:

- 1. ORL Access Media confiscated for at least five (5) days.
- 2. At least a five (5) day suspension of vehicle access to the AOA.
- 3. ORL Access Media will be reinstated after the successful completion of the applicable Airfield Access training course and payment of associated fees.

4. ORL Access Media may be permanently revoked, as recommended by the Operations Supervisor and approved by the Vice President, ORL Operations in their sole discretion.

4th Violation within five (5) years of the 1st violation:

1. Indefinite revocation of ORL Access Media. The duration of the suspension will be determined on a case-by-case basis depending on the severity of the violation, including up to permanent revocation of access.

18. MOVEMENT AREA VIOLATIONS

1st Violation:

1. ORL Access Media confiscated for at least twenty-four (24) hours.
2. At least a twenty-four (24) hour suspension of vehicle access to the AOA.
3. ORL Access Media will be reinstated after the successful completion of the applicable Airfield Access training course and payment of associated fees
4. ORL Access Media may be permanently revoked as recommended by the Operations Supervisor and approved by the Vice President, ORL Operations, in their sole discretion.

2nd Violation within five (5) years of the 1st violation:

1. ORL Access Media confiscated for at least five (5) days.
2. At least a five (5) day suspension of vehicle access to the AOA.
3. ORL Access Media will be reinstated after the successful completion of the applicable Airfield Access training course and payment of associated fees
4. ORL Access Media may be permanently revoked, as recommended by the Operations Supervisor and approved by the Vice President, ORL Operations in their sole discretion.

3rd Violation within five (5) years of the 1st violation:

1. Indefinite revocation of ORL Access Media. The duration of the suspension will be determined on a case-by-case basis depending on the severity of the violation, including up to permanent revocation of access.