

MANAGER'S BULLETIN #23-01

TO: All Airport Tenants
FROM: Maria S. Sheridan, A.A.E.
DATE: March 6, 2023
SUBJECT: Airport Safety

Dear Airport Community,

Over the past several months, national news outlets have highlighted incidents involving aircraft at airports across the country, including some – when even one is too many – that have occurred at our airports. These nationwide incidents have resulted in injuries to employees, damaged aircraft, vehicles, and equipment, and have created significant risks with catastrophic consequences. I ask that we all take a moment to reflect on how we conduct our operations and consider, very seriously, whether there may be motivations at play that conflict with our overarching duty of ensuring that, at the end of each shift, everyone – employees and customers – get home safely.

Success in our transportation industry is largely defined by on-time performance, which can be difficult to achieve at airports like ours, where the sheer density of operations demands unfailing clockwork precision from first flight to last. Any number of factors can detract from that precision. Some of the greatest risk factors are related to the availability and performance of personnel and equipment. Shortages and performance issues, in either personnel or equipment, can increase the pressures to get work done at any cost, which can ratchet up the risk of not following procedures intended to ensure safe operations.

For these reasons and many more, safety must be our top priority. We must rededicate ourselves to conscientiously guard against complacency and expediency and pledge to reject unacceptable risk, despite what may feel like insurmountable pressure.

To support a culture of safety, I encourage everyone to review your company's ramp and apron safety protocols and procedures, Airport Rules and Regulations, and best practices promulgated by the Federal Aviation Administration. Some highlights collected from these documents serve as best safety practices:

- Reduce, as practical, the number of non-essential or infrequent vehicle operators to reduce the risk of ramp and apron accidents.
- Pair inexperienced with experienced personnel.
- Empower employees to speak up and, if necessary, stop operations should they have safety concerns.
- Always stick to the basics: Wear reflective outer clothing and the proper personal protective equipment (PPE) for the job whenever work is being performed in an environment that necessitates PPE. Always use hearing and eye protection when working on and around aircraft but avoid the use of tinted or restrictive eyewear that may impair or impede vision or diminish your ability to accurately gauge distances or proximity to other objects.
- Rules, regulations, and procedures have their basis in safety. Know your company procedures and the Airport Rules and Regulations and follow them!

- Always yield right of way to aircraft, whether they are under their own power or being towed.
- Operate within established speed limits for the ramp and apron areas.
- Ramp markings are there for a reason. Heed aircraft safety envelope markings, hashed areas, service road boundaries, stop signs and other markings and traffic control devices.
- Know what’s happening around you – maintain situational awareness. Focus your attention and have your “head up” and “eyes out” of the vehicle.
- Eliminate distractions while driving on ramp and apron areas. This means do not use cell phones and other hand-held electronic devices when you are operating a vehicle or motorized equipment.
- Remember that any conditions that reduce visibility – darkness, rain, fog, sun glare – heighten the need for caution and situational awareness. Err on the side of safety, e.g., assume shadowed and glare-obscured areas that may contain hazards do contain hazards.
- Always be mindful of jet blast and jet engine intake hazards.
- Use standard hand signals when marshalling aircraft and practice good communication techniques. Use lighted hand wands at night and during low visibility conditions.
- Always use wing-walkers when pushing back aircraft.
- Ensure vehicles are equipped with chocks or other stopping devices. Pre-position chocks and use safety observers before attempting to back toward airplanes on the ramp or apron.

Airport Rules and Regulations establish important ramp and apron safety standards. Here are some worth highlighting:

- No vehicle shall be operated within 30 feet of any aircraft passenger entrance door or passenger pathways when the ramp or apron areas are being used to load or discharge passengers. Speed limit in these areas is 10 mph.
- Vehicles shall yield and give the right of way to all aircraft in motion.
- A minimum of one wing walker, preferably two, must be positioned on the ground located at the outward tip of each wing, to monitor the clearance of each wing as the aircraft enters and exits the ramp or apron.
- Drivers must be fully trained in the operation of the vehicle for all its functions, types of uses, and procedures to follow in the event of emergency.
- No vehicle shall be operated in a manner which creates an unreasonable risk of harm to persons or property.
- All vehicles shall be properly equipped and maintained in a safe operating condition.
- No vehicle or equipment shall be parked on ramp or apron areas unless it is properly secured against uncontrolled rolling, as described in the vehicle or equipment operating manual and in compliance with company policy (i.e., parking brake engaged, wheels chocked, transmission placed in “Park,” as applicable for each vehicle or piece of equipment). For motorized vehicles and equipment, ignitions shall be switched off, unless required for auxiliary functions (e.g., communications, lighting, pumping, electrical generation, conveyor belt operation) or an operational necessity approved by the General Manager.

- While on the AOA, vehicles shall only be driven or operated on Restricted Vehicle Service Roads.
- Each airport employee shall be responsible for the proper disposal of FOD on ramps, apron areas and the AOA. FOD shall be properly disposed of in containers that prohibit the introduction of the FOD onto ramps, apron areas and the AOA.

The complete Rules and Regulations document can be found by accessing the following link: [Airport Rules & Regulations \(panynj.gov\)](https://panynj.gov/airport-rules-regulations)

Demonstrate your commitment to sustaining and improving safety. Take this opportunity to reinforce the importance of continuously maintaining safety awareness among all your personnel. Remind all employees that it is their duty to immediately report unsafe conditions. It is incumbent upon supervisors to ensure all their employees understand proper safety protocols and make very clear that safe procedures must be practiced at all times.

Thank you,



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Manager
Teterboro Airport