RECOMMENDED SECURITY ACTION ITEMS FOR FIXED BASE OPERATORS

This document contains recommended Security Action Items (SAIs) for Fixed Base Operators (FBO). The safe and secure operation of general aviation activities calls for the utmost vigilance by not only general aviation aircraft operators but also the FBOs providing aircraft support services. Because a significant number of airports are in close proximity to populated areas, security at these FBOs is of utmost importance.

Most of the measures recommended in these SAIs were included in Transportation Security Administration (TSA) Information Publication A-001, *Security Guidelines for General Aviation Airports*, dated May 2004, which is available on the TSA website at: http://www.tsa.gov/what_we_do/ga/editorial_1113.shtm. The SAIs listed in this document complement the guidance in the 2004 publication, but the recommended actions have been reorganized to make them more applicable to FBOs. The TSA has confirmed the value of these recommended measures during discussions, outreach sessions and security reviews with partners representing FBOs.

TSA is issuing these voluntary action items as measures that FBOs should consider when they develop, implement or revise security plans or in other efforts to enhance security. These action items are intended to provide guidance to FBOs as they implement security measures best suited to their particular circumstances. Where any SAI appears to conflict with an existing law, regulation, rule, or TSA security program now in place, the provisions of the law, regulation, rule, or security program must be followed.

TSA recognizes that no one solution fits all locations and circumstances, and the suggested security measures may not be suitable for all FBOs, especially for smaller-sized entities. These security action items allow for flexibility of implementation based upon the existing security posture of a particular facility. Where applicable, the goal of the participating FBO operator should be the adoption of these action items to the fullest extent practicable. FBOs are encouraged to use the Airport Characteristics Measurement Tool found in Appendix A of TSA's Security Guidelines for General Aviation Airports, Information Publication A-001, May 2004, to assess characteristics that apply to their facility.

The security action items are presented in six categories: 1) General Security Measures; 2) FBO Security Coordinator; 3) FBO Security Coordinator Training Outline; 4) Aircraft Security; 5) Transient Pilots; and 6) Reporting Suspicious Activity.

General Security Measures

A. Ramp Security Measures
   FBO operators should consider the following security measures:
   - Secure or monitor access doors and gates from each FBO to the aircraft ramp. These entry points should be accessible only to FBO employees or other authorized individuals;
   - Prohibit taxicabs from entering the aircraft ramp under any circumstance. All passenger transport vehicles, such as limousines and rental cars, should be properly identified and approved by the FBO before permitted onto the ramp;
   - Require authorized airport vehicles accessing the ramp to be driven by properly trained and credentialed individuals wearing a valid airport security badge that authorizes presence within that area of the airport.

B. Lighting and Cameras
   FBO operators should consider installing outdoor security lighting and cameras to help improve the security of:
   - Aircraft parking and hangar areas;
   - Fuel storage areas and fuel trucks;
   - Airport access points; and
   - Other appropriate areas.

FBO Security Coordinator

Each FBO should designate a primary FBO Security Coordinator and an alternate FBO Security Coordinator. Duties of the primary and alternate FBO Security Coordinators should include:
   - Serving as the FBO's primary point of contact for TSA and airport security personnel for all security related matters;
   - Maintaining communications with FBO employees regarding security activities;
   - Communicating security needs to company management; and
   - Completing annual security training, such as the *General Aviation Security* course found at http://flash.aopa.org/asf/gasecurity/gasecurity.cfm.

FBO Security Coordinator Training Outline

Each FBO security coordinator should complete annual security awareness training. Several security awareness training courses are available online.

At a minimum, a security awareness training course should include focus areas such as:

- Recognizing suspicious activities and determining the seriousness of an occurrence;
- Communication and coordination with airport security personnel (Airport Security Coordinator, law enforcement, airport management);
- Appropriate response procedures; and
- Facility security.

Aircraft Security

The main goal of enhancing FBO security is to prevent the intentional misuse of GA aircraft for terrorist purposes. Properly securing an aircraft is the most basic method of enhancing general aviation airport security. The FBO should recommend to each aircraft operator using its facility to employ methods for securing their aircraft.

Aircraft operators can employ multiple methods of securing their aircraft to make it as difficult as possible for an unauthorized person to gain access to it. Some basic methods of securing a GA aircraft that can be recommended by the FBO include:
- Ensuring that door locks are consistently used to prevent unauthorized access or tampering with the aircraft;
- Storing the aircraft in a hangar, if available, and locking hangar doors;
- Ensuring that aircraft ignition keys are not stored inside the aircraft.

The FBO should encourage all aircraft operator customers to use auxiliary locking mechanisms to further protect aircraft from unauthorized use. Commercially available options for auxiliary locking mechanisms include locks for propellers, throttles, and tie-downs.

Transient Pilots

The FBO should consider having flight crewmembers check in and present appropriate credentials at the customer service counter upon arrival at the FBO. The FBO should provide aircraft operators with local law enforcement contact information and GA airport watch program materials and encourage them to adhere to its recommendations.

At a minimum, the FBO should provide arriving and departing passengers and flight crewmembers a line of sight escort by an FBO representative/employee, to and from the aircraft. The FBO should also have a flight crewmember identify and verify each passenger and his/her respective baggage before the passengers are permitted access to the aircraft ramp.

The FBO should have its personnel clear and escort personal vehicles, containing passengers and baggage identified by the respective flight crewmembers, to and from the aircraft ramp.

Reporting Suspicious Activity

The FBO operator should immediately report to the Transportation Security Operations Center (TSOC) any threat information, as well as any suspicious incidents and activities that could affect the security of U.S. civil aviation (e.g., suspected hijacking, bomb threats, both specific and non-specific, information relating to the possible surveillance of an aircraft or airport facility, and correspondence that could indicate a potential threat to civil aviation) by calling the GA Secure hotline at 1-866-GA-SECURE (1-866-427-3287). The reports should include information on all threats, suspicious incidents, and suspicious activity reports provided to the FBO operator by:

- A Federal, State, or local government agency;
- A foreign government;
- An operator employee or authorized representative;
- An airport operator;
- A private individual; or
- An aircraft operator.

Note: In the event of an immediate emergency, 9-1-1 or local law enforcement should be contacted first. 1-866-GA-SECURE should be contacted after initial notification to local authorities.

Information reported to the GA Secure should include, as available and applicable:

- The name of the reporting FBO;
- The affected aircraft's flight number and tail number;
- Departure/arrival airports;
- Current location of the affected aircraft;
- A description of the incident/activity;
- The names, and other biographical data, as available, of individuals involved in the threat, activity, or incident.

NOTE: FBOs should not delay reporting to the GA Secure hotline if all of the aforementioned information is not immediately available.

The FBO should immediately notify the airport operator or local law enforcement of any breach of security at the FBO that could have an impact on airport security. Activity to report may include:

- Aircraft with unusual or unauthorized modifications;
- Unfamiliar persons loitering for extended periods in the vicinity of parked aircraft, in pilot lounges, or other areas deemed inappropriate;

- Pilots who appear to be under the control of another person;
- Persons wishing to rent aircraft without presenting proper credentials or identification;
- Persons who appear to be posing as pilots, security personnel, emergency medical personnel or using uniforms or vehicles to gain access to the airport;
- Persons presenting credentials that appear false or altered;
- Persons who present apparently valid credentials but who do not display a corresponding level of aviation knowledge;
- Any pilot who makes threats or statements inconsistent with normal uses of aircraft;
- Events or circumstances that do not fit the pattern of lawful, normal activity at an airport.

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