CITY of BRIDGEPORT SIKORSKY MEMORIAL AIRPORT

Administrative Office - 1000 Great Meadow Road - Stratford, CT 06615
Telephone (203)576-8163 - Fax (203)576-8166

Airport User Safety and Security Policy

Introduction:

This document outlines policy and procedures for maintaining airport user safety and security at Sikorsky Memorial Airport (BDR). This policy may be updated from time to time at the discretion of the Airport Manager. The most current version is available on the Sikorsky Memorial Airport website.

Strict adherence to this procedure and compliance with other Sikorsky Memorial Airport policies, procedures and any applicable Federal, State or Local Laws is mandatory of all airport users.

This policy assumes readers understand or have a practical knowledge of the aeronautical terms described herein. It is the responsibility of the reader to research unfamiliar terms to ensure the requirements are fully comprehended.

Badges:

Sikorsky Memorial Airport, herein referred to as "the Airport," strives to control access through use of airport access and identification badges. Badges are issued by the Airport in conjunction with local Fixed Base Operators (FBOs) and other major airport leaseholders. Badges must be carried and properly displayed at all times while in the Air Operations Area (AOA).

The process for obtaining a badge is outlined as follows:

1. Complete the application (which is available on the Airport's website),
2. Obtain FBO/leaseholder sponsorship. Individuals renting directly with the City of Bridgeport will be sponsored by the Airport Manager, unless directed otherwise.
3. Review this policy and the Airport Safety and Security Training presentation (which is available on the Airport's website),
4. Print and complete the Airport Access and Identification Badge Certification and Airport Safety and Security Written Test (which is available on the Airport's website),
5. Make an appointment with Airport Certification Specialist Josh Francis (joshua.francis@bridgeportct.gov).

CITY of BRIDGEPORT
SIKORSKY
MEMORIAL AIRPORT

Administrative Office - 1000 Great Meadow Road - Stratford, CT 06615
Telephone (203)576-8163 - Fax (203)576-8166

6. Bring the following to the appointment:
    a. Completed Application (signed by both the individual and their appropriate sponsor).
    b. Signed Airport Access and Identification Badge Certification
    c. Completed Airport Safety and Security Written Test.
    d. $20 fee (cash or check only).
    e. Valid Driver's License or other U.S. Government issued form of photo identification.

Only properly vetted individuals with essential roles and responsibilities will be granted a badge as follows:
- individuals who own or operate an aircraft based at the airport,
- individuals have a sanctioned commercial business or operation,
- individuals who can demonstrate a substantive need for airport access.
- others deemed necessary by Airport Management.

Individuals are required to complete AOPA's online General Aviation Security Course appropriate for their role available at: https://www.aopa.org/training-and-safety/online-learning/online-courses. This is outlined as a required condition for an individual to accept a badge on the Airport Access and Identification Badge Certification Form.

Access Badges are the sole property of the City of Bridgeport and/or the Airport and must be surrendered or returned upon request. Violations of airport rules or procedures or other safety and security concerns are common justifications for immediate revocation of access badges and privileges. Additionally, users may be asked to surrender their badges if the previously demonstrated need for the badge is terminated or has changed. It is the responsibility of the individual badge holder to surrender their badge, either to the Airport or their respective FBO, or notify these entities if changes to their access requirements have occurred. Likewise, an FBO or leaseholder who experiences personnel or tenant changes must collect the badge and return to the Airport prior to termination of that individual.

Example: Tenant based at an FBO sells their aircraft. Airport access badge must be surrendered to the FBO or an Airport representative on tenant's last day.

Sharing badges is strictly prohibited. Lost, misplaced, or broken badges must be immediately reported to an airport official and are subject to a $30 replacement fee. Temporary access cards may be provided at the discretion of an airport official and are subject to a $5 daily charge.

CITY of BRIDGEPORT
SIKORSKY
MEMORIAL AIRPORT

Administrative Office - 1000 Great Meadow Road - Stratford, CT 06615
Telephone (203)576-8163 - Fax (203)576-8166

Access and Gate Control:

Approved access to specific area(s) is outlined on the individual badge access certification on file with the Airport. Badges also function as electronic gate cards and will open authorized access points when swiped passed the reader. Users should be careful not to bend or pierce the badges as this could damage the mechanism inside. Additionally, only airport-issued badges should be swiped at airport readers. Other facility's cards may accidently scan and cause the erroneous indication that access has been denied.

Transitioning to or from another location via the Air Operations Area (OA) is strictly prohibited as these areas may not be suitable for pedestrian or vehicle traffic. Numerous dangers and unsafe conditions, such as construction hazards, may exist immediately adjacent to an individual's designated area.

> *Example: tie-down user may not traverse another's leasehold to save time transitioning between FBOs.*

Vehicles and persons entering and exiting airport access points must ensure all gates and doors are fully closed before proceeding to their intended destination.

All airport users, both badged and unbadged, must ensure they do not generate or leave any Foreign Object Debris (FOD) anywhere on airport property. Examples of FOD commonly found on the airport include garbage, aircraft safety devices, and tools.

Vehicle and Pedestrian Rules:

All vehicles and pedestrians operating on the airport shall comply with the following rules:

1. Obey all traffic control signs.
2. Comply with published speed limits. The speed limit in aircraft parking areas is normally 5 m.p.h. The speed limit in other areas of the AOA is normally 10-15 m.p.h.
3. Stay on designated roadways marked with signs and ground paint.
4. Yield to all aircraft.
5. Vehicles shall yield to pedestrians.
6. If unsure of proper procedures, STOP!!! Seek help from an airport employee or call Airport Operations (203-576-7497).

CITY of BRIDGEPORT
SIKORSKY
MEMORIAL AIRPORT

Administrative Office - 1000 Great Meadow Road - Stratford, CT 06615
Telephone (203)576-8163 - Fax (203)576-8166

7. All airport badge holder pedestrian(s) and/or vehicles will remain clear of all movement areas at all times.
8. Park in designated areas only.

Special Movement Area Driver Training Required:

Vehicle or pedestrian access to the movement areas is strictly controlled. The Airport has a separate Driver Training Program for non-aircraft vehicles and personnel that require access to airport movement areas. Pilots operating aircraft into and out of the airport are exempt from this training. Individuals desiring movement area access must be specifically authorized by an airport official, complete the formal initial and recurrent Driver Training Program, and pass the initial practical exam issued by an airport representative.

Visitors, Guests, & Contractors:

Visitors, guests, and contractors must be escorted by and remain under the direct and continuous supervision of a badged airport user. It shall not be assumed that unbadged individuals are familiar with the rules and requirements of a busy airport with an operational air traffic control tower. Badge holders must brief those under their supervision on applicable safety and security compliance requirements.

> *Example: Pilot of based aircraft brings a passenger on a flight. The pilot must ensure the passenger remains adjacent to the aircraft while preflighting.*

> *Example: Limo driver transferring passenger for charter flight must be chaperoned to and from the aircraft by FBO employee to ensure the vehicle remains clear of movement areas.*

FBOs and Major Leaseholders:

FBOs and major leaseholders have responsibilities in addition to the terms outlined in their leases and/or requirements of applicable laws and regulations. These major tenants must:
1. Educate and train their employees and visitors on airport safety and security practices relating to their individual leasehold.
2. Provide formal initial and recurrent training to employees on airport safety and security procedures and certify to Airport Management that this has been completed on an annual basis.

CITY of BRIDGEPORT
SIKORSKY
MEMORIAL AIRPORT

Administrative Office - 1000 Great Meadow Road - Stratford, CT 06615
Telephone (203)576-8163 - Fax (203)576-8166

3. Ensure employees take an introductory NATA or AOPA safety courses appropriate for their job function.
4. Flow down airport rules and requirements to subtenants.
5. Monitor and control activities on their leasehold to ensure compliance with safety and security guidelines.
6. Monitor and control gates, doors, and other AOA access points under their control for proper operation.
7. Employ proper safeguards on leaseholds to prevent inadvertent entry to both the AOA and Movement Areas by unauthorized persons or vehicles.
8. Provide reasonable protection of persons and property from aircraft blast.
9. Report accidents, incidents, or violations to Airport Operations.

Violations & Unsafe Conditions:

Safety is the Airport's main goal. Strict adherence to airport's policies, procedures and any applicable Federal, State or Local Laws; is mandatory. The Airport strives to improve and increase safety and security wherever possible. Violations or reports of unsafe conditions should be reported to Airport Operations and the Air Traffic Control Tower, if applicable, as soon as practical so that evaluation and mitigation of any potentially hazardous conditions can be initiated. Criminal activity, structural fires, or medical emergencies should first be reported via 911.

> *Example: Pilot reports wildlife adjacent to a runway to the Air Traffic Control Tower.*

> *Example: Tenants finds a gate will not close when leaving the airport and reports the security risk to Airport Operations.*

Additionally, users must be aware that violations to this policy or other airport rules and restrictions may result in Federal Aviation Regulation (FAR) violations, revocation of access badge and privileges, or other enforcement action.

Users should also be aware the Aircraft Owners and Pilots Association's (AOPA's) Airport Watch program provides an around-the-clock telephone hotline for reporting suspicious activities to authorities. The number for the hotline is 866/GA-SECURE or 866/427-3287.

CITY of BRIDGEPORT
SIKORSKY
MEMORIAL AIRPORT

Administrative Office - 1000 Great Meadow Road - Stratford, CT 06615
Telephone (203)576-8163 - Fax (203)576-8166

Airport Operations:

Airport Operations personnel are staffed and available on the airport daily between 6am and midnight. The primary function of Airport Operations is to maintain safety and security of the airport and ensure FAR Part 139 compliance.

Any unsafe or potentially hazardous conditions can be reported to Airport Operations by calling 203-576-7497.

References & Helpful Resources

Sikorsky Memorial Airport Website:
http://bridgeportct.gov/content/341307/341383/default.aspx

City of Bridgeport Municipal Code – Title 14 Airport
https://library.municode.com/ct/bridgeport/codes/code_of_ordinances?nodeId=TIT14AI

FAA & TSA Guidance:
https://www.faa.gov/airports/resources/advisory_circulars/
https://www.faa.gov/airports/airport_safety/part139_cert/what-is-part-139/
https://www.faa.gov/air_traffic/publications/#manuals
https://www.tsa.gov/for-industry/aviation-security
https://www.tsa.gov/sites/default/files/2017_ga_security_guidelines.pdf

Industry:
https://www.aopa.org/training-and-safety/online-learning/online-courses
http://nata.aero/Safety-1st/Education-and-Training.aspx
https://www.aaae.org/