

**BY ORDER OF THE
SUPERINTENDENT**



**HQ UNITED STATES AIR FORCE
ACADEMY INSTRUCTION 13-204**

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Space, Missile, Command, and Control

***AIRFIELD OPERATIONS AND BASE
FLYING PROCEDURES***

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This instruction implements Air Force Policy Directive (AFPD) 11-2, *Aircrew Operations* and AFPD 13-2, *Air Traffic, Airfield, Airspace and Range Management*. This instruction also implements the provisions of Air Force Instruction (AFI) 24-301, *Ground Transportation*; AFI 10-1001, *Civil Aircraft Landing Permits*; AFI 10-1002, *Agreements for Civil Aircraft Use of Air Force Airfields*; AFI 11-202V2, *Aircrew Standardization/Evaluation Program*; AFI 11-208, *Department of Defense Notice to Airmen (NOTAM) System*; AFI 11-209, *Aerial Event Policy and Procedures*; AFI 13-202, *Overdue Aircraft*; AFMAN 13-204V1, *Airfield Operations Career Field Development*; AFMAN 13-204V2, *Airfield Operations Standardization and Evaluations*; AFMAN 13-204V3, *Airfield Operations Procedures and Programs*; AFI 13-207-O, *Preventing and Resisting Aircraft Piracy (Hijacking)*; AFI 13-213, *Airfield Driving*; Air Education and Training Command (AETC) Supplements, Technical Order (TO) 00-25-172, *Ground Servicing of Aircraft and Static Grounding/Bonding*; Federal Aviation Regulations (FAR), and other applicable Federal Aviation Administration (FAA) documents. This instruction is an installation publication that covers airfield operations and applies to all units assigned and attached to United States Air Force Academy (USAFA) including tenant units. This publication is not applicable to AFRC and ANG units. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using Air Force (AF) Form 847, *Recommendation for Change of Publication*. The authority to waive requirements in this publication are identified with a Tier 3 (T-3) number following the compliance statement and are waivable by the 306 FTG/CC. See AFI 33-360, *Publications and Forms Management*, for a description of the authorities associated with the Tier numbers. Submit requests for waivers through the chain of command to the appropriate Tier waiver approval authority. Ensure that all records created as a result of processes

prescribed in this publication are maintained in accordance with (IAW) Air Force Instruction 33-322, *Records Management and Information Governance Program*, and disposed of IAW Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS).

SUMMARY OF CHANGES

USAFAI 13-204 was reformatted for organization, to ensure all required items were addressed, and content updated to reflect current procedures. Significant changes were made throughout and the entire document should be reviewed.

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Chapter 1

GENERAL INFORMATION

1.1. General. This instruction establishes policy for airfield operations and consolidates information pertinent to airfield operations, management, flight/ground operations and emergency procedures at the USAFA Airfield as well as Bullseye Auxiliary Airfield. USAFA Airfield guidance is contained in Chapters 1-6 of this USAFAI, and Bullseye Auxiliary Airfield guidance in **Attachment 15**. This instruction contains techniques and procedures for the control of aircraft and overall operation of the airfield. The provisions contained herein are directive in nature; however, deviations are authorized in the interest of safety. If any 306th Flying Training Group (FTG) regulations contradict information contained in this instruction, this instruction shall take precedence. All changes, additions and deletions are coordinated with the Chief of Airfield Operations prior to formal change to the instruction. The 306th Flying Training Group Commander (306 FTG/CC) may publish guidance memorandums as necessary to affect priority changes until a formal change is approved.

1.1.1. Roles and Responsibilities. Commanders and supervisors at all levels are responsible for implementation of this instruction as it pertains to operations within their jurisdiction.

1.1.2. Deviations and Waivers. Do not deviate from policies in this instruction except when the situation demands immediate action to ensure safety. The Pilot in Command (PIC) is vested with ultimate mission authority and is responsible for each course of action in flight. Obtain waivers to deviate from provisions in this instruction via Airfield Operations Flight (306 OSS/OSA).

1.2. Airfield Management Operations (AMOPS). AMOPS is located in building 9206. Contact information: DSN: 333-2526, Commercial: (719) 333-2525 or email at 306oss.airfieldmanagement@us.af.mil. (Note: DSN and Commercial prefixes are consistent throughout this document.)

1.2.1. Notice to Airmen (NOTAM) Procedures.

1.2.1.1. Academy Tower is designated as the NOTAM monitoring facility. Academy Tower will coordinate with AMOPS personnel to validate completeness and consistency of NOTAM information.

1.2.1.2. AMOPS will advise Academy Tower, 306 FTG SOF, and applicable organizations of newly published, revised, or cancelled NOTAMs.

1.2.1.3. AMOPS is the NOTAM issuing agency for both USAFA and Bullseye Aux Airfield. Any discrepancies shall be coordinated with, and validated through, the Airfield Manager (AFM).

1.2.1.4. AMOPS will coordinate with Academy Tower prior to issuing a NOTAM that closes a runway, taxiway, Sailplane Landing Area (SPLA), or parachute drop zone (DZ). If an emergency situation arises requiring immediate closure to prevent loss of life, AMOPS can close the appropriate area prior to notifying Academy Tower. AMOPS will consider inputs from the 306 FTG SOF/FTGA when determining the status of runways and landing areas.

1.2.2. Flight Information Publication (FLIP) Accounts and Disposition. Requests for changes can be made through 306 OSS/OSAA. The Airfield Management Operations Manager (AMOM) will appoint a primary/alternate FLIP Monitor.

1.2.2.1. The FLIP monitor will review each new FLIP edition IAW AFMAN 13-204v3 para 15.1.3.3.19..

1.2.2.2. FLIP Monitor duties will be IAW AFMAN 13-204v3, para 15.1.3.3.19., AFI 11-201, *Flight Information Publication*, Ch. 2., as well as:

1.2.2.2.1. Order and supply FLIP products, charts and maps.

1.2.2.2.2. Ensure FLIP changeover is conducted whenever products are received which supersede those on hand.

1.2.2.2.3. Establish FLIP distribution procedures. Ensure sub-accounts receive FLIP products prior to their effective dates.

1.2.2.2.4. Maintain publications located in the AMOPS supply storage room, AMOPS section and emergency evacuation kit.

1.2.2.2.5. Make every effort on-base to find delayed, or remaining shipment(s) if shorted. If unsuccessful, contact the appropriate FLIP agency for assistance. Keep AFM and NAMO/AMOM updated.

1.2.2.2.6. Submit FLIP requirement changes to the Defense Logistics Agency.

1.2.2.3. FLIP tasks including publication changeover will be accomplished by the FLIP monitor. There are a limited number of FLIP products on hand for issue. These items may be issued when there are sufficient quantities on the shelf; however, the individual should not take the last publication on hand.

1.2.3. Flight Planning Procedures. IAW AFMAN 13-204v3, AMOPS has the overall responsibility for inputting, amending, canceling and re-filing flight plans for all aircraft originating from KAFF. Additionally, AMOPS is responsible for flight following/tracking aircraft, initiating search and rescue actions, and performing aircraft security and anti-hijacking procedures IAW the USAFA IDP. Because the 306 FTG flying units and Academy Flight Training Center (AFTC) have the capability to file their own flight plans, flight plan filing/processing and the responsibility to flight follow/track aircraft has been delegated to the 94th Flying Training Squadron (FTS), 557th Flying Training Squadron, and AFTC as prescribed in paragraphs 1.9. through 1.11..

1.2.4. Flight Planning Requirements. All aircraft departing KAFF must have a valid flight plan (FP) on file with either AMOPS or their respective unit's ops desk. All transient aircraft must file an original DD Form 1801 in person with AMOPS or they may file a FP with either the servicing Flight Service Station (FSS) or by calling 1-800-WXBRIEF. AMOPS does not accept the FAA Form 7233-1, *Flight Plan*.

1.2.4.1. Local Area Flights: The local area is considered within 60 miles. 94 FTS and 557 FTS are authorized to use a DD Form 1801, AF Form 4327, *ARMS Fighter Flight Authorization*, or other locally developed paper or electronic flight plan form. AFTC is authorized the same when filing their own FPs for local area flights. These forms are

considered original flight plans and will be maintained by each unit IAW Air Force RDS, Table 13-07, Rule 3.00.

1.2.4.2. 94 FTS and 557 FTS will use Graduate Training Integration Management System (GTIMS) as the primary means of maintaining FPs.

1.2.4.3. Outbound Flights: An outbound flight is any flight that is landing/terminating at another airfield outside the local area. All outbound flights, to include out-and-backs, must have a FP on file with AMOPS. All locally assigned aircraft may fax or e-mail a signed DD Form 1801 to AMOPS.

1.2.4.4. Off-Station FP Filing: Aircraft that are off-station and returning to KAFF must file a FP with either the servicing Flight Service Station (FSS) or by calling 1-800-WXBRIEF. Upon arrival at KAFF, it is the pilot's responsibility to ensure their FP is properly closed with ATC.

1.2.5. Flight Plan Filing Procedures. AMOPS will accept flight plans filed in person or by electronic delivery from locally assigned units/aircraft. E-mailed FPs should be sent to the AMOPS org box: 306oss.airfieldmanagement@us.af.mil. Pilots should not consider their FP filed until they receive an acknowledgement e-mail from AMOPS.

1.2.5.1. Units will ensure that all FPs filed internally by the unit (94 FTS, 557 FTS, and AFTC) comply with the FP requirements in AFI 11-202v3, *General Flight Rules*, paragraph 4.17.1., AFMAN 13-204v3, and FLIP General Planning.

1.2.6. Flight Following/Tracking. AMOPS will flight follow/track all aircraft with a FP on file with the AMOPS section. The 94 FTS, 557 FTS, and AFTC have been delegated the responsibility to flight follow/track unit aircraft on FPs filed internally by the unit.

1.2.6.1. IAW AFMAN 13-204v3, units flight following/tracking their own aircraft will use a Local Flight Following Log, Flight Progress Strip, GTIMS, or other electronic equivalent to record and track aircraft arrivals and departures.

1.2.6.2. If an aircraft being flight followed/tracked by the unit has not arrived 30 minutes after its ETA, the aircraft is considered overdue. When an aircraft is determined to be overdue the owning unit will take the following actions:

1.2.6.2.1. Immediately notify AMOPS and provide all aircraft/flight information (e.g. aircraft type, callsign, route of flight, ETA, etc.).

1.2.6.2.2. Conduct a preliminary communications search for the aircraft by calling the SOF, Ops supervisor, local airports, etc.

1.2.6.2.3. Immediately notify AMOPS if/when the overdue aircraft is located.

1.2.6.3. Units filing their own flight plans will be responsible for the accountability of their aircraft movements. Units will verify all flights/departures are authorized by the required approval authority. Any unauthorized aircraft movement will be reported to AMOPS immediately to initiate anti-hijack procedures.

1.2.7. Prior Permission Required (PPR) Procedures.

1.2.7.1. All transient aircraft intending to land require a PPR number. The AFM or Deputy Airfield Manager (DAFM) are the approval authorities for PPRs. (T-3)

1.2.7.2. AMOPS will contact 10th Security Forces Squadron (10 SFS) if transient aircraft are to remain overnight.

1.2.7.3. AMOPS will brief the requestor on airfield restrictions prior to their arrival at USAFA.

1.2.7.4. AMOPS shall coordinate the arrival and departure of transient aircraft with Academy Tower and any affected flying units.

1.2.7.5. All transient aircrews planning multiple sorties from USAFA shall receive an airspace briefing prior to the first departure from USAFA.

1.2.7.6. AMOPS will maintain a PPR log that identifies all inbound transient aircraft.

1.2.8. Transient Alert (TA), Transient Aircraft and Civilian Aircraft.

1.2.8.1. USAFA Airfield does not have TA support capabilities. The USAFA airfield is for "Official Business Only" (OBO) and restricted to 306 FTG, Academy Flight Training Center (AFTC), and transient aircraft with a Prior Permission Required (PPR) number.

1.2.8.2. Civil aircraft requesting access to USAFA airfield will be considered IAW AFI 10-1001, *Civil Aircraft Landing Permits*.

1.2.8.3. Transient aircraft without pre-coordinated flight requests are not authorized to conduct "drop-in" touch-and-go or low approach training unless they have 306 FTG Supervisor of Flying (SOF) or Flying Training Group Available (FTGA) approval. Aircraft conducting a touch-and-go Require Prior Permission required (PPR) approval. (T-3)

1.2.8.4. AMOPS personnel determine the best suitable spot for parking transient aircraft based upon available space, mission requirements, and aircraft Protection Level (PL).

1.2.8.5. Contract maintenance personnel can perform maintenance on military and civil aircraft under the purview of the respective contract.

1.2.8.6. There is no aerial port or passenger service. Fuel servicing is limited to 2/1,000 gallon 100LL and 1/1,500 gallon Jet A fuel trucks. There is no single point refueling available at the USAFA Main Airfield. Fuel requests for military aircraft should be made to the Fuel Manager, 333-2924. Fuel requests for civilian aircraft should be made to the Aero Club, 333-4423.

1.2.9. Unscheduled/Unauthorized Aircraft Arrivals.

1.2.9.1. If the pilot declares an emergency and needs to land at USAFA Airfield, expect Academy Tower to allow the aircraft to land. Upon landing, Academy Tower will direct aircraft with a wingspan of 65 feet or smaller, to taxi and park on the Isolation Pad. Aircraft with a wingspan longer than 65 feet will be directed to park on the North Hammerhead. For emergencies, Academy Tower shall activate the Primary Crash Alarm System (PCAS). (T-3)

1.2.9.2. When a civil aircraft makes an unauthorized landing at the airfield, AFI 10-1001, and AFI 10-1002, *Agreements for Civil Aircraft Use of Air Force Airfields* apply. The following actions are required in the event of an unauthorized landing by non-locally assigned aircraft:

1.2.9.2.1. AMOPS will notify the Chief of Airfield Operations, AFM, DAFM, and 10 SFS.

1.2.9.2.2. The AFM or DAFM will determine the type of unauthorized landing IAW AFI 10-1001 and AFI 10-1002. They will determine the appropriate actions as defined in the instructions.

1.3. Recreational Activities on the Airfield. Activities not related to the support of airfield operations are prohibited. Jogging shall be limited to Airfield Drive and Talon Drive. 98th Flying Training Squadron Physical Training activities are authorized within the parachute drop zone. 98 FTS personnel planning to conduct PT in the drop zone will advise Academy tower prior to conducting activities while the airfield is open. Any additional recreational activities are prohibited unless approved by 306 OSS/CC. (T-3)

1.3.1. Pets on the Airfield. Pets are prohibited on the airfield. Additionally, owners must follow guidance in USAFAI 48-103, *Registration and Control of Animals*. (T-3)

1.3.2. Noise Abatement and Complaint Referrals. Due to noise considerations, UV-18s are not authorized to make a west turnout off Runway 16. Any complaints received by 306 FTG personnel shall be referred to the USAFA Public Affairs Community Relations Office at (719) 333-7731. (T-3)

1.3.3. Non-Applicable Items. The following mandatory items do not apply to USAFA because they are not used and/or they are not available.

1.3.3.1. Airfield Lighting Systems.

1.3.3.2. Aircraft Arresting Systems/Emergency Aircraft Arresting System Procedures.

1.3.3.3. Drag Chute Jettison Areas.

1.3.3.4. Hot Pit Refueling Areas.

1.3.3.5. Arm/De-Arm Area.

1.3.3.6. UAS Designated Start Areas.

1.3.3.7. Protecting Precision Approach Critical areas.

1.3.3.8. Instrument Flight Rules (IFR) Procedures.

1.3.3.9. External Stores Jettison/Bailout Area Procedures.

1.3.3.10. Fuel Dumping.

1.3.3.11. Abandonment of Aircraft Procedures.

1.3.3.12. Hung Ordnance Procedures.

1.3.3.13. Air Evac and Notification Procedures.

1.3.3.14. Dangerous/Hazardous Cargo.

1.3.3.15. Night Vision Device Operations.

1.3.3.16. Civil Use of Military ATCALs.

1.3.3.17. Tactical Arrival/Departure Procedures.

- 1.3.3.18. UAS Arresting Gear.
- 1.3.3.19. Hydrazine Incident.
- 1.3.3.20. Broken Arrow.
- 1.3.3.21. Alternate Control Tower Procedures.

Chapter 2

AIRFIELD AND FACILITIES

2.1. US Air Force Academy Airfield. USAFA Airfield is located 38°58'24" N, 104°49'12" W, with a field elevation of 6576 feet mean sea level (MSL) (approach end of Runway 26). Academy Tower and the main airfield are open as published in the U.S Visual Flight Rules (VFR) Supplement unless a NOTAM indicates otherwise.

2.1.1. Runways and Taxiways.

2.1.1.1. USAFA Airfield has three parallel runways oriented North/South (16/34), and one crosswind runway oriented East/West (08/26). All runways are asphalt.

2.1.1.1.1. Runway 16L/34R is 3500 feet long and 75 feet wide with 200 feet paved overruns at each end and 300 feet unpaved overrun at each end. The distance between the East runway and the Center runway is 1000 feet between centerlines, and 925 feet between runway edges.

2.1.1.1.2. Runway 16C/34C is 4500 feet long and 75 feet wide with 250 feet paved overruns at each end and 250 feet unpaved overruns at each end. The distance between the Center runway and the West runway is 255 feet between centerlines, and 200 feet between runway edges.

2.1.1.1.3. Runway 16R/34L is 4500 feet long and 40 feet wide with 250 feet paved overruns at each end and 250 feet unpaved overruns at each end. The distance between the West runway and the East runway is 1255 feet between centerlines, and 1200 feet between runway edges.

2.1.1.1.4. Runway 08/26 is 2500 feet long and 75 feet wide. There is a 500 feet unpaved overrun on Runway 08.

2.1.1.2. USAFA Airfield has a Sail Plane Landing Area (SPLA) which is 4500 feet long and 500 feet wide, with an AV Turf Area 3000 feet long and 430 feet wide. While not a movement area, any non-94 FTS asset needing access to the SPLA will initiate 2-way communication with Skytrain prior to entering the SPLA.

2.1.1.3. Alternate Sail Plane Landing areas are depicted on the Airfield Diagram. Area A is south of the SPLA, Area B is South-West, Area C is West, and Area D is just south of the AV Turf Area.

2.1.1.4. The parachuting drop zone (DZ) is a grass surface. It is located on the western edge of the SPLA and is used by parachutists as depicted in the airfield diagram ([Attachment 2](#)). The 98 FTS has operational responsibility over the DZ. They are also responsible for conducting a survey of this area every five years and providing a copy to the AFM. The survey depicts obstructions and other information pertinent to the parachuting/free fall program and is maintained by the 98 FTS. AMOPS is responsible for coordinating construction activities and mowing of the DZ.

2.1.1.5. There are 11 taxiways on USAFA Airfield, all taxiways are asphalt. All taxiways are 40' wide, except taxiway "L", taxiway "H" north of Runway 08/26, and the curved portion of taxiway "H" south of the Midfield Ramp, which are 50' wide.

2.1.1.6. Intermediate Hold Position Marking (Wingtip Clearance Marking). This marking is used to establish a holding position for vehicles and aircraft to ensure appropriate wingtip clearance for aircraft taxiing past the intermediate hold position. These markings consist of a single yellow broken stripe. Vehicle operators will park or drive vehicles behind this marking when approached by an oncoming aircraft to ensure appropriate wingtip clearance is provided between aircraft taxiing past the hold position.

2.1.2. Controlled Movement Area (CMA).

2.1.2.1. The CMA is the portion of the airfield requiring aircraft, vehicles and pedestrians to obtain specific Air Traffic Control approval for access. The USAFA Airfield Driving Instruction contains a description of the CMA and additional information on responsibilities, vehicle traffic procedures (to include privately owned vehicles), airfield/CMA violations, and airfield driving requirements. **Attachment 2** depicts the CMA.

2.1.2.2. The CMA encompasses all active runway surfaces and overruns, including portions of taxiways from the hold lines to the runway surface, Taxiways J and K including an area 50 feet north and south of Taxiways J and K, and the infield areas within 100 feet of the active runways. (See Airfield Diagram, **Attachment 2**)

2.1.2.2.1. Hold lines are painted 100 feet outward from the runway edges on each taxiway except on Taxiways J and K.

2.1.2.2.2. Inactive runways are designated as CMA.

2.1.2.2.3. When a runway is closed it may be removed from the CMA to allow uncontrolled vehicle operations with a NOTAM saying that the area is “temporarily removed from the CMA”.

2.1.2.2.4. Due to the unique nature of sailplane and jump operations on the USAF Academy airfield, the SPLA (operated by the 94 FTS) and DZ (operated by the 98 FTS) are not included as part of the CMA (**Exception:** the SPLA within 100 feet of the west runway). For specifics regarding ground operations within the SPLA and DZ, reference the 94 FTS Sailplane Ground Training publication and 98 FTS Operations Supervision Operating Instruction.

2.1.2.2.5. Aircraft, vehicles, and pedestrians must obtain specific ATC approval to enter the CMA. All aircraft and vehicle operators shall maintain direct two-way radio contact with Academy Ground/Skytrain while in the CMA. No exceptions will be granted unless under strict escort of an authorized agency.

2.1.2.2.6. Vehicle operators and pedestrians, with ATC approval, are expected to visually check for approaching/departing aircraft in both directions, prior to proceeding onto or across a runway.

2.1.2.2.7. Ground crews shall not drag gliders into the CMA from the SPLA. From the SPLA, crews will enter the west staging area between the end of runway (EOR) lines.

2.1.2.2.8. Tower Talk Groups on the Land Mobile Radio (LMR) system are dedicated for use between vehicle operators and ATC, solely for the purpose of operating on the CMA.

- 2.1.2.2.9. Academy Ground monitors AF-1 and Skytrain monitors AF-2. Academy Ground monitors both AF-1 and AF-2 when Skytrain is closed.
- 2.1.2.3. In the event of an actual or suspected radio failure, vehicle operators/pedestrians must exit the runway immediately. Contact Academy Tower or AMOPS immediately, report off the runway and include any pertinent information that might affect safe runway operations.
- 2.1.2.3.1. If not able to communicate with Academy Tower or AMOPS via radio, use other means of communication such as a cellular phone (when available).
- 2.1.2.3.2. Personnel should monitor the tower for light gun signals. Academy Tower will use light gun signals to attempt communication and if unable, notify AMOPS who will dispatch a vehicle to remove the personnel from the runway environment. Airfield vehicles will display visual aids as required by the USAFA Airfield Driving Instruction during operations on the airfield.
- 2.1.2.3.3. Report incident to AMOPS immediately.
- 2.1.3. Restricted/Controlled Areas (CA) on the Airfield.
- 2.1.3.1. There are no Restricted Areas on USAFA Airfield.
- 2.1.3.2. CA designations and procedures are defined in the USAFA IDP.
- 2.1.3.2.1. Visitors within a CA must be escorted at all times. Each visitor will report directly to the agency they are visiting to fill out the AF Form 1109, *Visitor Register Log*. Visitors shall be escorted at all times by the host unit and personnel familiar with airfield operations while they are within controlled areas.
- 2.1.3.2.2. The CA is marked by “Controlled Area” signs.
- 2.1.4. Non-Standard Airfield Markings. Non-standard and additional airfield markings will be considered by the AFM IAW AFMAN 32-1040, *Civil Engineer Airfield Infrastructure Systems*. Non-standard markings must be approved by the MAJCOM/DO, published in applicable flight publications, and must not interfere with standard runway markings. **Attachment 13** provides a pictorial display of approved USAFA non-standard airfield markings.
- 2.1.5. Hot Brake Area. When Runway 16L/34R is in use, aircraft may park in the run-up areas on the North/South Hammerheads. When Runway 16C/34C is in use, aircraft may park on Taxiway L and Taxiway G. (T-3)
- 2.1.6. Engine Run Areas.
- 2.1.6.1. Aircraft must be outside of the hangar with the tail completely clear prior to engine start. Under no circumstances will an engine run be conducted inside a hangar. 306 FTG/QAE and the Fire Department shall be notified and a maintenance employee will be fireguard during maintenance engine runs.
- 2.1.6.2. Engine runs will be conducted on hammerheads to the maximum extent possible. If the hammerhead for Runway 34R is full, engine run-ups may be accomplished on Taxiway Bravo. If the hammerhead for Runway 16L is full, engine run-ups may be accomplished on Taxiway Alpha. Use extreme caution while positioning the aircraft into

the wind. Row One of the North Ramp may be used for engine run-ups if the corresponding spot on Row Two is open and wind is less than or equal to 10 knots. Powered Flight Program (PFP) solo students are restricted to engine run-ups in the hammerhead only. Aero Club shall conduct maintenance engine runs on taxiway F or the South Ramp. (T-3)

2.1.7. Aircraft Parking Plan. Current Airfield Parking plan is on file at Airfield Management. Any requests for aircraft parking differing from current parking plan or static display aircraft plan must be coordinated prior to the event with AFM or designated representative.

2.1.7.1. The airfield is not equipped to handle hazardous cargo.

2.1.7.2. The Isolation Pad is approximately 98' X 98' with a concrete surface. It is used to park unauthorized aircraft, with a wingspan smaller than 65 feet, and for transient helicopter arrivals/departures. The orientation of aircraft/helicopter parking is based solely on the wind direction at the time of parking. The isolation pad may be used by helicopters for overnight parking. This pad does not have tie-downs and will not be used for overnight parking of light aircraft.

2.1.7.3. The North Ramp is approximately 554' X 478' with a concrete surface. It is primarily used by the 557 FTS. It is designed to park single engine (propeller driven) (current/future) training aircraft. Aircraft that utilize this ramp will not exceed the aircraft dimensions of a T-6. .

2.1.7.4. The Transient Ramp is approximately 144' X 255' with an asphalt surface. It is used to park AFTC and transient aircraft. Aircraft utilizing this ramp will not exceed the aircraft dimensions of a T-6.

2.1.7.5. The South Ramp is approximately 271' X 516' with an asphalt surface. It is used for overflow parking and for AFTC aircraft. Aircraft that utilize this ramp will not exceed the aircraft dimensions of a T-6 without prior coordination/approval with AMOPS.

2.1.7.6. The Midfield Ramp is approximately 1004' X 128' with an asphalt surface. It is used to conduct tow aircraft refueling, has the capability of parking three aircraft on the north end (not to exceed the wingspan of a TG-15) and is equipped with a pedestrian/glider staging area. The south end is capable of tying down three aircraft (not to exceed the wingspan of a TG-15) and it is used to support local flight operations from the midfield flight training facility. It can be used to park other locally assigned aircraft when it is not utilized by the 94 FTS.

2.1.7.7. The Airmanship Ramp is approximately 861' X 161' with a concrete surface. It is used to park UV-18B aircraft for parachuting operations. It is used as a staging area for USAFA glider aircraft awaiting maintenance. The north end of the ramp can accommodate two UV-18B aircraft. The Airmanship Ramp can be used to store glider trailers for short periods of time as long as a NOTAM is published to close taxi routes and parking spots/areas that will ensure airfield criteria and wing tip clearance requirements are not violated for taxiing or towing during aircraft ground operations.

2.1.8. Airfield Maintenance.

2.1.8.1. Sweeper operations will be completed IAW the sweeper schedule which is maintained by AMOPS. Sweeper is available throughout the day upon request.

2.1.8.2. Grass cutting is completed via the USAFA Grounds Maintenance contract. The contractor will ensure that grass height is maintained IAW contract requirements. Areas to be mowed will be determined by AMOPS, and specific areas of concern should be forwarded to AMOPS. Airfield grass cutting and height will be evaluated by mowing Contracting Officer Representative (COR) and completed in accordance with the ground maintenance contract. If there is an issue with the equipment or mower personnel that is affecting operations, and the mower personnel are not reachable by radio, contact AMOPS.

2.1.8.3. Snow Removal operations will be in accordance with the USAFA Snow and Ice Control Plan. AMOPS serves as the primary point of contact to request snow removal on the airfield.

2.2. Procedures.

2.2.1. Procedures/Requirements for Conducting Airfield Inspections/Checks. On days in which the airfield is open, and ATC-controlled operations are in progress, AMOPS personnel shall conduct a minimum of one airfield inspection per day. Additional runway checks shall be conducted after emergency aircraft exit the runway unless waived by the SOF, following construction, for RSC determination and RCR measurements, for Bird Watch Condition (BWC) response and periodic BWC checks, after severe weather (WX), and other checks as required.

2.2.1.1. Additional airfield inspections will be conducted and documented with representatives from 10th Civil Engineering Squadron (10 CES) and 306th Flying Training Group Safety (306 FTG/SE) before and after completion of any major runway/taxiway/apron construction, changes or additions to the flying mission, or changes affecting existing aircraft parking/taxi procedures with an emphasis on “waiver impact” of affected areas.

2.2.1.2. The USAFA main airfield inspection will be accomplished daily, no later than sunset. The inspector will accomplish all areas on the daily airfield inspection/check checklist.

2.2.1.2.1. AMOPS must inspect construction areas to ensure that a high level of safety is maintained. AMOPS is required to check sitting barricades, construction lights, equipment parking, stockpiled materials, debris, and foreign objects. AMOPS will conduct construction checks as needed to ensure construction sites are safe and added safety measures are being implemented. All discrepancies will be reported to the AFM/DAFM and logged in the events log. The AFM/DAFM will report discrepancies to the 10 CES inspector.

2.2.1.3. An airfield check will be accomplished before the start of flying (the daily airfield inspection may be done in lieu of this check). Additional checks will be accomplished as required to support emergencies, RSC/RCR determination, Foreign Object Debris/Damage (FOD) checks, BASH determination, construction areas, and for hazards to flying operations. The person conducting the check will annotate the areas checked on the inspection form.

2.2.1.4. An airfield check will be completed prior to uncontrolled operations in accordance with an established letter of procedure, and training provided by Airfield Management.

Personnel other than AMOPS may conduct required airfield checks after completing required training with the DAFM in accordance with AFMAN 13-204v3.

2.2.1.5. The Airfield Certification/Safety Inspection will be completed annually. The inspection team will include the AFM and representatives from 10 CES, 306 FTG/SE, and 10 SFS. Other suggested agencies include Academy Tower, SOF, and any other interested agencies.

2.2.2. Procedures for Opening and Closing the Airfield.

2.2.2.1. The 306 FTG/CC/CD or designated representative is the approval authority for airfield operations during other than published hours.

2.2.2.2. AMOPS is staffed one hour prior to airfield opening unless otherwise approved by the Chief of Airfield Operations. Academy Tower will be staffed 30 minutes prior to airfield opening unless otherwise approved by the Chief of Airfield Operations..

2.2.2.3. After the airfield movement area is checked, including the CMA, AMOPS shall notify Academy Tower of the current airfield status. Academy Tower will assume control of the airfield movement/CMA at opening. In addition, the following shall be briefed/verified prior to opening:

2.2.2.3.1. Airfield status, NOTAMs, advisories, and special operations.

2.2.2.3.2. Proposed runway in use and confirmation of opening time.

2.2.2.3.3. RSC and RCR information.

2.2.2.4. Academy Tower and AMOPS must coordinate the closing time based on the termination of all flight activities, controlled or uncontrolled, if prior to sunset. Once the airfield is closed it is considered uncontrolled until the next scheduled opening.

2.2.2.5. TWO MINUTES PRIOR TO OPENING: Academy Tower shall broadcast on Tower, Skytrain, Ground Control (GC), AF-1, and AF-2 frequencies, "Academy Tower is ready to open; anyone on or near the runways say call sign, position and intentions." If anyone is observed on the runways and not in communication with tower, Academy Tower shall call AMOPS and advise them to delay opening the airfield until the situation is resolved.

2.2.2.5.1. AT OPENING: Academy Tower shall broadcast on Tower, Skytrain, GC, AF-1, and AF-2 frequencies, "Academy Tower is open; Runway (XX) in use."

2.2.2.5.2. AT CLOSING: Academy Tower shall broadcast on Tower, Skytrain, GC, AF-1, and AF-2 frequencies, "Academy tower is closed."

2.2.2.6. If any aircraft are still on a runway or taxiway at sunset closing, Academy Tower will notify AMOPS. Closing the USAFA airfield will not be delayed because runway/taxiways do not have lighting.

2.2.2.7. AMOPS will coordinate with Academy Tower prior to issuing a NOTAM that closes a runway, taxiway, SPLA, or parachute DZ. If an emergency situation arises that requires immediate closure to prevent loss of life, AMOPS can close the appropriate area prior to notifying Academy Tower. AMOPS will consider inputs from the 306 FTG SOF/FTGA when determining the status of runways and zones.

2.2.2.7.1. When a runway, taxiway, SPLA, or parachute DZ is closed, AMOPS will notify the 306 FTG SOF, and other affected agencies, provide an estimated opening time, and issue a NOTAM, as appropriate.

2.2.2.7.2. Notify the 306 FTG SOF, and affected agencies when the runway is reopened. AMOPS will cancel appropriate NOTAMs when the runway is reopened.

2.2.3. Runway Selection Procedures.

2.2.3.1. Academy Tower designates the active runway at USAFA airfield. The tower Controller-In-Charge (CIC) will coordinate the runway in use with the 94 FTS Soaring Control Officer (SCO) and advise 98 FTS DZ Control Officer (DZCO) and 306 FTG SOF. Runway changes will be completed IAW para 3.6..

2.2.3.2. Intersecting runways cannot be active simultaneously (i.e., when Runway 16/34 is use, Runway 08/26 will be inactive).

2.2.3.2.1. The inactive runway(s) will be released to Ground Control on the east side and the Skytrain controller on the west side for taxi and ground movements.

2.2.4. Procedures for Suspending Runway Operations.

2.2.4.1. If Academy Tower suspends runway operations they will immediately notify AMOPS.

2.2.4.2. AMOPS shall coordinate with Academy Tower to temporarily suspend/close runway operations when any unsafe condition affects runway operations (e.g. FOD, severe bird/wildlife activity, airfield construction, pavement repair, etc.).

2.2.4.3. AMOPS shall ensure the runway is checked prior to resuming operations due to runway closure/suspension.

2.2.5. Permanently or Temporarily Closed or Unusable Portions of the Airfield. There are no permanently closed portions of the USAFA Airfield. AMOPS shall inform Academy Tower of airfield construction affecting runway and airfield use. In the event any portion of the movement area is restricted for an extended time by construction, aircraft parking or other activity, AMOPS shall coordinate with the Academy Tower to close affected areas and issue an appropriate NOTAM.

2.2.6. Runway Surface Condition (RSC) and/or Runway Condition Reading (RCR) Values.

2.2.6.1. AMOPS is responsible for complying with AFMAN 13-204, Vol 3 and TO 33-1-23, *Equipment and Procedures for Obtaining Runway Condition Readings*, for reading and relaying RSC and RCR.

2.2.6.2. AMOPS will conduct an RCR only after snow/ice removal operations are complete. Follow-up RCRs will be taken, as needed, until the airfield is suitable for operations, opened or when requested by the 306 FTG SOF. RCR readings are not required during snowfall or prior to snow removal. (T-3) **Note:** When water is the only form of moisture on the RWY, the RSC shall be reported as 'Wet' with no RCR. Joint United States Air Force (USAF)/National Aeronautics and Space Administration (NASA) tests have proven RCR measurements invalid where the only form of moisture affecting the RWY is water.

2.2.6.3. AMOPS shall relay RSC and RCR data to Academy Tower, 306 FTG SOF, and the Colorado Springs Regional Command Post (CSRCP). AMOPS will post all pertinent RCR conditions for the airfield on the airfield status display.

2.2.6.4. RCR values can be found in the Department of Defense (DoD) Flight Information Handbook, Section B.

2.3. Miscellaneous.

2.3.1. Airfield Security.

2.3.1.1. Keys to buildings and combinations to gate locks will be issued only to personnel with an operational requirement. Keys should be issued using AF Form 1297, *Temporary Issue Receipt*, or similar control logs monitored by the building custodians. All agencies on the airfield shall ensure their buildings and areas are secured at the end of each duty day.

2.3.1.2. AMOPS personnel will inform 10 SFS, at 333-2000, when the airfield is opened and closed for the day.

2.3.1.3. Only 10 SFS personnel with a valid AF Form 483, *Certificate of Competency*, will provide patrol coverage of USAFA Airfield, even when closed.

2.3.1.4. Unauthorized Personnel on Airfield.

2.3.1.4.1. All unauthorized personnel on the airfield are subject to apprehension or detention. If suspected unauthorized personnel are seen on the airfield, advise AMOPS who will investigate and notify 10 SFS if required. Privately Owned Vehicles (POV) are not allowed on the airfield without a POV pass (**Exception:** personnel may drive their POVs to and from the parking lots adjacent to the control tower via the midfield access road). Any POV observed on the airfield will be considered unauthorized until it is verified that the vehicle has a POV pass (see USAFA Airfield Driving Instruction for additional information on POV passes).

2.3.1.4.2. Monitor suspected unauthorized persons until AMOPS or 10 SFS personnel arrive and, if needed, verbally challenge and escort the suspected individuals away from aircraft, vehicles and CMA. If necessary, initiate appropriate anti-theft and anti-hijack procedures.

2.3.2. Airfield Photography. Photography within a controlled area is not permitted without approval by the commander/director responsible for the controlled area per the USAFA Installation Defense Plan (IDP). The 306 FTG/CC authorizes photography within the airfield controlled area. Any photos taken must comply with all USAFA and AETC requirements and restrictions on use of photographs of cadets and permanent party personnel. Any use of photos for promotional/commercial purposes requires additional approval from USAFA/PA and/or AETC/PA.

2.3.3. Airfield Smoking Policy. Smoking is not permitted within the airfield environment except for locations designated by the 10th Air Base Wing Commander (10 ABW/CC). Smoking areas are designated with the appropriate signs.

2.3.4. Wear of Hats.

2.3.4.1. Wear of military uniform and organizational hats is authorized on the airfield as long as it does not create a hazard to aircraft/ground operations or worn near running aircraft engines.

2.3.4.2. The USAFA Airfield is a no hat, no salute area. Other designated no hat, no salute areas on the airfield are located in the recreational area between Buildings 9206 and 9207, the west side of Building 9201, the north side of Building 9203, and the Midfield Area. (T-3)

2.3.4.3. Personal protective safety equipment may be worn as required.

2.3.5. Non-Applicable Airfield Items at the USAFA Main Airfield. The USAFA Main Airfield does not have the following items due to mission/type of aircraft:

2.3.5.1. Compass calibration pad.

2.3.5.2. Blast fences.

2.3.5.3. Refueling outlets, pits, etc. that are used for single point refueling.

2.3.5.4. Hot cargo pads.

2.3.5.5. Outdoor wash racks and taxi-through rinse facilities.

2.3.5.6. Engine test cells/suppressors.

2.3.5.7. Aircraft security fences.

2.3.6. Refueling Restrictions. Aircraft refueling restrictions will, as a minimum, be conducted IAW AFI 91-203, *Air Force Occupational Safety, Fire, and Health Standards*, and TO 00-25-172, *Ground Servicing of Aircraft and Static Grounding/Bonding*.

Chapter 3

AIR TRAFFIC CONTROL/VFR PROCEDURES

3.1. Air Traffic Control General.

3.1.1. Air Traffic Control (ATC).

3.1.1.1. Academy Tower provides ATC services and regulates the use of USAFA Class D airspace and controlled movement areas on the airfield. ATC services shall be provided IAW FAA Orders, DoD Instructions, AFIs; and reference USAFA OIs, and 306 FTG OIs.

3.1.1.2. The USAFA Class D is defined as the airspace extending from the surface up to and including 8,800' MSL within a 3 NM radius of the USAFA Airfield, excluding airspace within the Colorado Springs Class C airspace. Colorado Springs Air Traffic Control Tower (ATCT) has delegated the portion of their Class C airspace west of longitude 104 degrees, 47 minutes that lies within the Academy Class D airspace to Academy Tower. Academy Tower has delegated the portion of the Class D east of longitude 104 degrees, 47 minutes from 8,500' MSL and above to Colorado Springs ATCT (Attachment 4).

3.1.1.3. ATC frequencies are listed in **Table 3.1**:

Table 3.1. ATC Frequencies.

Agency	Frequency	Agency	Frequency
Academy Tower	124.15/319.25	94-FTS/"Overlord"	120.225
Academy Ground	118.125	98-FTS-Ops	121.25
Skytrain	127.15	557-FTS/"Linebacker"	121.95
ATIS	128.525/269.375	ALS Tow-Ops	123.45
Emergency/Guard	121.5/243.0	Metro	376.0
Scenic Control	121.25/289.4		

3.1.2. Operational Procedures.

3.1.2.1. All local aircraft will follow the local operating procedures outlined in the 306 FTG Supplement to AFI 11-202, Vol 3 of the appropriate specific mission design series (MDS).

3.1.2.2. All 557 FTS and AFTC aircraft shall utilize the 557 FTS standard departure, arrival, and breakout procedures. The VFR arrival/departure routes and breakout procedures are identified in the 557 FTS In-Flight Guide and in the T-41, T-51, and T-53 Operations Procedures guidance available from 306 FTG/FTGV at 306ftg.ftgv@us.af.mil.

3.1.2.3. The SOF will ensure all military aircraft are landed and all powered aircraft are in parking prior to sunset. Departures/arrivals or taxi operations between sunset and sunrise are not authorized under any circumstance. (**Exception:** Operators with an approved uncontrolled operations waiver may taxi/depart at the start of morning civil twilight. Evening civil twilight is not applicable at USAFA due to rising terrain immediately to the west of the airfield resulting in earlier onset of darkness.) Maintenance towing and glider drag-in operations are authorized between sunset and sunrise and are the responsibility of maintenance/unit operators.

3.1.2.4. Controllers shall report airfield abnormalities and trend data to AMOPS and the 306 FTG SOF (e.g., FOD on the airfield, airfield driving violations, bird/wildlife advisories, pavement deterioration, taxi operations after closing, suspicious activity, etc.).

3.1.2.4.1. When utilizing full runway procedures for Runway 16C/34C or Runway 16R/34L, report any unauthorized individual or vehicle entry onto the CMA as a CMA violation (CMAV) using AF Form 457, *USAF Hazard Report*. If the entry resulted in the endangerment of an aircraft, report unauthorized runway entry as a runway incursion/HATR using AF Form 651, *Hazardous Air Traffic Report*.

3.1.2.4.2. When an unauthorized individual or vehicle entry onto the center or west staging areas occurs (not full use), report the event as a staging area infraction using AF Form 457. 306 FTG/SE is the OPR for tracking and reporting infraction data.

3.1.2.5. Controllers may suspend operations to their respective runways when deemed necessary. A broadcast of the suspension will be made on appropriate frequencies.

3.1.2.5.1. Controllers shall notify AMOPS immediately of any operations suspensions. **Exception:** When a glider stops short on a hard surface landing and the aircraft will be retrieved quickly.

3.1.2.5.2. AMOPS shall determine the runway status; inform ATC and the 306 FTG SOF.

3.1.2.6. Multiple runway crossings with a single clearance are approved for use at all taxiways and crossing locations between Runways 34L/34C and 16R/16C. HQ AETC/A3OF has approved the use of multiple runway crossings IAW FAAO JO 7110.65.

3.1.3. Local Aircraft Priorities.

3.1.3.1. Aircraft shall be sequenced on a first-come, first-served basis with priority given to non-powered aircraft.

3.1.3.2. Local operational priorities must not take precedence over priorities listed in FAAO 7110.65 and AFI 11-202, Vol 3. Except as directed by FAAO 7110.65 and AFI 11-202, Vol 3, local aircraft will be handled on a “first-come, first-served” basis with the following exceptions:

3.1.3.2.1. 557 FTS operations have priority to the east runway.

3.1.3.2.2. 98 FTS operations have priority to the center runway.

3.1.3.2.3. The west runway and SPLA are reserved for 94 FTS operations.

3.1.3.2.4. The AFTC operates primarily from the east runway and when necessary the center runway with priority given to military operations.

3.1.3.2.5. Timely completion of functional check flight (FCF)/operational check flight (OCF) sorties is extremely important. FCF/OCF sorties take priority over student and continuation training missions.

3.1.4. Academy Tower Opening and Closing. Academy Tower and the main airfield will open and close as published in the DoD VFR Supplement unless a NOTAM indicates otherwise.

3.1.5. Automated Terminal Information Service (ATIS) Procedures.

3.1.5.1. The ATIS is operated from the control tower (frequencies are published in VFR Supplement). The hours of the ATIS correspond with the operational hours of the airfield. A closed airport ATIS broadcast will be transmitted during closed hours.

3.1.5.2. Pilots shall obtain ATIS information prior to requesting taxi instructions or proceeding inbound to the airport. Efficient use of the ATIS will significantly reduce radio frequency congestion. Gliders and tow aircraft conducting tow operations are exempt.

3.1.6. Runway Selection Procedures.

3.1.6.1. Academy Tower designates the active runway at USAFA airfield. The tower Controller-In-Charge (CIC) will coordinate the runway in use with the 94 FTS Soaring Control Officer (SCO) and advise 98 FTS DZ Control Officer (DZCO) and 306 FTG SOF. Runway changes will be completed IAW para 3.6..

3.1.6.2. Intersecting runways cannot be active simultaneously (i.e., when Runway 16/34 is use, Runway 08/26 will be inactive).

3.1.6.2.1. The inactive runway(s) will be released to Ground Control on the east side and the Skytrain controller on the west side for taxi and ground movements.

3.1.7. Runway Change Procedures.

3.1.7.1. ATC will broadcast "5-MINUTES TO RUNWAY CHANGE" and if applicable "ALL AIRCRAFT CLIMB TO HIGH TRAFFIC" on all ATC frequencies. When traffic permits and both Skytrain and Local Control (LC) are ready for the change; ATC will broadcast "RUNWAY (16/34) IN USE". (T-3)

3.1.7.2. At the 5-minutes to runway change announcement, aircraft may depart the east pattern or land prior to changing the traffic flow. Aircraft closed downwind to base may full stop. When directed, remaining aircraft will climb to 8,400' MSL and hold in the High Traffic pattern. Aircraft in the west pattern with enough altitude, will transition to the opposite training areas. Gliders off tow not high enough to transition to an opposite training area must return to the pattern immediately for landing. (T-3)

3.1.7.3. East Pattern Changing to Runway 34: ATC will designate the first aircraft for the runway change and broadcast "(ACID) or (NEXT AIRCRAFT TO NAIL) YOU ARE THE FIRST AIRCRAFT FOR THE TEARDROP, EXECUTE RUNWAY CHANGE, RUNWAY 34 IN USE." Aircraft in the outside downwind pattern will make an "east" descending TEARDROP turn at NAIL to 7,900' MSL and join the outside downwind to Runway 34.

3.1.7.4. East Pattern Changing to Runway 16: ATC will designate the first aircraft for the runway change and broadcast "(ACID) or (NEXT AIRCRAFT TO SAW) YOU ARE THE FIRST AIRCRAFT FOR THE TEARDROP, EXECUTE RUNWAY CHANGE, RUNWAY 16 IN USE." Aircraft in the outside downwind pattern will make an "east" descending teardrop turn at SAW to 7,900' MSL and join the outside downwind to Runway 16.

3.1.7.5. Aircraft in the west pattern will land as directed by Skytrain. Skytrain will ensure that midfield personnel set-up for the new runway.

3.1.7.6. ATC notifies AMOPS, weather and DZCO of runway changes. Skytrain will notify DZCO of runway changes when Skytrain is open.

3.1.7.7. Runway Change to Runway 08/26. ATC will ensure parachute jump operations are terminated. All East Pattern aircraft will maintain 7,900' MSL for holding in the outside downwind pattern until it is safe to begin recovering them to Runway 08/26. ATC will advise aircraft individually when to enter downwind for Runway 08 or a 2-mile straight-in to Runway 26 via points NAIL or SAW. Aircraft executing a go-around on 08/26 should expect north closed traffic.

3.1.7.8. If there are 5 or less aircraft in the east pattern during a runway change, procedures may be modified by ATC to expedite the runway change process.

3.1.8. Aircraft Taxiing Operations Requirements/Routes.

3.1.8.1. Pilots/maintenance personnel must contact ground control/Skytrain for any taxi operation utilizing any taxiway to ensure deconfliction from other taxiing aircraft.

3.1.8.2. Minimum wingtip taxi clearance distance without a wing walker is 25 feet. With a wing walker, or when utilizing established taxi lines, this distance is reduced to 10 feet for locally assigned aircraft when taxiing into or out of parking only.

3.1.8.2.1. Tail and wing walkers are not required when towing aircraft on marked guide lines.

3.1.8.3. Aircraft will not taxi while obstructions are within their prescribed taxi lines.

3.1.8.4. Aircraft shall not taxi within 50 feet of any refueling operations. Refueling operations shall cease if an aircraft taxis within 50 feet of the aircraft being refueled.

3.1.8.5. Aircraft parking on the North Ramp will normally taxi in a counterclockwise direction. Enter the ramp on the south side and exit on the north end. If nonstandard taxi is desired; aircraft shall state their location and obtain approval from Academy Ground.

3.1.8.6. When aircraft are taxiing on Taxiway H between the north edge and south edge of the midfield ramp, Tower/Skytrain will alert personnel/pedestrians by activating the midfield siren.

3.1.8.7. South Ramp taxi direction is clockwise: enter the ramp at the north end (south of building 9227) and exit at the south end.

3.1.8.8. After landing, base assigned aircraft may turn off on the first practical taxiway or intersecting inactive runway unless otherwise directed by ATC. Vehicles may also turn off on a taxiway or intersecting inactive runway unless otherwise directed by ATC.

3.1.8.9. From Runway 16L/34R and taxiing to the Airmanship Ramp: aircraft should exit to the west (onto Runway 08/26 is authorized), hold short of Taxiway H, and contact Skytrain.

3.1.8.10. From the Airmanship Ramp to any runway: aircraft are authorized to taxi up to the hold short lines on Taxiways J or K before contacting Skytrain/Academy Ground. Expect taxi clearance at the hold line.

3.1.8.11. Use caution when taxiing aircraft on Taxiways J and K when Runway 34 is in use, or when a sailplane will be landing in alternate sailplane landing area "A". In those situations, sailplanes will be flying very low over or landing toward the taxiways.

3.1.8.12. Ensure taxiing aircraft are clear of Taxiways J and K between Runway 34L and the Airmanship Ramp before a glider over-flies the taxiways (Runway 34 in use).

3.1.8.13. Skytrain shall announce on big voice intentions of taxiing tow planes from the west holding area/queue onto or crossing the center runway. At the big voice announcement, the marshaller shall not authorize pedestrians to the west-crossing box.

3.1.8.14. Taxi Restrictions.

3.1.8.14.1. No taxi operations are authorized between sunset and sunrise as the USAFA airfield does not have the required airfield lighting systems, At the moment of sunset, all aircraft with engines running will be shut down in place and the SOF will direct towing operations through the appropriate operations supervisors. Civil twilight does not apply. ***Exception: Contract tow aircraft may taxi up to 15 minutes prior to official sunrise IAW the permanent Uncontrolled Operations Letter of Agreement. Lead tow pilot will broadcast intentions on CTAF during these uncontrolled operations prior to official sunrise.***

3.1.8.14.2. Tow aircraft are not permitted to taxi through the Midfield Ramp without ATC approval.

3.1.8.14.3. Aircraft with wingspans greater than 40' are not authorized to taxi through the Taxiway A and C hammerheads when other aircraft are parked there due to lack of wingtip clearance. Aircraft with wingspans greater than 40' are not authorized on the North Ramp, Aero Club Ramp, or South Ramp without the prior approval of the AFM.

3.1.9. Reduced Same Runway Separation (RSRS).

3.1.9.1. RSRS is authorized for USAF use by the FAA to be applied to military aircraft. USAFA RSRS standards are governed by AETC and this instruction. All other separation standards will be IAW FAAO 7110.65. (**Note:** Apply full runway separation between an emergency and preceding or succeeding aircraft.)

3.1.9.2. RSRS Operations for Sailplanes and Tow Planes:

3.1.9.2.1. The RSRS for successive tow plane arrivals is 1,000' minimum.

3.1.9.2.2. Sailplanes must be beyond the end of runway (EOR) line before a tow plane or another sailplane crosses the landing threshold on the same runway.

3.1.9.2.3. The RSRS for sailplanes landing behind a tow plane is 1,500'.

3.1.9.2.4. The RSRS for tow planes when other Category I aircraft (non-tow plane) are involved is 3,000' minimum and the previous aircraft is airborne.

3.1.9.3. USAFA T-53, T-51, and T-41 aircraft are authorized RSRS of 3,000' minimum or the previous aircraft is airborne without using Alternate Side Runway Procedures.

3.1.9.4. Anytime an AFTC aircraft is involved, FAA standard category separation must be applied. (3000' AND airborne prior to succeeding aircraft crossing the landing threshold.)

3.1.9.5. Controllers shall ensure full runway separation between all aircraft (except 94 FTS) and a preceding glider.

3.1.9.6. Simultaneous departures are authorized for Runways 16R/34L and 16C/34C.

3.1.9.7. Simultaneous arrivals are authorized IAW FAAO JO 7110.65. **Exception:** Simultaneous arrivals between Sailplanes and UV-18/Transient aircraft are not authorized.

3.1.9.8. During wet runway conditions, RSRS standards in the previous paragraphs remain authorized. SOFs may terminate RSRS anytime the RSC becomes a safety concern.

3.1.10. Opposite Direction Takeoffs and Landings.

3.1.10.1. ATC may approve opposite direction operations with the following minimum cutoffs:

3.1.10.2. Arrival versus Arrival. An opposite direction arrival shall be no closer than 3NM final until the preceding arrival has landed.

3.1.10.3. Arrival versus Departure. An arrival shall be no closer than 3NM final until an opposite direction departure is airborne and turned to avoid conflict.

3.1.10.4. Sailplanes landing in the SPLA are exempt from the opposite direction minima in para 3.26.1. and 3.26.2..

3.1.11. Intersection departures.

3.1.11.1. Sailplanes on tow and tow planes may depart from the midfield areas of Runway 16C/34C and 16R/34L.

3.1.11.2. Any aircraft may depart Runway 16C from the intersection of Runway 08/26 (south departure only; 3,500 feet available).

3.2. Powered Flight.

3.2.1. Powered Flight Operations.

3.2.1.1. East Pattern Saturation

3.2.1.1.1. No more than 12 aircraft are authorized in the east pattern excluding departures. The callsign "CHUM" indicates/identifies initial solo flights. Initial solos in the east pattern shall be limited to three. Tower may broadcast "Pattern Saturated", "Pattern Full", or "Pattern Normal" in the blind on tower frequencies. This broadcast may be made as frequently as necessary to keep the pattern safe and efficient.

3.2.1.1.2. PATTERN NORMAL: Up to 8 aircraft in the pattern conducting normal training.

3.2.1.1.3. PATTERN SATURATED: 9 - 11 aircraft in the pattern requiring action to reduce the number of aircraft to 8.

3.2.1.1.4. PATTERN FULL: 12 aircraft in the pattern.

3.2.1.1.5. Upon hearing the "Pattern Saturated" broadcast, pilots will adhere to the following restrictions:

3.2.1.1.6. For T-53 aircraft, only IPs or UIPs allowed to communicate on tower frequency (unless T-53 student is solo).

- 3.2.1.1.7. Once an aircraft is more than a mile on departure leg (departure end initial point), closed traffic is denied and pilots/controllers shall not request/approve closed traffic.
 - 3.2.1.1.8. Once tower declares "Pattern Full/Saturated/Normal", the CIC will advise the 557 FTS Ops Sup.
 - 3.2.1.1.9. Linebacker will repeat "Pattern Full/Saturated/Normal" on Eagle Traffic frequency after notified by CIC.
 - 3.2.1.1.10. Aircraft established in training areas should consider remaining in their area to allow the pattern saturation to be resolved.
 - 3.2.1.1.11. Upon hearing the "Pattern Full" broadcast, any 557 FTS Pilot in the east pattern capable of accepting a full stop landing or a departure from Class D airspace shall notify tower immediately of their requested option.
 - 3.2.1.1.12. If there are no sortie reductions by pilots in the pattern, the Tower CIC can immediately direct as many full stop landing clearances as required to manage the traffic pattern and prevent choke points on the arrival routes.
 - 3.2.1.1.13. Depending on west pattern traffic conditions and center runway availability, tower may implement straight-in-full-stop landing options on Runways 16C/34C to prevent choke points on the arrival routes. Aircraft cleared to land, but unable on the center runway due to wind limits/other conditions, are expected to fly straight ahead, maintain at or below 7400' MSL until 1/2 NM beyond the departure end and contact tower for further instructions.
- 3.2.1.2. Breakout Procedures. Aircraft in the East Pattern may breakout from 90 degree to 45 degree to initial IAW the 557 FTS IFG.
- 3.2.1.3. Go Arounds. Aircraft in the East Pattern instructed to go-around shall avoid over-flying aircraft on the runway and when necessary fly a ground track east of Runway 16L/34R (OFFSET) to avoid overtaking another aircraft on departure leg.
- 3.2.1.4. Flying Team Message Drops.
- 3.2.1.4.1. The flying team may request a "message drop" instead of a low approach, go-around, or offset.
 - 3.2.1.4.2. When ATC approves a message drop, the aircraft will over-fly the wind socks immediately east of runway 16L/34R and drop a packet near the wind sock.
 - 3.2.1.4.3. For separation purposes, a message drop will be treated as a go-around (no runway spacing required) and ATC shall issue pertinent traffic advisories.
- 3.2.2. Traffic Pattern Procedures.
- 3.2.2.1. Simulated Forced Landings (SFL). All USAFA assigned aircraft are authorized to conduct SFLs at USAFA Airfield. SFL Patterns are depicted at Attachment 10.
 - 3.2.2.1.1. Pilots must request the SFL prior to proceeding to high key.
 - 3.2.2.1.2. An approved SFL may be terminated at any point in the pattern by ATC.
 - 3.2.2.1.3. Landing clearance will normally be provided at low key.

3.2.2.2. Runway 16L/34R (East Runway). Patterns for Runway 16L/34R are flown east of the runway.

3.2.2.2.1. The closed pattern altitude is 7,300' MSL. When ATC approves closed traffic, pilots will acknowledge by turning closed. Unless ATC gives traffic to follow, the pilot is not required to give verbal acknowledgement. Pilots shall not request closed until ready to turn. Pilots should not delay the turn once closed traffic is approved. ATC will clear 557 FTS and AFTC aircraft established in the east pattern for a touch-and-go unless the pilot requests otherwise.

3.2.2.2.2. The outside downwind pattern altitude is 7,900' MSL.

3.2.2.2.3. The high traffic pattern follows a ground track over the outside downwind with square turns to intercept runway extended centerline. Pattern altitude is 8,400' MSL.

3.2.2.2.4. The overhead maneuver (OHM) pattern altitude is 7,900' MSL. Initial for the OHM is 1 nautical mile (NM). Aircraft shall execute an east break no later than the departure end of the runway, unless ATC directs otherwise. Aircraft shall remain at 7,900' MSL until commencing the break. Termination of the OHM for any reason will require the aircraft to remain at 7,900' MSL and carry through initial.

3.2.2.2.5. SFL pattern. High key for the SFL pattern is at 7,900' MSL over the approach end of the runway. Aircraft will turn east to low key within the first 1/3 of the runway. Only USAFA assigned aircraft are authorized to fly SFL patterns. The SFL pattern is not to be confused with the Emergency Landing Pattern (ELP) as described in FAAO JO 7110.65.

3.2.2.2.6. UV-18 approaches begin at 9,500' MSL at JOYAL (Runway 16) or 10,000' MSL at GOOSE (Runway 34). UV-18s returning from jump runs will report YAGER with Academy Tower if requesting a short approach to Runway 16L/34R.

3.2.2.3. Runway 16C/34C (Center Runway).

3.2.2.3.1. The Closed Pattern for Runway 16C/34C is flown west of the runway and pattern altitude is 7,300 feet MSL.

3.2.2.3.2. Runway 16C/34C is not a full-use runway when the 94 FTS is conducting glider operations. The runway becomes full-use only when the center staging area is clear and non-94 FTS aircraft are landing or taking off. Tow aircraft may request "FULL LENGTH OPERATIONS" at which point all 16C/34C operations will be full length.

3.2.2.3.3. The center staging area is established for 94 FTS glider operations. EOR lines for Runway 16C/34C are designated by solid white lines painted on the surface. The runway between the north and south EOR lines, and within 100 feet either side of the runway between EOR lines, is designated the center staging area. 94 FTS aircraft within the center staging area are considered off the runway for 94 FTS landings.

3.2.2.3.4. The Runway 16C/34C OHM pattern altitude is 7,900' MSL. Initial for the OHM is 1 nautical mile from the approach end of the runway. Aircraft shall execute a west break no later than the departure end of the runway, unless ATC directs otherwise. Aircraft shall remain at 7,900' MSL until commencing the break. Termination of the

OHM for any reason will require the aircraft to remain at 7,900' MSL and fly straight ahead through Initial. ATC may apply other options based on traffic.

3.2.2.3.5. High key for the SFL pattern is at 7,900' MSL over the approach end of the runway. Aircraft will make a west turn to low key within the first 1/3 of the runway after high key.

3.2.2.3.6. UV-18s returning from jump runs will report one minute to JOYAL or GOOSE with Skytrain if requesting a straight-in to runway 16C/34C. UV-18 straight-in approaches begin at 9,500' MSL at JOYAL (Runway 16) or 10,000' MSL at GOOSE (Runway 34).

3.2.2.3.7. Tower may use the 16C/34C OHM, SFL, and Closed patterns for any aircraft as long as neither soaring (94 FTS) or parachute (98 FTS) programs are flying.

3.2.2.3.8. With tower approval, any aircraft is authorized to land or depart Runway 16C/34C when 94 FTS soaring operations are in progress as long as the runway is unoccupied/available.

3.2.2.3.9. Aircraft cleared to, but unable to land on Runway 16C/34C (go-around, wind limits, etc.) will fly straight-ahead on departure leg, unless tower instructs otherwise. Tower will direct aircraft to the closed pattern, outside downwind, JOYAL, or GOOSE as needed.

3.2.2.4. Runway 16R/34L (West Runway). Authorized, designed and built as a glider strip, Runway 16R/34L is used for sailplane and tow plane landings and takeoffs only. Exceptions shall be authorized by the FTGA. The "runway" versus "strip" designation was implemented to standardize procedures and avoid confusion in communications. Pattern information is the same as Runway 16C/34C.

3.2.2.4.1. SFLs and OHMs to Runway 16R/34L are not authorized. (**Exception:** 94 FTS gliders may conduct Demo 360, Demo Tear Drop when Parachuting airspace is not active and the east acro area is cold/inactive.)

3.2.2.4.2. Runway 16R/34L is not a full-use runway when the 94 FTS is conducting glider operations. End of runway (EOR) lines and a west staging area are established for 94 FTS operations. Control of the west staging area is normally transferred to the 94 FTS Marshaller. EOR lines for Runway 16R/34L are designated by solid white lines painted on the surface.

3.2.2.4.3. The runway between the north and south EOR lines, and within 100 feet either side of the runway between EOR lines, is designated the west staging area. 94 FTS aircraft within the west staging area are considered off the runway for landings.

3.2.2.5. Runway 08/26. Normally used during east/west wind conditions when the wind exceeds aircraft crosswind limits for Runways 16/34. Pattern altitude is 7,300 feet MSL, and patterns should be flown to the North. Only UV-18s may depart 08/26 without FTGA approval.

3.2.2.5.1. An official runway change is required to land or depart aircraft on Runway 08/26. Reduced Same Runway Separation (RSRS) is not authorized for Runway 08/26.

3.2.2.5.2. When it is necessary to change to Runway 08/26 for sailplane east/west landings or powered aircraft wind limits, local control will release airspace and Runway 08/26 to Skytrain as soon as the east pattern can be sterilized (aircraft holding at or above 7,900' MSL).

3.2.2.5.3. Skytrain will normally recover all gliders first, and then tow planes. As soon as Skytrain has recovered and/or coordinated the holding of aircraft, airspace and Runway 08/26 shall be returned to local control.

3.2.2.5.4. If aircraft in the west pattern are directed or elect to hold out, Skytrain and the local controller will coordinate Runway 08/26 landings as needed.

3.2.2.5.5. Should the traffic situation dictate, the CIC may direct either east pattern traffic be handed off to Skytrain for Runway 08 landings or west pattern traffic be handed off to local control for Runway 26 landings. Runway 08/26 shall not be used simultaneously by the Skytrain and local controller.

3.2.3. Protection of the OHM Pattern/Standard Climb-Out Instructions.

3.2.3.1. All aircraft departing Runway 16L/34R and Runway 16C/34C shall remain at or below 7,400 feet MSL until ½ NM beyond the departure end of runway. When requested by the pilot, ATC may remove altitude restrictions based on traffic.

3.2.3.2. Termination of the OHM for any reason will result in aircraft being directed to carry initial straight-through. ATC may work the aircraft back into the pattern using alternate procedures on a case-by-case basis.

3.2.4. VFR Arrival/Departure Procedures.

3.2.4.1. Academy Tower is responsible for efficient use of the runways and will coordinate runway use, as necessary, to meet mission needs.

3.2.4.2. ATC will direct inbound aircraft to the appropriate VFR entry point for pattern entry to Runway 16L/34R or Runway 16C/34C as traffic dictates.

3.2.4.3. Locally assigned aircraft are authorized automatic frequency change upon departing USAFA Class D airspace.

3.2.5. Aircraft Holding. ATC may instruct aircraft to hold in the High Traffic pattern. ATC may also direct aircraft to remain outside of Class D airspace during runway changes or pattern full/saturation situations. Holding aircraft outside Academy Class D airspace should be minimized to prevent choke points for inbound aircraft. Academy Tower will notify COS Approach of aircraft holding outside of the class D IAW local letters of agreement.

3.3. Soaring.

3.3.1. Soaring Operations.

3.3.1.1. Controllers are not responsible for separation of aircraft landing in the SPLA. Gliders landing in the SPLA will receive traffic, sequencing and wind information only. Landing clearance shall not be issued.

3.3.1.2. ATC will assume a glider intends to land in the SPLA unless the pilot requests otherwise. Glider pilots landing in the SPLA maintain clearance from other aircraft and obstacles IAW 94 FTS local instructions.

3.3.1.3. Runway 16C/34C glider operations. Skytrain normally maintains control of Runway 16C/34C glider operations. Control of the center staging area may be delegated to the 94 FTS Marshaller should the situation dictate.

3.3.1.3.1. Tow aircraft landing on Runway 16C/34C shall exit the runway to the west staging area/queue between runways awaiting their next tow, or exit to the apron east of the center runway at the earliest point before the midfield stripe to park. Tow aircraft are not permitted to taxi through the midfield area without ATC approval.

3.3.1.3.2. Skytrain shall announce on big voice intentions of taxiing tow planes from the west holding area/queue onto or crossing the center runway. At the big voice announcement, the marshaller shall not authorize pedestrians to the west-crossing box and Skytrain shall not move the tow plane until the west-crossing box is clear.

3.3.1.4. During normal soaring operations, tow planes are authorized to enter the USAFA Class D surface area immediately after tow release and make initial contact on base leg for Runway 16R/34L or 16C/34C.

3.3.1.4.1. The marshaller is responsible for the movement of aircraft in his/her staging area. The marshaller shall ensure personnel remain clear of gliders and tow planes ready for departure, and any aircraft rolling from the runway into the sailplane staging area. Any vehicle (e.g., gators, maintenance and military vehicles) operating at midfield supporting glider operations shall monitor Skytrain FM frequency at all times to ensure receipt of emergency instructions.

3.3.1.4.2. If a glider stops short of the EOR line, runway operations are suspended for that runway. Operations can be resumed after the glider is dragged beyond the EOR line into the staging area or dragged clear of the runway (at least 100 feet away from the runway edge).

3.3.1.4.3. Ground crews from the staging area are authorized to cross the EOR lines without contacting Skytrain and proceed down the runway to recover a glider that has stopped short of the EOR line (i.e., Personnel in the center staging area may recover center runway stop-shorts and personnel in the west staging area may recover west runway stop-shorts). Glider recovery is the only time personnel may cross the EOR lines without Skytrain approval.

3.3.1.4.4. Ground crews shall not drag gliders into the CMA from the SPLA. From the SPLA, crews will enter the west staging area abeam the beach between EOR lines.

3.3.1.4.5. Tow Planes are authorized to land on any runway on the airport with a tow rope attached to the aircraft. A Tow Plane executing a go-around may have to drop the tow rope to avoid dragging the rope over personnel, vehicles, or aircraft.

3.3.2. Skytrain.

3.3.2.1. In addition to normal ATC duties IAW FAA and AF directives, Skytrain responsibilities are:

3.3.2.1.1. Notify Colorado Springs approach control (COS) when soaring operations begin and end. Notify COS when soaring operations exceed 12,500' MSL and 15,500' MSL and when soaring operations above those altitudes are complete. Cease soaring

operations when requested by COS in accordance with the 306 FTG/COS Letter of Agreement.

3.3.2.1.2. Delegate parachuting airspace (within USAFA Class D) to the DZCO.

3.3.2.1.3. Coordinate with the 94 FTS SCO to delegate all or portions of soaring airspace to DZCO.

3.3.2.1.4. When parachuting airspace is active, coordinate with DZCO for any flight operations that affect parachuting airspace.

3.3.2.1.5. Advise the 94 FTS SCO of any potential conflicts/deviations from normal procedures or airfield discrepancies.

3.3.2.1.6. Allow the SCO the use of the Skytrain frequency during time-critical situations that require safety of flight intervention (i.e., directing a solo-student on departure leg to release immediately). Overrides shall only be used when necessary to maintain safety of flight. **Note:** When anyone overrides Skytrain's transmissions, they have commandeered the frequency and assume responsibility for the consequences until Skytrain takes control back.

3.3.2.1.7. Coordinate use of the east, west, and northern aerobatic areas based on traffic and airspace availability. ATC normally authorizes one glider into an aerobatic area at a time. The SCO is the approval authority for allowing more than one glider into the same aerobatic area.

3.3.2.1.8. Broadcast on Skytrain frequency any changes in airspace configuration/status. Notify all aircraft two minutes prior to, and upon activating any aerobatic areas.

3.3.2.1.9. Advise DZCO of gliders on "very low" and "extremely low" patterns. Intentional "low" patterns do not need to be called to the DZCO as they do not impact parachute operations. Inform DZCO of any gliders that are forced to enter parachuting airspace or forced to land within parachute drop zones. Controllers shall not approve practice landings in alternate sailplane areas B and C when the parachuting DZ/airspace is active.

3.3.2.1.10. Stop launch for any unsafe condition/situation.

3.3.2.1.11. Provide wind and sequence information to gliders landing in the SPLA or alternate sailplane landing areas on the airfield.

3.3.2.1.12. Use the midfield light system to control pedestrian crossings of Runway 16C/34C at midfield. The midfield light system is not used by vehicles.

3.3.2.1.13. When ready to begin soaring operations, the marshaller shall contact Skytrain to obtain control of the west staging area. Once a marshaller is in place, normal crossings via the midfield light system are authorized. The marshaller shall return control of the west staging area when operations are complete or upon Skytrain request.

3.3.2.1.14. Runway crossing training for 94 FTS may be coordinated with the tower watch supervisor (WS) and approved on a case-by-case basis.

3.3.2.1.15. When necessary and without a marshaller in place, ATC may allow center/west runway crossings using big voice or radio control to retrieve aircraft, ropes, FOD, etc.

3.3.2.1.16. The midfield public address system (big voice) may be used during time-critical situations to avert unsafe conditions.

3.3.2.1.17. Coordinate with the east pattern local controller (LC) on straight-out and downwind departures from Runway 16C/34C. Coordinate with LC for aircraft requesting to enter the east closed traffic pattern after departing Runway 16C/34C. UV-18 departures excluded.

3.3.2.1.18. Acknowledge Landings-In-Between. This refers to landing-in-between two sailplanes or a sailplane and Runway 16R/34L. Skytrain's acknowledgement of landing-in-between indicates personnel in the SPLA will be advised over radio/big voice of the landing-in-between. It is a pilot's responsibility to comply with unit established separation standards in the SPLA. ATC does not provide separation service within the SPLA.

3.3.2.1.19. Alert personnel/pedestrians by activating the midfield siren when aircraft are taxiing on Taxiway H between the north edge and the south edge of the Midfield Ramp.

3.3.2.1.20. Acknowledge any non-standard pattern entry (i.e., extended base, intentional low pattern, relight request). A standard one-minute to AUTO/PEN and the call at Auto/Pen do not require acknowledgement from Skytrain.

3.3.2.1.21. Use Big Voice to relay pertinent information to personnel at midfield.

3.3.2.1.22. Announce ATC directed movement of powered aircraft onto/across Runway 16C/34C from the west staging areas using big voice.

3.3.2.1.23. Glider Re-Lights. Once a glider stops on Runway 16C/34C and all other conflicts are resolved, ATC will activate the green crossing light to allow a ground crew in either crossing box to proceed down the runway to the aircraft. If a ground crew is pre-positioned on the apron near the EOR lines for TG-15 re-lights, controllers may initiate or TG-15 pilot may request authorization to wave his crew to the aircraft.

3.3.2.1.24. Gliders angling into the wind during SPLA Landings. Glider pilots may request permission to cross the final approach course of the west and center runways on an angling approach to the SPLA. ATC will approve/disapprove angling into the wind based on traffic.

3.3.3. Staging Area.

3.3.3.1. Pedestrians in the center staging area are normally under the control of Skytrain/Academy Tower. Pedestrians in the west staging area and the SPLA are normally controlled by the 94 FTS marshaller.

3.3.3.1.1. When necessary, Academy Tower will use light gun signals to attempt communication and if unable, notify AMOPS who will dispatch a vehicle to remove the personnel from the staging area.

3.3.3.1.2. The marshaller is responsible for the movement of aircraft in the staging area. The marshaller shall ensure personnel remain clear of gliders and tow planes ready for departure, and any aircraft rolling from the runway into the sailplane staging area. Any vehicle (e.g., gators, maintenance and military vehicles) operating at midfield supporting glider operations shall monitor Skytrain FM frequency at all times to ensure receipt of emergency instructions.

3.3.3.1.3. Ground crews from the staging area are authorized to cross the EOR lines without contacting Skytrain and proceed down the runway to recover a glider that has stopped short of the EOR line (i.e., Personnel in the center staging area may recover center runway stop-shorts and personnel in the west staging area may recover west runway stop-shorts). Glider recovery is the only time personnel may cross the EOR lines without Skytrain approval.

3.3.3.1.4. Ground crews shall not drag gliders into the CMA from the SPLA. From the SPLA, crews will enter the west staging area abeam the beach between EOR lines.

3.4. Parachute.

3.4.1. Parachute Operations.

3.4.1.1. Academy Tower/Skytrain delegates parachute airspace as appropriate when the airfield is open. 98 FTS DZCO shall obtain airspace from Academy Tower/Skytrain before parachute operations begin. Two-way radio communication shall be maintained between aircraft involved in parachute operations and DZCO while jumps are in progress.

3.4.1.2. Parachute Advisories.

3.4.1.2.1. DZCO shall notify Academy Tower/Skytrain anytime parachutists will be exiting the jump aircraft or are under canopy east of runway 16R/34L. Academy Tower/Skytrain shall issue advisories to aircraft when parachutists drift out of parachute airspace or toward aircraft patterns, the SPLA, or runways. Anyone observing a parachutist in or near aircraft patterns shall immediately notify Academy Tower/Skytrain.

3.4.1.2.2. Academy Tower/Skytrain shall broadcast on appropriate frequencies the activation and deactivation of parachuting airspace. Parachuting airspace status will be included in ATIS broadcasts.

3.4.1.3. DZCO shall notify Academy Tower/Skytrain prior to Wind Direction Indicator (WDI) drops into Class D airspace so aircraft in the patterns can be alerted to descending/drifted WDIs.

3.4.1.4. WDIs on the ground can pose a significant FOD risk to USAFA aircraft. Based on the location of the WDI the following procedures apply:

3.4.1.4.1. In the CMA: Pilot/Jump Master (JM) will inform DZCO of location. DZCO will contact ATC to coordinate retrieval of the WDI.

3.4.1.4.2. On the DZ: Pilot/Jump Master (JM) will inform DZCO of location. DZCO directs 98 FTS rep to retrieve WDI.

3.4.1.4.3. Outside of the CMA/DZ: Pilot/JM informs DZCO of location. DZCO may direct 98 FTS rep to retrieve WDIs. DZCO will notify Tower of the location of the WDI being retrieved for situational awareness.

3.5. Weather.

3.5.1. Weather Requirements.

3.5.1.1. The VFR weather requirements from AFI 11-202, Vol 3 are waived to allow VFR flight authorization when the forecast weather is less than VFR requirements according to the approved waiver on file with 306 FTG/FTGV.

3.5.1.2. VFR weather restrictions/requirements and waiver information is available from the 306 FTG/FTGV at 306ftg.ftgv@us.af.mil.

3.5.2. Special VFR. Special VFR operations are not authorized. (T-3)

3.5.3. Wind Information.

3.5.3.1. Controllers are required to issue the steady state wind direction and velocity including the full gust factor in conjunction with ATC clearances. The 306 FTG/CC has waived the requirement for ATC to issue variable wind information. ATC will issue variable winds to pilots when requested.

3.5.3.2. Wind sensors are normally set to the Approach End of Runway (AER) in use. If the AER sensor is out-of-service, controllers shall use the Departure End of Runway (DER) sensor. If both AER/DER sensors are inoperative, the Runway 26 sensor shall be used. The last option is reading the wind from the latest weather sequence. Wind will be reported as "Winds Estimated" when using the latest weather sequence. Inform aircrews on appropriate frequencies and via the ATIS when using any option to the AER sensor.

3.5.3.3. The SOF is responsible for interpreting wind data and tailwind impact on flying and advising controllers of any action required for support of aircraft.

3.5.3.4. Runway 16 is the calm wind runway.

3.5.4. Cooperative Weather Watch Program (COOPWX).

3.5.4.1. Variable local weather conditions require constant vigilance to detect potential hazards such as high wind, rotor cloud formations, thunderstorms, and lightning activity.

3.5.4.2. ATC will report any significant observation of changing weather conditions to 306 OSS/OSW as soon as practical. Changes may include: precipitation beginning or ending, changes in ceiling heights, wind shear reports, rapid wind direction changes, changes in visibility, and obstruction materials, etc.

3.5.4.3. Pilots should immediately report any observed or encountered developments of hazardous or un-forecasted weather conditions to Academy Tower or Skytrain.

3.6. Miscellaneous.

3.6.1. Tower Visual Blind Spot/Radio Dead Spots.

3.6.1.1. Control Tower Blind Spots are: South portion of Airmanship Ramp, south-east portion of Building 9227 on South Ramp, east of Building 9209 on the North Ramp, and Taxiway Hotel directly in front of the Control Tower.

3.6.1.2. There are no known radio dead spots.

3.6.2. Aircraft Towing.

3.6.2.1. Vehicles towing aircraft shall contact Academy Ground Control/Skytrain prior to entering any taxiway in order to prevent conflicts with taxiing aircraft. Two-way radio contact with ATC shall be maintained while in the movement area. Towing during airfield closure and during the hours of darkness is allowed and must be broadcast on 124.15. Taxi operations are not authorized between sunset and sunrise. Vehicle operators must be vigilant for any aircraft operations between sunset and sunrise.

3.6.2.2. Maintenance towing and glider drag-in operations are authorized between sunset and sunrise and are the responsibility of maintenance/unit operators.

3.6.2.3. The AFTC Manager, 98 FTS/CC, 557 FTS/CC and 94 FTS/CC will ensure all contract personnel authorized to start, warm-up, operate, test engines or taxi aircraft are qualified IAW AFMAN 11-218, *Air Operations and Movement on the Ground*, and appropriate squadron regulations.

3.6.2.4. Towing operations will not be conducted during snow removal operations unless approved by AMOPS. (T-3)

3.6.2.5. All aircraft require an observer in the cockpit during towing operations. **Exception:** Gliders require a wing walker instead of an observer in the cockpit.

3.6.3. Air Traffic Control and Landing Systems (ATCALs).

3.6.3.1. There are no designated preventative maintenance inspection times. System downtime is coordinated with the Air Traffic Manager (ATM) to mitigate operational impacts, and if operations will be impacted, it will be coordinated through the Chief of Airfield Operations.

3.6.3.2. Auxiliary Power for ATCALs Facilities. The Control Tower and GATR Site are both equipped with auto-start emergency generators. The generators are considered reliable and are not required to be running 30 minutes prior to the arrival of severe weather.

3.6.3.3. Tower radio transmitters, receivers, computers and the terminal entry displays are equipped with uninterrupted power supply (UPS) units that provide approximately 20 minutes of power.

3.6.4. VFR Reporting Points.

3.6.4.1. All distances are in NM from the Airport Reference Point (ARP). The ARP is located near the midfield hangar.

Table 3.2. VFR Reporting Points.

NAME	DISTANCE	NAME	DISTANCE
INITIAL	1-NM	GOOSE	4.5-NM-S
NAIL	2.85-NM-E/NE	JOYAL	5.1-NM-N
SLEDG	5-NM-S	SAW	2.6-NM-SE
AUTO	2-NM-W/NW	PEN	2-NM-W/SW
AUSTIN-BLUFFS	5.25-NM-S	NORTH-GATE	4-NM-N/NW
FALCON-STADIUM	2-NM-N/NW	PALMER	6.5-NM-N

3.6.5. VFR Local Training Areas.

3.6.5.1. The 557 FTS Local Flying area is depicted at [Attachment 5](#).

3.6.5.2. The 94 FTS Local Flying area is depicted at [Attachment 6](#).

3.6.5.3. The 98 FTS VFR Training area is depicted at [Attachment 7](#).

3.6.5.4. The 557 FTS Local Training Area is depicted at [Attachment 8](#).

3.6.5.5. The 1 FTS and Doss Flying Area is depicted at [Attachment 9](#).

3.7. No Radio (NORDO)/Lost Communications. Pilots will adhere to the NORDO/Lost Comm procedures contained in their unit in-flight guides.

Chapter 4

EMERGENCY PROCEDURES

4.1. General. This chapter establishes procedures and guidelines for activating the Primary Crash Alarm System (PCAS) and the Secondary Crash Net (SCN). These procedures are general in nature and pertain to all aircraft using the airfield. Individuals must comply with appropriate directives for their particular aircraft or program. Also refer to the USAFA Integrated Defense Plan as well as the USAFA Installation Emergency Management Plan.

4.2. Primary Crash Alarm System (PCAS) Procedures.

4.2.1. The purpose of the PCAS is to alert first response agencies necessary to perform lifesaving or support functions during aircraft emergencies. The PCAS operational status check, for audio clarity and recording quality, will be conducted between the hours of 0730L and 0745L daily or as soon as practical after airfield opening.

4.2.2. Agencies on the PCAS are those authorized IAW AFMAN 13-204, Vol 3.

4.2.3. It is imperative that anyone answering the PCAS refrain from speaking until their agency is polled or prompted for questions. This will eliminate any interruption of information being disseminated. Once user agencies provide initials and receive information, do NOT hang up phone lines until told to do so. This interferes with other agencies' ability to hear information being disseminated.

4.2.4. If the PCAS is out of service, tower will relay emergency information to AMOPS via direct landline for activation of the SCN. If the emergency does not involve an aircraft, tower may relay information via 911 or FM Net.

4.3. Secondary Crash Net (SCN) Procedures.

4.3.1. AMOPS personnel will check the SCN daily for audio clarity after the check of the PCAS.

4.3.2. AMOPS will activate the SCN as required by AFMAN 13-204v2 and any applicable waivers.

4.3.3. Agencies on the SCN are limited to those requiring emergency action/response to aircraft incidents/mishaps. Agencies other than those required by AFMAN 13-204, Vol 3 must be coordinated through the AFM and forwarded to the 306 OSS/CC for approval/disapproval.

4.4. Crash Net. Academy Ground/Skytrain does not normally monitor the Fire Department's Crash Net. Personnel unable to talk to ATC via the Crash Net should contact either Academy Fire Dispatch or AMOPS who will call the tower via landline to select the Crash Net.

4.5. ATC Response to Emergencies.

4.5.1. ATC will ensure activation of the PCAS for all emergencies and AMOPS will immediately activate the SCN and relay the same information under the following actual or exercise conditions:

4.5.1.1. Any aircraft that is suspected or known to have made a forced landing/crashed on USAFA property, including Bullseye. (**Note:** The USAFA Disaster Response Force is committed to respond to any mishap involving military resources, when USAFA is the

nearest military installation. If there is doubt as to which military installation is the nearest, the primary crash alarm system will be activated.)

4.5.1.2. Locally assigned aircraft suspected or known to have made a forced landing/crashed within the local flying area (60 NM radius). (SOF may waive PCAS activation for incidences off USAFA proper.)

4.5.1.3. Aircraft cleared to land/takeoff on a runway and subsequently departs the paved surface. **Exception:** The SCO may waive the activation of PCAS for gliders that depart the paved surface.

4.5.1.4. The SCO shall determine PCAS activation requirement on any glider landing outside of the primary SPLA or alternate landing areas A–D.

4.5.1.5. Non-assigned aircraft making an unauthorized landing at USAFA Airfield or Bullseye. (Bullseye activation waivable by the SOF).

4.5.1.6. Parachutist injured on landing and PCAS activation is requested by DZCO.

4.5.1.7. For locally assigned aircraft with radio failure (NORDO). (SCO may waive activation for sailplanes).

4.5.1.8. For tower evacuation (if time permits).

4.5.1.9. Aircraft with hot brakes: Runway 16L/34R, may park in the run-up areas on the North/South hammerheads. Runway 16C/34C, may park on Taxiway L and Taxiway G.

4.5.1.10. Not all contingencies will fit one of the above categories. Common sense and the judgment of the ATC supervisor will determine whether or not the PCAS will be activated.

4.5.2. ATC will relay the following information over the PCAS: (>> Symbol indicates the minimum required information IAW FAAO 7110.65. All other information may be obtained as necessary on a time permitting basis).

4.5.2.1. >>Aircraft identification and type.

4.5.2.2. >>Nature of emergency.

4.5.2.3. >>Pilot's desires.

4.5.2.4. Fuel status and tail number.

4.5.2.5. Number of personnel on board.

4.5.2.6. Estimated time of arrival (ETA) to the airfield and revised ETAs with PCAS activations.

4.5.2.7. Landing runway.

4.5.2.8. Wind.

4.5.2.9. Any other information pertinent to emergency response teams.

4.5.2.10. If a pilot requires assistance from the 306 FTG SOF, tower controllers will authorize a frequency change to the appropriate frequency. If equipment permits, controllers will monitor and issue a landing clearance on the 306 FTG SOF frequency to preclude another frequency change.

4.6. AMOPS Response to Emergencies.

4.6.1. Activate the SCN, passing information as received from Academy Tower. Additionally, if AMOPS is the first agency notified of an emergency, they will pass the information to Academy Tower via landline for PCAS activation, and then complete the 306 OSS Airfield Management Emergency Accident Log.

4.6.2. Prior to returning to normal operational status, check airfield facilities affected by the emergency or mishap (for FOD, dropped objects, damage, etc.) including the SPLA if requested by the SOF. The SOF has the authority to waive the airfield check when IFEs/GEs do not require a physical response by AMOPS personnel. All "SOF's calls" will be documented on the AF Form 3616, *Daily Record of Facility Operation*, or equivalent.

4.6.3. Coordinate with 10 CES for removal of wreckage from the runway or adjacent areas around the airfield. Wreckage will not be removed until ordered to do so by the appropriate authority for the mishap class (Convening Authority, Convening Authority's Staff JA, or Installation Commander's JA).

4.6.4. If the crash is on a runway or SPLA, close the affected runway/SPLA and issue a NOTAM.

4.7. Emergency Locator Transmitter (ELT) Signals.

4.7.1. Academy Tower will notify AMOPS when an ELT signal is detected. PCAS activation is not required until information is received suspecting an actual aircraft mishap. Academy Tower will call Colorado Springs Approach Control to ask if the ELT has been received through their facility.

4.7.2. AMOPS will check with the 94 FTS, 98 FTS, 557 FTS, AFTC and 306 OSS/OSOL (Aircrew Flight Equipment) for accountability of ELT equipment and an inadvertent activation.

4.7.3. AMOPS will contact any transient aircrew to conduct a check of their aircraft. AMOPS will then notify Academy Tower whether or not the source has been found.

4.7.4. If an inadvertent activation cannot be confirmed, AMOPS will notify Denver FSS who will notify Denver Air Route Traffic Control Center.

4.7.5. If the ELT strength indicates the signal is on USAFA Airfield, Aircrew Flight Equipment will attempt to locate the source by using the portable hand-carried ELT locator (YELPER). If it is not found on the Academy Airfield or vicinity, AMOPS will notify the El Paso County Sheriff who will, in turn, notify El Paso County Search and Rescue.

4.7.6. In the event of a known accidental activation of an ELT, the individual responsible will immediately report it to AMOPS.

4.8. Ground Response to Emergencies.

4.8.1. 10th Medical Group (10 MDG) will provide for medical response to all PCAS activations involving airfield emergencies.

4.8.2. Contracted ambulance response is mandatory for all activations of the PCAS. This response may be terminated at any time during the emergency as deemed appropriate by the Incident Commander.

4.8.3. Contracted ambulance, and a flight surgeon as appropriate, will respond to emergencies of the following nature:

4.8.3.1. Actual crashes on or near USAFA property.

4.8.3.2. Any emergency involving a fire.

4.8.3.3. Any physiological incident.

4.8.3.4. Any additional condition as deemed necessary by the Incident Commander.

4.8.4. For any emergency not requiring immediate response, Flight Surgeon will monitor the Crash Net until emergency termination.

4.9. Emergency Vehicle Operations.

4.9.1. Emergency Vehicles, Fire/Crash Recovery, Medical, AMOPS, Safety and Security Forces vehicles responding to an aircraft emergency have priority over normal vehicular traffic. Emergency vehicles shall not enter or cross the runway without clearance from ATC.

WARNING: Emergency response vehicles will not enter the CMA until authorized to do so by ATC.

4.10. Lightning in Vicinity.

4.10.1. Cumulonimbus observed within 15 nautical miles (potential for lightning). The 306 FTG SOF will determine an appropriate course of action (continued operations, divert, weather recall, etc.) and coordinate with CIC.

4.10.2. The 306 FTG SOF will determine actions to be taken when lightning is within 15 nautical miles of the airport and coordinate with CIC. Regardless, ATC service or clearances will not be denied if pilots elect to land. The 306 FTG SOF/Pilot-in-command will determine ground-handling requirements after landing and advise ATC.

4.10.3. Lightning within 10 nautical miles. Flight/Parachuting operations with lightning within 10 miles of the airfield require FTGA approval. Landings and takeoffs from the airport shall be terminated unless operations are allowed to continue by the FTGA. The 306 FTG SOF may authorize UV-18B aircraft to depart KAFF when lightning is between 5-10 miles if conditions permit.

4.10.4. Lightning within 5 nautical miles. All personnel will seek cover and flightline operations, landings, and takeoffs shall cease unless otherwise directed by the FTGA. AMOPS will advise contractors working on the airfield, but the decision for contractors to seek cover or depart the airfield rests solely with on-site contractor supervisor.

4.11. Evacuation of Academy Tower and AMOPS Facilities.

4.11.1. In the event of an emergency, bomb threat, fire or as directed by supervisory or emergency management authorities, AMOPS will evacuate IAW the local quick reaction checklist (QRC).

4.11.2. In the event of an emergency, bomb threat, fire or as directed by supervisory or emergency management authorities, Academy Tower will evacuate IAW local QRC.

4.11.3. In all evacuation scenarios, time and safety permitting, expect Academy Tower to make radio and landline announcements of the impending evacuation.

4.11.4. Alternate AMOPS location shall be established when the AMOPS office is evacuated IAW procedures outlined in the AMOPS QRCs.

4.11.5. The wind limits of the control tower are 90 knots. Academy Tower will evacuate IAW local QRCs for bomb threats, fires, steady winds 90 knots or greater, and for other situations deemed necessary by the WS/SC for safety of personnel.

4.12. Hijacking or Unauthorized Movement of Aircraft. All response procedures and actions are outlined in the USAFA IDP. Academy Tower and AMOPS will follow QRC procedures as required.

Chapter 5

306 FTGA AND SOF DUTIES

5.1. Duties and Responsibilities.

5.1.1. Flying Training Group Commander Available (FTGA), normally the 306 FTG/CC, or designated representative, is responsible for the overall supervision of 306 FTG training programs at USAFA Airfield and Bullseye. Operations supervision is described in AFI 11-418, *Operations Supervision*, as well as in local guidance. The FTGA will be notified by the 306 FTG SOF or AMOPS of all incidents/conditions affecting safety of flight (e.g., severe weather, firefighting status below 100%, aircraft emergencies/accidents, and aircraft hazard reports).

5.1.2. During flying hours, the FTGA will maintain continuous availability via radio/telephone. Although not required to be physically present at the airfield, the FTGA should be able to report to the airfield within 30 minutes of incident notification. A SOF must be on duty in accordance with AFI 11-418, *Operations Supervision*. During towered operations, transient, AFTC and contractor personnel and aircraft may conduct full operations regardless of 306 FTG SOF presence.

5.1.3. The 306 FTG SOF is responsible for status updates to the FTGA (all updates to the FTGA schedule will be posted on the FTGA monitor in AMOPS and updated on the Airfield Information slides, visible to all personnel), and notifying the CSRCP of changes to the FTGA schedule.

5.1.4. 306 FTG SOF will notify the FTGA when all military flying activities have finished for the day. The FTGA and 306 SOF will not authorize flight or taxi operations between sunset and sunrise as the USAFA airfield does not have the required airfield lighting systems; at the moment of sunset, all aircraft with engines running will be shut down in place and the SOF will direct towing operations through the appropriate operations supervisors.

5.1.5. AMOPS personnel will monitor status changes to the FTGA, post changes in AMOPS and advise their oncoming shift of who is performing FTGA duties.

Chapter 6

MISCELLANEOUS PROCEDURES

6.1. Airfield Operations Board (AOB).

6.1.1. IAW AFMAN 13-204 Vol 3, *Airfield Operations Procedures and Programs*, AOBs shall be conducted quarterly to provide a forum for discussing, updating and tracking various activities in support of the Wing flying mission.

6.1.2. The AOB agenda shall be IAW AFMAN 13-204 Vol 3, *Airfield Operations Procedures and Programs*, Attachment 6, and forwarded to the attendees.

6.1.3. AOB Membership shall include, but not be limited to the following representatives:

6.1.3.1. 306 FTG/CC* (Chairperson)

6.1.3.2. 306 OSS/CC

6.1.3.3. 10 MSG/CC or representative

6.1.3.4. 10 SFS/CC or representative

6.1.3.5. 10 CES/CC or representative

6.1.3.6. 10 CES/CECP

6.1.3.7. 306 OSS/OSA (AOF/CC, Tower Chief Controller, Airfield Manager, Airfield Systems representative)

6.1.3.8. 306 OSS/OSW

6.1.3.9. 306 OSS/OSOA

6.1.3.10. 306 FTS/FTGV

6.1.3.11. 306 FTG/SEF

6.1.3.12. AFTC

6.1.3.13. Representatives from all flying organizations

6.1.3.14. Contractor personnel as required.

6.1.4. Annual review of the following items will occur during the quarter indicated:

6.1.4.1. First Quarter (April): Airspace (terminal, en route, and special use airspace); ATC/Flight procedures (new, revised, rescinded, and seldom used); Letter of Procedure Review.

6.1.4.2. Second Quarter (July): Parking Plan.

6.1.4.3. Third Quarter (October): Annual Airfield Certification/Safety Inspection.

6.1.4.4. Fourth Quarter (January): Airfield Waiver Review.

6.1.5. The AOB Minutes will be published IAW AFMAN 13-204, Vol 3.

6.2. Distinguished Visitor (DV) Notification Procedures.

6.2.1. DV operations at the airfield are normally scheduled and coordinated by the Director of Protocol through the 306 FTG/CC and 306 OSS/OSO.

6.2.2. When AMOPS is required to arrange for DV operations, AMOPS will contact Fire Station 3, Security Forces, 10 MDG (if required), CSRCP, USAFA Protocol (if information is not received from Protocol) and Academy Tower. Requested support will be in place 15 minutes prior to the scheduled arrival/departure of the DV.

6.2.3. For no-notice/unscheduled DV arrivals, AMOPS will immediately notify the FTGA, the CSRCP, and USAFA Protocol (if information is not received from Protocol). The FTGA or designated representative will meet and greet all no-notice/unscheduled DV arrivals.

6.2.4. ATC shall call AMOPS on any inbound DV aircraft as soon as possible after initial contact with the aircraft.

6.2.5. DV civilian aircraft must comply with all civil aircraft landing permit (CALP) requirements.

6.3. Bird/Wildlife Control. The USAFA BASH program is outlined in the USAFA Bird Aircraft Strike Hazard (BASH) Plan. The BASH program is designed to detect, report, and control birds and stray wildlife that enter USAFA Airfield and Bullseye.

6.4. Bird Watch Conditions. Use the following terminology for rapid communications to disseminate bird activity information and implement unit operational procedures. Bird location, number, and type of bird will be given with condition code. This information can also be found in the USAFA BASH Plan. During normal flight operations, the authority to declare bird watch conditions is vested with the 306 FTG/SOF. The SOF will advise the FTGA when changing the BWC. Airfield management is the declaring authority when the SOF is not in the tower. (T-3)

6.4.1. Bird Watch Condition SEVERE. Bird activity on or immediately above the active runway or other specific location representing high potential for strikes. This includes but is not limited to:

6.4.1.1. Any large bird or concentrations of birds above or within 100 feet of the runway or in the arrival or departure zones.

6.4.1.2. More than 15 large birds or 30 small birds in the infield area/SPLA.

6.4.1.3. Flocking birds observed within Class D airspace.

6.4.1.4. Bird Watch Condition SEVERE Restrictions.

6.4.1.4.1. Traffic Pattern. The 557 FTS and 98 FTS are not authorized takeoffs or landings, and parachute operations are not authorized unless a greater emergency arises. The 94 FTS is not authorized takeoffs and will only recover aircraft already airborne. All aircraft will depart the pattern.

6.4.1.4.2. Training Areas. Pilots will avoid flight levels and specific areas with reported bird activity.

6.4.1.4.3. Navigation Routes. Aircrews will fly no lower than 1,000 feet AGL.

6.4.2. Bird Watch Condition MODERATE. Bird activity near the active runway or other specific location representing increased potential for strikes. This includes but is not limited to:

6.4.2.1. 5-15 large birds or 15-30 small birds in the infield area/Sailplane Landing Area (SPLA).

6.4.2.2. Bird Watch Condition MODERATE Restrictions.

6.4.2.2.1. Traffic Pattern. The 557 FTS and the 98 FTS are authorized single-ship takeoffs to depart the pattern and only full-stops are authorized. The 94 FTS is authorized area tows only (no pattern tows). The 94 FTS Soaring Control Officer and Operations Supervisor will increase vigilance and determine if additional restrictions are necessary.

6.4.2.2.2. Training Areas. Pilots will avoid flight levels and specific areas with reported bird activity.

6.4.2.2.3. Navigation Routes. Aircrews will fly no lower than 1,000 feet AGL.

6.4.3. Bird Watch Condition LOW. Bird activity on and around the airfield representing low potential for strikes.

6.4.3.1. Less than 5 large birds or 15 small birds on the airport.

6.4.3.2. Bird Watch Condition LOW Restrictions.

6.4.3.2.1. Continue with operations as normal.

6.5. Midair Collision Avoidance Program (MACA).

6.5.1. Local USAFA airfield flying is conducted exclusively during daytime VFR. All pilots are encouraged to fully familiarize themselves with all aspects of USAFA Airfield and Bullseye operations. This includes local flight routes into and out of these airfields to reduce the potential of midair collisions. Immediate recognition of potential hazardous situations is the key to making this program a success.

6.5.2. The MACA program's OPR is 306 FTG/SEF (Flight Safety), but successful program employment requires an aggressive effort by all locally assigned flying organizations, ATC, AMOPS, 306 OSS/OSOA and 306 FTG/SEF.

6.5.3. High priority/concern areas are:

6.5.3.1. Unauthorized flights through the USAFA Class D airspace.

6.5.3.2. Flights through the alert areas and the local training areas for all USAFA airfield-flying operations.

6.5.3.3. High-density airspace common with Peterson Air Force Base (AFB)/Fort Carson/Colorado Springs Airport and other local airports.

6.5.3.4. USAFA Flyovers.

6.6. Hazardous Air Traffic Report (HATR) (AF Form 651) and Hazard Report (AF Form 457).

6.6.1. HATRs and Hazard Reports shall be obtained, documented, filed and reported in accordance with AFMAN 13-204, Vol 2, AFI 91-202, *The US Air Force Mishap Prevention Program*, and AFMAN 91-223, *Aviation Safety Investigations and Reports*.

6.6.2. Any person or agency filing an AF Form 651, shall notify the 306 FTG/SEF within 24-hours. The Chief of Airfield Operations, or appropriate ATC representative, shall forward any hazard reports, airspace violations, or safety issues through the 306 OSS/DO and the 306 FTG/SEF as soon as possible. If a vehicle is involved in the safety incident a Wing Airfield Driving Program Manager should be notified within 24-hours.

6.7. Aerobatic Flight Operations.

6.7.1. All 306 FTG aircraft will comply with requirements of the FAA Aerobatic Flight waiver.

6.7.2. Aerobatic box dimensions and altitudes are identified on the waiver which is maintained by 306 OSS/OSOA.

6.8. Academy Flight Training Center (AFTC) Operations (Aero Club).

6.8.1. All local VFR flight operations will be IAW AFI 11-2T-41-51-52-53, *Operations Procedure*, Vol 3.

6.8.2. Flight planning procedures are IAW Para 1.8. through 1.11. of this instruction.

6.8.3. AFTC will file a flight plan directly with Denver FSS. The PIC will close his/her flight plan directly with Denver FSS while airborne or by telephone after landing.

6.8.4. Specific procedures for uncontrolled operations are outlined in the 306 FTG and AFTC Uncontrolled Operations Letter.

6.9. RPA/UAS PROCEDURES.

6.9.1. The 306 FTG SOF is the focal point to approve, deny, or restrict UAS Center operations in Academy Class D Airspace. The SOF will precoordinate UAS Center requested activities/actions impacting Academy Class D operations with the ATC CIC. The CIC assumes these responsibilities when Academy Tower is open with no SOF availability.

6.9.2. RPA/UAS operations are not conducted within the Class D airspace without SOF coordination. Normal UAS operations are North of the USAFA Airfield as depicted in [Attachment 12](#).

6.9.3. When ATC is notified that RPA/UAS area/airspace is activated/deactivated, ATC shall broadcast the information on all local ATC frequencies at the time of the notification.

6.9.4. RPA/UAS area/airspace status shall be included in ATIS broadcasts.

6.9.5. Operations will be conducted in Visual Meteorological Conditions (VMC) from the surface up to but not including the following altitude restrictions: maximum altitude as specified in the FAA/DoD MOU for small UAS operations in Class G airspace.

6.9.6. The SOF may restrict RPA/UAS operations below a specified altitude and/or may direct the termination of any or all RPA/UAS operations in the interest of flight safety or during flyover operations as required.

6.9.7. In the event of lost link, the RPA/UAS, will follow the approved FAA Certificates of Waiver Authorization (COA). A copy of this COA is on file with 306 OSS/OSOA.

6.9.8. In the event of an emergency, the UA Director of Flight Operations (DFO) will immediately notify the SOF. SOF will pass information to the CIC and coordinate emergency response, as needed. If unable to contact the SOF, DFO will contact the CIC at 333-3913.

6.9.9. Part 101 and Part 107 sUAS/Drone Operations. The USAFA Installation and Bullseye Auxiliary Field restrict SUAS activities 400' AGL and below by FAA Special Security Instructions (SSIs) and requires specific permission to operate. In addition, when the USAFA Class Delta Airspace is active (Tower is open) this requires additional processes to be followed and permissions to operate a SUAS. These operations, when conducted, will be IAW the Facility Map ([Attachment 12, Figure A12.2](#)). All commercial and civil SUAS requests for access into USAFA airspace will be coordinated through 306 OSS Airspace via e-mail request to: usafa.drone.uas.request@us.af.mil. SUAS operations authorized within the Class D will be coordinated with ATC and applicable flying units prior to operations commencing.

6.10. Flight Competitions.

6.10.1. Any squadron/agency hosting a flight competition at USAFA (NIFA, Ben Lowell, etc.) will meet with 306 OSS/OSA, at a minimum, 30 days prior to the event and again NLT 15 days prior to the event. Additional meetings will convene as deemed necessary.

6.10.2. Parking plans, equipment staging, necessary waivers, etc., must be coordinated with and approved by the AFM.

6.11. Encroachment. Airfield encroachment concerns will be addressed in concert with the Installation Mission Sustainment Team and the Airspace Management Team within 306 OSS/OSO.

JOEL R. DEBOER, Colonel, USAF
Commander, 306th Flying Training Group

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

- AFI 11-2T-41-51-52-53, Vol 3, *T-41, T-51, T-52, and T-53, Operations Procedure*, 1 April 2015
- AFI 10-1001, *Civil Aircraft Landing Permits*, 22 August 2018
- AFI 10-1002, *Agreements for Civil Aircraft Use of Air Force Airfields*, 7 August 2018
- AFI 11-201, *Flight Information Publication*, 29 November 2018
- AFI 11-202V2, *Aircrew Standardization/Evaluation Program*, 5 December 2018
- AFI 11-208, *Department of Defense Notice to Airmen (NOTAM) System*, 7 February 2017
- AFI 11-209, *Aerial Event Policy and Procedure*, 21 May 2018
- AFMAN 11-218, *Air Operations and Movement on the Ground*, 4 April 2019
- AFI 11-418, *Operations Supervision*, 14 October 2015
- AFI 13-202, *Overdue Aircraft*, 29 May 2019
- AFMAN 13-204V1, *Airfield Operations Career Field Development*, 9 May 2013
- AFMAN 13-204V2, *Airfield Operations Standardization and Evaluations*, 31 August 2010
- AFMAN 13-204V3, *Airfield Operations Procedures and Programs*, 31 August 2010
- AFI 13-207-O, *(FOUO) Preventing and Resisting Aircraft Piracy (Hijacking)*, 4 February 2019
- AFI 13-213, *Airfield Driving*, 3 February 2020
- AFI 24-301, *Ground Transportation*, 21 October 2019
- AFI 33-322, *Records Management and Information Governance Program*, 22 March 2020
- AFMAN 32-1040, *Civil Engineer Airfield Infrastructure Systems*, 23 August 2019
- AFI 33-360, *Publications and Forms Management*, 1 December 2015
- AFMAN 91-203, *Air Force Occupational Safety, Fire, and Health Standards*, 10 December 2018
- AFI 91-202, *The US Air Force Mishap Prevention Program*, 24 June 2015
- AFMAN 91-223, *Aviation Safety Investigations and Reports*, 13 September 2018
- AFPD 11-2, *Aircrew Operations*, 30 January 2019
- AFPD 13-2, *Air Traffic, Airfield, Airspace and Range Management*, 2 January 2019
- TO 00-25-172, *Ground Servicing of Aircraft and Static Grounding/Bonding (ATOS)*, 25 December 2014
- TO 33-1-23, *Equipment and Procedures for Obtaining Runway Condition Readings*, 16 September 2011
- USAF AI 48-103, *Registration and Control of Animals*, 18 June 2019

Adopted Forms

AF Form 457, *USAF Hazard Report*
AF Form 483, *Certificate of Competency*
AF Form 651, *Hazardous Air Traffic Report (HATR)*
AF Form 847, *Recommendation for Change of Publication*
AF Form 1109, *Visitor Register Log*
AF Form 1297, *Temporary Issue Receipt*
AF Form 3616, *Daily Record of Facility Operation*
AF Form 4327, *ARMS Flight Authorization (FA)*
DD Form 1801, *International Flight Plan*
FAA Form 7233-1, *Flight Plan*

Abbreviations and Acronyms

AAFM—Assistant Airfield Manager (Civilians Only)
ADI—Airfield Driving Instruction
ADPM—Airfield Driving Program Manager
AF—Air Force
AFAS—Airfield Automation System
AFI—Air Force Instruction
AFM—Airfield Manager
AFMAN—Air Force Manual
AFTC—Academy Flight Training Center
AGL—Above Ground Level
AGE—Aircraft ground equipment
AMOM—Airfield Management Operations Manager (Civilian Only)
AMOPS—Airfield Management Operations
AMTM—Airfield Management Training Manager (Civilians Only)
AOB—Airfield Operations Board
AOI—Airfield Operations Instruction
ATC—Air Traffic Control
ATIS—Automatic Terminal Information Service
ATM—Air Traffic Manager
BASH—Bird Aircraft Strike Hazard

BHWG—Bird Hazard Working Group
BWC—Bird Watch Condition
CA—Controlled Area
CE—Civil Engineering
CES/CC—Civil Engineer Squadron Commander
CIC—Controller in Charge
CMA—Controlled Movement Area
COS—Colorado Springs approach control
CSRCP—Colorado Springs Regional Command Post
CWW—Cooperative Weather Watch
DAFM—Deputy Airfield Manager
DoD—Department of Defense
DSN—Defense Switched Network
DV—Distinguished Visitor
ELT—Emergency Locator Transmitter
FAA—Federal Aviation Administration
FAAO—Federal Aviation Administration Order
FLIP—Flight Information Publication
FD—Fire Department
FP—Force Protection
FOD—Foreign Object Damage
FSS—Flight Service Station
FTGA—Flying Training Group Available
GE—Ground Emergency
HATR—Hazardous Air Traffic Report
IAW—In Accordance With
IFE—In-Flight Emergency
IFR—Instrument Flight Rules
IMC—Instrument Meteorological Conditions
LMR—Land Mobile Radio
LOA—Letter of Agreement
LOP—Local Operating Procedure

MACA—Midair Collision Avoidance Program
NORDO—No Radio
OI—Operating Instruction
OSS—Operations Support Squadron Commander
PA—Public Affairs
PCAS—Primary Crash Alarm System
PPR—Prior Permission Required
QRC—Quick Reaction Checklist
RSC—Runway Surface Condition
RCR—Runway Condition Reading
SCN—Secondary Crash Net
SE—Safety
SFL—Simulated Forced Landing
SFS—Security Forces Squadron
SVFR—Special VFR
TA—Transient Alert
TO—Technical Order
TRB—Training Review Board
UHF—Ultra High Frequency
USAF—United States Air Force
VMC—Visual Meteorological Conditions
VFR—Visual Flight Rules
VHF—Very High Frequency
WDI—Wind Direction Indicator
WTC—Wing Tip Clearance Lines
WX—Weather

Terms

Aero Club—Academy Flight Training Center (AFTC).

Airmanship Ramp—Paved area adjacent east of Building 9201 and 9203.

Beach—Astro Turf that connects the West Runway to the SPLA at Midfield.

Bullseye—USAF Auxiliary airfield approximately 20 NM east of COS; ICAO identifier is CO90.

Calm-Wind Runway—Runway designated for use when the winds are less than 5 knots.

Center Staging Area—The portion of Runway 16C/34C between the EOR lines including the 100-foot area left and right of the runway between the EOR lines.

Controlled Area—Legally defined areas containing Protection Level 4 resources. Only authorized personnel, designated by a unit commander, have access to controlled areas. The designation “controlled area” carries the same legal and moral restrictions as a physical barrier.

Controlled Movement Areas (CMA)—CMA consists of all active runway surfaces, paved overruns, Taxiways Juliet and Kilo, and within 100 feet of those surfaces. This area includes the portions of taxiways from the hold lines to the runway surface. Inactive runways are designated as CMA.

Cross-Country Flights—Flights that are required to be tracked by the servicing Flight Service Station (FSS).

East Side Hangars—Include Buildings 9208, 9209, 9210, 9218, and 9227.

Emergency Vehicle—Ambulance, fire vehicles, security forces vehicles or other vehicles designated as “First Responder.”

End of Runway (EOR)—Lines used to designate the end of the usable runway surface for Runways 16R/34L and 16C/34C.

Flightline—Any area or facility including apron, hardstand and ramps on or in which aircraft may be parked, stored, serviced or maintained.

Foreign Object Damage/Debris (FOD)—Objects that may cause damage to an aircraft or vehicle.

Ground Emergency—A condition that exists prior to takeoff or after landing which presents a danger to aircrew or aircraft.

Hold Short Line—A set of lines located at a minimum of 100 feet from the edge of the runway. No vehicle or personnel will proceed between the line and an active runway without ATC approval. The hold short line is depicted as two solid lines and two dashed lines, with the dashed lines being on the runway side. Each solid or dashed line is approximately 6 inches apart.

Isolation Pad—Designated parking ramp adjacent to taxiway Alpha.

In-flight Emergency—an emergency situation or any reportable condition that presents itself during flight, deemed unsafe by the aircraft commander or personnel responsible for the operation of the aircraft involved, and prohibits further safe flight or presents a clear danger to aircrew or aircraft.

KAFF—ICAO identifier for the USAFA airfield.

Midfield Access Road—Paved road between Runways 16L/34R and 16C/34C. **Midfield Ramp**—Paved area east of Runway 16C/34C, and west of Bldgs 9234 and 9231.

No Radio (NORDO)—Loss of the ability to communicate by radio.

North Ramp—Paved area encompassed by Hangar A on the south, B on the east, and C on the north side.

Parachuting Airspace (Para Airspace)—See [Attachment 11](#).

Parking Ramp/Apron—Portion of the airfield marked for aircraft parking (North Ramp, South Ramp, Aero Club Ramp, Midfield Ramp, and Airmanship Ramp).

Runway Environment—Any portion of a runway and the area within 100 feet laterally and 500 feet from each end of the runway used for aircraft or helicopter landings and departures.

Scenic Control—On-scene airspace manager/ATC operator acting as safety observer/controller during off – airfield aerial events.

Soaring Control Officer (SCO)/Overlord—The SCO is the direct representative of the 94 FTS Ops Sup and is responsible for command and control of soaring operations. Decision authority is delegated to this position to accomplish the mission.

South Ramp—Paved area adjacent to the south side of Building 9227.

Taxiways—Parts of the airfield marked and used specifically for taxiing and towing aircraft.

West Side Hangars—Buildings 9200, 9201, 9203, and 9213.

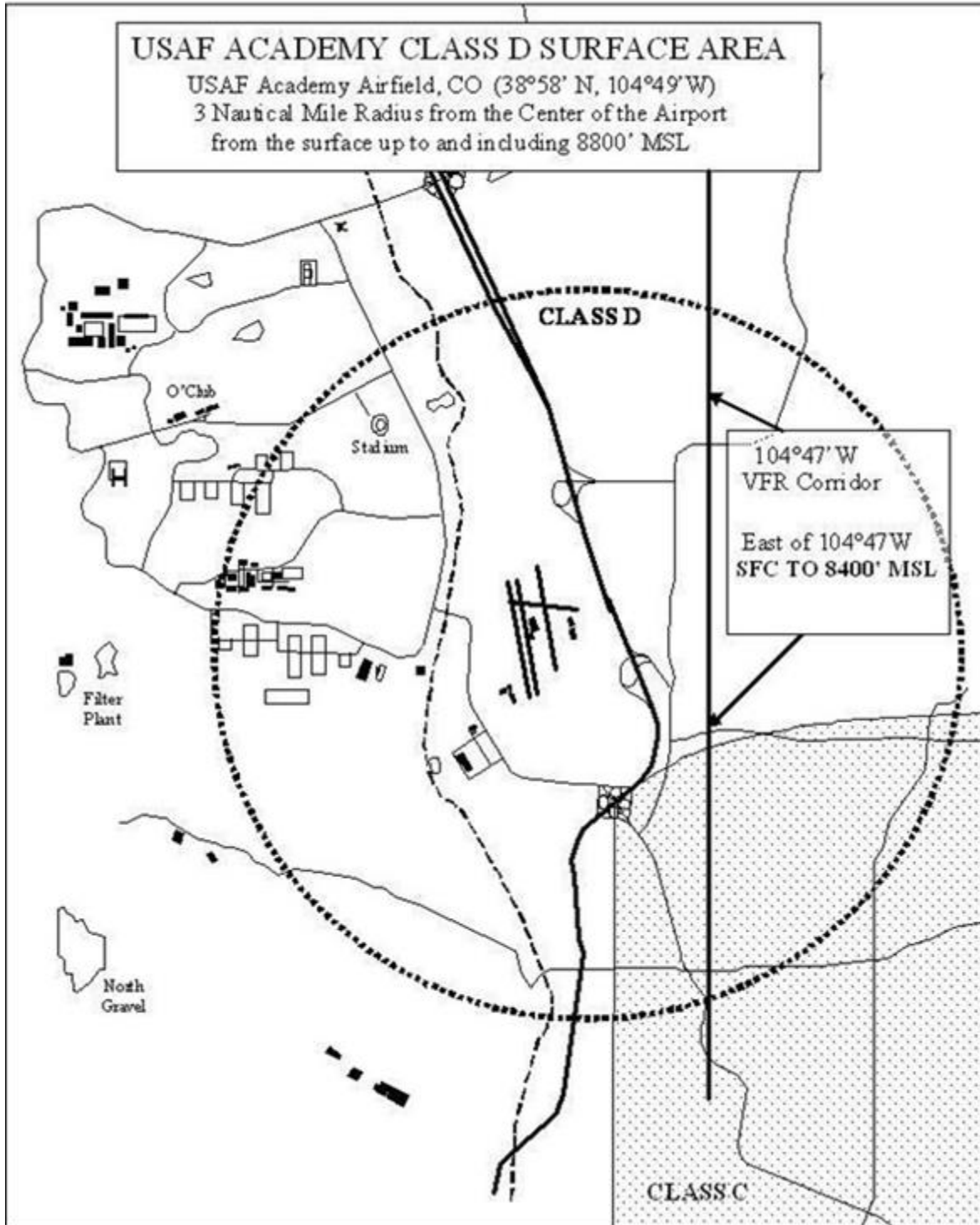
West Staging Area—The portion of Runway 16R/34L between the EOR lines including the 100 foot area left and right of the runway between the EOR lines.

Wing Flying—For tower staffing; Wing Flying is defined as the 94 FTS Soaring and 557 FTS Powered Flight Programs operating simultaneously. “Flying Team” operations only on the part of the 557 FTS do not constitute Wing Flying.

Attachment 4

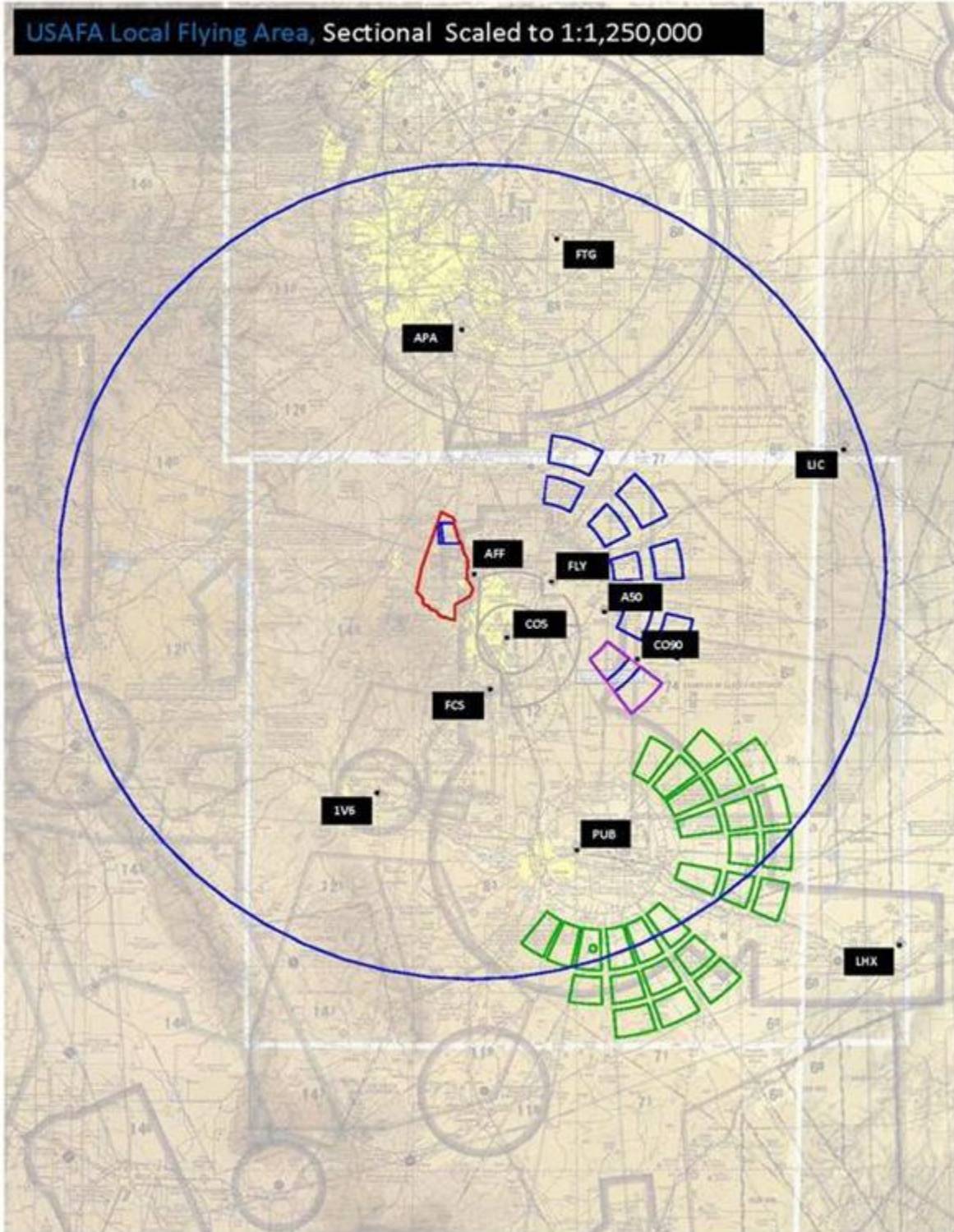
USAFA CLASS DELTA AREA

Figure A4.1. USAFA Class D Surface Area.



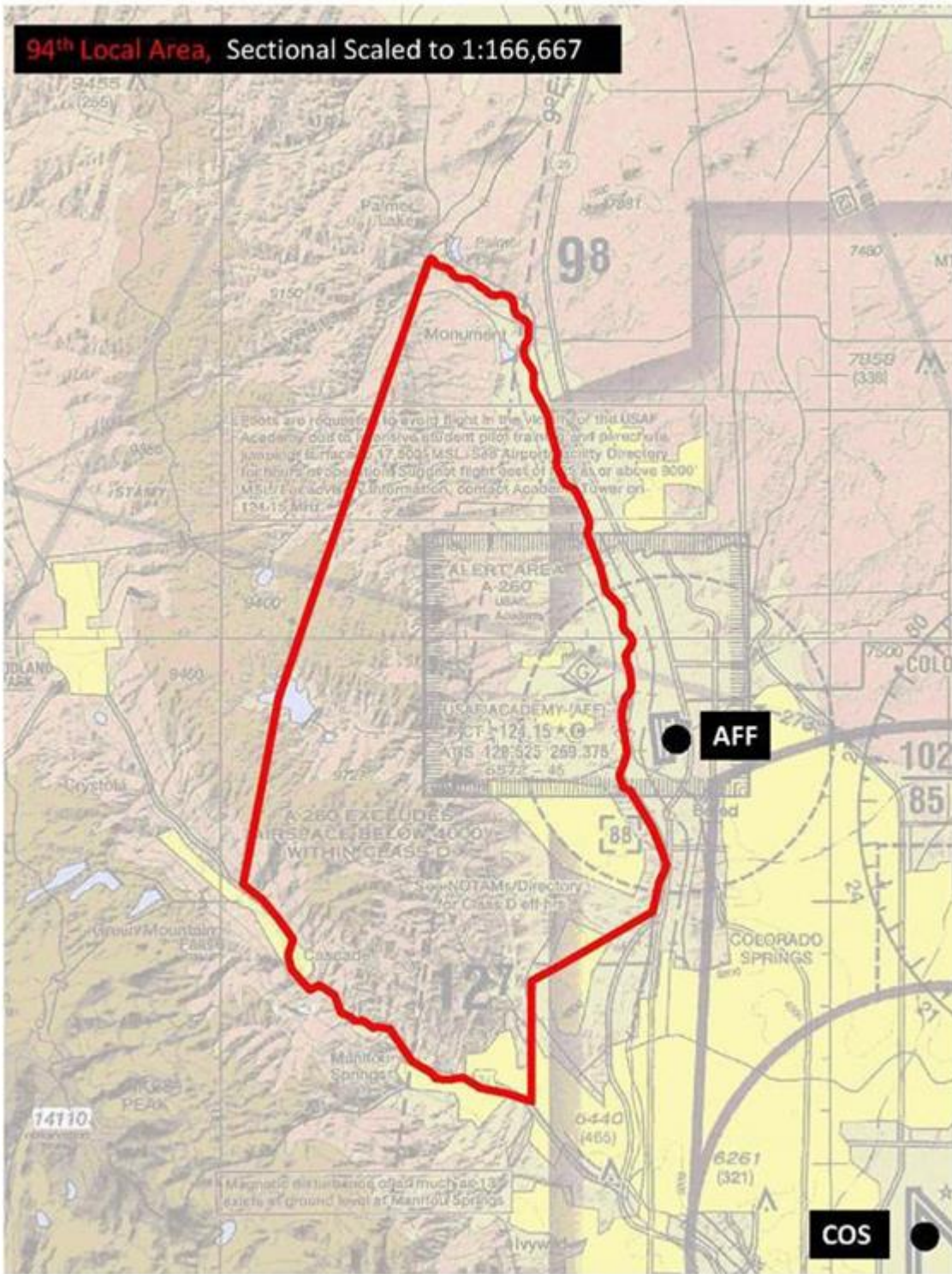
Attachment 5
557 FTS LOCAL FLYING AREA

Figure A5.1. USAFA Local Flying Area.



Attachment 6
94 FTS LOCAL FLYING AREA

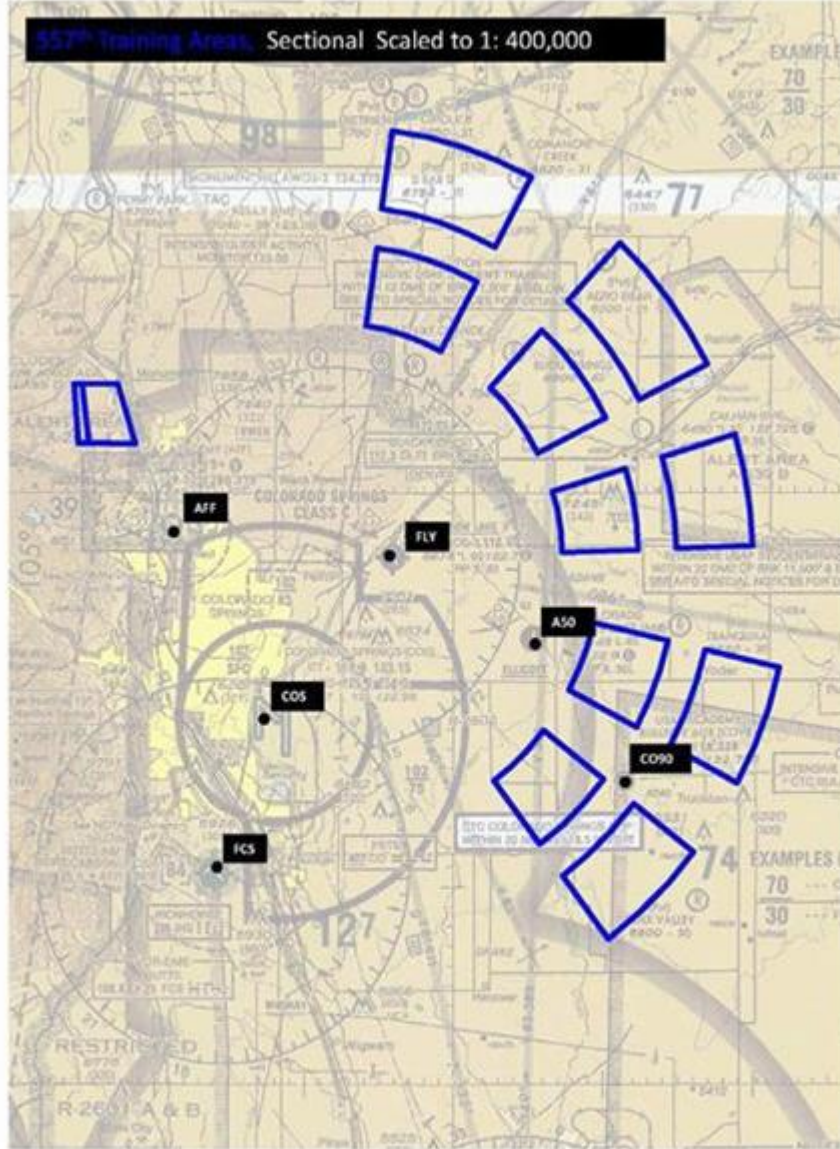
Figure A6.1. 94 FTS Local Area.



Attachment 8

557 FTS LOCAL TRAINING AREA

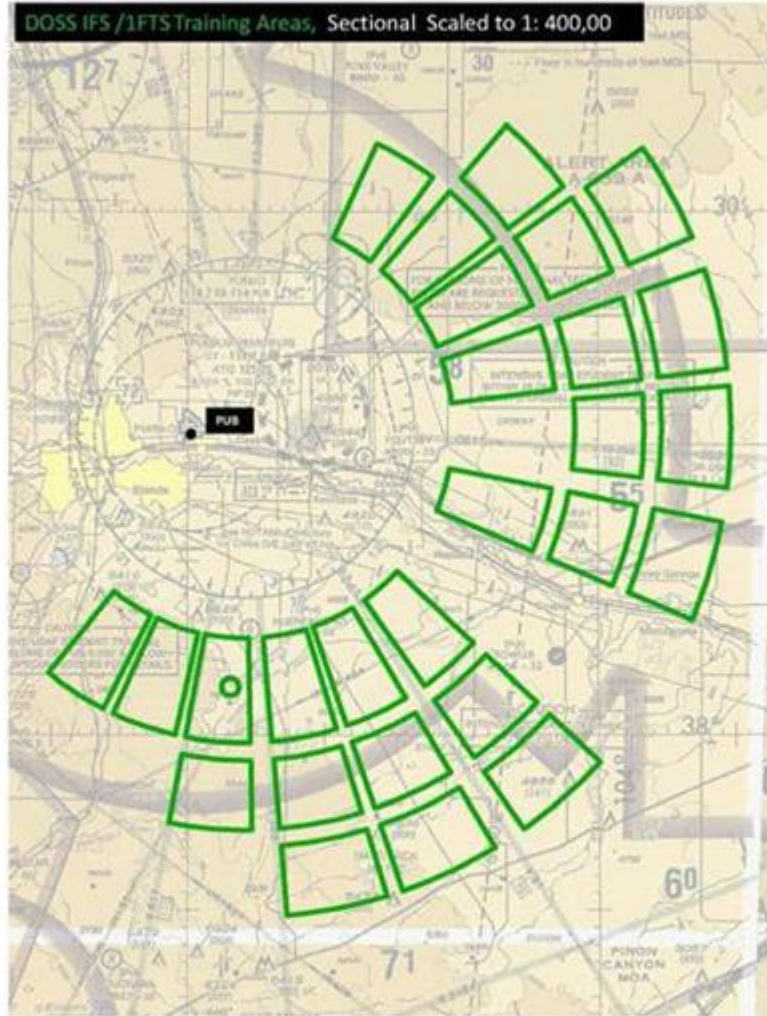
Figure A8.1. 557 FTS Local Training Area.



Attachment 9

1 FTS AND DOSS FLYING AREA

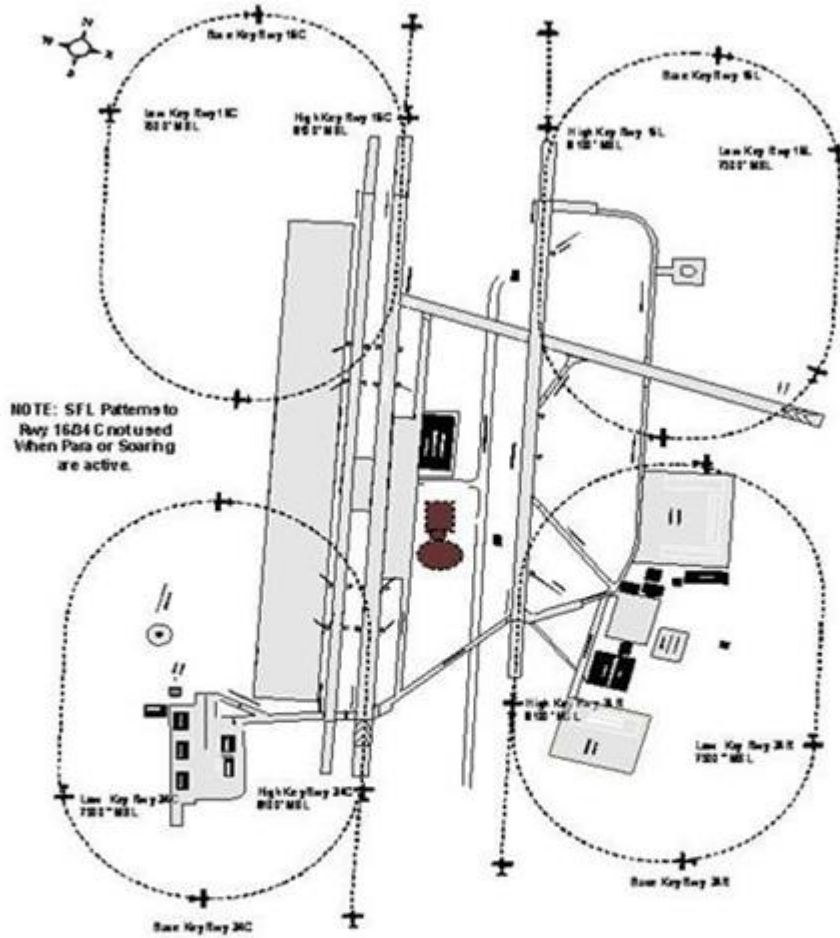
Figure A9.1. 1 FTS and DOSS Flying Area.



Attachment 10

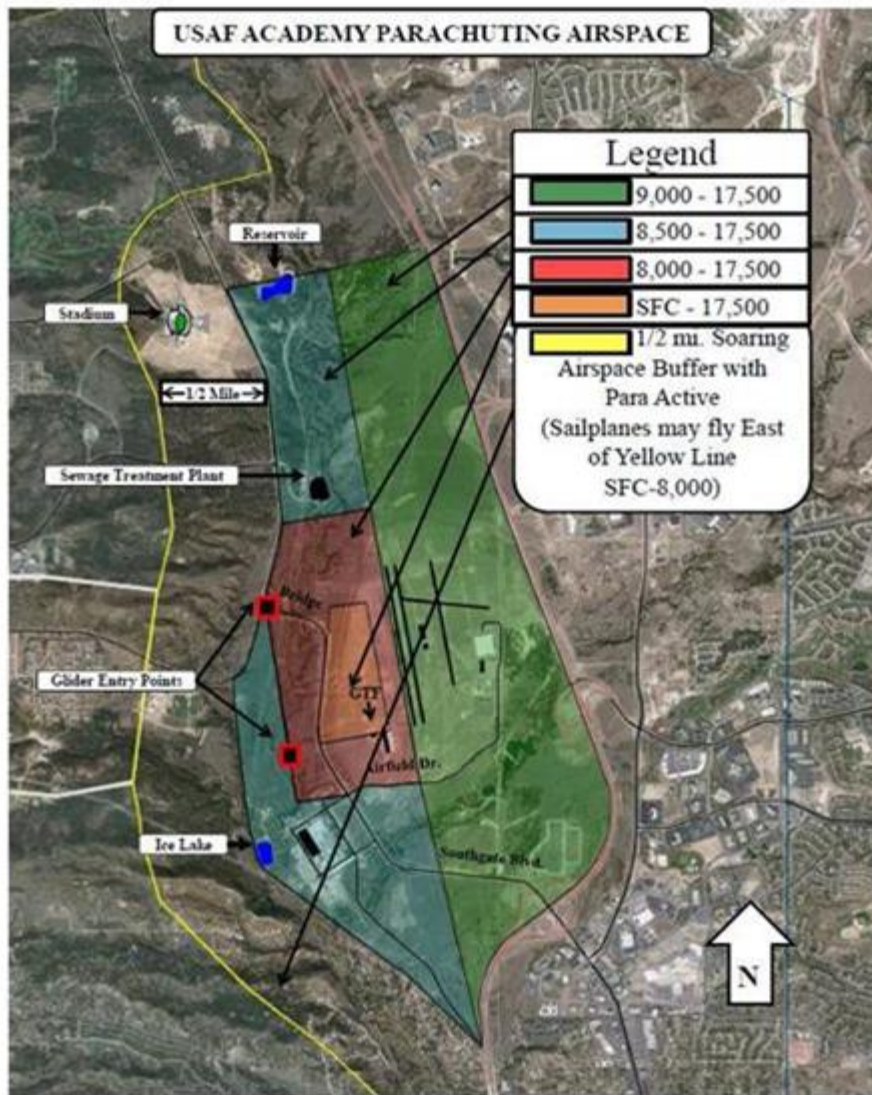
SIMULATE FORCED LANDING (SFL) PATTERNS

Figure A10.1. Simulate Forced Landing (SFL) Patterns.



Attachment 11
PARACHUTING AIRSPACE

Figure A11.1. Parachuting Airspace.



Attachment 12
RPA/UAS AIRSPACE

Figure A12.1. USAFA UAS Boundaries.

USAFA UAS Boundaries

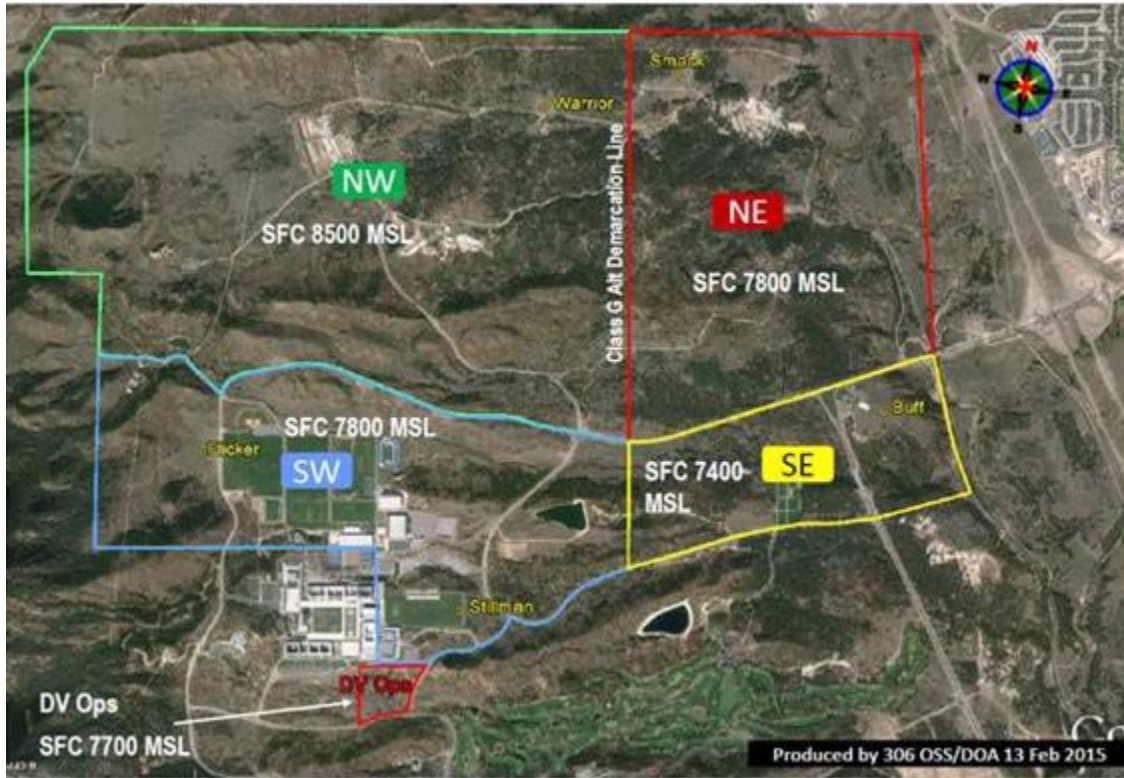
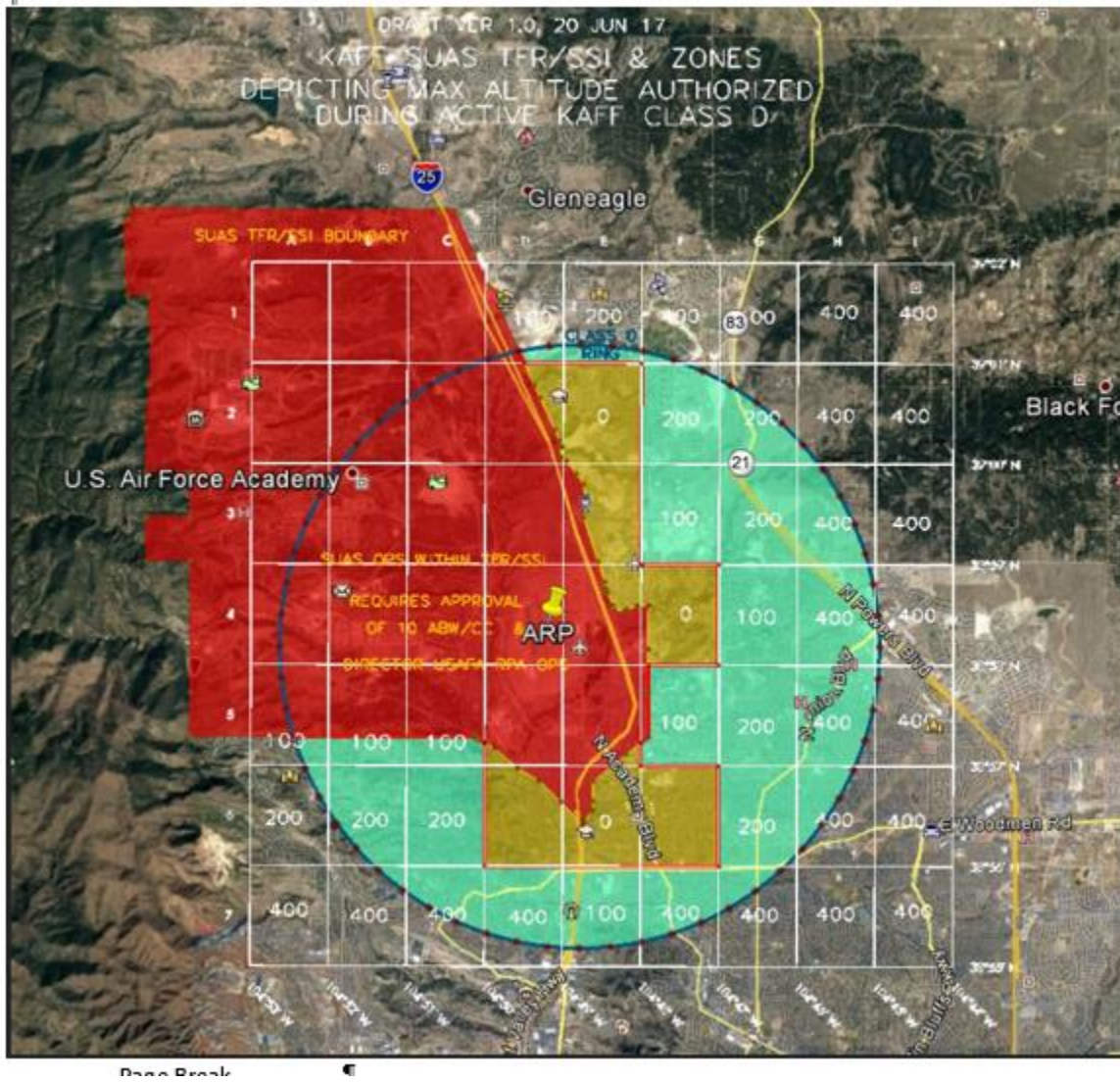


Figure A12.2. USAFA UAS Facility Map.



Attachment 13

NON-STANDARD AIRFIELD MARKING

Figure A13.1. White End of Runway (EOR) Bars (Runway 16C/34C & 16R/34L).

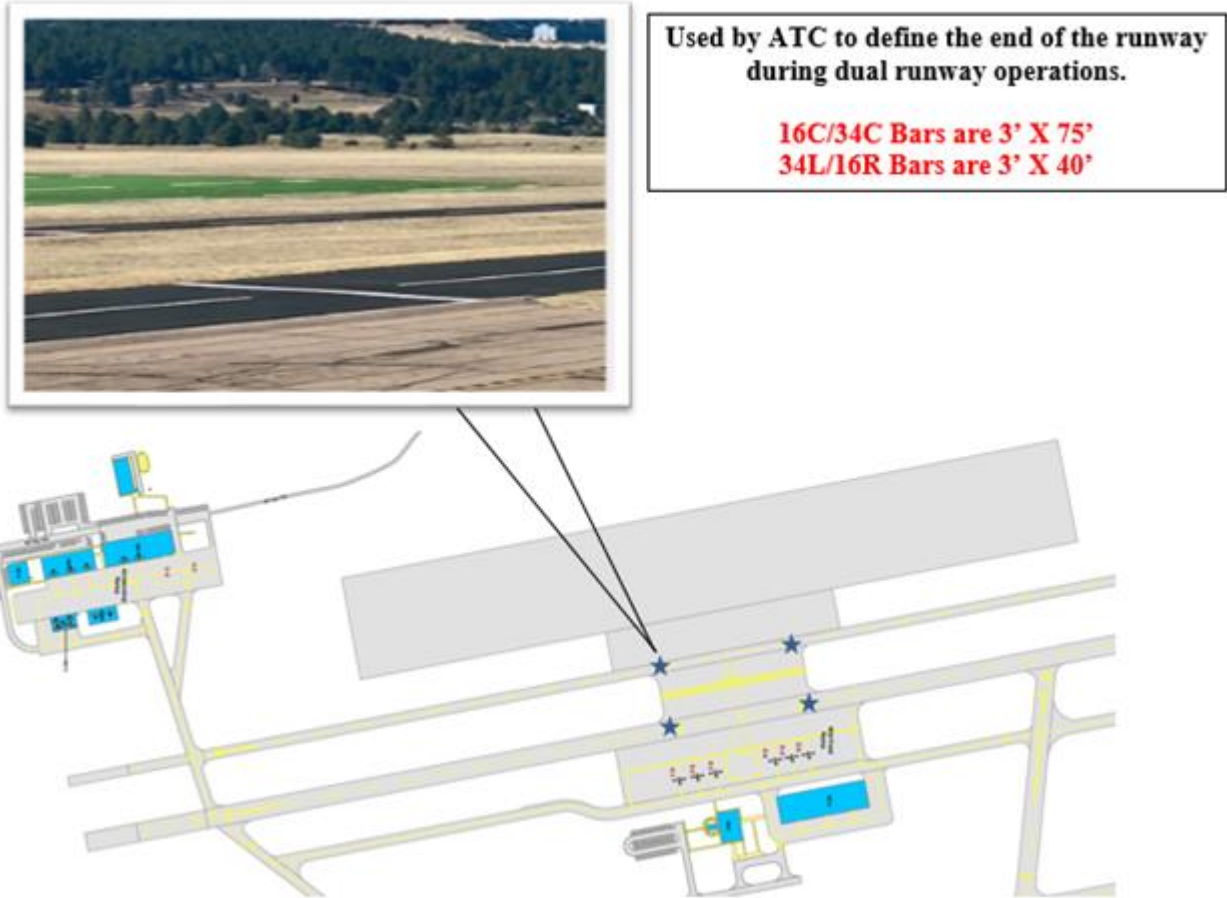


Figure A13.2. Runway Distance Markers (Runway 16C/34C & R16R/34L).



The distance markings at 1,000 feet and 1,500 feet on each approach are utilized by ATC for reduced runway separation markings. Due to small low-wing aircraft ops, Distance Remaining Markers are not safely feasible in this environment. These markings were painted to give ATC an easily identifiable landmark to judge aircraft separation. aircraft/non-powered aircraft/gliders in tow, it is not feasible to have DRMs at USAFA Airfield for these runways.

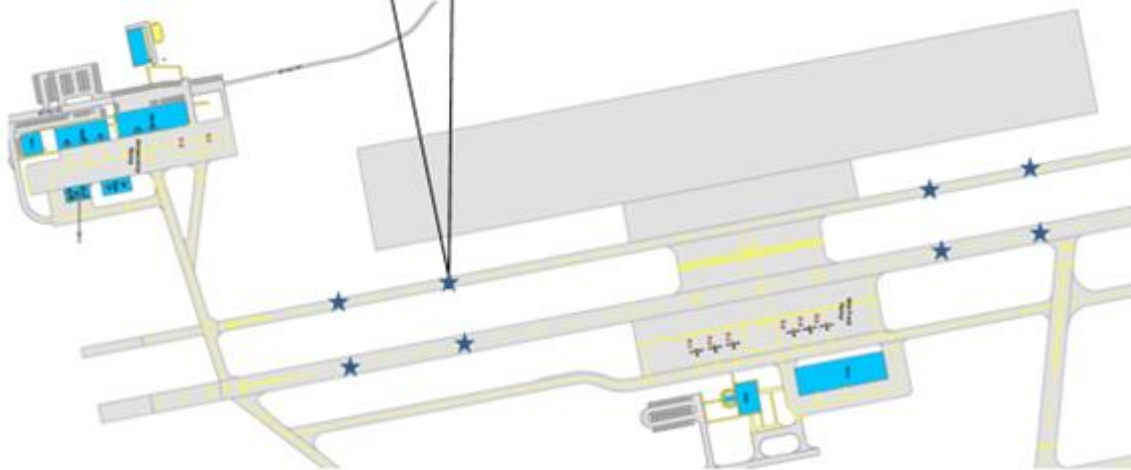


Figure A13.3. Bi-Directional Hold Short Line.

Located in the center of the ramp between the runways, ATC uses these markings to provide hold positions when the ramp is used as a taxiway approach during simultaneous operations. Due to the limited space between the runways, there is not enough room to place two standard hold positions markings and maintain the 100 foot from the runway edge requirement.

The length of the lines are 600' and each line is 6" wide with the 6" gap between each line.

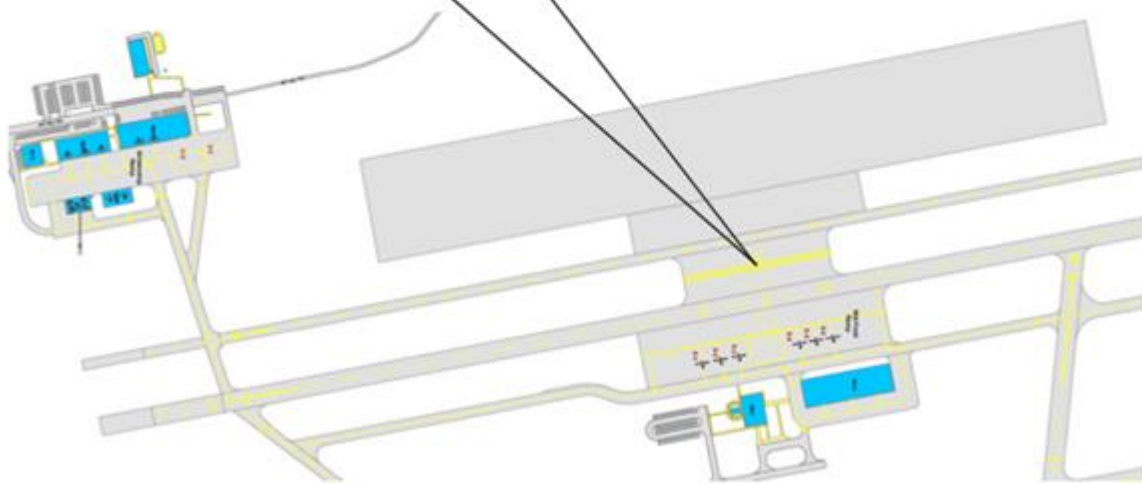


Figure A13.4. Midfield Personnel Crossing & Staging Area.



Provides measures of safety to student pilots, instructors and maintenance personnel at midfield. With ATC instruction, these markings define where students, instructors, personnel gather to safely cross taxiway H, runway 34C/16C and runway 34L/16R. Restricting the crossing corridor to a single area allows ATC to monitor/control crossing more effectively and provides a single hazard point for pilots to exercise extreme caution/awareness in.

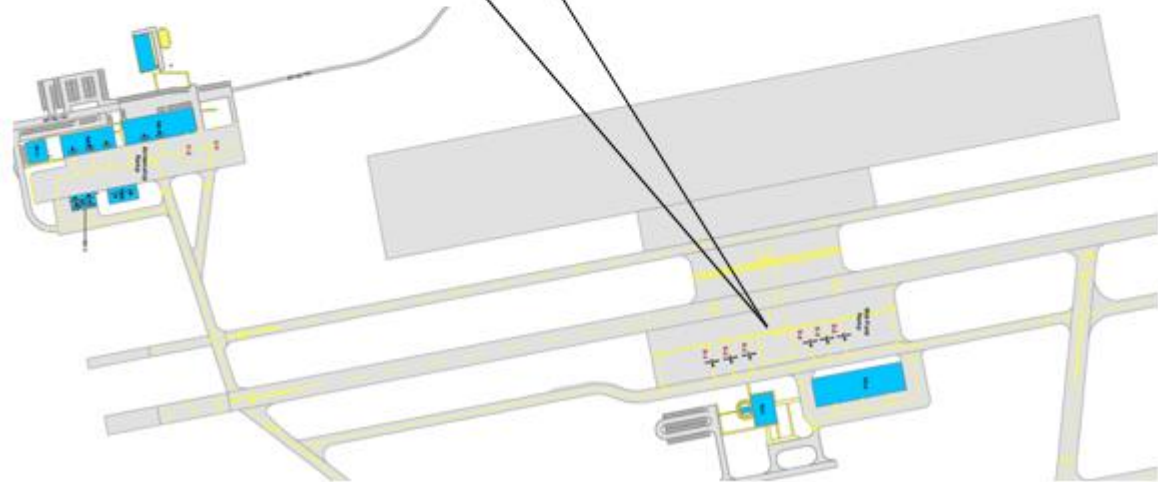


Figure A13.5. Dual Red Hold Lines Sailplane Landing Area (SPLA).



Dual-Red hold lines are placed on the beach area of the SPLA. These lines are used to inform pedestrians/vehicles to hold short of the SPLA when gliders are landing. It is also used to inform pedestrians/vehicles to hold short of Runway 16R/34L when the runway is used as a full-length runway.

The length of the lines are 600' and each line is 6" wide

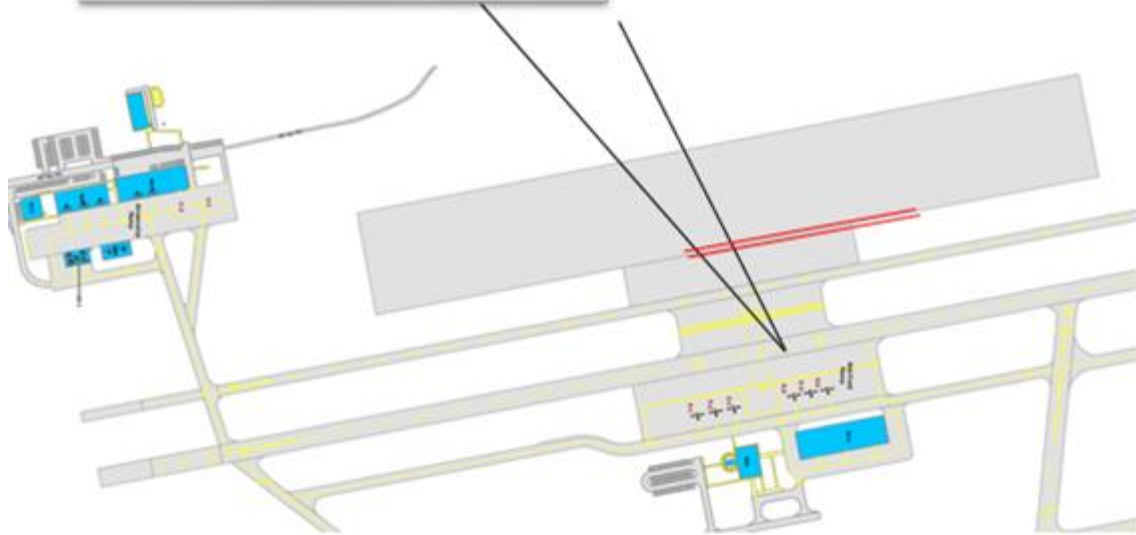


Figure A13.6. National Intercollegiate Flying Association (NIFA) Training Markings (Runway 16L/34R).

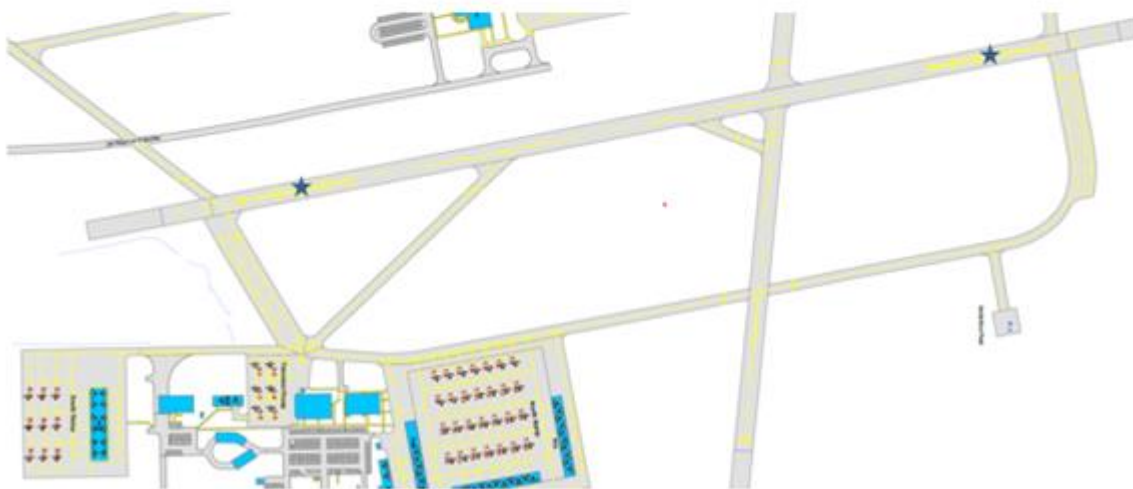
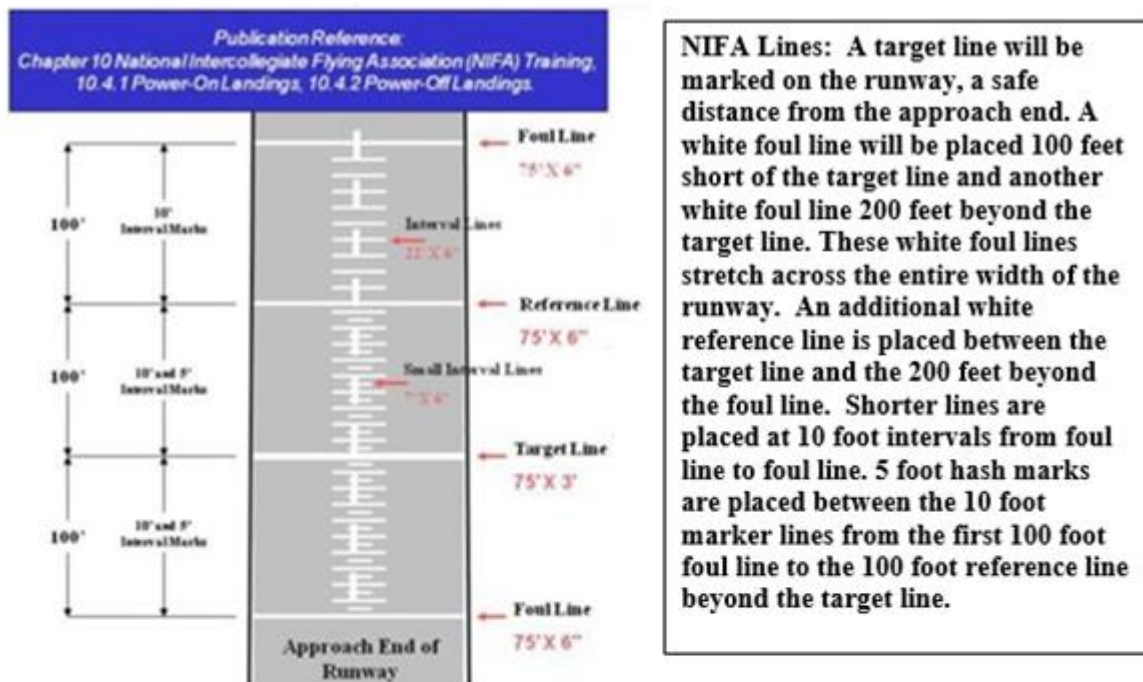


Figure A13.7. White Tow Plane Refueling Marks (Midfield).



Boxes are used to provide a safe distance between aircraft and refueling vehicles while conducting refueling operations. The refueling vehicle places its front driver's side tire on the white box & the tow aircraft places its front left tire on the white box. Ensures 10' clearance between truck and aircraft wingtip.
Refueling Markings

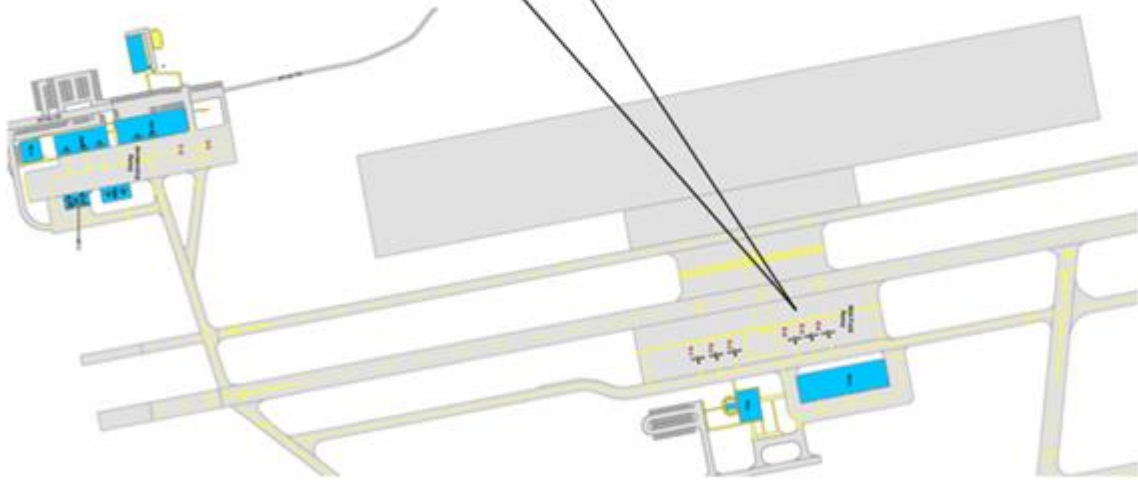


Figure A13.8. White Runway Centerpoint Bars.



Used for positioning sailplanes on runway 34C/16C and 34R/16L. Identifies the runway center point

34C/16C Bars are 75' X 4'
34L/16R Bars are 40' X 4'

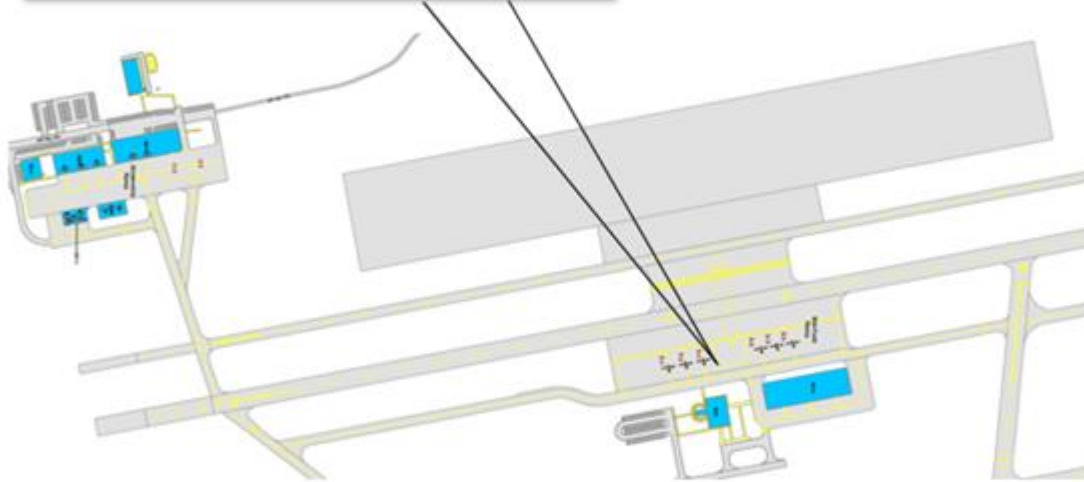


Figure A13.9. White Rectangular Boxes (Aprons).

White boxes to store fire extinguishers and fuel cans. These boxes are placed at safe distances from aircraft parking to ensure they do not pose a hazard. The line is 6" wide. The length of the box is 5'9" The width of the box is 4'

Located on the North and Midfield Aprons

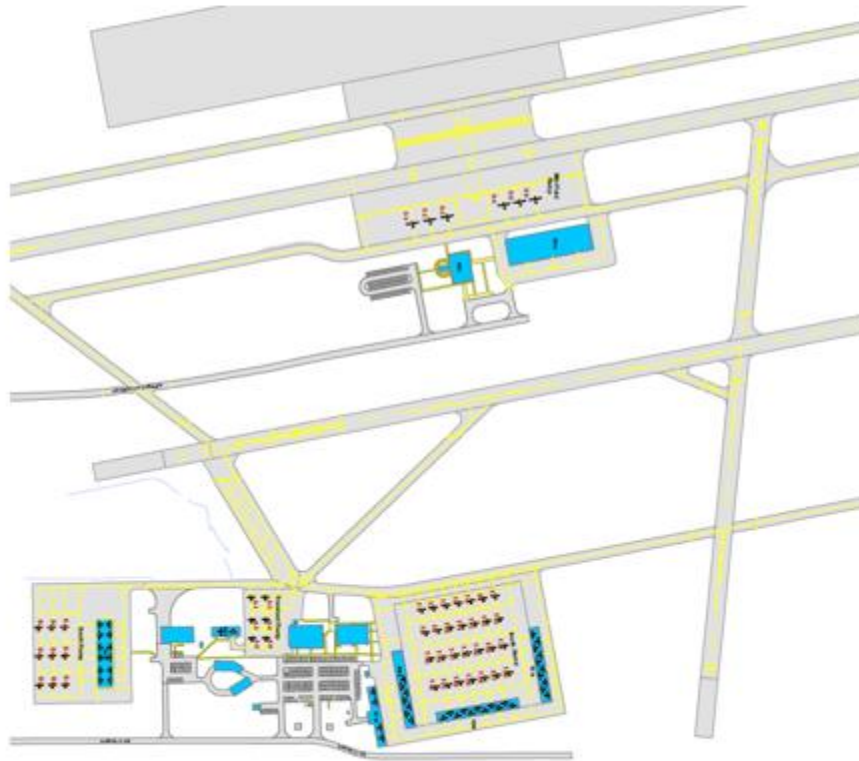


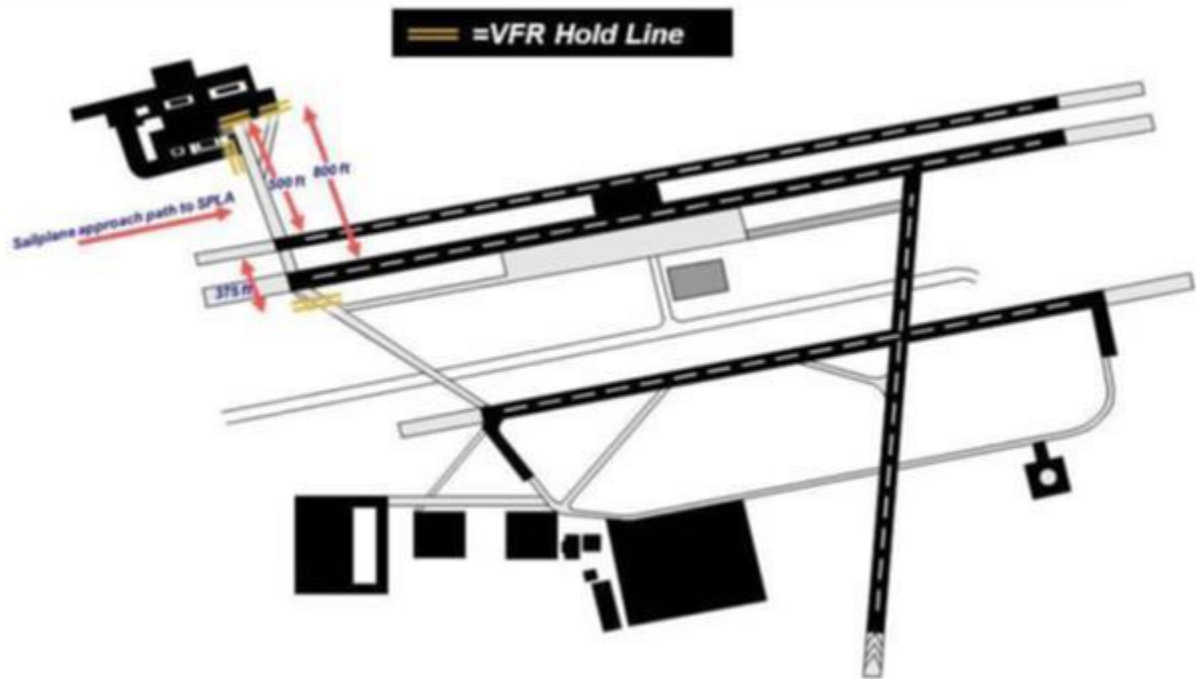
Figure A13.10. White Perpendicular Lines.



Perpendicular (white) lines on both sides of the midfield marking. These stripes aid tow plane pilots in seeing the position of the tow rope on the runway.

34C/16C – 5 stripes in set – each stripe 75' X 1'
34L/16R – 5 stripes in set- each stripe 40' X 1'



Figure A13.11. VFR Hold Position Markings.**Figure A13.12. T-6 Parking Blocks.**

Located on the North Ramp Row 1

Attachment 14
AIRCRAFT PARKING PLAN

Figure A14.1. South Ramp/Aero Club Ramp.

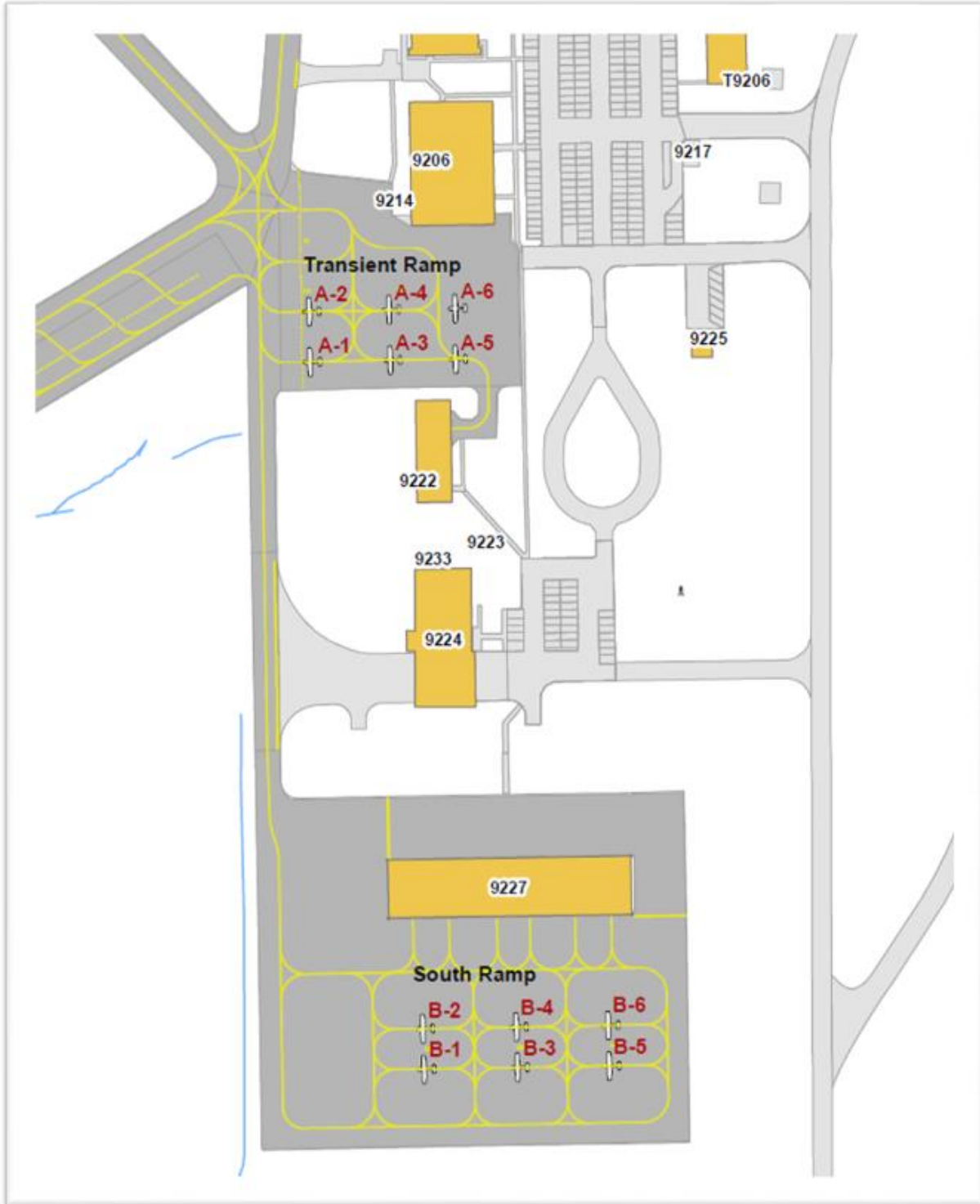


Figure A14.2. Midfield Ramp.

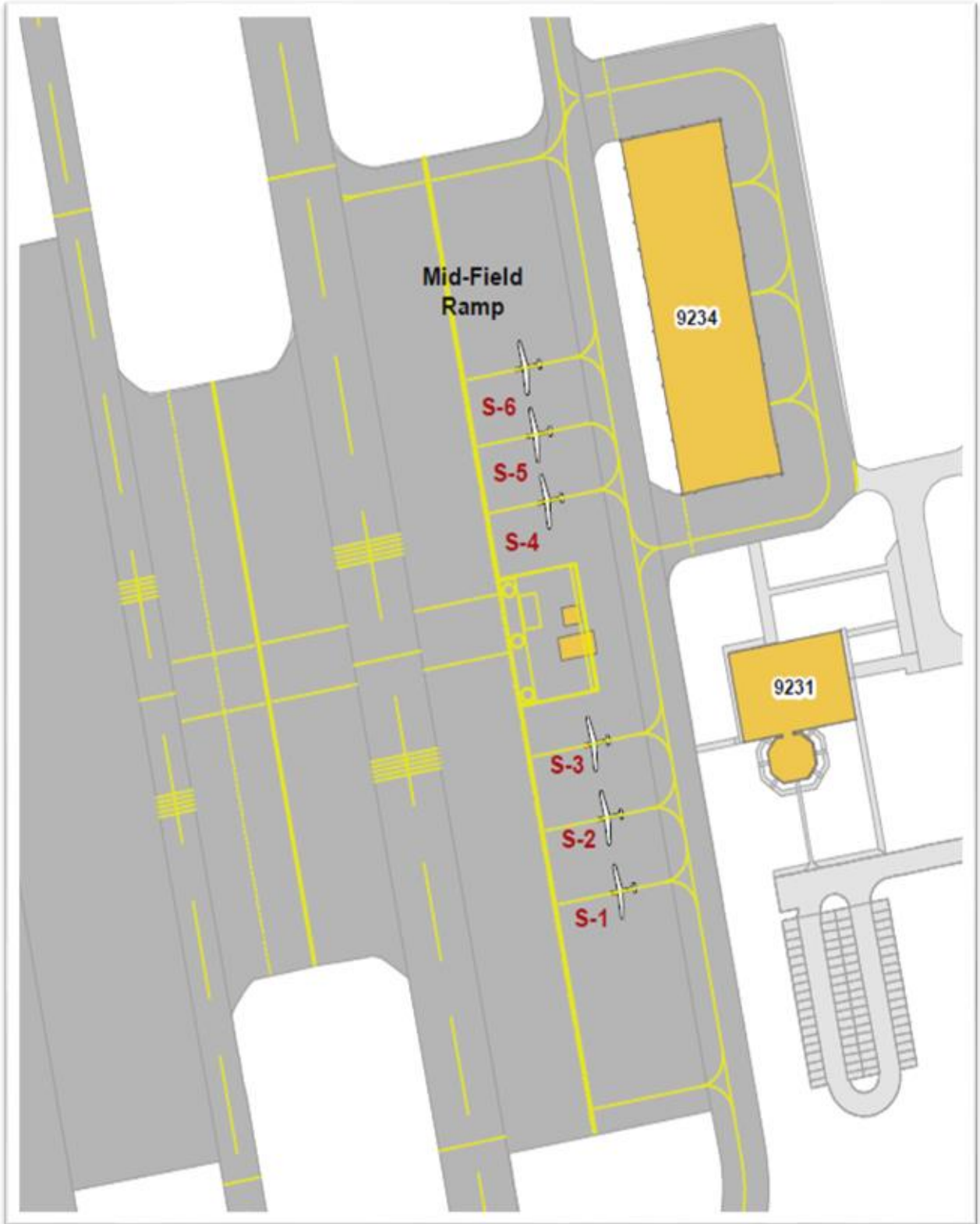


Figure A14.3. Airmanship Ramp.

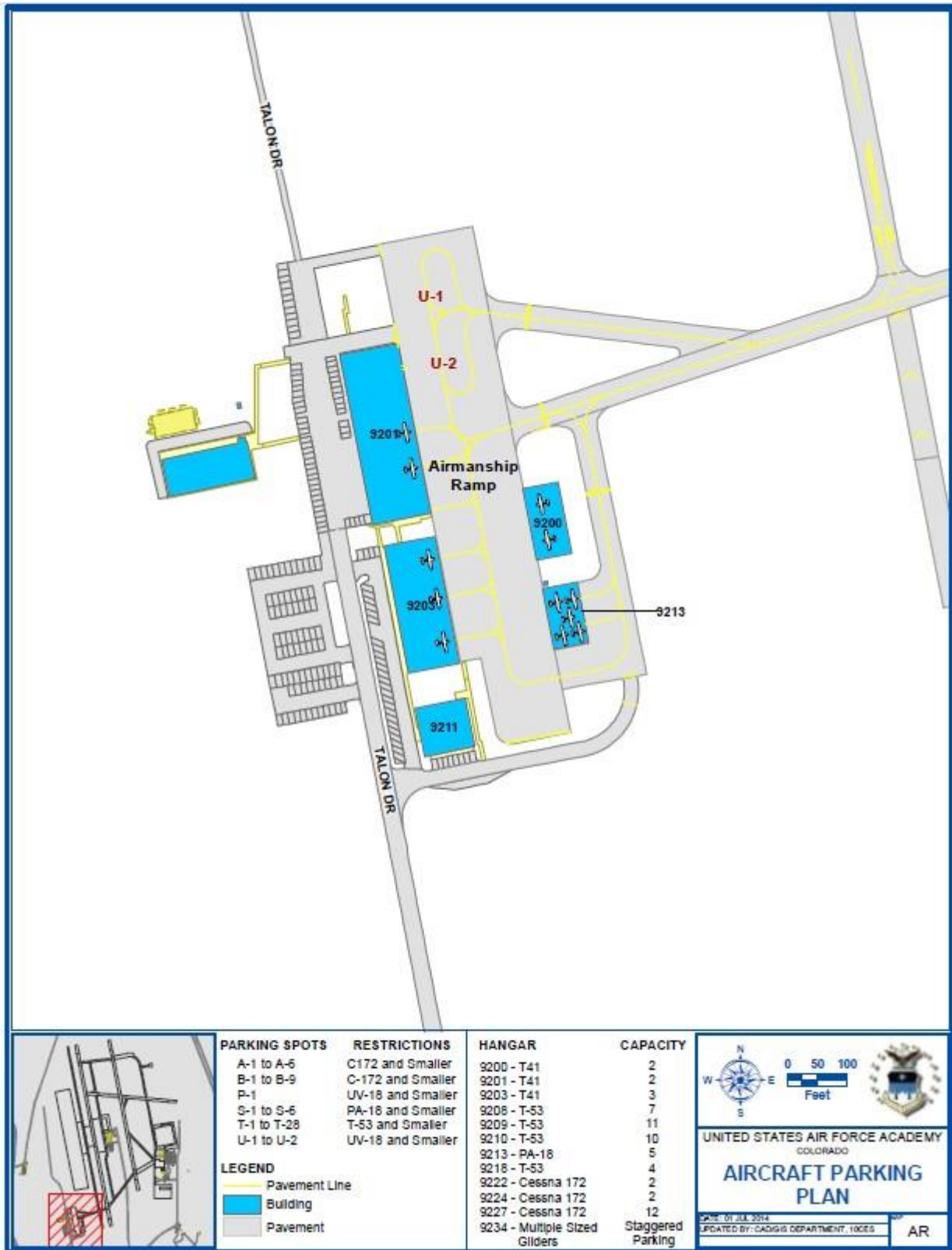


Figure A14.4. North/Aero Club Ramps.

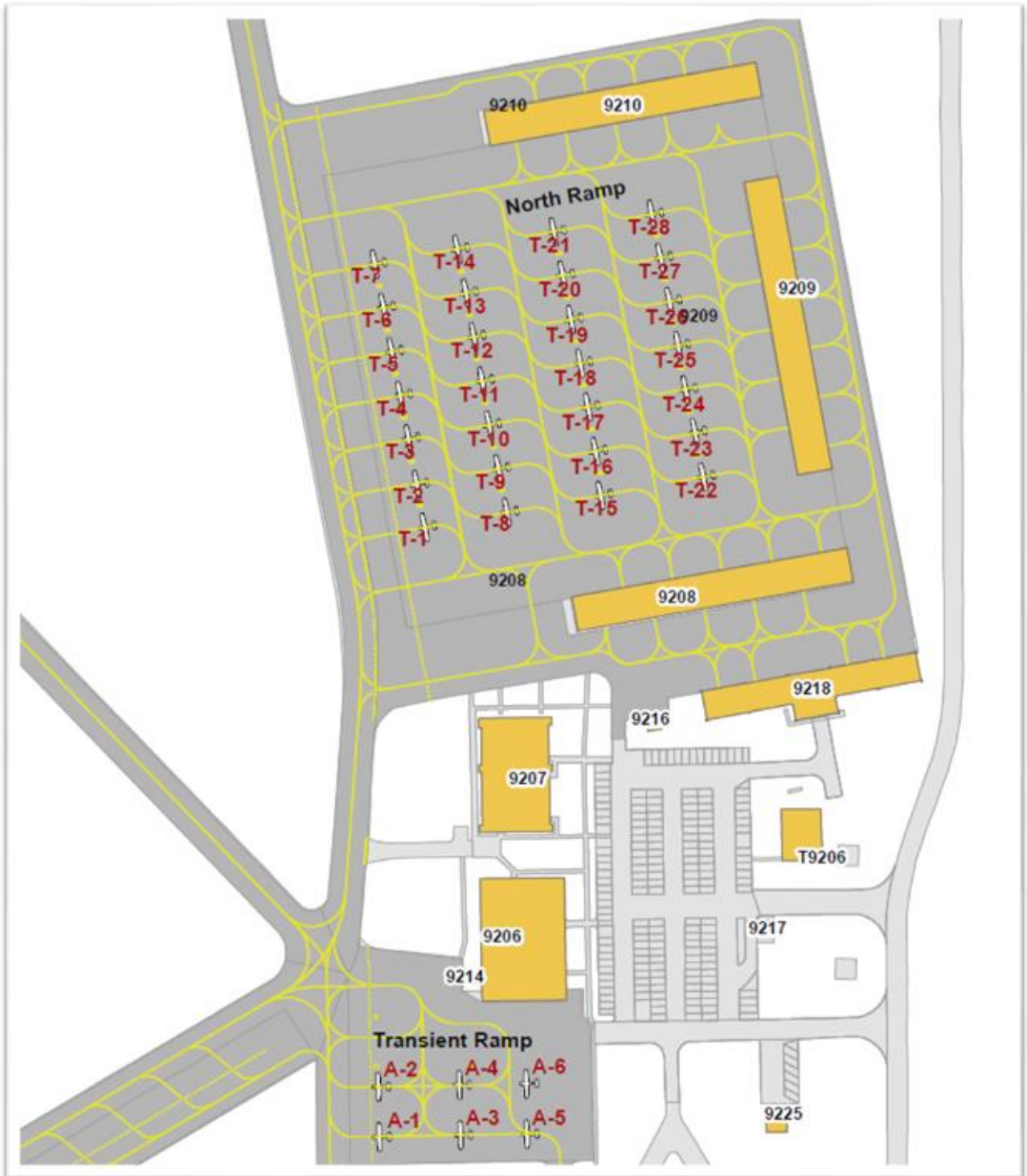


Figure A14.5. Isolation Pad.



Attachment 15

BULLSEYE AUXILIARY AIRFIELD GENERAL INFORMATION AND OPERATIONS

A15.1. Location/Airfield Information/Parking Area.

A15.1.1. Bullseye Auxiliary Airfield is located 20 NM east of Colorado Springs airport (COS), the identifier code is CO90. Runway 17/35 is 3,500' x 75'.

A15.1.2. The parking ramp is approximately 235' X 130' with an asphalt surface. Aircraft will park with the propeller facing east at all times.

A15.1.3. The runway has a weight bearing capacity not to exceed use by single-wheeled aircraft in excess of 12,500 lbs.

A15.1.4. Bullseye may be used for flying activity as published in the Visual Flight Rules (VFR) Supplement with approved uncontrolled operations waiver unless a Notice-to-Airmen (NOTAM) states otherwise.

A15.2. Non-applicable Airfield items.

A15.2.1. Compass calibration pad.

A15.2.2. Blast fences.

A15.2.3. Refueling outlets/pits etc. that are used for single point refueling.

A15.2.4. Hot cargo pads.

A15.2.5. Outdoor wash racks and taxi-through rinse facilities.

A15.2.6. Engine test cells/suppressors.

A15.2.7. Aircraft security fences.

A15.2.8. Priority A/B aircraft parking areas.

A15.2.9. Transient parking apron.

A15.2.10. Designated run-up areas.

A15.2.11. Designated warm-up pads.

A15.2.12. Maintenance hangars/docks.

A15.2.13. Operations building(s).

A15.2.14. Maintenance lighting.

A15.3. Bullseye Operations.

A15.3.1. Procedures for uncontrolled operations at Bullseye Auxiliary Airfield are outlined in the Letter of Agreement (LOA) that accompanies the uncontrolled operations waiver on file with 306 OSS/OSA.

A15.4. Bullseye Auxiliary Airfield Inspections/Checks.

A15.4.1. The USAFA Airfield Manager will complete a inspections of Bullseye as required by AFMAN 13-204, Vol 3.

