

**DRAFT**  
**RUNWAY SAFETY ACTION PLAN**  
**XYZ Airport**  
**September 15, 2010**

**I. Introduction****A. Background**

The XYZ Runway Safety Action Plan (RSAP) was developed after a Regional Runway Safety Action Team (RSAT) meeting was held on September 15, 2010. This RSAP identifies action items, if any, that were identified at the Runway Safety Action Team (RSAT) Meeting. These action items, when implemented, are ways in which to enhance runway safety at the XYZ Airport (XYZ).

**B. Incident History**

Since the last Regional RSAT meeting on October 2, 2008 XYZ reported ten runway incursions:

6 Pilot Deviations (PD), Category C and D  
 3 Operational Errors (OE), Category C  
 1 Vehicle Pedestrian Deviation (VPD), Vehicle, Category C.

The XYZ Airport (XYZ) is a General Aviation part 139-certificated airport, which conducted 361,379 operations during calendar year 2009. The chart reflects operations at XYZ.

XYZ 2009	General Aviation	Air Carrier/Taxi	Military	Total
<b>Number of Operations</b>	17,754	342,966	659	361,379
<b>Percentage of Total</b>	4.91%	94.91%	0.18%	100%

Note 1: These numbers are counted by Air Traffic Controllers and use the following criteria; for traffic count purposes, an air carrier aircraft is considered to be an aircraft capable of carrying more than 60 passengers.

Note 2: Airports operating under 14 CFR Part 139 certificate use the following as a definition for air carrier operations; Air carrier aircraft means an aircraft that is being operated by an air carrier and is categorized as either a large air carrier aircraft if designed for at least 31 passenger seats or a small air carrier aircraft if designed for more than 9 passenger seats but less than 31 passenger seats, as determined by the aircraft type certificate issued by a competent civil aviation authority. Air carrier operation means the takeoff or landing of an air carrier aircraft and includes the period of time from 15 minutes before until 15 minutes after the takeoff or landing.

## II. RSAT Meeting Participant List

John Doe                                      FAA, Air Traffic Control Manager (XYZ)  
Jane Smith                                     FAA XYZ ATCT, Support Manager  
Etc....

## III. Runway Safety Issues and Concerns

The purpose of the meetings was to examine and assess air traffic operations on the airport, signage and markings, and how the local and itinerant pilots operate on the airport. It was a snapshot of the overall general health of the airport regarding runway safety.

Mr. Doe opened the meeting and welcomed the team members. After customary introductions of the meeting attendees, Mr. Doe provided a general overview of the Runway Safety Program from both the national and regional perspectives. A Runway incursion recreation and the “Line Up and Wait” video were presented to the group and copies are available for use through Cathy da Silva, cathy.ctr.dasilva@faa.gov. Mr. West informed the group that the new ATC change in phraseology from “Taxi into Position and Hold” to “Line Up and Wait” goes in effect September 30, 2010.

Name, FAA, Airports, briefed the team on “Best Practices” for preventing runway incursions:

- Cell phone free zone
- Maintain situational awareness.

Name, XYZ ATCT, gave a detailed briefing on:

- New ATC phraseology “Line Up and Wait”
- Airport Layout, Procedures for the primary runway configurations
- Surface Incidents and Runway Incursions over the last 2 years
- Need for finding a way to capture data ... Precursors, from pilots when they have issues out on the airport
- Look into to doing more than just NOTAMS / ATIS to assist preventing runway incursions.

Name, Org, briefed the group on:

- Driver’s Training Program
  - Interactive computer training; new driving module added in June 2010, which diminishes the size of group of drivers
  - Human factor and runway incursion scenarios with updates when the airport is under construction.
  - Annual Movement Area Access supplemented with classroom training

- Current and Future Construction Projects.
  - Current airfield construction completed by 9/17/10.
  - 2011 projects: 33L safety area, deck out on the water for EMASS.

### **Stakeholders Open Discussion**

- Access to cockpits for controllers.
- US AIR at Charlotte is inviting ATC folks over to their simulator.
- There should be a reciprocal program between the ATCT and pilot and field drivers to visit the ATCT and for controllers to go on a field tour.
- There is a Tower simulator at XYZ and the possibility of bringing pilots in to observe the tower operation in the simulator should be explored.
- Discussion of pilot's heads down, and the different airline policies concerning these practices.
- Single engine taxiing, short taxi distances vs. long ones; survey of pilot's feedback; easier on arrival than departure
- Normally, Delta will taxi single engine which is a huge fuel savings to the airline.
- Instead of turning corner and holding short of 4L, the aircraft should hold short prior to doing the turn on taxiway Bravo holding short of Echo. Airport efficiency...why would you be more likely to hold short of Echo vs. HS of RWY 2L? Nothing in FY 10... Look at it for awhile. Coming down Bravo and turning left at K the hold short line comes up pretty quickly. To hold short of the taxiway K or E would be a drastic change.

### **IV. Best Practices**

- One airline holds on taxiway A prior to making the turn onto J;
- Announce "Heads Down" when one of the crew members has to look down to do work other than looking out the windows.
- Announce "I'm off" when one pilot on a different frequency.

### **V. New Action Items Generated from this RSAT**

Each Action item is identified with a number that indicates the year of the RSAT and the Action Item number. At the end of the Action Item the following are in parentheses:

1. Responsible party for performing the action (RESP).
2. The FAA Point of Contact (POC) for the Action.
3. The Expected Start Date (ESD) of the Action.
4. The Expected Action Completion Date (EACD).

**XYZ-RSAT-10-01****Issue:**

Aircraft crossing hold lines at Taxiway Kilo and Echo at Runway 4L.

**Solution:**

Review events for 1 year to determine if this is a problem and also capture observations and reports from controllers and pilots.

1. **RESP** – ATCT & RSPO
2. **FAA POC** – Jane Doe / Joe Smith
3. **ESD** – 9/15/10
4. **EACD** –10-1-11

**XYZ-RSAT-10-02****Issue:**

Pilot / controller relationships – there needs to be a way to have more interaction between pilots, the individual air carriers, and the tower personnel.

**Solution:**

Explore holding an Open House type of event annually with MASSPORT to allow pilots and controller to interact with each other. This would provide a forum for each group to learn from the others.

1. **RESP** – ATCT
2. **FAA POC** – Jane Doe
3. **ESD** – 10/1/10
4. **EACD** – 3/1/11

**Relationship building:**

- Bring a pilot to work day...great relationship builder.
- Tower has meetings each year with Cape Air.
- MPA fire department meet regularly with the ATCT. This is an example of how they can operate with each other better.

**VI. Review of Previous Action Items**

N/A