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502D AIR BASE WING**

**JOINT BASE SAN ANTONIO
INSTRUCTION 13-204**



23 MAY 2012

Space, Missile, Command and Control

AIRFIELD OPERATIONS PROCEDURES

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This instruction implements Air Force Policy Directives (AFPD) 13-2, *Air Traffic Control, Airspace, Airfield, and Range Management*. This instruction provides general and frequently required instructions and information peculiar to flight and ground operations at Lackland Air Force Base (LAFB) Kelly Field Annex (KFA). It implements the guidance from Air Force Instruction (AFI) 13-204V1, *Airfield Operations Career Field Development*; AFI 13-204V2, *Airfield Operations Standardization and Evaluations*; AFI 13-204V3, *Airfield Operations Procedures and Programs*; AFI 13-213, *Airfield Driving*; AFI 13-204/AETC Supplement 1; and AFI 13-213/AETC Supplement 1. This instruction applies to all assigned, attached, and hosted aircrew members, Air Force Reserve (AFRC), Air National Guard (ANG), 502d Air Base Wing (502 ABW) and 37th Training Wing (37 TRW) personnel involved in base flying activities. This instruction requires the collection and maintenance of information protected by the Privacy Act of 1974. The authorities to collect or maintain the records prescribed in this instruction are 10 U.S.C. 8012; 44 U.S.C. 3103; Public Law 85-726, 49 U.S.C. 1507; and Executive Order 9397. Forms affected by the Privacy Act have an appropriate Privacy Act Statement. NOTE: Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN 33-363), *Management of Records*, and disposed of in accordance with the Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) on the Air Force Portal available at <https://my.af.mil/afirms/afirms/afirms/rims.cfm>.

SUMMARY OF CHANGES

This document has been substantially revised and must be completely reviewed. The title has been changed to “Airfield Operations Procedures” in accordance with AFI 13-204, *Airfield Operations Procedures and Programs*. Airfield Operations Board and local operating procedures review processes have been updated. Office symbols have been updated. Airfield information has been changed. Taxiway restrictions have been updated. Procedures for opening and closing the runway have been updated. Noise abatement and quiet hours content have been revised. Bird Strike Hazard Program (BASH) has been updated. Airfield maintenance has been updated. Civil aircraft arrivals process has been revised. Airfield inspections/checks have been revised. Runway surface condition checks have been updated. Aircraft parking plan has been added. Vehicle procedures to enter the controlled movement area during after airfield operating hours have been updated. All diagrams have been updated

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Chapter 1

ADMINISTRATION

1.1. Airfield Operations Flight Commander (AOF/CC). The AOF/CC is responsible for administration and enforcement of the provisions of this instruction. Forward recommendations for changes and improvements to the 802d Operations Support Squadron Airfield Operations Flight (802 OSS/OSA) for presentation to the Airfield Operations Board (AOB).

1.2. Airfield Operations Board (AOB):

1.2.1. The AOB provides a forum for discussing, updating, and tracking various activities in support of the local flying mission. The AOB will convene at least once per quarter.

1.2.2. The AOB is chaired, at a minimum, by the 802d Mission Support Group Commander (802 MSG/CC) or 502d Air Base Wing Vice Commander (502 ABW/CV). The board chairperson appoints AOB membership, and invites appropriate off base agencies.

Table 1.1. AOB Members.

802 MSG/CC (Chairperson)	802 CES	FAA SAT TRACON
802 OSS/CC	802 CS/SCM	502 ABW/CP
802 OSS/OSA Staff	802 SFS	149 OG
802 OSS/OSW	502 ABW/SE	149 FW/SE
149 FW/SE	433 OG	342 TRS/DOO
149 MXS	433 MXS	Port San Antonio (PSA)
433 AW/SE	313 FLTF	

1.2.3. AOB Schedule and Agenda. The AOB will normally meet in the month immediately following the quarter. The AOB chairperson may adjust this schedule or call additional meetings. The following agenda items in Tables 1.2-1.6 will be reviewed annually/included in the AOB the following manner. However, if an item is reviewed out of cycle due to changes or updates, that review, will be reported as the annual review.

Table 1.2. First Quarter Local Operating Procedures (LOP) Review Items.

January	February	March
LAFB Plan 91-212, <i>Bird/Wildlife Aircraft Strike Hazard (BASH)</i>	Annual Review of Aircraft Parking Plan	ATCALs Malfunctions/Interruptions LOA
JBSA Intergrated Defense Plan (IDP)	JBSA 10-2, <i>Comprehensive Emergency Management Plan (CEMP)</i>	F-16 Gunshot-1 Departure LOA
Joint Use Operating Agreement	47 FTW Solo Diversion Flights LOA	n

Table 1.3. Second Quarter LOP Review Items.

April	May	June
JBSAI 13-204, <i>Airfield Operations Procedures</i>	OSA OI 36-1, <i>Air Traffic Control Training</i>	Annual Review of Airfield Waivers
JBSAI 15-101, <i>Weather Support</i>	149 Fighter Wing (FW) Stereo Flight Plans LOA	
SAT, LAFB, 433 AW, 149 FW and 313 FLTF Air Traffic Control Procedures LOA	Mid-Air Collision Avoidance (MACA) Program LOA	

Table 1.4. Third Quarter LOP Review Items.

July	August	September
Annual Review of Terminal Instrument Procedures (TERPS)	Annual Review of Air Installation Compatible Use Zone (AICUZ)	JBSAI 13-213, <i>Airfield Driving</i>
Stereo Flight Plans for the 313 FLTF	Supervisor of Flying (SOF) Operations in Kelly Tower Ops Letter	Command Post Secondary Crash Net Activation LOA
802 OSAA 13-203, <i>Airfield Management</i>	433 Airlift Wing (AW) Tactical Arrivals and Departures (TAD) LOA	

Table 1.5. Fourth Quarter LOP Review Items.

October	November	December
Weather Alternate Observing Location LOA	802 OSAA 36-2201, <i>Airfield Management Training Program</i>	Airfield Certification/Safety Inspection
Robert Gray Flight Plans/Notices to Airmen LOA	KFA/Stinson Automated Pointout Procedures LOA	LAFB Automated Procedures LOA
802 OSAT 31-101, <i>Control Area</i>	Tower Operating Instruction 13-202, <i>Facility Operations – Air Traffic Control</i>	

Chapter 2

AIRFIELD INFORMATION

2.1. Airfield Boundaries:

2.2. Local Flying Area. The LAFB local flying area is an extensive area that encompasses KFA Class D airspace, the San Antonio (SAT) International Airport terminal area, outlying airfields (RAFB, Laredo, etc.) and training routes and areas (SR, VR, AR, military operations area (MOA), etc.) which locally assigned aircraft routinely fly on a day-to-day basis and return to Lackland AFB.

2.2.1. LAFB/KFA Class D Airspace. That airspace extending upward from the surface up to and including 3,200 feet Mean Sea Level (MSL) within a 4.5 nautical mile (NM) radius of KFA and within 1.5 NM each side of the 339° radial of the KFA Tactical Air Navigation (TACAN) system (KSY) extending from the 4.5 NM radius to 4.8 NM northwest of the airport, excluding that airspace southeast of a line between the intersection of the 4.5 NM radius of KFA airspace and the 4.1 NM radius of Stinson Municipal Airport airspace and excluding that airspace within SAT Class C airspace.

2.2.2. SAT International Airport Class C Airspace. That airspace extending upward from the surface up to and including 4,800 feet MSL within a 5 NM radius of SAT, and that airspace extending upward from 2,200 feet MSL to 4,800 feet MSL within a 10 NM radius of SAT from the 278° bearing from the airport clockwise to the 008° bearing from the airport, and that airspace extending upward from 2,000 feet MSL to 4,800 feet MSL within a 10 NM radius of the airport from the 008° bearing from the airport clockwise to the 278° bearing from the airport.

2.2.3. Stinson Municipal Airport Class D Airspace. That airspace extending upward from the surface up to and including 3,100 feet MSL within a 4.1 NM radius of Stinson Municipal Airport excluding that airspace within a 1 NM radius of SAT Horizon Airport and that airspace northwest of a line between the intersection of the 4.5 NM radius of KFA airspace and the 4.1 NM radius of Stinson Municipal Airport airspace excluding that airspace within SAT Class C airspace.

2.2.4. Visual Flight Rules (VFR) Local Training Area. There is no designated VFR local training area.

2.3. Airfield. The airfield is defined as the paved portion of the aerodrome, which includes the runway, taxiways, and aircraft parking ramps, (excluding the industrial area, building 375, and the adjacent ramp) for the purposes of arriving, departing, and movement of aircraft. This also includes all buildings, installations, and equipment within the confines of the base perimeter fence-line (see Attachment 2).

2.3.1. Controlled Movement Area (CMA). The CMA is defined as the instrument landing system (ILS) critical areas, runway/overruns, and within 100 feet of the runway/overruns. Approval for entry of authorized vehicles onto or across the CMA must be obtained from air traffic control (ATC), and requires an authorized vehicle, and appropriate operator's license (see Attachment 2).

2.3.2. Flightline. Taxiways, loading ramps and parking areas intended for accommodating aircraft for the purpose of loading and unloading of aircrews, passengers, cargo, refueling, parking or maintenance, exclusive of those areas known as the CMA (see Attachment 2).

2.3.3. Instrument Hold Lines. The instrument hold line is located on Taxiway Foxtrot (see Attachment 2).

2.3.4. ILS Critical Areas. The ILS critical areas (localizer and glideslope) are depicted on Attachment 2.

2.3.5. Runway Distance Markers. Runway distance markers are located 50 feet from the edge of the runway pavement. The distance markers are lighted. Each marker indicates remaining runway distance in thousands of feet

2.4. Runway 15/33:

2.4.1. Runway 15/33 is 11,550 feet long and 300 feet wide. Runway 15 has a 1000 foot paved overrun and Runway 33 has 147 foot paved and 853 foot unpaved overrun (1000 feet total). The runway gradient is .2 of 1 percent and slopes from 690 feet MSL at the north end to 660 feet MSL at the south end. Field elevation is 690 feet MSL (see Attachment 2).

2.4.2. Runway 15/33 is marked as an all weather runway according to AFI 32-1042, *Standard for Marking Airfields*.

2.4.3. Runway 15 is the designated *calm wind* runway and shall be used as such. Runway alignment should coincide with the radar traffic flow provided by SAT Approach Control/FAA, whenever practical.

2.4.4. Runway distance remaining from intersections is shown in Table 2.1.

Table 2.1. Intersection Departure Runway Distance Remaining.

TAXIWAY	RUNWAY (RWY) 15	RWY 33
C	8,800 feet	No Takeoff
D, G	5,500 feet	6,000 feet
E, J	No Takeoff	9,500 feet
K	No Takeoff	10,250 feet

2.4.5. The Kelly Field runway Pavement Condition Number is 48 R/B/W/T.

2.4.6. Aircraft Arresting Systems (AAS). Table 2.2 describes the type and location of each AAS. Locations are listed in sequence from northern end of airfield to southern end of airfield. (see Attachment 2).

Table 2.2. Runway Arresting Systems and Locations.

TYPE	LOCATION
BAK-12/14 Bi-Directional	1,853 feet from approach end of Runway 15
BAK-12/14 Bi-Directional	1,705 feet from approach end of Runway 33
MB-100 Textile Brake System	60 feet into Runway 15 overrun

2.5. Taxiways:

2.5.1. Taxiway Alpha [A] and connecting Taxiways, Alpha Two [A2], Bravo [B], Charlie [C], Delta [D], Echo [E], Foxtrot [F], Golf [G], Hotel (H), and Juliet [J], is a 75 foot wide concrete taxiway with 50 feet of asphalt shoulder on each side. Alpha One [A1] is half asphalt and half concrete 75ft wide and 50 feet of asphalt shoulders. A portion of the shoulder on east side of Taxiway A (south of Taxiway D) is 100 feet wide.

2.5.2. Taxiway G west of the intersection of Taxiways G and H is asphalt, 75 feet wide with 10 feet shoulders.

2.5.3. The southernmost East-West Taxiway is a closed taxiway, and is designated as such.

2.5.4. Taxiway Kilo [K] and Taxiway Lima [L] have a 75-foot wide concrete center strip with 37.5 feet of asphalt shoulders on each side.

2.5.5. See Attachment 2 for taxiway designations.

2.6. Taxiway Restrictions:

2.6.1. Taxiway G west of the intersection of Taxiways G and H is restricted to fighter or trainer aircraft.

2.6.2. Aircraft with a wingspan of 110 feet or larger will not use Taxiway D to enter or exit the transient ramp unless aircraft has wing walkers.

2.6.3. Taxiway B and F: When aircraft are in the arm/de-arm areas on the hammerheads, aircraft with wingspans over 110 feet are restricted from taxiing on Taxiway B and/or F, as applicable.

2.6.4. Compass Rose. 50 feet wide tow way is unlit, limited to towing operations. From sunset to sunrise the compass rose can only be occupied by aircraft conducting engine runs with beacon lights on.

2.6.5. South Taxiway. The south taxiway is a taxiway that has been closed and is marked with yellow Xs. This taxiway is used by vehicles only and penetrates the Precision Obstacle Free Zone (POFZ) area and overrun. Vehicles must contact the Control Tower before proceeding beyond the white stop bars.

2.7. POFZ Procedures:

2.7.1. The POFZ is an 800 foot wide by 200 foot long rectangular area centered on the runway centerline, beginning at and extending outward from the runway threshold (see Attachments 4 and 5).

2.7.2. Vehicles or equipment working inside the POFZ must contact Airfield Management Operations (AMOPS) prior to entering the POFZ. This does not eliminate the requirement to contact Control Tower prior to entering the runway or ILS critical area when required.

2.7.3. AMOPS will contact the Control Tower with vehicle or equipment information only if weather minimums are less than 800 feet ceilings and 2 miles visibility.

2.8. Airfield Lighting:

2.8.1. Runway 15 and Runway 33 have High Intensity Runway Lights (HIRLs) with the last 2,000 feet colored amber to indicate caution, Approach Lighting System with Sequence Flashing Lights (ALSF-1) 3,000 feet in length, and Precision Approach Path Indicators (PAPIs).

2.8.2. The airport rotating beacon is located on the water tower adjacent to Building 873.

2.8.3. Airfield lighting shall be operated IAW FAAO 7110.65, *Air Traffic Control*. ATC will report any lighting system malfunctions immediately to AMOPS. AMOPS will notify 802 CES on pertinent airfield lighting system malfunctions. AMOPS will issue appropriate notice to Airmen (NOTAMs) for airfield lighting outages IAW AFI 13-204V3 and AFI 11-208.

2.8.4. Operation of Airfield Lighting when Control Tower is Closed/Evacuated: AMOPS will notify airfield lighting during duty hours to turn on airfield lights if the Control Tower is unoccupied. During non-duty hours the 802 OSS/CC or designated representative will call 802 CES/CEOFA Energy Management Control Systems (EMCS), to have airfield lighting respond within 1 to 2 hours and turn on the airfield/runway lights.

2.9. Navigational Aids (NAVAIDs)/Air Traffic Control and Landing Systems (ATCALs). The following is a list of NAVAIDs/ATCALs at KFA. All NAVAIDs/ATCALs are equipped with back-up generator power. See DoD Flight Information Publication (FLIP)--IFR Enroute Supplement, for Preventive Maintenance Inspection (PMI) schedule.

2.9.1. Runway 15 Category I ILS. Localizer frequency is 110.1 MHz, I-SKF.

2.9.2. Runway 33 Category I ILS. Localizer frequency is 110.7 MHz, I-OSQ.

2.9.3. Kelly TACAN System (KSY) is located at N29°23'03.24" W98°34'52.79" and is on Channel 57.

NOTE: All LAFB NAVAIDs are equipped with internal monitors.

2.9.4. Non-Standard Airfield Systems: Runway 15/33 ILS and PAPIs runway point of intercept is non-coincidental.

2.10. Ground NAVAIDs/ATCALs Checkpoints. Ground NAVAIDs/ATCALs checkpoints are located on Taxiways B and F. They are depicted by a 20-foot circle painted on the taxiway, and a lighted sign on the side of the taxiway indicating the bearing and distance to the TACAN (see Attachment 2).

2.11. Arm/De-Arm Areas. Arm/de-arm areas are located on Taxiways B and F. Alternate arm/de-arm areas are on Taxiways C and E (see Attachment 2). Aircraft with a wingspan larger than 93 feet are not authorized in the arm/de-arm areas. When visibility is less than 2 miles and the ceiling is less than 800 feet, aircraft will not be parked in the south arm/de-arm areas in order to protect the glide slope critical areas.

2.12. Hot Brake Areas. Hot brake areas are located in the north and south arm/de-arm areas and east of the 149 FW parking ramp on Taxiway G.

2.13. Hazardous Cargo Areas. Hazardous cargo areas, Spots 1 and 2, are located on Taxiway L (see Attachment 2).

2.14. Hydrazine Areas. Hydrazine areas are located on Taxiways C and E.

2.15. Tower Visual Blind Spots. Areas east through southeast of Building 375 (Boeing) and areas southwest of the 433 AW parking ramp are Control Tower visual blind spots (see Attachment 2).

2.16. After Hours Airfield Operations. Occasionally, it is necessary to open the airfield for after hour aircraft operations. These operations require prior coordination and approval from the AOF/CC and/or 802 OSS/CC. When this occurs, the Control Tower, AMOPS, Weather and Transient Alert (if needed) will be manned. In addition to the opening procedures below, if the airfield is open between sunset and sunrise, the Control Tower will turn on the airfield rotating beacon to alert airfield drivers and aircrews.

2.17. Procedures for Opening and Closing the Runway:

2.17.1. Daily Opening and Closing of Runway: AMOPS will complete a runway inspection/check before opening the runway. They will notify the Control Tower when the runway check is complete and provide situational awareness on any known vehicles on the CMA. The Control Tower will then ensure all vehicles are accounted for prior to the runway opening. The Control Tower will broadcast the following phraseology to open and close the airfield.

2.17.1.1. TRANSMITTED OVER LOCAL CONTROL FREQUENCIES

2.17.1.1.1. **OPENING STATEMENT:** “ATTENTION ALL AIRCRAFT, KELLY TOWER IS OPEN AND THE AIRFIELD IS ACTIVE. ALL AIRCRAFT OPERATING WITHIN 5 NAUTICAL MILES OF KELLY FIELD CONTACT KELLY TOWER ON 124.3 OR 322.35.”

2.17.1.1.2. **CLOSING STATEMENT:** “ATTENTION ALL AIRCRAFT, KELLY TOWER IS NOW CLOSED AT 2300 LOCAL (or actual closing time). ALL AIRPORT LIGHTING AND ALL INSTRUMENT APPROACH LANDING SYSTEMS WILL NOT BE OPERATED. KELLY TOWER WILL RESUME OPERATIONS AT 0700 LOCAL (or actual opening time).”

2.17.1.2. TRANSMITTED OVER GROUND CONTROL FREQUENCIES

2.17.1.2.1. **OPENING STATEMENT ON GROUND FREQUENCIES:** “KELLY TOWER IS OPEN AND THE AIRFIELD IS ACTIVE. ANY AIRCRAFT OPERATING ENGINES OR AWAITING CLEARANCE CONTACT KELLY GROUND ON 121.8 OR 289.4.”

2.17.1.2.2. **OPENING STATEMENT ON TOWER AND CRASH NET:** “ATTENTION ALL VEHICLES, KELLY TOWER IS OPEN AND THE AIRFIELD IS ACTIVE. ALL VEHICLES ON THE RUNWAY OR MOVEMENT AREA IDENTIFY YOURSELVES AND SAY LOCATION.”

2.17.1.2.3. CLOSING STATEMENT ON ALL GROUND CONTROL FREQUENCIES, TOWER AND CRASH NETS: “ATTENTION ALL AIRCRAFT AND VEHICLES, KELLY TOWER IS NOW CLOSED AT 2300 LOCAL (or actual closing time). ALL AIRPORT LIGHTING AND INSTRUMENT APPROACH LANDING SYSTEMS WILL NOT BE OPERATED. KELLY TOWER WILL RESUME OPERATIONS AT 0700 HOURS LOCAL (or actual re-opening time).

2.17.2. Temporary Runway Closure/Suspension. AMOPS has the authority to impose airfield restrictions (close/suspend and resume airfield, runway or taxiway operations). AMOPS must temporarily close/suspend runway operations when any unsafe condition affects runway operations (e.g., foreign object damage (FOD), bird condition, arresting systems maintenance/ configuration changes, airfield construction, pavement repair, etc.). AMOPS will issue appropriate NOTAMs and make required notifications as required. AMOPS will complete an airfield check and report the airfield status/runway condition to the Control Tower prior to resuming operations. Runway suspensions are for short durations and relate to such things as in-flight/ground emergency response, FOD checks, and BASH checks. Runway closures are normally for extended periods such as construction/repair activities, etc.

2.17.3. The Control Tower and AMOPS may suspend operations to a runway for reasons such as safety, runway or barrier inspections, runway sweeping, vehicle on runway, in-flight emergency (IFE) arrival, etc. ATC will inform AMOPS any time runway or taxiway operations are suspended. AMOPS will conduct an airfield check prior to resuming normal operations.

2.18. Airfield Closures. The 502 ABW/CC is the approval authority for airfield closures of 96 hours or less with local Federal Aviation Administration (FAA) supporting facility concurrence.

Chapter 3

GENERAL

3.1. Airfield Automation System (AFAS). AFAS is a tool used to exchange aircraft information between the Control Tower and AMOPS. The Control Tower and AMOPS will utilize this tool in the most practical, advantageous manner possible, and as much as real-time duties allow.

3.2. Operational Clearance:

3.2.1. The Control Tower will deny engine start, taxi, and take-off clearance to any aircraft, excluding PSA civilian aircraft, until a flight plan has been received from or verified by AMOPS.

3.2.2. For departures, AMOPS will provide the Control Tower aircraft call sign, type, whether IFR/VFR, estimated time of departure (ETD), destination and other information, such as, Distinguished Visitor (DV) code, hazardous cargo, special, etc.

3.2.3. For local or round-robin flights, AMOPS will include time en-route.

3.2.4. For inbound flights, AMOPS will provide call sign, type, origin, whether IFR/VFR, estimated time of arrival (ETA) and other information such as DV code, hazardous cargo, special, etc.

3.3. Flight Plan Not Received (FPNO) Arrivals:

3.3.1. If military aircraft arrive at KFA without an inbound flight message from AMOPS, the Control Tower, workload permitting, may forward the aircraft type, call sign, and point of departure to AMOPS. If unable, the Control Tower will instruct the pilot to contact AMOPS and provide appropriate information.

3.3.2. The Control Tower shall obtain approval from AMOPS when an FPNO civil aircraft requests to land at KFA. AMOPS will advise the Control Tower if the aircraft is authorized to land. If the aircraft does not appear on the Civil Aircraft Landing Permit Roster but AMOPS inquiry reveals the pilot has a valid DD Form 2401, *Civil Aircraft Landing Permit*, the aircraft will be permitted to land. The aircraft will be met by an AMOPS representative and 802 SFS to verify the DD Form 2401. The Control Tower does not have authorization to permit FPNO civil aircraft to land at KFA unless the pilot has declared an IFE.

3.3.3. AMOPS will transmit the arrival to the last point of departure as soon as it is received, and determine if a flight plan was filed for KFA or if a change en-route was involved.

3.4. SAT Approach Control/Federal Aviation Administration (FAA) Service for VFR Aircraft:

3.4.1. Departing VFR pilots desiring SAT Approach Control/FAA service shall make the request with the Control Tower prior to taxiing. The pilot will provide direction of flight and requested altitude when making the request. The Control Tower will issue transponder code, frequency and VFR departure instructions. The Control Tower is the approval authority for practice instrument approaches to Kelly Field.

3.4.2. VFR Weather Minimums: VFR flight is prohibited within the Kelly Class D terminal airspace when the ceiling is less than 1,000 feet and/or visibility is less than 3 miles. Other restrictions to VFR flight can be found in FAAO 7110.65 and the Aeronautical Information Manual (AIM).

3.5. Distinguished Visitors (DVs):

3.5.1. AMOPS will accomplish the following upon receipt of a DV flight plan (arrivals/departures):

3.5.1.1. Complete VIP Movement checklist.

3.5.1.2. Annotate DV code on the AFAS System or via landline.

3.5.1.3. On DV code 4 and above, notify SFS of the ETA.

3.5.2. For arriving DV aircraft, the Control Tower may make a single notification via landline to AMOPS if requested. This duty is secondary to Control Tower services, and is provided based on Control Tower workload. AMOPS is the only agency authorized to contact the Control Tower to request DV information.

3.5.3. Normally, refueling requests are handled between transient aircraft services (TA) and refueling personnel after the aircraft is parked. However, to preclude refueling delays, AMOPS will notify TA with the ETA and DV code of arriving aircraft. Refueling personnel will notify TA when immediate refueling service cannot be provided and will give an estimated response time. TA will relay the information to the flight crew and AMOPS.

3.6. Special Aircraft Arrivals:

3.6.1. Special aircraft arrivals are defined as Air Evac, DV Code 6 or higher, hazardous cargo, armed aircraft which are not 149 FW assigned, or arrivals from outside the Zone of Interior (ZI).

3.6.2. If known, the Control Tower will notify AMOPS of any non-base assigned aircraft requiring special arm/de-arm handling. AMOPS will then notify TA of non-base assigned aircraft requiring special arm/de-arm handling.

3.6.3. AMOPS will notify the Control Tower, TA, and the fire department with hazardous cargo information.

3.7. Additional Aircraft Operations:

3.7.1. The 433 AW and 149 FW, will provide the following information, in writing, to 802 OSS/OSA as soon as possible, but not later than 72 hours in advance on aircraft temporarily assigned to or flying in conjunction with their units:

3.7.1.1. Aircraft type, call sign and number of aircraft.

3.7.1.2. Dates assigned.

3.7.1.3. Approximate number of sorties and take-off times.

3.7.1.4. Request for reduced runway separation, if applicable.

3.7.1.5. Other special requests.

3.7.1.6. 802 OSS/OSA shall forward special aircraft operations information to San Antonio Approach Control/FAA, as necessary, and coordinate aircraft operations as practical with San Antonio Approach Control/FAA.

3.7.1.7. The host unit will brief visiting aircrews on the contents of this instruction.

3.8. Functional Check Flights (FCFs). Aircrews shall conduct FCFs in a Military Operations Area (MOA) or on an IFR flight plan.

3.9. Nuclear Emergency Flight Priority. If an aircraft is scheduled to depart KFA transporting a nuclear emergency team or a disaster control team, AMOPS will notify the Control Tower and TA, using the code name "FLYNET" for the mission.

3.10. Explosive Detection K-9 Team:

3.10.1. The Control Tower will forward explosive detection K-9 team requests received from military aircraft to AMOPS and provide all available information.

3.10.2. AMOPS will contact 802 SFS and pass information as received from the Control Tower.

3.10.3. Provisions of the JBSA IDP, and/or JBSA Plan10-2 will be put in effect as directed.

3.10.4. Remote parking is required for aircraft with known or suspected explosive devices on board and will be determined by AMOPS or the On-Scene Commander.

3.11. Aircraft Arresting Systems (AAS) Configuration Procedures:

3.11.1. Standard AAS configuration is as follows:

3.11.1.1. Runway 15. The MB-60 (textile) will be connected and in place. The North BAK-12 will be lowered. The Control Tower will raise the South BAK-12 for all tail hook equipped aircraft operations to Runway 15.

3.11.1.2. Runway 33: The MB-60 will be connected and in place. The South BAK-12 will be lowered. The Control Tower will raise the North BAK-12 for all tail hook equipped aircraft operations to Runway 33.

3.11.2. If an opposite direction operation by tail hook equipped aircraft is requested; the departure end BAK-12 will be raised and the approach end BAK-12 will be lowered. The Control Tower will advise pilots of AAS configuration IAW procedures in FAAO 7110.65.

3.11.3. For approach end cable engagement requests, both BAK-12s will be in the raised position.

3.11.4. After a BAK-12 engagement, approximately 20-30 minutes is required to remove the aircraft and recycle between successive engagements of the same AAS. The MB-100 must be replaced once engaged and it will take approximately 4 hours to install a new system depending on factors such as how much barrier was released, amount of debris on the airfield and the number of personnel available to perform replacement.

3.12. Runway Traffic Direction Change:

3.12.1. The Control Tower is the decision authority for runway traffic direction and will comply with FAAO 7110.65.

3.12.2. The Control Tower shall notify the following agencies when direction of runway operations has changed:

3.12.2.1. SAT Approach Control (FAA)

3.12.2.2. Fire Department

3.12.2.3. AMOPS

3.12.2.4. Weather

3.13. Reducing Flight Disturbances:

3.13.1. Locally assigned flying units (433 AW, 149 FW, 313 FLTF) will comply with the provisions of AFI 13-201, *Air Force Airspace Management*, in all matters pertaining to flight operations, coordinate any change in flight operations or airspace requirements with the AOF/CC, and ensure the Sonic Boom Reporting System is maintained IAW AFI 13-201.

3.13.2. The AOF/CC shall review all proposed revisions to flight operations, airspace utilization, and procedural changes to ensure compliance with AFI 13-201, and evaluate each operation annually through the AOB.

3.14. Noise Abatement and Quiet Hours:

3.14.1. In addition to noise abatement requirements listed in the IFR Supplement, pilots should avoid densely populated areas to the east of Kelly Field.

3.14.2. Flight restrictions during Friday Basic Military Training Graduations are listed in the IFR Supplement. 149 FW aircraft may precede IAW local directives.

3.14.3. Quiet hours are daily from 2300 until 0600 local time, and the following procedures apply:

3.14.3.1. Aircraft flight operations are limited to departures and full stop landings only. No touch-and-go, low approach, planned missed approach, or stop-and-go landings are authorized.

3.14.3.2. Engine runs at idle are authorized.

3.14.3.2.1. Aircraft maintenance engine runs above idle are limited to mission essential operations as approved by 802 MSG/CC, or designated representative. The 433 MXG/CC and 149 MXG/CC are the approving authority for 433 AW and 149 FW aircraft respectively.

3.14.4. Quiet Hours at other times. 802 MSG/CC, or designated representative, may impose quiet hours at any time for official functions. The 802 MSG/CC will coordinate with the 433 OG/CC to ensure high priority missions will not be affected. Units will forward their requests for desired quiet hours to the AOF/CC or Airfield Management as soon as possible but no later than 72 hours before the event. The AOF/CC will coordinate quiet hours requests with local flying units. The following procedures will apply:

3.14.4.1. No aircraft engine starts or aircraft movements are authorized during quiet hours unless coordinated through AMOPS and approved by the AOF/CC or 802 OSS/CC.

3.14.4.2. No touch-and-go, low approach, planned missed approach, or stop-and-go landings are authorized.

3.14.4.3. No closed traffic patterns.

3.14.4.4. AMOPS will issue a NOTAM for Quiet Hours.

3.15. Engine Maintenance Runs and Taxi Checks:

3.15.1. All aircraft engine runs and taxi checks from transient aircrews who have not filed an Instrument Flight Rule or Visual Flight Rule flight plan shall coordinate with AMOPS prior to engine runs. AMOPS will provide the Control Tower with the tail number, call sign, location and intentions of the aircrew. PSA tenant aircrews, 149 FW and 433 AW will obtain prior approval for engine runs and taxi checks directly from the Control Tower.

3.15.2. Aircrews must advise the Control Tower about full power engine runs. Full power engine runs will not be authorized on spots 1 through 4 on the 433 AW ramp. Engine runs above idle on spots 5 and 6 will be approved on a case by case basis depending on noise levels which may affect tower controllers. Controllers will have the authorization to cease engine runs at any time for safety reasons.

3.16. Airspace Requirements. No waivers to airspace criteria currently exist. Process special use airspace requirements (memorandum of agreement/understanding, restricted areas, published IFR, VFR routes, etc.) IAW AFI 13-204V3. Maintain appropriate letters of agreement with controlling agencies when applicable.

3.17. Fire Protection Support to Flying Operations:

3.17.1. Fire Department will notify AMOPS anytime base fire suppression capability is other than "Green" (e.g., DOWNGRADED TO, CHANGED or LIMITED TO). AMOPS will advise the Control Tower, and send an e-mail to the Airfield Notification distribution list when such a condition exists.

3.17.1.1. G (Green). Reasonable expectation fire fighting forces will be successful at interior/exterior aircraft fire suppression and rescue of aircrew.

3.17.1.2. Y (Yellow). Interior/exterior aircraft rescue or fire suppression capability is severely limited. Fire fighting forces can still be expected to fight and control exterior fires in such a manner as to maintain a rescue path for one minute. Aircrew must exit under their own power; attempted rescue of trapped personnel severely endangers rescuers.

3.17.1.3. R (Red). Fire fighting forces cannot be expected to be successful in interior aircraft fire suppression/rescue operations. Fire fighting forces can perform only limited exterior fire suppression. Aircrews must exit under their own power; rescue of trapped personnel should not be expected.

3.18. Flight Information Publication (FLIP) and Aeronautical Charts:

3.18.1. AMOPS will order, distribute, and maintain an adequate supply of FLIPs and aeronautical charts for 313 FLTF and the Flight Planning Room. The Control Tower, 433 AW and 149 FW are responsible for ordering, distributing, and maintaining their supply of FLIPs and aeronautical charts.

3.18.2. The Terminal Instrument Procedures (TERPS) specialist will submit changes to KFA FLIP entries IAW AFI 11-230, *Instrument Procedures*.

3.18.3. The Airfield Manager (AFM) will prepare and coordinate non-procedural FLIP changes with appropriate local agencies before submitting IAW General Planning, Chapter 11. The AFM approves all non-procedural FLIP change requests.

3.19. Notices to Airmen (NOTAMs):

3.19.1. Process NOTAMs IAW AFI 11-208 (IP), *Department of Defense Notice to Airmen (NOTAM) System*, and AFI 13-204V3.

3.19.1.1. The Control Tower is designated the primary NOTAM monitor facility. AMOPS is responsible for initiating NOTAM actions and advising the Control Tower and appropriate agencies on NOTAM status.

3.19.2. AMOPS is responsible for the NOTAM context and ensuring the NOTAM is entered into the NOTAM system.

3.19.3. To ensure appropriate NOTAMs are published, NAVAIDS/ATCALs maintenance which will result in NAVAIDS/ATCALs interruptions must be coordinated with the AOF/CC or a designated representative at least 72 hours prior to the maintenance action. The Control Tower will provide AMOPS with necessary information when the status of NAVAIDS or facilities change.

3.20. Transient Aircraft Services.

3.20.1. Transient Aircraft Services is located in Building 1610. TA hours of operation are 0600 to 2200 local time Monday through Friday, and 0800 to 2200 local time on Saturday and Sunday. Service outside these times requires 2 hours prior notice. TA is closed on Federal Holidays unless mission dictates. Primary parking for transient aircraft is rows 1 through 11 on the TA parking ramp. Alternate parking for transient aircraft is the bubble on Taxiway K and Taxiway L. Non-munitions end-of-runway checks for transient aircraft may be accomplished in-place on the transient ramp. De-icing service is not available at Kelly Field.

3.20.2. Transient Aircraft Defined. Aircraft deployed in support of local flying units or staging from Kelly Field for the purpose of flying sorties or conducting training with a local flying unit, with or without the necessary maintenance support from the home base, are not considered transient aircraft.

NOTE: Only the 802 OSS/CC or a designated representative can approve TA support for more than six non-transient aircraft.

3.21. Radio Communications. Radio communications will be accomplished using local frequencies listed in Table 3.1.

Table 3.1. Local Radio Frequencies and 149 FW Channelization.

Position	UHF	VHF	149 FW Channelization
Ground Control	289.4	121.8	2
Local Control	322.35	124.3	3
SAT Approach (SW)	290.225 or 353.5	125.7 or 118.05	13
SAT Approach (SE)	318.1	128.05	5
SAT Approach (NW)	307.0	125.1	11
SAT Approach (NE)	335.625	124.45	4
ATIS	273.5	120.45	10
Pilot-to-dispatch	372.2	142.3	N/A
Pilot-to-metro	239.8	None	N/A

3.22. Supervisor of Flying (SOF). SOF duties are established in AFI 11-418, *Operations Supervision*, and SOF Operations in Kelly Tower Operations Letter. The SOF shall not perform ATC functions or transmit ATC instructions or clearances to any aircraft. SOF instructions while in the Control Tower should be limited to preventing a mishap. NOTE: A person who commandeers an ATC frequency assumes responsibility for separation of aircraft.

3.23. Civil Use of Military NAVAIDS/ATCALs. Kelly Field does not currently have any NAVAIDS/ATCALs included in the National Airspace System (NAS). Civil use of military NAVAIDS/ATCALs shall be granted based on availability.

3.24. Bird/Wildlife Aircraft Strike Hazard (BASH):

3.24.1. The Control Tower will issue immediate advisory information on pilot reported, tower observed, radar observed and pilot verified, or SOF observed bird activity to all aircraft under their control. This advisory will be transmitted in plain language using phraseology outlined in FAAO 7110.65 and includes position, species or size of birds (if known), direction of flight and altitude. This information will also be reported immediately to AMOPS. Information passed by AMOPS or the Control Tower is advisory only. Any decisions relative to flight will be made by the pilot, appropriate unit SOF, or other appropriate personnel in the user's chain of command.

3.24.2. Bird Watch Conditions (BWC). The following terminology will be used for rapid communications to disseminate bird activity information and implement unit operational procedures. Bird location will be given with the condition code. Both condition and location will be posted on the bird hazard notification boards in each flying unit and AMOPS.

3.24.2.1. BWC SEVERE. Heavy concentration of birds on or immediately above the active runway or other specific locations that represent an immediate hazard to safe flying operations. Supervisors and aircrews must thoroughly evaluate mission need before conducting operations in areas under condition SEVERE.

3.24.2.2. BWC MODERATE. Concentration of birds observable in locations that represent a probable hazard to safe flying operations. This condition requires increased vigilance by all agencies and supervisors and caution by aircrews.

3.24.2.3. BWC LOW. Normal bird activity on and above the airfield with a low probability of hazard.

3.24.2.4. Bird Watch Alert Conditions. Bird Watch Alert conditions can be caused by weather conditions, time of day, time of year, and other seasonal conditions resulting in an influx of birds. References to Bird Avoidance Models, local Audubon Society, U.S. Department of Agriculture, U.S. Fish and Wildlife Service and other such assessments are required.

3.24.3. JBSA BASH Plan 91-212 fully outlines procedures and responsibilities for the JBSA BASH Program. This plan also outlines proposed operational restrictions during specific BWCs. The Control Tower will issue the appropriate BWC on the ATIS as outlined in the BASH Plan. Report all bird strikes to the Flight Safety office. If after normal duty hours, contact AMOPS with required information. All pilots involved in a bird strike should fill out an AF Form 853, *Air Force Wildlife Strike Report*, and submit the form with any bird remains (such as feathers) for species identification. Further guidance is contained in the JBSA BASH Plan.

3.25. Airfield Maintenance/Construction:

3.25.1. The 802d Civil Engineering Squadron (802 CES) will provide a maintenance team to perform required airfield maintenance and repairs and monitor pavement deterioration.

3.25.2. The AFM, Flight Safety, SFS, and the TERPS specialist must be coordinated with prior to beginning any construction/repairs on the airfield or in areas that could affect flying operations. Appropriate NOTAMs, temporary waivers, and/or closures may be required. AMOPS shall advise the Control Tower about any personnel or equipment operating within the CMA. Construction personnel will inform AMOPS when they start work each day and when they stop work each day.

3.25.3. The AFM will conduct and document an inspection with representatives from the 802 CES and Flight Safety, before and after completion of any airfield construction, changes or additions to the flying mission or changes affecting existing aircraft parking/taxi procedures. Emphasis will be on mission impact of affected area(s), and necessary changes to the safety plan and construction, temporary or permanent waiver.

3.25.4. Airfield Maintenance Restrictions. Vehicles and personnel are not allowed within 100 feet of the runway/overruns during heavy aircraft operations without a temporary construction waiver and established two-way communication with the Control Tower. At all other times, maintenance personnel may only operate within 100 feet of the runway with Control Tower approval.

3.25.5. Grass Mowing. Grass mowing will be conducted IAW LAFB BASH Plan 91-212.

3.25.6. Airfield Sweeper Operations/Schedule. All operators will be flightline qualified and have an AF Form 483, *Certificate of Competency*, on them at all times. All operators will have a radio that can contact the Control Tower and AMOPS. Personnel assigned Airfield Sweeper duties will monitor the Tower Net all day. The Airfield Sweeper will contact AMOPS to request permission to cross any red lines. AMOPS will coordinate with 802 SFS for approval and relay approval to the Airfield Sweeper. When required, AMOPS will instruct the Airfield Sweeper to sweep specific areas. The following table outlines the Airfield Sweeper operations/schedule.

Table 3.2. Airfield Sweeper Operations/Schedule.

1. Runway	6. Taxiway B	11. Taxiway E	16. Taxiway J
2. Taxiway G	7. N Arm/De-arm pad	12. Transient Ramp	17. 433 AW Ramp (weekly)
3. Taxiway D	8. S end Taxiway A	13. S Perimeter Rd	19. Other areas as needed.
4. N end Taxiway A	9. S Arm/De-Arm pad	14. Taxiway K	
5. Taxiway C	10. Taxiway F	15. Taxiway L	

3.25.7. AMOPS will notify all airfield agencies by e-mail or other available means about conditions which may affect safe airfield operations.

3.25.8. 802 CES will conduct runway friction testing IAW ETL 04-10, Change 1, *Determining the Need for Runway Rubber Removal*, and have rubber build-up removed when any of the following conditions exist or occur:

3.25.8.1. Runway markings (e.g., centerline, threshold, touch-down, etc.) are obscured due to rubber build-up.

3.25.8.2. When the runway friction value is less than the Action/Planning Levels in ETL 04-10, Change 1, Table 2.

3.25.8.3. Using Operational Risk Management, the AFM, Flight Safety and 802 MSG/CC determine it is necessary due to potential or actual operational impact. Consider factors such as pilot reported concerns, type of aircraft operations, etc., when making the assessment.

3.25.9. Rubber removal and re-striping will normally be accomplished in Feb, Jun, Oct and other times as required.

3.26. Airfield Smoking Policy. Smoking is not authorized on the airfield at any time.

3.27. Weather Dissemination and Coordination Procedures – Hazardous/Severe Weather Notification Procedures and Lightning Response.

3.27.1. Weather dissemination and coordination procedures will be IAW JBSA Plan 10-2 and LAFBI 15-101, *Weather Support (in rewrite to JBSAI 15-101)*. Severe weather warnings and watches are initially disseminated and followed up with phone calls to 502 ABW Command Post, AMOPS, and the Severe Weather Action Team (SWAT) leader. The SWAT leader should already be on duty prior to severe weather outbreaks. In the event of a weather system outage, the duty forecaster or observer will telephone the affected agencies. Lightning watches/warnings within 5NM of LAFB will be issued as required.

3.27.2. Weather Dissemination and Coordination Procedures. The Control Tower will maintain a Cooperative Weather Watch (CWW) program with 802 OSS/OSW (Weather). The 802 OSS/OSW Flight Chief provides and documents limited observer training for ATC personnel. During indoctrination training, all controllers are required to complete limited observer training and have it documented on their AF IMT 3622, *Air Traffic Control/Weather Certification and Rating Record*. As ATC personnel provide input to the weather station, 802 OSS/OSW will evaluate the information and may either encode and disseminate a new observation based on the report, or may include the information in a

scheduled observation. Conditions observed may be different from what is observed at the weather station and the observation may contain the differing data.

3.27.3. ATC personnel will notify the weather station via hotline when any of the following are seen or occur on LAFB:

3.27.3.1. Significant visibility changes that reduce visibility below 4 statute miles (SM) or if below 4 SM; raise it above 4 SM (6000 meters).

3.27.3.2. Precipitation begins or ends.

3.27.3.3. Thunderstorms or lightning.

3.27.3.4. Tornado or funnel cloud.

3.27.3.5. Any other significant meteorological condition.

3.27.4. ATC will pass any pilot reports (PIREPs) received to 802 OSS/OSW.

3.27.5. Hazardous/Severe Weather Notification Procedures and Lightning Response: AMOPS/ATC will follow notification procedures in this section and comply with procedures outlined in JBSA Plan 10-2, *Comprehensive Emergency Management*.

3.27.6. Flightline Restrictions When Lightning is Reported Within 5 NM of LAFB/KFA (to include Medina Annex). IAW Air Force Occupational Safety and Health Standard (AFOSH STD) 91-100, *Aircraft Flightline – Ground Operations and Activities*, all outside activities will cease when lightning is reported within 5 NM. This includes aircraft fuel servicing and maintenance activities (including LOX servicing). EXCEPTIONS: Vehicle movements (including refuelers) and fuel pipeline transfers (including bulk storage to hydrant tank) are allowed.

3.28. Prior Permission Required (PPR) Procedures. Due to limited parking available at KFA, all non-base assigned military aircraft are required to contact AMOPS at least 48 hours prior to arrival to obtain a PPR number.

3.29. Wear of Hats/Badges on the Flightline. IAW JBSAI 21-103, *Foreign Object Damage (FOD), Dropped Object Prevention (DOP) and Tools and Equipment Control Programs*, hats/caps will not be worn within the danger area of operating engines as defined in the applicable aircraft specific technical orders (T.O.s) and AFOSH STD 91-100, paragraphs 1.2.17.2 and 1.2.17.3. Badges, as well as other types of identification, must be worn using a 2-restraint system or armband to diminish the FOD potential.

3.30. Airfield Photography. Any photo or film taken on the airfield area is prohibited without coordination with 802 SFS and approval from Public Affairs (for media) or AMOPS. Additionally, the 433 AW and the 149 FW must approve photography for their respective restricted areas. 802 SFS will be notified prior to taking any photos in restricted areas. Personnel not properly cleared to photograph on the general airfield or in a restricted area will be detained by 802 SFS. If a check confirms that the activity is unauthorized, the personnel will be detained and transported to AMOPS. The film will be confiscated by 802 SFS and released to the Public Affairs office for further action. If the film is suspected of containing classified information, it will be forwarded to the Air Force Office of Investigations for development, destruction, and further disposition. Normally, anyone with a military ID or anyone escorted by

a military member can obtain authorization for photos on the airfield. Commercial vendors will be escorted by Public Affairs, after clearing through AMOPS.

3.31. Aircraft Towing Procedures. Tow operators must contact the Control Tower via the Tower Net before conducting towing operations on taxiways and/or the runway.

3.32. Waivers to Airfield/Airspace Criteria:

3.32.1. Requests for waivers to airfield, terminal airspace, and TERPS criteria should be submitted to 802 CES. All requests for airfield, airspace and TERPS waivers will be coordinated with 802 OSS/OSA prior to submission. 802 CES will provide a copy of all approved waivers to 802 OSS/OSA.

3.32.2. The number and status of permanent/temporary waivers is briefed quarterly during the Airfield Operations Board (AOB) and reported in the AOB minutes. If necessary, contact the AFM for the most current list of airfield waivers.

3.33. Parachute Operations. Jump operations are to be conducted in visual meteorological conditions (VMC) only. Drop Zone (DZ) use must be coordinated with 802 OSS/OSA at least 5 working days before the event to allow time for proper NOTAM action and coordination. Parachute operations should be planned for Mondays to the maximum extent possible, and the requesting agency must realize 149 FW aircraft recoveries take precedence over parachute operations. In the event that a conflict exists between 149 FW recoveries and parachute operations, the parachute operations will be held out until the 149 FW recovery is complete. IAW AFI 13-217, *Drop Zone and Landing Zone Operations*, the requesting agency shall ensure proper drop zone surveys are current prior to jumping. 342 TRS/DOO will provide the AOF/CC with updated drop zone surveys as they occur.

3.33.1. Kelly DZ. Kelly DZ is a 3NM radius circle located directly on runway 15/33 and is suitable for static-line and high-altitude low opening (HALO) airdrops.

3.33.1.1. Parachute drops to Kelly DZ require airfield operations to be suspended. Once approved, AMOPS will publish a NOTAM with details about the parachute operation. Once jump operations commence, the Control Tower will suspend runway operations and restrict practice approaches, aircraft engine runs (except 149 FW under sunshade engine runs) and taxi operations.

3.33.1.2. Kelly DZ Only. The DZ controller will maintain direct communications with ATC, request access to all move areas prior to operations and advise when all personnel have moved off of the landing DZ.

3.33.1.3. Kelly DZ Only. The DZ controller must notify the Control Tower of any emergency situation to ensure PCAS activation.

3.33.1.4. After all drops are complete, the Control Tower will resume control of the DZ. The Control Tower will advise AMOPS to perform a runway check to ensure it is safe prior to resuming normal operations.

3.33.2. Parade Field DZ is a circular drop zone suitable for HALO drop operations only. The DZ is located at KSY R-263/2 DME.

3.33.2.1. Parachute drops to Parade Field DZ require airfield operations to be suspended. Once approved, AMOPS will publish a NOTAM with details about the parachute

operation. Once jump operations commence, the Control Tower will suspend runway operations, and restrict practice approaches, aircraft engine runs (except 149 FW under sunshade engine runs) and taxi operations.

3.33.2.2. After all drops are complete, the Control Tower will resume control of the DZ.

3.33.3. Adrian DZ is a circular drop zone suitable for HALO drop operations only. The DZ is located at KSY R-248/4 DME.

3.33.3.1. Parachute drops at Adrian DZ will require aircraft pattern closures west of the airfield. Aircraft will not operate on the west side for any Tactical Arrivals and Departures (TADs), Simulated Flame Outs (SFOs) or regular pattern work during the jump operation.

3.33.3.2. DZ controller responsibilities:

3.33.3.3. The DZ controller must establish two-way radio communication or recorded landline communication with the Control Tower prior to drop operations.

3.33.3.4. Once in place, the drop aircraft will advise the Control Tower 3 minutes prior to the commencement of jump operations, when jump operations begin and when all personnel have safely landed on the DZ.

3.34. Basic Military Training (BMT) Graduation Fly-By Procedures. BMT graduation fly-bys are coordinated through the 737th Training Group Standardization and Evaluation (737 TRG/CCV) section. All fly-bys will be IAW AFI 11-202V3, *General Flight Rules* and AFI 11-209, *Aerial Events Policy and Procedures* and must be coordinated through 737 TRG/CCV via e-mail at 737trg.ccv@us.af.mil.

Chapter 4

AIR TRAFFIC CONTROL

4.1. Air Traffic Control Facilities:

4.1.1. The KFA Control Tower is a VFR tower located north of Taxiway G on the west side of the airfield.

4.1.2. Published Operating Hours. KFA Airfield and ATC will operate from 0700 to 0230 local time Monday through Thursday and 0700 to 2300 local time Friday through Sunday. On holiday weekends, KFA is closed to transient aircraft and open for pre-coordinated missions for base- assigned aircraft. KFA is closed on federal holidays.

4.1.3. After Hours Operations. Units requiring after hours operations shall notify the AOF/CC who will, in-turn, request approval through the 802 OSS/CC. Once approved, AMOPS will send out an airfield notification e-mail with applicable information.

4.2. Aircraft Priorities:

4.2.1. Local aircraft operational priorities are in addition to and will not take precedence over priorities listed in FAAO 7110.65. Local aircraft priorities are as follows with military aircraft taking precedence over civilian aircraft:

4.2.1.1. Controlled Departure Times (CDT). If CDT request is not received through Ground Control prior to engine start, the CDT may be denied or delayed.

4.2.1.2. Full stops (local or transient)

4.2.1.3. Departures (local or transient)

4.2.1.4. 149 FW, 433 AW Flight Training Unit (FTU) transition training, 313 FLTF operations

4.2.1.5. 433 AW, 149 FW, 313 FLTF routine training

4.2.1.6. Military transient aircraft practice approaches

4.2.2. The Control Tower shall exercise good judgment when applying the provisions of this paragraph. These priorities are not intended to be applied so stringently as to impose undue delay or inefficiency of operation on any one aircraft.

4.3. Civil Aircraft Operations:

4.3.1. According to AFI 10-1001, *Civil Aircraft Landing Permit*, and AFI 10-1002, *Agreement For Civil Aircraft Use Of Air Force Airfields*, AMOPS will only approve landings for those aircraft possessing a valid DD Form 2402, *Civil Aircraft Hold Harmless Agreement*; DD Form 2401, *Civil Aircraft Landing Permit*; and DD Form 2400, *Civil Aircraft Certificate of Insurance* or aircraft landing at PSA under the Joint Use Agreement.

4.3.2. The AFM will process civil aircraft landing permits as outlined AFI 10-1001. In most cases, the 802 OSS/CC is the approval authority for civilian aircraft landing permits for aircraft landing at Kelly Field only.

4.3.3. The Control Tower may authorize civil aircraft without appropriate landing documents to execute low approaches only to the runway on a non-interference basis.

4.3.4. PSA Civilian Aircraft: PSA will notify the AOF/CC and AMOPS when they have a civilian aircraft scheduled to arrive at KFA.

4.4. VFR Traffic Patterns (see Attachment 3):

4.4.1. The Control Tower is responsible for control of all VFR traffic in KFA Class D airspace.

4.4.1.1. Traffic patterns are east and west of the runway as follows:

Table 4.1. Traffic Patterns.

Pattern Activity	Pattern Altitude (MSL)	Ceiling (AGL)	Visibility (SM)
Overhead Pattern	2700 feet	2500 feet	3
Conventional/Rectangular (149 FW Low Pattern)	2200 feet	2000 feet	3
Light Aircraft Rectangular (as required)	1700 feet	1500 feet	3

4.4.2. Entry into the conventional/rectangular pattern shall be from a VFR entry point (Sea World at approximately KSY R-300/7 DME and South Point at approximately KSY R-207/8 DME) into the downwind leg unless directed otherwise by the Control Tower.

4.4.3. Entry into the overhead pattern shall be from a VFR entry point (Sea World/South Point) or direct to a 3 to 5 mile initial. Direction of break for all aircraft will be to the left unless otherwise directed by the Control Tower.

4.4.4. All aircraft entering VFR traffic patterns shall be at an appropriate altitude prior to entering KFA Class D airspace.

4.4.5. Breakout/Re-entry procedures:

4.4.5.1. The term “BREAKOUT” shall only be used to direct aircraft to deviate away from other aircraft established in the VFR pattern, IFR arriving aircraft established on final or any other aircraft operating in or in close proximity to KFA Class D airspace. A breakout may be initiated by either ATC or pilots. In the event a breakout is necessary, aircraft will be expected to climb to 3,200 feet MSL and proceed direct to an appropriate VFR entry point (Sea World for Runway 15 or (South Point for Runway 33). Upon reaching the VFR entry point, aircraft shall make a request to enter the VFR traffic pattern IAW paragraphs 4.4.2. and 4.4.3.

4.4.5.2. The term “RE-ENTER” shall be used when ATC is unable to approve a request to remain in the VFR traffic pattern once established or when a pilot requests to re-enter and a traffic conflict is not present. Aircraft instructed to or requesting to re-enter shall climb to or maintain an appropriate pattern altitude and proceed on the designated ground track to the appropriate VFR entry point or as directed by the Control Tower.

4.4.6. Helicopter Procedures: KFA does not have designated helicopter traffic patterns and all helicopter arrivals and departures will be conducted IAW FAAO 7110.65. Helicopter transitions through KFA Class D airspace will be at a point and altitude provided by the Local Controller based on traffic priorities and conditions. IAW FAAO 7110.65, AirLIFE helicopters will only be given priority if operating under a “LIFEGUARD” call sign or when the pilot verbally requests.

4.4.7. The Control Tower may deviate from established VFR traffic patterns as required for traffic.

4.4.8. The Control Tower shall conduct all local VFR traffic pattern operations within the airspace. The portion of the KFA Class D airspace 3 NM northeast of RWY 15/33 is specifically excluded from the KFA VFR traffic pattern, and is continuously under the jurisdiction of SAT Approach. The Control Tower shall not conduct any operations requiring the use of additional airspace or altitudes, without prior approval from SAT Approach Control.

4.5. Protection of the Overhead Traffic Patterns. Aircraft departing RWY 15/33 will maintain at or below 2200 feet MSL until departure end to protect aircraft in the overhead pattern. The Control Tower will issue/amend departure restrictions to all other aircraft as necessary.

4.6. Reduced Same Runway Separation (RSRS):

4.6.1. Reduced runway separation listed in Tables 4.1 and 4.2 may be applied to base-assigned or transient/deployed AETC aircraft only and is subject to the following conditions:

4.6.1.1. RSRS is not authorized between fighter and trainer type aircraft.

4.6.1.2. Same aircraft means same airframe (i.e., F-16/F-16, T-38/AT-38) regardless of model.

4.6.1.3. Dissimilar fighter or trainer type aircraft means similar type mission but different airframe (i.e., F-16 behind F-15, T-6 behind T-38, A-10 behind F-16, etc.).

4.6.1.4. The minimum RSRS is 3,000 feet between similar fighter or trainer aircraft except between BE-40 (T-1/T-1A) aircraft.

4.6.1.5. The minimum RSRS is 6,000 feet between BE-40 aircraft, dissimilar fighter and dissimilar trainer aircraft.

4.6.1.6. Side-by-side formation landings require 6,000 feet of separation ahead and behind.

4.6.1.7. From sunset to sunrise or when the runway is wet, the minimum RSRS is 6,000 feet between similar fighter or trainer aircraft.

4.6.1.8. RSRS can only be applied when the Control Tower can determine distances using suitable landmark references.

4.6.1.9. RSRS does not relieve the pilot of responsibility for wake turbulence separation; he/she must accept or reject RSRS. The pilot must inform Kelly Tower as soon as possible that RSRS cannot be accepted so the traffic sequencing can be adjusted as necessary.

4.6.1.10. Pilots must inform the Control Tower on initial radio contact if RSRs is not acceptable for operations.

4.6.2. Reduced runway separation shall not be applied:

4.6.2.1. To emergency aircraft.

4.6.2.2. To an aircraft cleared for the option.

4.6.2.3. When the Control Tower determines safety of flight may be jeopardized.

Table 4.2. Similar Type Fighter or Trainer Aircraft Reduced Runway Separation.

TYPE OPERATION	DAY (FEET)	NIGHT (FEET)
FULL STOP BEHIND;		
Full Stop	3,000	6,000
Low Approach	3,000	6,000
Touch & Go	3,000	6,000
LOW APPROACH BEHIND;		
Full Stop	3,000	6,000
Low Approach	3,000	6,000
Touch & Go	6,000	6,000
TOUCH & GO BEHIND;		
Full Stop	6,000	6,000
Low Approach	3,000	6,000
Touch & Go	3,000	6,000

Table 4.3. Dissimilar Type Aircraft Reduced Runway Separation.

TYPE OPERATION	DAY (FEET)	NIGHT (FEET)
FULL STOP BEHIND;		
Full Stop	6,000	6,000
Low Approach	6,000	6,000
Touch & Go	6,000	6,000
LOW APPROACH BEHIND;		
Full Stop	6,000	6,000
Low Approach	6,000	6,000
Touch & Go	6,000	6,000
TOUCH & GO BEHIND;		
Full Stop	6,000	6,000
Low Approach	6,000	6,000
Touch & Go	6,000	6,000

4.7. Circling Approach. Circling approaches will only be conducted on the west side of the runway. Circling approaches on the east side are not authorized.

4.8. Instrument Flight Rules (IFR) Opposite Direction Traffic:

4.8.1. IFR opposite direction arrivals and departures are subject to Control Tower approval based on traffic and must be coordinated with SAT Departure.

4.8.2. All landline coordination must include the phrase “OPPOSITE DIRECTION ARRIVAL/DEPARTURE, RUNWAY (number).”

4.8.3. Minimum cutoff points until other IFR separation is achieved are:

4.8.3.1. Arrival versus arrival – 7 flying miles from the runway after the preceding opposite direction aircraft has crossed the landing threshold.

4.8.3.2. Arrival versus departure and vice versa – the departing aircraft is airborne, is switched to SAT Departure and has turned on a diverging course of 45 degrees or greater prior to the arriving aircraft reaching 10 flying miles from the runway.

4.9. Multiple Approaches. The Control Tower may disapprove or limit practice instrument approaches based on existing traffic conditions and local aircraft operational priorities.

4.10. 433 AW Approved Procedures. 433 AW approved procedures will be IAW the 433 AW Tactical Arrivals and Departures (TAD) LOA.

4.11. Formation Takeoffs. Aircraft equipped with afterburner are restricted to no more than two aircraft departing in formation together to prevent deterioration of the asphalt portion of the runway.

4.12. Foreign Object Damage Prevention During Helicopter Operations. To reduce FOD potential, the Control Tower shall advise helicopters not to hover or air taxi over grassy areas, and to follow the runway, taxiways, or paved ramp areas only.

4.13. Procedures During Temporary Partial Runway Closures with Displaced Threshold:

4.13.1. Unless required runway markings and procedures have been established by Airfield Management, no aircraft will be permitted to land while personnel and equipment are occupying the closed portion of the runway.

4.13.2. If Airfield Management has established a partial runway closure the following procedures apply:

4.13.2.1. All aircraft may depart away from personnel and/or equipment occupying the closed portion of the runway.

4.13.2.2. All aircraft may arrive or depart towards personnel and/or equipment occupying the closed portion of the runway unless the runway surface condition is “WET”.

4.13.2.3. Arriving aircraft may be permitted to land over personnel and/or equipment occupying the closed portion of the runway.

4.13.2.4. All ground personnel and all aircraft operators shall be made aware of the intended operations prior to them taking place.

4.13.3. Either ground personnel occupying the closed portion of the runway, or aircrews intending to land over personnel in the closed portion of the runway may refuse to accept these procedures.

4.13.3.1. If either ground personnel or aircrews refuse these procedures or an emergency is in progress, the runway must be free of personnel prior to any aircraft operations commencing.

4.14. Missed Approaches/Go-Arounds. In the event an unplanned missed approach or go-around is needed, the published missed approach procedure will be issued unless the aircraft will be retained in the KFA VFR traffic pattern.

4.15. Intersection Departures:

4.15.1. Intersection departures are authorized at KFA, and will be IAW FAAO 7110.65.

4.15.2. Taxiway and feet available information are outlined in Attachment 2 and Table 2.1 of this instruction.

4.16. Radar Vectors to Initial. IAW the SAT, LAFB, 433 AW, 149 FW and 313th Flight Test Flight (FLTF) Air Traffic Control Procedures LOA, SAT Approach will provide VFR arrivals with Class C service unless the pilot specifically declines radar service. Once an aircraft executing an overhead approach/maneuver has sighted a preceding arrival, the aircraft may turn towards the initial point (3 to 5 NM final).

4.17. Standard (Local) Climb-Out Instructions. Departures shall be conducted IAW the SAT, LAFB, 433 AW, 149 FW and 313 FLTF Air Traffic Control Procedures LOA.

4.17.1. Standard climb-out for Runway 15 IFR departures is: “FLY RUNWAY HEADING, CLIMB AND MAINTAIN 3,000 FEET, EXPECT (filed altitude) 10 MINUTES AFTER DEPARTURE.”

4.17.1.1. Standard climb-out for Runway 15 IFR departures during SAT Runway 3 flow is: “FLY RUNWAY HEADING, CLIMB AND MAINTAIN 2,500 FEET UNTIL 8 DME SOUTHEAST OF KSY (SSF 270R), THEN CLIMB AND MAINTAIN 3,000 FEET, EXPECT (filed altitude) 10 MINUTES AFTER DEPARTURE.”

4.17.2. Standard climb-out for Runway 33 IFR departures for TATAR, GOBBY, PINCH, and CHURN gates: “FLY RUNWAY HEADING, CLIMB AND MAINTAIN 2,500 FEET UNTIL CROSSING THE KSY 9 DME ARC (SAT 225R), THEN CLIMB AND MAINTAIN 3,000 FEET, EXPECT (filed altitude) 10 MINUTES AFTER DEPARTURE.”

4.17.2.1. Standard climb-out for Runway 33 IFR departures for SOMER and YENNS gates: “TURN LEFT HEADING 210 DEGREES, CLIMB AND MAINTAIN 2,500 FEET UNTIL CROSSING SAT 30 DME ARC, THEN CLIMB AND MAINTAIN 3,000 FEET, EXPECT (filed altitude) 10 MINUTES AFTER DEPARTURE.”

4.17.3. Fiesta Climb-Out: This is a radar procedure for RAFB and LAFB assigned aircraft requesting multiple instrument approaches at KFA to the runway in use. Pilots shall fly the appropriate climb-out and advise SAT Approach when requesting other than an ILS approach and when commencing their last approach.

4.17.3.1. Runway 15 Fiesta: “TURN RIGHT HEADING 240 DEGREES, CLIMB AND MAINTAIN 3,000.”

4.17.3.2. Runway 33 Fiesta: “TURN LEFT HEADING 240 DEGREES, CLIMB AND MAINTAIN 2,500.”

4.18. Radar Traffic Patterns. Radar traffic patterns are designated by SAT Approach in the SAT, LAFB, 433 AW, 149 FW and 313 FLTF Air Traffic Control Procedures LOA. SAT Approach may disapprove or limit practice instrument approaches based on the maximum number of aircraft that can safely operate under existing traffic conditions.

4.19. Automatic Terminal Information System (ATIS):

4.19.1. The Control Tower shall operate the ATIS IAW FAAO 7110.65 and AFI 13-204V3. ATIS hours of operation shall mirror the airfield and KFA ATC hours of operation.

4.19.2. The Control Tower shall ensure information such as NOTAM changes that affect local flying and other pertinent weather information are placed on the ATIS, and, when necessary, relayed to base weather and adjacent ATC agencies. All weather warnings/advisories and other pertinent information shall be passed to all Control Tower positions including the Watch Supervisor.

4.19.3. The Control Tower shall advise SAT Approach when the ATIS is out of service and returned to service, and ensure AFAS data reflects the current ATIS code.

4.19.4. Watch Supervisors must specify only pertinent items for the ATIS to keep the broadcast as brief as possible without compromising safety.

4.20. Wing Flying Operations. KFA has no assigned active duty flying mission. However, the Airfield Operations Flight supports several tenant flying organizations. Wing flying is defined as any combination of 5 or more aircraft from the 149 FW, 433 AW, and 313 FLTF proposed and/or actively conducting flying operations.

4.21. SAT ASR-9 Outage Procedures. In the event that the primary SAT radar goes out of service (OTS), the below procedures will take place immediately following an outage:

4.21.1.1. STOP ALL DEPARTURES with the exception of aircraft already departure roll,

4.21.1.2. Place the Standard Terminal Automation Replacement System (STARS) on Multi-Sensor Mode.

4.21.1.3. Make a new ATIS with "SAT Radar OTS" on it.

4.21.1.4. Issue holding instructions and expect further clearance times as instructed by SAT.

4.21.1.5. Ensure the 149 FW SOF, 433 AW, and 313 FLTF are aware of the outage.

4.21.2. For all VFR arrivals, use Sea World and South Point as the standard coordination fixes for base assigned aircraft. For VFR transitions, use Woodlawn Lake (approximately 3 NM North-Northeast of the field) as the standard coordination fix.

4.21.3. For all IFR arrivals:

4.21.3.1. All aircraft will be held at either FITER or CEPRO.

4.21.3.2. All aircraft will be issued a Runway 33 instrument approach. If the wind is such that aircraft must land on Runway 15, the aircraft will execute an approach to Runway 33 and circle to land on Runway 15.

4.21.3.3. Once the aircraft has landed, the Control Tower must provide SAT Approach a verbal downtime.

4.21.4. For all IFR departures, SAT Departure will issue the following climb-outs as applicable:

4.21.4.1. Runway 15 to SOMER gate: “CLEARED TO (destination airport) VIA FLY RUNWAY HEADING TO INTERCEPT THE (departure/radial/airway), CLIMB AND MAINTAIN 4000, EXPECT (filed altitude) 10 MINUTES AFTER DEPARTURE.”

4.21.4.2. Runway 15 all other gates: “CLEARED TO (destination airport) VIA FLY RUNWAY HEADING, INTERCEPT THE SAN ANTONIO 20 DME ARC, ARC (direction) TO INTERCEPT THE (departure/radial/airway), CLIMB AND MAINTAIN 4000, EXPECT (filed altitude) 10 MINUTES AFTER DEPARTURE.”

4.21.4.3. Runway 33 all gates: “CLEARED TO (destination airport) VIA FLY HEADING, TWO SEVEN ZERO, INTERCEPT THE SAN ANTONIO 20 DME ARC, ARC (direction) TO INTERCEPT THE (departure/radial/airway), CLIMB AND MAINTAIN 4000, EXPECT (filed altitude) 10 MINUTES AFTER DEPARTURE.”

4.21.5. For all VFR departures, use the following procedures:

4.21.5.1. Enter all aircraft requesting VFR radar flight following and climbing above 7000’ into the STARS.

4.21.5.2. Give a course which would keep the aircraft clear of known traffic or adjacent ATC airspace.

4.21.5.3. Base assigned aircraft can expect to depart VFR and pick up an IFR clearance with Houston Center.

4.21.6. All arriving aircraft will have priority over departing aircraft.

4.21.7. When the radar is OTS, do not call SAT Departure multiple times for a release (be patient) and pass expected delays to aircraft if available.

Chapter 5

AIRFIELD MANAGEMENT OPERATIONS (AMOPS)

5.1. Flight Planning Facilities. Flight planning facilities for base assigned and transient aircrews are located in Building 1610. The 149 FW, 433 AW, 313 FLTF, and PSA and/or tenants maintain flight planning facilities in their respective organizations. Transient aircrews assigned to these units may use their host unit facilities for flight planning.

5.2. Flight Plans:

5.2.1. A DD Form 175, *Military Flight Plan*, or DD Form 1801, *International Flight Plan*, DOD, will be completed on all military aircraft and/or civil aircraft conducting DoD official business.

5.2.2. If a military aircraft arrives Flight Plan Not Received (FPNO) on a stopover flight and there is a flight plan in the system, the flight is authorized to depart KFA without re-filing only after AMOPS reviews the pilot's original DD Form 175.

5.2.3. If a military aircraft arrives as an FPNO on a stopover flight and there is no flight plan in the system, AMOPS can submit the KFA departure leg to the Air Route Traffic Control Center (ARTCC) using the pilot's original DD Form 175.

5.2.4. In addition to filing flight plans with the FAA over land-line or computer, AMOPS will provide the appropriate flight plan data to the Control Tower and applicable support agencies.

5.2.5. AMOPS will accept flight plans via fax, e-mail or telephone from the 149 FW, 433 AW, 313 FLTF, and PSA and/or tenants. These units will maintain the completed original flight plan and required attachments on file IAW AF RDS.Table 13-07 3.00.

5.3. Flight Watch Departure. AMOPS will notify the AFM when an inbound aircraft is classified as missing by the Search and Rescue Coordination Center.

5.4. Inbound Flight Plans. AMOPS will record inbound flight plans on the daily traffic log. Information pertinent to special handling or parking (DV, PSA, Air Evac, hazardous cargo, armed aircraft, etc.) will be relayed to the appropriate agencies via landline or electronic means.

5.5. Civil (Non-PSA) Aircraft Arrivals:

5.5.1. AMOPS will maintain civil aircraft landing permit reports furnished by USAF/XOOBC to include civil aircraft authorized to use KFA.

5.5.2. Civil aircraft declaring emergencies will be permitted to land at KFA. Airfield Management/AMOPS will determine the reason for the unscheduled landing and meet the aircraft upon parking. If the identity of the operator or passengers is in doubt, Airfield Management/AMOPS shall request 802 SFS assistance. The aircraft operator will be required to complete DD Forms 2400 and 2402.

5.5.3. Civil aircraft without a landing permit will be assessed appropriate fees.

5.5.4. Unauthorized Aircraft Landings. The Control Tower will activate the Primary Crash Alert System and direct aircraft making an unauthorized landing to hold at the intersection of Taxiways D and A. NOTE: If the aircraft fails to follow Control Tower instructions, the

Control Tower will initiate a “STOP ALERT” and activate the PCAS. The Fire Department and 802 SFS will position vehicles to block the aircraft and prevent it from approaching parking ramps. AMOPS will activate the secondary crash network (SCN) and advise agencies that an unauthorized aircraft has landed and is being held on Taxiway D. After 802 SFS has secured the aircraft and the crew has been interviewed by AMOPS, TA will park the aircraft with an escort from 802 SFS. All passengers will remain at the aircraft and be placed under 802 SFS control. Upon arrival at AMOPS, the pilot will complete a DD Form 2402, *Hold Harmless Agreement*, and prepare a written statement of the incident. Hold Harmless Agreements are not required for commercial carriers if a DD form 2402 is on file at HQ USAF/PRPJ. Aircraft will not be allowed to depart without filing a flight plan. IAW AFI 10-1001 the installation commander will determine whether an unauthorized landing was an emergency, inadvertent, or intentional.

5.5.5. AMOPS is the single POC for all arrival and departure aircraft to include Boeing and PSA operations. Control Tower personnel will obtain either automated or verbal approval prior to allowing any aircraft to land or depart.

5.6. US Customs Service:

5.6.1. US Customs, Immigration, and Public Health (Plant Quarantine) will be notified a minimum of 2 hours in advance of a known aircraft arrival from out of country.

5.6.2. If the aircraft arrives before these agencies arrive at AMOPS, personnel must remain on the aircraft until cleared by immigrations.

5.6.3. At times, the 802 SFS may be instructed by Department of Homeland Security to perform customs and agriculture clearances on aircraft arriving from out of the country.

5.7. Aircraft Parking (see [Attachment 6](#)):

5.7.1. There are 11 parking rows on the transient parking ramp.

5.7.1.1. Rows 1, 2 and 3 each have one parking spot each for large/heavy aircraft no larger than a C-17 (max wingspan of 165 feet). C-130 Air Evac aircraft are normally parked in these rows.

5.7.1.2. Row 4 has three parking spots for DV aircraft and can accommodate aircraft no larger than a C-9 (max wingspan of 94 feet) if alternate spots are utilized.

5.7.1.3. Rows 5 and 6 have two parking spots each for helicopters and aircraft no larger than a T-43 (max wingspan of 93 feet).

5.7.1.4. Rows 7 and 8 have seven parking spots each for trainer aircraft and aircraft no larger than a F-18 (max wingspan of 37 feet).

5.7.1.5. Rows 9 and 10 are located in a restricted area and have seven parking spots each for fighter aircraft, overflow trainer aircraft, and aircraft no larger than an F-18 (max wingspan of 37 feet).

NOTE: The restricted area is only activated if any Protection Level 3 aircraft are parked in Rows 9 or 10.

5.7.1.6. Row 11 has four parking spots for aircraft no larger than an A-10 (max wingspan of 58 feet).

5.8. Additional Airfield Parking Areas:

- 5.8.1. Taxiway K has one parking spot in the bubble and the only restriction is no B-757 aircraft.
- 5.8.2. Taxiway L has two parking spots for aircraft with hot guns or hazardous cargo and has no size restrictions.
 - 5.8.2.1. Park all transient aircraft armed with hot guns or rockets on Taxiway L on an approximate heading of 2 degrees north.
 - 5.8.2.2. Park hazardous cargo aircraft in the designated area on Taxiway L as depicted in Attachment 4.
- 5.8.3. The 149 FW Parking Ramp (north of Taxiway G) is a restricted area for aircraft no larger than a F-16 (max wingspan of 33 feet).
- 5.8.4. The 433 AW Parking Ramp (south of Taxiway G) is a restricted area for C-5 aircraft and has no size restrictions.
- 5.8.5. The 149 FW ramp is for 149 FW use only and the 433 AW ramp is for 433 AW use only. Transient aircraft will not be permitted to park on the 149 FW or 433 AW ramps without prior permission from those organizations.
- 5.8.6. Overflow Parking Area. When additional ramp space is needed due to unusual circumstances, coordinate with PSA for additional ramp space.
- 5.8.7. Protection Level 3 (PL-3) transient fighter aircraft will be parked in the restricted area located at Rows 9 and 10. Any large PL-3 aircraft will be parked in Rows 1, 2, 3 or on Taxiway L or K as designated by a special parking plan. If needed, the restricted area will be demarcated by 802 SFS. The demarcation line will be no more than 10 feet from the aircraft. C-5 aircraft can be parked at the end of Taxiway K or on Taxiway L.
- 5.8.8. Aircraft larger than the design aircraft will not use the apron without wing-walkers.
- 5.8.9. See FLIP for any other current restrictions.

5.9. Airfield Inspection/Checks:

- 5.9.1. AMOPS will:
 - 5.9.1.1. Inspect the airfield at least once daily. Daily inspections will be conducted IAW AFI 13-204V3 and local checklists prior to the start of local flying.
 - 5.9.1.2. Conduct airfield checks IAW AFI 13-204V3 and conduct FOD checks when requested by the Control Tower or ground personnel. An airfield check will be accomplished after any runway/taxiway/apron closure or suspension. Conduct checks following high winds, heavy rains, extreme changes in weather, the arrival of emergency aircraft or after any aircraft engages an AAS for any reason.
 - 5.9.1.3. IAW Chapter 6 of this instruction, conduct runway checks following an aircraft emergency.
 - 5.9.1.4. Conduct taxiway checks after any ground emergency on the taxiways.

5.9.1.5. Take immediate necessary actions to correct any hazard or unsafe condition. If the condition cannot be corrected, publish an appropriate NOTAM. The hazard or unsafe area will be coned off and lit if required. Notify all concerned agencies of hazards or unsafe conditions.

5.9.1.6. With the exception of the approach lights located off the installation, conduct a daily airfield lighting system serviceability check. AMOPS will only check the approach lights located off the installation on weekends. After conducting the evening/nighttime serviceability check, coordinate outages with 802 CES and publish appropriate NOTAMs as needed.

5.9.2. Unless the airfield is closed, 802 CES (Airfield Lighting) will perform an airfield lighting inspection to include approach lights off the installation Monday through Friday. 802 CES will correct any inoperable system or lighting and notify AMOPS about any lights repaired or failures which cannot be repaired.

5.9.3. 802 CES will:

5.9.3.1. Accomplish daily AAS inspections before 0800 local time as natural lighting permits.

5.9.3.2. Coordinate all preventive maintenance inspections which require runway closure or barrier outages at least 24 hours in advance with 802 OSS/OSA. Facilities will be released based on traffic, runway in use and weather conditions.

5.9.3.3. Notify the Control Tower and AMOPS when inspections are completed and maintenance personnel are off of the runway.

5.9.3.4. Report the status of AAS inspections, maintenance and certifications to AMOPS.

5.10. Restricted Areas on the Airfield. The following areas are designated airfield restricted areas:

5.10.1. 433 AW parking ramp (see Attachment 4).

5.10.2. 149 FW parking ramp (see Attachment 4).

5.10.3. Transient Ramp Rows 9 through 10 and the hazardous cargo area on Taxiway L (see Attachment 3). These restricted areas are only activated when PL-3 aircraft are parked in them. A painted 4-inch red line on the concrete around Rows 9 and 10 indicates the restricted area boundary. Restricted area signs are also painted on the concrete at intervals not to exceed 100 feet to mark the area.

5.10.4. Restricted areas around other aircraft will be demarcated by 802 SFS as required. The demarcation line will be no more than 10 feet from the aircraft.

5.11. Runway Surface Condition (RSC) Checks. Runway Surface Condition (RSC) Checks: RSC checks will be accomplished as required with conditions reported as wet runway, wet runway with standing water, slush on runway, ice or snow on runway or dry runway. If reported as wet, a report of standing water or no standing water must be given. If standing water, ice or snow is reported, a depth must be reported to the nearest 1/10 inch. Slush on runway will be reported as slush on runway. Ice or snow on runway report the predominant RSC with breaking action not available. Additional checks will be made until a report of no standing water can be

given. Once no standing water exists, the report will read "Wet runway, no standing water." Runway Condition Reading (RCR) values are not reported for KFA.

5.11.1. AMOPS will use the following criteria to designate a "Dry Runway", "Wet Runway" or "Wet Runway with Standing Water."

5.11.1.1. Dry Runway. The runway is dry if there is no visible moisture on the runway.

5.11.1.2. Wet Runway. The runway is wet if there is visible moisture on the runway.

5.11.1.3. Wet Runway with Standing Water. The runway is wet with standing water if moderate to heavy rain is in progress, puddles are forming, or spray is present from vehicles driving on the runway or aircraft during takeoffs or landings.

5.11.2. Portions of the runway may be designated as "Wet" or "Wet with standing water", as necessary. AMOPS will identify and report other information essential to safe aircraft operations. Examples include but are not limited to the following: the extent or depth of any precipitation on the runway, location of precipitation on partially covered runways (e.g., touchdown area, rollout area, etc.) and remarks to the predominate RSC such as sanded, patchy wet or patchy dry.

5.11.3. When an RSC other than dry is reported, perform additional checks when weather conditions change, but no less than every hour or upon request from flying organizations or the Control Tower.

Chapter 6

EMERGENCIES, INCIDENTS, AND UNUSUAL OCCURRENCES

6.1. Operation of the Primary Crash Alarm System (PCAS) and Secondary Crash Net (SCN). The following procedures shall be applied for operations at Kelly Field. The Control Tower shall activate the PCAS upon notification of incidents. The SCN will be activated whenever the PCAS is activated with the exception of maintenance checks. For agencies authorized on the PCAS see Table 6.1. For agencies authorized on the SCN see Table 6.2.

6.1.1. PCAS activation is required when:

- 6.1.1.1. An emergency or physiological incident is suspected or declared by the pilot in command, ATC, SOF, or other competent authority.
- 6.1.1.2. An aircraft engages a barrier (other than planned engagement).
- 6.1.1.3. An aircraft has made a forced landing or is about to do so.
- 6.1.1.4. An aircrew has made an emergency egress or is about to do so.
- 6.1.1.5. Aircraft intercept or escort services are required.
- 6.1.1.6. The need for ground rescue of an aircrew appears likely.
- 6.1.1.7. Hot brakes are suspected or declared.
- 6.1.1.8. Aircraft hijacking is suspected or is in progress.
- 6.1.1.9. Any unauthorized aircraft movement (landing, taxiing, etc.) is observed or reported.
- 6.1.1.10. An aircraft departs a runway or taxiway surface.
- 6.1.1.11. Control Tower evacuation.
- 6.1.1.12. Control Tower duress.
- 6.1.1.13. A base disaster or exercise (at discretion of the Watch Supervisor).
- 6.1.1.14. When notified of a fuel spill or significant leak, or a hydrazine leak or activation.
- 6.1.1.15. No radio (NORDO) aircraft (unless a Wing aircraft, and it can be determined it has no additional problems and requires no assistance, and is accompanied by a chase aircraft).
- 6.1.1.16. Any other situation or circumstance observed by ATC which requires immediate attention of Base/Wing authorities.

6.1.2. When the PCAS is activated, the Control Tower forwards the following information as a minimum:

- 6.1.2.1. Call sign, tail number, and type aircraft
- 6.1.2.2. Nature of the emergency
- 6.1.2.3. Pilot's intentions

6.1.2.4. Fuel status

6.1.2.5. Number of personnel on board

6.1.2.6. Landing RWY

6.1.2.7. ETA

6.1.2.8. Wind data

6.1.2.9. Any other pertinent information (ordnance, hazardous cargo, suspected hydrazine leak, EPU activation, etc.).

6.1.3. Upon receipt of further information pertinent to the situation, the Control Tower may reinitiate the PCAS or pass the information via the crash net or directly to the affected agency.

6.1.4. If applicable, location of the crash site in the most easily understood terms or grid coordinates.

6.1.5. If there is any doubt a given situation constitutes a potential or actual emergency, the PCAS will be activated.

6.1.6. To test operational status of the primary crash phone between 0700 and 0730 local time Monday through Friday, between 0730 and 0800 local time on weekends and holidays, and as soon as practical when opening during out of hours operations.

6.1.7. Following a PCAS activation, the SCN will be activated and all available information will be passed verbatim. AMOPS will conduct a daily check of the SCN to ensure operability.

6.1.8. In the event AMOPS does not respond to the PCAS, the Control Tower shall notify the 502 ABW Command Post and request they activate the SCN.

6.1.9. 502 ABW Command Post will test the SCN backup procedures quarterly, log the test on an AETC form 745 and fax the form AMOPS.

Table 6.1. Agencies Authorized on the PCAS.

502 CES/CEF	Fire Department
802 OSS/OSAA	AMOPS
Boeing Operations Control Center	BOCC
559 AMDS/59 EMDS	Medical

Table 6.2. Agencies Authorized on the SCN.

502 ABW/CP	Command Post
802 OSS/OSW	Weather
502 CES/CEF	Fire Department
559 AMDS	Reid Clinic
59 EMDS	Wilford Hall Ambulance Service
802 CES/CEOFA	EMCS
802 SFS	Security Forces
802 OSS/OCSA	Transient Alert
433 AW/CP	433 AW Command Post
502 ABW/SEF	Flight Safety
149 FW/CP	Resident in the 502 ABW Command Post
PSA	Port San Antonio
502 MSG/CC (Receive Only)	MSG Commander
433 MXS (Receive Only)	Maintenance Control
149 MXS (Receive Only)	Maintenance Control
All others must obtain approval from the 802 OSS/CC IAW AFI 13-204V2.	

6.2. Emergency Response Procedures. AMOPS responds to all IFE/ground emergencies (GE) except those on the 433 AW and 149 FW ramps (unless requested). AMOPS will immediately respond to any IFE and hold short of the respective approach end of the intended landing runway. AMOPS will respond to Control Tower instructions and standby. Certain IFEs do not pose a realistic FOD hazard and, therefore, should not require a runway FOD check after landing. Examples include emergency or minimum fuel, simple fuel system problems, electrical problems with instrumentation, pitot-static problems, or any other minor situation that poses no significant risk of FOD. In these situations, the SOF may waive the requirement for a FOD check for 149 FW aircraft only. Emergencies such as catastrophic engine, landing gear, hydraulic, structural, or brake system problems and bird strikes will require a runway FOD check immediately after the suspect aircraft lands. AMOPS does not respond to off base emergencies

6.2.1. Designation and Responsibilities of the Incident Commander. The Senior Fire Officer will normally be or assume designation/responsibility as the Incident Commander (IC). Depending upon the nature and extent of the emergency, the IC will maintain or relinquish the IC designation and comply with the responsibilities identified in JBSA Plan 10-2.

6.3. Mishaps and Incidents:

6.3.1. All ground emergencies on the airfield will be reported immediately to the Control Tower or AMOPs for PCAS and/or SCN activation.

6.3.2. Report ground safety mishaps or incidents which occur on the airfield to Airfield Operations, Flight Safety and 502 ABW/CP.

6.3.3. Information regarding a mishap/incident shall not be released to personnel not directly related to airfield operations without the approval of the 802 MSG/CC.

6.3.4. For exercises, deployments, etc., on the airfield, coordination with the AOF/CC is required.

6.4. Unlawful Seizure of Aircraft. Procedures are outlined in the current JBSA IDP.

6.4.1. The Control Tower will transmit information (i.e., type aircraft, location, and direction of travel) via the PCAS to implement initial response actions. AMOPS will activate the SCN.

6.4.2. AMOPS will notify the Control Tower in the event that they receiving reports of unauthorized aircraft movement or hijacking.

6.5. Control and Flow of Emergency Aircraft:

6.5.1. Following the arrival of an emergency aircraft, runway operations will be suspended for a runway check unless waived for 149 FW aircraft only. AMOPS will check the runway for debris or damage. If a runway closure is required, AMOPS will close the runway. Only AMOPS can open a closed runway.

6.5.2. Unless specifically stated otherwise by the IC, all normal aircraft servicing operations (as defined in T.O. 00-25-172) will be allowed to continue and new servicing operations may be started during in-flight and ground emergencies.

6.5.3. By exception, the Fire Chief will instruct the ECC (Emergency Communications Center) to notify base fuels of the need to terminate all aircraft servicing operations.

6.6. Personal/Crash Locator Beacon (PLB) Signal and Emergency Locator Transmitter (ELT). On detection of an unscheduled PLB/ELT, Kelly Tower will notify SAT Approach Control and AMOPS. Kelly Tower will advise AMOPS if San Antonio Approach Control is receiving the signal. AMOPS will contact 433 AW, 149 FW, TAS, 313 FLTF and PSA to have aircraft checked for PLB/ELT activation.

6.7. Pre-Planned Fuel Dump, Bailout and Jettison:

6.7.1. If directed by Houston Air Route Traffic Control Center (ARTCC) or SAT Approach conduct pre-planned fuel dumping IAW FAAO 7110.65.

6.7.2. The controlled bailout area is at the DHK/RND R-100/23 DME at 10,000 feet MSL, or as requested by the pilot. The 149 FW controlled bailout area is the KSY R-240/40 DME, at 3000 to 5000 feet AGL.

6.7.3. Accomplish fuel tank drops, weapons jettison, and cargo jettison in Restricted Area 6312 or as directed by Houston ARTCC or SAT Approach.

6.8. AAS Engagements:

6.8.1. When the BAK-12 is engaged, the Fire Department will disengage the aircraft from the barrier. Barrier Maintenance or the Fire Dept will retract the cable. Slingshot is not an authorized method for detaching aircraft tail hook. Either Barrier Maintenance or the Fire Department will notify the Control Tower and AMOPS upon completion of cable retraction.

6.8.2. AMOPS will inspect the runway after any barrier engagement.

6.9. Hazardous Cargo:

6.9.1. Hazardous cargo will be loaded and unloaded in the hazardous cargo area located on Taxiway L. The area contains two parking spots numbered 1 and 2 (see Attachment 2).

6.9.2. A TA “follow-me” vehicle will escort transient hazardous cargo aircraft to the hazardous cargo area. Normally, loading and unloading will take place in spot 1 first and in spot 2 second. TA may deviate from this order as necessary when handling aircraft.

6.9.3. Aircraft carrying dummy cargo, restricted data, or other material which does not have a firefighting time limit, may be loaded and unloaded in areas other than the hazardous cargo area.

6.9.4. Flight Safety will perform periodic inspections to ensure adherence to:

6.9.4.1. Safety distance criteria.

6.9.4.2. Safety precautions during loading and unloading, and transportation and storage of hazardous cargo during transfer operations.

6.10. Hung/Unexpended Ordnance and Armed Aircraft:

6.10.1. General:

6.10.1.1. When notified of an inbound aircraft with hung/unexpended ordnance, the Control Tower will notify AMOPS.

6.10.1.2. AMOPS will inspect the runway if ordnance is reported missing or if ordnance is observed leaving the aircraft on landing, and report runway status to the Control Tower after inspection.

6.10.1.3. If an armed transient aircraft requires maintenance, the aircrew will notify their home station to de-arm the aircraft. Maintenance will not be performed until all weapons systems are safe.

6.10.2. The following general safety precautions are applicable to loading and unloading aircraft munitions:

6.10.2.1. Aircraft munitions will be loaded or unloaded only in designated areas.

6.10.2.2. No power units, motors or vehicles, radio or radar transmitters, or any other type of equipment which could induce currents will be permitted in the area while the aircraft is being armed or de-armed.

6.10.3. Aircraft with hung ordnance will be parked in the hazardous cargo area on Taxiway L.

6.10.4. Park transient aircraft with hot guns or rockets on Taxiway L or Taxiway J, as appropriate. Aircraft on Taxiway L will be parked at a heading of approximately 2 degrees north to avoid aiming weapon systems at areas with high populations and resources. Aircraft on Taxiway J will be parked at a heading of approximately 300 degrees.

6.10.4.1. When Taxiway B or Taxiway F is utilized for arming/de-arming, Taxiway C and Taxiway E will be available for landing aircraft to exit the runway. During periods of arming forward firing ordnance on Taxiway B or Taxiway F, the closest cross-taxiway (Taxiway C and Taxiway E, respectively) will be closed for departures unless aircraft have immediate access to the runway without stopping on the taxiway.

6.10.5. Specific arm/de-arm areas and aircraft headings are as follows:

6.10.5.1. Taxiway B, heading 170 degrees.

6.10.5.2. Taxiway F, heading 300 degrees.

6.11. Aircraft Lost Communications Procedures:

6.11.1. Airborne Aircraft. In the event of lost communications in the local VFR pattern the pilot is expected to maintain VFR, set transponder to 7600, and proceed to the VFR reporting point for the runway in use (Sea World for Runway 15, South Point for Runway 33). The aircraft will depart the VFR reporting point, set up for a 3-mile straight-in approach and observe the Control Tower for light gun signals while en route to a full stop landing.

6.11.2. Ground Operations. Aircraft shall observe the Control Tower for light gun signals. Prior to entering or crossing the CMA the aircraft shall come to a complete stop and observe the Control Tower for clearance.

6.12. Hydrazine Activation Handling Procedures:

6.12.1. F-16 aircraft are equipped with an Emergency Power Unit (EPU) for developing electrical and hydraulic power. The hydrazine used in this system is highly toxic to personnel. If an EPU activation occurs, the following procedures will apply after the aircraft has landed:

6.12.1.1. If able, the aircraft will taxi off the runway onto Taxiway C or Taxiway E depending on landing direction.

6.12.1.2. The IC will perform system integrity checks.

6.12.1.3. TA will deliver a set of aircraft chocks to the location and assist the crash crew in pinning the gear and chocking the aircraft IAW applicable technical order guidance.

6.12.1.4. The 149 FW will provide containment or hydrazine cleanup according to established procedures and coordinate actions taken with Base Civil Engineers.

6.12.1.5. The IC will establish a safe cordon distance for personnel at the aircraft scene and notify the Control Tower.

6.12.2. Tasks and responsibilities for base agencies involved will be IAW JBSA Plan 10-2 and the IDP or current governing document.

6.13. Aircraft Bomb Threats:

6.13.1. When information is received about a bomb threat to aircraft en route to or parked at KFA the following procedures apply:

6.13.1.1. The Control Tower will activate the PCAS and AMOPS will activate the SCN.

6.13.1.2. Surface wind permitting, the aircraft will be directed to land on Runway 15, turn off on Taxiway K, shut down engines and evacuate passengers and crew to a safe distance. The IC will determine a safe distance from the aircraft and relay to the Control Tower. Communications with the crew will be maintained via any available source until the crew departs the aircraft.

6.13.1.3. If a Runway 33 arrival is necessary, alternate parking spots will be selected by AMOPS or the S IC prior to aircraft arrival. Alternate parking spots include, but are not limited to, Taxiway B arm/de-arm area and Taxiway C half way between the runway and Taxiway A.

6.13.1.4. The S IC may request explosive ordnance disposal (EOD) or Federal Bureau of Investigation (FBI) assistance in searching the aircraft.

6.13.2. Parked Aircraft. When information is received about a bomb being placed on a parked aircraft the following additional procedures will apply:

6.13.2.1. The agency or person receiving the threat will notify AMOPS, 502 ABW CP, the Control Tower, the Fire Department, or 802 SFS, who will then notify the Control Tower for immediate activation of the PCAS.

6.13.2.2. The IC will direct evacuation of nearby areas to a safe distance, direct a search of the aircraft and request EOD/FBI assistance, if required.

6.14. USAF Hazard Report (HR)/ Hazard Air Traffic Report (HATR):

6.14.1. Processing HRs and HATRs is the responsibility of the Safety Office (See AFI 91-202, *The US Air Force Mishap Prevention Program*).

6.14.2. If a HR or HATR is filed at AMOPS, notify the AOF/CC and Flight Safety Office as soon as possible. Record the time of notification and name of individual receiving the notification in the AMOPS events log.

6.14.3. An HR shall be filed by AMOPS if a runway intrusion into, or onto, the CMA occurs and does not involve safety of flight.

6.14.4. A HATR shall be filed by the appropriate agency any time a safety of flight issue occurs.

6.15. Continuity of Control Tower Services:

6.15.1. Alternate Control Tower services are not provided in the case of a tower evacuation.

6.15.2. Tower personnel shall evacuate to a safe location close to the tower (i.e., air traffic administration office, fire station, parking lot, etc.) for any of the following reasons:

6.15.2.1. The building is threatened or damaged due to fire which is not extinguished immediately by personnel on duty.

6.15.2.2. A natural/manmade disaster has occurred or is imminent.

6.15.2.3. A bomb threat to Building 1161 or the Control Tower.

6.15.2.4. Wind speed reaches 60 knots (steady or gust).

6.15.2.5. When deemed necessary by a competent authority.

6.15.3. The following procedures will apply when tower is evacuated:

6.15.4. Airfield will be closed.

6.15.4.1. All aircraft on the ground will hold position, remain off the runway and monitor 322.35 MHz until Control Tower operations have resumed.

6.15.4.2. All airborne aircraft under KFA ATC control will maintain VFR and contact SAT Approach for holding or divert instructions and monitor KFA ATC frequencies until operations resume.

6.15.4.3. All vehicles will exit the runway.

6.15.4.4. Runway lights will be set according to current weather conditions.

6.15.4.5. Raise north and south BAK-12 cables.

6.16. Continuity of AMOP. If AMOPS is required to evacuate Building 1610, they will either relocate to AMOPS vehicle or to Building 1161 adjacent to the Control Tower. The airfield will normally remain open and the ability for AMOPS to respond still exists. AMOPS will notify the Control Tower and, if possible, activate the SCN and inform agencies about the AMOPS evacuation, reason, alternate location, and telephone number at alternate location. If unable, they will contact appropriate agencies after relocation has occurred.

6.17. Other Simulated/Emergency Procedures:

6.17.1. Simulated Flame-Out Procedures (SFO). IAW the SAT, LAFB, 433 AW, 149 FW and 313 FLTF Air Traffic Control Procedures LOA, SFOs will be approved for 149 FW aircraft only and will be authorized as traffic permits.

6.17.2. Straight-In Simulated Flameout Operations (SI-SFO). SAT Approach is responsible for approving SI-SFOs. The Control Tower is responsible for approving overhead SFOs. Both shall be flown and coordinated IAW the SAT, LAFB, 433 AW, 149 FW and 313 FLTF Air Traffic Control Procedures LOA.

6.17.2.1. When cleared for an SI-SFO the aircraft will proceed to a point between 7 and 10 NM from the runway at an altitude between 7,500 and 8,000 feet MSL.

6.17.2.2. Aircraft shall report "5 MILE SIMULATED FLAME-OUT" at an altitude of approximately 6,000 feet MSL.

6.17.2.3. If the aircraft must terminate the SI-SFO after inside 7 to 10 NM from the runway, the Control Tower shall instruct the aircraft to proceed direct to initial at 2,700 feet MSL, proceed to a VFR entry point or as otherwise instructed based on traffic conditions.

6.17.3. Overhead SFO: The Control Tower shall instruct all overhead SFO aircraft to squawk 5100.

6.17.3.1. When instructed by the Control Tower, aircraft shall proceed to and report High Key, overhead the runway, at an altitude not to exceed 8,000 feet MSL (unless otherwise approved by SAT Approach) as follows:

6.17.3.1.1. Runway 15 - climb to High Key east of the runway and descend from High Key west of the runway.

6.17.3.1.2. Runway 33 - climb to High Key west of the runway and descend from High Key east of the runway.

6.17.3.2. The entire maneuver shall be conducted within a 3 NM radius of the runway.

6.17.3.3. The Control Tower will request, and the pilots shall report Low Key (3/4 mile roll out point on final) at an altitude between 3,000 feet AGL and 5,000 feet AGL, and Base Key (1/2 way around final turn).

6.17.3.4. If the aircraft must terminate an SFO after departing High Key, the Control Tower shall instruct the aircraft to proceed to the overhead pattern at 2,700 feet MSL, proceed to a VFR entry point or as otherwise instructed based on traffic conditions.

6.17.4. South Point High Arrival. These procedures will be referred to as “South Point High Arrival” in all coordination between aircraft and controlling facilities. These procedures will be approved for 149 FW aircraft only and will be authorized as traffic permits.

6.17.4.1. Regardless of runway in use, 149 FW aircraft will request “South Point High Arrival” with SAT Approach.

6.17.4.2. SAT Approach will relay the request by entering “SKZ” on aircraft message block in STARS.

6.17.4.3. KFA ATC has the responsibility for approving South Point High Arrivals.

6.17.4.4. South Point High Arrival Procedures:

6.17.4.4.1. Runway 15: 149 FW aircraft will cross South Point between 10,000 feet and 12,000 feet MSL and then proceed direct to a high right base for Runway 15. Aircraft shall abide with all altitude restrictions for a normal Base Key turn to Runway 15.

6.17.4.4.2. Runway 33: 149 FW aircraft will cross South Point between 6,000 feet and 8,000 feet MSL and then proceed direct to a high left base for Runway 33. Aircraft shall abide with all altitude restrictions for a normal Base Key turn to Runway 33.

6.17.4.5. Weather requirements for South Point High Arrivals:

6.17.4.5.1. VMC conditions ONLY

6.17.4.5.2. Visibility shall be 5 SM or more

6.17.4.5.3. Ceiling shall be 1,000 feet above the South Point reporting altitude

6.17.4.6. South Point High Arrival restrictions:

6.17.4.6.1. Only authorized for 149 FW aircraft.

6.17.4.6.2. Only authorized between sunrise and sunset.

6.17.4.6.3. KFA ATC or SAT Approach may terminate at any time.

6.17.4.6.4. Not authorized during SAT Runway 3 operations.

6.17.4.6.5. Only authorized for aircraft recovering from the south.

6.17.4.6.6. Not authorized for multiple patterns (i.e., F-16 on the go at KFA cannot request direct South Point for South Point High Arrival).

6.17.5. Emergency Landing Patterns (ELP). The Control Tower is responsible for approving ELP operations at KFA. ELPs are authorized for 12th FTW (RAFB) T-6 aircraft only and flown and coordinated IAW the SAT, LAFB, 433 AW, 149 FW and 313 FLTF Air Traffic Control Procedures LOA.

6.17.5.1. When approved by the Control Tower, aircraft shall proceed to High Key, overhead the runway, at an altitude not to exceed 3,700 feet MSL (unless otherwise approved by SAT Approach) as follows:

6.17.5.1.1. Climb to High Key from and within 2 NM of Runway 15/33. Direction of turns shall be as directed by the Control Tower to contain the maneuver within the 2 NM protected airspace.

6.17.5.1.2. After passing High Key, turn and descend to Low Key (abeam the runway) at 2,200 feet MSL, remaining within the 2 NM maneuvering airspace.

6.17.5.1.3. The Control Tower shall request, and pilots shall report High Key and Low Key.

6.17.5.1.4. The Control Tower shall issue low approach clearance, or other instructions, at Low Key.

6.17.5.1.5. If the aircraft must terminate the maneuver at any time after High Key, the Control Tower may instruct the aircraft to return to High Key or retain the aircraft in the normal VFR traffic pattern. The altitude for return to High Key shall be at or below the original altitude approved by San Antonio Approach.

6.18. Tactical Arrivals/Departures.

6.18.1. Tactical arrivals/departures conducted by base assigned aircraft will be IAW the 433 AW TAD LOA.

Chapter 7

AIRFIELD VEHICLE CONTROL, OPERATIONS, AND PROCEDURES

7.1. Flightline Driving Requirements. Detailed flightline driving requirements, to include overview of airfield management, flightline agencies, unit commanders responsibilities for control of vehicle/pedestrian operations, flightline driving violations and penalties, vehicle traffic procedures, procedures for gaining access to the CMA, emergency vehicle operations, vehicle call signs, and airfield construction/work crew/maintenance restrictions are contained in JBSAI 13-213, *Airfield Driving*.

7.2. Airfield Access and Vehicle Control:

7.2.1. The Control Tower is the control agency for vehicle operations on the CMA. Control Tower approval to enter the CMA is required for all vehicles *without exception*, and requires an authorized vehicle, two-way radio contact, a valid AF Form 483, and *duties directly relating to the CMA*.

7.2.2. AMOPS is the approval authority for privately owned vehicle (POV) operations on the flightline.

7.2.3. Government vehicles are authorized CMA access as approved by the Control Tower in the direct performance of their duties on the airfield.

7.2.4. Runway crossings are limited to emergency response and other authorized vehicles for duties on or near the runway. These vehicles include, but are not limited, to Barrier Maintenance, Lighting, Airfield Management, Sweeper, Flight Safety, etc. Vehicles requiring access on the airfield from the east to the west will utilize the paved access roads around the north or south end of the airfield. Vehicles too large (wheel base or weight) to negotiate the access roads will utilize the south overrun via the closed taxiway only after receiving Control Tower approval.

7.2.4.1. If required, DV crossings are limited to the grade of O-10, civilian equivalent or above when it is essential for the DV to avoid vehicle traffic on public roads or when time is absolutely of the essence. At no time will runway crossings take priority over aircraft operations or be utilized for mere convenience. When DV runway crossing is required, the following coordination process will be followed:

7.2.4.1.1. The sponsoring Protocol office will contact 802 OSS/OSA (Airfield Operations) with runway crossing request at 925-5721 or 925-5880. The following information will be provided:

7.2.4.1.1.1. DV rank (name required if wishing Welcome/Farwell sign)

7.2.4.1.1.2. Requested date(s) and time(s)

7.2.4.1.1.3. Justification for runway crossing

7.2.4.1.1.4. Number of vehicles*

7.2.4.1.1.5. Name/rank of senior greeting officer

7.2.4.1.1.6. Name of requesting unit's POC to include cell phone number

* Generally, runway crossings are limited to SFS vehicle, DV vehicle, DV party vehicle and one Secret Service vehicle (if applicable). Baggage and other ancillary vehicles should plan on traveling to LAFB main-side via normal routes (i.e. 36th Street to Hwy 90).

7.2.4.1.2. 802 OSS/OSA will request approval from 802 OSS/CC.

7.2.4.1.3. 802 OSS/OSA will contact the requester and inform them of approval or denial. If denied, OSA will identify the reason(s) for the denial. It is the responsibility of the requesting office to keep 802 OSS/OSA updated with any changes that may occur.

7.2.4.1.4. If approved, 802 OSS/OSA will contact SFS Operations and coordinate for a driver who is qualified in airfield driving to escort the DV.

7.2.4.1.5. On the day of the crossing, prior to the arrival of the DV, the assigned SFS driver will contact AMOPS for an updated airfield briefing.

7.2.5. No vehicle operator shall request or be permitted to access the airfield for convenience at any time.

7.2.6. Any requests for vehicle operations not included in this instruction must be approved in writing by the 502 ABW/CC. The approval letter will be given to AMOPS and flightline pass/instructions will be issued accordingly. All operations on the airfield will be IAW local directives, without exception.

7.2.7. All vehicles must monitor the Tower Net or Crash Net (for Fire Department Vehicles) at all times while operating on taxiways and the CMA.

7.2.7.1. When unable to establish communications or when communications are lost with personnel/vehicles on the CMA or taxiways, the Control Tower will:

7.2.7.1.1. Attempt to contact the vehicle using light gun signals.

7.2.7.1.2. Flash runway or taxiway lights to indicate the need to immediately evacuate the runway or taxiways.

NOTE: This signal directs personnel to immediately exit to the closest non-CMA or taxiway and attempt to establish communications with the Control Tower.

7.2.7.1.3. Immediately notify AMOPS about the situation.

7.3. Vehicle Procedures to Enter the CMA During After Hour Airfield Operations:

7.3.1. Occasionally, the Control Tower and AMOPS will open the airfield during published closed hours for an approved arrival/departure. Usually, the airfield will open for a single aircraft arrival or departure. Sometimes, the airfield will open for an arrival and then close as soon as the aircraft is off the runway. If the aircraft is going to depart that same night, the airfield will reopen for the departure and close again after the aircraft departs.

7.3.2. The following procedures are established to inform vehicle drivers when the airfield has been opened outside of normal airfield hours and that Control Tower approval is needed before entering the CMA:

7.3.2.1. Before the Control Tower takes control of the runway, AMOPS will conduct a runway/taxiway check. They will notify the Control Tower that the runway check is

complete and the runway is open. The Control Tower will then make a transmission over the Tower Net to identify all vehicles and their positions on the airfield, and ensure all vehicles are off the runway prior to operations commencing.

7.4. Unauthorized CMA Access:

7.4.1. The Control Tower will report unauthorized CMA access to AMOPS immediately.

7.4.2. AMOPS will attempt to apprehend the violator, obtain the name, grade, duty phone number, organization of the vehicle operator, and the name of the vehicle operator's supervisor.

7.5. FOD Prevention:

7.5.1. Vehicle operators shall be especially watchful for FOD.

7.5.2. Operators shall check vehicles for FOD (rocks in tire treads, loose material in truck beds, etc.) prior to entering the airfield, or any time vehicles have been operated off paved surfaces or when posted signs dictate. NOTE: Due to the condition of the west access road and the north and south vehicle access roads, FOD checks will be conducted when vehicles transition off the access roads onto taxiways.

7.5.2.1. FOD will be picked up by vehicle operators whenever practical. If this is not possible, the FOD will be reported to the Control Tower or AMOPS.

7.5.3. AMOPS will take whatever action necessary to secure the FOD.

7.6. Flightline and CMA Operating Procedures:

7.6.1. The Control Tower will monitor the Tower Net and/or Crash Net when vehicles are operating on the CMA, but may discontinue monitoring the frequency for higher priority ATC duties.

7.6.2. Emergency response vehicles should be approved to respond to an airfield emergency via the shortest routes possible.

7.7. Notification for Restricted Altitude Low Approaches Over Vehicles/Personnel. AMOPS shall advise personnel intending to occupy the runway about authorization for aircraft to conduct restricted altitude low approaches over them. The Control Tower will notify personnel occupying the runway when aircraft are conducting restricted low approaches (500 feet AGL) over them.

7.8. Vehicle Priorities:

7.8.1. Vehicles priorities on the CMA are:

7.8.1.1. Emergency response vehicles responding to an aircraft related emergency.

7.8.1.2. Emergency response vehicles responding to other than aircraft related emergencies on the airfield.

7.8.1.3. SFS vehicles engaged in a security response on the CMA.

7.8.1.4. Non-emergency or security response vehicles engaged in non-movement area activity.

7.8.1.5. Other approved vehicle operations on the airfield.

7.8.2. Aircraft landing, departing, making low or missed approaches, touch and goes, or taxiing have priority over vehicle operations on any movement area.

7.8.2.1. The Control Tower may evaluate and alter aircraft versus vehicle priority when emergency response vehicles and aircraft conflicts exist. Emergency response vehicles may require priority over aircraft; however, timely evaluations must be made by the Control Tower to determine whether priorities must change. Safety of flight shall be the primary consideration in the matter of aircraft versus vehicle priorities.

7.9. Vehicle Procedures for Entering Instrument Landing System (ILS) Critical Areas.

7.9.1. There is one runway instrument hold line on the airfield to protect the ILS navigational signals received by aircraft. The instrument hold line marking is double parallel yellow stripes extending across the entire width of a taxiway with yellow perpendicular hash marks between the double lines. The KFA instrument hold line is located across Taxiway F (see Attachment 2), and it protects the south ILS critical area. Additionally, a portion of the north service/access road pass through the ILS critical areas. These mark the boundaries of the ILS Critical Areas to be protected. The ILS will be protected when the reported ceiling is less than 800 feet and/or visibility less than 2 miles. Vehicles can enter or proceed through the North ILS without Control Tower approval if the Wig Wag lights are on. Vehicles must receive Control Tower approval to enter or proceed through the North ILS when the Wig Wag lights are off.

7.10. Vehicle Operations and Jet Blast. 433 AW aircraft maintenance personnel will turn on the red warning lights along Taxiway L behind C-5 during engine maintenance runs.

THERESA C. CARTER, Brigadier General, USAF
Commander

ATTACHMENT 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFI 10-1001, *Civil Aircraft Landing Permits*, 1 September 1995

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FAAO 7110.65, *Air Traffic Control*

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JBSAI 15-101, *Weather Support*, 29 March 2012

JBSAI 21-103, *Lackland AFB Foreign Object Damage (FOD) Dropped Object Prevention (DOP) and Tools and Equipment Control Programs*, 18 November 2011

Prescribed Forms

AF Form 457, *USAF Hazard Report*, 1 September 1973

AF Form 651, *Hazardous Air Traffic Report (HATR)*, 1 October 1998

AF Form 853, *Air Force Wildlife Strike Report*, 15 October 2005

DD Form 175, *Flight Plan, Military*, 1 May 1986

DD Form 1801, *International Flight Plan, DoD*, 1 May 1987

DD Form 2402, *Civil Aircraft Hold Harmless Agreement*, 1 January 2008

DD Form 2401, *Civil Aircraft Landing Permit*, 1 January 2008

DD Form 2400, *Civil Aircraft Certificate of Insurance*, 1 January 2008

Abbreviations and Acronyms

AAFM—Assistant Airfield Manager

AAS—Aircraft Arresting System

AETC—Air Education and Training Command

AICUZ—Annual Review of Air Installation Compatible Use Zone

AIM—Aeronautical Information Manual

AFAS—Airfield Automation System

AFB—Air Force Base

AFM—Airfield Manager

AFRC—Air Force Reserve

ALSF-1—Approach Lighting System with Sequence Flashing Lights Category 1 Configuration

AMOPS—Airfield Management Operations (formerly Base Operations)

ANG—Air National Guard

AOB—Airfield Operations Board

AOF—Airfield Operations Flight

ARTCC—Air Route Traffic Control Center

ATC—Kelly Field Annex Air Traffic Control

ATCAL—Air Traffic Control and Landing Systems

ATIS—Automatic Terminal Information System

BASH—Bird/Wildlife Aircraft Strike Hazard

BMT—Basic Military Training

BWC—Bird Watch Conditions

CDT—Controlled Departure Times

CMA—Controlled Movement Area

CWW—Cooperative Weather Watch

DV—Distinguished Visitor

DZ—Drop Zone
ECC—Emergency Communications Center
ELT—Emergency Locator Transmitter
EMCS—Energy Management Control Systems
EOD—Explosive Ordnance Disposal
EPU—Emergency Power Unit
ETA—Estimated Time of Arrival
ETD—Estimated Time of Departure
FAA—Federal Aviation Administration
FBI—Federal Bureau of Investigation
FCF—Functional Check Flights
FLIP—Flight Information Publication
FOD—Foreign Object Damage
FPNO—Flight Plan Not Received
FTU—Flight Training Unit
FW—Fighter Wing
GE—Ground Emergencies
HALO—High-Altitude Low Opening
HATR—Hazardous Air Traffic Report
HIRL—High Intensity Runway Light
HR—Hazard Report
IC—Incident Commander
IFE—In-Flight Emergency
IFR—Instrument Flight Rules
ILS—Instrument Landing System
JBSA—Joint Base San Antonio
KFA—Kelly Field Annex
LAFB—Lackland Air Force Base
LOP—Local Operating Procedures
MACA—Mid-Air Collision Avoidance
MOA—Military Operations Area
MSL—Mean Sea Level

NAS—National Airspace System
NAVAID—Navigational Aid
NM—Nautical Mile
NORDO—No Radio (in-flight communications failure)
NOTAM—Notice to Airmen
OPLAN—Operational Plan
OTS—Out of Service
PAPI—Precision Approach Path Indicator
PCAS—Primary Crash Alert System
PIREP—Pilot Report
PLB—Personal Locator Beacon
PMI—Preventive Maintenance Inspection
POFZ—Precision Obstacle Free Zone
POV—Privately Owned Vehicle
PPR—Prior Permission Required
PSA—Port of San Antonio
RSC—Runway Surface Condition
RCR—Runway Condition Reading
RSRS—Reduced Same Runway Separation
RWY—Runway
SAT—San Antonio
SCN—Secondary Crash Net
SFO—Simulated Flame Out
SI—SFO—Straight-In Simulated Flame Out
SM—Statue Miles
SOF—Supervisor of Flying
STARS—Standard Terminal Automation Replacement System
SWAT—Severe Weather Action Team (SWAT)
TACAN—Tactical Air Navigation
TA—Transient Aircraft
TAD—Tactical Arrivals and Departures
TERPS—Terminal Instrument Procedures

TRW—Training Wing

VFR—Visual Flight Rules

VMC—Visual Meteorological Conditions

ZI—Zone of Interior

Terms

Authorized Vehicle— An approved government, or commercial contractor's vehicle, authorized by the AM, or AMOPS, to conduct specific duties on the airfield.

Ground Emergency (GE)— An incident occurring on the aerodrome, which presents a clear and present danger to an aircrew, aircraft, ground maintenance personnel, or any other aircraft support equipment or facility.

In-Flight Emergency (IFE)— An in-flight malfunction or problem which makes safe continuation of the flight uncertain or which presents a clear and present danger to the aircrew or aircraft.

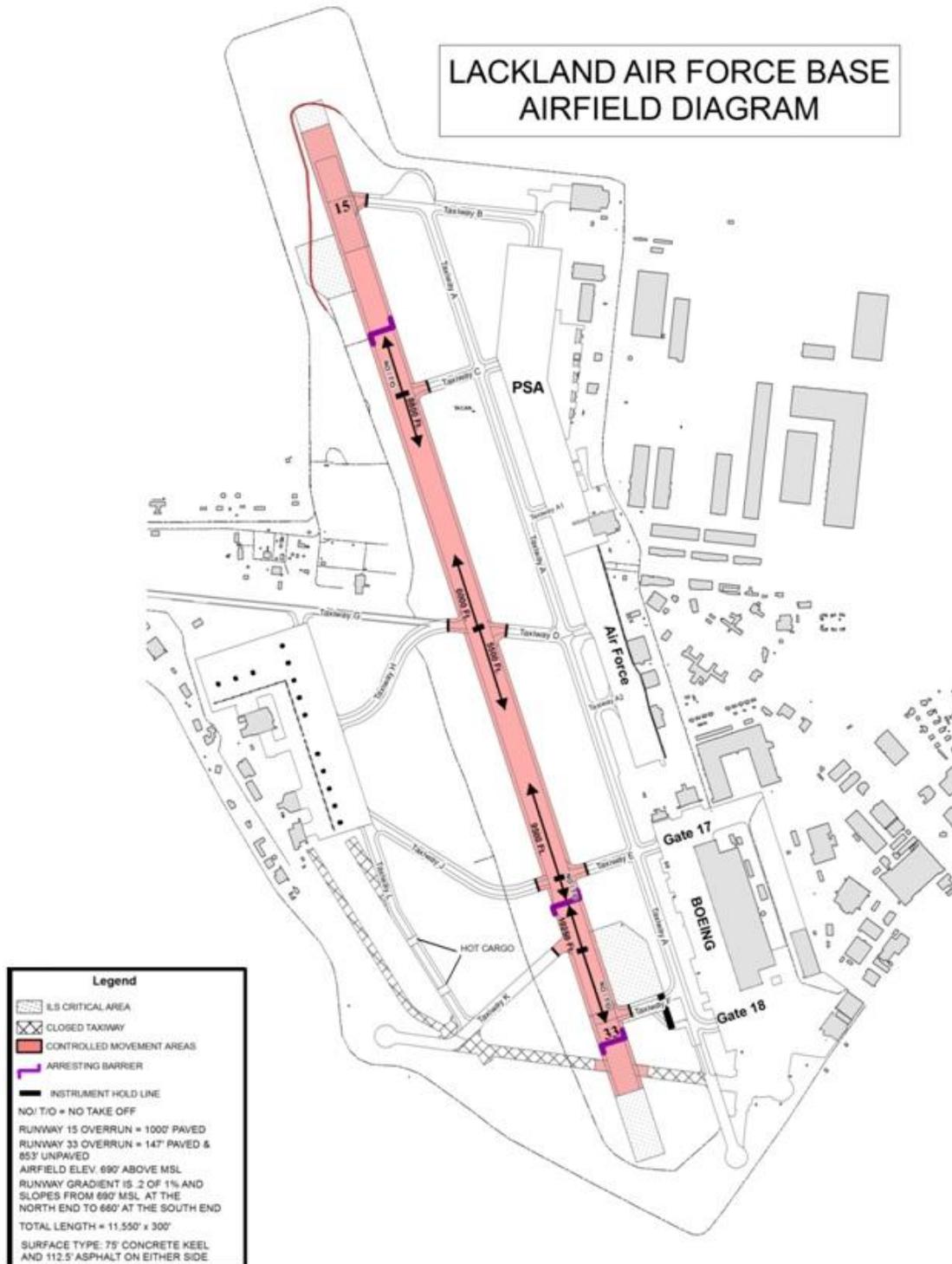
Operational Clearance— Authority to operate an aircraft granted by appropriate clearance authority under AFI 11-202 Vol 3, *General Flight Rules*, and based on a flight plan filed by a pilot with an appropriate operations office.

Unauthorized Aircraft Movement— An aircraft taxiing without a flight plan on file or no notice of taxi/engine start from AMOPS.

Zone of Interior— The part of the theater of war not included in the theater of operations

ATTACHMENT 2

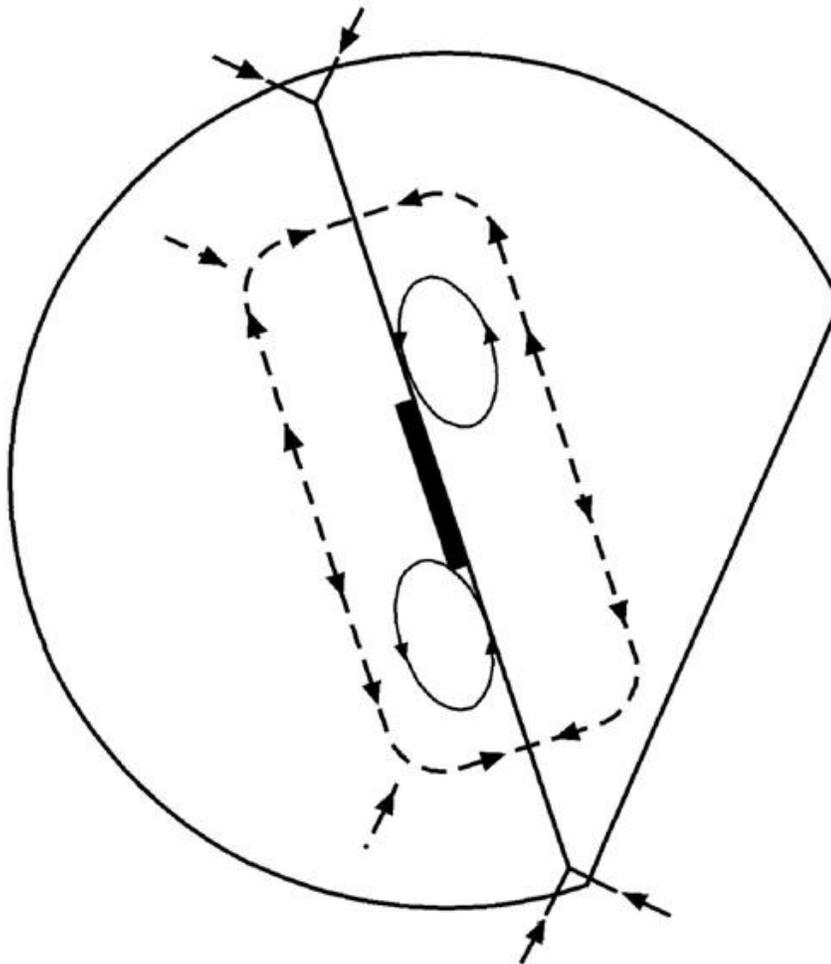
LACKLAND AIR FORCE BASE AIRFIELD DIAGRAM



ATTACHMENT 3

KELLY FIELD CLASS D AIRSPACE & VFR TRAFFIC PATTERNS

**KELLY FIELD CLASS D AIRSPACE &
VFR TRAFFIC PATTERNS**



- → → OVERHEAD
- - - → → → RECTANGULAR
- CLASS D AIRSPACE

ATTACHMENT 4
NORTH PRECISION OBSTACLE FREE ZONE (POFZ)



ATTACHMENT 5
SOUTH PRECISION OBSTACLE FREE ZONE (POFZ)



ATTACHMENT 6 AIRCRAFT PARKING PLAN

