

BY ORDER OF THE COMMANDER
502D AIR BASE WING

JOINT BASE SAN ANTONIO
INSTRUCTION 13-204



20 MAY 2024

Nuclear, Space, Missile, Command and Control

AIRFIELD OPERATIONS PROCEDURES

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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

RELEASABILITY: There are no releasability restrictions on this publication

OPR: 502 OSS/OSA

Certified by: 502 ISG/CC
(Colonel Shamekia N. Toliver)

Supersedes: JBSANANTONIOI 13-204, 1 May 2019

Pages: 68

This instruction implements Air Force Policy Directives (AFPD) 13-2, *Air Traffic, Airfield, Airspace, and Range Management*, with additional guidance derived from Air Force Manual (AFMAN) 13-204V1, *Management of Airfield Operations Career Field Development*; AFMAN 13-204V2, *Airfield Management*; AFMAN 13-204V3, *Air Traffic Control*; and Air Force Instruction (AFI) 13-213, *Airfield Driving*. This instruction provides general and frequently required instructions and information peculiar to flight and ground operations at Joint Base San Antonio (JBSA) Lackland /Kelly Field (SKF). 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 publication applies to all JBSA in accordance with (IAW) Department of Defense Supplemental Guidance for Implementing and Operating a Joint Base Memorandum, **paragraph 2.1** and **paragraph 4.1.3**. Ensure all records generated as a result of processes prescribed in this publication adhere to AFI 33-322, *Records Management and Information Governance Program*, and are disposed in accordance with the Air Force Records Disposition Schedule (RDS), which is located in the Air Force Records Information Management System. Refer recommended changes and questions about this publication to the office of primary responsibility (OPR), 502 Operations Support Squadron (OSS)/OSA, using the DAF Form 847, *Recommendation for Change of Publication*; route DAF Forms 847 from the field through the appropriate functional chain of command. 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. This publication may not be supplemented or further implemented/extended. **CONFLICTING AGREEMENTS:** When conflicting directives exist between this and other related, locally published regulations (not to include Federal Aviation Administration (FAA) Letters of Agreement), this regulation shall be considered as final authority.

SUMMARY OF CHANGES

This document has been substantially revised and must be completely reviewed. Substantive updates include the following: Updates guidance with regard to the combined Airfield Operations Board (AOB) meeting with JBSA-Randolph. Updates Unmanned Aircraft Systems (UAS) guidance to reflect local, FAA and Department of Defense (DoD) guidance. Procedures were added for coordination of Prior Permission Required (PPRs) on the 433 Airlift Wing (AW) ramp. Guidance was added with regard to wearing secured boonie style hats or beanies when done so for safety and IAW Technical Order (TO) guidance on aircraft intake zones. Drop Zone dimensions and procedures for coordinating use were updated. Clarification is added to guidance and procedures allowing aircraft operators other than Air Education and Training Command (AETC) units to utilize Reduced Same Runway Separation (RSRS). Additional explanations of 149 Fighter Wing (FW) VFR pattern procedures were added. Guidance added for using the Single Frequency Approach (SFA) frequency. Removes restriction for Simulated Flame Out (SFOs) to be solely performed by 149 FW assigned aircraft. Sonic boom reporting removed.

Chapter 1—ADMINISTRATION	8
1.1. Joint-Use Airfield Specifics.....	8
1.2. Operations Support Squadron (OSS) Commander (CC) (OSS/CC).....	8
1.3. Airfield Operations Flight Commander (AOF/CC).	8
1.4. Airfield Operations Board (AOB).	8
Table 1.1. AOB Members.....	8
1.5. Annual Review Items.....	9
Chapter 2—AIRFIELD INFORMATION	10
2.1. Airfield Boundaries.....	10
2.2. Local Flying Area.	10
2.3. Airfield.....	10
2.4. Runway 16/34.....	11
Table 2.1. Intersection Departure Runway Distance Remaining.....	11
Table 2.2. Runway Arresting Systems and Locations.	12
2.5. Taxiways.....	12
2.6. Taxiway/Taxi Lane/Tow Way/Trim Pad Restrictions, Wingtip Clearance and Heavy Aircraft. Jet Thrust Avoidance Procedures.....	12

2.7.	Airfield Lighting.....	13
2.8.	Navigational Aids (NAVAIDs)/Air Traffic Control and Landing Systems (ATCALs).....	13
2.9.	Ground NAVAIDs/ATCALs Checkpoints.....	14
2.10.	Arm/De-Arm Areas.....	14
2.11.	Hot Brake Areas.....	14
2.12.	Hazardous Cargo Areas.....	14
2.13.	Hydrazine Areas.....	14
2.14.	Tower Visual Blind Spots.....	14
2.15.	Airfield Closures.....	14
2.16.	Airfield Operations During Published Closures.....	14
2.17.	Procedures for Opening the Airfield (When airfield is operating at less than 24/7).....	14
2.18.	Procedures for Closing the Airfield:.....	15
2.19.	Temporary Runway Closure/Suspension.....	16
Chapter 3—GENERAL		17
3.1.	Airfield Automation System (AFAS).....	17
3.2.	Operational Clearance.....	17
3.3.	Unmanned Aircraft Systems (UAS) Operations.....	17
3.4.	Flight Plan Not Received (FPNO) Arrivals.....	17
3.5.	Services for VFR Aircraft.....	18
3.6.	Distinguished Visitors (DVs).....	18
3.7.	Special Aircraft Arrivals.....	18
3.8.	Additional Aircraft Operations.....	19
3.9.	Explosive Detection K-9 Team.....	19
3.10.	Aircraft Arresting Systems (AAS) Configuration Procedures.....	19
3.11.	Runway Traffic Direction Change.....	20
3.12.	Quiet Hours.....	20
3.13.	Engine Maintenance Runs.....	20
3.14.	Airspace Requirements.....	21
3.15.	Aircraft Rescue and Fire Fighting (ARFF).....	21
3.16.	Flight Information Publication (FLIP) and Aeronautical Charts.....	21
3.17.	Notices to Airmen (NOTAMs).....	21

	3.18.	Transient Alert (TA) Services.....	22
	3.19.	Radio Communications.....	22
Table	3.1.	Local Radio Frequencies and 149 FW Channelization.....	22
	3.20.	Supervisor of Flying (SOF).	22
	3.21.	Civil Use of Military NAVAIDs/ATCALs.....	22
	3.22.	Bird/Wildlife Aircraft. Strike Hazard (BASH).....	22
	3.23.	Airfield Maintenance/Construction.	23
	3.24.	Airfield Vegetation Management	23
	3.25.	Airfield Sweeper Operations/Schedule.....	23
Table	3.2.	Airfield Sweeper Priorities/Schedule.....	24
	3.26.	AMOPS.....	24
	3.27.	Airfield Smoking Policy.	24
	3.28.	Snow/Ice Removal Operations.	24
	3.29.	Weather Dissemination and Coordination Procedures – Hazardous/Severe Weather Notification Procedures and Lightning Response.	24
	3.30.	Prior Permission Required (PPR) Procedures.....	25
	3.31.	Wear of Hats/Badges on the Flight line.....	25
	3.32.	Airfield Photography.	25
	3.33.	Aircraft Towing Procedures.....	26
	3.34.	Waivers to Airfield/Airspace Criteria.....	26
	3.35.	Drop Zone (DZ) Operations.....	27
	3.36.	Basic Military Training (BMT) Graduation Fly-By Procedures.....	27
Chapter 4—AIR TRAFFIC CONTROL			28
	4.1.	Air Traffic Control Facilities.	28
	4.2.	Aircraft. Priorities.	28
	4.3.	Civil Aircraft. Operations on Air Force Exclusive Ramps.	28
	4.4.	VFR Traffic Patterns (See Attachment 4).....	29
Table	4.1.	Traffic Patterns.	29
	4.5.	Protection of the Overhead Traffic Patterns.	30
	4.6.	Reduced Same Runway Separation (RSRS).....	30
Table	4.2.	Similar Type Fighter or Trainer Aircraft. Reduced Runway Separation.....	31
Table	4.3.	Dissimilar Type Aircraft. Reduced Runway Separation.....	32
	4.7.	Circling Approach.....	32

4.8.	Instrument Flight Rules (IFR) Opposite Direction Traffic.	32
4.9.	Multiple Approaches.....	32
4.10.	433 AW Approved Procedures.	32
4.11.	149 FW Procedures.....	33
4.12.	Procedures During Temporary Partial Runway Closures with Displaced Threshold.	33
4.13.	Missed Approaches/Go-Arounds.....	34
4.14.	Intersection Departures.	34
4.15.	Radar Vectors to Initial.....	34
4.16.	Local Departure Procedures Standard (Local) Climb-Out Instructions.....	34
4.17.	Radar Traffic Pattern.	35
4.18.	Automated Terminal Information System (ATIS).....	35
4.19.	Wing Flying Operations.....	35
4.20.	SAT ASR-9 Outage Procedures.....	35
Chapter 5—AIRFIELD MANAGEMENT OPERATIONS (AMOPS)		36
5.1.	Flight Planning Facilities.	36
5.2.	Flight Plans for aircraft parking on the Air Force Exclusive Use Zone(s).	36
5.3.	Inbound Flight Plans.	36
5.4.	Civil Aircraft.....	36
5.5.	US Customs Service	37
5.6.	Air Force Exclusive Use Zone Parking Plan and Restrictions: Transient Ramp/Spots.....	37
5.7.	Additional Air Force Exclusive Use Parking Areas: 149 FW and 433 AW Ramp.	38
5.8.	Airfield Inspection/Checks.	39
5.9.	Restricted Areas on the Airfield.	39
5.10.	Runway Surface Condition (RSC) Checks.	40
Chapter 6—EMERGENCIES, INCIDENTS, AND UNUSUAL OCCURRENCES		41
6.1.	Operation of the Primary Crash Alarm System (PCAS) and Secondary Crash Net (SCN).....	41
Table 6.1.	Agencies Authorized on the PCAS.....	42
Table 6.2.	Agencies Authorized on the SCN.....	43
6.2.	Emergency Response Procedures.	43
6.3.	Mishaps and Incidents.	43

6.4.	Unlawful Seizure of Aircraft.	44
6.5.	Control and Flow of Emergency Aircraft.	44
6.6.	Single Frequency Approach (SFA).	44
6.7.	Personal/Crash Locator Beacon (PLB) Signal and Emergency Locator Transmitter (ELT).	45
6.8.	Pre-Planned Fuel Dump, Bailout and Jettison.	45
6.9.	AAS Engagements.	45
6.10.	Hazardous Cargo.	46
6.11.	Hung/Unexpended Ordnance and Armed Aircraft.	46
6.12.	Aircraft Lost Communications Procedures.	47
6.13.	Hydrazine Activation Handling Procedure.	47
6.14.	Aircraft Bomb Threats.	47
6.15.	USAF Hazard Report (HR)/ Hazard Air Traffic Report (HATR).	48
6.16.	Continuity of ATC Services.	48
6.17.	Continuity of AMOPS.	49
6.18.	Simulated/Emergency Procedures.	49
6.19.	Engine Running Offload.	49
Chapter 7—AIRFIELD VEHICLE CONTROL, OPERATIONS, AND PROCEDURES		50
7.1.	Airfield Driving Requirements.	50
7.2.	Airfield Access and Vehicle Control.	50
7.3.	Vehicle Procedures to Enter the CMA when airfield is closed.	51
7.4.	CMA Violation.	52
7.5.	Foreign Object (FO) Damage (FOD) Prevention.	52
7.6.	Notification for Restricted Altitude Low Approaches Over Vehicles/Personnel. ...	52
7.7.	Vehicle Procedures for Entering ILS Critical Areas.	52
Attachment 1—GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION		53
Attachment 2—ANNUAL REVIEW ITEMS		60
Attachment 3—AIRFIELD DIAGRAM		61
Attachment 4—KELLY FIELD CLASS D AIRSPACE AND VFR TRAFFIC PATTERNS		62
Attachment 5—AIRFIELD PARKING PLAN		63
Attachment 6—KELLY FIELD ZONES (JUFF/AFEUZ/PEUZ)		64
Attachment 7—KELLY FIELD HAZARDOUS CARGO AREA		67

Chapter 1

ADMINISTRATION

1.1. Joint-Use Airfield Specifics.

1.1.1. Kelly Field (KSKF or SKF) is a Joint-Use Airfield IAW the Joint-Use Agreement (JUA) between the Port Authority of San Antonio and the United States Air Force.

1.1.2. The airfield is broken into three zones, the Jointly Used Flying Facilities (JUFF), the Air Force Exclusive Use Zone(s) (AFEUZ), and the Port San Antonio Exclusive Use Zone(s) (PEUZ). See [Attachment 6](#) for zone breakdown.

1.1.3. The JUFF is considered the runways, taxiways, lighting systems, navigational aids, markings, and appurtenances located on the airfield.

1.1.4. The AFEUZ are used by JBSA and mission partners. The Transient Alert ramp and the property west of the runway are AFEUZs.

1.2. Operations Support Squadron (OSS) Commander (CC) (OSS/CC) . The 502 OSS/CC is the Senior Airfield authority on behalf of JBSA for operational decisions addressed in this instruction.

1.3. Airfield Operations Flight Commander (AOF/CC). The Airfield Operations Flight Commander (AOF/CC) is responsible for the Joint-Use airfield operations to include Kelly Tower Air Traffic Control (ATC), Airfield Management (OSAA), AND Radar, Airfield, and Weather Systems (RAWS) maintenance (OSAM) in addition to the administration and enforcement of the provisions of this instruction. Forward recommendations for changes and improvements to operations to the 502d Operations Support Squadron Airfield Operations Flight (502 OSS/OSA).

1.4. Airfield Operations Board (AOB).

1.4.1. The AOB provides a forum for discussing, updating, and tracking various activities in support of the local flying mission. The AOB will meet in the month immediately following the quarter. The AOB chairperson may adjust this schedule or call additional meetings.

1.4.2. The AOB for Kelly Field will be chaired by at least at the 502 Installation Support Group Commander (502 ISG/CC) level; however, the JBSA-Randolph and Kelly Field AOB may be combined and chaired by the 502 ABW/CC or designated representative. The AOF/CC will coordinate with 12 OSS/OSA to ensure the meeting fulfills requirements of both airfields.

Table 1.1. AOB Members.

502 ABW/CC	502 ISG/CC	149 FW/SE
502 ABW/CP (Command Post)	502 OSS/CC	433 AW/SE
FAA San Antonio (SAT)	502 OSS/OSA Staff	149 OGV
Port San Antonio (PSA)	502 OSS/OSM	433 OGV
Defense Contract Management Agency (DCMA)	502 OSS/OSW	433 MXG
Boeing	502 ABW/SEF	149 MXG
502 CS	502 CES	

1.5. Annual Review Items.

1.5.1. Items will be reviewed IAW with [Attachment 2](#).

Chapter 2

AIRFIELD INFORMATION

2.1. Airfield Boundaries. See [Attachment 3](#), Airfield Diagram.

2.2. Local Flying Area. The Kelly Field (SKF) local flying area is an extensive area that encompasses SKF Class D airspace, the San Antonio International Airport (SAT) terminal area, Joint Base San Antonio (JBSA) Fort Sam Houston (FSH), JBSA Camp Bullis (CB), outlying airfields and training routes and areas (Slow Route (SR), Victor Route (VR), Air Refueling (AR), Military Operations Area (MOA), etc.) which locally assigned and transient aircraft (TA) routinely fly on a day-to-day basis. See [Attachment 4](#) for local area depiction.

2.2.1. Kelly Field (SKF) Class D Airspace ([Attachment 4](#)). Kelly Tower is designated the Kelly Field 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 SKF and within 1.5 NM each side of the 342° radial of the SKF 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 SKF airspace and the 4.1 NM radius of Stinson Municipal Airport (SSF) airspace and excluding that airspace within SAT Class C airspace. Kelly Tower operates 24/7 unless the airfield is temporarily closed by notice to Airmen (NOTAM).

2.2.2. San Antonio International Airport (SAT) 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. SAT lies approximately 12 NM northeast of SKF.

2.2.3. Stinson Municipal Airport (SSF) 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 SSF excluding that airspace within a 1 NM radius of Horizon Airport and that airspace northwest of a line between the intersection of the 4.5 NM radius of SKF airspace and the 4.1 NM radius of SSF airspace excluding that airspace within SAT Class C Airspace. SSF lies approximately 7.5 NM southeast of SKF.

2.2.4. JBSA-FSH helipads at San Antonio Military Medical Center (SAMMC). Two VFR helipads exist on and near SAMMC. One additional helipad is located at FSH (29°26'38.3"N 98°27'54.4"W).

2.2.5. JBSA-CB has a Combat Assault Landing Strip (CALs). Additionally, JBSA-CB has a helipad located 29°38'29.1"N 98°34'39.6"W.

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

2.3. Airfield. (See [Attachment 3](#), Airfield Diagram) The airfield is defined as that portion of the aerodrome, which includes the runway, taxiways, and aircraft parking ramps, for the purposes of arriving, departing, and movement of aircraft whether Military or Civil. This also includes all

buildings, installations, and equipment within the confines of the airfield perimeter fence-line excluding the Boeing hangar (building 375), and the adjacent Boeing ramp surrounding the hangar.

2.3.1. Controlled Movement Area (CMA). The CMA consists of the runway/overruns, 100 feet from the runway/overruns and the -Instrument Landing System (ILS) critical areas, which also includes the Precision Obstacle Free Zone (POFZ). A valid AF Form 483 (*Certificate of Competency*) with CMA endorsement and two-way radio communication is required to operate in the CMA. For more information refer to the DAFI 13-213 JBSA Supplement.

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 3](#)).

2.3.3. Instrument Hold Lines. The instrument hold line is located on Taxiway Foxtrot (See [Attachment 3](#), Airfield Diagram,).

2.3.4. ILS Critical Areas. The ILS critical areas (localizer, glideslope and POFZ) are depicted on [Attachment 3](#), Airfield Diagram.

2.3.5. Runway Distance Markers. Lighted runway distance markers are located within 75 feet of the runway edge markings.

2.4. Runway 16/34.

2.4.1. Runway 16/34 is 11,550 feet long and 150 feet wide with 75 foot nonstandard width shoulders. The runway shoulders are not usable for aircraft operations. Runway 16 has a 1,000 foot paved overrun and Runway 34 has 147 foot paved and 853 foot unpaved overrun (1,000 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 3](#), Airfield Diagram).

2.4.2. Runway 16/34 is marked as an all-weather runway according to Unified Facilities Criteria (UFC) 3-260-04.

2.4.3. Runway 16 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. The active runway will be selected at Watch Supervisor’s (WS) discretion and should be communicated to all airfield users.

2.4.4. Runway distance remaining from intersections is shown in [Table 2.1](#).

Table 2.1. Intersection Departure Runway Distance Remaining.

TAXIWAY	RWY 16	RWY 34
C	8,800 feet	No Take off
D, G	5,500 feet	6,000 feet
E, J	No Take off	9,500 feet
K	No Take off	10,250 feet
Note: RWY = Runway		

2.4.5. The Kelly Field runway Pavement Condition Number (PCN) is 58 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.

2.4.6.1. Arresting gear marker positions are non-standard at 125 feet from the runway edge to de-conflict with cable operation.

Table 2.2. Runway Arresting Systems and Locations.

TYPE	LOCATION
Barrier Arresting Kit (BAK)-12 with BAK-14 cable retraction system, bi-directional	1,853 feet from approach end of Runway 16
BAK-12 with BAK-14 cable retraction system, bi-directional	1,677 feet from approach end of Runway 34
MB-100 Textile Brake System	60 feet into Runway 16 overrun

2.5. Taxiways.

2.5.1. Taxiway Alpha [A] and connecting Taxiways, Alpha One [A1], Alpha Two [A2], Bravo [B], Charlie [C], Delta [D], Echo [E], Foxtrot [F], Golf [G], Hotel [H], and Juliet [J], are 75 foot wide concrete taxiways with 50 feet of asphalt shoulder on each side. A portion of the shoulder on east side of Taxiway A (south of Taxiway D) is 100 feet wide. Note: Taxiway A south of Taxiway A3 is only 50 ft. wide and unlit. This is the tow way.

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

2.5.3. 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.

2.5.4. See [Attachment 3](#) for taxiway designations.

2.6. Taxiway/Taxi Lane/Tow Way/Trim Pad Restrictions, Wingtip Clearance and Heavy Aircraft. Jet Thrust Avoidance Procedures.

2.6.1. Taxiway G west of the intersection of Taxiways G and H is restricted to 149th FW use.

2.6.2. Aircraft with wingspans of 110 feet or larger need wing walkers to enter the transient ramp via Taxiway D when row 7 is occupied.

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 prohibited from taxiing on Taxiway B and/or F, as applicable. Aircraft with wingspan larger than 93 feet are not authorized in the arm/de-arm pads (i.e. Heavy Boeing Functional Check Flight aircraft.). Full power engine runs are not permitted north arm/de-arm pad.

2.6.4. Tow way/Compass Rose. 50 foot 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. This surface is closed to aircraft movements and is marked with yellow Xs. This surface is used by vehicles only and penetrates the Precision Obstacle Free Zone

(POFZ) area and overrun. Vehicles must contact the ATC before proceeding beyond the white stop bars.

2.6.6. Tow way/Trim Pad. An unlit tow way from taxiway K/L intersection leads to a Trim Pad on the western end of the South Taxiway. At no time will an aircraft under power taxi onto/from the Trim Pad. While the Trim Pad is in use, vehicles will remain off the closed taxiway (crossing only at the infield service road).

2.6.6.1. Maintenance personnel will not conduct engine runs on the Trim Pad when explosives are present on aircraft explosive cargo pad.

2.6.7. Taxiway L. 433 AW aircraft maintenance personnel will turn on the red warning lights along Taxiway L behind C-5 during engine maintenance runs, to alert vehicles not to drive behind the C-5 jet thrust. Full power engine runs will not be authorized on spots 1 through 4 on the 433 AW ramp.

2.7. Airfield Lighting.

2.7.1. Runway 16 and Runway 34 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).

2.7.1.1. Runway 34 PAPIs are nonstandard located on the eastside of the runway.

2.7.2. Airfield lighting shall be operated IAW JO 7110.65, *Air Traffic Control*. ATC will report any lighting system malfunctions immediately to Airfield Management Operations (AMOPS) (formerly Base Operations). AMOPS will notify 502 CES on pertinent airfield lighting system malfunctions. AMOPS will issue appropriate notice to Airmen (NOTAM) for airfield lighting outages IAW AFMAN 13-204V2.

2.7.3. The tower is equipped with the capability to operate airfield lighting systems and the rotating beacon. During airfield operating hours, ATC personnel will operate the airfield lighting system. During hours when the airfield is closed or when the tower is evacuated, airfield lighting personnel are responsible for operating lighting systems for maintenance, aircraft tows, vehicle operations, etc. AMOPS will notify airfield lighting accordingly based on the situation. The only time runway lights will be turned on while the tower is unoccupied is for morning operational checks. For lighting outages directly impacting flight operations, AMOPS will notify the 502 OSS/DO or designated representative and AMOPS will call 502 CES/CEO1IC, Energy Management Control Systems (EMCS), to have airfield lighting personnel respond within 1 hour.

2.8. Navigational Aids (NAVAIDs)/Air Traffic Control and Landing Systems (ATCALs). The following is a list of NAVAIDs/ATCALs at SKF. 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.

2.8.1. Runway 16 Category I ILS. Localizer frequency is 110.1 MHz, I-SKF.

2.8.2. Runway 34 Category I ILS. Localizer frequency is 110.7 MHz, I-OSQ.

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

2.9. 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.

2.10. 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. Aircraft with a wingspan larger than 93 feet are not authorized in the arm/de-arm areas. When visibility is less than 2 miles or 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.

2.10.1. Arm/De-Arm areas have non-standard black markings for Heads Up Display (HUD) calibration.

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

2.12. Hazardous Cargo Areas. Hazardous cargo areas, Spots 1 and 2, are located on Taxiway L. Specifications for the explosive arc and allowances are contained in [Attachment 7](#).

2.12.1. The Transient ramp is authorized to host 1.4S and other non-category 1 hazardous cargo up to mission essential quantities.

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

2.14. Tower Visual Blind Spots. There are three visual blind spots located on the airfield. See [Attachment 3](#) for the location on the airfield.

2.15. Airfield Closures. The 502 ISG/CC is the approval authority for airfield closures of 96 hours or less.

2.16. Airfield Operations During Published Closures. During periods of airfield closure, ATC and AMOPS will have personnel on standby. For short notice missions, ATC and AMOPS will be able to open the airfield within an hour of notification. Operations during airfield closure require 502 OSS/CC approval.

2.16.1. AMOPS, ATC, and Weather will submit standby personnel names, shift coverage, and contact numbers for approved airfield closure times to the 502 ABW/CP and AOF/CC no later than (NLT) 72 hours prior to the airfield closure.

2.16.2. Local airfield users (149 FW, 433 AW, Port of San Antonio (PSA), 502 LRS (Logistics and Readiness Squadron)) shall submit all requests for aircraft missions to be supported to the AOF/CC NLT than 72 hours prior to the airfield closure.

2.16.2.1. During airfield closures local users listed in 2.16.2. shall provide updates/changes in arrival/departure times of approved aircraft missions or requests for additional aircraft missions to be supported to AOF/CC via telephone or text.

2.16.3. Updates received by AOF/CC will be passed on to AMOPS, ATC, and Weather standby personnel. OSS leadership will relay pertinent updates to Transient Alert for staffing as needed.

2.17. Procedures for Opening the Airfield (When airfield is operating at less than 24/7).

2.17.1. AMOPS/ATC personnel will have the airfield open 30 minutes prior to the approved missions Estimated Time Arrival (ETA). AMOPS will complete a runway check before

opening the runway. They will notify ATC when the runway check is complete and provide situational awareness on any known vehicles on the CMA.

2.17.2. ATC will broadcast the following phraseology to open the airfield.

2.17.2.1. **TRANSMITTED OVER LOCAL CONTROL FREQUENCIES.**

2.17.2.1.1. **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.”

2.17.2.2. **TRANSMITTED OVER GROUND CONTROL FREQUENCIES.**

2.17.2.2.1. **OPENING STATEMENT:** “ 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.”

2.17.2.3. **TRANSMITTED OVER TOWER AND CRASH NET FREQUENCIES**

2.17.2.3.1. **OPENING STATEMENT:** “ATTENTION ALL VEHICLES, KELLY TOWER IS OPEN AND THE AIRFIELD IS ACTIVE. ALL VEHICLES IN THE CONTROLLED MOVEMENT AREA IDENTIFY YOURSELVES AND SAY LOCATION.”

2.18. Procedures for Closing the Airfield:

2.18.1. AMOPS will close the airfield 30 minutes after the approved mission departs or immediately after engine shutdown for arrivals.

2.18.1.1. Prior to closing the airfield, AMOPS will contact 433 AW Command Post, Port of San Antonio Operations and Tanker Airlift Control Center (TACC) via hotlines to solicit/verify information for upcoming approved missions and will provide the AMOPS standby, ATC standby, and AOF/CC with updates, if any. Weather and Transient Alert will be updated as needed. 149 FW Operations, and 502 LRS/LGRD will be contacted to solicit/verify information as necessary.

2.18.1.2. AMOPS will verify flight information for Kelly Field in Global Decision Support System (GDSS) via 433 AW Command Post.

2.18.2. ATC will close 30 minutes after the approved mission departs or immediately after engine shutdown for arrivals. Tower will notify the Emergency Communication Center (ECC) of closure before leaving the facility.

2.18.3. **TRANSMITTED OVER LOCAL AND GROUND CONTROL FREQUENCIES AS WELL AS TOWER AND CRASHNETS.**

2.18.3.1. **CLOSING STATEMENT:** ATTENTION ALL AIRCRAFT, KELLY TOWER IS NOW CLOSED AT (CLOSING TIME). BE ADVISED AIRPORT LIGHTING WILL NOT BE OPERATED. KELLY TOWER WILL RESUME OPERATIONS AT (TIME/DATE OF OPENING)

2.19. Temporary Runway Closure/Suspension . AMOPS has the authority to impose airfield restrictions (close/suspend and resume airfield, runway, or taxiway operations).

2.19.1. AMOPS or Tower may temporarily suspend runway operations when any unsafe condition affects operations (e.g., foreign object damage (FOD), bird condition, arresting systems maintenance/configuration changes, airfield construction, pavement repair, in-flight emergency (IFE) arrival etc.). Tower will inform AMOPS any time runway operations are suspended. AMOPS will issue appropriate NOTAMs and make notifications as required. AMOPS will complete an airfield check and report the airfield status/runway condition to ATC prior to resuming operations.

2.19.2. Runway closures are normally for extended periods such as construction/repair activities, etc. AMOPS will inform Tower anytime runway or taxiway closures are in effect. AMOPS will issue appropriate NOTAMs and make notifications as required. AMOPS will complete an airfield check and report the airfield status/runway condition to ATC prior to resuming operations.

Chapter 3

GENERAL

3.1. Airfield Automation System (AFAS). AFAS is a tool used to exchange aircraft information between ATC and AMOPS. ATC 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. ATC will deny engine start, taxi, and take-off clearance to any aircraft, at SKF until a flight plan has been received from or verified by AMOPS. Note: Medical Evacuation (MEDEVAC) or AirLife helicopters requesting priority are exempt from the above and should request departure clearance as needed. PSA locally assigned aircraft are exempt provided coordination with ATC of the aircrafts tail number has been accomplished.

3.2.2. For departures from the Air Force exclusive use ramps, AMOPS will provide ATC 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.

3.2.2.1. PSA should pass AMOPS civil aircraft departure information IAW the Joint-Use Operating Agreement.

3.2.3. For inbound flights, AMOPS will provide ATC call sign, type, estimated time of arrival (ETA) and other information such as DV code, hazardous cargo, and special air missions (SAM), Air Evac, etc. This applies to aircraft parking on the Air Force exclusive use ramps.

3.3. Unmanned Aircraft Systems (UAS) Operations.

3.3.1. All UAS flying within the Lackland/Kelly Field Special Security Instructions (SSI) airspace will consult the wing Drone Program Manager 502 ABW/CVR to ensure all requirements have been met. Operations within the SSI and in the Kelly Field class Delta will coordinate through 502 OSS/OSA to deconflict operations.

3.3.1.1. **Part 107** operators outside the SSI, but within the Kelly class Delta will attain an FAA Certificate of Authority (COA) and follow reporting instruction within the COA.

3.3.1.2. Hobbyist drone operators within the Kelly class Delta, but outside of SSI airspace will contact the Terminal Instrument Procedures (TERPS) manager at 210-925-4890 or via email 502oss.osat.skfuas@us.af.mil to coordinate operations. On the day of operations, the operator will contact the Tower at 210-925-1474 and relay the following information:

3.3.1.2.1. Geographic location (in Latitude/Longitude) and operating area dimensions.

3.3.1.2.2. Altitude at which the operations will be conducted.

3.3.1.2.3. Number of aircraft and operators.

3.3.1.2.4. Takeoff time and duration of activity (landing time implied).

3.3.1.2.5. A method to determine when activity begins and ends.

3.4. Flight Plan Not Received (FPNO) Arrivals.

3.4.1. ATC shall obtain approval from AMOPS when an FPNO civil aircraft requests to park on an Air Force Exclusive ramp. AMOPS will advise ATC if the aircraft is authorized to do

so. 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 onto an Air Force Exclusive ramp. The aircraft will be met by an AMOPS representative and 802 SFS to verify the DD Form 2401. ATC should not deny any civil aircraft from landing at Kelly Field. Note: Civil aircraft operating under the provisions of the Joint Use Agreement will be issued taxi instructions to the PSA aircraft parking ramp per the Joint Use Operating Agreement.

3.4.2. If military aircraft arrive at SKF, parking on the military ramp without an inbound flight message from AMOPS, ATC, will forward the aircraft type, call sign, and point of departure to AMOPS.

3.5. Services for VFR Aircraft.

3.5.1. Departing VFR pilots desiring flight following shall make the request with ATC prior to taxiing. The pilot will provide direction of flight, requested altitude, and destination when making the request. ATC will issue transponder code, frequency, and VFR departure instructions.

3.5.2. Both SAT Approach Control and the SKF Tower are approval authorities for practice instrument approaches to SKF based on workload.

3.6. Distinguished Visitors (DVs).

3.6.1. AMOPS will accomplish the following upon receipt of a DV flight plan:

3.6.1.1. Complete VIP Movement checklist.

3.6.1.2. Annotate DV code on the AFAS System or via landline to tower in case AFAS outage.

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

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

3.6.3. Refueling requests are handled between Transient Alert services and LRS refueling personnel after the aircraft is parked. AMOPS will notify Transient Alert with the ETA and DV code of arriving aircraft. Refueling personnel will notify Transient Alert when immediate refueling service cannot be provided and will give an estimated response time. Transient Alert will relay the delay information to the flight crew and AMOPS.

3.7. Special Aircraft Arrivals.

3.7.1. If known, ATC will notify AMOPS of any non-base assigned aircraft experiencing an IFE or diverting to SKF requiring special arm/de-arm handling. AMOPS will then notify TA and ATC will hold the aircraft in the arm/de-arm pad until arm/de-arming is complete by Transient Alert personnel. AMOPS will close the applicable taxiway until the aircraft is de-armed.

3.7.2. AMOPS will notify ATC, Transient Alert, and the fire department with hazardous cargo information.

3.8. Additional Aircraft Operations.

3.8.1. The 433 AW and 149 FW will provide the following information, in writing, to 502 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:

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

3.8.1.2. Dates assigned.

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

3.8.1.4. Request for reduced runway separation, if applicable.

3.8.1.5. Other special requests.

3.8.1.6. 502 OSS/OSA shall forward special aircraft operations information to San Antonio Approach Control/FAA, as necessary, and coordinate aircraft operations as practical.

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

3.9. Explosive Detection K-9 Team.

3.9.1. ATC activates the Primary Crash Alarm System (PCAS) for aircraft requesting an explosive detection K-9 team and provide all available information.

3.9.2. AMOPS will contact 802 SFS (via the Secondary Crash Net (SCN)) and pass information as received from ATC.

3.9.3. Provisions of the JBSA Integrated Defense/Antiterrorism Plan (ID/ATP), and/or JBSA Installation Emergency Management Plan (IEMP) 10-2, will be put in effect as directed.

3.9.4. 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.

3.10. Aircraft Arresting Systems (AAS) Configuration Procedures.

3.10.1. Standard AAS configuration is as follows.

3.10.1.1. Runway 16. The MB-100 (textile) will be connected and in place. The North BAK-12 will be lowered. ATC will raise the South BAK-12 for all tail hook equipped aircraft operations to Runway 16.

3.10.1.2. Runway 34. The South BAK-12 will be lowered. ATC will raise the North BAK-12 for all tail hook equipped aircraft operations to Runway 34.

3.10.2. 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.

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

3.10.4. After a BAK-12 engagement, approximately 30-45 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.

3.11. Runway Traffic Direction Change.

- 3.11.1. ATC is the decision authority for runway traffic direction.
- 3.11.2. ATC shall notify the following agencies when direction of runway operations has changed:
 - 3.11.2.1. SAT Approach Control (FAA).
 - 3.11.2.2. Fire Department.
 - 3.11.2.3. AMOPS.
 - 3.11.2.4. Weather.

3.12. Quiet Hours.

- 3.12.1. Inbound and outbound traffic flow to/from Kelly Field will not cease during quiet hours.
- 3.12.2. Quiet hours are daily from 2300 until 0600 local time.
- 3.12.3. The following procedures apply: aircraft flight operations are limited to departures and full stop landings only. No closed traffic patterns, touch-and-go's, low approach, planned missed approach, or stop-and-go landings are authorized unless receiving advanced approval by the AOF/CC or OSS/DO.
- 3.12.4. Engine runs (for Maintenance or at idle) are authorized.
- 3.12.5. Pilots should avoid densely populated areas to the east of SKF.
- 3.12.6. Quiet Hours for Ceremonies will be approved on a case-by-case basis via the OSS/CC. Units requesting the Quiet Hour period(s) outside of currently published times will have the request to 502 OSS/OSA NLT 72 hours prior to the event taking place to ensure coordination with flying partners.

3.13. Engine Maintenance Runs.

- 3.13.1. Engine runs are permitted on the 149 FW ramp, the 433 AW ramp, the Trim Pad, the Boeing ramp (as defined below) and in accordance with restrictions listed in 2.6.
- 3.13.2. All aircraft engine runs from transient aircrews parked on the transient ramp who have not filed an Instrument Flight Rule or Visual Flight Rule flight plan shall coordinate with AMOPS who will notify TA prior to engine runs. AMOPS will provide ATC with the transient's tail number, call sign, location, and intentions of the aircrew. PSA, Boeing aircrews, 149 FW and 433 AW will obtain prior approval for engine runs directly from ATC and submit their aircraft's tail number, call sign, location, and intentions of the aircrew.
- 3.13.3. Aircrews must advise ATC about full power engine runs on any approved location. Engine runs above idle on the 433 ramp 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.
- 3.13.4. Boeing conducts engines runs on their ramp at the intersection of taxiway E and the Boeing ramp. Fighter type aircraft shall point nose west towards taxiway E with the tail end east on the Boeing Ramp.

3.13.5. Trim Pad operations conducted by the 149 MXG will be IAW with the above notification procedures to ATC in addition to the restrictions identified in 2.6.5.2.

3.14. 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 AFMAN 13-204V1. Maintain appropriate letters of agreement with controlling agencies when applicable.

3.15. Aircraft Rescue and Fire Fighting (ARFF).

3.15.1. The SKF ARFF Codes are as follows: United States Air Force (USAF): Cat 6. NFPA: Cat 10. FAA: Cat E.

3.15.2. The Lackland Fire Department will notify AMOPS anytime Aircraft Rescue and firefighting capability is reduced to a level that can no longer support a particular aircraft type (e.g., C-5, C-17, B-747) and/or the base/tenant flying mission. AMOPS will advise ATC, send the appropriate NOTAM, and e-mail the Airfield Notification distribution list when such a condition exists.

3.16. Flight Information Publication (FLIP) and Aeronautical Charts.

3.16.1. AMOPS will order, distribute, and maintain an adequate supply of FLIPs and aeronautical charts for DCMA, the Flight Planning Room and ATC. 433 AW and 149 FW are responsible for ordering, distributing, and maintaining their supply of FLIPs and aeronautical charts.

3.16.2. The Terminal Instrument Procedures (TERPS) specialist will coordinate procedural changes with Airfield Manager (AFM) to be submitted for the SKF FLIP IAW AFI 11-230, *Instrument Procedures*.

3.16.3. The AFM will prepare and coordinate non-procedural FLIP changes with appropriate local agencies before submitting IAW, DoD FLIP, *General Planning*, Chapter 11. The AFM approves all non-procedural FLIP change requests. The AFM also submits procedural changes at the request of the TERPS specialist.

3.16.4. Request for changes to instrument approach procedures will be submitted to TERPS and non-procedural changes will be submitted to the AFM.

3.17. Notices to Airmen (NOTAMs).

3.17.1. Process NOTAMs IAW AFI 11-208 (IP), *Department of Defense Notice to Airmen (NOTAM) System*, and AFMAN 13-204V2.

3.17.1.1. ATC is designated the primary NOTAM monitor facility for SKF. AMOPS is responsible for initiating NOTAM actions and advising ATC and appropriate agencies on NOTAM status. NOTAMs specific to the PSA Exclusive Use zone or PSA ramp are submitted from PSA operations to the appropriate NOTAM facility. NOTAM information is passed to AMOPS.

3.17.2. AMOPS is responsible for all NOTAMs content and ensuring the NOTAM is entered into the NOTAM system.

3.17.3. 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 24 hours prior to the maintenance action. ATC will provide AMOPS with necessary information when the status of NAVAIDS or facilities change.

3.18. Transient Alert (TA) Services.

3.18.1. Transient Alert Services is located in Building 1610. TA hours of operation located in IFR Supplement. Service outside these times requires 3 hours prior notice. TA is closed on Federal Holidays unless mission dictates. Primary parking for transient aircraft are rows 1 through 11 on the transient 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. See IFR Supplement for services provided.

3.18.2. Transient Aircraft Defined. Transient aircraft are those aircraft not assigned to SKF that are enroute from one location to another that may require routine servicing. Aircraft are not considered transient aircraft when deploying to or staging from a base for the purpose of flying sorties or conducting training with a squadron assigned to the base, with or without the necessary maintenance support from the home base.

3.18.2.1. 433 AW and 149 FW business effort aircraft are considered transients only for the initial recovery and final departure from SKF. Any sortie launched in conjunction with local units negate the transient nature of the sortie. These sorties shall be serviced by either local units or home station staff.

3.19. 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
SFA	281.4	N/A	8
SAT Approach (SW)	290.225 or 353.5	125.7 or 118.05	4
SAT Approach (SE)	318.1	128.05	
SAT Approach (NW)	307.0	125.1	
SAT Approach (NE)	335.625	124.45	
ATIS	273.5	120.45	AUX 8
Pilot-to-dispatch	372.2	126.2	N/A
Pilot-to-metro	239.8	None	N/A

3.20. Supervisor of Flying (SOF). SOF duties are established in AFI 11-418, *Operations Supervision*, and SOF Operations in Kelly Tower Operations Letter.

3.21. Civil Use of Military NAVAIDS/ATCALs. As a Joint-Use airfield, civil use of military NAVAIDS/ATCALs is inherent and IAW with the Joint-Use Agreement.

3.22. Bird/Wildlife Aircraft. Strike Hazard (BASH).

3.22.1. ATC will issue immediate advisory information on bird activity to all aircraft under their control. This information will also be reported immediately to AMOPS. Information

passed by AMOPS or ATC 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.

3.22.2. JBSA BASH Plan 91-212 fully outlines procedures, responsibilities, and bird strike reporting procedures. This plan also outlines proposed operational restrictions during specific Bird Watch Conditions (BWCs). ATC will issue the appropriate BWC on the Automatic Terminal Information System (ATIS) as outlined in the BASH Plan. Report all bird strikes to the Flight Safety office.

3.23. Airfield Maintenance/Construction.

3.23.1. The 502d Civil Engineering Squadron (502 CES) will provide a maintenance team to perform required airfield maintenance and repairs and monitor pavement deterioration.

3.23.1.1. Airfield maintenance/construction should be scheduled between 2300L and 0700L to minimize the operational impact.

3.23.2. 502 Contracting Squadron (CONS) and 502 CES will include the AOF/CC, AFM, Flight Safety, SFS/S5, and the TERPS specialist in the draft phases of all airfield contracts/statements of work prior to finalizing said document.

3.23.3. 502 CES will contact the AOF/CC, AFM, Flight Safety, 802 SFS/S5, and the TERPS specialist 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 ATC about any construction activities on the airfield. Construction personnel will inform AMOPS when they start/stop work each day and AMOPS will document on/off airfield times.

3.23.3.1. Prior to construction start on the airfield, contractor will ensure that their personnel are on an approved Entry Authorization Listing (EAL) signed by the OSS/CC or designated representative. AMOPs will verify that the personnel are on the EAL.

3.23.4. The AFM will conduct and document an inspection with representatives from the 502 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.

3.24. Airfield Vegetation Management . Targeted vegetation management, to include grass mowing, fertilization, herbicides, and pesticides will be conducted IAW DAFI 91-212 and JBSA Plan 91-212.

3.25. Airfield Sweeper Operations/Schedule. All operators will be airfield driving qualified and have an AF Form 483, *Certificate of Competency*, on them at all times. All operators will have a radio that can contact ATC and AMOPS. Personnel assigned Airfield Sweeper duties will monitor the Tower Net during duty hours. The Airfield Sweeper will contact AMOPS to request permission to "break red". 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 Airfield Sweeper will sweep the airfield daily except weekends and holidays. Daily airfield sweeping shall commence by 0700L. The following table outlines the Airfield Sweeper priorities/schedule.

Table 3.2. Airfield Sweeper Priorities/Schedule.

1. Taxiway G	6. Taxiway B	11. Taxiway F	16. Taxiway K
2. Runway	7. N Arm/De-arm pad	12. Transient Ramp	17. Trim Pad (weekly)
3. Taxiway D	8. S end Taxiway A	13. Taxiway H	18. 433 AW Ramp (weekly)
4. North end Taxiway A	9. S Arm/De-Arm pad	14. Taxiway L	219. Other areas as needed
5. Taxiway C	10. Taxiway E	15. Taxiway J	

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

3.26.1. 502 CES will conduct runway friction testing/rubber removal IAW ETL 04-10, Change 1, *Determining the Need for Runway Rubber Removal*.

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

3.28. Snow/Ice Removal Operations. SKF does not conduct snow/ice removal operations due to its geographic location. De-icing services are not available.

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

3.29.1. Weather dissemination and coordination procedures will be IAW JBSA IEMP 10-2, and JBSAI 15-101, *Weather Support*.

3.29.2. ATC will maintain a Cooperative Weather Watch (CWW) program with 502 OSS/OSW (Weather). The 502OSS/OSW Flight Chief provides and documents limited observer training for ATC personnel.

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

3.29.3.1. Changes in tower visibility when it is less than 4 SM (6000 m) and differs from the prevailing visibility by at least one reportable value. IAW AFMAN 15-111 para. 4.9.1.

3.29.3.2. Any precipitation begins or ends.

3.29.3.3. Lightning is observed.

3.29.3.4. Tornado or funnel cloud is observed (post evacuation).

3.29.3.5. Any other significant meteorological condition.

3.29.3.6. Pass OSW all pertinent Pilot Reports (PIREPs) received no later than 5 minutes after receipt (duty priorities permitting).

3.29.4. Hazardous/Severe Weather Notification Procedures and Lightning Response. AMOPS is responsible for activating the SCN during weather warnings and subsequent updates.

3.29.5. Airfield Restrictions When Lightning is Reported Within 5 NM of SKF. IAW DAFMAN 91-203, *Air Force Occupational Safety, Fire and Health Standards*, Weather Safety Chapter, all outside activities will cease when lightning is reported within 5 NM (149 FWI 91-

207, *Severe Weather Procedures*, directs minimal operations as necessary for the safety of aircrew and preservation of assets).

3.30. Prior Permission Required (PPR) Procedures. Due to limited Air Force Exclusive ramp parking at SKF, all non-base assigned military aircraft requesting to park on the transient apron are required to contact AMOPS to receive a PPR number. When possible, a PPR should be requested at least 24 hours prior to arrival. PPRs for 5 or more aircraft requested within 24 hours of arrival will be coordinated through the AOF/CC or 502 OSS/DO.

3.30.1. For transient military aircraft operating only on the 433d ramp, contact the 433 AW Command Post.

3.30.1.1. The 433 Command Post is responsible for issuing PPRs for the 433 AW ramp IAW the format provided by AMOPS. As soon as possible after issuing a PPR, 433 CP will send the PPR via email to the requesting aircraft commander and AMOPS (502OSS.OSAA.AMOPS@us.af.mil) and enter PPR remarks into G2. This email will contain the following instructions to the pilot, "Requests to park on the transient ramp located on the East side of Kelly Field for all or part of your mission must be coordinated through airfield management at 210-925-6803".

3.30.1.2. AMOPS will annotate 433 AW PPRs in the PPR log.

3.30.1.3. In the event that airfield maintenance or other unforeseen circumstances interfere with the ability of Kelly Field to host an aircraft with a PPR coordinated by 433 CP, AMOPS will notify 433 CP as soon as possible. 433 CP organizational email inbox is (433AW.CP@us.af.mil).

3.31. Wear of Hats/Badges on the Flight line. Hats or bump caps will not be worn on the flight line with the exception of circumstances outlines in 3.29.1 and 3.29.2. DAFMAN 91-203 restrictions on headgear within the engine intake danger zone of a running aircraft, as defined by the specific aircraft TO, must be followed at all times. Visitors or observers shall be briefed on removal of hats and carrying of objects on the airfield or near jet engines.

3.31.1. Beanie style winter hats without bills may be worn in cold weather. When removed, these must be secured inside vehicles or inside pockets to avoid being carried by the wind.

3.31.2. To protect from sun and heat, personnel may wear boonie style hats secured by a chin strap to mitigate FOD potential.

3.31.3. Badges, as well as other types of identification, must be worn using a 2- restraint system or armband to diminish FOD potential. Refer to AFI 21-101, *Aircraft and Equipment Maintenance Management* for additional guidance.

3.32. Airfield Photography. Any photo or video taken on the airfield area is prohibited without prior coordination with 802 SFS/S5S and coordination and approval as follows:

3.32.1. Distinguished Visitor Arrival/Departures. Official photography, to include the news media, of distinguished visitor's arrival and departure of aircraft will be approved on a case-by-case basis by the 502 ABW/CC or CV or designated representative, after review by the 502 ABW/PA. Written approval will be provided to 802 SFS/SF5.

3.32.2. 149 FW restricted area. Approval for photography in this restricted area must be approved by the 149 FW/CC or designated representative after review by the 502 ABW/PA office and 802 SFS/S5S.

3.32.3. 433 AW Restricted area. Approval for photography in this restricted area must be approved by the 433 AW/CC or designated representative after review by the 502 ABW/PA and 802 SFS/S5S.

3.32.4. For photography requests at JBSA-LAK Transient Ramp or Hot Cargo Pad, requestors must submit the JBSA-Lackland Photography Authorization Memorandum to 502 ABW/PA and 802 SFS/S5 for written coordination, prior to documented approval by the 502 OSS/CC or designated representative. A copy of the approval will be maintained by 502 ABW/PA, 802 SFS/S5 and the 502 OSS/DO.

3.32.5. Designated representatives identified above must be identified in writing and signed by the owning asset commander. A copy will be maintained by the SFS/S5 section.

3.32.6. Each named individual on the photography authorization must maintain a copy of the approval memo on their person at all times while inside of the requested access area. The approval memorandum must be presented to 502 OSS, 802 SFS, 149 FW or 433 AW personnel upon request.

3.32.7. 802 SFS will be notified by the owning agency 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 media will be confiscated by 802 SFS and released to the Public Affairs office for further action. If the media is suspected of containing classified information, it will be forwarded to the Air Force Office of Special Investigations for development, destruction, and further disposition.

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

3.34. Waivers to Airfield/Airspace Criteria.

3.34.1. All requests for Kelly Field and JBSA FSH/CB Helipads airspace and TERPS waivers will be coordinated with 502 OSS/OSA prior to submission. Requests for waivers to airfield criteria, will be submitted to 502 CES for processing. 502 CES will provide a copy of all approved waivers to 502 OSS/OSA.

3.34.1.1. 502 OSS/OSA will provide waiver/administrative oversight to the helipads located at SAMMC. Current operational control shall remain with the SAMMC building manager.

3.34.1.2. 502 OSS/OSAA will support the SAMMC assets by:

3.34.1.2.1. Coordinating on the annual waiver review process for the respective assets.

3.34.1.2.2. Conducting an annual site visit (in conjunction with the annual waiver review).

3.34.1.2.3. Coordinating on any changes in construction/design to the immediate footprint of existing helipad.

3.34.2. The number and status of permanent/temporary waivers is briefed quarterly during the AOB and reported in the AOB minutes. If necessary, contact the AFM for the most current list of airfield waivers for all locations.

3.35. Drop Zone (DZ) Operations. The AOF/CC will ensure all DZ operations are coordinated through local mission partners and the 502 OSS/DO.

3.35.1. The Jack Elliot DZ is a rectangle which is 3,786 yards long and 755 yards wide centered on the airfield at 29° 23.029' N 98° 34.829' W. It is suitable for static-line and high-altitude low opening (HALO) airdrops.

3.35.2. The unit requesting use of the DZ will coordinate jump operations occurring above 2700 feet with San Antonio Approach.

3.35.3. Airfield Management will issue a NOTAM after drop zone operations are approved. An example of Drop Zone NOTAM verbiage is below.

3.35.3.1. PARACHUTE JUMP OPERATIONS IN EFFECT AT _____ DROP ZONE. EXPECT DELAYS BETWEEN #####Z AND #####Z; PARACHUTE JUMP OPERATIONS CONDUCTED AT ##, ### AGL for # PASSES. Note: Above Ground Level (AGL)

3.36. Basic Military Training (BMT) Graduation Fly-By Procedures. BMT graduation fly-bys are coordinated by the 737th Training Group Standardization and Evaluation (737TRG/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. The office can be contacted by phone at 210-671-3696.

Chapter 4

AIR TRAFFIC CONTROL

4.1. Air Traffic Control Facilities.

4.1.1. Published Operating Hours. SKF Airfield Operations (inclusive of ATC and Airfield Management) will operate 24 hours a day/7 days a week unless published otherwise via NOTAM.

4.1.2. Operations During Published Airfield Closures. Refer to section 2.16.

4.2. Aircraft. Priorities.

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

4.2.1.1. Controlled Departure Times (CDT). A CDT request shall be coordinated via flight plan remarks with AMOPS.

4.2.1.2. Full stops.

4.2.1.3. IFR Departures.

4.2.1.4. 149 FW and/or contracted partners.

4.2.1.5. 433 AW Flying Training Unit (FTU) training.

4.2.1.6. Drop Zone Operations (when occurring).

4.2.1.7. DCMA operations (Functional Check Flights (FCFs)).

4.2.1.8. Military transient aircraft practice approaches.

4.2.1.9. Civilian aircraft practice approaches.

4.2.1.10. Unmanned Aerial Systems (UASs).

4.2.2. ATC shall provide priority handling to civilian air ambulance flights (call sign "MEDEVAC"). Use of the MEDEVAC call sign indicates that operational priority is requested. When verbally requested, provide priority handling to AIR EVAC, HOSP, and scheduled air carrier/air taxi flights. Assist the pilots of MEDEVAC, AIR EVAC, and HOSP aircraft to avoid areas of significant weather and turbulent conditions. When requested by a pilot, provide notifications to expedite ground handling of patients, vital organs, or urgently needed medical materials.

4.2.3. ATC 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 on Air Force Exclusive Ramps.

4.3.1. AMOPS will ensure any Civil aircraft intending to park on the Air Force Exclusive Ramps will meet the intent of AFI 10-1001, *Civil Aircraft. Landing Permit*, and AFI 10-1002, *Agreement For Civil Aircraft Use of Air Force Airfields*. Additionally, before landing AMOPS shall verify those aircraft possess 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*. Note: Civil aircraft will not be denied landing at SKF given the “Public” FAA classification. Civil aircraft parking on the PSA ramp do not need the above-mentioned paperwork.

4.3.2. The AFM will process civil aircraft landing permits as outlined AFI 10-1001. In most cases, the 502 OSS/CC is the approval authority for civilian aircraft landing permits for aircraft utilizing the Air Force Exclusive Use Zone.

4.3.3. Civilian aircraft without a landing permit intending to park on an Air Force ramp will be assessed appropriate fees.

4.4. VFR Traffic Patterns (See Attachment 4).

4.4.1. ATC is responsible for control of all VFR traffic in SKF Class D airspace.

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

Table 4.1. Traffic Patterns.

Pattern Activity	Pattern Altitude	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
Note: MSL = Mean Sea Level; AGL = Above Ground Level; SM = Square Miles			

4.4.2. Entry into the conventional/rectangular pattern shall be from a VFR entry point (Sea World at approximately KSY R-289/7 Distance Measuring Equipment (DME) and South Point at approximately KSY R-209/8 DME into the downwind leg unless directed otherwise by ATC.

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 ATC.

4.4.4. Breakout/Re-entry procedures.

4.4.4.1. 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 SKF 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 16 or (South Point for Runway 34). 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](#).

4.4.4.2. 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 ATC.

4.4.5. Helicopter Procedures. SKF does not have designated helicopter traffic patterns. Helicopters will only be given priority if operating under a “MEDEVAC” call sign or when the pilot verbally specifies this priority level.

4.4.5.1. Helicopter uncontrolled operations are authorized during published airfield closures on the North PSA Exclusive Use Area. These PSA customers should expect to remain with SAT Approach Control when inbound and contact SAT Approach Control when outbound if an airfield closure NOTAM is in effect.

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

4.4.6. ATC may deviate from established VFR traffic patterns as required for traffic.

4.4.7. ATC shall conduct all local VFR traffic pattern operations within the airspace. The portion of the SKF Class D airspace 3 NM northeast of RWY 16/34 is specifically excluded from the SKF VFR traffic pattern and is continuously under the jurisdiction of SAT Approach Control. ATC 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. ATC will instruct departing aircraft to maintain at or below 500 ft from overhead pattern in use. ATC will issue/amend departure restrictions to all other aircraft as necessary.

4.6. Reduced Same Runway Separation (RSRS).

4.6.1. RSRS listed in Tables 4.2 and 4.3 may be applied to base assigned or transient/deployed AETC aircraft. Subsequent units and/or contracted aircraft operators must receive approval IAW paragraph 4.6.3 and AFMAN 13-204v3 AETCSUP A8.1.2.

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-18, T-6 behind T-38, F-15 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 ATC can determine distances using suitable landmark references.

4.6.1.9. RSRS does not relieve the pilot of responsibility for wake turbulence separation; they 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 ATC on initial radio contact if RSRS is not acceptable for operations.

4.6.1.11. Control formations as a unit. Apply RSRS, as applicable, after the formation has split up, i.e. a flight of four T38s on the go after initial requests individual control.

4.6.2. RSRS 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 ATC determines safety of flight may be jeopardized.

4.6.3. Application of AETC RSRS standards to non-AETC flying units (including contractors) may be authorized provided:

4.6.3.1. The requesting unit must coordinate requests through the Airfield Operations Flight Commander and ensure appropriate MAJCOM and organizational approvals are obtained to utilize AETC RSRS standards.

4.6.3.2. A letter of agreement must be established between the 502 Operations Support Squadron Commander and the requesting unit which defines RSRS application standards and expectations.

4.6.3.3. The RSRS agreement will be approved by the AETC OPR for Airfield Operations prior to implementation.

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.

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

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

4.8.2. All landline coordination must include the use of opposite direction phraseology.

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

4.8.3.1. Arrival versus arrival – 10 nautical miles on reciprocal courses from the threshold of the runway of intended landing.

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 nautical miles on reciprocal courses from the threshold of the runway of intended landing.

4.8.3.3. Cutoff points apply to both IFR and VFR aircraft conducting instrument approaches.

4.8.3.3. VFR aircraft which are conducting Opposite Direction Operations (ODO) to the same runway will need to be issued a turn to avoid conflict with opposing IFR/VFR traffic.

4.8.4. VFR aircraft do not need an IFR release but must be on turned on a heading to de-conflict.

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

4.10. 433 AW Approved Procedures.

4.10.1. 433 AW tactical procedures will be conducted IAW the 433 AW Tactical Arrivals and Departures (TAD) Letter of Agreement (LOA).

4.10.1.1. In addition to the procedures established in the TAD LOA, the following cutoffs shall be used to ensure proper separation between 433 AW aircraft and all non-participating aircraft:

4.10.1.2. 433 AW aircraft shall be sequenced to follow any aircraft established within 7 miles on final for the runway in use. Note: Due to the nature of TAD procedures and varying aircraft characteristics, not all situations are defined in this paragraph. SKF tower is ultimately responsible for the sequencing and separation of all aircraft operating in the VFR pattern. 433 AW aircraft executing TAD procedures may be required to be in holding in order to allow for inbound aircraft.

4.11. 149 FW Procedures.

4.11.1. Abeam Approach.

4.11.1.1. Runway 16 Recovery: Formations approach from the west and cross runway perpendicularly (90 degrees to initial); break after crossing the runway; enter left downwind for Runway 16 left base.

4.11.1.2. Runway 34 Recovery: Formations approach from the west and cross runway perpendicularly (90 degrees to initial); break after crossing the runway; enter right downwind for Runway 34 right base.

4.11.2. Formation Spacing:

4.11.2.1. 2-Ship – Lead element will line up with the center of the runway; wingman will be 1 NM abreast (Runway 16: South, Runway 34: North).

4.11.2.2. 4-Ship – Flight will approach the runway 2-ship elements with the second 2-ship maintaining 2 NM spacing behind the first 2-ship element.

4.11.3. Air Speed: 350 Knots.

4.11.4. Pattern Altitude: 2700' MSL. Note: Tower may assign 2200' MSL based on existing traffic.

4.12. Procedures During Temporary Partial Runway Closures with Displaced Threshold.

4.12.1. Unless required runway markings, lighting, and procedures are in place by 502 OSS/OSA, no aircraft whether Military or Civilian will be permitted to operate on a closed portion of the runway surface.

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

4.12.2.1. Aircraft may depart away from personnel and/or equipment occupying the closed portion of the runway.

4.12.2.2. 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".

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

4.12.2.4. Tower will advise all ground personnel and all aircraft operators of the intended operations prior to them taking place.

4.12.3. 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.

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

4.13. 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 SKF VFR traffic pattern.

4.14. Intersection Departures.

4.14.1. Intersection departures are authorized at SKF and will be IAW JO 7110.65.

4.14.2. Taxiway and feet available information are outlined in [Attachment 2](#) and [Table 2.1](#) of this instruction.

4.15. Radar Vectors to Initial. IAW the SAT, JBSA-LAK, 433 AW, 149 FW and DCMA Air Traffic Control Procedures LOA, SAT Approach will provide VFR arrivals with Class C service unless the pilot specifically declines radar service. If applicable, 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).

4.16. Local Departure Procedures Standard (Local) Climb-Out Instructions. Departures shall be conducted IAW the SAT, JBSA-LAK, 433 AW, 149 FW and DCMA Air Traffic Control Procedures LOA.

4.16.1. Standard climb-out for Runway 16 IFR departures is: “FLY RUNWAY HEADING, CLIMB AND MAINTAIN 3,000 FEET, EXPECT (filed altitude) 10 MINUTES AFTER DEPARTURE.”

4.16.1.1. Standard climb-out for Runway 16 IFR departures during SAT Runway 4 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 AFT.ER DEPARTURE.”

4.16.2. Standard climb-out for Runway 34 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 AFT.ER DEPARTURE.”

4.16.2.1. Standard climb-out for Runway 34 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.”

4.16.3. Fiesta Climb-Out. This is a radar procedure for SKF assigned aircraft requesting multiple instrument approaches at SKF 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.

4.16.3.1. Runway 16 Fiesta. “TURN RIGHT HEADING 240 DEGREES, CLIMB AND MAINTAIN 3,000.”

4.16.3.2. Runway 34 Fiesta. “TURN LEFT. HEADING 240 DEGREES, CLIMB AND MAINTAIN 2,500.”

4.16.3.3. The phraseology “EXECUTE FIESTA CLIMBOUT” may be used for locally assigned aircraft.

4.17. Radar Traffic Pattern. Radar traffic patterns are designated by SAT Approach in the SAT, JBSA-LAK, 433 AW, 149 FW and DCMA Air Traffic Control Procedures LOA. ATC may disapprove or limit practice instrument approaches based on the maximum number of aircraft that can safely operate under existing traffic conditions.

4.18. Automated Terminal Information System (ATIS).

4.18.1. ATC shall operate the ATIS IAW JO 7110.65 and AFMAN 13-204V3. ATIS hours of operation shall mirror the airfield and SKF ATC hours of operation.

4.18.2. ATC shall advise SAT Approach and AMOPS when the ATIS is out of service (OTS) and returned to service.

4.19. Wing Flying Operations. SKF 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 4 or more aircraft actively conducting flying operations.

4.20. SAT ASR-9 Outage Procedures.

4.20.1. In the event that the SAT radar goes out of service, the below procedures will take place immediately following an outage in addition to those actions in the SKF-SAT LOA:

4.20.1.1. STOP ALL IFR DEPARTURES with the exception of aircraft already departure roll.

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

4.20.1.3. Ensure the 149 FW SOF, 433 AW, and PSA are aware of the outage.

4.20.2. For all VFR arrivals, use Sea World and South Point as the standard coordination fixes for base assigned aircraft.

4.20.3. For all IFR arrivals.

4.20.3.1. Once the aircraft has landed, ATC must provide SAT Approach a verbal downtime.

4.20.4. For all VFR departures, reference utilizing LOA for procedures.

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

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

Chapter 5

AIRFIELD MANAGEMENT OPERATIONS (AMOPS)

5.1. Flight Planning Facilities. Flight planning facilities for locally assigned aircraft and transient aircrews are located in Building 1610. The 149 FW, 433 AW, 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 for aircraft parking on the Air Force Exclusive Use Zone(s).

5.2.1. A DD Form 1801, *International Flight Plan, DoD*, will be completed on all military aircraft and/or civil aircraft conducting official business from the Air Force ramp.

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 SKF without re-filing.

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 SKF departure leg to the Air Route Traffic Control Center (ARTCC) using the pilot's original flight plan.

5.2.4. In addition to filing flight plans with the FAA over landline or computer, AMOPS will provide the appropriate flight plan data to ATC and applicable support agencies.

5.2.5. AMOPS will accept flight plans via fax, e-mail, or telephone from the 149 FW, 433 AW, and PSA tenants. These units will contact AMOPS to confirm receipt of the flight plan, maintain the completed original flight plan, and maintain required attachments on file. Military units will maintain the original flight plan IAW AF RDS Table 13-07R.

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

5.4. Civil Aircraft.

5.4.1. AMOPS will maintain civil aircraft landing permit reports furnished by HQ USAF/A30J, Airports Branch to include civil aircraft authorized to use SKF.

5.4.2. Civil aircraft declaring emergencies will be permitted to land at SKF and will be instructed to park at PSA. If an aircraft enters the Air Force Exclusive Use Zone un-announced, AMOPS will determine the reason for the unscheduled arrival and meet the aircraft upon parking. If the identity of the operator or passengers is in doubt, AMOPS shall request 802 SFS assistance. The aircraft operator will be required to complete DD Forms 2400 and 2402.

5.4.3. Civilian aircraft intending to park on the Port San Antonio (PSA) ramp under the provisions of the Joint Use Agreement are only authorized take-offs and full stop landings. PSA will notify AMOPS when they have a civilian aircraft scheduled to arrive at SKF in accordance with the Joint Use Agreement.

5.4.4. Unauthorized Aircraft Landings. ATC will activate the Primary Crash Alarm 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 ATC instructions, ATC 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 Net (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, *Civil Aircraft 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.

5.4.5. AMOPS is the SKF POC for all arrival and departure aircraft. ATC personnel will obtain either automated or verbal notification prior to allowing any aircraft to land or depart unless prior coordination has been established in writing for PSA based aircraft.

5.5. US Customs Service on the Air Force Exclusive Use Zones.

5.5.1. US Customs and Immigration services will be IAW the MOU between customs and border protection and 502d Air Base Wing regarding the Domestic Military Customs Officer Program (DMCOP).

5.6. Air Force Exclusive Use Zone Parking Plan and Restrictions: Transient Ramp/Spots.

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

5.6.1.1. Rows 1, 2, and 3 have one parking spot each for large/heavy aircraft with max wingspan of 170 feet. (i.e. C-17, KC-135, C-130, P-8, C-40).

5.6.1.2. Row 4 has three parking spots for DV aircraft and can accommodate aircraft with max wingspan of 40 feet. (i.e. C-21) Stagger parking for aircraft with wingspan greater than 40 feet but less than 94 feet (i.e. C-37, C-12).

5.6.1.3. Rows 5 and 6 have two parking spots each for helicopters and aircraft with max wingspan of 93 feet. (i.e. A-6, A-10).

5.6.1.4. Rows 7 and 8 have five parking spots each for trainer aircraft and aircraft with max wingspan of 42 feet (i.e. T-38, T-6). Stagger parking for aircraft with wingspans greater than 42 feet but less than 45 feet. (i.e. F-15, F/A-18, F-22, T-1).

5.6.1.5. Rows 9 and 10 are located in a restricted area and have five parking spots each for fighter aircraft, overflow trainer aircraft, and aircraft with max wingspans of 42 feet (i.e. F-16, F-35). Stagger parking for aircraft with wingspans greater than 42 feet but less than 45 feet. (i.e. F-15, F/A-18, F-22). Note: The restricted area is only activated if any Protection Level 3 or higher aircraft are parked in Rows 9 or 10. Reference the JBSA Base Defense Plan (BDP) for further restricted area guidance.

5.6.1.6. Row 11 has four parking spots for aircraft with max wingspans of 42 feet (i.e. T-38, T-6). Stagger parking for aircraft with wingspans greater than 42 feet but less than 45 feet. (i.e. F-15, F/A-18, F-22, T-1). Note: Row 11 is tow-in and tow out only due to wingtip clearance from the Port San Antonio ramp/equipment staging area.

5.6.2. Non-standard parking of aircraft will be coordinated with Airfield Management and approved by Airfield Manager. Aircraft larger than the restrictions above require wing-walkers.

5.6.2.1. Transient Alert, through coordination with AMOPS, can alternate the above parking spots to enhance servicing priorities.

5.6.3. Taxiway K has one parking spot in the bubble for aircraft with max wingspan of 223 feet (C-5). AMOPs will coordinate with Transient Alert prior to assigning aircraft parking in the bubble. Aircraft must be able to turn around under power in the bubble to park on taxiway K.

5.6.4. Taxiway L has two parking spots for aircraft with live ordnance or hazardous cargo and has no size restrictions.

5.7. Additional Air Force Exclusive Use Parking Areas: 149 FW and 433 AW Ramp.

5.7.1. The 149 FW ramp (west of Taxiway G) is a restricted area owned, operated and maintained by the 149 FW (Air National Guard). This ramp is for 149 FW use only and is designed for aircraft with max wingspan of 33 feet (F-16).

5.7.2. The 433 AW ramp (south of Taxiway G) is a restricted area operated by the 433 AW (Air Force Reserve Command). The ramp is owned and maintained by the 502 ABW. This ramp is for aircraft with max wingspan of 223 feet (C-5). Parking spots provide a non-standard 20 feet (standard is 25 feet) wingtip clearance between C-5 aircraft.

5.7.2.1. AMOPS will coordinate with the 433 MXG when the use of the 433 AW ramp for 502 ABW transient aircraft as needed. Reference the JBSA BDP for further restricted area guidance.

5.7.3. Protection Level (PL) 1-3 (PL 1-3) transient aircraft will be parked in the restricted area located at Rows 9 and 10. PL1-3 aircraft. with wingspans greater than allowed in Row 9 and 10 will be parked in Rows 1, 2, 3, or on Taxiway L or K. The 802 SFS will determine if the restricted area will be demarcated. 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.

5.7.4. Restricted Areas. Are identified by a painted 4-inch red line on the pavement which indicates the restricted area boundary. Restricted area signs are also painted on the pavement at intervals not to exceed 100 feet to mark the area. These restricted areas are only activated when PL3 or higher aircraft are parked in them.

5.7.4.1. Entry into the 502 OSS Transient Ramp and Hot Cargo Pad, 149 FW and 433 AW AF Restricted Areas requires a valid AF Form 1199 with the appropriate area open. For transient aircraft, TDY aircrew members may be granted entry based on valid home station RAB in conjunction with valid authenticated crew orders from home station.

5.7.5. See FLIP for any other current restrictions.

5.8. Airfield Inspection/Checks.

5.8.1. AMOPS will:

- 5.8.1.1. Inspect the airfield at least once daily. Daily inspections will be conducted IAW AFMAN 13-204V2 and local checklists prior to the start of local flying.
- 5.8.1.2. Conduct airfield checks IAW AFMAN 13-204v2 and OSAA OI 13-204.
- 5.8.1.3. In accordance with **Chapter 6** of this instruction, conduct runway checks following an aircraft emergency.
- 5.8.1.4. Conduct taxiway checks after any ground emergency on the taxiways.
- 5.8.1.5. 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 barricaded off and lit if required. Notify all concerned agencies of hazards or unsafe conditions.
- 5.8.1.6. 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 502 CES and publish appropriate NOTAMs as needed.

5.8.2. 502 CES will:

- 5.8.2.1. Accomplish daily AAS inspections before 0800 local time or as natural lighting permits.
- 5.8.2.2. Coordinate all preventive maintenance inspections which require runway closure or barrier outages at least 24 hours in advance with 502 OSS/OSA. Facilities will be released based on traffic, runway in use and weather conditions.
- 5.8.2.3. Notify ATC and AMOPS when inspections are completed, and maintenance personnel are off of the runway.
- 5.8.2.4. Unless the airfield is closed, 502 CES (Airfield Lighting) will perform an airfield lighting inspection to include approach lights off the installation Monday through Friday. 502 CES will correct any inoperable system or lighting and notify AMOPS about any lights repaired or failures which cannot be repaired.
- 5.8.2.5. Report status of airfield lighting system to AMOPS at the completion of lighting inspection.

5.9. Restricted Areas on the Airfield. The following areas are designated airfield restricted areas by a painted 4-inch red line on the pavement which indicates the restricted area boundary. Restricted area signs are also painted on the pavement at intervals not to exceed 100 feet to mark the area.

- 5.9.1. 433 AW ramp (See **Attachment 5**).
- 5.9.2. 149 FW ramp (See **Attachment 5**).
- 5.9.3. Transient Ramp Rows 9 through 10.

5.9.4. The hazardous cargo area on Taxiway L (See [Attachment 5](#)). These restricted areas are only activated when PL3 or higher aircraft. are parked in them.

5.9.5. 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.

5.10. 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 SKF.

5.10.1. AMOPS will use criteria IAW AFMAN 13-204v2 to determine the RSC of the runway.

5.10.2. 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.

5.10.3. For RSC other than dry, perform additional checks when weather conditions change, but no less than every hour or upon request from flying organizations or ATC.

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 SKF. ATC 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 goes off the edge of the runway or taxiway surface.
- 6.1.1.11. Tower evacuation.
- 6.1.1.12. 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 149th/433d 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, ATC forwards the following information IAW JO 7110.65:

- 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, Emergency Power Unit (EPU) activation, etc.).

6.1.3. Upon receipt of further information pertinent to the situation, ATC 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. 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.

6.1.6. 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.

6.1.7. In the event AMOPS does not respond to the PCAS, ATC shall notify the 502 ABW Command Post (CP) and request they activate the SCN.

6.1.8.1. The 502 ABW/CP will function as the alternate organization for activation of the SCN.

6.1.8.2. CP will record information on AETC Form 745, *Emergency/Accident and Hazardous Cargo Log*.

6.1.8.3. CP will pass information verbatim as received from ATC.

6.1.8.4. CP will contact non-responding agencies via landline.

6.1.9. 502 ABW/CP will test the SCN backup procedures quarterly, log the test on an AETC Form 745 and send the form to AMOPS electronically.

Table 6.1. Agencies Authorized on the PCAS

502 CES/CEF	Fire Department
502 OSS/OSAA	AMOPS
559 AMDS/59 EMDS	Flight Medicine
502 ABW/CP	Command Post

Table 6.2. Agencies Authorized on the SCN

502 ABW/CP	Command Post
502 OSS/OSW	Weather
502 CES/CEF	Fire Department
559 AMDS	Flight Medicine
59 EMDS	Wilford Hall Ambulance Service
502 CES/CEOFA	Civil Engineering EMCS
902 CES/CEX	Emergency Management
802 SFS	Security Forces
433 AW/CP	433 AW Command Post
502 ABW/SEF	Flight Safety
149 FW/CP	149 FW Command Post
149 OG	149th Operations
PSA	Port San Antonio Operations
502 ISG/CC (Receive Only)	ISG Commander
433 MXS (Receive Only)	Maintenance Control
149 MXG/MOF (Receive Only)	Maintenance Control
502 OSS/OSC	Transient Alert
All others must obtain approval from the 502 OSS/CC IAW DAFMNA 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 ATC 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, logging when the SOF waives this in AF Form 3616, *Daily Record of Facility Operation*. 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 (IC). The Senior Fire Officer will normally be or assume designation/responsibility as the Incident Commander. 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 IEMP 10-2.

6.3. Mishaps and Incidents.

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

6.3.2. Airfield users will report any/all safety mishaps or incidents which occur on the airfield to airfield operations 502 OSS/OSAA, 502 ABW/SEF (or unit safety representative) and 502 ABW/CP, whether an aircraft was involved or not.

6.3.3. Mishap response actions and checklists will align with the JBSA Mishap Response Plan.

6.3.4. Information regarding a mishap/incident shall not be released to personnel not directly related to airfield operations or safety without the approval of the 502 ISG/CC.

6.3.5. For exercises, deployments, etc., involving Airfield Operations i.e. Air Traffic Control or AMOPS, coordination with the AOF/CC is required NLT 48 hours prior to the exercise.

6.4. Unlawful Seizure of Aircraft. Procedures are outlined in the current JBSA ID/ATP.

6.4.1. ATC 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 activate the SCN in the event that they receive a report of unauthorized aircraft movement or hijacking. After activation they will notify ATC.

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 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 Emergency Operations Center (EOC) to notify base fuels of the need to terminate all aircraft servicing operations.

6.6. Single Frequency Approach (SFA).

6.6.1. The frequency 281.4 has been designated as the SFA frequency for use by the 149 Fighter Wing, Kelly Tower, and the JBSA-Lackland Fire Emergency services.

6.6.2. Use of SFA procedures is at the discretion of the pilot. Use of SFA frequency is not a mandatory requirement for all emergency aircraft.

6.6.3. Procedures.

6.6.3.1. Upon notification of an incoming F-16 IFE (via SAT Approach, SOF, or Top3), Tower will monitor the SFA frequency. When the IFE originates with a facility outside of Kelly Tower, the aircraft will change to the SFA frequency when being transferred to SKF. When the IFE originates in the tower pattern, the Aircraft will only switch to SFA frequency upon their request. Pilots will be expected to check in upon frequency change. Pilots may request a change to the standard tower frequency at any time if the use of the SFA frequency is no longer required.

6.6.3.2. Transferring control of the aircraft and the frequency will be done via landlines/Crash Net using the following phraseology. **“(Aircraft Position), (Call Sign) EMERGENCY, 281.4 IS YOUR CONTROL.”** A communications check or instructions issued to the aircraft on the SFA frequency will be the indication that the control of the frequency has been transferred.

6.6.3.3. In the event any of the entities are unable to be heard on the SFA frequency, coordination will continue via standard frequencies/landlines/Crash Net.

6.6.3.4. The word 'emergency' will only be used in an actual emergency situation unless preceded by the word 'exercise'.

6.6.3.5. Controlling agencies will not broadcast simultaneously on the SFA frequency and another frequency.

6.6.3.6. Local Control will retain control of the emergency aircraft until it has exited the runway, at which time Ground control will take control.

6.6.3.7. The incident commander will be given control of the frequency once the aircraft has come to a stop and is clear of the runway. If the aircraft is unable to clear the runway, the incident commander may be given control of the SFA frequency directly from Local control when the aircraft has come to a complete stop.

6.6.3.8. In the event of a Ground Emergency in which the Tower is not controlling the aircraft and the incident commander requires communication with the aircraft, the Fire Department will request control of the SFA Frequency via landline/Crash Net and will return control of the frequency after emergency termination.

6.6.3.9. In the event of simultaneous emergencies, tower will coordinate with the SOF or representative on the priority of use of the SFA frequency.

6.6.3.10. The SOF shall not transmit on the SFA frequency without prior coordination with the ATC WS.

6.7. 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 SAT Approach Control is receiving the signal. AMOPS will contact 433 AW, 149 FW, TA, DCMA and PSA to have aircraft checked for PLB/ELT activation.

6.8. Pre-Planned Fuel Dump, Bailout and Jettison.

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

6.8.2. 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-250/40 DME, between 3,000 to 5,000 feet MSL.

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

6.9. AAS Engagements.

6.9.1. When the BAK-12 is engaged, runway operations will be suspended, and the Fire Department will disengage the aircraft from the barrier. Barrier Maintenance or the Fire Department will retract the cable. Slingshot is not an authorized method for detaching aircraft tail hook. Either Barrier Maintenance or the Fire Department will notify ATC and AMOPS upon completion of cable retraction.

6.9.2. AMOPS will inspect the runway after any barrier engagement and resume operations after inspection.

6.10. Hazardous Cargo.

6.10.1. 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 3](#)).

6.10.2. 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.

6.10.3. 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.

6.10.4. Flight or Weapons Safety will perform periodic inspections to ensure adherence to:

6.10.4.1. Safety distance criteria.

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

6.11. Hung/Unexpended Ordnance and Armed Aircraft.

6.11.1. When notified of an inbound aircraft with hung/unexpended ordnance, ATC will notify AMOPS.

6.11.2. AMOPS will run applicable checklist, inspect the runway if ordnance is reported missing or if ordnance is observed leaving the aircraft on landing, and report runway status to ATC after inspection.

6.11.3. 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.

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

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

6.11.4.2. 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.

6.11.5. Aircraft with live hung/unexpended ordnance will be parked in the hazardous cargo area on Taxiway L or Taxiway Juliet as appropriate at a heading of approximately 002 degrees.

6.11.6. Park transient aircraft with live ordnance on Taxiway L or Taxiway J, as appropriate (to avoid aiming weapon systems at areas with high populations and resources).

6.11.7. 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.

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

6.11.8.1. Taxiway B, heading 170 degrees.

6.11.8.2. Taxiway F, heading 300 degrees.

6.12. Aircraft Lost Communications Procedures.

6.12.1. 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 16, South Point for Runway 34). The aircraft will depart the VFR reporting point, set up for a 3-mile straight-in approach and observe ATC for light gun signals while enroute to a full stop landing.

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

6.13. Hydrazine Activation Handling Procedure.

6.13.1. 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:

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

6.13.1.2. The IC will perform system integrity checks.

6.13.1.3. For transient aircraft, 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.

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

6.13.1.5. The IC will establish a safe cordon distance for personnel at the aircraft scene and notify ATC.

6.13.2. Tasks and responsibilities for base agencies involved will be IAW JBSA IEMP 10-2 and the IDP.

6.14. Aircraft Bomb Threats.

6.14.1. When information is received about a bomb threat to aircraft enroute to or parked at SKF the following procedures apply:

6.14.1.1. ATC will activate the PCAS and AMOPS will activate the SCN.

6.14.1.2. Surface wind permitting, the aircraft will be directed to land on Runway 16, 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 ATC. Communications with the crew will be maintained via any available source until the crew departs the aircraft.

6.14.1.3. If a Runway 34 arrival is necessary, alternate parking spots will be selected by AMOPS or the IC prior to aircraft arrival. Alternate parking spots include, but are not limited to, Taxiway B arm/de-arm area and Taxiway C halfway between the runway and Taxiway A.

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

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

6.14.2.1. The agency or person receiving the threat will notify AMOPS or the 502 ABW/CP who will then ring out the SCN with the pertinent information. AMOPS will ensure reach back is made to the PCN users (ATC, Flight Medicine, Fire Department).

6.14.2.2. 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.

6.15. USAF Hazard Report (HR)/ Hazard Air Traffic Report (HATR).

6.15.1. Processing HRs (AF Form 457, *USAF Hazard Report*) and HATRs (AF Form 651, *Hazardous Air Traffic Report (HATR)*) is the responsibility of the Safety Office (See DAFMAN 91-223, *Aviation Safety Investigations and Reports*). 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.

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

6.16. Continuity of ATC Services.

6.16.1. Alternate ATC services are not provided in the case of a tower evacuation effectively closing the airfield.

6.16.2. 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:

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

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

6.16.2.3. A bomb threat to Building 1161 or the tower.

6.16.2.4. Wind speed reaches 60 knots (sustained or exceeded).

6.16.2.5. When deemed necessary by the Chief Controller (CCTLR), Assistant Chief Controller (ACCTLR), AOF/CC, or OSS/CC.

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

6.16.3.1. Airfield will be closed.

6.16.3.2. All aircraft on the ground will hold position, remain off the runway, and monitor 322.35 or 124.3 until ATC operations have resumed.

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

6.16.3.4. All vehicles will exit the runway.

6.16.3.5. Raise north and south BAK-12 cables.

6.17. Continuity of AMOPS. If AMOPS is required to evacuate Building 1610, they will either relocate to AMOPS vehicle or to Building 1161 adjacent to the tower. The airfield will normally remain open and the ability for AMOPS to respond still exists. AMOPS will notify ATC 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.

6.18. Simulated/Emergency Procedures.

6.18.1. Simulated Flame-Out Procedures (SFO) are conducted IAW the SAT, JBSA-LAK, 433 AW, 149 FW and DCMA Air Traffic Control Procedures LOA.

6.18.2. Straight-In Simulated Flameout Operations (SI-SFO). SAT Approach is responsible for approving SI-SFOs. ATC is responsible for approving overhead SFOs. Both shall be flown and coordinated IAW the SAT, JBSA-LAK, 433 AW, 149 FW and DCMA Air Traffic Control Procedures LOA.

6.18.3. Emergency Landing Patterns (ELP). ATC is responsible for approving ELP operations at SKF. ELPs are authorized for 12 FTW (JBSA-RND) T-6 aircraft only and flown and coordinated IAW the SAT, JBSA-LAK, 433 AW, 149 FW and DCMA Air Traffic Control Procedures LOA.

6.19. Engine Running Offload. Engine running offloads are only authorized with prior coordination with AMOPS for cargo and passengers serviced through the Kelly Field Air Terminal.

Chapter 7

AIRFIELD VEHICLE CONTROL, OPERATIONS, AND PROCEDURES

7.1. Airfield Driving Requirements. Detailed airfield driving requirements, to include overview of airfield management, airfield agencies, unit commander's responsibilities for control of vehicle/pedestrian operations, airfield 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 the AFI 13-213 JBSASUP.

7.2. Airfield Access and Vehicle Control.

7.2.1. ATC is the control agency for vehicle operations on the CMA. ATC approval to enter the CMA is required for all vehicles *without exception*, and requires an authorized vehicle, two-way radio contact, and a valid AF Form 483. Vehicles should only operate in the CMA is operationally necessary. Note: The airfield has two "Hot Spots" areas where multiple controlled movement area violations have occurred. Those areas include the unpaved portion of the north overrun and the runway at the intersection of taxiways Delta and Golf (depicted on [Attachment 3](#)). Personnel must exercise extreme vigilance when operating in these areas and follow all CMA access procedures.

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

7.2.3. Vehicles are authorized CMA access as approved by ATC 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, Airfield 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 (wheelbase or weight) to negotiate the access roads will utilize the south overrun via the closed taxiway only after receiving ATC approval.

7.2.4.1. Contractors will utilize the South/North perimeter roads to the max extent possible. Runway crossings will be at the discretion of ATC.

7.2.4.2. 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. Runway crossings are limited to LRS vehicle, DV vehicle, DV party vehicle and one Secret Service vehicle (if applicable). Baggage and other ancillary vehicles should plan on traveling to JBSA-Lackland main-side via normal routes (i.e., 36th Street to Hwy 90). When DV runway crossing is required, the following coordination process will be followed:

7.2.4.2.1. The sponsoring Protocol office will contact 502 OSS/OSA (Airfield Operations) with runway crossing request at 925-5721 or 925-5880. The following information will be provided in writing:

7.2.4.2.1.1. DV rank (name required if wishing Welcome/Farewell sign).

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

7.2.4.2.1.3. Justification for runway crossing.

7.2.4.2.1.4. Number of vehicles.

7.2.4.2.1.5. Name/rank of senior greeting officer.

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

7.2.4.2.2. 502 OSS/OSA will request approval from 502 OSS/DO.

7.2.4.2.3. 502 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 502 OSS/OSA updated with any changes that may occur.

7.2.4.2.4. If approved, the sponsoring protocol office will contact LRS Operations and coordinate for a driver who is qualified in airfield driving to escort the DV.

7.2.4.2.5. On the day of the crossing, prior to the arrival of the DV, the assigned LRS 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 flight line 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, ATC 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 ATC.

7.2.7.1.3. Immediately notify AMOPS about the situation.

7.3. Vehicle Procedures to Enter the CMA when airfield is closed.

7.3.1. Occasionally, ATC and AMOPS will open the airfield during published closed hours for an approved arrival/departure. All drivers/pedestrians planning to cross/enter the CMA during these closures shall attempt contact with ATC or AMOPS to determine if the airfield is open. Once the determination is made that the airfield is closed you may proceed. All drivers/pedestrian on the CMA/taxiways must monitor the Tower Net. Prior to the airfield opening, tower will have all drivers/pedestrians operating on the airfield controlled movement area identify themselves and their location. Tower will then issue appropriate instructions.

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 ATC approval is needed before entering the CMA:

7.3.2.1. Before ATC takes control of the runway, AMOPS will conduct a runway/taxiway check. They will notify ATC that the runway is ready to open. ATC will then make a transmission over the Tower Net to identify all vehicles and their positions on the airfield CMA, and ensure all vehicles are off the runway prior to operations commencing.

7.4. CMA Violation.

7.4.1. ATC will report possible CMA violations to AMOPS immediately.

7.4.2. AMOPS will follow the actions outlined in AFI 13-213 JBSASUP.

7.5. Foreign Object (FO) Damage (FOD) Prevention.

7.5.1. Vehicle operators shall be especially watchful for foreign objects (FO).

7.5.2. Operators shall check vehicles for FO (rocks in tire treads, loose material in truck beds/trailers, etc.) prior to entering the airfield, or any time vehicles have been operated off paved surfaces or when posted signs dictate. Note: FO checks will be conducted when vehicles transition off the North/South access roads onto taxiways.

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

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

7.5.4. All personnel working in, on, around, or traveling through areas near aircraft/munitions, Aerospace Ground Equipment (AGE), engines or similar components will comply with FOD prevention as prescribed by AFI 21-101.

7.6. Notification for Restricted Altitude Low Approaches Over Vehicles/Personnel. ATC will notify personnel occupying the runway when aircraft are conducting restricted low approaches (500 feet AGL) over them.

7.7. Vehicle Procedures for Entering ILS Critical Areas.

7.7.1. Reference AFI 13-213 JBSA Kelly Field Airfield Driving Instruction for the most up to date instructions on procedures.

7.7.2. POFZ: 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 [Attachment 2](#)).

RUSSELL D. DRIGGERS, Brigadier General,
USAF
Commander, 502d Air Base Wing

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

AFI 10-1001, *Civil Aircraft. Landing Permits*, 23 August 2018

AFI 10-1002, *Joint Use Agreements for Military and Civilian Flying Facilities*, 7 August 2018

AFMAN 11-202, Volume 3, *Flight Operations*, 9 January 2022

DAFI 11-209, *Participation in Aerial Events*, 19 May 2021

AFI 11-418, *Operations Supervision*, 21 December 2021

AFPD 13-2, *Air Traffic Control, Airfield, Airspace, and Range Management*, 2 January 2019

DAFMAN 13-201, *Airspace Management*, 10 December 2020

DAFMAN 13-204, Volume 1, *Management of Airfield Operations*, 22 July 2020

DAFMAN 13-204, Volume 2, *Airfield Management*, 22 July 2020

DAFMAN 13-204, Volume 3, *Air Traffic Control*, 22 July 2020

DAFI 13-213, *Airfield Driving*, 4 February 2020

DAFMAN 13-217, *Drop Zone, Landing Zone & Helicopter Landing Zone Ops*, 22 April 2021

AFMAN 32-1040, *Civil Engineer Airfield Infrastructure Systems*, 22 August 2019

DAFI 21-101, *Aircraft. And Equipment Maintenance Management*, 15 January 2020

DAFI 91-202, *The US Air Force Mishap Prevention Program*, 11 March 2020

AFI 11-208 (I), *Department of Defense Notice to Airmen System*, 13 February 2018

AFMAN 11-230, *Instrument Procedures*, 24 July 2019

AFI 33-322, *Records Management and Information Governance Program*, 23 March 2020

DAFMAN 91-203, *Air Force Occupational Safety, Fire, and Health Standards*, 24 March 2022

AFMAN 13-204v3 AETCSUP, *Air Traffic Control*, 26 July 2022

JO 7110.65, *Air Traffic Control*, 20 April 2023

AFI 13-213_JBSANANTONIOSUP, *Airfield Driving*, 13 September 2020

JBSANANTONIOI 13-204, *Airfield Operations Procedures*, 1 May 2019

JBSANANTONIOI 15-101, *Weather Support*, 8 September 2021

JBSANANTONIOI 21-103, *Lackland AFB Foreign Object Damage (FOD) and Dropped Object Prevention (DOP) and Tools and Equipment Control Programs*, 18 January 2019

149 FWI 91-207, *Severe Weather Procedures*, 12 June 2019

JBSA Installation Emergency Management Plan

JBSA Mishap Response Plan

JBSA Plan 91-212, Bird/Wildlife Aircraft. Strike Hazard Plan***Adopted Forms***

AF Form 457, *USAF Hazard Report*

AF Form 483, *Certificate of Competency*

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

AF Form 3616, *Daily Record of Facility Operation*

DD Form 1801, *International Flight Plan, DOD*

DD Form 2400, *Civil Aircraft Certificate of Insurance*

DD Form 2401, *Civil Aircraft Landing Permit*

DD Form 2402, *Civil Aircraft Hold Harmless Agreement*

Abbreviations and Acronyms

AAS—Aircraft Arresting System

ABW—Air Base Wing

ACCTLR—Assistant Chief Controller

AETC—Air Education and Training Command

AFAS—Airfield Automation System

AFB—Air Force Base

AFEUZ—Air Force Exclusive Use Zone

AFI—Air Force Instruction

AFM—Airfield Manager

AFMAN—Air Force Manual

AFPD—Air Force Policy Directives

AFRC—Air Force Reserve

AGE—Aerospace Ground Equipment

AGL—Above Ground Level

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

AR—Air Refueling

ARFF—Aircraft Rescue and Fire Fighting

ARTCC—Air Route Traffic Control Center
ATC—Air Traffic Control
ATCALS—Air Traffic Control and Landing Systems
ATIS—Automatic Terminal Information System
BASH—Bird/Wildlife Aircraft. Strike Hazard
BAK—Barrier Arresting Kit
BMT—Basic Military Training
BWC—Bird Watch Conditions
CALS—Combat Assault Landing Strip
CB—Camp Bullis
CC—Commander
CCTLR—Chief Controller
CDT—Controlled Departure Times
CES—Civil Engineering Squadron
CMA—Controlled Movement Area
COA—Certificate of Authority
CONS—Contracting Squadron
CP—Command Post
CWW—Cooperative Weather Watch
DCMA—Defense Contract Management Agency
DMCOP—Domestic Military Customs Officer Program
DME—Distance Measuring Equipment
DOD—Department of Defense
DV—Distinguished Visitor
DZ—Drop Zone
EAL—Entry Authorization List
ECC—Emergency Communications Center
ELT—Emergency Locator Transmitter
ELP—Emergency Landing Patterns
EMCS—Energy Management Control Systems
EOC—Emergency Operations Center
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
FO—Foreign Object
FPNO—Flight Plan Not Received
FSH—Fort Sam Houston
FTU—Flight Training Unit
FW—Fighter Wing
GDSS—Global Decision Support System
GE—Ground Emergencies
HALO—High-Altitude Low Opening
HATR—Hazardous Air Traffic Report
HUD—Heads Up Display
HIRL—High Intensity Runway Light
HR—Hazard Report
IAW—In Accordance With
IC—Incident Commander
IEMP—Installation Emergency Management Plan
IFE—In-Flight Emergency
IFR—Instrument Flight Rules
ILS—Instrument Landing System
JBSA—Joint Base San Antonio
JUA—Joint Use Agreement
JUFF—Joint-Use Flying Facilities
KSKF—Kelly Field
KSY—Kelly TACAN System
LOA—Letter of Agreement

LRS—Logistics and Readiness Squadron
MACA—Mid-Air Collision Avoidance
MEDEVAC—Medical Evacuation
MOA—Military Operations Area
MSL—Mean Sea Level
NAVAID—Navigational Aid
NLT—No Later Than
NM—Nautical Mile
NORDO—No Radio (in-flight communications failure)
NOTAM—Notice to Airmen
ODO—Opposite Direction Operations
OPR—Office of Primary Responsibility
OTS—Out of Service
PA—Public Affairs
PAPI—Precision Approach Path Indicator
PCAS—Primary Crash Alarm System
PCN—Pavement Condition Number
PEUZ—Port San Antonio Exclusive Use Zone
QRC—Quick Reaction Checklist
PIREP—Pilot Report
PL—Protection Level
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
RDS—Records Disposition Schedule
RSRS—Reduced Same Runway Separation
RWY—Runway

SAAMC—San Antonio Military Medical Center
SAM—Special Air Mission
SAT—San Antonio
SCN—Secondary Crash Net
SFA—Single Frequency Approach
SFO—Simulated Flame Out
SI-SFO—Straight-In Simulated Flame Out
SKF—Kelly Field
SOF—Supervisor of Flying
SR—Slow Route
SSF—Stinson Municipal Airport
SSI—Special Security Instructions
STARS—Standard Terminal Automation Replacement System
TA—Transient Aircraft
TACAN—Tactical Air Navigation
TACC—Tanker Airlift Control Center
TAD—Tactical Arrivals and Departures
TERPS—Terminal Instrument Procedures
TRW—Training Wing
TO—Technical Order
UAS—Unmanned Aircraft Systems
UFC—Unified Facilities Criteria
USAF—United States Air Force
VFR—Visual Flight Rules
VR—Victor Route
WS—Watch Supervisor

Office Symbols

502 ABW/SEF—502d Air Base Wing Flight Safety
502 ABW/CP—502d Air Base Wing Command Post
502 OSS/OSA—502d Operations Support Squadron Airfield Operations Flight
502 OSS/OSAA—502d Operations Support Squadron/Airfield Management section
502 OSS/OSAT—502d Operations Support Squadron/Air Traffic Control section

502 OSS/OSM—502d Operations Support Squadron/ Radar, Airfield, Weather Systems section

502 OSS/OSW—502d Operations Support Squadron/Weather Flight

802 CES/CEF—802 Civil Engineering Squadron Fire Station

502 CES/CEOFA—502 Civil Engineering Squadron Exterior Services, Alarms

902 CES/CEX—902d Civil Engineering Squadron Emergency Management Office

149 FW/PA—149 Fighter Wing Public Affairs

194 FW/CP—149 Fighter Wing command Post

433 AW/CP—433d Airlift Wing Command Post

433 AW/PA—433 Airlift Wing Public Affairs

737 TRG/CCV—737 Training Group Vice Commander

Terms

The Bubble—A concrete pad at the end of Taxiway Kilo that can accommodate parking of and aircraft with up 223 feet wingspan.

Fiesta Climb-Out—A radar procedure for SKF assigned aircraft requesting multiple instrument approaches at SKF to the runway in use.

Trim Pad—A concrete section south of the Taxiway L and Taxiway K intersection utilized for maintenance operations (tow on/off only).

Attachment 2

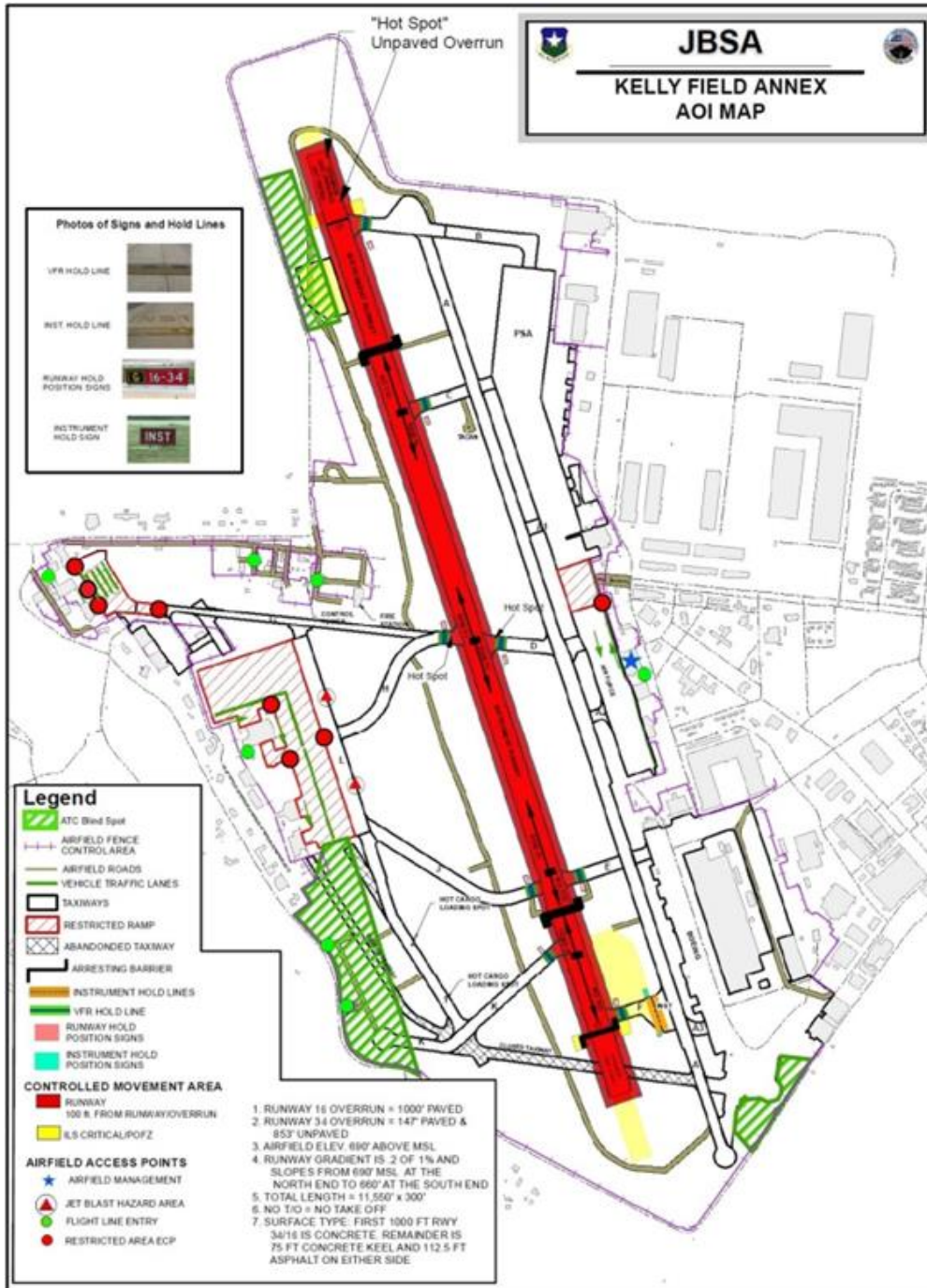
ANNUAL REVIEW ITEMS

Table A2.1. Annual Review Items

First Quarter
Joint Use Operating Agreement – <i>OPR 502 OSS/OSA</i>
F-16 Gunshot-1 Departure LOA – <i>OPR Houston ARTCC</i>
Malfunctions/Interruptions of RAWs Equipment Ops Ltr – <i>OPR 502 OSS/OSM</i>
JBSA BASH Plan 91-212 – <i>OPR 502 ABW/SEF</i>
JBSA Integrated Defense Plan (IDP) – <i>OPR 802 SFS/S5</i>
Aircraft Parking Plan – <i>OPR 502 OSS/OSAA</i>
JBSA Installation Emergency Management Plan (IEMP) – <i>OPR 502 CE/CEX</i>
Second Quarter
SAT, JBSA-Lackland, 433 AW, 149 FW LOA – <i>OPR SAT</i>
149 FW Stereo Flight Plan LOA – <i>OPR 149 FW</i>
Mid-Air Collision Avoidance (MACA) Program – <i>OPR 502 ABW/SEF</i>
JBSAI 13-204 Airfield Operations – <i>OPR 502 OSS/OSA</i>
OSA OI 36-1 Air Traffic Control Training – <i>OPR502 OSS/OSA</i>
OSAA OI 36-2201 Airfield Management Training – <i>OPR 502 OSS/OSAA</i>
Airfield Waivers – <i>OPR 502 CES</i>
Annual Airfield Safety and Certification Inspection – <i>OPR 502 OSS/OSA</i>
Airfield Management Single-Man Operations Waiver – <i>OPR 502 OSS/OSA</i>
Third Quarter
433d Airlift Wing (AW) Tactical Arrivals and Departures (TAD) LOA – <i>OPR SAT Approach</i>
Supervisor of Flying Operations in Kelly Tower Operations Letter – <i>OPR 502 OSS/OSAT</i>
JBSA 13-213 Supplement Airfield Driving – <i>OPR 502 OSS/OSAA</i>
Defense Contract Management Agency Stereo Flight Plans – <i>OPR Houston ARTCC</i>
OSAA OI 13-204 Airfield Management – <i>OPR 502 OSS/OSAA</i>
Air Installation Compatible Use Zone – <i>OPR 502 CES</i>
Fourth Quarter
Notice to Airman (NOTAM) Back-up LOA – <i>OPR 502 OSS/OSAA</i>
OSAT 13-201 Control Tower Operations – <i>OPR 502 OSS/OSAT</i>
502 OSS 31-101 Controlled Area – <i>OPR 502 OSS</i>
SKF Stinson Automated Point Out Procedures – <i>OPR 502 OSS/OSAT</i>
Draken Int. Reduced Same Runway Separation – <i>OPR 502 OSS/OSAT</i>

Attachment 3
AIRFIELD DIAGRAM

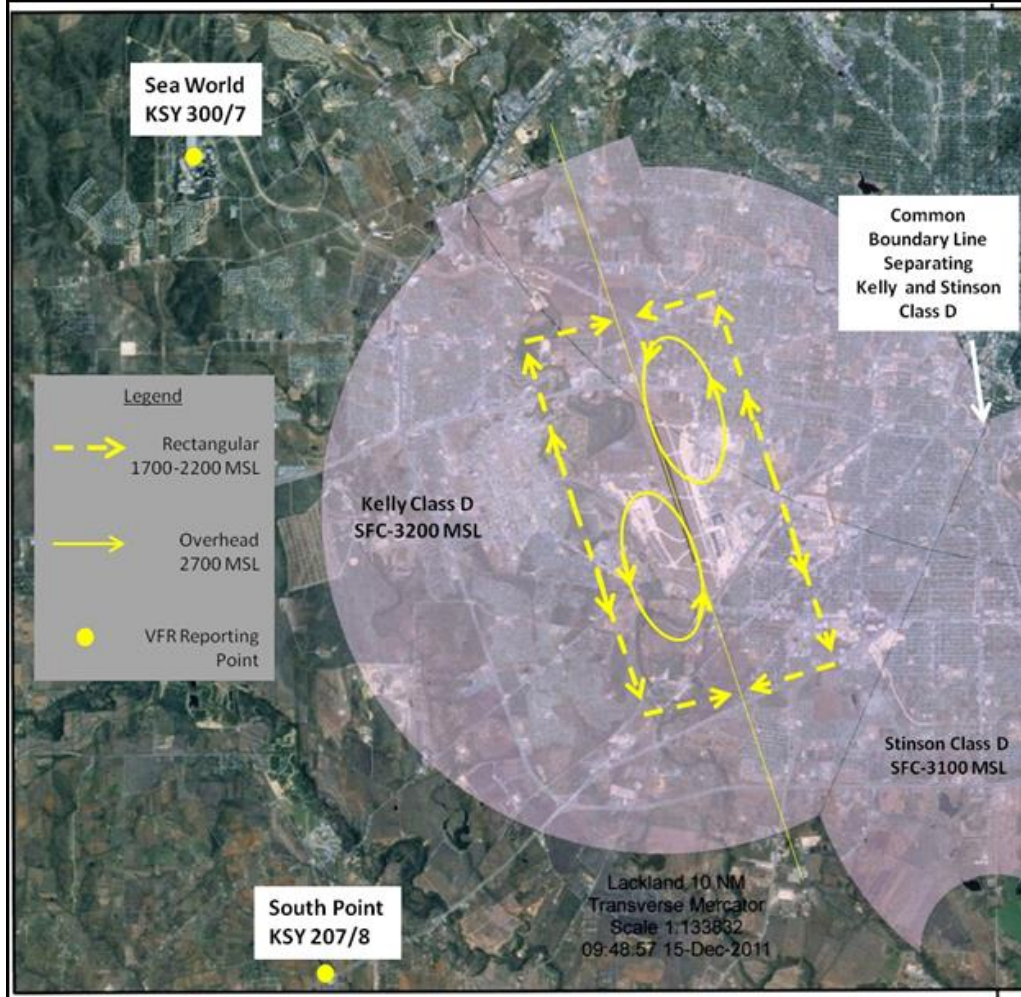
Figure A3.1. Airfield Diagram



Attachment 4

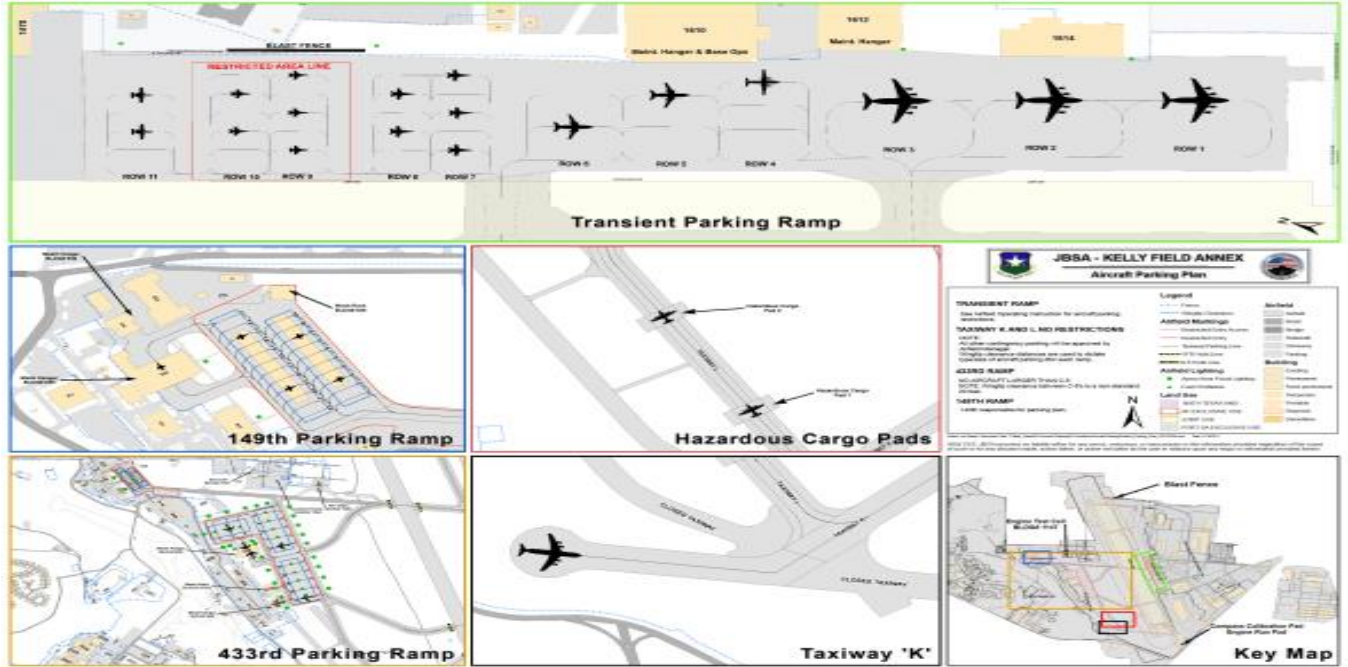
KELLY FIELD CLASS D AIRSPACE AND VFR TRAFFIC PATTERNS

Figure A4.1. Kelly Field Class D Airspace and VFR Traffic Patterns



Attachment 5 AIRFIELD PARKING PLAN

Figure A5.1. Airfield Parking Plan



Attachment 6

KELLY FIELD ZONES (JUFF/AFEUZ/PEUZ)

Figure A6.1. Kelly Field Zones (JUFF/AFEUZ/PEUZ) – North

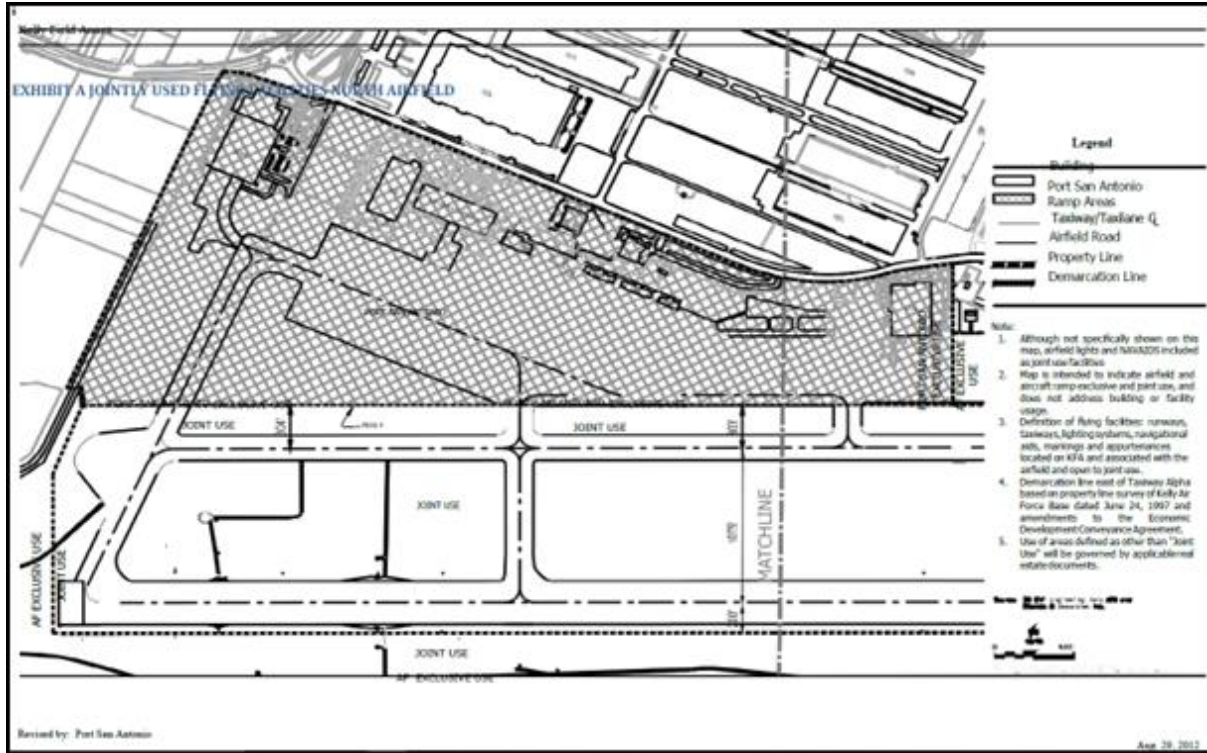


Figure A6.2. Kelly Field Zones (JUFF/AFEUZ/PEUZ) – Mid

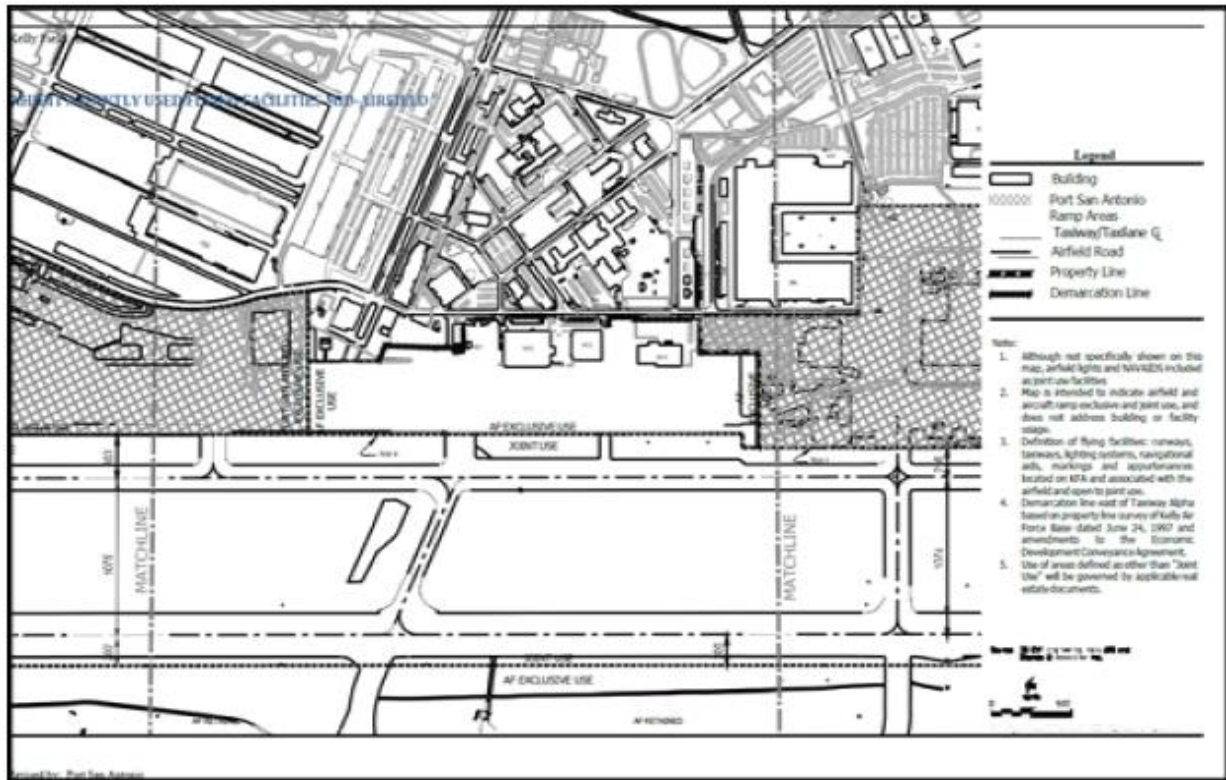
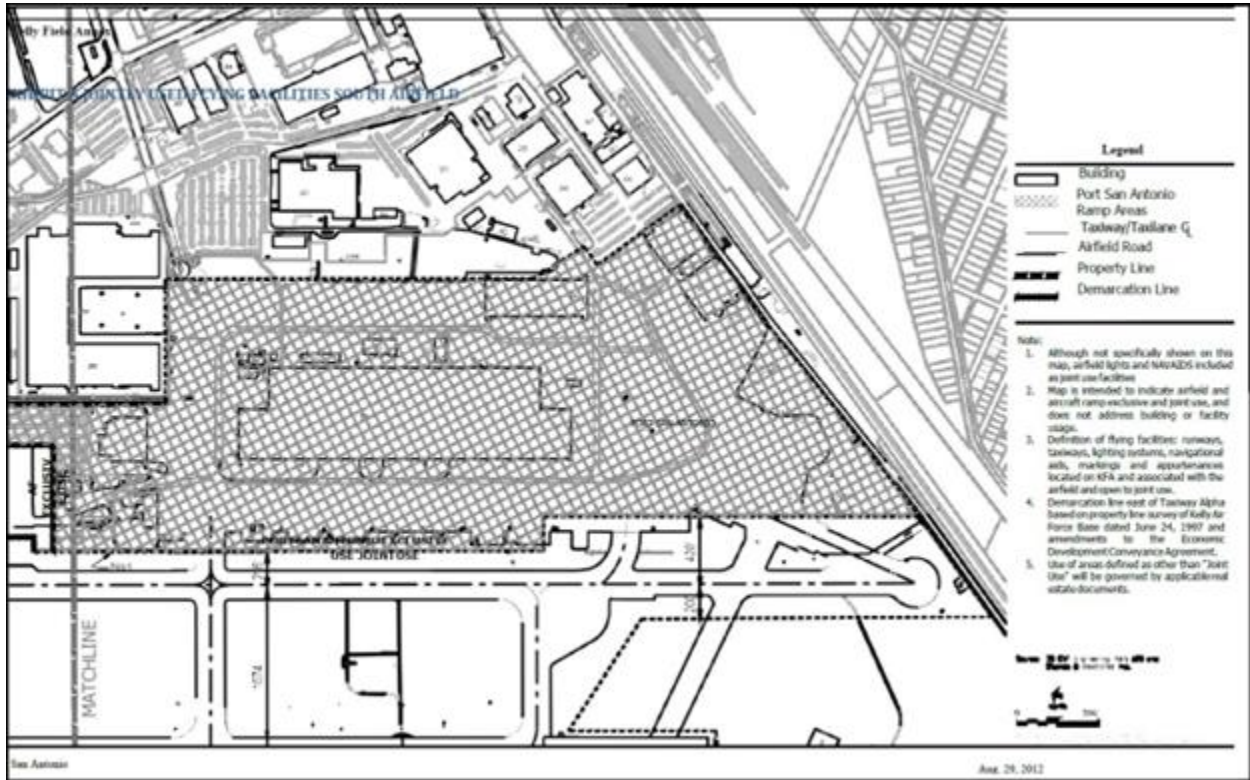


Figure A6.3. Kelly Field Zones (JUFF/AFEUZ/PEUZ) – South



Attachment 7

KELLY FIELD HAZARDOUS CARGO AREA

Figure A7.1. Kelly Field Hazardous Cargo Area (Spot 1)

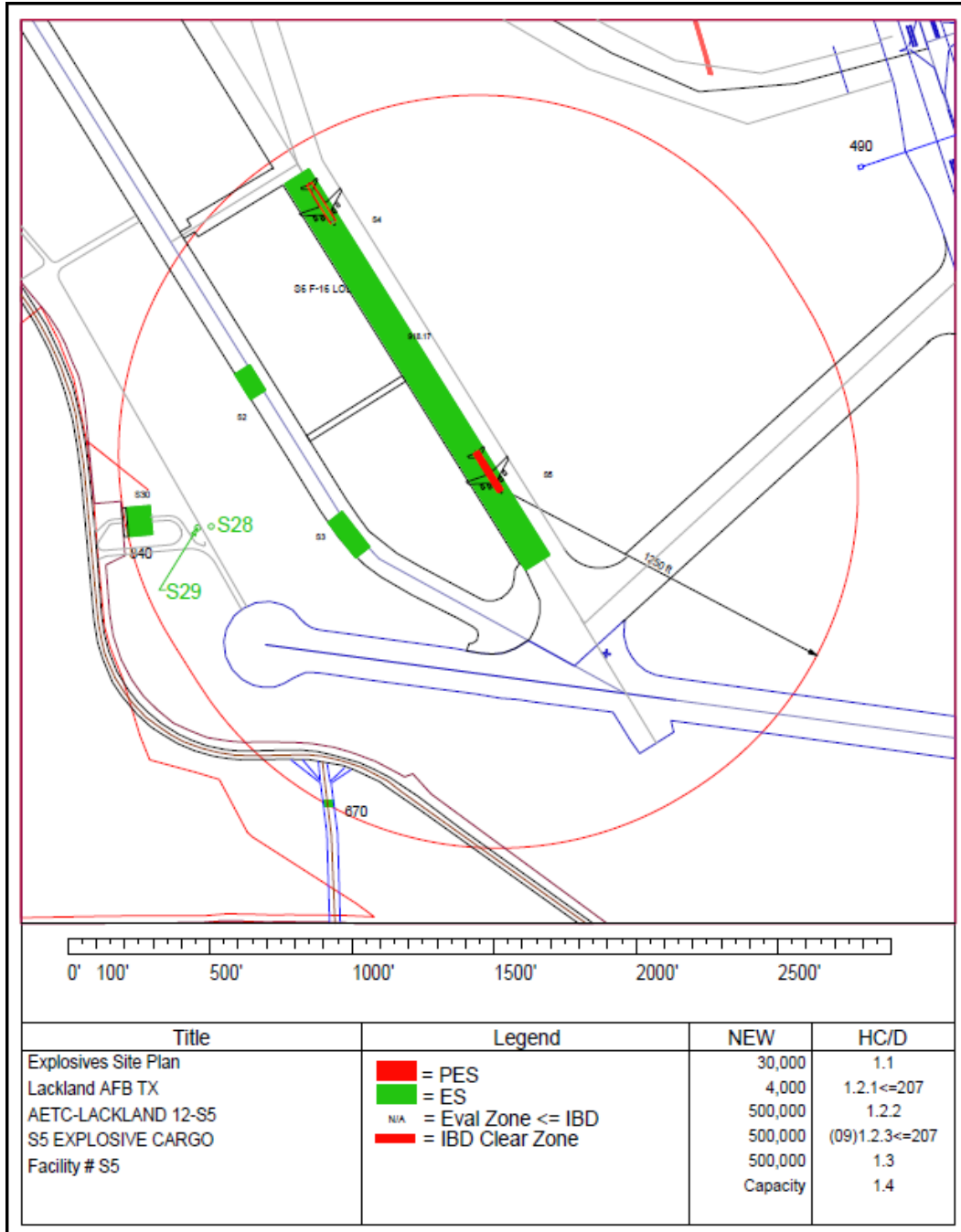


Figure A7.2. Kelly Field Hazardous Cargo Area (Spot 2)

