I. PEDESTRIAN AND GROUND VEHICLE RULES AND INFORMATION

The Sanford Seacoast Regional Airport (SFM) is a non-towered airport, meaning it has no air traffic control tower. Any vehicle authorized to operate on the airport runways, taxiways, or safety areas shall be equipped with a two way VHF radio capable of transmitting and receiving on the airport's Common Traffic Advisory Frequency (CTAF) frequency 123.075. Any vehicle not equipped with such a radio and operating in these areas shall carry with it a hand-held portable radio with the same frequency capabilities. Prior to entering on to these movement areas the vehicle operator shall notify aircraft in the CTAF area of his /her destination and purpose. Upon clearing the movement areas he shall also notify the air traffic on CTAF. Self announcements shall be made frequently while operating and working in the movement area.

If you are operating a vehicle on the movement areas and safety areas, your vehicle must always have a flashing yellow light mounted and operational and you must carry a radio tuned to the airport's CTAF (123.075).

> *Note: In the event that a vehicle does not have a flashing yellow light, and/or radio tuned to 123.075, that vehicle must be escorted by another vehicle so equipped.*

Whenever you are driving or walking in the movement area, *you must monitor the Common Traffic Advisory Frequency for aircraft activity and you must make position and intention announcements on the CTAF*. The ***Movement Area***, is defined as the runways, taxiways, and other areas of the airport that are used for taxing, takeoff and landing of aircraft, exclusive of loading ramps and aircraft parking areas.

Announcements are structured in the following way:

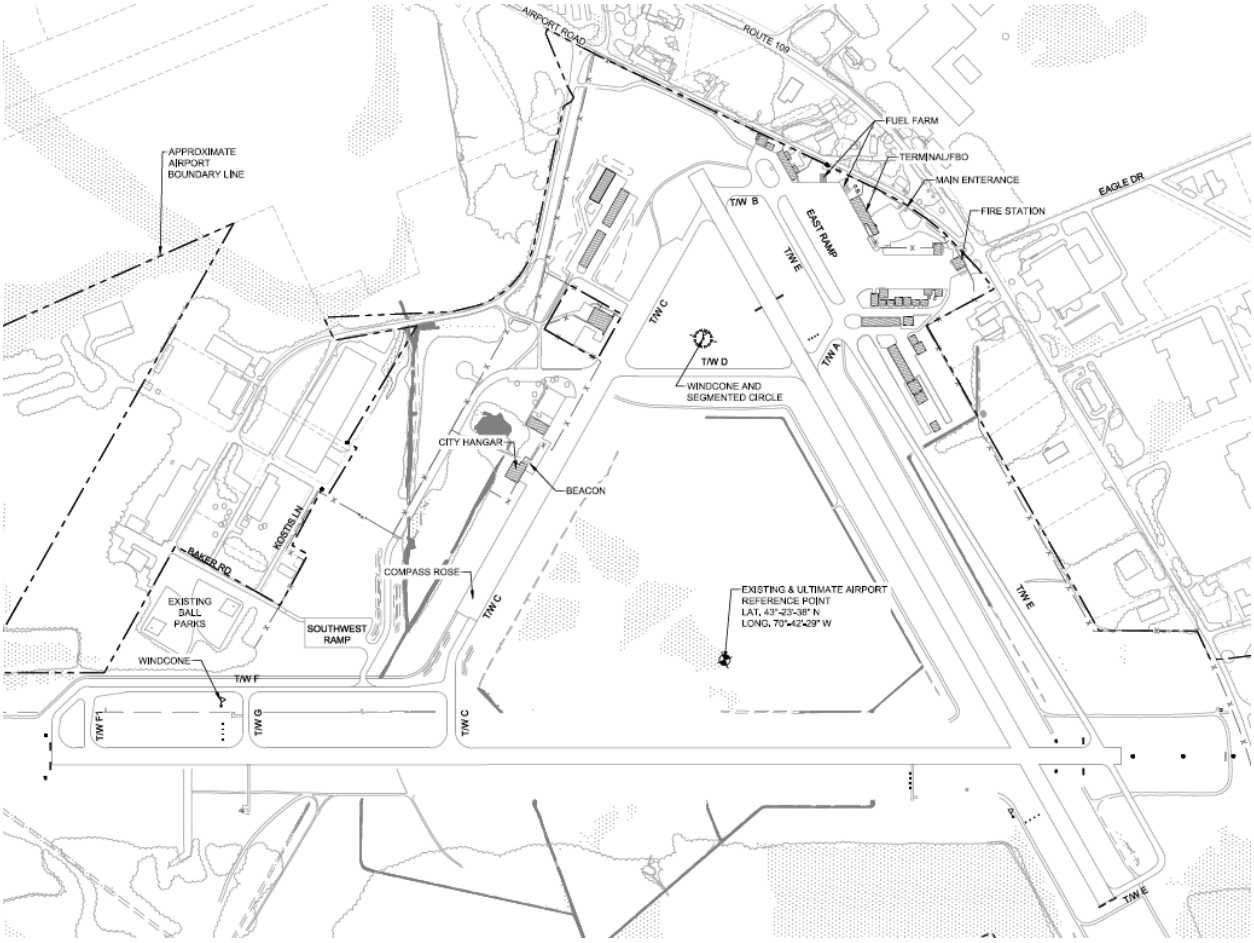
Location, Identity, Specific Location, Intention, Location Again

For example: "Sanford Airport, Airport Maintenance Vehicle, Holding short runway One Four, Crossing Runway One Four from Bravo to Charlie, Sanford Airport"

Should violations of ground vehicle rules occur, the following consequences will result:
1st Offense The operator's driving privileges will be suspended until remedial training is completed.
2nd Offense The Airport Manager will suspend airport driving privileges of the offending driver for a period of not less than 5 days and the driver shall take remedial training.
3rd Offense The driver's rights to operate a motor vehicle on the airport will be revoked.

II. THE AIRPORT – IN GENERAL

If you've never driven on an airport before, the names and functions of everything you are expected to remember can be confusing. In addition to your job or function, you need to know some important things about the airport itself.



SANFORD SEACOAST REGIONAL AIRPORT LAYOUT MAP

1. RUNWAYS

A runway is the area where an aircraft lands and takes off. It can be grass, packed dirt, or a hard surface such as asphalt or concrete. Runways have special markings on them to help a pilot in the air tell that it is a runway (and not a road) and to help them when they are landing or taking off. *Runway markings are white.*

Most runways have numbers on the end. The number is the runway's compass direction. (For example, a runway numbered 36 would be pointing north or 360 degrees.) Some airports have more than one runway going in the same direction, so they add letters to the end of the number - R for right, C for center, and L for left. The other end of the runway is pointing 180 degrees in the opposite direction, so it has a different designation. The runway called 36 would be called 18 (for 180 degrees) if you were looking at it from the other end. SFM has no parallel runways.

Runways may have other markings besides the end number on them. They may have white stripes down the middle of them, and solid white lines on the edges. The most important thing for you to remember about a runway is that it is meant for aircraft use, so you should never drive your vehicle on it unless you are authorized to do so.

At SFM there are two intersecting runways. Runway 7-25 is 6,389' X 100' and is the airport's primary runway with precision instrument approach to Runway 7, non-precision instrument approach to Runway 25.

Runway 14-32 is 5,000' X 100'. Runway 32 has a non-precision instrument approach. These instruments approaches on all runways mean that even in inclement weather aircraft are taking off and landing.

2. TAXIWAYS

Taxiways are areas used by the aircraft to get to and from their parking place and the runway. Taxiways look a lot like runways, but they usually aren't as wide as the runway, and they don't have the same kind of markings. *Taxiway markings are yellow.* Instead of numbers, taxiways use letters (like A, E or C) for names. Like runways, taxiways are meant for aircraft use. Never drive your vehicle on a taxiway unless you are authorized to do so.

SFM has nine taxiways lettered A through H with the inclusion of Taxiway F and Taxiway F1. As a general rule, these taxiways are 35' to 50' wide. When locations are given, Taxiway C, for example, will be voiced as "Taxiway Charlie". The full phonetic alphabet is located on page 4.

3. APRONS / RAMPS

Aircraft aprons are the areas where the aircraft park, load, and unload. Aprons are also sometimes called ramps. They vary in size, from areas that may hold five or ten small planes, to the very large areas that the major airports have. Unlike the runways or taxiways, aprons may be used by vehicles. Your work may require you to drive on an apron. If so, be very careful in these areas. Watch out for aircraft that are moving and yield the right of way to them. Don't assume the pilot will see you and stop - he or she may be busy with other things like radio communications or checking the aircraft instruments. Accidents do occur involving vehicles and aircraft and may result in property damage, personal injury, and, in some cases, death. Don't let this happen to you!

The speed limit is 5 miles per hour on the ramp at SFM. There are many pedestrians and aircraft maneuvering in the same space, so continuous vigilance is necessary.

In addition to watching out for moving aircraft, be careful not to get to close to a parked aircraft. Aside from nicks and dents which are expensive to repair, you could be hurt if an aircraft suddenly started its engine and you were too close. You should also be aware of the problem of jet blast or prop wash. This occurs when an aircraft engine is running. If you are near the aircraft, especially if you are behind it, you can be hit by a strong wind that can knock you onto the ground, and in some cases can even burn you. There have been several cases where vehicles have been overturned by jet blast. One way to tell if an aircraft is about to start its engine or if the engine is already running is to look for a flashing light on top of the fuselage (body) of the aircraft.

4. NAVIGATIONAL AIDS

The Sanford Seacoast Regional Airport is equipped with an instrument landing system (ILS). The ILS sends out an electronic signal to help guide a pilot in the air to the end of the runway. It is made of several pieces of equipment that are placed along the side and near the end of the runway.

SFM has a Precision Approach Path Indicator (PAPI) for both runways. The field also has an Automated Weather Observation System (AWOS). When driving near these pieces of equipment, especially the electronic signal equipment, you must stay out of the protected areas around them to avoid interfering with their signals.

It is important to remember that the airport is open 24/7, year round. Just because it is dark, cloudy, foggy, etc does not mean that aircraft are not flying. Be vigilant and maintain situational awareness at all times.

5. FOREIGN OBJECTS AND DEBRIS

Trash can be sucked into a jet engine and cause it to fail, which could be deadly if the aircraft is taking off. Trash can also puncture tires and dent or puncture wings and other parts of an aircraft, making the aircraft unsafe.

Rocks can also be dangerous. A rock sucked into a jet engine can shred parts of the engine in seconds. A rock caught by a propeller can damage the propeller, as well as become a deadly projectile that can hurt anyone standing nearby. In aviation language, rocks and other debris is called “FOD” - Foreign Objects and Debris.

You can help make our airport a safer place by following these basic rules:

* Put all your trash in a covered container. It is almost always breezy on the airfield, so wrappers and bags can blow away easily.

* Get in the habit of picking up any trash and rocks that may be a hazard.

* Keep an eye out for nails, bolts and other small metal pieces that can puncture tires easily. If you see any, pick them up.

* Avoid tracking mud and rocks onto the pavement surfaces.

6. VEHICLE/AIRCRAFT ACCIDENTS

The goal is safety – let's prevent collisions between vehicles and aircraft. Aircraft have the right of way so it is up to you to stay out of their way. Give the aircraft plenty of room to pass by you. The pilot has a limited view from the cockpit. (In a large airplane, a pilot's view of ground areas immediately in front and adjacent to the sides of the aircraft is limited and to any areas behind the wings is nonexistent.) Never assume that the pilot sees you and will wait to let you go first. If you must work near or next to a parked aircraft, approach the aircraft slowly and remain far enough away from it that you do not block its path or the path of other vehicles, especially fueling trucks. Look UP also, so that you don't hit any overhanging wingtips. If you do accidentally hit an aircraft, or another vehicle or other property, stop immediately and report it in accordance with the airport's rules and regulations.

i. HOW TO REPORT AN EMERGENCY

A list of emergency telephone numbers has been included below for your reference. A similar list should be posted in your work place. The important thing to remember is to TELL SOMEONE (begin with the airport manager and go down the list), whether you see an emergency happen or you are involved in one, so that the proper emergency personnel can be called for help.

CONTACT INFORMATION

IN CASE OF EMERGENCY – DIAL 911 FIRST

CTAF 123.075 **AWOS 120.025 or (207) 324–1958**

AIRPORT MANAGER				
Allison Navia	Office	324-3172	Cell	266-6636
AIRPORT MAINTENANCE SUPERVISOR				
Joseph Ridley	Shop	324-8695	Cell	590-4758
CITY MANAGER'S OFFICE				
c/o Lorisa Ricketts	Office	324-9173		

7. SECURITY

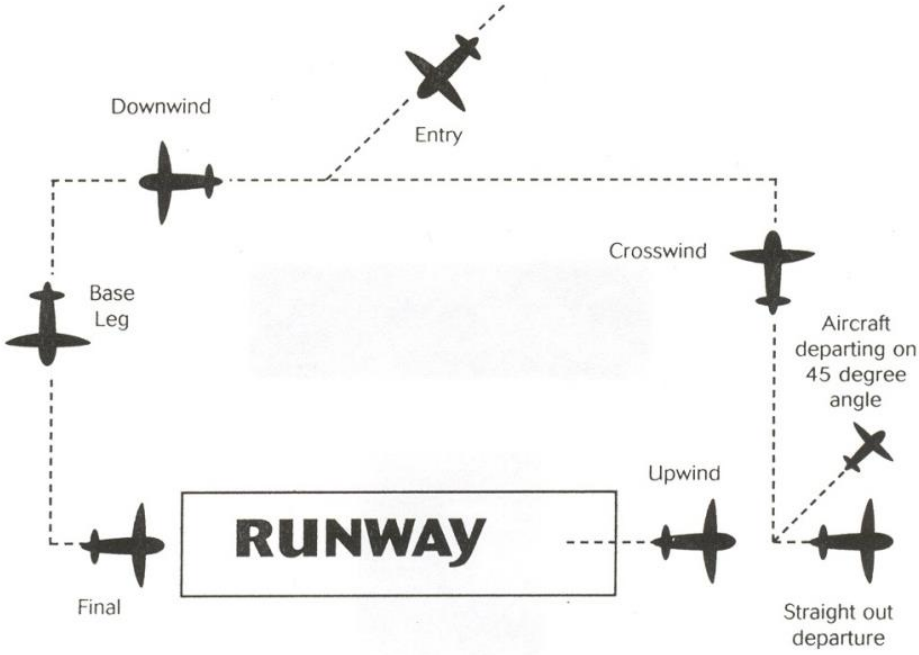
The vigilance of airport users is one of the most prevalent methods of enhancing security at general aviation airports. Is it essential that every airport employee, tenant, and user reports unusual or suspicious circumstances on airport property. Pay special attention to and report the following to the airport manager:

- Gates left open and unattended
- Holes and/ or damage to the fence
- Strange vehicle(s) on the apron that don't look like they belong there or appear lost
- Persons loitering for extended periods of time
- Parking lot or building lights out
- Broken locks or unsecured buildings

Each person who works on our airport is responsible for making security effective. Security must be everyone's concern!

8. TRAFFIC PATTERNS

Aircraft approaching a runway for landing follow a pattern. In most cases, the pattern is a rectangular box with the pilot making all turns to the left. Each side of the pattern has a name, as shown in the diagram. Pilots use these names to report their position on the radio when they are in the traffic pattern. Familiarity with these names will help you locate an aircraft when the pilot reports his/her position on the radio.



9. THE AVIATION ALPHABET

Because some letters have similar sounds, such as B and P, the aviation industry uses the following words to reduce confusion. For example, *Taxiway B would be referred to as Taxiway Bravo* on the radio.

LETTER	WORD	LETTER	WORD
A	Alpha	N	November
B	Bravo	O	Oscar
C	Charlie	P	Papa
D	Delta	Q	Quebec
E	Echo	R	Romeo
F	Foxtrot	S	Sierra
G	Golf	T	Tango
H	Hotel	U	Uniform
I	India	V	Victor
J	Juliet	W	Whiskey
K	Kilo	X	X-Ray
L	Lima	Y	Yankee
M	Mike	Z	Zulu

Runways are referred to by individual number. For instance, at SFM Runway 14-32 would be announced as "Runway One Four, Three Two" and Runway 7-25 is said as "Runway Seven, Two Five". This also helps avoid misunderstanding.

10. PHRASEOLOGY

WHAT IS SAID	WHAT IT MEANS
Acknowledge	Let me know you have received this message
Advise Intentions	Tell me what you plan to do
Affirmative	Yes
Confirm	My version is ….. is that correct?
Correction	I made a mistake. The message is …..
Go Ahead	Continue speaking your message
Hold	Stay where you are
Hold Short	Stop at the hold line at the intersection of the taxiway and
How do you	How well is this radio working?
Immediately	RIGHT NOW
Negative	No, permission not granted, or not correct
Out	The radio conversation is ended and no response is
Over	My radio transmission is ended and I expect a response
Proceed	You are authorized to begin or continue moving
Read Back	Repeat my message to me
Roger	I have received your last transmission
Say Again	Repeat what you just said
Speak Slower	Speak slower
Stand By	Wait a moment, I will call you back
That is correct	The understanding you have is correct
Unable	I can’t do it
Verify	Request confirmation of information
Wilco	I have received your message, understand it and will