

# **KETCHIKAN INTERNATIONAL AIRPORT**

## **VEHICLE OPERATORS TRAINING MANUAL**

## TABLE OF CONTENTS

<b>Preface .....</b>	<b>3</b>
<b>Definition of Terms .....</b>	<b>4</b>
<b>Vehicle and Operator Requirements and Rules .....</b>	<b>6</b>
<b>Movement Area .....</b>	<b>10</b>
<b>Signage, Markings and Lighting .....</b>	<b>12</b>
<b>Radio Communication Phraseology &amp; Techniques .....</b>	<b>17</b>
<b>Vehicle Operator Test Answer Sheet &amp; Certification .....</b>	<b>21</b>
<b>Airport Movement / Non-Movement Area Map .....</b>	<b>22</b>

## **PREFACE**

Every year at airports like Ketchikan International Airport (KTN), ground vehicle incursions and accidents on the airfield result in property damage, personal injury, and even death. Most of these accidents could have been prevented if safe operating procedures had been followed.

Ketchikan International Airport, under guidance of the Federal Aviation Administration 14 CFR Part 139, has developed this study guide to familiarize persons with a need to drive or operate vehicles within the restricted area and movement areas of the airport. These established rules and procedures are for the safety of all persons. Failure to comply may result in penalties, loss of restricted area driving privileges, or revocation of airport personal identification badge.

This training manual must be read and understood by all employees prior to operating vehicles within the restricted area. Vehicles at the airport are required to operate under the procedures established in this manual. Every vehicle operator will be required to have annual training and testing done prior to receiving or renewing their airport issued badge. The training and testing is required of ALL persons operating vehicles in the restricted areas. Companies having an operational need for and requesting driving privileges are required to complete the initial and recurrent training for their employees. A signed Vehicle Operators Training Certification completed by the driver and the company's authorized signatory is required before a Personal Identification Badge (PIB) will be issued or reissued. This certification form is available at page 21 of this Manual and online at <http://www.borough.ketchikan.ak.us/149/Airport-Badges>. By completing this certification, the company acknowledges that it assumes full responsibility for its employees' training, actions and/or inactions. As a result, the company and/or its employee may be held responsible for any fines or penalties levied by the FAA, Airport, or other organization relating to the operation of ground vehicles in the restricted area.

### **DEVIATION TO THE VEHICLE OPERATORS TRAINING MANUAL**

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. In the event of such deviation, the individual(s) involved must submit a written report to the Airport stating the nature, extent, and duration of the deviation.

## DEFINITION OF TERMS

Most of these terms are described in general airport terms, unless otherwise identified as specific to KTN.

**Accident:** A collision between one aircraft or vehicle and another aircraft, vehicle, person, or object resulting in property damage, personal injury, or death.

**Aircraft:** For purposes of this study guide, this refers to any fixed wing aircraft, whether jet or propeller, or helicopter.

**Airport Operations Area (AOA):** A portion of the airport designed and used for landing, take off, or surface maneuvering of aircraft, excluding the SIDA.

**Airport:** Ketchikan International Airport (KTN) and/or the Ketchikan Gateway Borough.

**Airport Security Plan:** A federally mandated security plan enforced by the Airport.

**Apron or Ramp:** An area in the AOA where aircraft park and/or are serviced (refueled, loaded with cargo, boarded by passengers, or where maintenance is performed). At KTN, this includes the non-movement area adjacent to the terminal and hangars, as well as the lower General Aviation (GA) area.

**Controller:** A FSS controller that monitors and reports aircraft and vehicle traffic on the airport movement areas.

**Director:** The Director of Transportation Services (Airport Manager) or his authorized representative.

**Flight Service Station (FSS):** An FAA facility that provides flight service to aircraft. At Ketchikan International Airport, the Ketchikan FSS (call sign "Ketchikan Radio") monitors and reports aircraft and vehicle traffic on the airport movement areas.

**Foreign Object Debris (FOD):** Any object, alive or not, located in an inappropriate location in the airport environment that has the capacity to injure airport or air carrier personnel and/or damage aircraft. All operators are required to be aware of FOD and remove it from the airfield.

**General Aviation (GA):** That portion of civil aviation that encompasses all facets of aviation except air carriers holding a certificate of public convenience and necessity.

**Hold Lines:** Two solid yellow lines followed by two dashed yellow lines on the pavement where an aircraft or vehicle must stop and wait for aircraft to clear the runway, prior to entering an active runway.

**Law Enforcement Officer (LEO):** Any person vested with police power of arrest under Federal, State, Borough, or City authority and identifiable by uniform, badge and other indication of authority.

**Movement Area:** The runway, taxiways and surrounding safety areas where two-way radio communication with FSS is required. At KTN this includes the runway, Taxiways Alpha and Bravo, and their surrounding safety areas.

**Non-Movement Area:** The aircraft parking aprons, Taxiway Charlie, and all other areas within the Restricted Area exclusive of the Movement Area. No radio communication with FSS is required in the Non-Movement Area.

**Operator (driver):** Any person who is in actual physical control of an aircraft or a motor vehicle or motorized mobile equipment.

**Personal Identification Badge (PIB):** A badge issued by KTN that authorizes an individual access to the Restricted Area of the airport.

**Restricted Area:** The entire portion of the Airport where a person must display their KTN PIB or be escorted by a person with a KTN PIB.

**Runway:** The area of the Airport specifically used for active take-off and landing of aircraft. KTN's runway is Runway 11-29.

**Security Identification Display Area (SIDA):** That area of Air Carrier operations and Air Cargo operations which requires SIDA PIB and has strict measures to maintain security.

**Taxiway:** Those parts of the AOA designated for the surface maneuvering of aircraft to and from the runways and aircraft parking areas. KTN has Taxiway A (Alpha) and Taxiway B (Bravo) located in the Movement Area. Taxiway C (Charlie) is located in the Non-Movement Area.

**Vehicle:** All conveyances, except aircraft, used on the ground to transport persons, cargo, fuel, or equipment.

## **VEHICLE AND OPERATOR REQUIREMENTS AND RULES**

After reading this guide and completing the test, the operator is expected to know the rules and responsibilities associated with driving or operating a vehicle in the KTN Restricted Area. Restricted area vehicle operator requirements are as follows:

### **License & PIB**

- Operator must have in their possession a valid state driver's license with proper endorsements for the class of vehicle being operated. If applicable, any employer-issued driver certification must also be in the operator's possession.
- Operator must immediately notify KTN if their State-issued Driver License has been suspended or revoked and return KTN PIB. A PIB without a driver's certification may be issued at that time.
- Operator must have in their possession a KTN PIB showing authorization to drive in the Restricted Area. Should Movement Area access be needed, this too needs to be distinguished on the KTN PIB. Operator can only drive in areas which have been authorized and are reflected on their KTN PIB.
- Operator shall not lend their KTN PIB to anyone for any reason.

### **Driving & Vehicle**

- Operator shall drive their vehicle in a safe manner, observe speed limits, and stay within authorized areas. No Operator shall drive a vehicle under the influence of alcohol or any drug that impairs, or may impair, the Operator's abilities.
- Operator shall ensure their vehicle meets all criteria noted in this manual, including communications capabilities for safe operation in the area(s) designated.
- No Operator shall park or leave unattended any vehicle or other equipment that may interfere with the use of a facility by others or prevent movement or passage of aircraft, emergency vehicles, or other motor vehicles.

### **Gates, Access Control, & Damages**

- Any Operator using an Airport perimeter gate shall ensure the gate is closed/secured prior to leaving the vicinity of the gate, allowing no unauthorized vehicles, persons, or wildlife to gain access into the Restricted Area while the gate is open.
- While waiting for an electronic gate to close, if another Operator re-opens the electronic gate before completely closing, the initial Operator may relinquish control of the gate to the Operator who re-opened it. The new Operator must then wait until the gate is completely closed before leaving the area to ensure no unauthorized access.

- Operator shall report any malfunctioning gate/lock by notifying the Airport immediately. The Airport telephone number is printed on the back of the KTN PIB for easy reference. Do not leave an unsecured gate unattended.
- Operator and/or Operator's company shall be responsible for costs of damage, including repair and/or replacement of gates or other property on the Airport, which Operator damages.

### **Escorting**

- Operator may provide escort of unbadged person(s) for the purpose of their company business only if they are badged as having escort authority. Operator must remain with individuals being escorted **at all times** while within the Restricted Area.
- Operator is responsible for the activities of each escorted vehicle and the escorted passengers while in the Restricted Area of the Airport.
- The Fixed-Based Operator (FBO) is authorized to leave non-issued KTN PIB GA pilots and passengers unattended within the footprint of their aircraft. Non-issued GA pilots and passengers are required to stay within the footprint of their plane while unescorted.
- KTN allows for vehicular escort through a perimeter fence gate as long as positive control is provided by an authorized person and vehicle. An authorized escort must have a driver endorsement and escort privileges designated on their KTN PIB. The escorting vehicle must be permitted for the KTN Restricted Area. All unauthorized vehicles must be under continuous escort while in the Restricted Area of the Airport.
- Operator and/or Operator's company shall be responsible for any damage caused by any individual they escort.

### **General Safety & Security**

- Operator must act in the best interest of the Airport and the safety of others. Operator shall report to the Airport any unusual activity, safety hazards, security discrepancies, FOD, or concerns that may jeopardize the safety or security of the Airport or persons on the premises.
- Operator shall report any suspicious persons and/or vehicles within the Restricted Area by notifying the Airport immediately. The Airport telephone number is printed on the back of the KTN PIB for easy reference.
- KTN PIB and access media are the property of the Ketchikan International Airport and may be revoked or de-activated at any time the Airport believes that use by an individual may jeopardize the security or safety of the Airport. The Airport may be directed by the Federal Aviation Administration or the Department of Homeland Security (Transportation Security Administration) to limit or close access into all or a part of the Airport during times of national emergency, heightened security threat levels, or federally mandated changes to airfield operations.

**Aircraft ALWAYS Have The Right-Of-Way:** Vehicles are required to yield to all moving aircraft. Operator must give all aircraft space to maneuver into and out of parking spaces. Moving aircraft, emergency vehicles, and passengers enplaning or deplaning aircraft have the right-of-way at all times over vehicular traffic.

In addition, Operators should:

- Watch cockpit blind spots. Pilots typically cannot see behind or below the aircraft.
- Watch for turning propellers or accelerated jet blast indicating that an aircraft may be ready to move.
- Avoid jet blast or prop wash, which can blow debris or overturn vehicles.
- Be aware of and avoid moving propellers which can cause damage, injury, or death.
- Be aware of other vehicle movements. You may not hear them approaching due to aircraft engine noise.
- Watch for tugs towing baggage carts and allow adequate space behind the tug and carts.
- Approach an aircraft with the driver's side of the vehicle nearest the aircraft. Normally, a vehicle should not be driven within 10 feet of an aircraft, nor should any vehicle be driven under the wings of an aircraft.
- Make an effort to approach and park near an aircraft in a way that requires no one to back up a vehicle in order to depart the area.

**Emergency Vehicles and Snow Removal Operations:** Operator must YIELD to all emergency operations (Aircraft Rescue and Fire Fighting, Ambulance) and Airport snow removal operations.

**Low Visibility and Night-Time Driving:** Low visibility due to fog and snow conditions and night-time driving can disorient an Operators on an airfield. Signs, markings, beacons, reflectors, and vehicle lights become more important during these conditions. Slow down and be aware of your location at all times. Increased attention to moving aircraft, ramp equipment, personnel, and other vehicles is necessary to prevent accidents. Operators should use lights, beacons and reflectors, and reduce speed.

**Speed Limits:** Except for emergencies, the maximum speed limit on the main apron area is 20 mph. Large construction vehicles or those towing equipment are restricted to 10 mph. Airport snow removal vehicles are exempt from this, but must operate in a safe and efficient manner as dictated by current conditions. Speeds should be reduced as weather, aircraft operations, visibility, pavement conditions (snow/ice), or apron traffic warrant.

**Vehicular Accidents:** Any accident in the Restricted Area shall be reported to the Director immediately after the accident. Operator shall provide and surrender the following to any responding Airport personnel: name and address, KTN PIB, state driver's license, and any information Airport personnel may need to complete a motor vehicle accident report.

If an accident occurs on the Airport resulting in injury to a person or damage to an aircraft, airport property, or another vehicle, Operator shall:

- Immediately stop and remain at the scene of the accident.
- Render reasonable assistance, if capable, to any person injured in the accident.
- Report the accident immediately to Airport management.

**Parking:** Vehicles and equipment may not be parked within 5 feet of the non-restricted side of the Airport perimeter fence. Vehicles and equipment may not park within 15 feet of a fire hydrant. With the exception of KTN vehicles and equipment, no vehicles or equipment may park in front of the terminal or in front of perimeter gates.

**FOD:** Do not allow debris or trash to blow out of your vehicle becoming FOD. FOD may be taken in by jet engines or caught in propellers causing aircraft damage or personal injury. If you see FOD on the ground, stop and pick it up. Watch for small FOD such as bolts, nails, or scraps of metal which can puncture tires or taken in by jet engines. Notify the Airport or your supervisor immediately if you notice large amounts of FOD or notice FOD in restricted driving areas.

**Bird Strikes, Wildlife and Trash:** Trash that is not properly contained may become a bird attractant and eventually contribute to bird strikes. Besides food, shiny objects and other items may attract birds to an area. Do not feed birds on the Airport property and do not leave items in the back of a vehicle which could attract birds or other wildlife. Notify the Airport or your supervisor if you see concentrated bird activity, any wildlife on the Airport, or persons feeding wildlife/birds. Wildlife and Bird Strikes are a very serious matter at airports around the world and cause many fatal crashes each year.

**Consequences of Non-Compliance:** The primary concern of the Airport is a safe and efficient operation. The Director will take appropriate enforcement action based on the severity of any offense. The Director reserves the right to impose any of the following penalties: recurrent training, verbal or written reprimand, written warning to employer, suspension or revocation of driving privileges, suspension or revocation of KTN PIB.

### **Vehicle Requirements Within Restricted Area**

Only vehicles specifically authorized by the Airport and complying with the provisions of this manual shall operate within the Restricted Area of the Airport. All authorized vehicles must have its company identification prominently displayed on the sides of the

vehicle (unless determined unnecessary by the Director) and an amber flashing strobe light attached to the top of the vehicle. The vehicle rotating beacon or strobe light shall be operating at all times while in the Restricted Area.

All authorized vehicles shall be registered with the Airport. Vehicles shall have an authorizing decal affixed on the left front bumper or, if no bumper exists, on the left front fender or quarter panel of the vehicle. Vehicle registrations must be renewed bi-annually.

The Director shall maintain a record of all permits.

**\*\*\*End of Non-Movement Area Vehicle Operator Training\*\*\***

**Those requesting Movement Area access continue.**

## **MOVEMENT AREAS**

Vehicles authorized by the Airport to operate on Movement Areas and the surrounding safety areas at the Airport are limited to those vehicles necessary for Airport operations and include, but are not limited to, the following types of vehicles:

- Airport vehicles, including maintenance vehicles, firefighting, and snow-removal equipment.
- FAA maintenance vehicles.
- Emergency response vehicles.

Under normal operations all vehicles operating on the Movement Area will be equipped with a rotating beacon or strobe light and a radio for communication with FSS and aircraft, or be escorted by such a vehicle.

Under no circumstances is any vehicle and/or driver permitted on a Movement Area unless it is properly equipped, Airport-approved, and the Operator is trained and certified in proper procedures with the appropriate PIB endorsements. All other vehicles and/or operators must be escorted by an approved vehicle with requisite communication with the FSS. Under no circumstances is an unattended vehicle or person to be left on a Movement Area.

All vehicles operating on Movement Areas or the surrounding safety areas are required to be equipped with a two-way radio allowing communications with FSS. Vehicles

operating in the Non-Movement Area are not required to have this radio communication capability.

Prior to entering a Movement Area the Operator must first contact FSS, advise them of their intentions, and confirm there is no reported incoming or current aircraft traffic. Access onto the Movement Area without appropriate coordination can be investigated by the Director or FAA as a possible violation of Federal Aviation Regulation (FAR) Part 139. Any vehicle operator involved in a runway incident is required to submit a written report to the Director.

When under construction, Movement Areas or areas adjacent thereto will be closed to aircraft operations if possible. Construction equipment required to operate on active Movement Areas will be controlled by flagmen or a radio-equipped escort vehicle. Construction equipment operators will be briefed on procedures for operating on or near Movement Areas.

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 magnetic north. The runways at KTN are numbered as 11 and 29. The number indicates the compass heading of the runway. An aircraft taking off on runway 29 is headed at 290 degrees on a compass; likewise an aircraft taking off on runway 11 is headed at 110 degrees on a compass.

This Airport has two Instrument Landing System (ILS) critical areas. These locations are depicted on the Airport diagram at Page 22 of this manual. ILS critical areas protect signals to approaching aircraft. Vehicles within the ILS critical areas could cause false signals. Any vehicle Operator needing vehicle access into a critical area should coordinate with FSS prior to entering the area and report to FSS after they have left the area.

## SIGNAGE, MARKINGS AND LIGHTING

Colors and layout of signs, pavement markings and lighting are universal at airports and inform pilots, ground crew and operators of their location on any airport. *IMPORTANT NOTE: The information provided in this section is for this restricted area driving study guide and is in no way inclusive of all the runway and taxiway markings at KTN or other airports. It only highlights those signs and markings which would typically be seen by an operator at this Airport.*

### SIGNAGE

#### General Airport Signage:

**Guidance Signs** have black lettering and a directional arrow on a yellow backgrounds and generally direct pilots and drivers towards a particular area on the airport (*i.e.*, the runway, other taxiways, the ramp, etc.).



**Location Signs** have yellow letters on a black background with yellow border and identify the area the aircraft/vehicle is located.



**Mandatory Hold Position Signs** have white inscription with black outline on a red background and indicate runways and orientation and taxiway intersection.



### **Movement Area Signage:**

**Distance Remaining Signs** have white numerals on a black background and are located along the runway. These give pilots the distance remaining on the runway, measured in thousands of feet.



## **MARKINGS**

### **General Airport Markings:**

**Lead-In Lines:** These are single yellow lines which curve and direct the pilot of the aircraft off the runways (at intersections) and direct the path to the terminal jetways on the aprons.

## Non-Movement Area Markings:

**SIDA Lines** are 12" wide yellow lines. Operators are forbidden to enter this area without displaying proper SIDA PIB. In KTN there are 4 SIDAs.

## Movement Area Markings

**Taxiway Pavement** markings are yellow.

**Taxiway Centerline** is marked with a continuous yellow line and it provides a visual cue for taxiing along a designated path.

**Taxiway Edges** are marked with two continuous yellow lines 6 inches apart.

**Runway Hold Position (also referred to as Hold Short Line)** are two solid and two broken yellow lines and located across each taxiway leading directly onto the runway. Vehicle operators may not go beyond the runway hold position until confirmed with FSS that there is no reported runway traffic and they would not interfere with any traffic. When advised by FSS that traffic is on final approach, the vehicle operator shall stop so as no part of the vehicle extends beyond the Hold Short Line. A vehicle exiting the runway is not clear of the runway until all parts of the vehicle have crossed the Hold Short Line.



**Runway Centerline** is a broken white line and provides a visual cue for landing in the center of the runway.

**Runway Edges** are marked with a solid white line.

**Runway number identifiers** (11/29) are also painted white on their appropriate ends and identify to the pilot the runway they are landing on.

**Touchdown markings** are large white lines on the runway used to identify the touchdown zone for landing operations.

**Threshold bar** is a solid white line going across the runway and marks the beginning of the runway that is available for landing aircraft when there is pavement aligned with the runway on the approach side of the threshold.

**Chevron** markings are painted yellow and are on the approach end of each runway. The chevrons are not considered part of the runway and are used to identify pavement areas unusable for landing, takeoff and taxiing.

**Surface Painted Mandatory Holding Position Sign** are large white numbers indicating runways with red background. This is a mandatory holding position.



## LIGHTING

### Movement Area Lighting

**Taxiways Edge Lights** are blue.



**Runway Threshold Lights** are located across the end of each runway. These lights have a split lens--red on the runway side and green on the approach side.



**Runway Edge Lights** are white, except the last 2000 feet of an instrument approach runway are amber colored.



## RADIO COMMUNICATION TECHNIQUES & PHRASEOLOGY

Radio communications are a critical link in the airport operations. The link can be a strong bond between pilot/driver and FSS or it can be broken with surprising speed and disastrous results. The single, most important thought in communication is understanding. Brevity is important, and contact should be kept as brief as possible. However, the FSS controller must know what you want to do before he can properly carry out his duties. Discussion herein provides basic procedures for vehicle drivers and also highlights safe operating concepts for all.

Two-way radio communications with the FSS must be established and maintained by vehicle operators having authorization to enter the movement area prior to and while operating in any movement area. Vehicles are prohibited from entering the runway or taxiway if radio communications are not established and maintained. Vehicle operators must contact "Ketchikan Radio" each and every time they proceed onto or leave the movement area. Vehicle operators must tell the controller two things: **WHO you are and WHAT your intentions are.** Do not proceed without confirmation. Vehicle operators must always acknowledge all communications so FSS and other persons know that the message was received. **Vehicle operators must always give aircraft and FSS transmissions priority unless an emergency exists.**

### RADIO TECHNIQUE

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. Determine if there is any immediate aircraft traffic on the movement area.

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

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

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 transmitter to your frequency.

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 blockage can and has occurred for extended periods of time due to unintentional transmitter operation. This type of interference is commonly referred to as a "stuck mike."

## **RADIO TRANSMISSIONS**

### Initial Contact

The term "initial contact" or "call-up" means the first radio call you make to FSS. Call the facility, identify yourself, and state your intentions.

*EXAMPLE: Ketchikan Radio, Airport 7, access on the runway from Taxiway Alpha.*

Use discretion and do not overload the controller with information he/she does not need.

### Subsequent contact and responses to call-ups from FSS.

Use the same format as used for initial contact except you should state your intentions or request traffic advisory 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 FSS communications unless the controller advises otherwise.

Vehicle operators must visually check for traffic before entering the runway and periodically while on the runway, and monitor the radio for reported traffic or advisories from FSS.

Once the vehicle is off the runway or taxiway, the vehicle operator shall advise FSS.

Some typical transmissions are as follows:

Operator: "Ketchikan Radio, Airport 2 for the Runway request traffic advisory."

FSS: "Airport 2, traffic on 3 mile final."

Operator: "Airport 2 holding short of the Runway."

Operator: "Ketchikan Radio, Airport 9 for Taxiway Bravo."

FSS: "Airport 9 no reported traffic."

Operator: "Airport 9 driving on Taxiway Bravo."

FSS: "Airport 9, on Taxiway Bravo."

Operator: "Ketchikan Radio, Airport 9 for Taxiway Bravo."

FSS: "Airport 9, traffic is Boeing 737 exiting runway at Taxiway Bravo."

Operator: "Airport 9 will give way to the Boeing."

Operator (after Boeing passes): "Ketchikan Radio, Airport 9 driving on Taxiway Bravo."

FSS: "Airport 9, on Taxiway Bravo."

Operator: "Ketchikan Radio, 504, clear of the active."

FSS: "504, clear of the active."

**NOTE:** If you are unsure what the controller has said, ask the controller to repeat it. Good communications only occur when each party knows and understands what the other is saying.

**Lost Communications.** If two-way radio communications fail while a vehicle is operating on runways or taxiways, FSS will attempt to contact airport management personnel by radio or telephone and inform them of the communications failure. Airport personnel will intercept the vehicle with lost communications and remain with it or escort it from movement areas as necessary. If a vehicle operator becomes aware of two-way radio failure, they will exit the runway and taxiway movement area by the most direct route immediately, being careful to avoid potential conflict with aircraft. The operator will immediately inform the FSS and the Airport of the communications failure.

### **PHONETIC ALPHABET**

The International Civil Aviation Organization's (ICAO) phonetic alphabet is used by FSS personnel when communications conditions are such that the information cannot be readily received without their use. FSS 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)	T	Tango (TANG-GO)
B	Bravo (BRAH-VOH)	U	Uniform (YOU-NEE-FORM)
C	Charlie (CHAR-LEE)	V	Victor (VIK-TER)
D	Delta (DELL-TAH)	W	Whiskey (WISS-KEY)
E	Echo (ECK-OH)	Y	Yankee (YANG-KEY)
F	Foxtrot (FOKS-TROT)	Z	Zulu (ZOO-LOO)
G	Golf (GOLF)		
H	Hotel (HOH-TEL)	1	One (WUN)
I	India (IN-DEE-AH)	2	Two (TOO)
J	Juliet (JEW-LEE-ETT)	3	Three (TREE)
K	Kilo (KEY-LOH)	4	Four (FOW-ER)
L	Lima (LEE-MAH)	5	Five (FIFE)
M	Mike (MIKE)	6	Six (SIX)
N	November (NO-VEM-BER)	7	Seven (SEV-EN)
O	Oscar (OSS-CAR)	8	Eight (AIT)
P	Papa (PAH-PAH)	9	Nine (NIN-ER)
Q	Quebec (KEH-BECK)	0	Zero (ZEE-RO)
R	Romeo (ROW-ME-OH)		
S	Sierra (SEE-AIR-RAH)		

<b>Commonly Used Phrases</b>	<b>What it means</b>
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.
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 advisement from FSS that traffic has cleared.
How do you hear me?	Question relating to the quality of the transmission or to determine how well the transmission is being received.
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. Does not mean "yes"
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



## KETCHIKAN INTERNATIONAL AIRPORT

1000 Airport Terminal Way, Ketchikan, Alaska 99901  
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### Vehicle Operator Test Answer Sheet and Certification

#### Non-Movement Area Test Answers:

1)\_\_\_ 2)\_\_\_ 3)\_\_\_ 4)\_\_\_ 5)\_\_\_ 6)\_\_\_ 7)\_\_\_ 8)\_\_\_ 9)\_\_\_ 10)\_\_\_ 11)\_\_\_ 12)\_\_\_ 13)\_\_\_

#### Movement Area Test Answers:

14)\_\_\_ 15)\_\_\_ 16)\_\_\_ 17)\_\_\_ 18)\_\_\_ 19)\_\_\_ 20)\_\_\_ 21)\_\_\_

I have read and understand the Ketchikan International Airport Vehicle Operator's Manual. I have taken the written test and my answers are above. I have been given practical on-site vehicle operator training by my employer. I agree to abide by all safety and security procedures described in the vehicle operator's manual.

Vehicle Operator Print Name \_\_\_\_\_ Date \_\_\_\_\_

Vehicle Operator Signature \_\_\_\_\_ Date \_\_\_\_\_

I am requesting vehicle operator privileges for the above employee due to their operational need. I, or my designee, have conducted a practical on-site vehicle operator training with the above employee and is confident that they have the knowledge and ability to operate a vehicle in the restricted area in a safe and secure manner. This company bears responsibility for all actions of the above employee while in the restricted area. I have administered the required vehicle operator written test and the employee's answers are above.

Company \_\_\_\_\_

Authorized Signatory \_\_\_\_\_ Date \_\_\_\_\_

Revised 12-5-2012. Prior versions not accepted.

