



A.B. WON PAT
INTERNATIONAL AIRPORT AUTHORITY, GUAM

AIR OPERATIONS AREA (AOA)
SAFETY AND DRIVING
DIRECTIVES

REVISED: February 2007

Table of Contents

	<u>Page</u>
Amendments, Changes and Revisions to the Safety and Driving Directives	I-A
Introduction.....	1
Contractors	1
Definitions	2-3
AOA Vehicle Operator's Permit (AVOP)	4
Responsibilities and Duties	4
Sample AOA Operator's Permit.....	5
Insurance	6
Ramp Decal	6
Vehicle Identification	6
Vehicle Operating Procedures	7-9
Towing at Night	9-10
Fuel Spills	10
Recommended Safety Marking and Equipment Requirements for the AOA	11
Edge Lighting for Aircraft Movement Surfaces.....	12
Sample of Test Questions Non-Movement.....	13-16
Aircraft Circle of Safety	17
Application for Ramp Decal	18
Page Marker Movement/Safety Area Applicant's Only.....	19
Communications	20
Air Traffic Control Tower Light Gun Signal	21
Examples of Vehicles / Tower Communication	21-22
Frequencies	22
Emergency Phone Numbers	22
Glossary of Terminology	22-23
Phonetic Alphabet	23
Driving on the movement area.....	24
Runway Incursion.....	24
Taxiways.....	24-25
Runway Safety Area/Object Free Zone.....	25
Runway Holding Position Marking.....	25

Non-Movement Area Boundary Marking.....	25
Instrument Landing System Critical Holding Position Marking.....	26
Runways.....	26
Holding Position Signs for Runways.....	26
Instrument Landing System Holding Position Sign.....	27
Holding Position Signs Runway Approach Areas.....	27
Runway Distance Remaining Signs.....	27
Runway Exit Sign.....	27
Diagram Movement Area	28
Diagram Airfield Safety Areas.....	29
Sample of Test Questions Movement/Safety Area Applicant's Only.....	30-36

AMENDMENTS, CHANGES AND REVISIONS TO THE SAFETY AND DRIVING DIRECTIVES

The following are amendments, changes and revisions to the Safety and Driving Directives Handbook dated November 2006.

RESPONSIBILITIES AND DUTIES

All personnel issued a "Red" AOA driver's permit with responsibilities in the movement and safety areas shall be trained at least once within twelve calendar months i.e. Radio communications, airport familiarization etc.

All personnel issued a "Beige" AOA driver's permit to include tenants, and users required to drive on the non movement areas of the AOA shall be trained once every three years.

SAMPLE OF PERMIT

- "RED" AOA Operator's Permit / Movement and Safety Area (to include non-movement areas).
- "Beige" AOA Operator's Permit / Non-Movement Area only.

Note: See Airport Certification Manual exhibit 2-4 on page #5, sample AOA Operator's Permit.

- Each airport tenant is responsible for the overall AOA driving, training and vehicular escorts of their employees and contractors to include those employees qualified to taxi aircraft.

INTRODUCTION

One of the primary objectives of the A.B. Won Pat Guam International Airport Authority (GIAA) is **SAFETY** in the Air Operations Area (AOA). The following list of directives governing the safety and driving requirements in the AOA is of the utmost importance. Employees of the airport and tenants required to work or drive in the AOA must be thoroughly briefed and orientated on all rules covered.

Each airport tenant is responsible for the overall AOA driving, training and vehicular escorts of their employees and contractors to include those qualified to taxi aircraft. The following pre-requisites for vehicle operation are:

- a. Operator must possess a valid Guam driver's license.
- b. A day and night AOA driving orientation.
- c. AOA safety and driving written examination given by GIAA.
- d. AOA driving Movement/Safety Area or Non-movement permit issued by GIAA.
- e. Meet qualifying requirements for vehicle / equipment operations set by airline / tenant.

The overall responsibility for vehicle operations within airport property rest with GIAA Management. The AOA is a specialized working environment which is governed by specific rules designed to prevent accidents and minimize the risk of injuries to all persons within it.

Persons using this reference source are reminded that it has no legislative sanction. However, provisions in the GIAA Rules and Regulations regarding willful and flagrant violations of safety may result in ejection from the airport by the manager (see definition).

CONTRACTORS

Contractors will adhere to the same provisions concerning AOA driving and safety. They will be provided copies of the rules. Contractors may be granted temporary AOA driving privileges after completing the following:

- a. Approval by GIAA for entry.
- b. An in-depth briefing by the GIAA.
- c. Establishment of an exact route to and from the work area

Operators of contracting vehicles who violate the AOA driving rules may be barred from driving on the AOA.

DEFINITIONS

Aircraft: An "aircraft" is defined as a contrivance now or hereafter used for flight in air or space, including but not limited to airplanes, airships, dirigibles, helicopters, gliders, amphibians, and seaplanes, which are registered or otherwise supervised by FAA or other foreign countries.

Air Operations Area (AOA): The "air operations area (AOA)" is defined as a portion of an airport designed and used for landing, taking off or surface maneuvering of airplanes.

AOA Operator's Permit: A permit issued by the airport manager certifying that the person named therein is authorized to operate vehicles / equipment in the Movement area, Safety area or a Non- Movement area.

Aircraft Lead In Lines: A single yellow line approximately twelve inches wide between an aircraft guideline and gate / spot parking position.

Aircraft Movement Guidelines: A single yellow line twelve inches wide extending from the runway along a taxiway and in some cases along the apron.

Air Terminal, Airport: "Air terminal" or "airport" refers to the Antonio B. Won Pat International Airport Terminal which is located in the municipality of Barrigada, Guam.

Airport Manager: The Executive Manager of A.B. Won Pat International Airport Authority, Guam or his duly authorized representative.

Airport Traffic: All traffic on the maneuvering area of an airport and all aircraft flying in the vicinity of an airport.

Air Side: That area of the airport intended to be used for activities related to aircraft operations to which public access is normally restricted.

Air side Pavement Markings: Both vehicle and aircraft movement on the ground are guided by pavement markings which are different from those used on roads and highways.

Apron: That part of the airport other than the maneuvering area intended to accommodate the loading and unloading of passengers and cargo, the refueling, servicing, maintenance, parking of aircraft or any movement of aircraft, vehicles and pedestrians to allow execution of these functions.

Apron Traffic: All aircraft, vehicles, equipment and pedestrians using the apron.

Equipment: Any motor vehicle, mobile device, either self propelled, towed or of a specialized nature, using for runway or airfield maintenance. Also used in the maintenance, repair and servicing of an aircraft including testing, cargo and passenger handling.

GIAA Rules and Regulations: The "GIAA Rules and Regulations" are defined as the rules and regulations and subsequent amendments thereto or modifications thereof, promulgated by the GIAA Board of Directors in accordance with Section 1105 (I) Title 12, Chapter 1, Article 1, Guam Code Annotated, and pursuant to the provisions of the Administrative Adjudication Act.

Ground Control: The operating position in the control tower that provides: clearances and Instructions for the movement of airport traffic and information to all traffic within the airport perimeter as it is known and pertinent.

Hold Lines: A solid and a broken yellow line or two solid and two broken lines across the width of a taxiway with broken line(s) closest to the runway.

Hold Short: Instruction to hold at least 45 meter (150 ft.) from the edge of a runway while awaiting permission to cross or proceed onto a runway.

Light Signals from Control Tower: A light used by the tower to control airport traffic when there is no radio communication.

Localizer: A part of the Instrument landing system that helps the pilot remain lined up with the runway during his / her approach.

Manager: "Manager" is defined as the Executive Manager of GIAA or his duly appointed representative.

Maneuvering: Certain part of an airport intended to be used for taking off and landing of an aircraft and the movement of aircraft associated with taking off and landing, excluding aprons.

Movement Area: Certain part of an airport to be used for the surface movement of aircraft and includes the maneuvering areas and aprons.

Off the Runway: Indicates a vehicle is at least 45 meters (150 ft.) To the side of the nearest edge of the runway in use, wherever practical.

Operator: An "operator" refers to the owner of an aircraft or vehicle or any person who has leased or otherwise has the lawful use of an aircraft or vehicle to operate by himself, or by his agents or employees.

Ramp and Apron Areas: The "ramp and apron area" are defined as an area of the airport made available temporarily or permanently by GIAA for parking aircraft; loading and unloading passengers, baggage, cargo, and mail supplies on or off aircraft; servicing aircraft with fuel and lubricants; performing operations commonly known as "ramp service"; performing inspections, minor maintenance, and other services upon or in connection with aircraft incidental to performing "ramp service" and parking of mobile support equipment when used in connection with such operations.

Vehicle: A "vehicle" is defined as an automobile, truck, bus, motorcycle, bicycle, push cart, and other similar device used for transportation on land, excluding aircraft.

AOA VEHICLE OPERATOR'S PERMIT (AVOP)

No person shall operate a vehicle in the AOA unless;

1. The person is in possession of an AOA vehicle operator's permit.
2. The person is escorted or accompanied by a person who is in possession of an AOA vehicle operator's permit.

The AOA vehicle operator's permit is issued by GIAA based on the results of a test given of the applicant's knowledge of local airport traffic directives.

Application for an AOA vehicle operator's permit must be made to GIAA in writing by the sponsor specifying Movement/Safety & Non Movement (red permit), or Non-Movement (beige permit) to include the address and reason for the application.

NOTES: *A "Red" vehicle operator's permit issued by GIAA is valid for one(1) year and requires recurrent training and the "Beige" vehicle operator's permit is valid for three (3) years or for the period stated on the permit.*

Upon expiration of an AOA vehicle operator's permit. It should be returned to the GIAA Operations Division.

RESPONSIBILITIES AND DUTIES

Each employer must ensure that their employees are qualified to operate vehicles and equipment required in the course of performing their duties in the AOA

The vehicle operator must determine that his vehicle and / or equipment is operating satisfactory and has the required safety equipment and markings. All operators shall notify their immediate supervisor of any equipment malfunction.

If you encounter any obstruction or potentially hazardous condition on any aircraft movement surface, report its nature and location to your supervisor or to GIAA Operations Division.

All personnel within the AOA are required to wear the GIAA SIDA badge on their outer clothing, ensuring that it is always visible when in restricted areas.

All personnel are to challenge any unauthorized individuals in the AOA without the proper display of the SIDA badge.

Each employee must ensure that the AOA permit is returned to the Airport Operations Division upon termination, resignation or retirement from his/her company.

All designated gates and doors leading into the AOA must be kept closed and locked to prevent unauthorized personnel or vehicles access into the AOA.

All gates to the AOA must be closed immediately after passage by the user. Any gate observed open shall immediately be reported to the Airport Police.


All persons working in the AOA must be aware of the hazards of aircraft noise and ensure that protective measures are taken to avoid implement.

SAMPLE AOA OPERATOR'S PERMIT

NON-MOVEMENT

FRONT

BACK

<p>A.B. WON PAT INTERNATIONAL AIRPORT AUTHORITY, GUAM</p>  <p>AIRPORT OPERATIONS AREA (AOA) VEHICLE OPERATOR'S PERMIT</p> <p>Name: _____ Expires: _____</p> <p>EXECUTIVE MANAGER</p>	<p>SPEED LIMITS IN THE AOA</p> <p>WITHIN 50 FT. OF AN AIRCRAFT - 3 MPH WITHIN 50 - 100 FT. OF AN AIRCRAFT - 5 MPH CLEAR AREAS - AIRCRAFT PARKING SPOTS - 10 MPH AOA VEHICLE TRAFFIC PATTERN - 15 MPH</p> <p>EMERGENCY TELEPHONE NUMBERS</p> <p>GIAA POLICE 642-4530/1 GIAA OPERATIONS 642-4455-8</p>
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INSURANCE

As a condition of authorization to enter the Air Operations Area, the owner of a motor vehicle shall provide evidence of insurance coverage for public liability and property damage in the amounts specified by the Manager; \$4,000,000.00 per occurrence for bodily injury and property damage combined. GIAA shall be named as an additional insured and shall be notified in writing of any material change in the insurance policy. **The amount of coverage is subject to change.**

RAMP DECAL

Application for Ramp Decal into the AOA area can be obtain at the Airport Operation Division. Application will be completed by the company and approved by an authorized "Company Certifying Officer." Application with a copy of the Vehicle Registration and Certificate of Insurance will be forwarded to the Airport Operation Superintendent for review and approval. **ONLY REGISTERED COMPANY VEHICLE(S) ARE AUTHORIZED FOR RAMP DECAL.**

VEHICLE IDENTIFICATION

All ground Equipment Service vehicles operating within the AOA shall be readily identifiable as to ownership and a number be marked on top or sides of the vehicle.

All motor vehicles which are licensed for operation on public roads and are authorized to enter the AOA must display a AOA ramp decal on the lower left side of the windshield. This

decal is issued by the GIAA Operations Division. Evidence of Insurance coverage must be presented. Emergency response vehicles are exempt from this requirement.

All vehicles, including but not limited to, company cars, buses, trucks, aircraft service equipment, aircraft tow tractors or other ground support equipment must be painted in such a manner so as to be easily identifiable and must carry the company name or logo on both sides. The lettering shall be a minimum of four (4) inches high and one and a half inches (1 ½) wide, the height of logos a minimum of six (6) inches. Each baggage container dolly and similar equipment shall be identified by a distinctive color and/or by the carrier's name/ logo in at least two places and shall be sequentially numbered for positive identification.

Vehicles which are temporarily rented or leased and are not painted a distinctive company color will be required to display a temporary ramp decal issued by the GIAA Airport Police Division. Temporary Ramp Decals are issued from the Main Gate for a specified time not to exceed 24 hours. All other shall come to an agreement with the Airport Police Administration Office.

MOVEMENT/SAFETY AREA/NON-MOVEMENT

FRONT

BACK

<p>A.B. WON PAT INTERNATIONAL AIRPORT AUTHORITY, GUAM</p>  <p>AIRPORT OPERATIONS AREA (AOA) VEHICLE OPERATOR'S PERMIT</p> <p>Name: _____ Expires: _____</p> <p>EXECUTIVE MANAGER</p>	<p>ATCT Light Gun Signals (for Vehicles Only)</p> <table border="0"> <tr> <td style="vertical-align: top;"> <p>STEADY GREEN Cleared to Cross, Proceed to Go</p> <p>FLASHING GREEN Not Applicable</p> <p>STEADY RED STOP</p> </td> <td style="vertical-align: top;"> <p>FLASHING RED Clear the Taxiway / Runway</p> <p>FLASHING WHITE Return to Starting Point on Airport</p> <p>ALTERNATE RED/ GREEN Exercises Extreme Caution</p> </td> </tr> </table> <p>EMERGENCY TELEPHONE Nos.</p> <p>ATCT 477-2928 GIAA POLICE 642-4530/1 GIAA OPERATIONS 642-4455-8</p> <p>ATCT FREQUENCIES</p> <p>TOWER - 118.1 GROUND - 121.9 RAMP CONTROL - 121.6</p>	<p>STEADY GREEN Cleared to Cross, Proceed to Go</p> <p>FLASHING GREEN Not Applicable</p> <p>STEADY RED STOP</p>	<p>FLASHING RED Clear the Taxiway / Runway</p> <p>FLASHING WHITE Return to Starting Point on Airport</p> <p>ALTERNATE RED/ GREEN Exercises Extreme Caution</p>
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EXHIBIT 2 - 4

VEHICLE OPERATING PROCEDURES

Aircraft always have the right of way. All vehicles, shall yield to any aircraft. Before entering the AOA, the vehicle operator shall visually check and ensure the aircraft are not approaching or departing. An operating rotating beacon on an aircraft usually indicates that the engines are running or about to be started. An aircraft just starting to move will generate considerably more jet blast or prop wash than when idling. Consequently a vehicle must be in a safe position.

Whenever an aircraft turns off the taxiway onto the parking position lead in line, all vehicles approaching the same position shall come to a complete stop and give way to the aircraft.

Vehicles will not be driven closer than 25 feet in front of a jet aircraft or 100 feet of the exhaust of a jet when the engines are running or about to be put into operation.
Distance For Wide Body Aircraft is 200 feet.

East Apron Main Gate Procedures:

All vehicles must adhere to the "STOP LINE" located on the outboard side of gate #20 and between gates #19 and 21. Vehicles exiting the AOA, must ensure no aircraft is approaching when crossing taxiway "LIMA".

All vehicles entering the AOA must be coordinated with the Ramp Control Office for approval by the Airport Police prior to crossing taxiway "LIMA".

Speed limits (excluding vehicles responding to an emergency):

1. **Within 50 feet of an aircraft - 3 mph**
2. **Within 50 - 100 feet of an aircraft - 5 mph**
3. **Clear areas of the aircraft parking ramp - 10 mph**
4. **AOA traffic pattern - 15 mph**
5. **Perimeter Road - 35 mph**

The A.B. Won Pat International Airport Authority's Executive Manager or his designated representative(s) is authorized to issue Admonishment Citation(s) to any person(s) in or on the airport operations area, who are in violation of these directives.

Any employee who is issued an admonishment citation for three (3) violations, shall have their driving privileges revoked on the AOA for a period determined by the Executive Manager.

All vehicles shall yield right of way to emergency vehicles and equipment responding to an alert. Included are crash rescue equipment, fire trucks, Police or other emergency vehicles that may display a red / blue revolving beacon.

Vehicles can seriously interfere with electronic equipment. No vehicle should proceed into the critical area of the Instrument Landing System (ILS) Transmitter Building. The critical area for the ILS is outlined with paint and traffic cones.

The "CIRCLE OF SAFETY" is one of the most basic principles of Air Operations Area activity. The CIRCLE OF SAFETY is an imaginary circular area extending ten feet beyond the wingtips, nose and tail of an aircraft. All vehicles will be prohibited within the CIRCLE OF SAFETY except those absolutely essential for servicing of an aircraft.

All vehicles will approach parked aircraft with the driver's side toward the aircraft.

Vehicles will be parked so they can depart going forward.

Bicycles on the AOA must have reflective pennants, comply with motor vehicle traffic rules and adhere to the AOA safety and driving rules. At nights, operators will wear reflective belts and bicycles will have headlights and reflective markings.

Bicycles allowed on the AOA must be owned by the company and display a company logo. NO PERSONAL OWNED bicycle will be allowed in the AOA area.

Smoking is **prohibited** within the AOA, regardless of being inside of a vehicle.

No vehicle shall be parked on the taxiway areas unless authorized by Agana Ground Control.

Vehicles not designed to transport passengers shall not be utilized to transport persons other than the driver. Passengers may not ride in any trailer, cart or Igloo.

Vehicles operating within the baggage make-up areas will exercise extreme caution when entering and leaving with speed limit of 5 miles per hour.

Vehicles shall not pass taxiing aircraft which are traveling in the same direction.

Except for vehicles in the act of servicing aircraft, no vehicle may drive under any portion of an aircraft or Loading Bridge.

Vehicles will be parked in such a manner as to eliminate the possibility of striking the aircraft if the vehicle inadvertently rolls forward or backward.

At no time will a vehicle be driven between an aircraft and a loading bridge if passengers are using the walkways between such gate and aircraft.

No disabled vehicle may be left unattended or abandoned on any active aircraft parking area. It is the RESPONSIBILITY of the vehicle operator and company to address the problem of the Disabled vehicle(s) immediately and without delay, wheel chocks must be placed properly to secure the disabled vehicle from rolling to avoid any accident(s).

No motor vehicle with the exception of recognized ramp vehicles shall be operated upon the AOA without the required evidence of safety inspection.

Aircraft servicing equipment or vehicles shall be kept off the ramp and in assigned equipment positions except during actual servicing operations. During servicing operations, all such vehicles or equipment shall remain within the assigned aircraft position except when servicing two aircraft simultaneously. Such vehicles are not to interfere with operations at adjacent positions. Any vehicle or service equipment which is found unattended on the ramp or apron areas and / or which is obstructing the usability of a gate or obstructing the sweeper, is subject to citation and / or impoundment.

The maximum number of carts(LD3) in a single train shall not exceed six (6). The number of pallets / Igloos (LD7) shall not exceed three (3) if loaded and five (5) if empty.

Towing will only be accomplished by vehicles equipped with proper hitches.

TOWING AT NIGHT

Aircraft being towed at night shall be illuminated to the extent that its general outline is visible.

Equipment will not be towed or driven between aircraft unless there is at least a 10 feet clearance between the wingtips of the aircraft.

For night operations, all headlights, taillights and running or clearance lights on all vehicles shall be in proper working order. The driver of each vehicle shall be responsible for the proper operation of such lights. Rear shining spotlights or other than taillights shall be in the off position when driving on ramps or service roads.

Vehicles on the AOA are a major source of aircraft Foreign Object Damage (FOD). This FOD can damage aircraft tires and / or be Ingested into jet engines with disastrous results. To minimize this hazard the following procedures apply:

1. Operators will insure that all equipment carried on or in their vehicles is properly stowed and secured at all times.
2. Vehicles will be inspected for loose objects that could damage aircraft.
3. Driving off paved surfaces is restricted to emergencies and / or performance of duty due to numerous hazards including collection of FOD. Extreme caution must be used.

No person shall operate a vehicle while under the influence of intoxicating liquor, narcotics or habit forming drugs.

No person shall operate a vehicle unattended with the engine running.

No person may park a vehicle adjacent to or on any active taxiways or runways without prior clearance from Agana Ground Control.

No person will ride on tug fenders unless a suitable seat is installed nor will they ride on any part of a moving equipment not designed especially for passengers.

No person shall operate a vehicle in the AOA unless the vehicle is equipped with exhausts which are protected by mufflers or other devices which prevent the escape of sparks and the propagation of flame and which will comply with the directives of the EPA as to air pollution.

No person is allowed to load a vehicle, cart or truck so as to create a hazard by allowing articles to fall off the vehicle as it travels on service roads or ramp areas.

No tenant or employee may repair, dismantle or in any manner service equipment other than in approved areas designated by the Manager.

Washing vehicles or equipment is permitted only in **designated** areas.

Drainage from such washing shall not be caused to drain directly into the Airport drainage system unless a filter or clarifier is operating prior to entry into the drainage system.

FUEL SPILLS

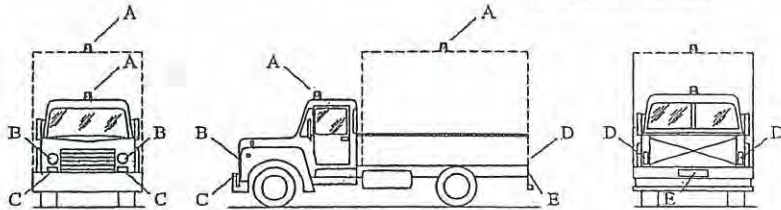
In the event of a fuel spill, all vehicle operations within 100 feet of the spill will come to an immediate halt. No vehicle(s) except emergency response vehicles will be allowed to operate within 100 feet of a fuel spill. Airport Police shall redirect traffic as deemed necessary with the safety of all vehicle operators in mind.

RECOMMENDED SAFETY MARKING AND EQUIPMENT REQUIREMENT FOR THE AOA

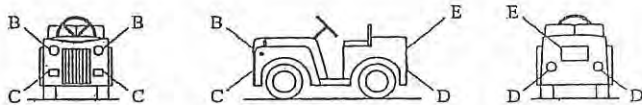
All vehicles and equipment operating in the AOA shall be equipped with standard safety marking set out on the diagram below.

- A - Beacon Lamp
- B - Head Lamp
- C - Parking/Signal Lamps
- D - Tail/Signal Lamps
- E - License Plate Lamp
- F - Reflectorized Strip
- G - Reflectorized Panel

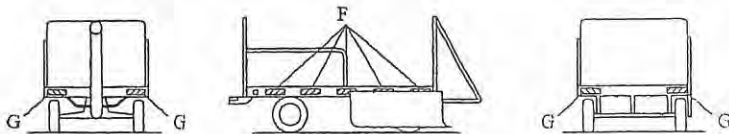
1. Self-propelled Vehicles with Cab



2. Self-propelled Vehicles without Cab



3. Non-self-propelled Vehicles and Equipment



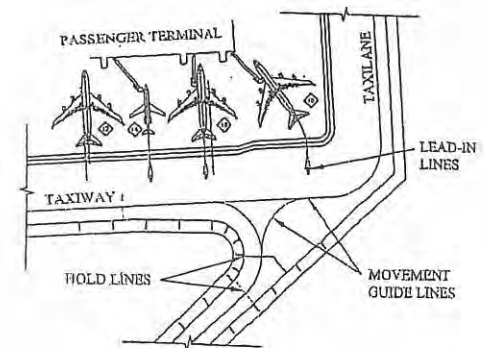
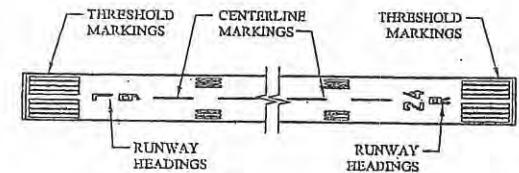
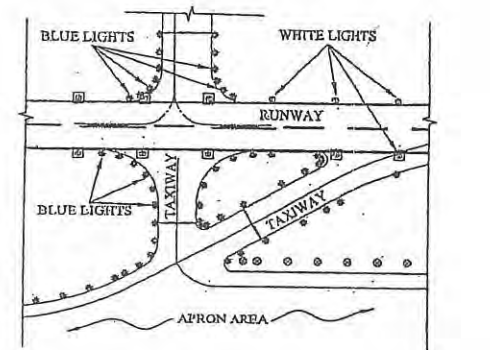
Edge Lighting for Aircraft Movement Surfaces

General

Different colored lights are used to indicate the edge of various aircraft movement surfaces.

Blue Lights are used along the edge of aprons and taxiways.

White lights are used along the edge of runways.



The written test will be based on a number of multiple choice questions taken from those contained in the AOA Driving Directives. A total of 25 questions will be given and a passing score of 21 correct answers. Below are samples of some of the test questions.

1. The Driving Directives which contain regulations and procedures related to operation of a vehicle on the air side is:
 - A. Radio Operators Handbook
 - B. AOA Safety and Driving Directives
 - C. Guam Operators Handbook
 - D. Runways and Taxiway Handbook

2. The person responsible for determining that his or her vehicle is operating safely is:
 - A. The owner of the vehicle
 - B. The operator of the vehicle
 - C. The Airport Manager
 - D. The Airport Police

3. If you encounter a condition in the AOA that is likely to cause damage to an aircraft, you should report it to:
 - A. The Airport Engineer
 - B. Your Immediate Supervisor
 - C. All airport tenants
 - D. A mechanic or foreman

4. There are many types of vehicle and equipment used on the air side. Who is responsible for ensuring that a vehicle operator knows how to operate the equipment he or she uses?
 - A. Guam International Airport Authority
 - B. The vehicle operator's employer
 - C. The vehicle inspection's office
 - D. Airport Operations

5. Which of the following most accurately describes part of an airport to be used for taking off and landing of an aircraft and the movement of an aircraft:
 - A. Restricted Areas
 - B. Air Operations Area
 - C. Runways and Aprons
 - D. Taxiways

6. A road delineated (outlined) by surface markings on an apron for vehicles is:
 - A. AOA traffic pattern
 - B. Aircraft taxi line
 - C. Airport service road
 - D. Aircraft lead in line

7. All vehicles operated at the airport maneuvering areas must be equipped with:
 - A. Headlamps and Tail lamps
 - B. A flashing beacon
 - C. Radio and telephone
 - D. Airport Logos

8. Which of the following traffic has first priority (right of way) over all other airport traffic:
 - A. Parked Aircraft
 - B. Emergency vehicles responding to an emergency
 - C. Runway Sweeper
 - D. FAA Vehicle

9. Smoking in the AOA is:
 - A. Permitted
 - B. Permitted only in vehicles
 - C. Prohibited both inside and outside vehicles
 - D. Permitted if no aircraft

10. Is it permissible to operate a vehicle in front or directly behind an aircraft with engines running:
 - A. Not at any time
 - B. The red anti-collision beacon is turned off
 - C. The marshaller waves permission
 - D. The wheels are chocked

11. The color of pavement markings related to aircraft movement guidelines and aircraft lead in lines is:
 - A. Green
 - B. Yellow
 - C. White
 - D. White and Blue

12. Speed limits within 50 feet of an aircraft is:
- 11 mph
 - 6 mph
 - 3 mph
 - 20 mph
13. Speed limits in the AOA traffic pattern is:
- 15 mph
 - 20 mph
 - 25 mph
 - 10 mph
14. A Red AOA Drivers Permit is issued to those qualified to access the:
- Non-Movement areas only
 - Safety areas only
 - Movement/Safety/Non-Movement areas
 - Runway only
15. When a vehicle is towing an aircraft on the airport, the vehicle operator must:
- Ensure the vehicle is diesel powered
 - Maintain radio contact with Ramp or Ground control
 - Maintain contact with the pilot only
 - Refrain from any radio contact
16. A Beige AOA Drivers Permit is issued to those qualified to access the:
- Safety areas only
 - Runway only
 - Movement/Safety/Non-Movement areas
 - Non-Movement areas only
17. Application for an AOA vehicle operators permit must be made to GIAA in writing by the sponsor to include the address and reason for the application:
- True
 - False
 - Not required
 - Both A and C
18. The instructions of Ramp or Ground control by radio transmission:
- Must be obeyed at all times
 - Are a guide only
 - Apply to aircraft only
 - Apply to slow moving vehicles only
19. All vehicles shall yield right of way to:
- Emergency vehicles responding to an alert
 - Ramp vehicles on the traffic pattern
 - A forklift carrying a load
 - A six pallet train
20. The circle of safety is a circular area:
- Extending 20 feet from the wing
 - Extending 10 feet beyond wing tips nose and tail of an aircraft
 - Covering all around an aircraft
 - From the nose to the tail of an aircraft.
21. All vehicles operating within the baggage make up areas will exercise caution when entering and leaving with a speed limit of:
- 5 mph
 - 2 mph
 - 10 mph
 - 15 mph
22. In the event of a fuel spill, all vehicle operators will come to a complete halt within:
- 300 feet of the spill
 - 200 feet of the spill
 - 100 feet of the spill
 - 50 feet of the spill
23. Each airport tenant is responsible for the overall AOA driving and training of their employees and the operator must:
- Possess an AOA Operator's Permit before driving in the AOA
 - Be of 21 years of age
 - Be required to drive a standard
 - Be a airline employee
24. Except for vehicles in the act of servicing an aircraft, no vehicle:
- May drive under any portion of an aircraft
 - May drive up to an aircraft
 - May come closer than 100 feet
 - Will be allowed for servicing

FAA APPROVED
A. D. [Signature]
 DATE: 8/19/00

APPENDIX J
 GUAM INTERNATIONAL AIRPORT AUTHORITY
 APPLICATION FOR RAMP DECAL

NEW RENEWAL
 FEE: \$ 25.00

Date of Issuance: _____
 Date of Expiration: _____

Company Name: _____
 Business Address / Telephone: _____

Vehicle #1:	Lic. No.	Year/Make/Model	Color	Decal
Vehicle #2:	Lic. No.	Year/Make/Model	Color	Decal
Vehicle #3:	Lic. No.	Year/Make/Model	Color	Decal
Vehicle #4:	Lic. No.	Year/Make/Model	Color	Decal

Reason for Decal(s): _____
 Insurance Company: _____ Exp. Date: _____

MINIMUM INSURANCE COVERAGE: \$2,000,000 Combined Single Limit Bodily Injury and Property Damage.

GIAA Operations Office shall be notified in writing at least 30 days prior to any changes in insurance, ownership or vehicle description.

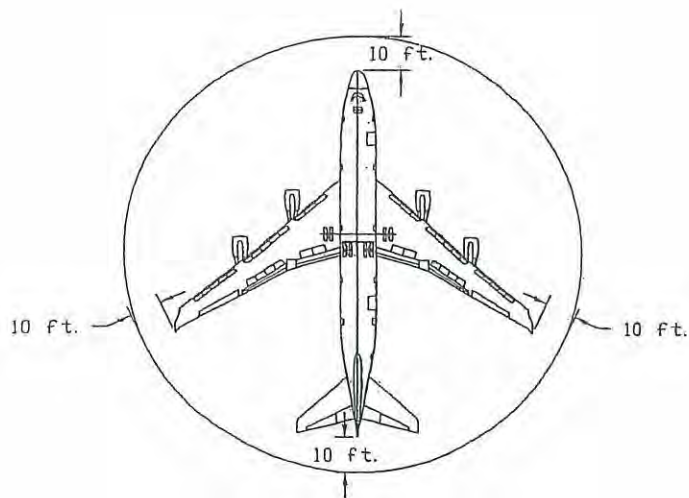
Applicant shall display a COMPANY LOGO ON BOTH SIDES OF THE VEHICLE. The letterings shall be a minimum of four inches high and one and a half (1 1/2) inches wide, the height of logos shall be a minimum of six inches. ONLY REGISTERED COMPANY VEHICLE(S) ARE AUTHORIZED FOR RAMP DECAL. Application should be accompanied with a copy of the vehicle registration and copy of insurance showing the minimum insurance coverage.

The undersigned agrees to comply with all Guam International Airport Authority Rules and Regulations relative to the usage of the Ramp Access Decal at Guam International Airport. Furthermore, the Guam International Airport Authority shall be held harmless from any liabilities caused by the usage of the Ramp Access Decal by the undersigned and is also subject to all safety and security requirements. The Airport Police Division reserves the right to conduct random inspection of person(s), vehicle(s) and package(s) entering and exiting the restricted areas.

 Signature of Applicant Company Certifying Officer

Approved/Disapproved

 Executive Manager or Designee



Aircraft Circle of Safety

This Page Marker For Movement / Safety Area Applicant's Only

COMMUNICATIONS

Under no circumstances shall a vehicle cross an active runway unless it is directed by Agana Control Tower and is VHF radio equipped.

Use accepted terminology (see glossary) when communicating with the Control Tower.

Communicate on and continuously monitor the designated tower frequency (usually ground control) whenever the vehicle is on the movement area: i.e., areas of the airport which require authorization from air traffic control to enter or operate on.

Include in order the following items when requesting a clearance to operate on the movement area:

1. Name of facility being called
2. Your vehicle identify
3. Your present location
4. Your request
5. Say the word "Over" when your request is completed

Read back instruction to tower for confirmation before acting.

Regardless of traffic or frequency congestion, never hesitate to ask for clarification if uncertain of the tower's instructions.

Acknowledge all instructions received from the control tower. (Be sure to include vehicle identity in your acknowledgment.)

Be cognizant of other ongoing radio conversations so as not to interrupt another transmission.

Understand the meaning of the tower light gun signals (below).

AIR TRAFFIC CONTROL TOWER LIGHT GUN SIGNALS			
COLOR & TYPE OF SIGNAL	MOVEMENT OF VEHICLE, EQUIPMENT & PERSONNEL	AIRCRAFT ON THE GROUND	AIRCRAFT IN FLIGHT
Steady green	Cleared to cross proceed or go	Cleared for	Cleared
Flashing green	Not applicable	Cleared for 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/runway	Taxi clear of the runway in use	Airport unsafe, do not land
Flashing white	Return to starting point on airport	Return to starting point on airport	Not applicable
Alternating red	Exercise extreme Caution	Exercise extreme Caution	Exercise extreme Caution

EXAMPLES OF VEHICLES / TOWER COMMUNICATIONS

Below are two scenarios of typical vehicle / tower communications that a driver of an airport vehicle may encounter.

SCENARIO 1:

This scenario involves the request to cross a runway during a relative heavy traffic period. As a result, vehicle operator does not include request in initial contact. Also, controller has the vehicle standby before approving crossing and approves crossing without delay.

Vehicle: Agana Ground, (Company name) Mobile One.

G.C.: Mobile One, Agana Ground, over.

Vehicle: Agana Ground, Mobile One at the approach end of runway 6L would like to cross the duals.

G.C.: Mobile One, Ground, Standby

G.C.: Mobile One, Ground, without delay cross the dual.

Vehicle: Mobile One, roger.

SCENARIO 2:

Vehicle: Agana Ground, Continental Mobile One.

G.C.: Continental Mobile One, Agana Ground, over.

Vehicle: Agana Ground, Continental Mobile One at delta taxiway requesting to cross runway 6L and runway 6R.

G.C.: Continental Mobile One, proceed across runway 6L and runway 6R at Delta taxiway without delay, advise when off.

Vehicle: Agana Ground, Continental Mobile One roger, proceeding across runway 6L and runway 6R at Delta taxiway without delay, will advise when off.

After Crossing runways

Vehicle: Agana Ground, Continental Mobile One is off runway 6L and runway 6R.

G.C.: Continental Mobile One, Agana Ground roger.

FREQUENCIES

- 121.6 Mhz (GIAA) Ramp Control
- 121.9 Mhz (Agana) Ground Control
- 118.1 Mhz (Agana) Tower

EMERGENCY PHONE NUMBERS

- 642-4460-6 GIAA Operations - Terminal
- 642-4455-8 GIAA Operations Ramp Control Tower (Airside)
- 642-4530/1 GIAA Airport Police (Radio Dispatch)

GLOSSARY OF TERMINOLOGY

ACKNOWLEDGE: Let me know that you have received my message.

ADVISE INTENTION: Tell me what you plan to do.

AFFIRMATIVE: Yes

FINAL: Commonly used to mean that an aircraft is on the final approach course or is aligned with a land area.

HOLD: Stay in place: where you are currently located.

HOW DO YOU HEAR ME ? A question relating to the quality of the transmission or to determine how well the transmission is being received.

IMMEDIATELY: Used by ATC when such action compliance is required to avoid and imminent situation.

NEGATIVE: "No" or "permission not granted" or "that is not correct"

OUT: The conversation is ended and no response is expected.

OVER: My transmission is ended: I expect a response

PROCEED: Authorization to begin / continue on authorized routes.

READ BACK: Repeat my message back to me.

ROGER: I have received all of your last transmission. It should not be used to answer a question requiring a yes or a no answer. (See Affirmative, Negative).

SAY AGAIN: Used to request a repeat of the last transmission. Usually specifies transmission or portion thereof not understood or received; e.g., " Say again all after ABRAM VOR."

SPEAK SLOWER: Used in verbal communications as a request to reduce speech rate.

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"

THAT IS CORRECT: The understanding you have is right.

UNABLE: Indicates inability to comply with a specific instruction, request or clearance.

VERIFY: Request confirmation of information: e.g., "verify assigned altitude."

WITHOUT DELAY: With a sense of urgency. Proceed with approved instructions in a rapid manner.

WILCO: I have received your message, understand it, and will comply with it.

PHONETIC ALPHABET

A - Alfa	J - Juliett	S - Sierra	2 - Too
B - Bravo	K - Kilo	T - Tango	3 - Tree
C - Charlie	L - Lima	U - Uniform	4 - Fow-er
D - Delta	M - Mike	V - Victor	5 - Fife
E - Echo	N - November	W - Whiskey	6 - Six
F - Foxtrot	O - Oscar	X - Xray	7 - Sev-en
G - Golf	P - Papa	Y - Yankee	8 - Alt
H - Hotel	Q - Quebec	Z - Zulu	9 - Nin-er
I - India	R - Romeo	1 - Wun	

DRIVING ON THE MOVEMENT / SAFETY AREAS

Drivers who are authorized to drive on the movement/safety areas require more training and vigilance since there are dangers associated with this area that are not present on non-movement areas. In addition to the principles for driving on the non-movement areas, drivers who have access to the movement/safety areas must be cognizant of the meaning of airfield signs, markings, and lighting configurations. Additionally, they must be able to communicate with air traffic control (ATC) and be able to follow all directions and instructions.

RUNWAY INCURSION

A Runway Incursion is defined as any occurrence at an airport involving an aircraft, vehicle, person, or object on the ground that creates a collision hazard or results in loss separation with an aircraft taking off, intending to take off, or intending to land.

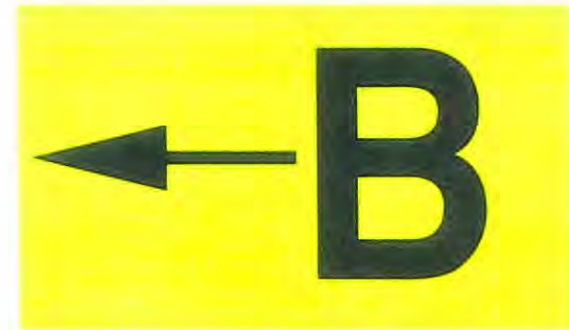
TAXIWAYS

Designated for aircraft use to move to and from the aprons and runways.

Taxiways are lighted with blue edge lighting and/or reflectors. Some are also lighted with green in-paved centerline lighting.

Taxiway signs used on a taxiway are direction, destination, location, and taxiway ending marker signs.

Direction and designation signs have black lettering and a directional arrow or arrows on a yellow background. The arrow indicates the direction to a taxiway runway or destination.



Location Signs have yellow lettering on a black background. The location sign below indicates that the operator of the vehicle/equipment is located on the named taxiway or runway.



Taxiway Location Sign

Runway Safety Area/Object Free Zone (OFZ) and Runway Approach Area Boundary Signs, when required, identify the boundary of the runway safety area/OFZ or the runway approach area to the pilot and vehicle operator. The driver can use these signs to identify when the vehicle is clear of the runway environment. It has a black inscription that depicts the holdline marking on a yellow background.



Runway Safety Area/OFZ and Runway Approach Boundary Sign

Markings. Pavement markings on taxiways are always yellow. The taxiway centerline is painted on all taxiways. On the edges of some taxiways, there is a solid, double yellow line or double-dashed line. If pavements are usable on both sides of the line, the lines will be dashed; if not, the lines will be solid.

Runway Holding Position Markings are located across each taxiway that leads directly onto a runway. These markings are made up of two solid lines and two broken yellow lines and denote runway holding position markings. These markings are always co-located with a Runway Holding Position Sign. A vehicle operator must not cross from the solid-line side of the marking without first obtaining clearance.



Runway Holding Position Marking

Non-Movement Area Boundary Markings consist of two yellow lines (one solid and one dashed). 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 without first contacting the ATCT and obtaining a clearance to operate on the movement area.



Non-Movement Area Boundary Marking

Instrument Landing System (ILS) Critical Area Holding Position Markings are comprised of two parallel yellow lines with lines running perpendicular between the two parallel yellow lines. These markings identify the location on a taxiway where an aircraft or vehicle is to stop when it does not have clearance to enter ILS critical areas. The ILS critical area must remain clear, especially in inclement weather. If a vehicle proceeds past this ILS marking, it might cause a false signal to be transmitted to the landing aircraft.



ILS Hold Position Marking

Runways (Use Airport Specific Examples).

Designations. Runways are areas where aircraft land and take off. Runways are always designated by a number such as 1 or 19. The number indicates the compass heading of the runway. An aircraft taking off on runway 19 is headed 190 degrees. In the event of parallel runways, a letter designation is added to indicate either the right or left runway; e.g., 1L-19R, 1R-19L.

Lighting. Runways are lighted with a variety of colored lights.

Runway Edge-lights are white. If the runway has an instrument approach, the last 2,000 feet of the runway will be yellow in color.

Runway Centerline Lights are white except for the last 3,000 feet of the runway, where they begin to alternate red and white. For the last 1,000 feet of runway the centerline lights are all red.

Runway Touchdown Zone Lights are white.

Runway End/Threshold Lights are split lenses that are red/green.

Signs.

Mandatory Holding Position Signs for Runways have white numbering/lettering on a red background with a white border. These are located at each entrance to a runway and at the edge of the runway safety area/obstacle-free zone and are co-located with runway holding position markings. Do not proceed beyond these signs until clearance is given by the ATCT to enter onto the runway.



Runway Hold Sign

Instrument Landing System (ILS) Holding Position Signs have white letters on a red background with a white border. These signs tell pilots and vehicle operators where to stop to avoid interrupting a type of navigational signal used by landing aircraft. This is a critical area, and a vehicle/equipment operator must remain clear of it (*use airport-specific policy*). If a vehicle proceeds past this microwave landing system/ILS marking, it may cause a false signal to be transmitted to the landing aircraft.



ILS Hold Sign

Holding Position Signs for Runway Approach Areas. The inscription on a sign for a runway approach area is the associated runway designation followed by a dash and the abbreviation APCH for approach. This sign has white numbering on a red background with a white border. The sign is installed on taxiways located in approach areas where an aircraft on a taxiway would either cross through the runway safety area or penetrate the airspace required for the approach or departure runway.



Approach Sign

Runway Distance Remaining Signs provide distance remaining information to pilots during takeoff and landing operations. They have white numbering on a black background. The number on the sign provides the remaining runway length in 1,000-foot increments.

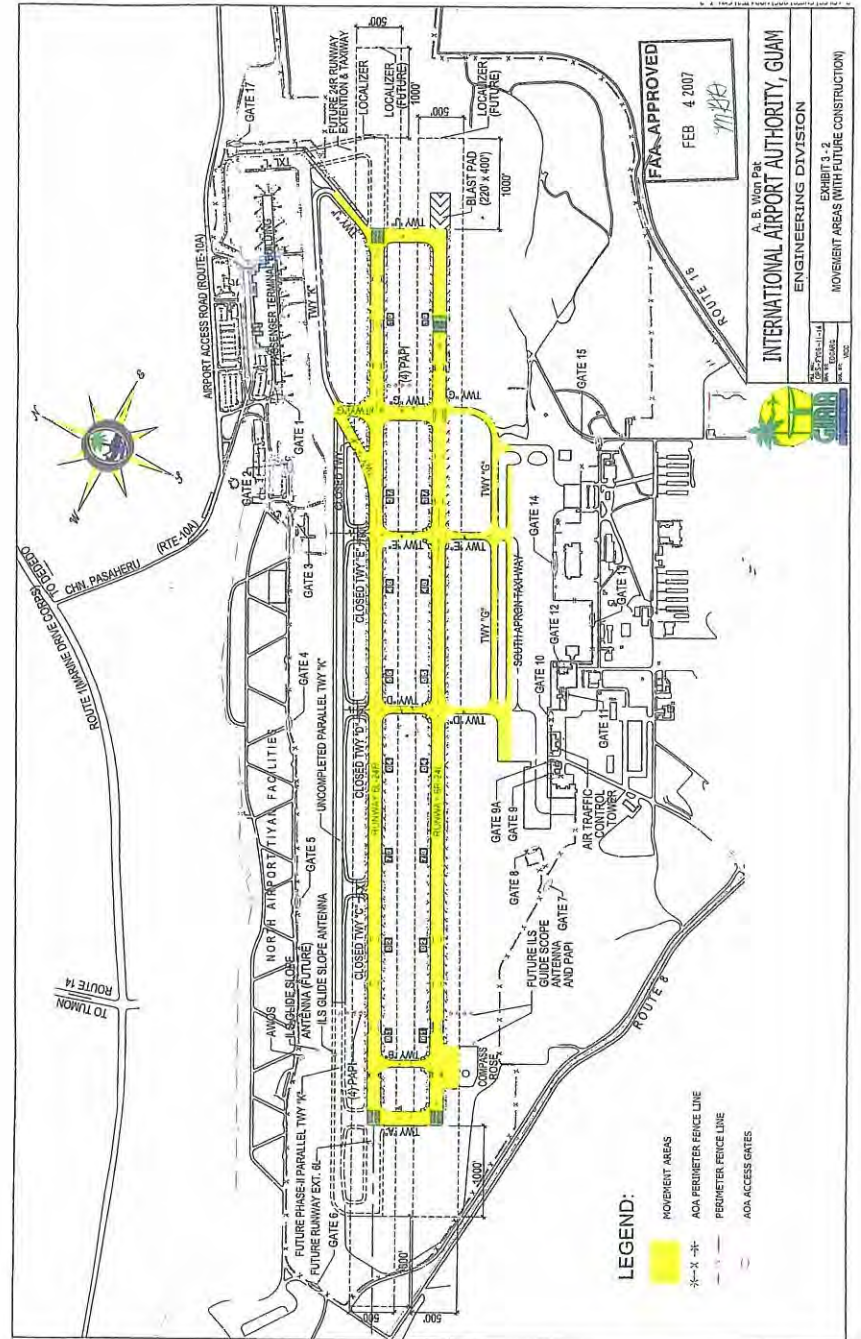


Runway Distance Remaining Signs

Runway Exit Sign is a destination sign located prior to the runway/taxiway intersection on the side and in the direction of the runway where the aircraft is expected to exit. This sign has black lettering and a directional arrow on a yellow background.

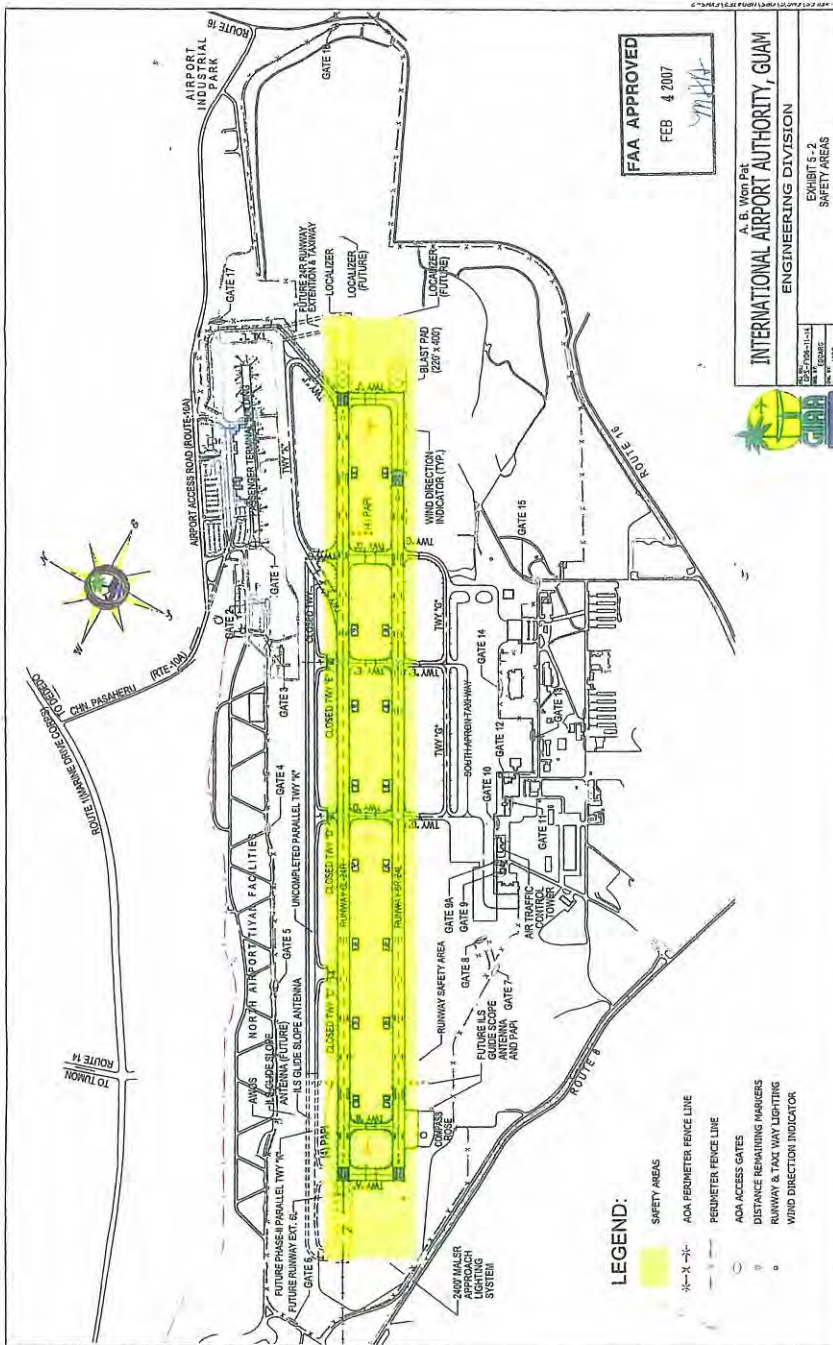


Runway Exit Sign



LEGEND:
 MOVEMENT AREAS
 ACA PERIMETER FENCE LINE
 PERIMETER FENCE LINE
 ACA ACCESS GATES

FAM APPROVED
 FEB 4 2007
 A. B. Won Pak
 INTERNATIONAL AIRPORT AUTHORITY, GUAM
 ENGINEERING DIVISION
 EXHIBIT 1-2
 MOVEMENT AREAS (WITH FUTURE CONSTRUCTION)



29.

The written test will be based on a number of multiple choice questions taken from those contained in the AOA Driving Directives. A total of 25 questions will be given and a passing score of 21 correct answers. Below are some of the test questions.

- The color of pavement markings which outline vehicle pattern and security lines is:
 - Yellow
 - Green (except in grassy areas)
 - White
 - Different for each vehicle
- The color of pavement markings related to aircraft movement guidelines and aircraft lead-in lines is:
 - Blue
 - Yellow
 - White
 - Green
- The Driving Directives which contain regulations and procedures related to operation of a vehicle on the air side is:
 - Radio Operator's Handbook
 - AOA Safety and Driving Handbook
 - Guam Operator's Handbook
 - Runway and Taxiway Handbook
- Taxiway lights are:
 - Blue
 - Red
 - White
 - Green
- The Circle of Safety is a circular area:
 - Extending 20 feet from the wing of an aircraft.
 - Covering all around an aircraft.
 - From the nose to the tail of an aircraft.
 - Extending 10 feet beyond wing tips, nose and tail of an aircraft.

6. The instructions of a Ground Controller over a radio transmission:

- A. Are a guide only.
- B. Apply to aircraft only.
- C. Apply to slow moving vehicles only.
- D. Must be obeyed at all times.

7. The speed limit on the AOA traffic pattern is:

- A. 20 MPH
- B. 10 MPH
- C. 15 MPH
- D. 25 MPH

8. In the event of a fuel spill, all vehicles will come to a complete halt within:

- A. 200 feet of the spill.
- B. 50 feet of the spill.
- C. 100 feet of the spill.
- D. 300 feet of the spill.

9. A Taxiway Location Sign indicates:

- A. The taxiway you are on.
- B. The runway is to your left.
- C. The runway is to your right.
- D. The taxiway is closed for construction.

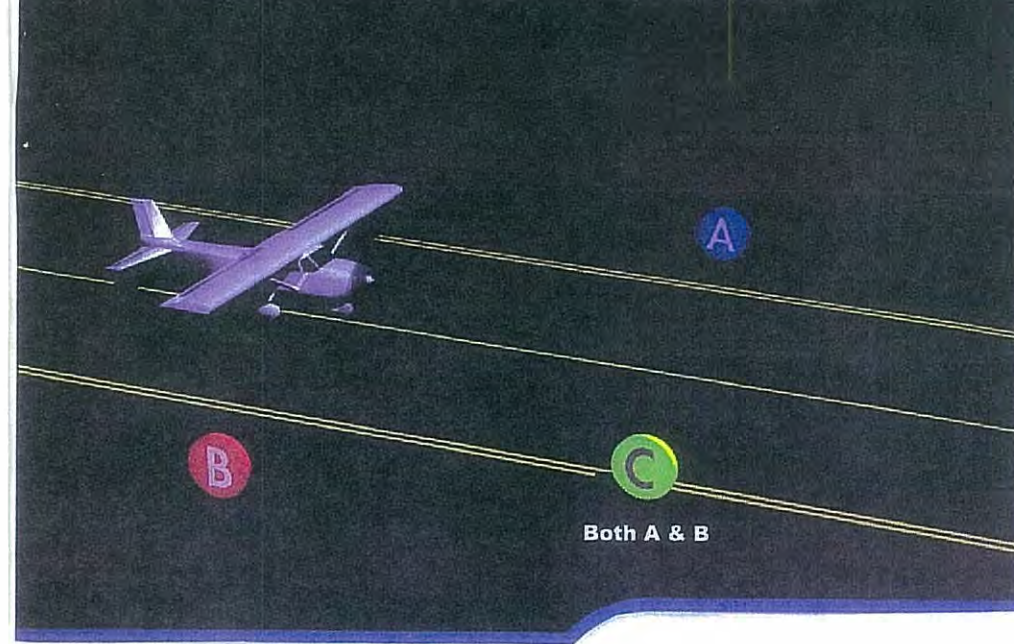
10. When required to cross a runway, the vehicle operator must first:

- A. Notify your supervisor
- B. Contact the ground controller by radio for permission
- C. Contact by radio 125.0 MHz
- D. Consult the Airport Police

11. The instructions of a ground controller over a radio transmission:

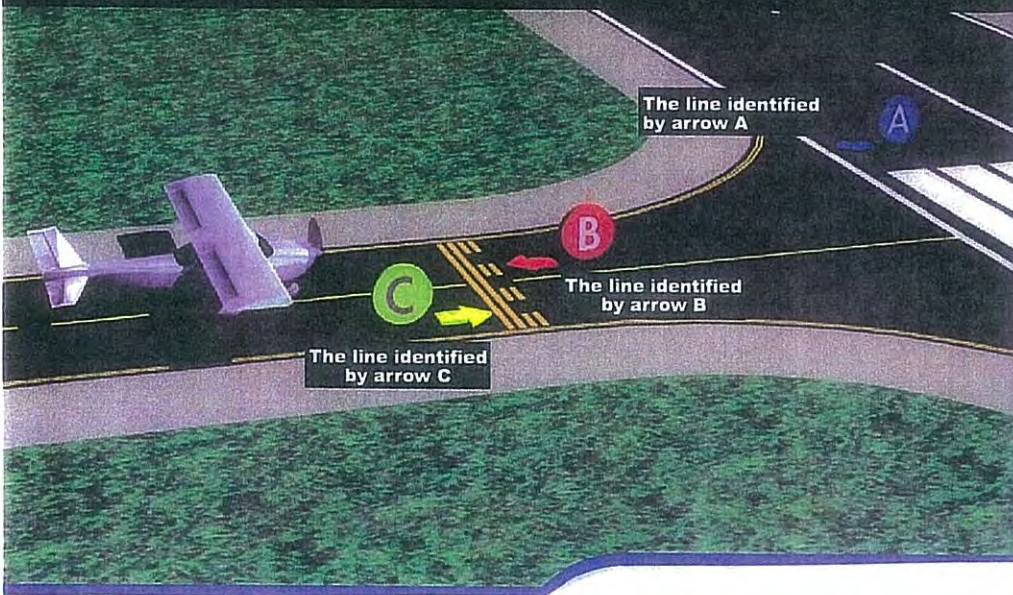
- A. Must be obeyed at all times
- B. Are a guide only
- C. Apply to aircraft only
- D. Apply to slow moving vehicles only

The taxiway depicted below has pavement adjacent to each of its edges. Which areas of pavement are unavailable for use by aircraft?



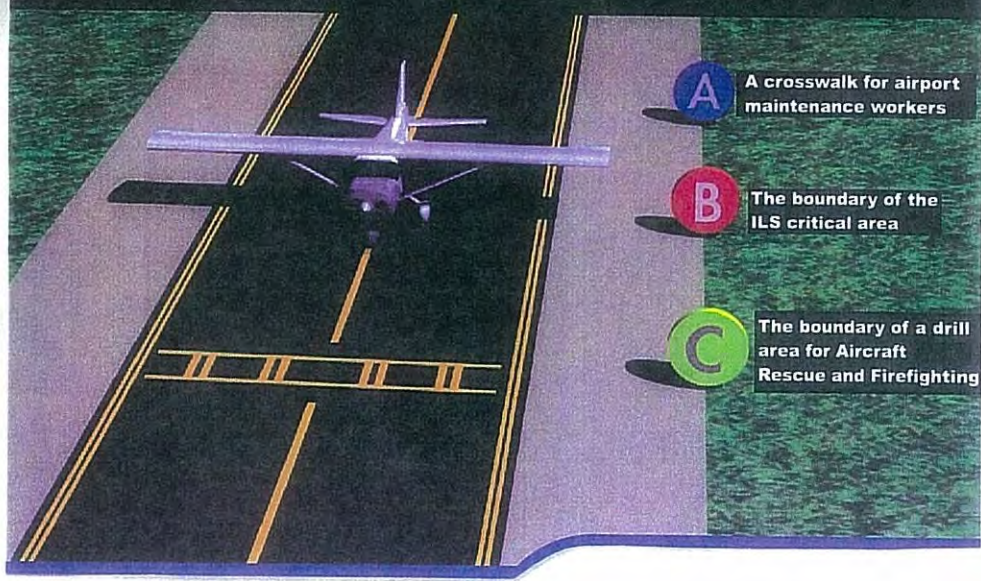
A) _____ B) _____ C) _____

The pilot has been instructed by the controller to "hold short" of the runway. The pilot should stop his/her aircraft so that no part of it crosses:



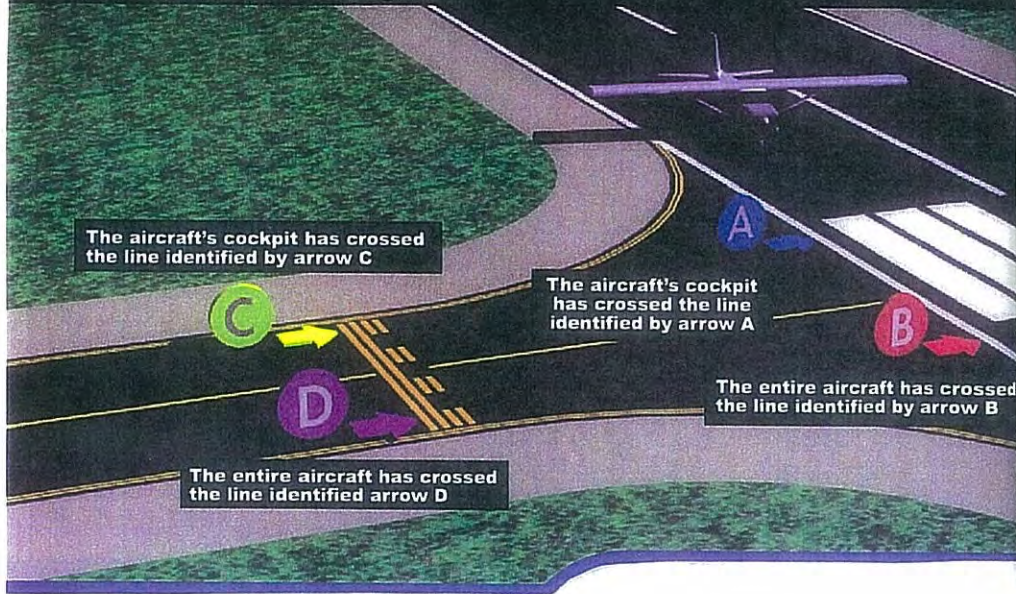
A) _____ B) _____ C) _____

The marking on the taxiway depicted below indicates :



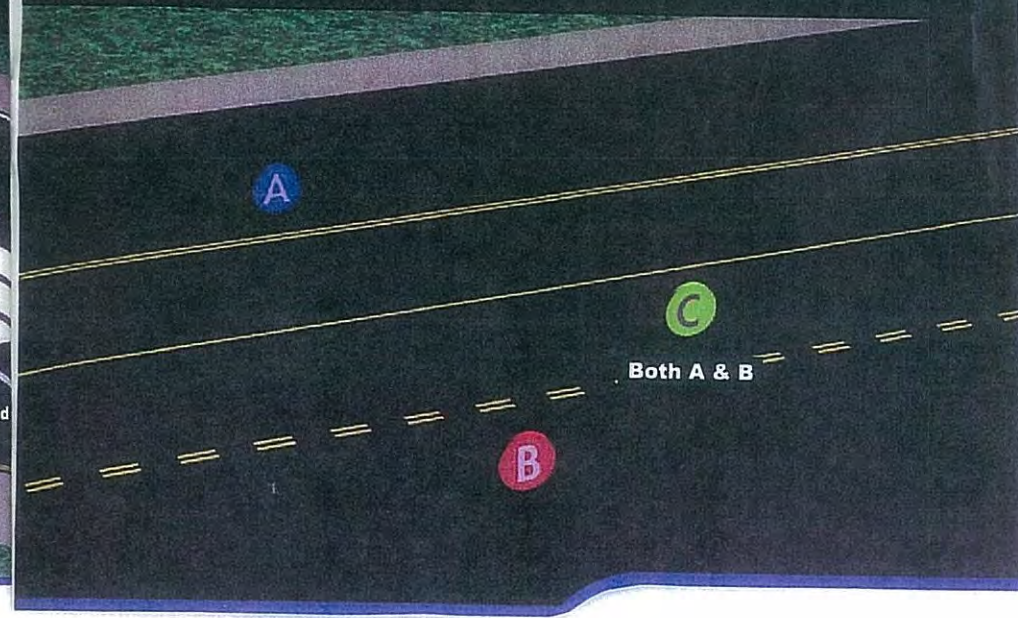
A) _____ B) _____ C) _____

Unless otherwise instructed by the controller, an aircraft exiting a runway shall not stop until it is clear of the runway. From a pilot's perspective, his/her aircraft is clear of the runway when:



A) _____ B) _____ C) _____ D) _____

The taxiway depicted below has pavement adjacent to each of its edges. Which areas of pavement are unavailable for use by aircraft?



A) _____ B) _____ C) _____