LA CROSSE REGIONAL AIRPORT
LA CROSSE, WI

PEDESTRIAN & VEHICLE OPERATORS TRAINING MANUAL

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PREFACE

DEVIATION TO THE VEHICLE OPERATORS TRAINING MANUAL

A. DEVIATION

In an emergency situation requiring immediate action for the protection of life or property, deviation from this manual, to the extent required to meet the emergency, is authorized.

B. REPORT

In the event of a deviation, the deviator must submit a report, in writing, stating the nature, extent, and duration of the deviation to the Airport Manager's Office within 48 hours.

DEFINITIONS AND GENERAL INFORMATION

A. DEFINITIONS

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. Air Carrier Ramp – An apron for commercial air service carriers. Only authorized personnel and vehicles with an active Security Identification Display Area (SIDA) badge may operate on this ramp. Private vehicles and aircraft are prohibited from operating on the ramp.

3. Air Operation Area (AOA) - Those areas which encompass the runways, taxiways and other areas of the airport utilized for taxing, takeoff, and landing of aircraft including ramps/aprons and parking areas.

4. Air Traffic Control Tower (ATCT) – A facility that uses primarily air to air/ground communications to provide air traffic control services to aircraft and vehicles operating in the vicinity of an airport or on the movement area. Authorizes all vehicles and aircraft in and out of the Movement Area.

5. Aircraft – Any device that is used or intended to be used for flight in the air.

6. Airport (LSE) – La Crosse Regional Airport Facility owned and operated by the City of La Crosse, including all improvements and equipment; existing or to be developed.

7. Apron (aka Ramp) – A defined area on an airport or heliport intended to accommodate aircraft for the purposes of parking, loading and unloading passengers and cargo, refueling, and/or maintenance.

8. Common Traffic Advisory Frequency (CTAF) – A designated air band radio frequency used for coordination of air and ground vehicle operations in an environment that is not under the direct control of an Air Traffic Control Tower. The CTAF frequency at LSE is 118.45 when the tower is closed.

9. Fixed Based Operator (FBO) – A person, firm or organization engaged in a business that provides a range of basic services to general aviation. Services may include: the sale and dispensing of fuel, line services, aircraft parking and tie-downs, pilot and passenger facilities, airframe and power plant maintenance, aircraft sales and rentals, and pilot instruction.

10. Foreign Object Debris (FOD) – A substance, debris, or article foreign to an aircraft, vehicle, or system that has the potential to cause damage.

11. General Aviation (GA) – The portion of civil aviation that encompasses all facets of aviation except carriers holding certificates of public convenience and necessity.

12. ILS Critical Area – An area provided to protect the signals of the runway localizer and glideslope.

13. Jet Blast/Prop Wash – jet engine exhaust or propeller turbulence.

14. Light Gun – signaling device that emits a bright narrow bean of white, green, or red light, as selected by the tower controller. The color and type of light transmitted can be used to approve or reject anticipated pilot or vehicle actions where radio communication is lost or unavailable. The light gun is used for controlling traffic operating in the vicinity of the airport and on the airport movement area.

15. Mobile Fueler – A vehicle owned and/or operated by authorized agents to pump and dispense aviation fuels at the Airport. This may include fuel tankers, in-to-plane fueling pumpers, and hydrant carts.

16. Movement Area - All areas under positive control of the La Crosse ATCT, requiring communication with ATC personnel. All vehicles operating on a designated movement area must be identified and equipped with an amber beacon, a two-way radio and in contact on tower frequency or be escorted by a vehicle with a two-way radio in contact with the tower.

17. Non-Movement Area - Those areas in the AOA not under control by ATCT. Vehicles operating in these areas are not required to be radio equipped or have special vehicle markings. Aircraft have the right of way in these areas and pedestrians and vehicles operating in the non-movement area are required to give way to all aircraft while in these areas. The non-movement areas are designated by a dashed and solid yellow line.

18. Pedestrians – Any person located on the airfield that is not in an aircraft or ground vehicle. Vehicle operators away from their vehicle for any amount of time are also considered pedestrians.

19. Restricted Area – Areas of the Airport posted to prohibit or limit entry or access by the general public. All other areas than public areas.

20. Runway – A defined rectangular area on a land airport prepared for the landing and takeoff run of aircraft along its length.

21. Runway Incursion – Any occurrence at an airport, with an operating control tower, involving: an aircraft, vehicle, person, or object – on the ground creates a collision hazard or results in loss of separation with an aircraft taking off, intending to take off, landing, or intending to land.

22. Runway Safety Area (RSA) – A defined surface surrounding the runway prepared or suitable for reducing the risk of damage to airplanes in the event of an undershoot, overshoot, or excursion from the runway.

23. 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.

24. Taxiway – Those parts of the airside designated for the surface maneuvering of aircraft to and from the runways and aircraft parking areas.

25. Tie Down Area – An area used for securing aircraft to the ground.

26. Uncontrolled Airport – An airport without an operating air traffic control tower or when the airport ATCT is not operating.

27. UNICOM – A non-federal communication facility that may provide airport information at certain airports. Locations and frequencies of UNICOMs are shown on aeronautical charts and publications.

28. Vehicle - All conveyances, except aircraft, used on the ground to transport persons, cargo or equipment.

29. Wake Turbulence – A 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.

B. AUTHORIZED GROUND VEHICLES

Ground vehicles, authorized by the Airport Manager or designated representative to operate on movement areas and safety areas at the La Crosse Regional Airport are limited only to those vehicles necessary for Airport Operations and include, but are not limited to the following types of vehicles:

1. La Crosse Regional Airport and City of La Crosse owned vehicles equipped with a rotating beacon or strobe light and radio for communication with Air Traffic Control Tower (ATCT) and aircraft after ATCT hours.

2. FAA Tech OPS vehicles.

3. Fixed Base Operator vehicles (FBO), to include mobile fuel trucks **(limited to Apron Areas only)**, tractors and other support vehicles as needed.

4. Airline tugs, tractors and other motorized vehicles. These vehicles are limited to the apron areas unless an operational duty (i.e. deicing, towing, etc…) requires use of a

Movement Area. Escorts will be given to these vehicles on Movement Areas to provide communication with ATCT.

5. Construction vehicles operating under airport procedures for construction purposes.

6. Any other vehicle requiring access to movement areas and safety areas when escorted by a properly equipped airport vehicle.

C. AUTHORIZED VEHICLE OPERATORS

1. Any person with a need to operate a ground vehicle in the Air Operations Area (AOA) must obtain a valid state driver's license from any state of the United States and complete the La Crosse Regional Airport Driver's Training Program.

2. Only persons that have completed the La Crosse Regional Airport Driver's Training process and hold a current LSE SIDA badge have access to work in or pass though the Airport Restricted Area located on the air carrier ramp. If Operator does not possess a LSE SIDA badge they must be escorted by approved airport staff.

D. GROUND VEHICLE COMMUNICATIONS

All vehicles operating on Movement Areas and safety areas are required to be equipped with a two-way radio allowing communications on ground control frequency (121.8) and, (Tower/CTAF) Common Traffic Advisory Frequency (118.45). Vehicles operating in the Non-Movement Area only are not required to have radio communication capability.

E. PEDESTRIAN & VEHICLE ACCESS CONTROL

1. There are five main vehicle gates at which entrance into the air operations area (AOA) can be gained to the Airport from the landside. (**See Exhibit A**)

   Gate 1: Electronic operated gate located adjacent and south of the terminal facility. This gate is primarily used for Airport personnel.

   Gate 19: Electronic operated gate located on Fisherman's Road. This gate is primarily used by T-Hangar tenants.

   Gate 20: Electronic operated gate located adjacent and south of the Airport Fuel Farm Facility. This gate is primarily used by T-Hangar tenants.

   Gate 22: Electronic operated gate located adjacent and south of the Maintenance/SRE Building. This gate is primarily used by Airport personnel and T-Hangar tenants.

   Gate 32: Electronic operated gate located adjacent and south of Colgan Air Service. This gate is primarily used in the day to day operations of the FBO.

2. In addition to the 5 main access gates, there are an additional 37 locked pedestrian and vehicle gates around the rest of the airfield. They will not be used for normal access, instead only in cases of emergency, construction, or as need arises. (**See Exhibit A**)

3. Guests of an airport tenant may be escorted or provided limited access to their respective aircraft parking area. Responsibility rests with the sponsor tenant.

4. Construction and special projects personnel will be required to obtain an AOA badge either for non-movement or both movement and non-movement areas. Once permit has been acquired, gate access will be assigned by Airport Police/Fire.

F. VEHICLE REGULATIONS

1. No vehicle shall be operated on the AOA unless it has proper registration as deemed legal by any official state Department of Transportation or is a qualified off-road vehicle that is not normally operated on public streets but has received the approval of the La Crosse Regional Airport.

2. All vehicles operated on the airside must have vehicle liability insurance as required by the State of Wisconsin.

3. The La Crosse Regional Airport must approve tenant vehicles operated on the movement area.

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

5. No vehicle shall be permitted on the AOA unless—
    a. It is properly marked, as outlined in FAA Advisory Circular 150/5210-5, *Painting, Marking, and Lighting of Vehicles Used on an Airport. (not required for contractors or as so approved by Airport Management)*
    b. It is in sound mechanical condition with unobstructed forward and side vision from the driver's seat.
    c. It has the appropriately rated and inspected fire extinguishers (service vehicles and fuel trucks).
    d. It has operable headlamps and brake lights.

6. Vehicles operating on the movement area shall be equipped with operating amber rotating beacon or equivalent and/or a white and orange checkered flag. Emergency vehicles may operate with a red rotating beacon or equivalent.

G. VEHICLE OPERATOR REGULATIONS

1. All applicants must satisfactorily complete the applicable driver's training class before receiving AOA driving privileges.

2. All applicants must pass the written test with a grade of at least ninety percent. Applicants who do not pass the written test may retake the test after additional study and a one day period.

3. Applicants for movement area driving privileges shall be required to successfully complete an airside driving test by a designated representative of La Crosse Regional Airport.

4. No vehicle shall be operated on the AOA unless—
    a. The driver is authorized to operate the class of vehicle, and
    b. The driver has been authorized by Airport Management to operate on the AOA.

5. No vehicle shall pass another ground vehicle in a designated vehicle roadway, except emergency vehicles in the process of emergency operations.

6. No vehicle shall 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 of the aircraft and shall pass no closer than 20 feet from any wing or tail section.

7. Moving aircraft and passengers enplaning or deplaning aircraft shall always have the right-of-way over vehicular traffic. Vehicle drivers must yield the right-of-way.

8. No vehicle operator shall enter the movement area—
    a. Without first obtaining permission of the La Crosse Regional Airport and clearance from the ATCT to enter the movement area;
    b. Unless equipped with an operable two-way radio in communication with the ATCT; or
    c. Unless escorted by a La Crosse Regional Airport vehicle and as long as the vehicle remains under the control of the escort vehicle.

9. No person shall—
    a. Operate any vehicle that is overloaded or carrying more passengers than for which the vehicle was designed.
    b. Ride on the running board or stand up in the moving vehicle.
    c. Ride with arms or legs protruding from the vehicle except when the vehicle was designed for such use.

10. A vehicle guide person is required whenever the vision of the vehicle operator is restricted.

11. No mobile fueler shall be brought into, stored, or parked within 50 feet of a building. Fuel trucks must not be parked within 10 feet from other vehicles.

12. Container carriers and tugs shall tow no more carts, pods, or containers than are practical, under control, tracking properly, and safe.

13. When not serving aircraft or undertaking their intended functions, ramp vehicles and equipment shall be parked only in approved areas.

14. Vehicle operators shall not operate or park vehicles under any passenger loading bridge.

15. No person shall—
    a. 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.
    b. 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 vehicles or equipment.
    c. Park a vehicle or equipment within 10 feet of a fire hydrant or in a manner that prohibits a vehicle from accessing the fire hydrant.
    d. Operate a vehicle or other equipment within the AOA under the influence of alcohol or any drug that impairs, or may impair, the operator's abilities.

16. Each vehicle operator using an airport perimeter (security) gate shall ensure the gate closes behind the vehicle prior to leaving the vicinity of the gate. The vehicle operator shall also ensure no unauthorized vehicles or persons gain access to the AOA while the gate is open. (Violators are subject to a PERSONAL fine)

17. Vehicle operators shall not operate vehicles in a reckless or careless manner. A reckless or careless manner is one that threatens the life or safety of any person and threatens damage or destruction to property.

18. Vehicles shall not enter the movement area or cross runways unless the operator has a necessity which cannot be obtained another way. Whenever possible, all airport vehicles shall utilize the airport perimeter and service roads to transition between areas on the airport.

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

H. 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 another vehicle shall—

1. Immediately stop and remain at the scene of the accident.

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

3. Report the accident immediately to the La Crosse Regional Airport Police and Fire at 608-789-7450 before leaving the scene, if possible.

4. Provide and surrender the following to any responding La Crosse Regional Airport personnel: name and address, state driver's license, and any information such personnel need to complete a motor vehicle accident report.

I. SPEED LIMITS

No person operating or driving a vehicle on any aircraft ramp shall exceed a speed greater than **25 miles per hour**. Factors including, but not limited to, weather and visibility shall be taken into consideration when determining safe operating speed.

J. CONSEQUENCES OF NON-COMPLIANCE

1. 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.

2. Any person, who does not comply with any of the provisions of these Rules and Regulations, or any lawful order issued pursuant thereto, will be subject to progressive penalties for repeat violations. These penalties may include denied use of the Airport by Airport Management in addition to the penalties described pursuant to Federal, state, or local authorities**.**

3. Penalties for failure to comply with the Airside Vehicular Traffic Regulations shall consist of written warnings, suspension of airside driving privileges, and/or revocation of airside driving privileges. Receipt of **two written warnings** by an operator of a vehicle in any 12-month period will automatically result in suspension of airside driving privileges. Receipt of three written warnings in any 12-month period will automatically result in revocation of airside driving privileges.

4. Based on an evaluation of the circumstances or the severity of a particular incident or incidents, the La Crosse Regional Airport reserves the exclusive right to assess any penalty it deems appropriate at any time to any individual authorized to operate a vehicle on the airside without regard to prior operating history.

5. Suspension of airside driving privileges shall be no less than one calendar day and no greater than ten calendar days.

6. The La Crosse Regional Airport will provide a copy of all written warnings issued to an operator to the local manager of the company owning or in possession and control of the vehicle or vehicles involved in the violation(s).

7. The La Crosse Regional Airport shall require any individual involved in a runway incursion or other vehicle incident to complete remedial airfield driver training including a practical exam before be allowed to drive on the airfield.

AIRPORT MARKING AIDS AND SIGNS

A. AIRPORT MARKING AIDS & LIGHTS

1. In the interest of safety, regularity, and efficiency of aircraft operations the FAA has recommended for the guidance of the public, the following airport markings. These markings are compliant with Advisory Circular 150/5340-1 (current edition) *Standards for Airport Markings*.

2. **Runway Designators** - Runway numbers and letters are determined from the approach direction. The runway number is the whole number nearest one-tenth the magnetic azimuth of the centerline of the runway, measured clockwise from the magnetic north.

   The runways at our airport are numbered as follows:

   Runway 13-31
   Runway 18-36
   Runway 03-21

3. Runway pavement markings are always white. The centerline of a runway is a broken white line; the edge of the runway is a solid white line. Other markings on runways are touchdown markings, fixed distance markings and threshold markings.

4. **Taxiway Marking** - The taxiway centerline is marked with a continuous yellow line. Taxiway "**HOLD SHORT LINES**" (or Pattern A) consists of two continuous and two dashed lines, perpendicular to the taxiway centerline. HOLD SHORT LINES also consist of one or more signs at the edge of the taxiway, with white characters on a red sign face.

   a. A driver shall not cross the HOLD SHORT LINES without ATCT clearance when instructed by ATCT to "HOLD SHORT OF a runway," the driver should stop so no part of the vehicle extends beyond the HOLD SHORT LINE. A vehicle exiting the runway is not clear until all parts of the vehicle have crossed the HOLD SHORT LINE. A picture of these markings is shown in *Figure 3-1*. In addition to hold short lines, the southern end of Taxiway Foxtrot entering Runway 36 has Runway guard Lights or “wig-wag” lights for additional hold short aid during inclimate weather.

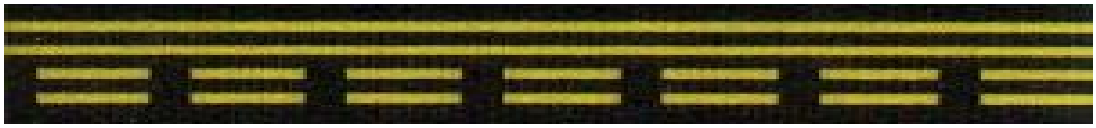


Figure 3-1 Hold Short Markings

b. **Enhanced Taxiway Centerline Markings** will appear 150 feet before a runway hold line, as illustrated in *Figure 3-2*. These markings are intended to serve as an additional warning to flight crews that they are approaching the runway.

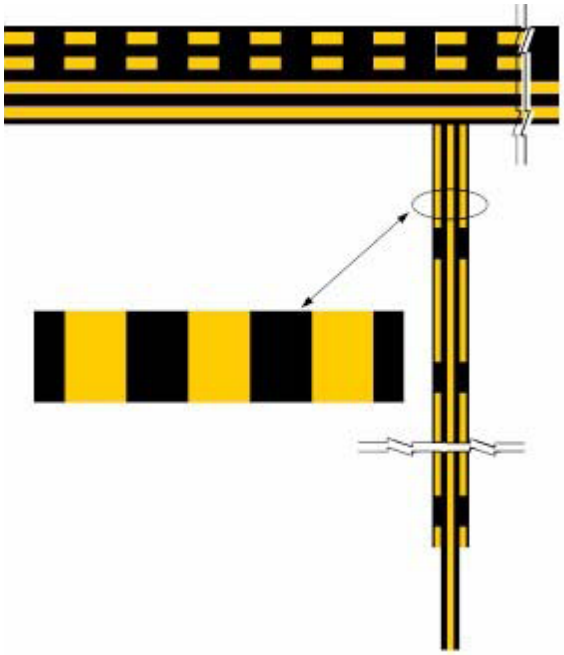


Figure 3-2 Enhanced Taxiway Centerline Markings

c. **Non-Movement Area Boundary Markings** consist of two yellow lines, 1 solid and 1 dashed (as shown in *Figure 3-3*). The solid line is located on the non-movement side, while the dashed line is located on the movement area side. A pedestrian or vehicle operator is not to cross from the sold line side without first contacting the ATCT and obtaining clearance to operate in the movement area.

Figure 3-3 Non-Movement Area Boundary Marking

5. Lighting-
   a. All taxiway edge lights are colored blue and located along the each edge of the taxiway.
   b. Runway lights are white, except the last 2000 feet of an instrument approach runway is colored yellow.
   c. Across the end of each runway there are threshold lights, these lights have a split lens, red on the departure end of the runway side and green on approach end of the runway side.

B. AIRPORT SIGNS

1. The colors, sizes and locations of signs are important and depict required information in accordance with Advisory Circular 150/5340-18 (current edition) *Standards for Airport Sign Systems*. Be aware of the color sign you are looking at.

2. **Guidance Signs** (Direction & Destination) have a yellow background with black inscriptions and arrows. These signs direct pilots and drivers towards a particular area on the airport. They can be used to direct towards runways, other taxiways, ramps, etc. An example of a Guidance Sign is shown in *Figure 3-5*.

Figure 3-5 Guidance Sign

3. **Location Signs** are signs with black backgrounds and yellow inscriptions. These signs are located to inform pilots and drivers of the taxiway they are currently on. An example of a Taxiway Designation Sign is shown in *Figure 3-6*.

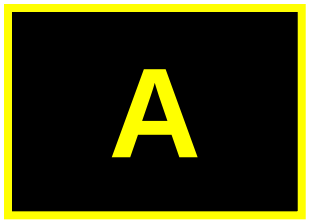


Figure 3-6 Taxiway Location Sign

4. **Mandatory Signs** have a red background with white inscriptions. Pilots and drivers should never go beyond these signs unless they have specific clearance to do so. When the Air Traffic Control Tower is not in operation, these signs are treated as stop signs and caution should be used to scan the area for traffic to ensure it is clear prior to proceeding. An example of a Hold Short Sign is shown in *Figure 3-7*.

Figure 3-7 Hold Short Sign

5. **Distance Remaining Signs** are black signs with white numerals located along the edge of the runway. This gives pilots the distance, measured in thousands of feet, remaining on the runway prior to reaching its end. An Example of a Distance Remaining Sign is shown in *Figure 3-8*.

Figure 3-8 Distance Remaining Sign

6. **Runway Safety Area/Object free Zone (OFZ) and Runway Approach Area Boundary Signs** are yellow signs with a black inscription that depicts the hold line marking found on the pavement (*Figure 3-9*). This sign is required to identify the boundary of a runway safety area/OFZ or the runway approach area of a nearby runway. Currently the location of this type of sign at the La Crosse Airport is on the south end of Foxtrot on the hold line for RWY 36, facing northbound. All vehicles and aircraft must clear this sign to be outside the safety areas for RWY 36 and RWY 03.

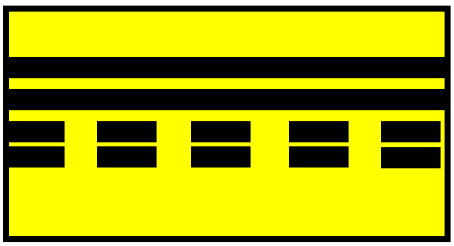


Figure 3-9 Distance Remaining Sign

7. All Airport Markings and Signs are not suggestions but required and shall be complied with at all times.

OPERATING IN AIRPORT MOVEMENT AREAS

A. GENERAL

1. Prior to a vehicle entering a movement area. The driver must first contact La Crosse Tower on 118.45 and request permission to enter the Movement Area. The Movement and Non-Movement Areas are identified as **Exhibit B**.

2. A vehicle towing an aircraft or ground support equipment on a taxiway or runway must request permission from the ATCT prior to commencing towing operations. To alleviate congestion on surfaces prior to requesting permission, the vehicle must be hooked up to the equipment or aircraft, and all employees in place and ready for towing.

3. Under no circumstances are any vehicles and/or pedestrians permitted on the Movement Area unless in an airport approved vehicle and properly equipped with a functioning air to ground radio, and the employee is trained and certified in proper operating procedures. Any other vehicle must be escorted by an approved vehicle that has communication with the ATCT.

4. Under no circumstances is an unattended vehicle to be left in a Movement Area or a pedestrian to enter a Movement Area without consent from ATCT.

B. OPERATING GUIDELINES

1. Operators of any radio-equipped vehicles on the Movement Areas must be trained and familiar with airport radio procedures prior to operating on movement areas. The vehicle rotating beacon, strobe light, or flag will be operated/displayed at all times while on Movement Areas.

2. The ATCT has overall control of ground vehicle traffic on the Movement Areas, and safety areas adjacent to the Movement Areas, during hours that ATCT is open. Vehicles must establish radio contact with ATCT and receive authorization prior to operating in these areas. (See paragraph 7 for guidelines when the ATCT is closed).

3. **Vehicle operators shall not cross HOLD SHORT LINES or enter an active runway until authorized by the ATCT.**

4. Access onto the Movement Area without appropriate coordination (see Paragraphs 2 & 7) can be investigated by the FAA as a possible violation of Federal Aviation Regulation (FAR) Part 139. Any vehicle operator involved in a runway incursion incident will be required to submit a written report to the Airport Manager's Office and subject to any and all retraining, fines, and/or revocation of privileges which may occur.

6. Aircraft have the right-of-way on all AOA surfaces. Vehicles and pedestrians are required to yield to all moving aircraft.

6. Movement Areas or areas adjacent to Movement Areas under construction will be closed to aircraft operations if possible. Construction equipment which must operate on active Movement Areas will be controlled by flagmen or a radio equipped escort vehicle. Operators on construction equipment will be briefed on their procedures for operating on or near Movement Areas. These procedures will only be in place if the affected area cannot be closed.

7. During periods when the ATCT is closed (9 p.m. until 6 a.m.), vehicle operators will announce their intentions on CTAF (118.45) prior to operating on the movement areas. Updated positions and intentions shall be rebroadcast on this frequency at minimum every 15 minutes.

8. If radio communications are lost with the ATCT when operating on movement areas, the vehicle operator will flash the vehicle headlights at the ATCT and wait for a light gun signal. If radio communications are lost while on an active runway the vehicle operator will exit on the next available taxiway and flash the vehicle headlights at the ATCT. You can contact the tower via company radio, cell phone, or wait for light gun signal procedures.

9. POFZ is defined as an area at the arriving runway threshold, at the arriving threshold elevation, and centered on the extended runway centerline, 200 ft long by 800 ft wide (400 ft each side of the centerline)See **Exhibit C**. This area is only in effect when all of the following operations conditions are met:

    a. The runway has a vertically guided instrument approach (Runway 18)
    b. The reported ceiling is below 250 ft and/or visibility less than ¾ statute miles (or RVR below 400 ft)
    c. An aircraft is on final approach within 2 miles of the runway threshold.

    ALL GROUND VEHICLES MUST REMAIN CLEAR OF THE POFZ DURING THE ABOVE CONDITIONS

D. OPERATING DURING POOR WEATHER AND/OR LOW VISIBILITY

1. Vehicle operators should be constantly aware that during certain low visibility conditions the movement of aircraft and vehicles on airports might not be visible to the tower controller. This may prevent visual confirmation of a vehicle operator's adherence to taxi instructions. Operators should therefore exercise extreme vigilance and proceed cautiously under such conditions.

2. Of vital importance is the need for operators to notify the controller when difficulties are encountered or at the first indication of becoming disoriented. When vision difficulties are encountered operators should immediately inform the controller.

3. Dense fog can cause extremely low visibility and can hinder movement around the airport. Operations at this time should be kept to the bare minimum and based on immediate need only.

E HIGH ALERT AREAS

The southern portion of Taxiway Foxtrot and Runway 36 has been designated as a high alert area. Aircraft and vehicles must exercise caution when moving near this area if proceeding to the ends runway 36 and/or runway 03. Follow all hold short instructions for Runway 36 before proceeding. Runway Guard Lights or "Wig-wag" lights have been installed to aid all vehicles and aircraft in identifying the runway and hold short markings during inclimate weather. See **Exhibit E**.

F. FOD

FOD is foreign objects or debris on runways, taxiways, and safety areas. FOD may cause hazards to aircraft particularly those with jet engines. Precautions should be taken to make sure you and/or your vehicle don't add to the problem. Make sure that no trash is blown from the vehicle that you are driving. If FOD is seen anywhere on the airfield, make sure you take the time to notify Airport staff or if practical, remove immediately.

G. RIGHT-OF-WAY

1. Moving aircraft shall have the right-of-way over vehicular traffic at all times. Vehicular traffic should not operate between parked aircraft and loading gates or any other building.

2. Emergency equipment shall have the right-of-way over vehicle traffic at all times. Vehicles will remain clear of any emergency situation unless authorized to so by response personnel.

3. Aircraft being towed also have the right-of-way over vehicular traffic at all times. These tugs however must yield to moving aircraft using the taxiway.

H. RUNWAY INCURSIONS & SURFACE INCIDENTS

Runway incursions and surface incidents are a very serious matter that can cause injuries and fatalities to both drivers and pilots. Runway incursions and surface incidents can be avoided by following all of the aforementioned rules. 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 take-off of aircraft should exit the runway immediately and contact tower for further instructions. If the tower is not open exit the runway and contact Airport Police and Fire on CTAF or at (608) 792-0233.

OPERATING IN AIRPORT NON-MOVEMENT AREAS

A. THE NON-MOVEMENT AREA

1. Non-Movement areas include aprons, taxi lanes 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 are depicted in **Exhibit B**.

2. Operating within the ramp 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.

3. Vehicle drivers should—
    a. Never drive between safety cones or across delineated passenger walkways.
    b. Watch cockpit blind spots—pilots typically cannot see behind or below the aircraft.
    c. Avoid jet blast or prop wash, which can blow debris or overturn vehicles.
    d. Be aware and avoid moving propellers that can cause damage, injury, or death.
    e. Be aware of other vehicle movements—you may not hear them approaching due to aircraft engine noise.
    f. Yield to aircraft, passengers, and emergency vehicles, which ALWAYS have the right-of-way on any portion of the airport.

4. When traveling on the apron, always use designated vehicle service roads. Driving close to buildings and around vehicles or aircraft is prohibited. This policy helps to establish a predictable order of vehicle movements in congested areas and helps to ensure their visibility to aircraft and other vehicles.

5. 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.

RADIO COMMUNICATION PHRASEOLOGY & TECHNIQUES

A. GENERAL

1. Radio communications are a critical link in the ATC system. This link can be a strong bond between pilot/driver and controller or it can be broken with surprising speed and disastrous results. Discussion herein provides basic procedures for drivers and also highlights safe operating concepts for all.

2. The single, most important thought in driver-controller communication is understanding. It is essential therefore that drivers acknowledge each radio communication with ATC by using clear, concise, and exact language. Brevity is important and contact should be kept as brief as possible, but the controller must know what you want to do before he/she can properly carry out their control duties. And you the driver must know exactly what he/she wants you to do. Since concise phraseology may not always be adequate, use whatever words are necessary to get your message across.

3. All drivers will find the following information helpful in learning what certain words or phrases mean. Good phraseology enhances safety and is the mark of a professional. Jargon, chatter and "CB" slang have no place in ATC communication. The following information is the same glossary used in the ATC controller's handbook. It should be studied and reviewed from time to time to sharpen your communication skills.

4. Any vehicle driving on the movement areas **must** be in contact with the ATCT or capable of monitoring and transmitting on CTAF. Vehicle operators must always monitor the appropriate radio frequency when in the movement areas on controlled airports. Permission must be requested and clearance given prior to driving on any movement area. A vehicle that is equipped with an air-to-ground radio may escort vehicles without radios. When a movement area is closed for construction, vehicles may traverse that area without ATCT contact but must be escorted if their travels require them to cross an active movement area.

B. AUDIO TECHNIQUE

1. Listen before you transmit. Except for a few situations where some frequency overlap occurs, if you hear someone else talking, the keying of your transmitter will be futile and you will probably jam their receivers causing them to repeat their call. If you have just changed frequencies, pause, listen and make sure the frequency is clear.

2. Think before keying your transmitter. Know what you want to say.

3. The microphone should be very close to your lips and after pressing the mic button, a slight pause may be necessary to be sure the first word is transmitted. Speak in a normal conversational tone.

4. When you release the button, wait a few seconds before calling again. The controller may be jotting down your number, looking for a flight plan, transmitting on a different frequency, or selecting his/her transmitter to your frequency

5. Be alert to the sounds or lack of sounds in your receiver. Check your volume, recheck your frequency and make sure that your microphone is not stuck in the transmit position. Frequency blockages can occur for extended periods of time due to unintentional transmitter operation. This type of interference is commonly referred to as a "stuck mike." and controllers may refer to it in this manner when attempting to assign an alternate frequency. If the assigned frequency is completely blocked by this type of interference, perform the following:
    a. If you are located in a runway intersection, immediately proceed to the taxiways and clear the runway.
    b. Immediately, after clearing the runway contact your supervisor by radio or phone and wait for instructions prior to proceeding. (Expect Light Gun Signals from the ATCT.)

C. CONTACT PROCEDURES

1. Initial Contact:
    a. The term "initial contact" or "call-up" means the first radio call you make to La Crosse Airport Tower Control. Use the following format:
        - Name of facility being called.
          EXAMPLE: La Crosse Tower
        - Your vehicle identification code.
          EXAMPLE: Airport 30, or FAA 219, or Crash 1 etc...
        - Your Location and your intentions.
          EXAMPLE: On the East Ramp would like to cross RWY 31 on TWY A.
    b. Use discretion and do not overload the controller with information he/she does not need. If you do not get a response from the ATCT, recheck your radio by repeating the message. If still no response, contact your supervisor.

2. Subsequent Contact and Responses to Call-Ups from ATCT:
   Use the same format as used for initial contact except you should state your message or request with the call-up in one transmission. The ground station name may be omitted if the message requires an obvious reply and there is no possibility for misunderstanding. You should acknowledge all call-ups or clearances unless controller advises otherwise.

   SAMPLE NOTIFICATION WITH ATCT
   Airport Employee: *La Crosse Tower, Airport 30.*
   ATCT: *Airport 30, Go Ahead.*
   Airport Employee: *Tower, Airport 30 on Terminal Ramp, clearance to cross runway 13-31 north on taxiway Foxtrot.*
   ATCT: *Airport 30, proceed across Runway 13-31 via Hotel & Foxtrot.*
   Airport Employee: *Airport 20, Roger, proceeding across Runway 13-31.*
   Airport Employee: *Tower, Airport 30, clear and holding short of Runway 13-31.*

3. Correct Communications Procedures:
    a. Identify yourself
    b. Wait for ATCT to acknowledge you
    c. Advise ATCT of your present location and advise ATCT of your intentions
    d. ATCT will tell you if and where you are cleared to
    e. Acknowledge and repeat ATCT instructions
    f. Advise ATCT when completed
    g. Never do something or go somewhere unless you have permission

D. PHRASEOLOGY

If you are unsure what the controller has said, or if you don't understand an instruction, you should ask the controller to repeat it. Good communication only occurs when each party knows and understands what the other is saying. The following are common phrases and terms used in everyday aviation:

What Is Said:	What It Means:
Acknowledge	Let me know you have received and understand this message.
Advise Intentions	Let me know what you plan to do.
Affirmative	Yes.
Correction	An error has been made in the transmission, and the correct version follows.
Go Ahead	Proceed with your message only. (THIS IS NOT PERMISSION TO PROCEED!)
Hold/Hold Short	Phrase used during ground operations to keep a vehicle or aircraft within a specified area or at a specified point while awaiting further clearance from air traffic control.
How do you hear me?	Question relating to the quality of the transmission or to determine how well the transmission is being received.
Expedite, Immediately or without delay	Phrase used by ATC when such action compliance is required to avoid an imminent situation.
Negative	"No" or "permission not granted" or "that is not correct."
Out	The radio conversation is ended, and no response is expected.

Over	My radio transmission is ended, and I expect a response.
Read Back	Repeat my message to me.
Roger	I have received all of your last transmission.
Stand By	Means the controller or pilot must pause for a few seconds, usually to attend to other duties of a higher priority. Also means to wait as in "stand by for clearance." The caller should reestablish contact if a delay is lengthy.
Unable	Indicates inability to comply with a specific instruction, request, or clearance.
Verify	Request confirmation of information.
Wilco	I have received your message, understand it, and will comply with it.

Phonetic Alphabet:

The International Civil Aviation Organization's (ICAO) phonetic alphabet is used by FAA personnel when communication conditions are such that the information cannot be readily received without their use. ATC facilities may also request drivers to use phonetic letter equivalents for identifying taxiways. Additionally, use the phonetic equivalents for single letters and to spell out groups of letters or difficult words during adverse communications conditions.

CHARACTER	TELEPHONY	PHONIC (PRONUNCIATION)
A	Alfa	(AL-FAH)
B	Bravo	(BRAH-VOH)
C	Charlie	(CHAR-LEE) OR (SHAR-LEE)
D	Delta	(DELL-TAH)
E	Echo	(ECK-OH)
F	Foxtrot	(FOKS-TROT)
G	Golf	(GOLF)
H	Hotel	(HOH-TEL)
I	India	(IN-DEE-AH)
J	Juliet	(JEW-LEE-ETT)
K	Kilo	(KEY-LOH)
L	Lima	(LEE-MAH)
M	Mike	(MIKE)
N	November	(NO-VEM-BER)
O	Oscar	(OSS-CAR)
P	Papa	(PAH-PAH)
Q	Quebec	(KEH-BECK)
R	Romeo	(ROW-ME-OH)
S	Sierra	(SEE-AIR-RAH)
T	Tango	(TANG-GO)
U	Uniform	(YOU-NEE-FORM)

V	Victor	(VIK-TER)
W	Whiskey	(WISS-KEY)
Y	Yankee	(YANG-KEY)
Z	Zulu	(ZOO-LOO)
1	One	(WUN)
2	Two	(TOO)
3	Three	(TREE)
4	Four	(FOW-ER)
5	Five	(FIFE)
6	Six	(SIX)
7	Seven	(SEV-EN)
8	Eight	(AIT)
9	Nine	(NIN-ER)
0	Zero	(ZEE-RO)

E. AIR TRAFFIC CONTROL TOWER SIGNALS

1. The following procedures are used by the ATCT in the control of aircraft, ground vehicles, equipment, and persons not equipped with a functioning air-to-ground radio or if communication has been lost. ATCT personnel use a directive traffic control signal that emits an intense narrow light beam of a selected color (red, white, or green) when controlling traffic by light signals.

2. Although the traffic signal light offers the advantage that some control may be exercised over non-radio equipped vehicles, drivers and pedestrians should be cognizant of the disadvantages which are:
    a. The pilot may not be looking at the control tower at the time the signal is directed toward him.
    b. The directions transmitted by a light signal are very limited since only approval or disapproval of drivers anticipated actions might be transmitted.

3. A vehicle operator wishing to attract the attention of the control tower should turn on the vehicle's headlights and position, in the direction of the Air Traffic Control Tower, so that light is visible to the tower. The light should remain on or flashed on and off until appropriate signals are received from the tower.

4. The following are official Air Traffic Control Tower Light Gun Signals:

Color and Type of Signal	Movement of Vehicles, Equipment & Persons	Aircraft On The Ground	Aircraft In Flight
Steady Green	Cleared to Cross, Proceed	Cleared for Takeoff	Cleared to Land
Flashing Green	Not Applicable	Cleared to Taxi	Return for Landing (to be followed by steady green at the proper time)
Steady Red	STOP	STOP	Give way to other Aircraft and continue circling.
Flashing Red	Clear the Taxiway or Runway	Taxi Clear of the Runway	Airport Unsafe, Do Not Land
Flashing White	Return to Starting Point	Return to Starting Point	Not Applicable
Alternating Red and Green	Exercise Extreme Caution	Exercise Extreme Caution	Exercise Extreme Caution

To acknowledge tower transmission or light signals, face your vehicle toward the tower and flash your headlights on and off.
NOTE: It is policy that you do not operate in a movement area unless you have radio communication; however, if a radio malfunction occurs while in a movement area, notify your supervisor of the problems immediately when you enter the non-movement area.

GENERAL AIRPORT & AIRCRAFT OPERATIONS

A. GENERAL

This section is provided as general information to familiarize those employees who have no pilot training. It contains only minimum general information pilots use while flying.

B. COMMUNICATION & TRAFFIC PATTERNS

1. When operating in La Crosse, traffic control is being exercised by the control tower from 6 a.m. until 9 p.m. During hours that the control tower is in operation pilots and vehicles are required to maintain two-way radio contact with the tower while operating within the airport traffic area unless the tower authorizes otherwise. During hours when the control tower is not in operation (9 p.m. until 6 a.m.) pilots will make self-announcements of their location in the vicinity on CTAF.

2. The following terminology for the various components of a traffic pattern has been adopted as standard for use by control towers and pilots (See **Exhibit D**):

   a. Upwind leg- A flight path parallel to the landing runway in the direction of landing.

   b. Crosswind leg- A flight path at right angles to the landing runway off its takeoff end.

   c. Downwind leg- A flight path parallel to the landing runway in the opposite direction of landing.

   d. Base leg- A flight path at right angles to the landing runway off its approach end and extending from the downwind leg to the intersection of the extended runway centerline.

   e. Final approach- A flight path in the direction of landing along the extended runway centerline from the base leg of the runway.

AIRFIELD GATE LOCATIONS

Exhibit A-1

AIRFIELD GATE LOCATIONS

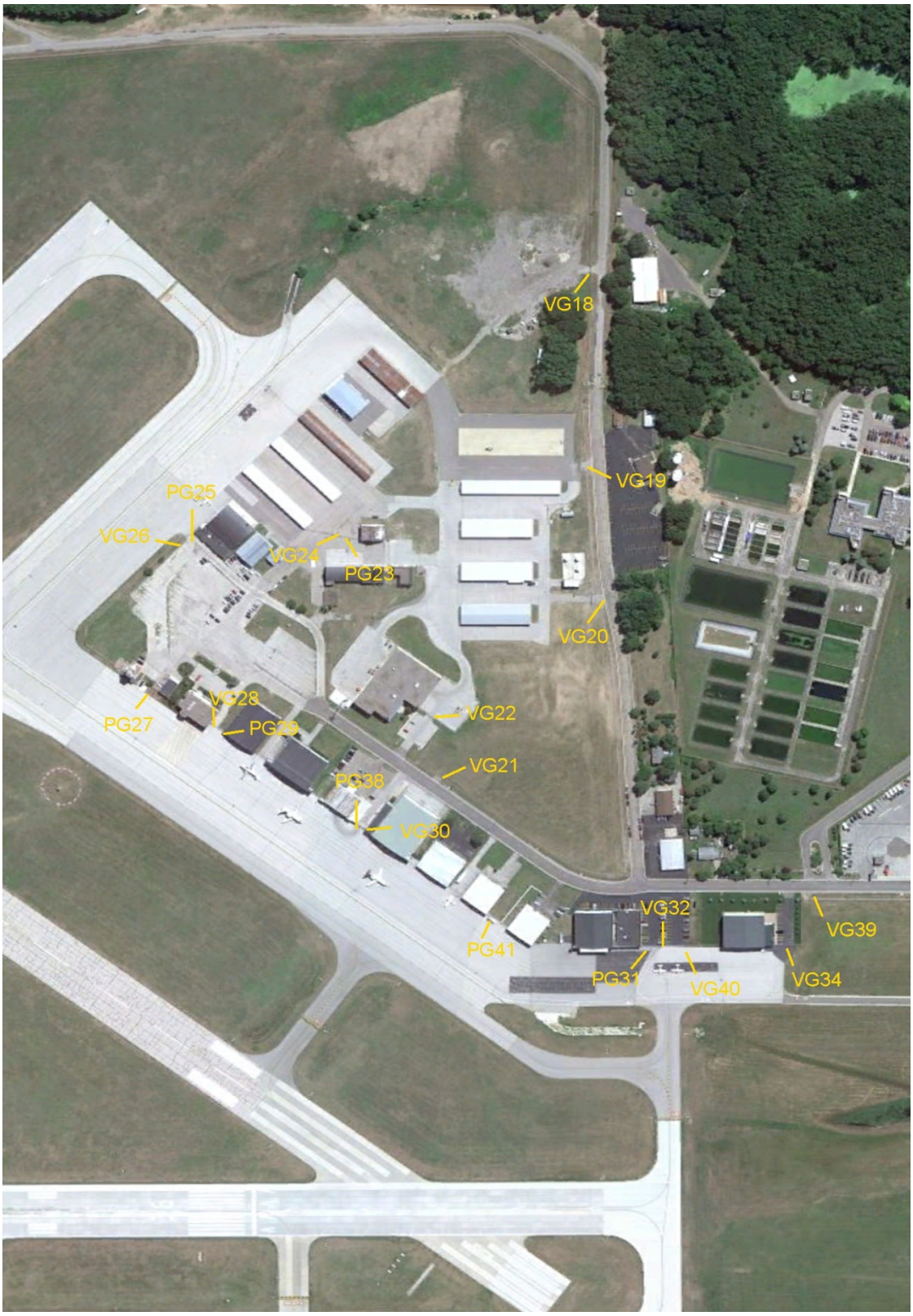


Exhibit A-2

MOVEMENT / NON-MOVEMENT AREAS

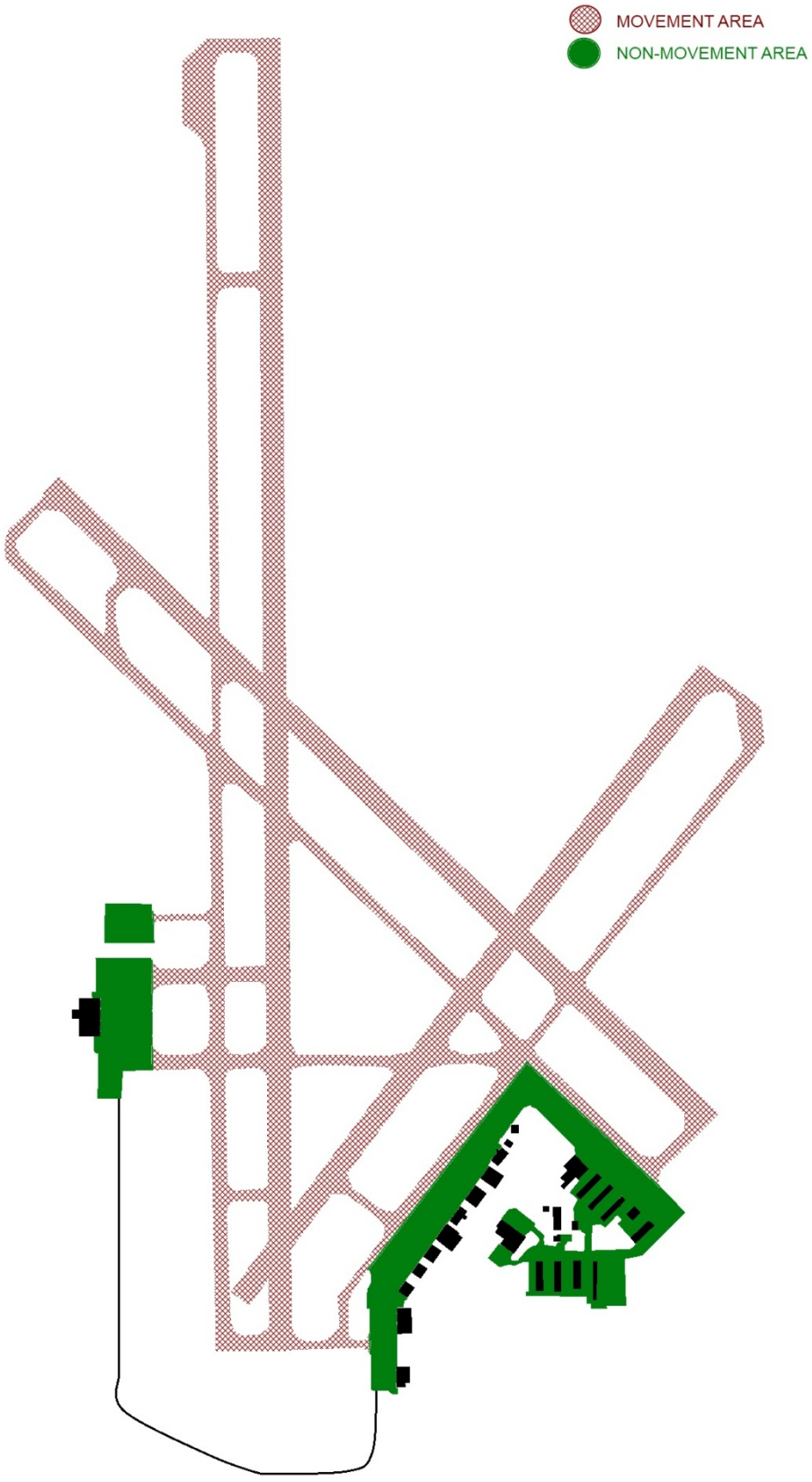


Exhibit B

RWY 18 POFZ

POFZ - The POFZ is defined as an area at the arriving runway threshold, at the arriving threshold elevation, and centered on the extended runway centerline, 200 ft long by 800 ft wide (400 ft each side of the centerline)See Exhibit C. This area is only in effect when all of the following operations conditions are met:

a. The runway has a vertically guided instrument approach (Runway 18)
b. The reported ceiling is below 250 ft and/or visibility less than ¾ statute miles (or RVR below 400 ft)
c. An aircraft is on final approach within 2 miles of the runway threshold.

ALL GROUND VEHICLES MUST REMAIN CLEAR OF THE POFZ DURING THE ABOVE CONDITIONS

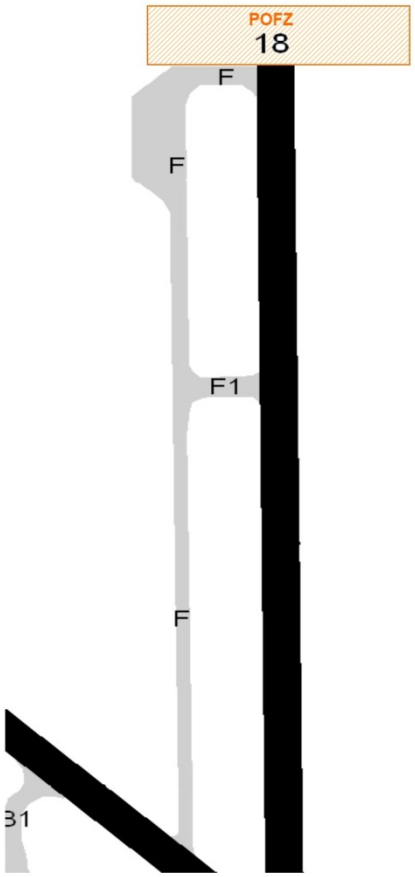
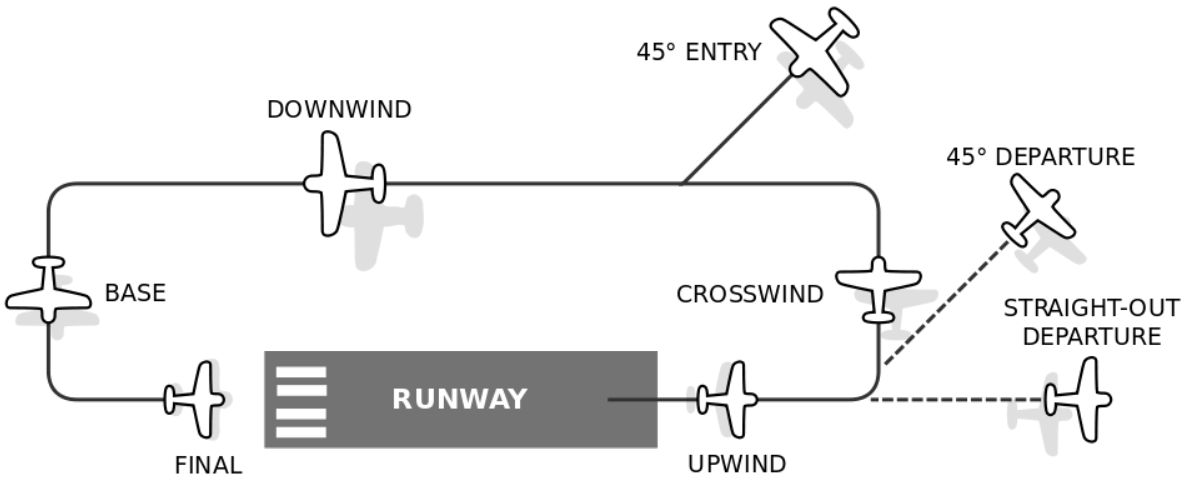
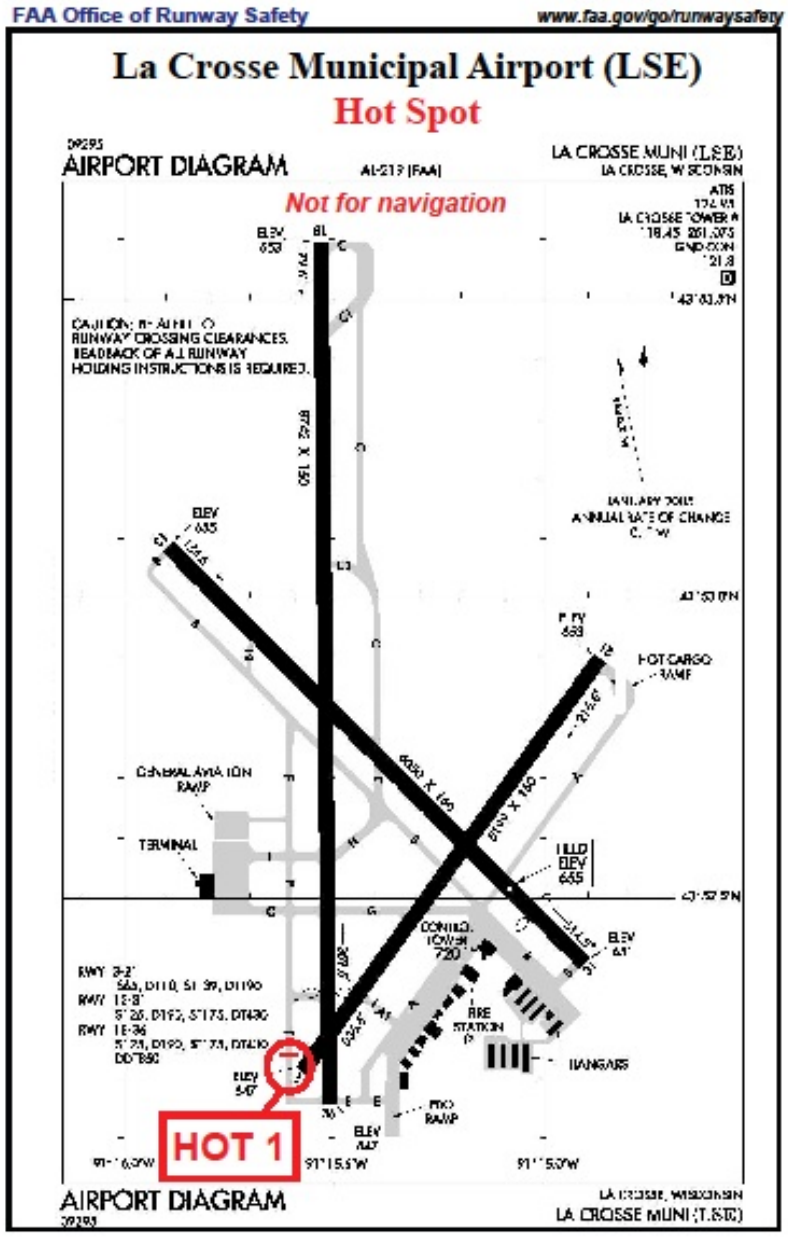


Exhibit C

COMMON AIRPORT LEFT-HANDED TRAFFIC PATTERN




FAA Office of Runway Safety
www.faa.gov/go/runwaysafety
La Crosse Municipal Airport (LSE)
Hot Spot
AIRPORT DIAGRAM
Not for navigation
HOT 1
AIRPORT DIAGRAM
LA CROSSE MUNI (LSE)

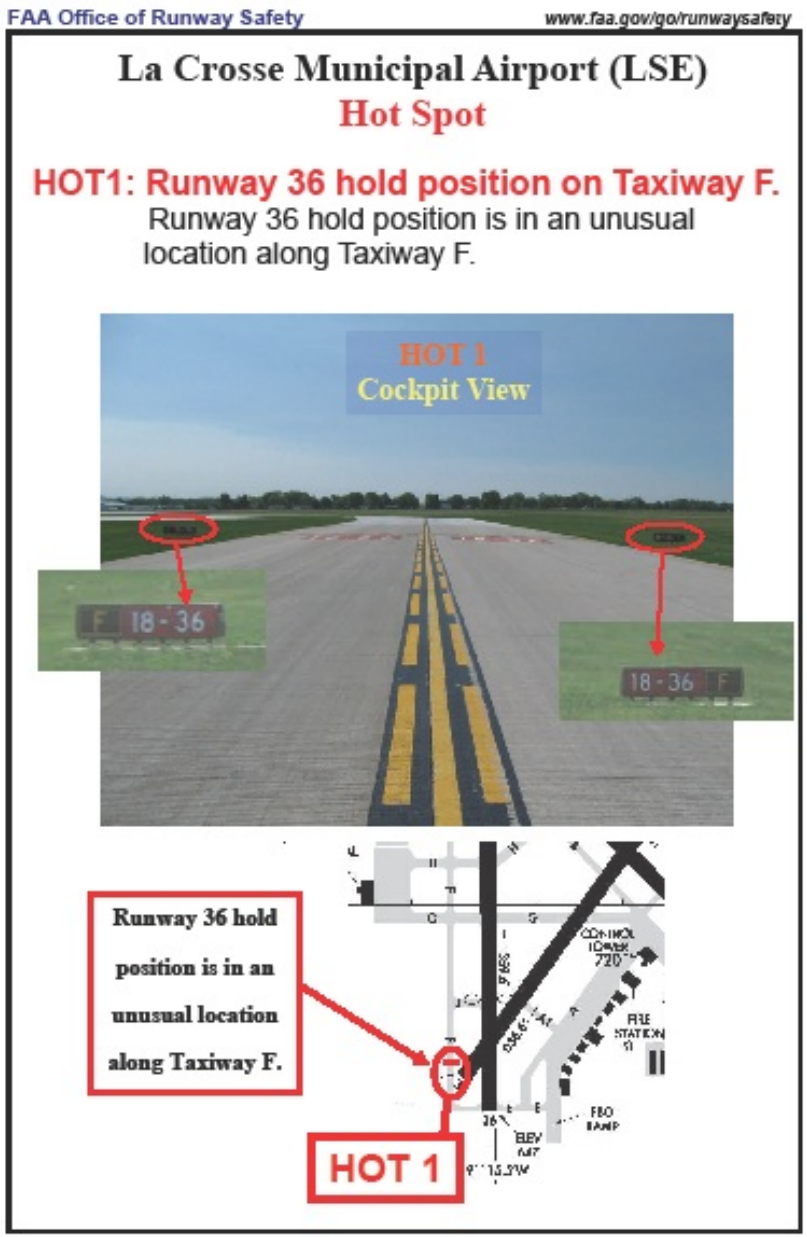

FAA Office of Runway Safety
www.faa.gov/go/runwaysafety
La Crosse Municipal Airport (LSE)
Hot Spot
HOT1: Runway 36 hold position on Taxiway F.
Runway 36 hold position is in an unusual location along Taxiway F.
HOT 1
Cockpit View
18 - 36
Runway 36 hold position is in an unusual location along Taxiway F.
HOT 1

Exhibit E