

**BY ORDER OF THE COMMANDER
341ST MISSILE WING**

**341ST MISSILE WING
INSTRUCTION 13-213**



**21 MAY 2010
Certified Current On 28 April 2015
Space, Missile, Command, and Control
HELIPORT MANAGEMENT**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

ACCESSIBILITY: Publications and forms are available on the e-publishing website at www.e-publishing.af.mil for downloading or ordering.

RELEASABILITY: There are no releasability restrictions on this publication.

OPR: 40 HS/ADO

Supersedes: 341SWI13-213,
1 November 2006

Certified by: 40 HS/CC
(Lt Col Timothy A. Zacharias)

Pages: 13

This instruction defines and coordinates various base agencies responsible for the use, maintenance and safety of the MAFB helipads, lighting, approach and landing areas and Helicopter Movement Area (HMA). It establishes procedures and guidance for all personnel using the Malmstrom Air Force Base (MAFB) HMA. This instruction references AFPD 13-2, *Air Traffic Control, Airspace, Airfield, and Range Management*. It is consistent with guidance provided in AFI 91-202, *Safety Management*, AFI 13-213, *Airfield Management* and AFSPC supplements. This instruction complements guidance contained in AFMAN 24-306, *Manual for Wheeled Vehicle Driver*, AFI 24-301, *Vehicle Operations*, AFOSH STD 91-100, *Aircraft Flight line – Ground Operations and Activities*. It applies to all military personnel, DOD civilians, civilian contract and vendor personnel required to operate motorized vehicles within the confines of the HMA. It does not apply to the Air National Guard (ANG) or Air Force Reserve (AFRC) personnel who are not permanent party on Malmstrom AFB. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using AF Form 847, **Recommendation for Change of Publication**; route AF Form 847 through the wing publishing office. Records created as a result of prescribed processes in this publication are maintained in accordance with applicable Air Force instruction and disposed of as indicated in the Records Disposition Schedule available at <https://www.my.af.mil/gcss-af61a/afrims/afrims/>.

SUMMARY OF CHANGES

Major changes include: Heliport facilities and helicopter movement area (HMA) boundaries (para 1), duties and responsibilities of the 40 HS Heliport Manager and the 341 MW/SEF (para 2); controlling agents of heliport use and safety (para 3); revamping of the flightline driving

course (para 5), and references changed from space wing to missile wing, and from AFSPC to AFGSC.

1. Heliport Facilities

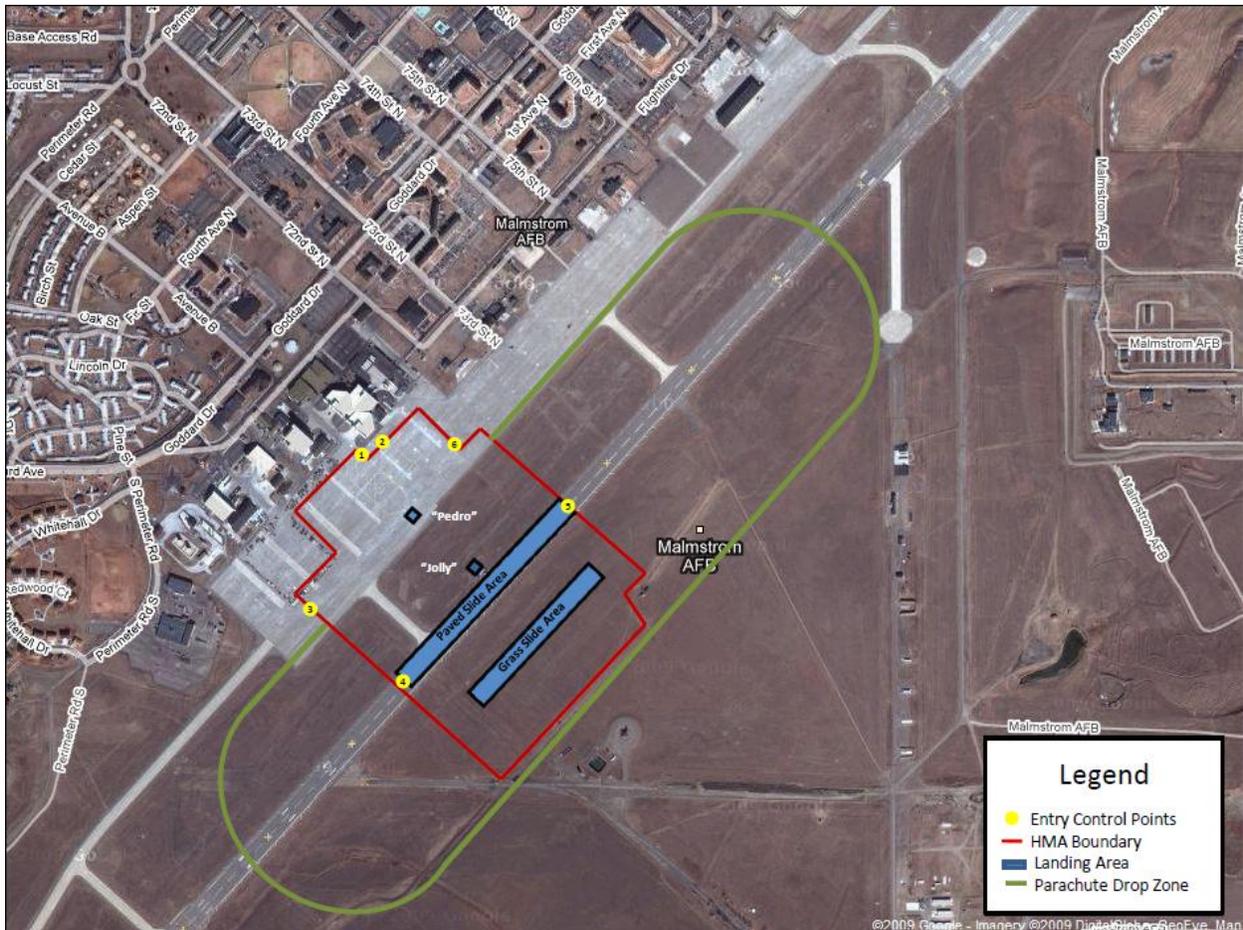
1.1. Heliport facilities must permit safe, efficient and effective heliport operations.

1.2. The HMA is the term used to identify the areas where helicopters routinely park, perform takeoffs, landings, hovering maneuvers and taxi operations.

1.3. The HMA (Figure 1) is as depicted below, and is outlined by orange barriers and concrete barriers. It includes a controlled area which is the ramp area and hangar. It does not overlap the gravel driving course.

1.4. The helicopter parking area is defined by painted spots numbered 1 through 8. The helipad on the ramp is designated as “Pedro”. The helipad located on the grass infield is “Jolly”. The designated slide area is a portion of the closed runway between taxiway Romeo and Quebec. The grass area southeast and parallel to the slide area is designated as the grass slide area. Crosswind practice autorotations or other crosswind slides must be accomplished at an appropriate runway at Great Falls International (GTF).

Figure 1. Helicopter Movement Area.



1.5. Drop Zone Charlie is a parachute landing zone that covers a large portion of the HMA. The Red Horse Squadron will coordinate the use of Drop Zone Charlie through 40 HS/DOO who will then ensure that all drop zone operations and HMA operations are deconflicted with helicopter operations and that Notices to Airmen (NOTAM) are properly issued.

1.6. The 40 HS/ODO monitors the HMA from Blade Operations. Any unusual condition on the heliport that may adversely impact the safety of helicopter operations will be immediately reported to Blade Operations. Blade Operations may be contacted via landline (ext. 3250) or by radio (LMR Frequency A Blade Ops or UHF Frequency 271.9). The 40 HS/ODO will immediately notify the 40 HS/DO and 341 MW/SEF. 341 MW/SEF will coordinate to eliminate the hazard. The 40 HS/DO will determine the immediate actions to be taken concerning flight operations based on an assessment of the risk and the nature of the hazard.

2. Duties and Responsibilities

2.1. 40 HS/Heliport Manager (HM) is responsible for the overall management of the heliport and facilities and for Malmstrom Heliport (KGFA) NOTAMs .

2.1.1. 40HS/ODO will be the focal point for reporting HMA issues. The ODO will funnel information back to 40HS/DOO, 40HS/HM, 40HS/DO, 40HS/SE and 341MW/SEF.

2.2. The 341MW/SEF and 40HS/HM should perform monthly heliport inspections in accordance with Attachment 1. The areas inspected will include, but are not limited to: helipads, ramp and parking areas, the runway, grass slide area, ramp and slide area markings, HMA signs, heliport lighting, barriers, windsocks and obstacles.

2.3. The DO will also ensure all Prior Permission Required (PPR) requests are coordinated for transient aircraft. The wing FSO should be notified of all transient aircraft requests that are approved.

2.4. 341 CES is responsible for the maintenance of all helipads, ramp areas, the runway and all grass areas in and around the HMA. They will remove snow and ice when appropriate, will sweep the HMA weekly, keep the grass cut from 7 to 14 inches in accordance with AFI 91202 and will maintain all heliport lighting.

2.4.1. The community planner, 341 CES Base Development Element, is the central point of contact for heliport management within the Civil Engineering Squadron.

2.4.2. The community planner will ensure that work requests comply with all 32series instructions, coordinate all work orders pertaining to the airfield, maintain the airfield obstruction waiver file and Etabs and validate and process airfield obstruction waiver requests.

2.5. 341 CS will maintain the crash phones and the response talk group. The UHF radio will be maintained by 341 CS/SCOT.

2.6. Law Enforcement will frequently patrol the border of the HMA, train all patrols on the rules of the HMA, and respond to HMA violations/incursions reported from Blade Operations with urgency. Ensure all patrols maintain a government issued drivers license. Law Enforcement will provide the offenders names to 40 HS/ODO. 40 HS/ODO will pass this information to 40 HS/HM, DO, SE, and 341MW/SE respectively.

2.7. 341 MW/CC is the final approval authority for changes to procedures in this instruction.

3. Heliport Use and Safety

3.1. The heliport is routinely used by the 40 HS. Other base agencies and units outside the 341 MW may request to use the heliport landing areas, portions of the closed runway or the HMA. Authority for approval rests with the 40HS/DO.

3.1.1. PPR requests from transient aircraft will be coordinated by the 40 HS according to paragraph 2.3. Any transient aircraft wishing to use the heliport for other than full stop landings, passenger pickup and drop off, and take-offs for departure must get the approval of 40 HS/DO. 40 HS/SE will be notified prior to the event/operation and should inform 341 MW/SEF.

3.1.2. Agencies or units requesting to use the HMA or any portion of the closed runway for nonaviation related activities will coordinate through 40 HS/DO. 40 HS/DO should inform 40 HS/HM and 40 HS/SE to further coordinate with requestor.

3.2. The 40 HS/HM will coordinate requests for Drop Zone Charlie.

4. Heliport Management Committee

4.1. The Heliport Management Committee (HMC) will consist of: 341 OG/CC or a designated representative, 40 HS/DO, 40 HS/HM, 341 MW/SEF, 40 HS/CC, 40 HS/SEF and 341 CES. The HMC will meet semiannually or more frequently if required.

4.2. The HMC will address issues pertinent to the heliport to include, but not limited to: heliport construction, heliport maintenance, grass cutting, snow removal, FOD prevention, any hazards near the heliport or HMA that may affect operations and any special use requests.

4.3. All base construction plans must be approved by the HMC. The HMC will perform a risk assessment on any project or activity that may pose a hazard to heliport operations. Attendance of the 40 HS heliport manager and 341 MW/SEF at a facilities use board meeting will satisfy this requirement. New construction must comply with heliport design criteria found in UFC 3-260-01. If compliance cannot be achieved, a waiver must be approved by AFSPC/A7 before construction can begin.

5. Helicopter Movement Area and Vehicle Access

5.1. The use of motor vehicles on the HMA may be necessary for normal operations and maintenance. Anyone operating a vehicle in the HMA must have a legitimate reason for specific access to this area. Using these areas as a thoroughfare for convenience or to save time/mileage is strictly prohibited. If the goal or destination of the party on board is not within the HMA, or the purpose of travel is not to perform duties in support of the heliport, the vehicle does not have a legitimate reason to access the HMA. The HMA is depicted in Figure 1.

5.2. Motor vehicle traffic in the HMA is restricted to Government Motor Vehicles, 40 HS squadron members, and other preapproved vehicles.

5.3. Exceptions to paragraph 5.2 require written authorization by 40 HS/DO, 40 HS/HM, or 40 HS/SE.

5.4. The 40 HS/ODO monitors the HMA from Blade Operations and will grant access to motor vehicles for legitimate purposes. Blade Operations may be contacted via landline (ext. 3250) or by radio (LMR Frequency A Blade Ops or UHF Frequency 271.9). Approvals are required and granted for specific times or windows of time. Access clearance expires once the vehicle departs the HMA. Another clearance must be granted to reenter the HMA. Vehicles shall inform Blade Operations via radio or telephone when clear of the HMA.

5.4.1. Fuel trucks receiving notification from helicopter maintenance for refueling constitutes clearance, but must remain clear of the landing areas.

5.4.2. Vehicles responding to helicopter emergencies do not require prior permission.

5.4.3. Helicopter maintenance personnel may operate unrestricted in the helicopter parking and movement area. Maintenance personnel will monitor Blade Ops radio for inbound aircraft.

5.4.4. When Blade Operation is closed, contact base dispatch at ext. 3746 for approval to enter the HMA, or contact the 40 HS on call leadership through CP.

6. Prerequisites for Helicopter Movement Area Driving

6.1. Squadron commanders assigning personnel to operate motor vehicles in the HMA must comply with the following:

6.1.1. All drivers requiring access to the HMA must possess a valid state driver's license or government drivers license.

6.1.1.1. Also, they must contact the 341 MW/SEF to review the local area airfield driving slides.

6.1.2. Only personnel necessary for mission accomplishment will be authorized to operate a motor vehicle in the HMA (this may include CE activities, SF, etc).

6.1.3. Immediate supervisors will personally ascertain that their operators are physically, mentally and emotionally capable of performing assigned driving tasks.

6.1.4. Appoint a unit trainer, usually the VCO, VNCO or the USR, to ensure that all HMA driving prerequisites are accomplished and properly tracked.

6.2. 341 MW/SEF will provide updated roster of trained HMA drives to the 40 HS/HM.

7. Helicopter Movement Area Driving Procedures

7.1. Vehicles will enter and exit at the entry points designated at the 1) southwest and 2) southeast side of the 3bay hangar or 3) the area of the ramp just southeast of the Red Horse Squadron storage yard, runway intersections with the HMA to 4) the North and 5) South, and 6) the North edge of the ramp near the fire department. These entry points are illustrated in Figure 1.

7.1.1. The person requesting permission must call blade operations on 271.9, FM Blade Ops network, or on extension 3250. They must state their position, reason for access, amount of time needed in the HMA and a contact number where they can be reached.

7.1.2. Example of radio/telephone requests for access to the HMA, e.g.: “BLADE OPS, SAFETY MOBILE AT ENTRY POINT 3, REQUEST PERMISSION ONTO THE HMA FOR 45 MINUTES.”

“SAFETY MOBILE, BLADE OPS HOLD SHORT OF HMA or PROCEED ONTO THE HMA, REPORT WHEN OFF.”

7.1.3. The 40 HS/ODO will give permission to access the HMA.

7.2. Prior to traveling onto the HMA, drivers will stop at the entry point and ensure the area and surrounding airspace is clear of helicopter traffic.

7.2.1. Helicopters always have the right-of-way. Vehicles not directly supporting ground operations or servicing will remain a minimum of 100 feet from operating helicopters (rotors not tied down) and clear of the intended flight path, and 50 feet from parked helicopters (rotors tied down).

7.2.2. Never approach a running helicopter from the rear. Remain in front or to the side of the helicopter whenever possible.

7.2.3. Drivers will plan routes on the HMA to avoid the taxi routes, helipads and landing areas to the maximum extent practical to preclude impacting hover, taxi and landing operations.

7.3. Speed Limits:

7.3.1. General Purpose Vehicles – 15 MPH

7.3.2. Special Purpose Vehicles – 10 MPH

7.3.3. All vehicles are restricted to 5 MPH within 50 feet of helicopters.

7.3.4. Vehicles operating on the closed runway may operate at speeds up to 25 MPH.

7.3.5. Emergency response vehicles responding to an aircraft or ground emergency within the HMA may exceed the speed limit if the situation dictates.

7.3.6. Snow removal equipment may be driven at the recommended speeds to accomplish snow and ice removal.

7.4. Drivers will not direct headlights to the front of an operating helicopter at night. The lights severely degrade the crew’s night vision capability. When operating on the HMA at night, always position the vehicle well clear of the helicopter and its taxi route. If the vehicle is positioned such that the headlights are directed at the helicopter, turn off the vehicle’s headlights and turn on the hazard lights until the helicopter has passed and will not be affected by the headlight beams.

7.5. All vehicles will approach a helicopter with the driver’s side of the vehicle toward the front of the helicopter. Do not back a vehicle toward a helicopter unless a spotter is posted and a chock is positioned to preclude backing into the helicopter.

7.6. When parking a vehicle on the HMA in other than designated parking areas and leaving the driver’s seat unattended, the following applies:

7.6.1. Engine will be turned off. **NOTE:** Emergency or servicing vehicles may leave the engine running provided chocks and hand brake/parking brake are used.

7.6.2. Select reverse (standard) or park (automatic) if the engine is to be turned off or neutral if the engine will remain on.

7.6.3. Set the parking or hand brake.

7.6.4. Chocks will be used to secure all wheeled equipment that does not have an integral braking system or other times specified in this instruction. Chocks will be used during all refueling operations.

7.6.5. Hazard lights or parking lights will be turned on during periods of darkness or limited visibility.

7.6.6. Vehicles will remain unlocked with the keys in the ignition.

7.7. Lateral distance requirements for fixed and mobile obstacles (vehicles, AGE, etc...).

7.7.1. Vehicles and equipment will not be parked or left unattended within 400 feet of the Pedro or Jolly helipad (distance based on clear zone requirement in UFC 3-260-01, Table 4-2, Items 6 and 7).

7.7.2. No unauthorized person shall be allowed to approach within 50 feet of a helicopter when the rotor blades are turning (AFOSHSTD 91-100, 1.2.16.9.3.).

7.7.3. All vehicles should remain at least 100 feet away from helicopters with blades turning.

8. Helicopter Movement Area Driving Violations and Incursions

8.1. An HMA violation is any negligent or willful act committed by an authorized HMA driver that violates the directives set forth in this publication or violates the safety of aircraft, personnel or equipment.

8.2. An HMA incursion is any unauthorized movement or entry onto the HMA. Incursions present potential hazards to aircraft and personnel operating legitimately in this area.

8.3. Violations and incursions will be reported to Blade Operations as soon as possible after the event. Blade Operations will immediately submit pertinent information to flight safety who will fill out an AF IMT 457, **USAF Hazard Report**, for violations/incursions that do not impact helicopter operations, or an AF IMT 651, **USAF Hazardous Air Traffic Report**, for violations/incursions that do impact helicopter operations. The information in Attachment 3 will be used as a guide in filling out the appropriate form, and forms will be submitted through the 40 HS/SE to the 341 MW/SEF for follow up. These actions are time critical so corrective action can be taken immediately. Blade Operations will avoid unnecessary delays in notifying 40 HS/SE.

8.4. 341 MW/SEF will investigate allegations of a violation or incursion and collect the facts surrounding the event. The 341 MW/SEF will submit the facts to the offender's unit commander. The unit commander will forward a recommendation to the installation commander for consideration and final action. Potential actions for these offenses follow:

8.4.1. For an HMA violation:

8.4.1.1. First offense – Suspension of HMA driving privileges for 1 week and retraining.

- 8.4.1.2. Second offense – Suspension of HMA driving privileges for 1 month and retraining.
- 8.4.1.3. Third offense – Loss of all HMA driving privileges.
- 8.4.2. For an HMA incursion:
 - 8.4.2.1. First offense – Suspension of base driving privileges for 1 week.
 - 8.4.2.2. Second offense – Suspension of base driving privileges for 1 month.
 - 8.4.2.3. Third offense – Suspension of base driving privileges for 1 year.

9. Adopted and Prescribed Forms.

- 9.1. Forms Adopted. AF IMT 457, **USAF Hazard Report**; AF IMT 651, **USAF Hazardous Air Traffic Report**.
- 9.2. Forms Prescribed. No forms prescribed.

MICHAEL E. FORTNEY, Colonel, USAF
Commander

Attachment 1**MONTHLY HELIPORT INSPECTION***Heliport and HMA Condition*

1. Is erosion close to or undercutting taxiways, ramps, or overruns?
2. Has erosion occurred in the areas next to the runways that could cause damage to helicopters that depart the runway?
3. Is the HMA clear of obstructions and potential FOD hazards?
4. Is the HMA clearly marked with signs and barriers in place?
5. Have adequate guidelines been posted on the ramp perimeter areas to aid in the safe movement of aircraft and to control vehicle traffic?
6. Are sweeper procedures and snow removal plans in place to keep the aerodrome free of FOD/snow?
7. Are the following lights operational and in accordance with UFC 3-535-01?
 - a. Helipads
 - b. Approach Lights
 - c. Beacon
 - d. Taxiway
 - e. Ramp
 - f. Tower obstruction
 - g. Construction areas
8. Monitor and check the following:
 - a. Closed sections of runway and helicopter slide areas
 - 1) Condition
 - 2) Markings
 - b. Ramps
 - 1) Controlled Access Signs
 - 2) Parking spots marked
 - 3) Vehicle traffic
 - 4) Obstructions
 - c. Taxiways
 - 1) Condition
 - 2) Markings
 - 3) Obstructions

HMA Vehicle Traffic

1. Are drivers operating with the driver's side toward the aircraft?
2. Are spotters used when backing vehicles?
3. Are speed limits being observed?
4. Are engines left running in unmanned vehicles outside of designated parking areas?
5. Are the red "no vehicle traffic" lines being observed by drivers?
6. Are Security Police vehicles periodically monitoring vehicle traffic?
7. Are vehicles using routes that bring FOD onto the ramp?
8. Are vehicles using the ramp as a short-cut to other places on the airdrome that actually have no reason for being on the ramp itself?

Attachment 2**HELICOPTER MOVEMENT AREA DRIVER TRAINING OUTLINE**

- I. HMA orientation and heliport layout (Figure 1)
 - A. Helipads
 - B. Slide areas
 - C. HMA entry points (Figure 1)
 - D. Entry Procedures
 - 1. Contacting Blade Operations
 - 2. Clearing for helicopters

- II. Clearance requirements
 - A. Helicopters always have the right of way
 - B. Clearance is responsibility of the driver
 - 1. Remain 100' from operating helicopter
 - a. Blade not tied down
 - b. Only get closer if directly supporting or servicing the helicopter
 - c. Remain clear of intended flight or hover path
 - 2. Remain 50' from parked helicopter
 - a. Blade is tied down
 - b. May get closer if directly supporting or servicing the helicopter
 - C. Plan routes around established taxi routes if possible
 - D. Approach only from side or front, never the rear

- III. Speed Limits
 - A. General Purpose Vehicles – 15 MPH
 - B. Special Purpose Vehicles – 10 MPH
 - C. All vehicles are restricted to 5 MPH within 50 feet of helicopters
 - D. On closed runway (not including the designated slide area) – 25 MPH
 - E. Emergency response vehicles responding to emergency may exceed the speed limit if the situation dictates and good judgment are used
 - F. Snow removal equipment – as required to accomplish snow and ice removal

- IV. Approaching helicopters in a vehicle
 - A. Do not point headlights at the pilots
 - 1. Avoid maneuvering so that headlights point into cockpit
 - 2. If headlights are pointing at the helicopter turn them off
 - 3. Turn on hazards until the helicopter passes
 - B. Only approach with the driver's side toward the helicopter
 - C. Only back toward the helicopter with a spotter
 - D. Use a chock to prevent backing into the helicopter

- V. Parking outside of designated parking areas
 - A. Engine turned off
 - NOTE: Emergency and servicing vehicles exempt if chocks and parking brake are used
 - B. Select reverse (standard) or Park (automatic)

- C. Set parking brake
- D. Chock rear wheels if no integral parking brakes
- E. Use hazards or parking lights during limited visibility or darkness
- F. Leave vehicle unlocked and keys in ignition

Attachment 3**HELICOPTER MOVEMENT AREA VIOLATION OR INCURSION REPORT**

In the event of an HMA incursion or a violation, the person noting the infraction will report immediately to Blade Operations. The 40 HS/ODO will immediately:

Alert aircraft in the pattern and suspend emergency procedure training until the vehicle is clear of the HMA

The 40 HS/ODO will record the following information in the HMA incursion checklist and pass the information onto flight safety who will complete either the AF IMT 457 or AF IMT 651:

1. Situation
2. Description of vehicle involved
3. Location and direction of travel
4. Name of contact or individual reporting
5. Time of incident

The 40 HS/ODO will notify the following personnel:

1. Law Enforcement
2. Unit Flight Safety
3. Wing Flight Safety
4. 40 HS/CC or DO