

Orlando Executive Airport (ORL)

Standard Operating Guideline #19

DATE: March 4, 2024 (Supersedes April 12, 2023)

SUBJECT: ORL Security and Access Control

1. General:

The Vice President, ORL Operations (Airport Director) has overall responsibility for the development, maintenance, and implementation of the Airport Security Program (ASP) and will coordinate ASP issues with proper federal authorities. The ASP is deemed Sensitive Security Information (SSI) and is not subject to public disclosure.

Compliance with the ASP is mandatory for all individuals and entities located on, operating at, or visiting, Orlando Executive Airport. Any information contained in the ASP and required by individuals in the performance of their duties will be provided through training and other appropriate means, on a need-to-know basis.

Certain documents and information relating to the ASP, to other airport security plans, or to other security related issues may be deemed Sensitive Security Information under federal law and/or confidential under state law. Documents containing SSI are restricted by federal law from disclosure and, along with documents containing confidential information under state law, are exempt from disclosure. A reference to this restriction has been made in Policy 140.031, Inspection and Copying of Authority Public Records.

All personnel must comply with and acknowledge all rules and restrictions contained in the Aviation Authority badging application as well as those presented in any Aviation Authority approved training program or policy.

Filming, recording or photographing the secure area of the airport is prohibited without a request first being made via Aviation Authority staff.



2. **Definitions:**

Air Operations Area (AOA):

Any area on the airfield that an aircraft can operate. More specifically, the AOA includes, but is not limited to, aircraft movement areas, aircraft parking areas, loading ramps, safety areas and other adjacent areas not separated by adequate security measures.

Aircraft Movement Area:

Movement areas are the 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.

Aircraft Non-Movement Area:

Non-movement areas are areas of an airport that are used for taxiing or hover taxiing from the movement areas to hangars or facilities. This area is not under control of the air traffic control tower.

US Customs and Border Protection (CBP) Federal Inspection Station (FIS):

A facility at airports where passengers entering the United States from foreign countries must be processed by federal customs and immigration officials before formally entering the United States.

3. **Methods, Training and Testing:**

Any person, whether on foot or operating a vehicle on the AOA, must have access authorization or be under proper escort. Upon approval of a person's AOA Access Authorization request, the person must satisfactorily complete the applicable "Airfield Access" training. Upon successful completion of the training, Airport Operations will grant access via ORL Access Card (for a fee), or Bluetooth device by the Operations Team.

Note: There are certain exceptions for flight schools and airport businesses to have patrons operate on the non-movement area on foot without "Airfield Access" training. These patrons must have an operational need such as taking flight lessons or renting an airplane. Since they are neither utilizing a vehicle nor gate to access the AOA and instead are accessing the AOA via the airport business with which they are explicitly doing business, they are not required to

take the training. They should still, however, be aware of the airport rules outlined in this SOG.

4. Airport Access Control Rules and Regulations:

- a. Failure to comply with these procedures could result in forfeiture of gate access authorization. GOAA-issued credentials must be used to access an electronic vehicle gate. Drivers are required to stop and **wait** for all gates to close **completely** before leaving. This applies to entering and exiting the facility.
- b. The speed limit on all airport areas is 15 mph or 5 mph when aircraft are nearby. This is **strictly enforced**.
- c. Vehicles must be parked in a manner such that they do not block a taxiway, taxiway, or emergency access. Vehicles will be towed if they present a hazard to aircraft or emergency vehicles.
- d. Entry into the US CBP FIS box located on the west end of the East Ramp is strictly prohibited unless authorized by CBP.
- e. Give way to all vehicles that are responding to emergencies, including the Fire Department, Law Enforcement, and Airport Operations.
- f. Drivers must be in possession of a driver's license or other government issued photo ID at all times while on airport property.
- g. Drivers must only access those gates assigned to them. Any attempt to access an area that was not authorized by the airport through initial access credentialing will result in revocation of access privileges.
- h. Vehicle lights are required to be on at night.
- i. Hangar/tie-down subtenants must proceed to and from assigned hangar or aircraft tie-downs only. At no time should they drive a vehicle to an area or aircraft that is not associated with their leasehold.
- j. Known individuals may be escorted onto the premises, however they must be physically with the escort at all times. Escorts are responsible for their guests and any improper actions by these individuals could result in the revocation of airport access.
- k. Give way to aircraft at all times.

- I. If an ORL access card is lost or stolen, contact Airport Operations immediately at (407) 579-5088.

5. Violations:

Any person who violates the procedures for security screening, or for improperly 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 in information provided in training to those with access to that area. Penalties for security violations are as follows:

- a. 1st Security Violation:
 - i. Verbal warning.
- b. 2nd Security Violation within the five (5) years prior to the date of that violation:
 - i. At least a twenty-four (24) hour suspension of access to the AOA.
 - ii. AOA access will be reinstated upon successful completion of the applicable AOA Access training course and payment of a re-activation fee (for GOAA E-gates).
 - iii. ORL AOA access may be permanently revoked, as recommended by the Operations Team and approved by the Airport Director, in their sole discretion.
- c. 3rd Security Violation within the five (5) years months prior to the date of that violation:
 - i. At least a five (5) day suspension of access to the AOA.
 - ii. AOA access will be reinstated upon successful completion of the applicable AOA Access training course and payment of a re-activation fee (for GOAA E-gates).
 - iii. AOA access may be permanently revoked, as recommended by the Operations Team and approved by the Airport Director, in their sole discretion.
- d. 4th Security Violation within the 5 years prior to the date of that violation:

- i. Indefinite revocation of AOA access. 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 AOA access.