

## MEMORANDUM

To: Authorized Movement Area Drivers  
From: Ron Stella, Airport Deputy Director Operations  
Date: 10/11/2018 – updated 10/23/18  
Subject: Airfield Driving Mandatory Refresher Class, Safety Reminders & Guidance **V2**

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With the growth in traffic and aircraft operations at the Airport, we have noticed an uptick in the number of authorized Movement Area Drivers. Given that uptick, we have evaluated our level of Movement Area training and driver proficiency and have noted an increase in complacency amongst some drivers. In an effort to prevent Runway Incursions and improve airfield safety, we are requiring all Movement Area (Red Stripe badge holders) to attend one mandatory refresher class to discuss runway incursion prevention strategies and safety best practices. We have established the following eight classes:

1. October 29<sup>th</sup> 8:30AM (B Concourse Terminal 1)
2. October 29<sup>th</sup> 3:00PM (B Concourse Terminal 1)
3. November 2<sup>nd</sup> 11:00AM (B Concourse Terminal 1)
4. November 2<sup>nd</sup> 3:00PM (B Concourse Terminal 1)
5. **November 5<sup>th</sup> 10:00AM (B Concourse Terminal 1)**
6. November 6<sup>th</sup> 10:00PM (B Concourse Terminal 1)
7. November 8<sup>th</sup> 10:00PM (4<sup>th</sup> floor of the Airport Office Building (AOB) at 11495 Navaid Rd, Bridgeton, MO 63044)
8. November 13<sup>th</sup> 8:30AM (B Concourse Terminal 1)
9. November 13<sup>th</sup> 11:00PM 4<sup>th</sup> floor of the AOB at 11495 Navaid Rd, Bridgeton, MO 63044
10. **November 14<sup>th</sup>, 10:00PM (B Concourse Terminal 1)**

The training is mandatory, therefore, any driver that does not complete the training by **November 30<sup>th</sup> may** have their Airport Issued media deactivated and they can reapply for a non-driver Airport ID badge at the Airport Badging Office free of charge. You will need to RSVP to one of the above classes 48 hours in advance of the class start time by emailing Donna Hankins at [dmhankins@flystl.com](mailto:dmhankins@flystl.com) or by calling Donna at **314-890-1391**.

Also, any current Red Stripe badge holder who wishes to relinquish Movement Area status for a non-driver or Non-Movement Area (ramp only) may do so for free until **November 30<sup>th</sup> 2018**. The Airport is federally obligated to only authorize Movement Area access and issue Red Stripe badges to those personnel that need it for the normal course of their job duties and this need must be continuously vetted by Authorized Signatories and Airport Staff.

**The following reminders are needed to further improve safety immediately:**

1. Only those personnel that need a Red Stripe badge for their daily job duties should have a Red Stripe.

- a. Infrequent or rare / intermittent need for Movement Area access should be escorted by those that have access and the Red Stripe badge converted to a **Orange Stripe (Perimeter Road)**, Yellow Stripe (Non-Movement Area) or non-Driver status.
2. **Runway access and crossings, including Runway 06-24** should only be done when operationally necessary.
    - a. Vehicle drivers are required to maximize their use of the perimeter road and/or mid-field service road where and when possible and/or go around Landside to their destination.
      - i. Use of the runway should always be your last option.
      - ii. Stay off runways and reduce runway crossings as much as possible, even if this means it will take you significantly longer to reach your destination, unless there is an emergency.
    - b. The Air Traffic Control Tower (ATCT) may deny granting access when non-emergency vehicles request to cross or access a runway, if that runway is dedicated as the active runway or runways.
      - i. Airport Operations Inspections are exempt when performing related duties required under FAA Part 139 and the Airport Certification Manual.
    - c. Vehicle drivers are always expected to know the active runway configuration, prior to making a request to ATCT, by observing the flow of traffic and/or listening to the Automated Terminal Information System (ATIS) on frequency 125.025 or calling 314-890-4777.
  3. Non-routine and non-essential Movement Area access and driving should be eliminated.
    - a. This is necessary to reduce the amount of vehicles on the Runways and Taxiways without an operational need and to reduce requests and radio traffic received by Air Traffic Control.

Additional best practices, guidance and enforcement will be reviewed at the mandatory refresher classes. However, it is imperative that the above guidelines are adhered to immediately in order to continually improve safety. If you have questions or concerns please email me at [rjstella@flystl.com](mailto:rjstella@flystl.com). Thank you.

*Ron Stella*

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Signature

cc: Rhonda Hamm-Niebruegge, Airport Director