CAPE COD GATEWAY AIRPORT
TOWN OF BARNSTABLE, MASSACHUSETTS

AIRPORT CERTIFICATION MANUAL (ACM)
CLASS I Airport

TO COMPLY WITH CFR 14 PART 139
AS ADMINISTERED BY THE
FEDERAL AVIATION ADMINISTRATION

Michael Nelson
Airport Manager

FAA Approved Date:

Federal Aviation Administration
New England Region Airports Division
APPROVED
Nov 06 2025
SDB
Airport Certification Safety Inspector

DISTRIBUTION

The following have one copy of the Airport Certification Manual (ACM):

a) The Office of the Airport Manager.

b) FAA, Airports Division, New England Region.

The airport's official copy of the ACM is located in the Airport Manager's office and shall be made available for inspection when requested by FAA airport certification inspectors.

The following persons, organizations and agencies have one copy of the ACM:

a) Federal Contract Airport Traffic Control Tower.

b) Chief, Hyannis Fire Department
(This copy contains Introduction and Tab 13 only).

c) Chief, Barnstable Police Department.
(This copy contains Introduction and Tab 13 only).

d) Airport Operations Office.

e) Aloft Aviation
(This copy contains Introduction, Tabs 11, 13, and 15 only).

f) Griffin Avionics
(This copy contains Introduction, Tabs 11, 13, and 15 only).

g) Cape Air/Nantucket Airlines
(This copy contains Introduction, Tabs 11, 13, and 15 only).

h) Aero Management

(This copy contains Introduction, Tabs 11, 13 and 15 only).

1) Atlantic Aviation

(This copy contains Introduction, Tabs 11, 13 and 15 only).

j) JetBlue

(This copy contains Introduction, Tabs 11, 13 and 15 only).

k) Airport Maintenance Office

j) Gull Air

(This copy contains Introduction, Tabs 11, 13 and 15 only).

k) American Airlines

(This copy contains Introduction, Tabs 11, 13 and 15 only).

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INTRODUCTION

A. PURPOSE

This manual provides direction and lines of responsibility in the day-to-day operation of the Cape Cod Gateway Airport. As well, it details operating procedures to be followed for both routine matters and unusual circumstances or emergencies that may arise. The contents of this manual are designed to meet the Federal Aviation Administration rules and regulations for airport certification contained in the February 10, 2004 Federal Register 14 CFR Part 139.

Under the regulation, Cape Cod Gateway Airport operates a Class 1 airport that is certificated to serve scheduled passenger operations of large air carrier aircraft. Seasonally, mid-May through mid-October, Jet Blue will have one (1) scheduled flight per day to JFK International Airport (JFK) New York, NY with an Embraer ERJ-190 aircraft. Additionally, June through September, American will have two (2) scheduled flights per day, one to La Guardia Airport (LGA) New York, NY and one to Reagan National Airport (DCA) Washington, DC with Embraer E-175 aircraft. On occasion, the airport receives charter operations with Gulfstream IV, Bombardier Global Express, Embraer ERJ-135 aircraft.

B. KEEPING THIS MANUAL UPDATED139.201 (b)

1. It is a FAA requirement that this manual be kept current. As new or amended requirements of Part 139 are issued by FAA this manual must be revised. Any change or amendment to this manual must be approved by the FAA before it can take effect. Likewise, this manual must reflect any changes in the operations staff, their responsibilities or policy changes made by the Cape Cod Gateway Airport Commission.

C. DISTRIBUTION OF THIS MANUAL AND ITS UPDATED VERSIONS WILL BE AS FOLLOWS:

1. The official copy of this manual is to be kept at the airport in the Manager's office and is to be available for inspection.

2. Field copies of the manual are to be issued to each of the personnel at the airport with operational responsibilities.

3. An official current copy must be submitted to the Regional FAA office in Burlington, Massachusetts each time this manual is revised.

D. FAA INSPECTION AUTHORITY

The Airport Manager or designated representative must allow the FAA airport certification inspector with credentials to make inspections, including unannounced inspections, or tests to determine compliance with FAR Part 139 and the Airport Certification Manual.

E. ACM REVISION AND REVIEW

It is the responsibility of the Airport Manager or his/her designee to maintain the ACM current. An amendment to the manual is considered to be timely if it is filed with the FAA 30 days prior to the effective date. The Assistant Airport Manager will review the ACM semi-annually, or when necessary as a result of changes at the airport or when there are changes in personnel. The semi-annual review will be made in June and December. Any proposed changes will be submitted in duplicate by the Airport Manager. Upon approval by the FAA the Airport Manager will distribute the changes to holders of the ACM.

F. EXEMPTIONS/LIMITATIONS 139.203 (b)

Cape Cod Gateway Airport (HYA) operates without exemptions or limitations issued by FAA.

G. PROCEDURES FOR REPORTING DEVIATIONS 139.113

In emergency conditions requiring immediate action for the protection of life or property, involving the transportation of persons by air carriers, the Airport Manager or his/her designated representative may deviate from any operational requirement of FAR Part 139 or the ACM to the extent required to meet that emergency. Any deviation shall be reported in writing to the FAA Regional Airports Division Manager as soon as practicable but not later 14 days after the emergency. The report states the nature, extent, and duration of the deviation.

H. FALSIFICATION, REPRODUCTION, OR ALTERATION OF APPLICATIONS, CERTIFICATES, REPORTS, OR RECORDS 139.115

(a) No person shall make or cause to be made:

(1) Any fraudulent or intentionally false statement on any application for a certificate or approval under this part.

(2) Any fraudulent or intentionally false entry in any record or report that is required to be made, kept, or used to show compliance with any requirement under this part.

(3) Any reproduction, for a fraudulent purpose, of any certificate or approval issued under this part.

(4) Any alteration, for a fraudulent purpose, of any certificate or approval issued under this part.

(b) The commission by any owner, operator, or other person acting on behalf of a certificate holder of an act prohibited under paragraph (a) of this section is a basis for suspending or revoking any certificate or approval issued under this part and held by that certificate holder and any other certificate issued under this title and held by the person committing the act.

I. AIRPORT LAYOUT MAPS 139.203 (b)

The Airport Layout Map and the Sign and Marking Plan are attached at the end of the manual (Exhibits A and B) show the location of all runways, taxiways, ramps, parking areas, access roads and buildings.

J. DESCRIPTION OF RUNWAY AND IDENTIFICATION SYSTEM

The runway numbers are assigned using standard magnetic heading identification, and the taxiways are identified by either a letter and/or number.

Taxiway/runway lengths and widths are as follows:

	Length (feet)	Width (feet)	Displacement Length (feet)	
Taxiway A	5,205.49	50		
Taxiway A1	225	75		
Taxiway B	3,550.71	44.50		
Taxiway C	5,262.23	50		
Taxiway C1	200	50		
Taxiway D	2,673.66	50		
Taxiway E	705.26	50		
Runway 6/24	5,425	150	Runway 6	406
Runway 15/33	5,253	150	Runway 33	150

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Tab 1 RECORDS (139.301)

1.1 Cape Cod Gateway Airport will furnish all records required under Part 139 to the FAA upon request, and will make and maintain additional records as may be required.

1.2 Cape Cod Gateway Airport maintains training records according to the requirements of 14 CFR Part 139:

- Airport Personnel, including Aircraft Rescue and Fire Fighting Personnel and other emergency personnel training records
  - 24 consecutive calendar months
- Airport fueling agent inspection records
  - 12 consecutive calendar months
- Fueling personnel training records
  - 12 consecutive calendar months
- Self-inspection records
  - 12 consecutive calendar months
- Movement area and safety area training records
  - 24 consecutive calendar months
- Accidents and incidents occurring in the movement and safety areas
  - 12 consecutive months
- Airport Condition Reports
  - 12 consecutive calendar months

1.3 Training records for tenant fueling personnel shall be maintained in each Fixed Base Operator's offices. An additional copy of the certification of that training will be maintained in the Airport Operations office.

1.4 ARFF personnel training records and all other records shall be maintained at the Airport Operations office.

1.5 The Cape Cod Gateway Airport will make and maintain any additional records required by the Administrator.

TAB 2 PERSONNEL (139.303)

2.1 The following key personnel are involved in the management of the airport:

NAME	POSITION	WORK/HOME PHONE
Michael Nelson	Interim Airport Manager	508-778-7764/508-776-9067
Vacant	Assistant Airport Manager	
Vacant	Sr Proj Mgr/Compliance Ofc	
Bob Holzman	Operations Supervisor	508-778-7770/508-364-6092
Hilde Rios	Aviation Fuel Coordinator	508-778-7770/508-778-4111
Bradley Everson	ARFF Coordinator	508-778-7770/774-487-0289
Donald Sears	Maintenance Supervisor	508-778-7772/508-776-4320

2.2 Description of Functions of Key Personnel.

Airport Manager: The Airport Manager, in accordance with general policies established by the Cape Cod Gateway Airport Commission and under the general administrative of the MassDOT Aeronautics Division, is responsible for the management, operation, development, budgeting, planning, and maintenance.

Assistant Airport Manager: The Assistant Airport Manager is responsible for the administration of systems of the airport including financial, personnel, and security. As appropriate within the defined line of succession is responsible for the entire airport.

Senior Project Manager/Airfield Compliance Officer: Under the supervisor of the Airport Manager or his/her designee, the project manager/compliance officer is responsible for oversight of the airport capital projects. As appropriate within the defined line of succession is responsible for the entire airport.

Operations Supervisor/ Aviation Fuel Coordinator/ ARFF Coordinator: Under the supervision of the Airport Manager or his/her designee, the supervisors are responsible for the daily airfield inspection and safe operation of the aircraft ramps, including the fuel storage areas, and are responsible for the instruction of Aircraft Rescue Fire Fighting (ARFF), and the direct supervision of Operations personnel. As appropriate within the defined line of succession are responsible for the entire airport.

Maintenance Supervisor: Under the general supervision of the Airport Manager or his/her designee, the Maintenance Supervisor is responsible for the maintenance and upkeep of airport buildings, airfield facilities, and equipment. Directs the supervision of maintenance personnel. As appropriate within the defined line of succession is for the entire airport.

2.3 Lines of Succession.

The following is the line of succession of airport operational responsibility:

(a) Michael Nelson, Interim Airport Manager

(b) Donald Sears, Maintenance Supervisor

(c) Robert Holzman, Operations Supervisor

(d) Hilde Rios, Aviation Fuel Coordinator

(e) Bradley Everson, ARFF Coordinator

2.4 The above personnel can be reached:

Telephone-Day/Night/Weekend-(508)-775-2020/778-7770

2.5 Michael Nelson is the Interim Airport Manager and has had over 30 years of experience in various aviation management positions.

Donald Sears, Maintenance Supervisor, is an experienced airport maintenance person who has over 10 years of airport experience.

Robert Holzman, Operations Supervisor, is a senior airport operations person who has over 30 years of aviation experience.

Hilde Rios, Aviation Fuel Coordinator, is an airport operations person who has over 30 years of aviation experience.

Bradley Everson, ARFF Coordinator, is an airport operations person who has over 16 years of aviation experience.

2.6 For the purpose of this ACM, airport management is defined as the Airport Manager and the Assistant Airport Manager. In the absence of Airport Management, the Senior Project Manager/Airfield Compliance Officer or the on-duty senior airport supervisor will function as airport management until a manager is present as outlined in item 2.3 within.

2.7 Cape Cod Gateway Airport maintains sufficient qualified personnel, resources, and equipment to comply with the requirements of the Airport Certification Manual and the applicable rules of FAR Part 139. At least one qualified person is on site during air carrier operations to carry out each applicable section of the ACM (not just ARFF).

2.8 All Airport personnel are provided on-the-job training for three consecutive months before being allowed to work unsupervised. This training includes:

(a) Airport driver's training, and training in recognition and understanding of airport markings, lighting and signs. Copies of the training material are located in the Airport Operations Office;

(b) Airport communications, using tower and ground frequencies, Unicom and CTAF airport frequencies;

(c) Techniques for runway inspections and how to accomplish other elements of daily and periodic inspections;

(d) They are also instructed and tested by written exam on the Airport Emergency Plan;

(e) All Airport Operations personnel will attend an AAAE/FAA Basic Airport Safety and Operations Specialist School within the first year on the job;

(f) Operations Supervisors are required to attend the Advanced Airport Safety and Operations Specialist School;

(g) All Airport Operations personnel are required to attend the FAA Basic ARFF 40 hour course within the first year of hire at Cape Cod Gateway Airport. Operations Supervisors may be required to attend the Advanced ARFF course.

2.9 All personnel who access movement areas and safety areas and perform duties in compliance with the requirements of the Airport Certification Manual and the requirements of this part are provided training. This training must be completed prior to the initial performance of such duties and at least once every 12 consecutive calendar months. The curriculum for initial and recurrent must include at least the following areas:

(a) Airport familiarization, including signs, marking and lighting. This is done in the classroom, as well as OJT;

(b) Airport communications, including radio communication between the air traffic control tower and personnel, use of the common traffic advisory frequency if there is no air traffic control tower or the tower is not in operation, and procedures for reporting unsafe airport conditions. This includes use of tower and ground frequencies, Unicom and CTAF to access the movement area;

(c) Procedures for access to, and operation in, movement areas and safety areas, as specified under §139.329. This includes airfield driver training, including training in night time and inclement weather;

(d) Duties required under the ACM as applicable.

(e) Any additional subjects required by the administrator.

All training records will include, at a minimum, a description and the date of training. After completion of training, records shall be kept for 24 consecutive calendar months.

TAB 3 PAVED AREAS (139.305)

3.1 Description of each Air Carrier movement area.

Area	Type	Length (feet)	Width (feet)
Runway 6/24	Grooved/asphalt	5,425	150
Runway 15/33	Grooved/asphalt	5,253	150
Taxiways	Asphalt		50
All Ramps	Asphalt		

3.2 The airport maintains and promptly repairs the pavement of each runway, taxiway, loading ramp and aircraft parking area on the airport which is available for air carrier use as follows:

(a) The pavement edges do not exceed 3 inches difference in elevation between abutting pavement sections and between full strength pavement and abutting shoulders.

(b) The pavement has no holes exceeding 3 inches in depth nor any hole the slope of which from any point in the hole to the nearest point at the lip of the hole is 45 degrees or greater as measured from the pavement surface plane, unless, in either case, the entire area of the hole can be covered by a 5-inch diameter circle.

(c) The pavement is free of cracks and surface variations which could impair directional control of the air carrier aircraft.

(d) Except as provided in paragraph 3.2, mud, dirt, sand, loose aggregate, debris, foreign objects, rubber deposits, and other contaminants are removed promptly and as completely as practicable.

(e) Except as provided in paragraph 3.2, any chemical solvent that is used to clean any pavement area is removed as soon as practicable, consistent with the instructions of the manufacturer of the solvent.

(f) The pavement is sufficiently drained and free of depressions to prevent ponding that obscure markings or impairs safe aircraft operations.

3.3 Airport Operations shall daily inspect the paved areas and note their condition on the self-inspection checklist and the work order form. Airport Maintenance is responsible for the correction of airfield deficiencies as noted by Airport Operations. See checklist on page 14-5.

3.4 Airport Maintenance is responsible for sweeping of runways and taxiways. Areas will be swept whenever needed to remove debris & contaminants as deemed necessary to satisfy the above requirements.

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HYA-ACM Revision Date 9-7-18

SEP 28 2018

LJD

3.5 Land and Hold Short Operations (LAHSO). See Letter of Agreement (LOA) procedures on page 3-3 and 3-4.

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HYA-ACM Revision Date 9-7-18 SEP 28 2018

LJD

Hyannis FAA Contract Tower (FCT) and
Cape Cod Gateway Airport (HYA)

LETTER OF AGREEMENT

EFFECTIVE: February 24, 2022

SUBJECT: Land and Hold Short Operations (LAHSO)

1. PURPOSE: This agreement between Cape Cod Gateway Airport Management (HYA Airport) and the Hyannis FAA Contract Tower (Hyannis FCT) delineates the responsibilities of the HYA Airport and Hyannis FCT that are necessary for initiating and carrying out Land and Hold Short Operations (LAHSO) at the Cape Cod Gateway Airport.

2. CANCELLATION: Hyannis FCT and Barnstable Municipal Airport Letter of Agreement, Land and Hold Short Operations (LAHSO) dated December 7, 2014.

3. BACKGROUND: LAHSO is an air traffic control procedure which permits the issuance of landing clearances to aircraft to land and hold short of an intersecting runway, taxiway, or other designated point on the runway. It is a procedure designed to increase airport capacity and to more efficiently move aircraft within the terminal airspace and on the airport surface.

4. RESPONSIBILITIES:
   a. HYA Airport agrees to be responsible for the following actions to allow LAHSO operations to be conducted at HYA Airport:
      i. Installing LAHSO runway markings and signs at all locations specified in accordance with FAA AC 150/5340-1 and AC 150/5340-18.

      ii. Providing Hyannis FCT with distance measurements from the landing threshold to the LAHSO runway marking at each specified LAHSO location.

      iii. Notifying the Hyannis FCT whenever runway markings, signs, and/or lighting systems are inoperative.

   b. Hyannis FCT in conducting LAHSO at HYA Airport shall be responsible for the following:

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i. Publishing a list of runways at Cape Cod Gateway Airport that are approved for LAHSO, together with the available landing distance for each hold-short location.

ii. Terminating LAHSO on any approved runway location whenever HYA Airport reports that signs and markings are not installed or are not in accordance with this LOA.

iii. Terminating LAHSO at any location when, in the judgement of the Air Traffic Manager, conditions are such that an unsafe operation may result.

iv. Issuing appropriate NOTAMs relating to LAHSO.

5. Approved LAHSO runways/locations: The following runway hold short locations are approved for conducting LAHSO at HYA Airport.

Runway	Location	Designation	Distance
15	Prior to RWY 06/24	Day, Dry	4150`
24	Prior to RWY 15/33	Day, Dry	4650`

Jeffrey Forhan
Air Traffic Manager, Hyannis FCT

Katie R. Servis
Airport Manager, Cape Cod Gateway Airport

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TAB 4 UNPAVED AREAS 139.307

4.1 There are no unpaved areas on the airport that are available for air carrier use.

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DATE: JAN 03 2005

HYA-ACM
Rev. Date: 7-26-04

TAB 5 SAFETY AREAS (139.309)

5.1 Description of the runway safety areas.

RWY	Required Length/Width (feet)	Actual (feet)		RSA Alternative	Controlling Obstruction	Displaced Threshold (feet)	Date Established
		Length	Width				
6	1,000/500	520/346	500	EMAS	Road/pole	406	11/2003
15	1,000/500	1,000	500		None		12/1987
24	1,000/500	1,000/357	500		Railroad		11/2003
33	1,000/500	1,000/838	500		Poles	150	05/2003

See Runway Safety Areas diagrams on Pages 5-3 thru 5-6.

5.2 Taxiways. The safety area for each taxiway is 79 feet wide and extends 39.5 feet on each side of the taxiway centerline.

5.3 All safety areas are maintained as follows:

(a) Each safety area is cleared and graded, and has no potentially hazardous ruts, humps, depressions, or other surface variations.

(b) Each safety area is drained by grading or storm sewers to prevent water accumulation.

(c) Each safety area is capable under dry conditions of supporting snow removal equipment, and aircraft rescue and firefighting equipment, and is designed to support the occasional passage of aircraft without causing major damage to the aircraft.

(d) No objects are permitted in any safety area, except those that need to be due to their function. These objects are constructed, to the extent practical, on frangible mounted structures of the lowest practical height with the frangible point no higher than 3 inches above grade.

(e) The Engineered Material Arresting System (EMAS) in the RWY 6 Safety Area shall be inspected using the Engineered Arresting Systems Corporation inspection checklist. See the EMAS Inspection, Maintenance, and Repair Manual, attached as an appendix.

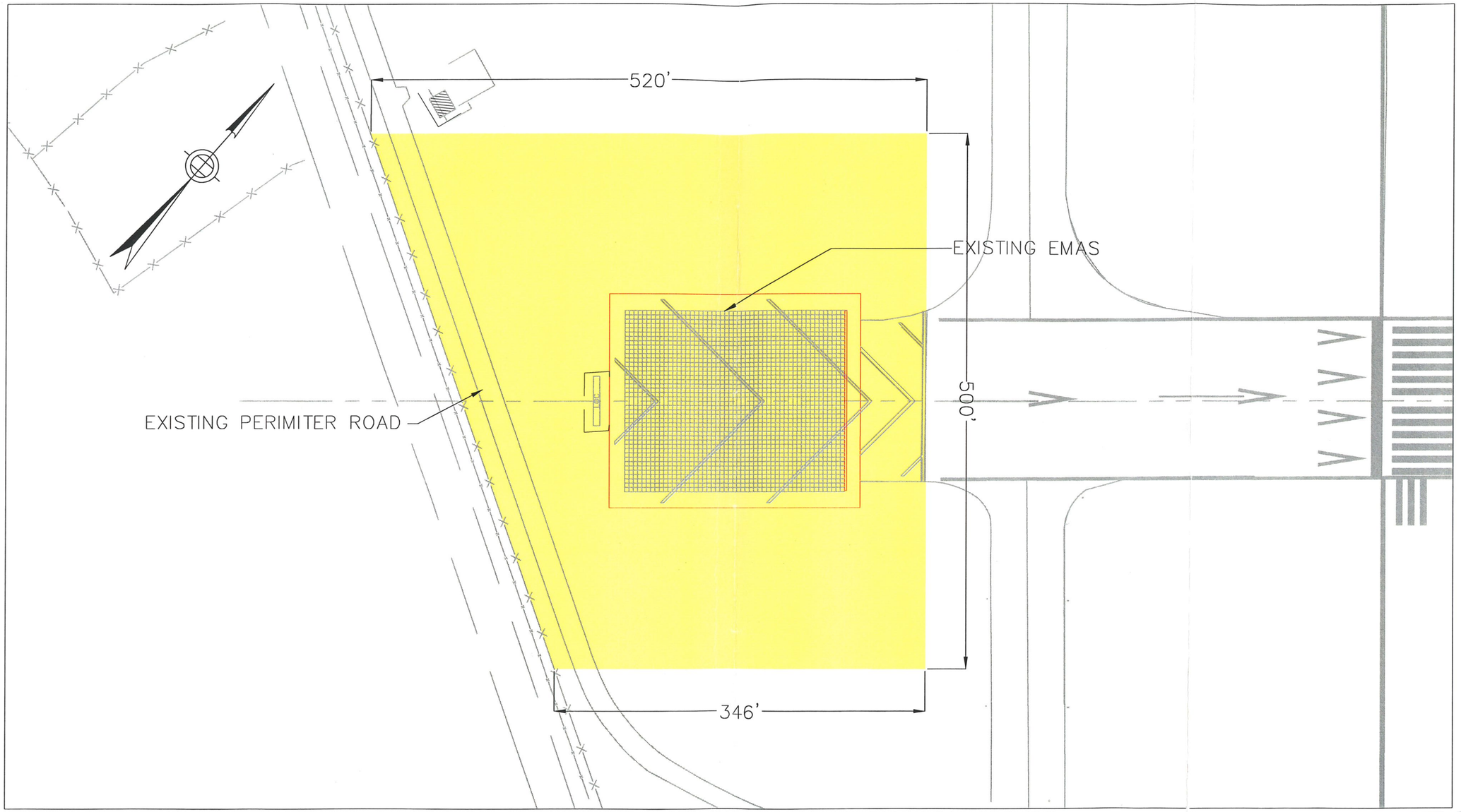
(f) In the event of a deficiency within the safety area and/or EMAS, the deficiency will be noted on a work order and corrected as soon as possible by airport maintenance.

5.4 Airport Operations personnel shall inspect the EMAS daily and note the condition on the self-inspection checklist, the EMAS checklist, and the work order form. Airport

Maintenance personnel shall perform the monthly inspection of the EMAS and note the condition on both inspection checklists and the work order form. See checklists on page 14-5 and included in the EMAS Inspection, Maintenance, and Repair Manual attached as an appendix.

5.5 Service Roads.

RWY 6/24 and RWY 33 safety areas are penetrated by a perimeter road.



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5-3

BARNSTABLE MUNICIPAL AIRPORT
BARNSTABLE, MASSACHUSETTS
SAFETY AREA RUNWAY 6

HYA-ACM
Rev. Date: 11/01/07

SCALE:
1"=100'

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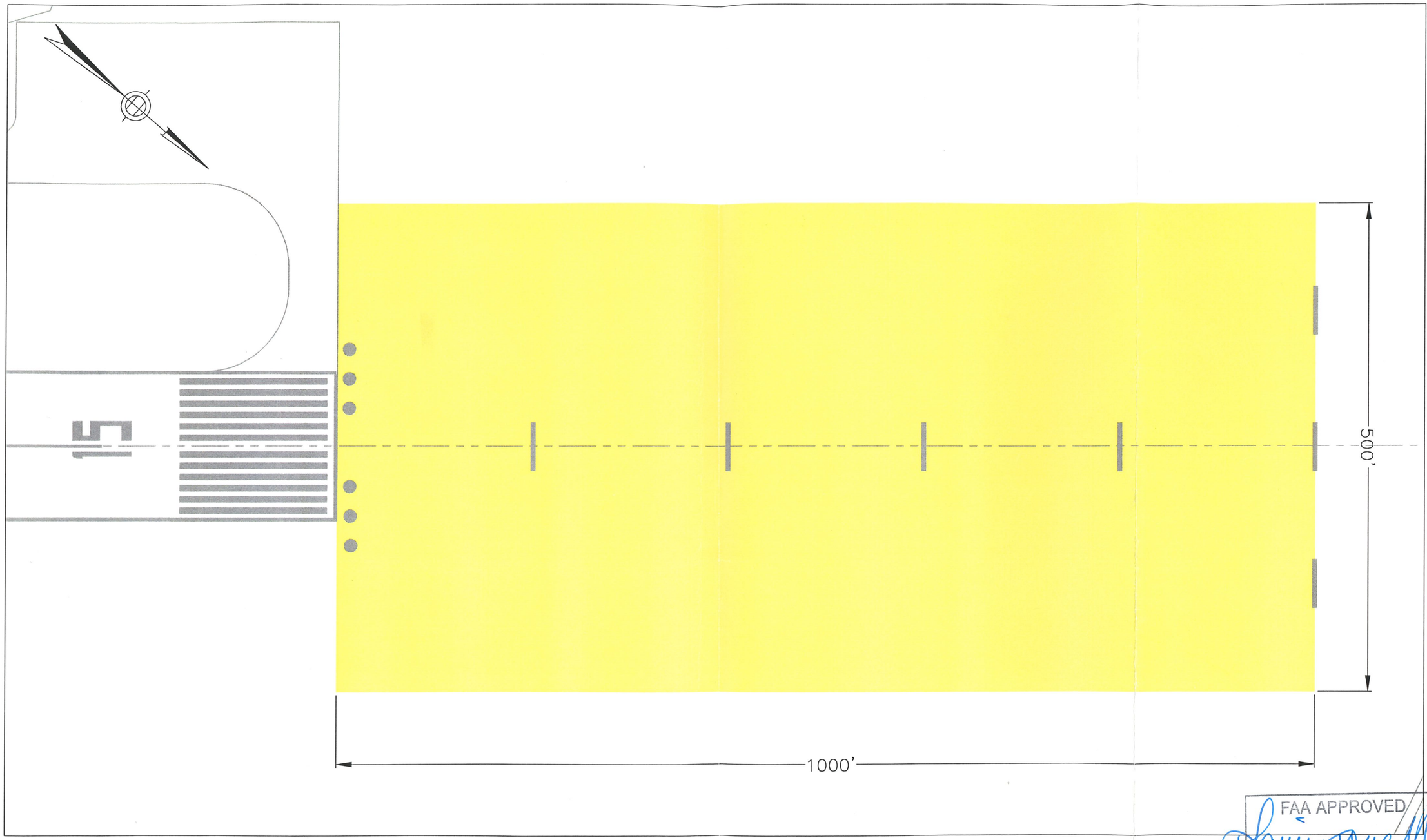

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5–4

BARNSTABLE MUNICIPAL AIRPORT
BARNSTABLE, MASSACHUSETTS
SAFETY AREA RUNWAY 15

HYA-ACM
Rev. Date: 11/01/07

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DATE: NOV 23 2007

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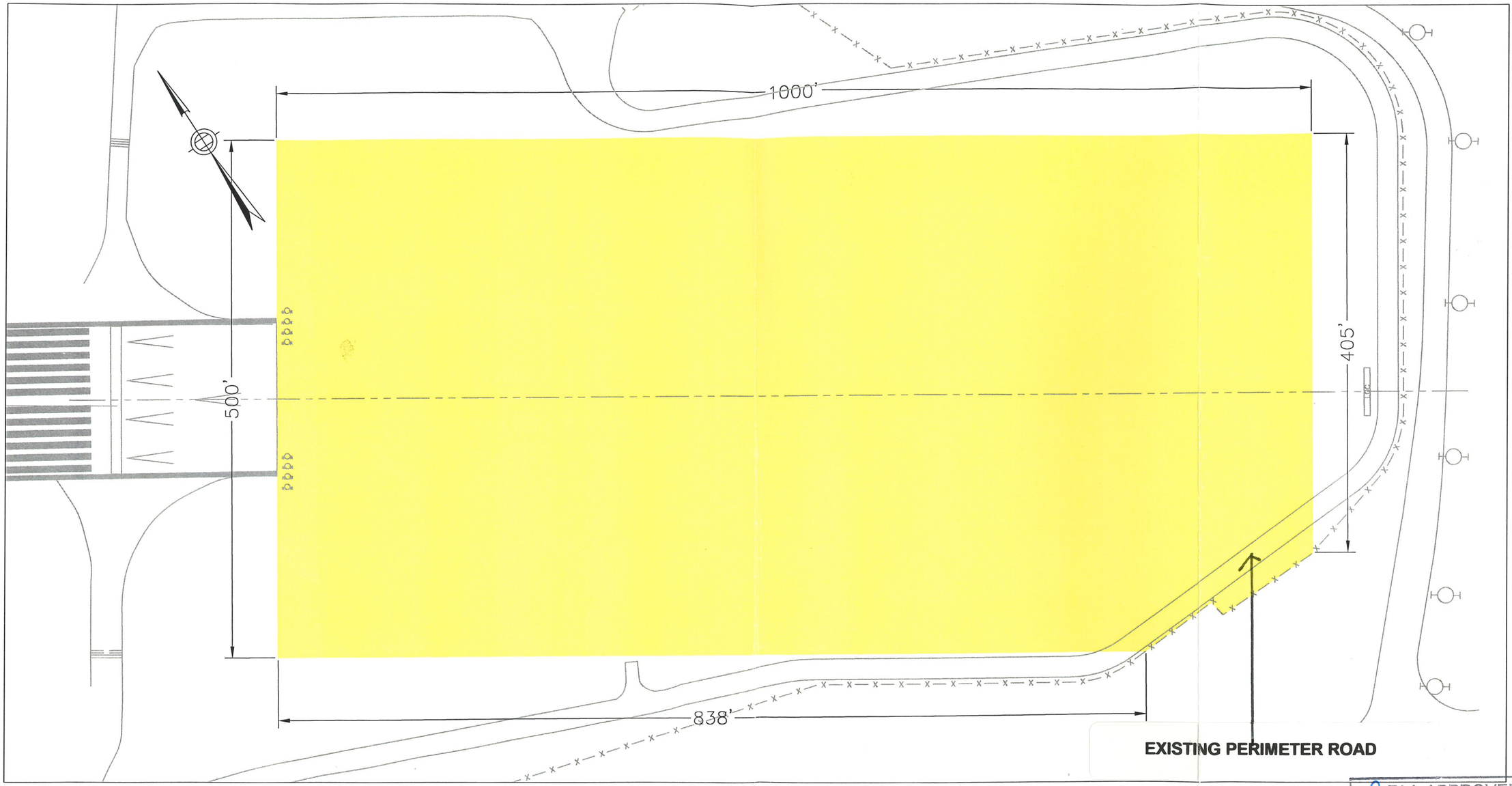
5-5

BARNSTABLE MUNICIPAL AIRPORT
BARNSTABLE, MASSACHUSETTS
SAFETY AREA 24

HYA-ACM
Rev. Date: 11/07/07

SCALE:
1"=100'



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DATE: NOV 23 2007

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5-6

BARNSTABLE MUNICIPAL AIRPORT
BARNSTABLE, MASSACHUSETTS
SAFETY AREA RUNWAY 33

HYA-ACM
Rev. Date: 11/07/07

SCALE:
1"=100'

Hyannis FAA Contract Tower (FCT),
FAA Technical Operations and
Cape Cod Gateway Airport (HYA)

LETTER OF AGREEMENT

EFFECTIVE: February 24, 2022

SUBJECT: Runway Safety Areas

1. **PURPOSE**: This agreement between the Hyannis FAA Contract Tower (Hyannis FCT), FAA Technical Operations (FAA TO) and Cape Cod Gateway Airport Management (HYA Airport) defines responsibilities, and procedures associated with accessing, operating in and vacating Runway Safety Areas (RSAs) associated with open runways at HYA Airport.

2. **CANCELLATION**: Hyannis FCT, FAA Technical Operations and Barnstable Municipal Airport Letter of Agreement, Runway Safety Areas, dated August 1, 2016.

3. **SCOPE**: The Runway Safety Area must normally be clear at all times during air carrier/aircraft operations. There are situations and/or circumstances where some airport operators require vehicles or equipment to be in the RSA for a limited amount of time during air carrier/aircraft operations. Examples may include, but are not limited to, scheduled or unscheduled NAVAID maintenance/repair, mowing operations, or other airport safety related circumstances where personnel and equipment will be in the RSA during air carrier/aircraft operations. When circumstances allow, drivers will drop needed equipment within the RSA and park the vehicles outside the RSA.

4. **RESPONSIBILITIES:** In accordance with FAA Advisory Circular AC 150/5210-20A, Ground Vehicle Operations to Include Taxiing, or Towing an Aircraft on Airports:

    a. General:
        i. All vehicles must avoid the ILS/LOC arrays and all associated equipment critical areas during low visibility conditions. If work is required in this area, coordination must be accomplished with FAA TO personnel so that, if necessary, the navigational equipment can be put into a protective shut-down status.

Federal Aviation Administration
New England Region Airports Division
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ii. Personnel not included in this Letter of Agreement are not permitted in the RSA unless under the direct supervision of HYA Airport Operations Department or FAA TO.

iii. All personnel granted access to work/enter the RSA must remain clear of all runway surfaces. Approval to operate in the RSA, in no way implies approval to operate on or enter that runway.

iv. Certain situations and/or circumstances may require vehicles or equipment to be in the RSA for a limited amount of time during aircraft operations including:
   1. Scheduled or unscheduled NAVIAD maintenance/repair, including:
      a. Approach Lighting Systems
      b. REILs, PAPIs, RVRs, SAWS
      c. ILS Ground Checks
   2. Repair of airport owned and maintained lighting and signs.
   3. Mowing operations conducted by Airport maintenance.

b. HYA Airport must:
   i. Utilize 119.50 on establishing required radio contact for RSA entry/exit and maintain radio contact at all times in the RSA.

   ii. Provide training for operators with permission to enter/exit the RSA.

   iii. Collaborate with all airport agencies in describing any enforcement action for violating RSA entry/exit procedures.

c. Hyannis FCT must:
   i. Collaborate with the airport operator on RSA entry/exit requirements.

   ii. Review and respond to requests for operations in the RSA.

   iii. Perform controller training on RSA procedures based on Federal Aviation Administration training requirements.

d. FAA TO must:
   i. Adhere to any established RSA entry/exit procedures identified at the airport.

ii. Utilize 119.50 for RSA entry/exit and maintain radio contact at all times in the RSA.

iii. Obtain/accept training on procedures for entering/exiting the RSA at the airport as established by the airport operator.

iv. Accept responsibility and enforcement actions that airport operator levies for procedural violations.

Jeffrey Forman
Air Traffic Manager, Hyannis FCT

Joseph Reid
Manager, FAA Technical Operations SSC

Katie R. Servis
Airport Manager, Cape Cod Gateway Airport

TAB 6 Marking, Signs and Lighting (139.311)

6.1 The airport provides and maintains the following marking systems for air carrier operations on the airport. Cape Cod Gateway Airport is an Airplane Design Group (ADG) III.

(a) Runway and taxiway markings.

Runway	Classified Use	Type of Marking	Displaced Threshold
6	Non Precision instrument	Precision instrument	406 feet
15	Precision instrument	Precision instrument	
24	Precision instrument	Precision instrument	
33	Visual	Precision instrument	150 feet

i. Runway 6/24

a. Landing Designators

b. Centerline

c. Threshold – inclusive of 12 bars to indicate runway width of 150 feet

d. Aiming Points

e. Touchdown Zone – inclusive of a set of 6 bars at 500 feet from the threshold and 4 bars at 1500 feet from the threshold

f. Edge Markings

g. Hold Position Marking (Runway 24 only for Hold Short Landing Operations)

h. Displaced Threshold Marking (Runway 6 only)

ii. Runway 15/33

a. Landing Designators

b. Centerline

c. Threshold – inclusive of 12 bars to indicate runway width of 150 feet

d. Aiming Points

e. Touch Down Zone – inclusive of a set of 6 bars at 500 feet from the threshold and 4 bars at 1500 feet from the threshold

f. Edge Markings

g. Hold Position Marking (Runway 15 only for Hold Short Landing Operations)

h. Displaced Threshold Marking (Runway 33 only)

(b) Air carrier taxiways have taxiway centerline markings.

(c) Holding position markings.

(d) Instrument landing system (ILS) critical area markings, if applicable.

(e) Taxiway edge markings, as appropriate.

(f) The following identifies the various markings at the airport.

DIRECTION, DESTINATION, BOUNDARY SIGNS	L-858Y SIZE 1 STYLE 2 CLASS 2	20' FROM PAVEMENT EDGE
MANDATORY SIGNS	L-858R SIZE 1 STYLE 3 CLASS 2	20' FROM PAVEMENT EDGE
LOCATION SIGNS	L-858L SIZE 1 STYLE 2 CLASS 2	20' FROM PAVEMENT EDGE
RUNWAY DISTANCE REMAINING SIGNS	L-858B SIZE 5 STYLE 3 CLASS 2	35' FROM PAVEMENT EDGE
INFORMATION SIGNS	NON-ILLUMINATED, RETROREFLECTIVE, BLACK ON YELLOW OR WHITE ON RED	VARIES

NOTE: ALL NEW SIGNS CONFORMING TO C150/5345-44, CURRENT EDITION AT TIME OF INSTALLATION.

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See Exhibit B, Sign and Marking Plan.

6.2 The airport provides and maintains the following sign systems for air carrier operations on the airport.

(a) Taxiway location signs, taxiway direction signs and taxiway destination signs identify taxi routes on the movement area.

(b) Holding position signs.

(c) ILS critical area signs.

(d) There are runway/runway intersection signs currently at all runway to runway intersections on the airport.

(e) Runway/taxiway intersections are identified by runway hold position markings and signs.

See Exhibit B at the end of the manual.

6.3 The airport provides and maintains the following lighting systems for air carrier operations during the hours of darkness or during conditions below Visual Flight Rules (VFR) minimums.

(a) Runway lighting. See Runway lighting diagram included in this section.

i. Runway 6-24 is served by high intensity runway lights.

ii. Runway 15-33 is served by high intensity runway lights

(b) Medium intensity taxiway lighting (MITL) on all taxiways used by air carrier aircraft.

(c) An airport rotating light beacon which is located on top of the ATCT, see Exhibit A, HYA ATC Tower.

(d) Description of approach lighting for each runway at Cape Cod Gateway Airport is as follows:

Runway	Type	Owner/Maintenance Responsibility
6	PAPI	Airport
	REILS	Airport
15	MALSR ALS	FAA
24	MALSF ALS	FAA
	PAPI	FAA
33	PAPI	FAA

PAPI = Precision Approach Slope Indicator
REILS = Runway End Identifier Lights
MALSR = Medium Intensity Approach Light System with Runway Alignment Indicator Lights
MALSF = Medium Intensity Approach Light System with Sequenced Flashers
ALS = Approach Light System

6.4 The following applies to the inspection, repair, maintenance and operational standards at the airport:

(a) Procedures for the daily inspection, repair, and maintenance of the airport field lighting and visual aids are contained in Tab 14. It is the responsibility of the Maintenance Supervisor to assure that each element of the marking and lighting systems described in this section is properly maintained. This includes cleaning, replacing or repairing any faded, missing or inoperative item of lighting; keeping each item unobscured and clearly visible; and ensuring that each item provides an accurate reference to the user.

(b) The following operational standards will be maintained for the runway edge light systems:

i. Threshold End lights - no more than two lights out of service at any runway end. Also, out of service light shall not be next to each other.

ii. Edge lights - 85% in service. Additionally, out of service lights on the same side of the runway shall not be adjacent to each other.

(c) The frangible point of lights and sign (tops of light bases) shall not be more than 3 inches above grade.

(d) 85% of the taxiway edge lights will be in service.

(e) The Airport-owned PAPI periodic operational and maintenance checks are listed in the manufacturers' specification 8824 Rev. E., Par 4.1 and outlined below. Any maintenance actions or repairs will be recorded in a log maintained by the Maintenance Department. If one light is inoperative, then the PAPI system (a 4 box system, 2 lights per box) will be taken out of service. PAPI calibration will be done quarterly using manufacturers specifications for calibration.

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INTERVAL	ACTION
Daily	Inspect for burned out lamps.
Weekly	a) Clean and inspect lenses, filters and reflectors.
	b) Replace broken or worn parts.
Monthly	a) Verify light unit elevations.
	b) Check tilt switch system by pulling one tilt switch cord. System should not stay on for more than 30 seconds
	c) Check day/night photocell switching (if applicable)
Every 6 Months	a) Verify light unit alignment and calibrate if necessary using a Clinometer for the purpose of aiming the PAPI light units. It is comprised of a precision spirit level and a vernier calibration mechanism.

(f) The Airport-owned REILs periodic operational and maintenance checks are listed in the manufacturers' specification and outlined. Any maintenance actions or repairs will be recorded in a log maintained by the Maintenance Department. If one light is inoperative, then the REIL system will be taken out of service. REIL calibration will be done quarterly using the manufacturer's specifications for calibration.

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Interval	Maintenance Task	Action
Daily	(a) Check LED operation and flashing sequence.	(a) If flashing malfunctions, follow Trouble Shooting Procedures in Section 6 of manual.
Bimonthly	(a) Check operation of controls.	(a) If controls malfunction, replace controls.
	(b) Check cleanliness of front glass.	(b) If dirty, clean front glass as required.
Monthly	(a) Check operation of interlocks.	(a) If interlocks malfunction, replace interlocks.
	(b) Check for vegetation or other obstruction near LED engine.	(b) Use herbicide to remove vegetation.
Semi-Annually	(a) Check cabinets for cleanliness and moisture.	(a) If cabinets are moist, wipe dry.
	(b) Check seals on enclosures.	(b) Replace worn or deteriorated seals.
	(c) Check electrical connections and contacts for tightness.	(c) If contacts are loose, replace contacts.
	(d) Check cabinet vertical and horizontal alignment.	(d) If lamps are misaligned or not level, realign.
	(e) Check wires for cracks and deterioration.	(e) If wires are cracked/deteriorated, replace wires.
	(f) Check for rigidity of support structures.	(f) Tighten all mounting hardware.
Annually	(a) Verify incoming power is within tolerance.	(a) Calibrate or repair power distribution equipment if needed.
	(b) Check insulation resistance of cable.	(b) If reading is less than 500 V on meter or leaking to ground, replace cable.
	(c) Check resistance of grounding system.	(c) If resistance is high, repair by doing such things as replacing rods and cables.
	(d) Check need for painting.	(d) Touch up all chips or repaint entire enclosure.

(g) The Airport-owned standby generator for movement area lighting is tested weekly and is on an automatic time clock for operation and testing of the equipment.

6.5 All lighting on the airport, including that for aprons, vehicle parking, roadways, fuel storage areas, and buildings, is adequately adjusted or shielded to prevent interference with air traffic control and aircraft operations.

6.6 The Airport Sign & Marking Plan addresses the requirements of:

- AC 150/5340-1 Standards for Airport Markings
- AC150/5340-18 Standards for Airport Sign Systems

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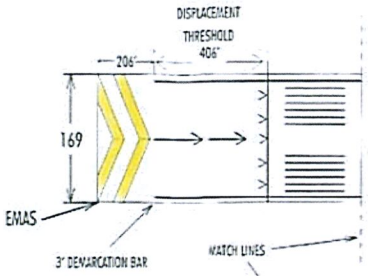
The Airport Sign & Marking Plan can be found in the Exhibit B (Attached at the end of the manual).

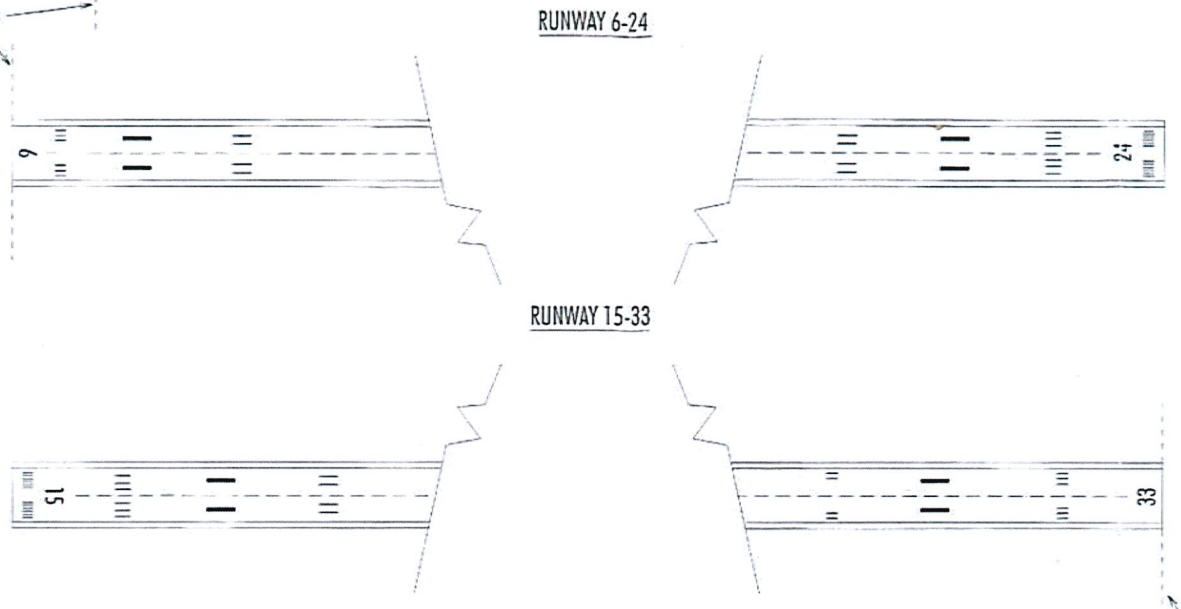
6.7 The Cape Cod Gateway Airport has a Letter of Agreement (LOA) with the Hyannis Air Traffic Control Tower (ATCT) regarding procedures for the operation of airport lighting when ATCT is closed. See LOA procedures on page 6-7.

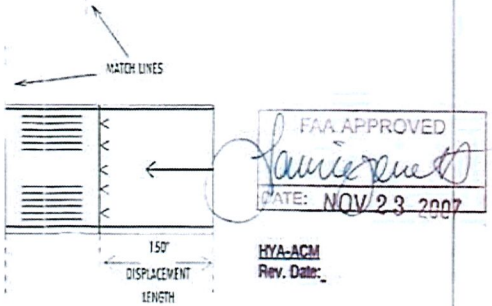
6.8 See Exhibit C for Related AC References.

RUNWAY MARKING

(NOT TO SCALE)







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DATE: NOV 23 2007
HYA-ACM
Rev. Date:

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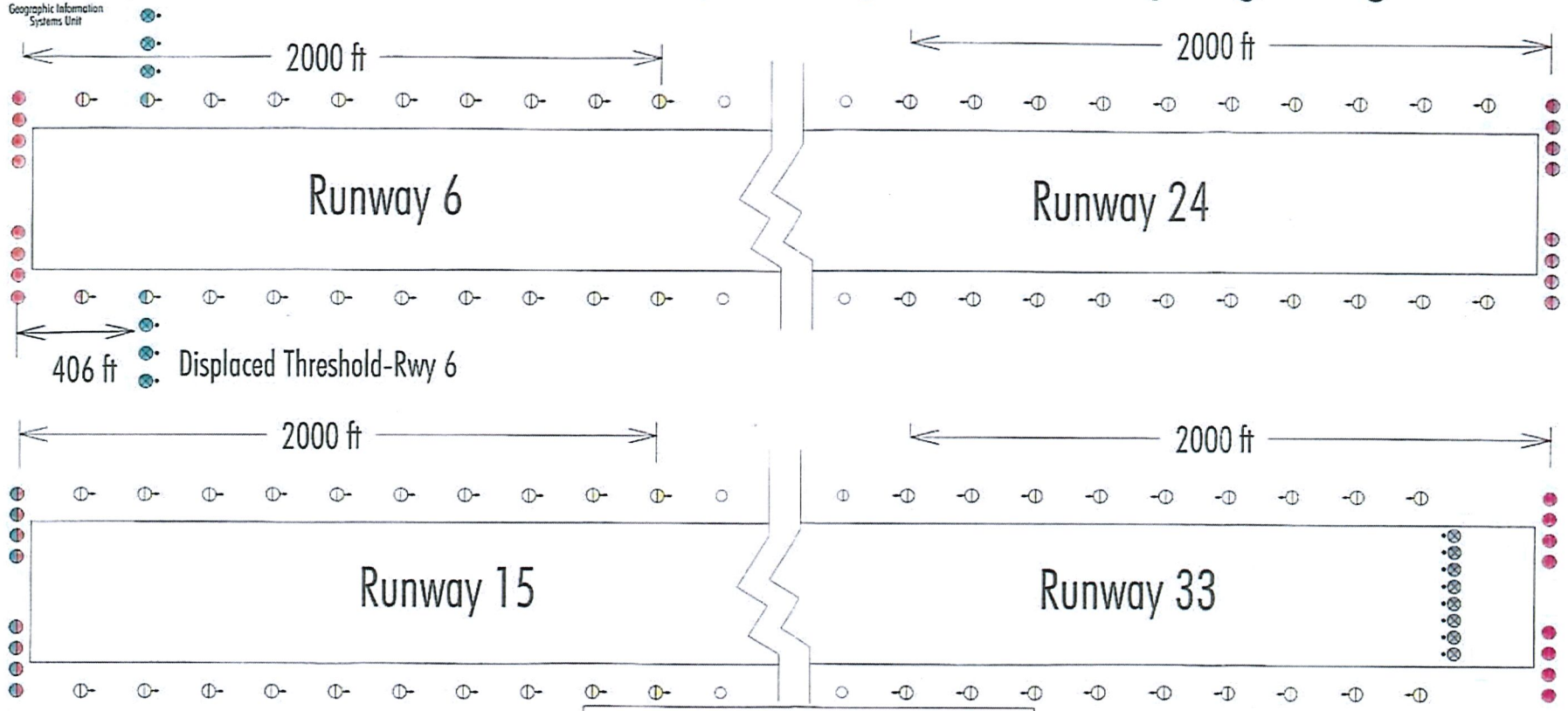
6-8
HYA-ACM
Rev. Date: 11/25/2019

Barnstable Municipal Airport Runway Lighting

Geographic Information Systems Unit



LEGEND

- 360° WHITE
- 180°GREEN/180 RED
- 180° WHITE/180 Yellow
- 180° RED/180 YELLOW
- 180° GREEN/180 YELLOW
- 180° GREEN/180 OBSCURED
- 360° RED

Not to Scale

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Rev. Date: 9-26-04
DATE:

6-9
HYA-ACM
Rev. Date: 11/25/2019

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prepared by dstp G.I.S. Unit : file: lights.dgn 3-10-99

Hyannis FAA Contract Tower (FCT) and
Cape Cod Gateway Airport (HYA)

LETTER OF AGREEMENT

EFFECTIVE: April 19, 2022

SUBJECT: Airport Lighting

1. PURPOSE: This agreement between Cape Cod Gateway Airport Management (HYA Airport) and the Hyannis FAA Contract Tower (Hyannis FCT) provides procedures for the operation of airport lighting by control tower personnel when securing the control tower between 2200 hours and 0600 hours local time, and during routine maintenance.

2. CANCELLATION: Hyannis ATCT (HYA ATCT) and Barnstable Municipal Airport Letter of Agreement, Operation of Airport Lighting, dated September 20, 1997

3. PROCEDURES:
   a. Tower personnel, before closing the tower, shall ensure that the airport rotating beacon and PAPI's are turned on. Runway 6/24 and Runway 15/33 and the taxiway lights will be in Pilot Control Mode. Runway 6/24 and Runway 15/33 Approach Lights will be set: MALS Off, RAIL On, and Air to Ground.

   b. During routine maintenance, when requested, Tower personnel will operate the airport lighting as requested by HYA Airport personnel.

4. MISCELLANEOUS: HYA Airport and Hyannis FCT covenant and expressly agree that with regard to any liability which may arise from the airport lighting operation within the HYA Airport, that party shall be solely and exclusively liable for the negligence of its own agents, servants, and/or employees, in accordance with applicable law, and that neither party looks to the other to hold harmless for the consequences of any negligence on the part of its own agents, servants, and/or employees.

Jeffrey Forman
Air Traffic Manager, Hyannis FCT

Katie R. Servis
Airport Manager, Cape Cod Gateway Airport

Snow and Ice Control Plan Cape Cod Gateway Airport

Table of Contents

Chapter 1 ~ Pre-Season Actions

Airport Preparation

Airport Management Meetings

The Assistant Airport Manager or designated representative will typically initiate a meeting during the (August, September, October timeframe) initially with internal airport staff to discuss equipment, material inventory, repair needs, staffing, training, previous years issue's, and any other topics associated with snow and ice control and its plan.

A second follow-up meeting with all airport tenants is held to discuss previous years issue's, and any other topics associated with snow and ice control and its plan.

Personnel Training

All Operations and Maintenance Department personnel receive annual, recurrent snow removal training at least once every 12 consecutive calendar months. All training for airport personnel is conducted internally with in-house staff and occasionally with guest speakers to enhance the training curriculum. Training is comprised of a mix of classroom, field exercises, hands-on use of Snow Removal Equipment (SRE), airport familiarization, etcetera and changes from year to year depending on need. Training records are maintained by the Supervisors of each the Operations and Maintenance Departments. The following includes but is not limited to training topics provided.

- Operations Department:
  - Review snow and ice control elements within the airport Certification Manual (ACM), specifically, within this Snow and Ice Control Plan.
  - Airport condition reporting
  - Snow and ice procedures and any changes from the previous season
  - Friction meter operation
  - Tenant notifications
  - Areas of responsibility
- Maintenance Department:
  - Review snow and ice control elements within the airport Certification Manual (ACM), specifically, within this Snow and Ice Control Plan.
  - Priority area review
  - Snow and ice procedures and any changes from the previous season
  - Stockpile areas
  - Tenant notifications
  - Areas of responsibility

Equipment Preparation

The airport has two Bowmonk AFM2 airfield friction meters that are calibrated, updated and certified annually prior to snow season (typically between August and October). These meters are electronic decelerometers.

Approximately 60 – 90 days prior to snow season the Airport Maintenance Department Supervisor and Airport Mechanic/Welder is responsible for inspecting and preparing each piece of snow removal equipment. Required fluids, replacement parts, and snow removal equipment components will be inventoried and stockpiled.

Snow and Ice Control Tenant Meetings

Twice annually the airport meets with tenants regarding snow and ice control to provide feedback and make recommendations to snow and ice removal operations and any Snow and Ice Control Plan (SICP) updates at Cape Cod Gateway Airport (HYA). The meetings include the following:

- Airport staff dedicated to Snow and Ice Control
    - Airport Manager
    - Airport Assistant Manager
    - Supervisor - Airport Maintenance Department
    - Supervisor - Airport Operations Department
    - Airport Maintenance Department Staff
    - Airport Operations Department Staff
- Airfield Tenants:
    - Federal Contract Airport Traffic Control Tower
    - Federal Aviation Administration – Technical Operations
    - Air Cape Cod
    - Griffin Avionics
    - Cape Air/Nantucket Airlines
    - Aero Management
    - Atlantic Aviation
    - JetBlue
    - Gull Air
    - Hangar Tenants
    - Car Rental Companies
    - Terminal Tenants

Tenants and airport users not able to participate in the SICP meetings are kept apprised of all changes and provided the opportunity to comment.

The airport will begin notifying tenants and airport users of the agenda to be discussed at the season kick-off meeting and ask for additional items several weeks prior to the meeting.

The following topics are typically discussed at the SICP meetings:

- Airport Clearing Discussion Topics
    - Areas designated as priority areas
    - Clearing operations and follow-up airfield assessments
    - Potentials for pilot or vehicular runway incursions or incidents
    - Snow report dissemination
        - Response time to keep runways, taxiways and ramp areas operational
    - Monitoring and updating of runway surface conditions
    - Issuance of NOTAMS and dissemination to ensure timely notification

  - Snow hauling/disposing, snow dumps
  - Changes to contract service for clearing ramps
- Ground Deicing Program
  - Validation of deicer certification letters from vendors
  - Assessing deicing programs by reviewing airport surface flow strategies; reviewing ground time and takeoff clearances after deicing; analyzing and adjusting airplane deicing plans
  - Reviewing the airport's deicing protocols:
    - Reviewing approved aircraft deicing location (the paved apron in the South Ramp Deicing Pad). This pad drains to a single, centrally located catch basin that discharges to the Barnstable Water Pollution Control Facility (WPCF) during aircraft deicing.
    - The South Ramp Deicing/Aircraft Washing Pad was constructed by the airport to provide tenants and aircraft operators with a central location to complete these activities, and reduce the potential for environmental impacts.
    - Notification of Airport Operations prior to deicing or washing is required, to confirm that the system is discharging to the WPCF.
    - Maximizing efficiency of operations during icing conditions by planning taxi routes to minimize ground times; developing rates for deiced departures; allocating departure slots; determination airport deicing crew needs; verifying communications.

Chapter 2 ~ Post-Event/Season Actions

Post Season

Annually the airport meets with tenants regarding Snow and Ice Control to provide feedback to airport management following snow season. After a significant event or a challenging operation, a separate meeting may be held.

Throughout the year (typically quarterly) airport management holds tenant meetings to discuss a number of items. During the snow season, winter operations are an agenda item at those tenant meetings.

Chapter 3 ~ Snow Removal Action Criteria

Activating Snow Removal Personnel

The Operations Department is responsible for activating the snow removal plan. The operations person on duty will:

- Monitor weather.
- Notify the Airport Maintenance Department Supervisor or designated representative when snow begins to fall.
- Issue appropriate Notice to Airman (NOTAM) via FAA Digital NOTAMS if snow accumulates on the runways and taxiways. NOTAMs will be issued for runway conditions, icing and runway closures.
- Manually turn on all airport lighting as required when the tower is closed.

Weather Forecasting

During the normal winter season, the Airport Operations Supervisor or designated representative will check with the cable weather daily and provide the Airport Maintenance Department Supervisor or designated representative with the most current forecast if snow, ice, rain or the possibility of freezing temperatures is anticipated. On Friday the forecast shall include the forecast for Saturday and Sunday as well.

The airport's main source for weather information is from Earth Networks Streamer RT. The StreamerRT℠ is a comprehensive tool that provides current and forecast weather conditions in local, regional, national and global weather scenarios. It provides real-time weather information and severe weather alerts to the airport team. As a supplement to this tool, the Operations Department will also consult various web-based sites such as: Weatherbug, The Weather Channel, AccuWeather, and wunderground.

The Airport Operations Supervisor or designated representative monitors temperature differences via the above sources and from the on airport weather station, an Automated Surface Observing Systems (ASOS). The ASOS systems serves as the airport's primary surface weather observing system and provides ambient and dew point temperature. In-pavement sensors are not available at the airport.

Triggers for Initiating Snow Removal Operations

Snow removal operations will normally begin "prior to" accumulation of ½ inch slush, wet snow or dry snow. Accumulations that are greater than ½ inch slush, wet snow, or dry snow will require closure of the affected runway or taxiway to air carrier aircraft. See Table 1.

Table 1 - Triggers for Initiating Snow Removal Operations

Precipitation	Depth in Inches
Slush	½
Wet Snow	½
Dry Snow	½
Ice or Freezing Rain	Any

Chain of Command/Personnel Responsibilities

If the decision is made to begin snow removal operations, the Airport Operations Department will notify the:

- Airport Manager;
- Assistant Airport Manager;
- Maintenance personnel in accordance with the Union Seniority List; and
- Additional personnel, as required by the Airport Maintenance Department Supervisor (see paragraph below).

The Airport Operations Department will comply with the following procedure when initiating the call-in:

- Initial call-in will be as follows, Maintenance Department Vehicle Operators and Maintenance Department Custodians by rotation, out of department personnel by the Union Seniority list;
- Personnel called shall have one hour from the time called to report for duty; and
- A call-in sheet shall be prepared immediately indicating names and times called.

The Airport Operations Supervisor or designated representative is responsible for:

- Continuously monitoring runway conditions during snow and ice storms to determine the presence of snow, ice, or slush (i.e. contaminates) and their depth, and to estimate braking action by use of a Bowmonk friction meter and pilot's reports. The Airport Operations and Maintenance Department personnel will use braking action results and pilot reports (PIREPS) as additional data that may indicate the condition of a paved surface. They will however, use guidance in AC 150/5200-30D, Airport Field Condition Assessments and Winter Safety Operations, or most current version, for performing runway condition assessments and will use Runway Condition Assessment Matrix (RCAM) as the basis for reporting runway conditions.
- Identifying deteriorating conditions, which include but are not limited to: frozen or freezing precipitation or falling air or pavement temperatures that may cause frozen contaminants.
- Identifying improving conditions so that removal of abrasive material, such as sand, previously applied to the runway can be removed.
- Coordinating snow removal requirements for NAVAID critical areas with the local FAA Technical Operations Sector office.
- Disseminating airport information through the NOTAM system via the appropriate FAA office when commencing snow removal or ice control operations, when less than good braking action conditions are observed, when ridges or windrows of snow remain on or adjacent to movement areas, when adjacent to movement areas, when any hazard to aircraft operation exist or when conditions change from those reported by a previous NOTAM.
- Informing the airport control tower and other airport users of the current airport surface conditions based on the RCAM.
- Closing the runway for a NIL pilot braking action report (PIREP), or NIL braking action assessment based on the RCAM. The runway must remain closed until the Airport Operations Supervisor or designated representative is satisfied that the NIL condition no longer exists.
- Taking action when previous PIREPs that have indicated GOOD or MEDIUM braking action, two consecutive POOR PIREPs should be taken as evidence that surface conditions may be deteriorating and require the airport personnel to conduct a runway assessment. If the airport personnel have not already instituted its continuous monitoring procedures, this assessment

must occur before the next flight operation. If the airport personnel are already continuously monitoring runway conditions, this assessment must occur as soon as traffic volume allows, in accordance with the airports snow and ice control plan.

- Taking all reasonable steps using all available equipment and materials that are appropriate for the condition to improve the braking action. If the runway cannot be improved, airport personnel must continuously monitor the runway to ensure braking does not become NIL.
- All Airport Operations personnel involved in snow removal and ice control will adhere to the following continuous monitoring procedures:
    - Observing condition of surfaces that are open/being used;
    - Maintaining a regular program of friction testing to identify trends in runway traction;
    - Updating surface condition reporting using the Runway Condition Assessment Matrix (RCAM);
    - Monitoring runway physical conditions including air temperatures and contaminant types and depths;
    - Monitoring pilot communications; and
    - Monitoring weather patterns.

The Airport Operations and Maintenance Department personnel are responsible for:

- Ensuring the efficient operation of snow and ice removal equipment.
- Inspecting all equipment and coordinating with the Airport Maintenance Department Supervisor or designated representative to ensure proper operation.
- Storing equipment properly to ensure complete, prompt readiness for use.
- Ensuring equipment has an adequate supply of gasoline and diesel fuel in the event that a prolonged storm occurs.

All fixed base operators and other airport tenants are responsible for snow removal and ice control in their designated leased areas.

Airport Advisory Notice

The Airport Operations Department operates as the snow desk during snow and storm events and will at a minimum:

- Coordinate with the Maintenance Department for snow clearing operations;
- Serve as the prime source for initiating FICONS, closures, openings, etc.;
- Inform ATCT, Air Carriers, Air Taxis, and other users of airport conditions;
- Issue NOTAMs; and
- Issue Airport Advisory Notice Forms to all tenants at least every four hours during storm events or when conditions change. See Exhibits 7-1 and 7-2.
    - The Airport Advisory Notice Form is an airfield status report and used to identify:
        - Areas on the airfield that are open or closed;
        - Areas actively undergoing snow removal operations;
        - Estimated time that the airport will open (if closed in its entirety); and
        - Various notes to assist airfield tenants.

Exhibit 7-1 Airport Advisory Notice Form – Page 1

ADVISORY NOTICE FROM AIRPORT OPERATIONS - HYANNIS, MA

Time of Advisory (eastern): _____ hrs. Today's Date: _____

The current conditions at Cape Cod Gateway Airport (HYA) are:

AIRFIELD STATUS

○ OPEN

○ CLOSED

IF CLOSED, ESTIMATED DATE/TIME AIRPORT WILL BE OPEN: _____ (Date) , _____ (Time) EASTERN

Next update in 4-hours or less.

SURFACES THAT ARE OPEN:

☐ RWY 06/24
☐ RWY 15/33
☐ TERMINAL RAMP
☐ NORTH RAMP
☐ EAST RAMP
☐ TWY A
☐ TWY B
☐ TWY C
☐ TWY D
☐ TWY E
☐ RUN-UP PAD (TWY E)

SNOW REMOVAL/ ICE CONTROL WORK ACTIVE ON THE FOLLOWING SURFACES

☐ RWY 06/24
☐ RWY 15/33
☐ TERMINAL RAMP
☐ NORTH RAMP
☐ EAST RAMP
☐ TWY A
☐ TWY B
☐ TWY C
☐ TWY D
☐ TWY E
☐ RUN-UP PAD (TWY E)

DE-ICE PAD:

○ OPEN

○ CLOSED

Page 1 of 2

Exhibit 7-2 Airport Advisory Notice Form – Page 2

VEHICULAR GATES OPEN/ OPERATIONAL:

- ☐ GATE A
- ☐ GATE E
- ☐ GATE F
- ☐ GATE H
- ☐ GATE J
- ☐ GATE P

AIRPORT ACCESS ROAD STATUS

BARNSTABLE ROAD

- ○ OPEN
- ○ CLOSED

AIRPORT ROAD

- ○ OPEN
- ○ CLOSED

LOOP ROAD FOR MAIN TERMINAL

- ○ OPEN
- ○ CLOSED

AOA VEHICLE SERVICE ROAD

- ○ OPEN
- ○ CLOSED

OPERATIONAL NOTES:

If you have questions or concerns, please contact Operations by email or telephone.

airportops@town.barnstable.ma.us

AIRPORT OPERATIONS - HYA
508-778-7770[v] 508-778-7771[f]
Flight Plan Fax: 508-775-4854
UNICOM: 122.950 MHz
Cape Cod Gateway Airport

Page 2 of 2

Airfield Clearing Priorities

The following are the snow removal priorities (1-3) for HYA:

Priority 1

- Runways/Taxiways - The runway or taxiways to be cleared is based on the prevailing wind conditions and the forecast of the storm. However, winter operations normally see winds that prevail for a Runway 15/33 operation. In this scenario, Runway 15/33 is a priority 1 along with the parallel Taxiway A to both approach ends of 15 and 33 (stub taxiways are cleared under Priority 3)
- The Main Terminal Ramp will be done simultaneously with the runway
- Aircraft Rescue and Fire Fighting (ARFF) Equipment Station
- Emergency Service Road from East Ramp to Main Terminal Ramp for ARFF equipment
- Gates A and E and/or F
    - These gates are automatic proxy card/remote operated gates. If there is a power failure, the gates will become manual gates with chain and padlock

Priority 2

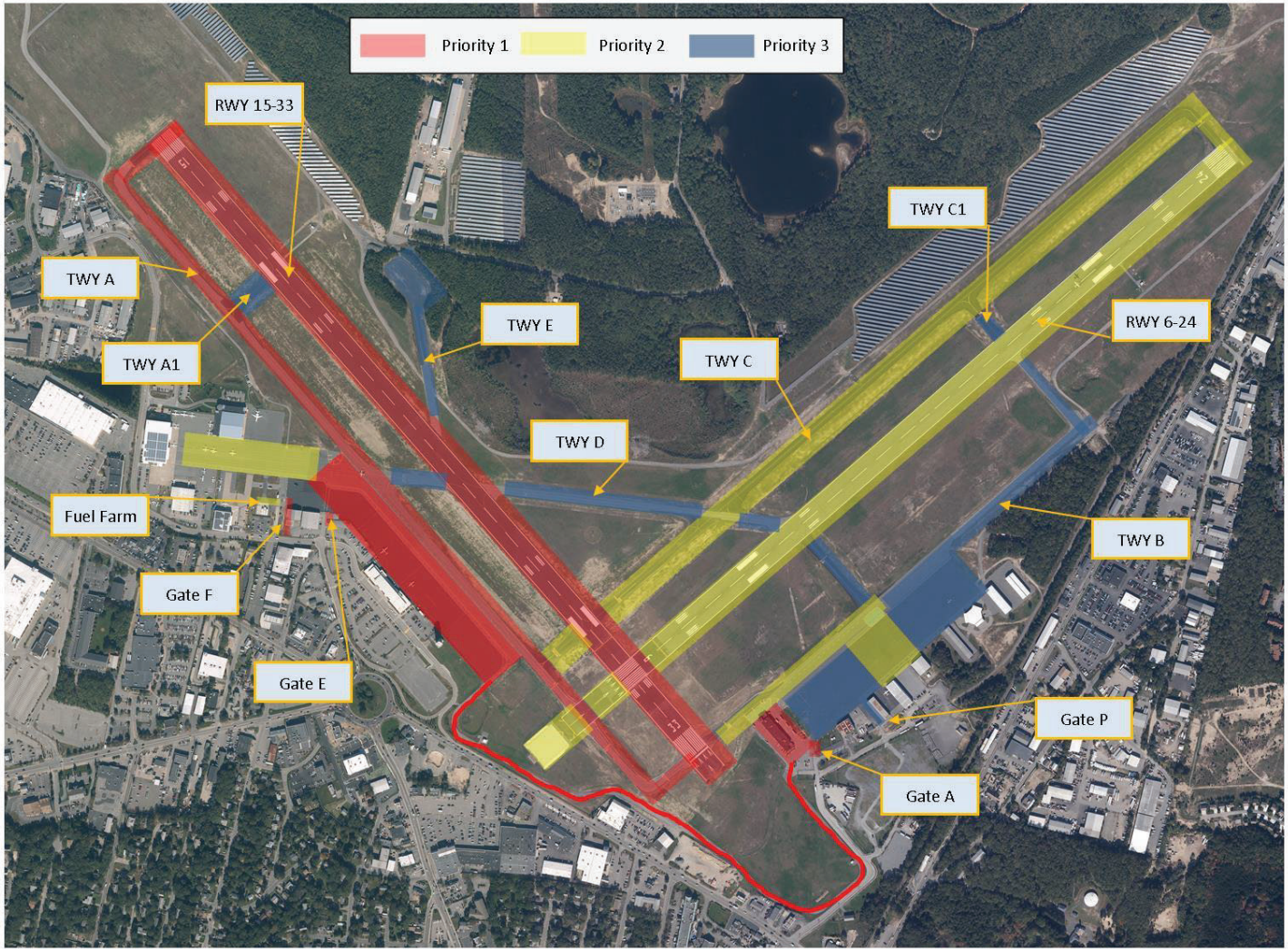
- Runway 6/24 and parallel Taxiway C from the Main Terminal Ramp to the approach end of Runway 24, Taxiway B from the approach end of Runway 33 to Taxiway D, and Taxiway A from the approach end of Runway 33 to Taxiway D (stub taxiways are cleared under Priority 3).
- NAVAIDS
- The other runway
- A portion of the North and East ramps
- Fuel Farm

Priority 3

- Taxiway Bravo from Delta to Runway 6/24
- Gate P
- Run-up Pit Area (Taxiway Echo)
- Remaining stub taxiways
- Remaining portion of the North and East ramps

The above priorities are required procedures. Several of these tasks are accomplished simultaneously depending on personnel and equipment available and the size and type of storm. Any alteration of priorities will be made by the Assistant Airport Manager or the Airport Maintenance Department Supervisor or designated representative when appropriate. See to Exhibit 7-3 for a color coded map.

Exhibit 7-3 Priority Areas



Federal Aviation Administration
New England Region Airports Division
APPROVED
Apr 30 2024
TAD
Airport Certification Safety Inspector

Airfield Clearance Times

HYA is a commercial service airport with over 90,000 annual operations; therefore, the HYA goal is to maintain a 30-minute airfield clearance time in accordance with the guidance as recommended in Table 1-1 from FAA Advisory Circular 150/5200-30 (current version), Airport Winter Safety and Operations, as follows.

Table 1-1. Clearance Times for Commercial Service Airports

Annual Airplane Operations (includes cargo operations)	*Clearance Time[1] (hour)*
40,000 or more	*½*
10,000 – but less than 40,000	*1*
6,000 – but less than 10,000	*1½*
Less than 6,000	*2*

General: Commercial Service Airport means a public-use airport that the U.S. Secretary of Transportation determines has at least 2,500 passenger boardings each year and that receives scheduled passenger airplane service [reference Title 49 United States Code, Section 47102(7)].

Footnote 1: These airports should have sufficient equipment to clear 1 inch (2.54 cm) of falling snow weighing up to 25 lb/ft^3 (400 kg/m^3) from Priority 1 areas within the recommended clearance times.

Snow Equipment List

The Airport Maintenance Department Supervisor or designated representative will ensure that all snow removal equipment is inspected.

All snow removal and ice control vehicles operating on aircraft movement areas are equipped with a two-way radio. Radios are capable of monitoring the ground control frequency assigned by the airport traffic control tower at all times.

All vehicles operating in a movement area must be equipped with the necessary lights and warning signals for night operation in accordance with Advisory Circular AC 150/5210-5, "Painting, Marking, and Lighting of Vehicles Used on Airports." All snow vehicles will have a functioning rotating beacon.

A current list of airport owned equipment utilized for snow removal and ice control on movement areas is shown in Table 2.

Table 2 – Airport Snow Equipment

Vehicle Call Sign	Year	Condition	Make/Model and Attachments
20	2019	Very Good	Chevy K-2500 pick-up with 9-foot angle plow
21	2019	Very Good	Chevy K-2500 pick-up with 9-foot angle plow
23	2023	New	Chevy 2500HD pick-up with 9-foot angle plow
24	2015	Very	Chevy 3500 dump-bed with 1.8 yard sander and 9-foot angle plow

		Good	
27	2001	Fair	Chevy K-2500 pick-up with 9-foot angle plow
30	2001	Fair	Chevy K-2500 pick-up with 9-foot angle plow
32	2016	Very Good	Chevy 3500HD pick-up with 9-foot angle plow
33	2015	Very Good	Caterpillar 980 with 40-foot snow pusher and 20-yard snow bucket/construction bucket
36	1998	Poor	Kodiak model DE multi-purpose vehicle with snow blower (4,000-ton maximum)
37	1997	Poor	Caterpillar Loader with 7.5-yard snow bucket, 1 3/4-yard construction bucket, and 16-foot snow pusher and snow blower attachment
38	2004	Fair	ASV RC 100 (EMAS snow blower and snow bucket)
40	2012	Good	Terex PT 30 with V plow and bucket
47	2006	Fair	Sterling 10 Wheel Dump with 22-foot high speed plow and 14-yard sander
48	1986	Fair	Oshkosh with 20 foot angle plow
49	2021	Excellent	Wausau with 11 foot angle plow
76	2021	Excellent	Wausau snow blower model SnowDozer 3131
88	1992	Fair	Oshkosh snow blower model HB2518MP3 (4,000-ton maximum)
N/A	2001	Good	Bowmonk Friction Meter (mechanical decelerometer) (Blue: AF-12089)
N/A	2008	Good	Bowmonk Friction Meter (mechanical decelerometer) (Yellow: AF-12488)

Additional hand equipment is available upon request at the Maintenance Garage, examples of such equipment (although not limited to the equipment listed) is as follows:

- Snow blower;
- Brooms;
- Shovels; and
- Ice chippers.

Storage of Snow and Ice Control Equipment

The airport snow removal equipment is stored in a heated Maintenance Garage/Operations Building as well as in a cold storage shed for smaller equipment used at the terminal building.

All equipment is maintained by the Airport's Maintenance Mechanic/Welder unless specialized tools and/or services are needed. Additionally, the airport has a number of on-call vendors to service equipment in emergencies if necessary that have been very reliable and responsive to the airport.

Definitions

Airside Urea
(Otherwise known as "Carbamide") The approved specifications are SAE AMS 1431, Compound, Solid Runway and Taxiway Deicing/Anti-Icing, and MIL SPEC DOD-U-10866, Technical Urea. Agricultural grade urea that meets any of these specifications, called airside urea, is acceptable.

Approved Chemical
A chemical, either solid or liquid, that meets a generic SAE or MIL specification.

Ash
A grayish-white to black solid residue of combustion normally originating from pulverized particulate matter ejected by volcanic eruption.

Compacted Snow
Snow that has been compressed and consolidated into a solid form that resists further compression such that an airplane will remain on its surface without displacing any of it. If a chunk of compressed snow can be picked up by hand, it will hold together or can be broken into smaller chunks rather that falling away as individual snow particles.

Note: A layer of compacted snow over ice must be reported as compacted snow only.

Example: When operating on the surface, significant rutting or compaction will not occur. Compacted snow may include a mixture of snow and embedded ice; if it is more ice than compacted snow, then it should be reported as either ice or wet ice, as applicable.

Contaminant
A deposit such as frost, any snow, slush, ice, or water on an aerodrome pavement where the effects could be detrimental to the friction characteristics of the pavement surface.

Contaminated Runway
For purposes of generating a runway condition code and airplane performance, a runway is considered contaminated when more than 25 percent of the runway surface area (within the reported length and the width being used) is covered by frost, ice, and any depth of snow, slush, or water.

When runway contaminants exist, but overall coverage is 25 percent or less, the contaminants will still be reported. However, a runway condition code will not be generated.

While mud, ash, sand, oil, and rubber are reportable contaminants, there is no associated airplane performance data available and no depth or Runway Condition Code will be reported.

Exception: Rubber is not subject to the 25 percent rule, and will be reported as Slippery When Wet when the pavement evaluation/friction deterioration indicates the averaged Mu value on the wet pavement surface is below the Minimum Friction Level classification specified in Table 3-2 of FAA Advisory Circular 150/5320-12.

Dry (Pavement)
Describes a surface that is neither wet nor contaminated.

Dry Runway
A runway is dry when it is neither wet, nor contaminated. For purposes of condition reporting and airplane performance, a runway can be considered dry when no more than 25 percent of the runway surface area within the reported length and the width being used is covered by:

Visible moisture or dampness, or

Frost, slush, snow (any type), or ice.

A FICON NOTAM must not be originated for the sole purpose of reporting a dry runway. A dry surface must be reported only when there is need to report conditions on the remainder of the surface.

Dry Snow
Snow that has insufficient free water to cause it to stick together. This generally occurs at temperatures well below 32° F (0° C). If when making a snowball, it falls apart, the snow is considered dry.

Eutectic Temperature/Composition
A deicing chemical melts ice by lowering the freezing point. The extent of this freezing point depression depends on the chemical and water in the system. The limit of freezing point depression, equivalent to the lowest temperature that the chemical will melt ice, occurs with a specific amount of chemical. This temperature is called the eutectic temperature, and the amount of chemical is the eutectic composition. Collectively, they are referred to as the eutectic point.

FICON (Field Condition Report)
A Notice to Airmen (NOTAM) generated to reflect Runway Condition Codes, vehicle braking action, and pavement surface conditions on runways, taxiways, and aprons.

Fluid Deicer/Anti-Icers
The approved specification is SAE AMS 1435, Fluid, Generic Deicing/Anti-icing, Runways and Taxiways.

Frost
Frost consists of ice crystals formed from airborne moisture that condenses on a surface whose temperature is below freezing. Frost differs from ice in that the frost crystals grow independently and therefore have a more granular texture.

Note: Heavy frost that has noticeable depth may have friction qualities similar to ice and downgrading the runway condition code accordingly should be considered. If driving a vehicle over the frost does not result in tire tracks down to bare pavement, the frost should be considered to have sufficient depth to consider a downgrade of the runway condition code.

Generic Solids
The approved specification is SAE AMS 1431, Compound, Solid Runway and Taxiway Deicing/Anti-Icing.

Ice
The solid form of frozen water to include ice that is textured (i.e., rough or scarified ice).
A layer of ice over compacted snow must be reported as ice only.

Layered Contaminant
A contaminant consisting of two overlapping contaminants. The list of layered contaminants has been identified in the RCAM and includes:

- Dry Snow over Compacted Snow;
- Wet Snow over Compacted Snow;
- Slush over Ice;
- Water over Compacted Snow;
- Dry Snow over Ice; and
- Wet Snow over Ice.

Mud
Wet, sticky, soft earth material.

Multiple Contaminants
A combination of contaminants (as identified in the RCAM) observed on paved surfaces. When reporting multiple contaminants, only the two most prevalent / hazardous contaminants are reported. When reporting on runways, up to two contaminant types may be reported for each runway third. The reported contaminants may consist of a single and layered contaminant, two single contaminants, or two layered contaminants. The reporting of "multiple contaminants" represent contaminants which are located adjacent to each other, not to be confused with a "layered contaminant" which is overlapping. For example:

- Single contaminant and Layered contaminant.
  - 'Wet' and 'Wet Snow over Compacted Snow'
- Single contaminant and Single contaminant.
  - 'Wet Snow' and 'Slush'
- Layered contaminant and Layered contaminant.
  - 'Dry Snow over Compacted Snow' and 'Dry Snow over Ice'

Oil
A viscous liquid, derived from petroleum or synthetic material, especially for use as a fuel or lubricant.

Runway (Primary and Secondary)

- Primary Runway(s) being actively used or expected to be used under the existing or anticipated adverse meteorological conditions, where the majority of the takeoff and landing operations will take place.
- Secondary Runway(s) that supports a primary runway and is less operationally critical. Takeoff and landing operations on such a runway are generally less frequent than on a primary runway. Snow removal operations on these secondary runways should not occur until Priority 1 surfaces are satisfactorily cleared and serviceable.

Runway Condition Assessment Matrix (RCAM)
The tool by which an airport operator will assess a runway surface when contaminants are present.

Runway Condition Code (RwyCC)
Runway Condition Codes describe runway conditions based on defined contaminants for each runway third. Use of RwyCCs harmonizes with ICAO Annex 14, providing a standardized "shorthand" format (Eg:

4/3/2) for reporting. RwyCC (which replaced Mu values) are used by pilots to determine landing performance calculations.

Sand
A sedimentary material, finer than a granule and coarser than silt.

Slush
Snow that has water content exceeding a freely drained condition such that it takes on fluid properties (e.g., flowing and splashing). Water will drain from slush when a handful is picked up. This type of water-saturated snow will be displaced with a splatter by a heel and toe slap-down motion against the ground.

Slush over Ice
See individual definitions for each contaminant.

Slippery When Wet Runway
A wet runway where the surface friction characteristics would indicate diminished braking action as compared to a normal wet runway.

Slippery When Wet is only reported when a pavement maintenance evaluation indicates the averaged Mu value on the wet pavement surface is below the Minimum Friction Level classification specified in Table 3-2 of FAA Advisory Circular 150/5320-12. Some contributing factors that can create this condition include: Rubber buildup, groove failures/wear, pavement macro/micro textures.

Water
The liquid state of water. For purposes of condition reporting and airplane performance, water is greater than 1/8-inch (3mm) in depth.

Wet Runway
A runway is wet when it is neither dry nor contaminated. For purposes of condition reporting and airplane performance, a runway can be considered wet when more than 25 percent of the runway surface area within the reported length and the width being used is covered by any visible dampness or water that is 1/8-inch or less in depth.

Wet Ice
Ice that is melting, or ice with a layer of water (any depth) on top.

Wet Snow
Snow that has grains coated with liquid water, which bonds the mass together, but that has no excess water in the pore spaces. A well-compacted, solid snowball can be made, but water will not squeeze out.

Chapter 4 ~ Snow Clearing Operations and Ice Prevention

Snow Clearing Principals

The following principles regarding snow removal shall be adhered to in maintaining safe operating conditions on the airfield.

- Snow removal operations will begin prior to accumulation of ½ inch slush, wet snow or dry snow.
- Drifted or windrowed snow will be removed promptly from runway, taxiway, and ramp surfaces.
- In the event of heavy snow accumulation, the height of snow banks alongside usable runway, taxiway, and ramp surfaces must be such that all aircraft propellers, engine pods, rotors and wing tips will clear each snowdrift and snow bank when the aircraft's landing gear traverses any full strength portion of the movement area, if those requirements cannot be met, a NOTAM will be issued to give current conditions.
    - Locations for snow stockpiles are identified each year during the pre-snow season meetings with airport staff and tenants. During the snow event, these areas are continuously monitored by the Airport Operations Department so as not to cause obstruction of signs or height restrictions for various airplane design groups.

Although the Airport Operations Department makes the initial call for snow removal operations (mainly due to the 24-hour staffing within this department), during snow removal operations, the Airport Maintenance Department Supervisor or designated representative is responsible for snow removal operations and the assignment of all airport personnel called in for/or assigned to snow removal functions. No changes shall be made in assignment without the Supervisor's prior approval. The Airport Maintenance Department Supervisor will call in additional Airport Operations Department staff as necessary to assist in snow removal operations as conditions require. The Airport Maintenance Department Supervisor or designated representative will retain the responsibility for coordination and control of all snow removal activities on the airport. The airport does not currently contract with outside agencies for any snow removal operations.

The Airport Maintenance Department will use a combination of multi-purpose snow removal equipment to optimize snow clearing operations on various surfaces (displacement plows, rotary plows/blowers, sand trucks, sweepers). The equipment use and what will be deployed is based on many factors such as climate, number and types of operations, and amount of and type of snowfall. A change in weather conditions will effect a change in the removal operation. Existing and forecast airport conditions dictate which pieces of equipment will be used, and in what combination they will be deployed.

Roadway approved sand with salt additives and the trucks that carry such products are not used on the Airport Operations Area (AOA) but used on landside roads and stored separately from heated sand used on the airfield.

The following paragraphs identify typical snow clearing operations and local procedures for HYA.

Ramps, Roads and Gates

The Airport Maintenance Department typically utilizes the following equipment to clear snow from the ramps, terminal, emergency roads and gates. See Table 3. To further assist the Airport Maintenance Department in their snow removal efforts, the Airport Operations Department will be assigned equipment to clear snow from priority areas that typically include the ARFF equipment station, service roads, gates, and fuel farm, at the Airport Maintenance Department Supervisor or designated representative's discretion.

Table 3 – Typical Airport Snow Removal Equipment Used on Ramps, Roads and Gates

Vehicle Call Sign	Year	Condition	Make/Model and Attachments	Typical Purpose
20	2019	Very Good	Chevy K-2500 pick-up with 9-foot angle plow	Clearing contaminants from the airport emergency access road for mutual aid vehicles, airfield perimeter road, and airport gates.
21	2019	Very Good	Chevy K-2500 pick-up with 9-foot angle plow	Clearing contaminants from the airport emergency access road for mutual aid vehicles, airfield perimeter road, and airport gates.
23	2023	New	Chevy 2500HD pick-up with 9-foot angle plow	Clearing contaminants from the airport emergency access road for mutual aid vehicles, airfield perimeter road, and airport gates.
24	2015	Very Good	Chevy 3500 pick-up with 1.8 yard sander and 9-foot angle plow	Clearing contaminants from the airport emergency access road for mutual aid vehicles, airfield perimeter road, and airport gates.
27	2001	Fair	Chevy K-2500 pick-up with 9-foot angle plow	Clearing contaminants from the airport emergency access road for mutual aid vehicles, airfield perimeter road, and airport gates.
30	2001	Fair	Chevy K-2500 pick-up with 9-foot angle plow	Clearing contaminants from the airport emergency access road for mutual aid vehicles, airfield perimeter road, and airport gates.
32	2016	Very Good	Chevy 3500HD pick up with 9-foot angle plow	Clearing contaminants from the airport emergency access road for mutual aid vehicles, airfield perimeter road, and airport gates.
33	2015	Very Good	Caterpillar 980 with 40-foot snow pusher and 20-yard snow bucket/construction bucket	Clearing contaminants from the airfield ramps (Main Terminal, North, and East Ramps). Occasionally used to clean runway threshold areas.
37	1997	Poor	Caterpillar Loader with 7.5-yard snow bucket, 1	Clearing contaminants from the Main Terminal Ramp and the North Ramp.

Vehicle Call Sign	Year	Condition	Make/Model and Attachments	Typical Purpose
			3/4-yard construction bucket, and 16-foot snow pusher and snow blower attachment	Occasionally used to clean runway threshold areas (backup blower attachment).
40	2012	Good	Terex PT 30 with V plow and bucket	Clearing contaminants from airfield signs and lighting as well as airside terminal gates and other locations as necessary. When necessary, removal of snow accumulation in front of FAA or airport owned NAVAIDS.
N/A	Varies	Various	Hand operated snow blowers, brooms, shovels, and ice chippers	Clearing contaminants from airside terminal gates and other locations as necessary

The Airport Maintenance Department will focus on clearing operations that adhere to the priorities outlined in Chapter 3. As indicated above, the Airport Operations Department will be assigned to assist so that simultaneous clearing operations can occur on the airfield. Table 4 identifies a typical division of crews conducting simultaneous snow removal operations.

Table 4 – Typical Airport Snow Removal Crew Assignments for Priority Areas

Crew	ARFF Equipment Station, Service Roads, Gates, Fuel Farm	Runways Taxiways	Ramps
Airport Operations Department Staff	✓		
Airport Maintenance Department Staff		✓	✓

The clearing operation involves using equipment that will work the snow with the plows towards the edge of pavement on ramps and roadways and stockpile snow in designated areas to avoid heavy snow accumulation that could cause visual or height impacts or snow banks alongside usable paved surfaces for aircraft parking on ramps or vehicle passage.

Runway and Taxiways

The Airport Maintenance Department utilizes the following equipment to clear snow from the runways and taxiways. See Table 5.

Table 5 - Typical airport Snow Removal Equipment Used on Runways and Taxiways

Vehicle Call Sign	Year	Condition	Make/Model and Attachments	Typical Purpose
36	1998	Poor	Kodiak model DE multi-purpose vehicle with snow blower (4,000-ton maximum)	Clearing contaminants from runway and taxiway edges.
38	2004	Fair	ASV RC 100 (EMAS snow blower and snow bucket)	Clearing contaminants from the EMAS bed. When necessary, removal of snow accumulation in front of FAA or airport owned NAVAIDS.
40	2012	Good	Terex PT 30 with V plow and bucket	Clearing contaminants from airfield signs and lighting as well as terminal gates, sidewalks and walkways. When necessary, removal of snow accumulation in front of FAA or airport owned NAVAIDS.
47	2006	Fair	Sterling 10 Wheel Dump with 22-foot high speed plow and 14-yard sander	Clearing contaminants from runways and taxiways.
48	1986	Fair	Oshkosh with 20 foot angle plow	Clearing contaminants from runways and taxiways.
49	2021	Excellent	Wausau with 11 foot angle plow	Clearing contaminates from runways and taxiways.
76	2021	Excellent	Wausau snow blower model SnowDozer 3131	Clearing contaminates from runway and taxiway edges.
88	1992	Fair	Oshkosh snow blower model HB2518MP3 (4,000-ton maximum)	Clearing contaminants from runway and taxiway edges (backup blower).
N/A	Varies	Varies	Hand operated snow blowers, brooms, shovels, and ice chippers	Clearing contaminants from airside terminal gates, and other locations as necessary

The Airport Maintenance Department will focus on clearing operations that adhere to the priorities outlined in Chapter 3. As for runways and taxiways, clearing operations will focus on the primary runway and associated parallel taxiway based on wind direction during the time of the storm.

The Airport Maintenance Department will strive to clear the primary runway as near as possible to bare pavement (full length and full width). Depending on precipitation rates, the Airport Maintenance Department may initially clear the critical center of the runway (100 feet) rather than full width keeping in mind the aircraft design categories operating on the field. NOTAMS will be issued if initially full width cannot be achieved. However, full width will ultimately be the clearing goal.

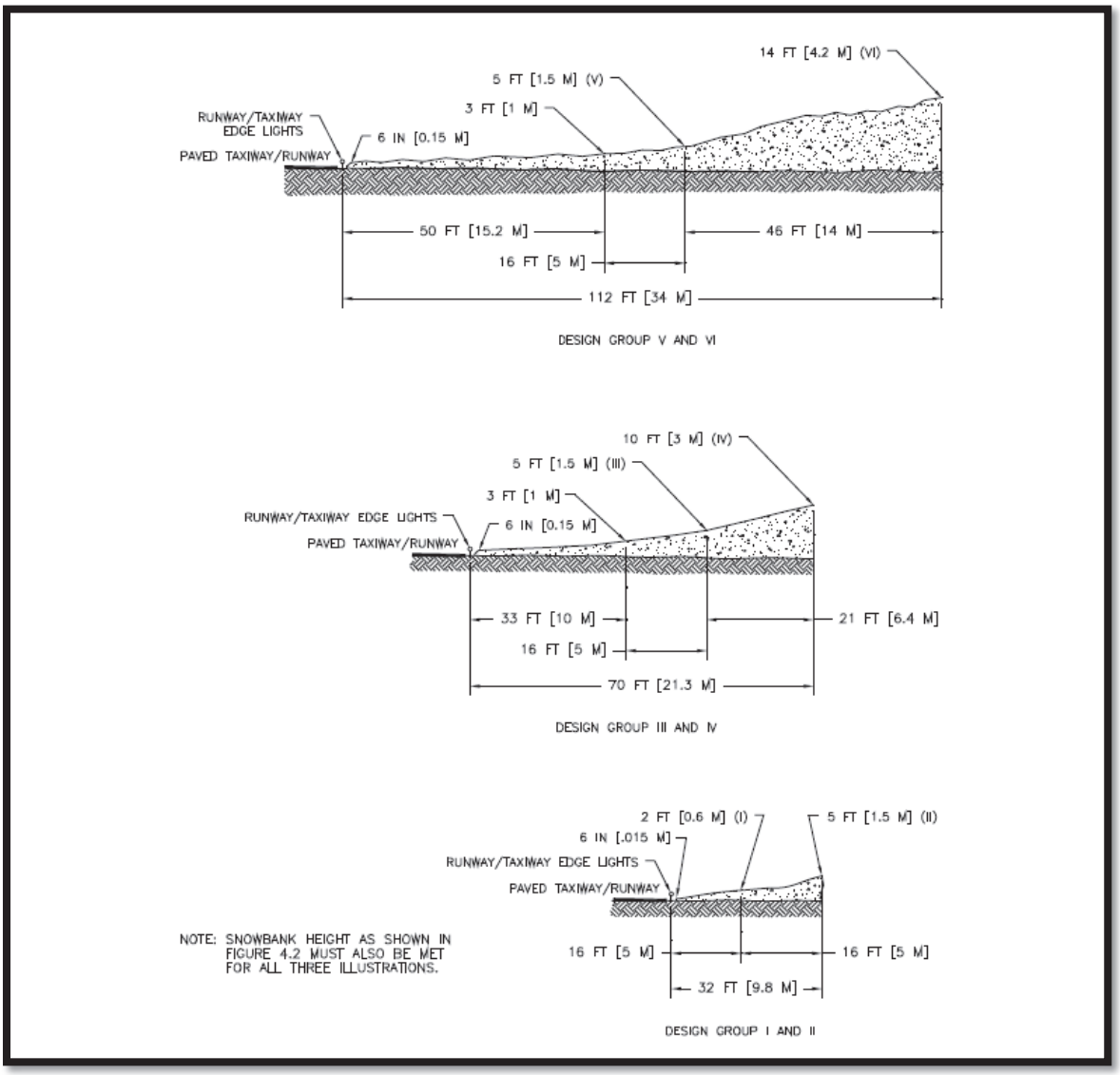
The clearing operation involves a snow removal crew comprised of a combination of multi-purpose snow removal units (displacement plows, rotary plows/blowers, sand trucks, sweepers) with a lead vehicle. The equipment operates in a close-wing formation, working the snow with the plows towards the edge of pavement and blowing the snow off the edges and beyond signs and lights with rotary plows (snow blowers) as necessary to avoid damage to airfield NAVAIDS, lighting and signage.

Snowbanks

Piled snow and snow height is monitored by both the Airport Maintenance and Operations Departments so that the runway, taxiway and threshold lights and signs are clearly visible. The Airport Maintenance Department will maintain snowbanks such that snow depths shall not exceed the limits as outlined in Exhibit 7-4. In the event these snow removal criteria cannot be obtained, all deficiencies that cannot be immediately corrected will be brought to the attention of the Maintenance Department Supervisor or designated representative to reduce snowbank heights. The area/areas affected will be closed and the Operations Department will issue NOTAMs as necessary until the deficiencies are corrected.

Cape Cod Gateway Airport is an Airplane Design Group (ADG) III and will comply with the snowbank limits as outlined in Exhibit 7-4.

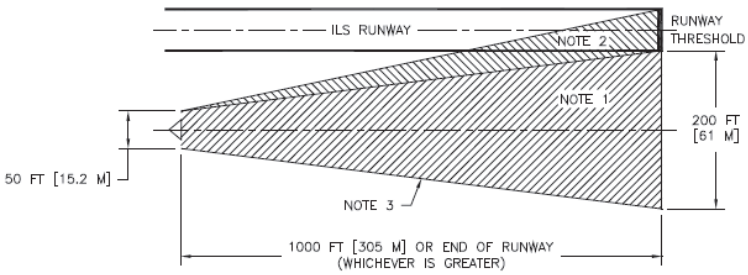
Exhibit 7-4 Snow Bank Profile Limits Along Edges of Runways and Taxiways with the Airplane Wheels on Full Strength Pavement



NAVAIDs

Four of the six NAVAIDs on the airfield are owned and maintained by the FAA with the exception of the PAPI and REILS for Runway 06. See list in Table 6. On occasion and depending on the severity of the storm, NAVAIDs, and in particular, the glide slope snow depth clearance limitations have been affected. See Exhibit 7-5 for clearing depth limitations. Snow depths in the CAT I glide slope critical area must be limited in height to prevent signal loss. HYA will maintain the snow depths for the Glide Slope critical area so as not to exceed the heights depicted in the CAT I snow clearance area as shown in Exhibit 7-5. In the event that the glide slope is affected, the Airport Maintenance Department will use the equipment listed in Table 7 to remove snow.

Exhibit 7-5 ILS CAT I and CAT II/II Clearing Depth Limitations



NOTES:

1. CATEGORY I GLIDE SLOPE SNOW CLEARANCE AREA.
2. CATEGORY II AND III GLIDE SLOPE SNOW CLEARANCE AREA. THE AREA DEPICTED UNDER NOTE 1 SHALL ALSO BE CLEARED.
3. THE DEPTH OF SNOWBANKS ALONG THE EDGES OF THE CLEARED AREA SHALL BE LESS THEN 2 FEET.

ACTION TAKEN	SNOW DEPTH		
	SBR <6 IN [15 cm] NR. CEGS <18 IN [45 cm]	SBR 6 TO 8 IN [15 TO 20 cm] NR. CEGS 18 TO 24 IN [45 TO 60 cm]	SBR >8 IN [20 cm] NR. CEGS <24 IN [60 cm]
SNOW REMOVAL (SEE ABOVE FIGURE)	REMOVAL NOT REQUIRED RESTORE FULL SERVICE AND CATEGORY.	ILS CATEGORY I REMOVE SNOW 50 FT [15M] WIDE AT MAST WIDENING TO 200 FT [60M] WIDE AT 1000 FT [300M] OR END OF RUNWAY TOWARD MIDDLE AMRKER. ILS CATEGORIES II AND III AS ABOVE PLUS WIDEN THE AREA TO INCLUDE A LINE FROM THE MAST TO THE FAR EDGE OF RUNWAY THRESHOLD.	
NO SNOW REMOVAL	RESTORE FULL SERVICE AND CATEGORY.	ALL CATEGORIES RESTORE TO CATEGORY I SERVICE. CATEGORY D AIRCRAFT MINIMA RAISED TO LOCALIZER ONLY. TYPICAL NOTAM TEXT: "DUE TO SNOW ON THE IXXX (APPROPRIATE IDENTIFER) GLIDE SLOPE, MINIMA TEMPORARILRY RAISED TO LOCALIZER ONLY FOR CATEGORY D AIRCRAFT" IF APPLICABLE, "CATEGORY II NA"* OR "CATEGORY II/III NA".	ALL CATEGORIES APPROACH RESTRICTED TO LOCALIZER ONLY MINIMA. TYPICAL NOTAM TEXT: "DUE TO SNOW ON THE IXXX (APPROPRIATE IDENTIFER) GLIDE SLOPE, MINIMA TEMPORARILRY RAISED TO LOCALIZER ONLY.

* NA (NOT AUTHORIZED)

Cape Cod Gateway Airport Operations Department is responsible for the inspection of airport equipment regardless of ownership. FAA Technical Operations personnel are also responsible for the inspection of the NAVAID equipment to determine if any of the facilities are being affected by snow accumulation.

The FAA's Airport Operations and Control Center (AOCC) will notify FAA Technical Operations and Airport Management of FAA owned NAVAID's that are affected by accumulation of snow. In many instances, the NAVAID equipment is located on turf surfaces and heavy displacement plows, front end loaders, and bucket trucks are oftentimes inappropriate and can cause more harm than good, especially in runway and taxiway safety areas. The airport has found that smaller and lighter snow removal equipment such as those listed in Table 7 works better on these surfaces; however, at a much slower pace.

Table 6 – NAVAID Ownership/Responsibility

NAVAID	Ownership/Responsibility
PAPI Runway 06	Cape Cod Gateway Airport
REILs Runway 06	Cape Cod Gateway Airport
ILS/DME Runway 15	FAA
ILS/DME Runway 24	FAA
PAPI Runway 24	FAA
PAPI Runway 33	FAA

Table 7 - Typical Airport Snow Removal Equipment Used on NAVID Sites

Quantity	Year	Make/Model and Attachments	Typical Purpose
1	2012	Terex PT 30 with V plow and bucket	Clearing contaminants from airfield signs and lighting as well as airside terminal gates. When necessary, removal of snow accumulation in front of FAA or airport owned NAVAIDS.
1	2004	ASV RC 100 (EMAS snow blower and snow bucket)	Clearing contaminants from the EMAS bed. When necessary, removal of snow accumulation in front of FAA or airport owned NAVAIDS.

Controlling Snow Drifts

Drifted snow at the airport is monitored by both the Airport Maintenance and Operations Departments so that the runways, taxiways and threshold lights and signs are clearly visible and no depth of snow will exceed the maximum allowable heights depicted in Exhibit 7-4.

Many methods employed for drifting snow such as snow fences and trenches have proven unsuccessful at HYA. Snow fences cannot withstand the high north winds and have caused more harm than good.

Snow Disposal

Exhibit 7-6 identifies where large quantities of snow are disposed of at HYA. As with any locations, the heights of snow disposal areas are monitored throughout any storm.

Sand (for the purposes of treating a winter surface)

Due to the airport being located within a ground water protection zone, chemical treatment is not an option at Cape Cod Gateway Airport. However, heated sand is used to help reduce ice buildup and assist in achieving bare pavement results. The sand used at HYA meets FAA gradient standards for expanded sand gradation with a sieve designation of 30 as outlined in Table 4-3 from FAA Advisory Circular 150/5200-30 (current version), Airport Winter Safety and Operations, as follows.

When the slippery condition giving rise to the requirement for sand has passed (or no longer exists), treated pavement will be swept as soon as traffic volume allows.

Table 4-3. Expanded Sand Gradation Standard

Sieve Designation	Percent by Weight Passing
8	100
30	20-50
80	0-2

Exhibit 7-6 Typical Snow Disposal Locations

Surface Incident/Runway Incursion Mitigation Procedures

Prior to any snow removal operation (plowing or sanding) the Airport Maintenance Department Supervisor will coordinate the operation with Ground Control when the tower is open and monitor the frequency.

When snow removal operations have been temporarily suspended the Airport Maintenance Department Supervisor will ensure that all vehicles are clear of the taxiways and runways by making a visual inspection of the taxiways and runways.

When snow removal operations have reached the point that surfaces can be opened, the Airport Operations Supervisor or designated representative will complete a runway check, verify all snow removal equipment are off all movement areas, ensure airfield signs and markings are visible to the maximum extent practicable and notify the tower of runway conditions before opening any surface. A NOTAM will be issued through the Federal NOTAM system via the Digital NOTAM web portal regarding the field conditions. The tower will be notified by telephone as to the content of the NOTAM.

Between 2200 Hrs. and 0600 Hrs. (when the tower is closed) the Airport Maintenance Department Supervisor or designated representative will monitor the tower frequency (119.5 MHz – which is also the Common Traffic Advisory Frequency when the tower is closed) and advise the snow removal equipment operators of any airport traffic.

In the event a surface incident or runway incursion occurs at HYA, the incident is documented and investigated, including those that may involve snow removal operations. All persons operating snow removal equipment on movement areas and non-movement areas attend initial and annual recurrent driver training in accordance with the airport Ground Vehicle Operator/Driver Training course. HYA personnel are also subject to disciplinary action if a ground vehicle operation has been violated.

All airfield vehicles are marked and lighted in accordance with FAA Advisory Circular 150/2510-5, Painting, Marking and Lighting of Vehicles Used on an Airport. The photo below is typical of the airport's SRE equipment marking and lighting. Each vehicle is painted chrome yellow with the vehicle identification number on each side with both the name of the airport and the airport's insignia typically on the cab or side of the vehicle. To improve visibility, a wide horizontal band of high gloss white paint or white reflective tape is added to each vehicle along with yellow flashing lights mounted on the uppermost part of the vehicle structure.

Radio Communication

All snow removal vehicles operating on aircraft movement areas are equipped with a two-way radio capable of direct radio communication with HYA Air Traffic Control Tower. Radios are capable of monitoring ground and/or tower control frequencies (or such other frequency assigned by the airport traffic control tower) at all times.

Initial contact with HYA ATCT is made by contacting HYA Ground Control on frequency 118.45 MHz. The standard operating procedure for HYA snow removal operations is for each individual operator of snow removal equipment to communicate with the ATCT for clearances, except at those times when multiple

vehicles are working together, when one lead vehicle operator will communicate clearances for the entire group.

When the tower is closed, the common traffic advisory frequency (CTAF) is used for air-to-air communication and ground to air communication. The CTAF frequency for HYA is 119.5 MHz.

Equipment operators are provided headsets to perform communications in loud vehicles.

Failed Radio Communication

In addition to snow removal vehicles being equipped with a two-way radio, capable of direct radio communication with HYA Air Traffic Control Tower, each vehicle also has an on board company radio used to contact HYA Management, and Airport Maintenance and Operation's Departments. If in the event a failure of the aviation radio in a vehicle, the vehicle will leave the movement area unless working in a group with other vehicles that are capable of monitoring CTAF, and have company radio contact with the vehicle that lost its aviation radio.

Low Visibility and Whiteout Conditions

When the tower is open, all of the HYA snow removal equipment operating in the movement area is under direct control of the HYA ATCT. Airport personnel may request from HYA ATCT to hold the snow removal equipment at any location, should conditions prevent the operators safely continuing the snow removal operation due to diminished visibility. Safety is paramount and if visibility continues to diminish, snow removal crews will temporarily suspend operations and assess forecasted weather and wind speed prior to proceeding. If necessary, the snow removal crews will wait until visibility improves before resuming snow removal activities. In the case of snow removal crews suspending operations due to diminished visibility all snow removal equipment will vacate the movement areas and will return to the Aircraft Rescue and Fire Fighting (ARFF) and Snow Remove Equipment (SRE) building at the East Ramp.

Driver Fatigue

HYA does not have written policy limits on time on equipment or shift. However, HYA snow removal equipment operators are monitored by the Airport Maintenance Supervisor and/or Airport Management and are given regular breaks and if drivers report feeling fatigued, they are relieved of equipment operating responsibilities so that they can rest.

Snow Removal by Airport Tenants

Airport tenants are responsible for snow removal on their leased airfield space (ramps and gates). Tenants will use their own snow removal crews or contracted crews for snow removal. Contract personnel are badged and trained to operate on the airport operations area (AOA) and complete airport driver training prior to operating in the non-movement areas. The following identifies the current responsibilities:

- Griffin Avionics badged staff are responsible for snow removal in the following locations:
    - North Ramp
        - Griffin Avionics leased ramp
        - Cape Air facilities at Hangar II and the Cape Air Fleet Hangar
    - East Ramp

        - All leased hangars (with exception to the one HYA owned t-hangar)
- Atlantic Aviation badged staff are responsible for contracted crews conducting snow removal in the following locations:
    - North Ramp
        - Atlantic Aviation leased ramp
    - East Ramp
        - Atlantic Aviation fuel farm leased ramp

Chapter 5 ~ Surface Assessment and Reporting

Conducting Surface Assessments

The Airport Operations Department Supervisor or designated representative will monitor all paved surface conditions in order to plan and carry out appropriate maintenance actions in accordance with the Snow and Ice Control plan. The airport strives to maintain a 'no worse than wet' surface condition.

The airport operator in complying with Part 139.339, at a minimum, will utilize the NOTAM system for collection, dissemination and logging of airport information to air carriers, and other airport users. The Operations Department will issue appropriate NOTAMs via FAA Digital NOTAM Manager if contaminates accumulate on paved surface conditions. A contaminant is any deposit such as frost, any snow, slush, ice, or water on an airport pavement where the effects could be detrimental to the friction characteristics of the pavement surface.

The Airport Operations Supervisor or designated representative conduct continuous visual assessments of runway, taxiway, and apron conditions to determine the presence of pavement contaminates (i.e. frost, snow, ice, or slush) and their depth, and to assess changes in overall conditions throughout a storm. The Airport Operations Supervisor or designated representative will conduct surface assessments by making visual observations and conducting braking action tests. Once the assessment has been performed, the Airport Operations Supervisor or designated representative will use the RCAM to report surface conditions.

Applying the Runway Condition Assessment Matrix (RCAM)

Using the Runway Condition Assessment Matrix (RCAM), the Airport Operations Supervisor or designated representative will still conduct surface assessments by visual inspections, braking action data, and pilot reports to assess braking performance. However, once a pavement assessment has been performed, the Airport Operations Supervisor or designated representative will use the RCAM to report conditions. The Airport Operations Supervisor or designated representative will continually monitor the runway surface as long as the higher code is in effect to ensure that the runway surface condition does not deteriorate below the assigned code.

Determining Runway Conditions

A runway condition report is provided whenever the pavement condition is worse than bare and wet. A conditions report will typically include the following:

- The type of contamination
    - Water
    - Ice
    - Frost
    - Snow
    - Slush

- Depth of Precipitation
    - In reporting depth of precipitation, depths will be expressed in terms of thin (less than one quarter inch), one quarter inch, one half inch, and one inch. For depths over one and one half inch, accumulations will be reported in terms of whole inches without fractions.
- Braking Action
    - The primary method for the team is to collect breaking action data (Mu values) obtained by use of one of our two Bowmonk friction meters.
- Pilot reports
- Sand (if applicable)
    - If applicable, notification will include information on the application of sand to aircraft movement areas.

Once a runway assessment has been performed, the RCAM is the method by which the Airport Operations Supervisor or designated representative will report a runway surface assessment when contaminants are present (use of the RCAM is only applicable to paved runway surfaces). The matrix in Exhibit 7-8 identifies a given assessment criteria and the resulting runway condition "Code".

Exhibit 7-8 Runway Condition Assessment Matrix (RCAM)

Assessment Criteria		Downgrade Assessment Criteria		
Runway Condition Description	**Code**	**Mu (μ) [1]**	**Vehicle Deceleration or Directional Control Observation**	**Pilot Reported Braking Action**
• Dry	6	40 or Higher	---	---
• Frost • Wet (Includes Damp and 1/8 inch depth or less of water) ***1/8 inch (3mm) depth or less of:*** • Slush • Dry Snow • Wet Snow	5		Braking deceleration is normal for the wheel braking effort applied AND directional control is normal.	Good
5° F (-15°C) and Colder outside air temperature: • Compacted Snow	4	39 to 30	Braking deceleration OR directional control is between Good and Medium.	Good to Medium
• Slippery When Wet (wet runway) • Dry Snow or Wet Snow (Any depth) over Compacted Snow ***Greater than 1/8 inch (3mm) depth of:*** • Dry Snow • Wet Snow ***Warmer than 5° F (-15°C) outside air temperature:*** • Compacted Snow	3		Braking deceleration is noticeably reduced for the wheel braking effort applied OR directional control is noticeably reduced.	Medium
Greater than 1/8 (3mm) inch depth of: • Water • Slush	2	29 to 21	Braking deceleration OR directional control is between Medium and Poor.	Medium to Poor
• Ice [2]	1		Braking deceleration is significantly reduced for the wheel braking effort applied OR directional control is significantly reduced.	Poor
• Wet Ice [2] • Slush over Ice • Water over Compacted Snow [2] • Dry Snow or Wet Snow over Ice [2]	0	20 or Lower	Braking deceleration is minimal to non-existent for the wheel braking effort applied OR directional control is uncertain.	Nil

[1] The correlation of the Mu (μ) values with runway conditions and condition codes in the Matrix are only approximate ranges for a generic friction measuring device **and are intended to be used only to downgrade a runway condition code; with the exception of circumstances identified in Note 2.** Airport operators should use their best judgment when using friction measuring devices for downgrade assessments, including their experience with the specific measuring devices used.

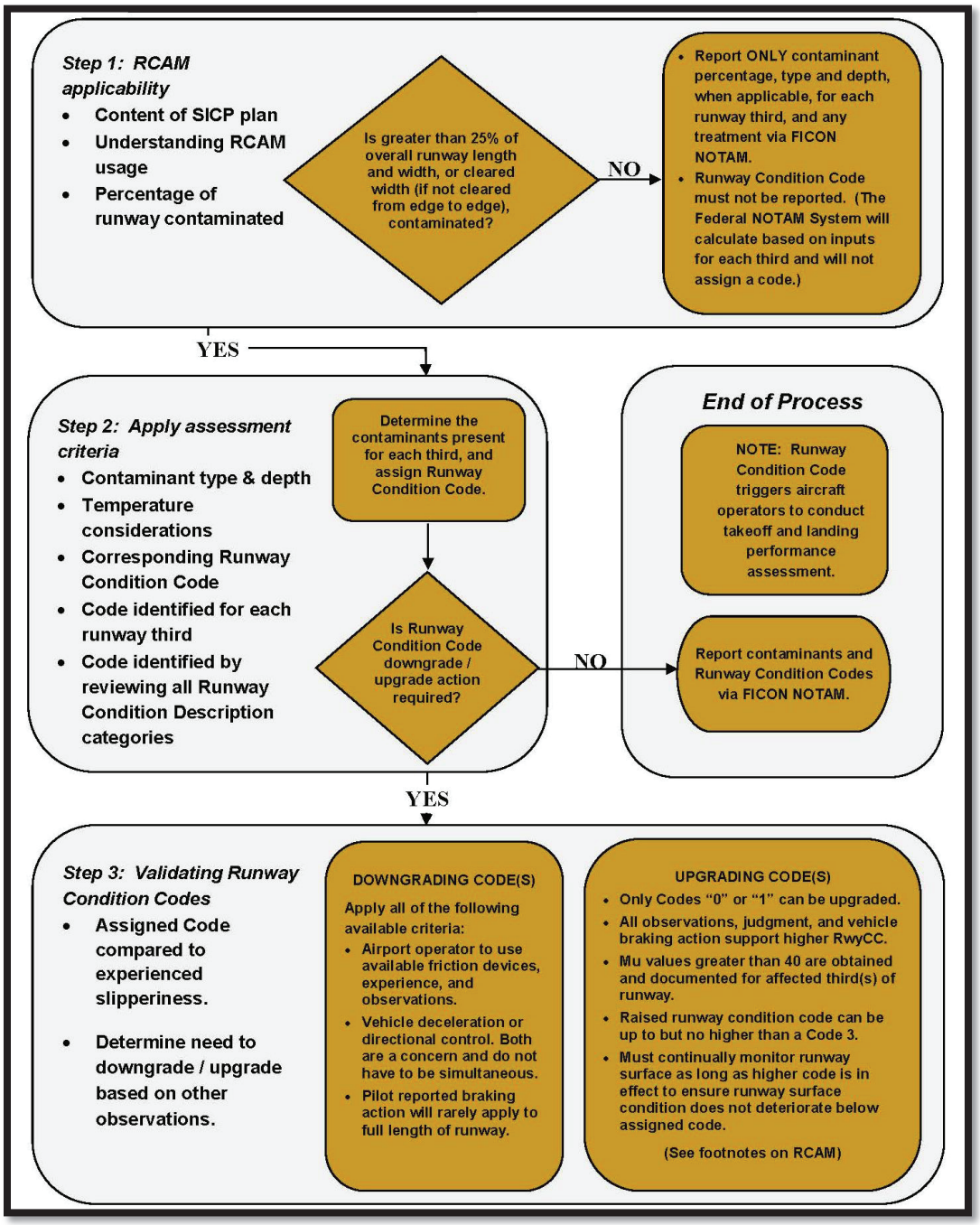
[2] In some circumstances, these runway surface conditions may not be as slippery as the runway condition code assigned by the Matrix. The airport operator may issue a higher runway condition code (but no higher than code 3) for each third of the runway if the Mu value for that third of the runway is 40 or greater obtained by a properly operated and calibrated friction measuring device, **and all other observations, judgment, and vehicle braking action support the higher runway condition code. The decision to issue a higher runway condition code than would be called for by the Matrix cannot be based on Mu values alone; all available means of assessing runway slipperiness must be used and must support the higher runway condition code.** This ability to raise the reported runway condition code to a code 1, 2, or 3 can only be applied to those runway conditions listed under codes 0 and 1 in the Matrix.

The airport operator must also continually monitor the runway surface as long as the higher code is in effect to ensure that the runway surface condition does not deteriorate below the assigned code. The extent of monitoring must consider all variables that may affect the runway surface condition, including any precipitation conditions, changing temperatures, effects of wind, frequency of runway use, and type of aircraft using the runway. If sand or other approved runway treatments are used to satisfy the requirements for issuing this higher runway condition code, the continued monitoring program must confirm continued effectiveness of the treatment.

Caution: Temperatures near and above freezing (e.g., at 26.6° F (-3°C) and warmer) may cause contaminants to behave more slippery than indicated by the runway condition code given in the Matrix. At these temperatures, airport operators should exercise a heightened level of runway assessment, and should downgrade the runway condition code if appropriate.

Once the runway condition is assessed, the following steps/processes are taken. The Airport Operations Supervisor or designated representative will publicize the results and report on airport conditions via RCAM. See Exhibit 7-9 for the RCAM process.

Exhibit 7-9 Runway Condition Assessment Process



Step 1: Runway Condition Code (RwyCC) Applicability

If 25 percent or less of the overall runway length and width or cleared width is covered with contaminants, RwyCCs will not be applied, or reported. The Airport Operations Department in this case, will simply report the contaminant percentage, type and depth for each third of the runway, to include any associated treatments or improvements.

Or

If the overall runway length and width coverage or cleared width is greater than 25 percent, RwyCCs must be assigned, and reported, informing airplane operators of the contaminant present, and associated codes for each third of the runway. (The reported codes, will serve as a trigger for all airplane operators to conduct a takeoff and/or landing performance assessment).

Step 2: Apply Assessment Criteria
Based on the contaminants observed, the associated RwyCC from the RCAM for each third of the runway will be assigned.

Step 3: Validating Runway Condition Codes
If the observations by the airport Operations Department determine that RwyCCs assigned accurately reflect the runway conditions and performance, no further action is necessary, and the RwyCCs generated may be disseminated.

Downgrade Assessment Criteria

When observations indicate a more slippery condition than generated by the RCAM, the Airport Operations Department may downgrade the RwyCC(s). When applicable, the downgrade of RwyCCs may be based on friction (μ) readings, vehicle control or pilot reported braking action or temperature.

NOTE: Temperatures near and above freezing (e.g., at negative 26.6° F (-3° C) and warmer) may cause contaminants to behave more slippery than indicated by the runway condition code given in the RCAM. At these temperatures, the airport Operations Department will exercise a heightened awareness of airfield conditions, and may downgrade the RwyCC if appropriate.

Upgrade Assessment Criteria Based on Friction Assessments.

RwyCCs of 0 or 1 may only be upgraded by the airport Operations Department when the following requirements are met.

1. All observations, judgment, and vehicle braking action support the higher RwyCC,
2. Mu values of 40 or greater are obtained for the affected third(s) of the runway by a calibrated friction measuring device that is operated within allowable parameters.
3. This ability to raise the reported RwyCC to no higher than a code 3 can only be applied to those runway conditions listed under code 0 and 1 in the RCAM. (See footnote 2 on the RCAM.)
4. The airport Operations Department will continually monitor the runway surface as long as the higher code is in effect to ensure that the runway surface condition does not deteriorate below the assigned code.
    a. The extent of monitoring must consider all variables that may affect the runway surface condition, including any precipitation conditions, changing temperatures, effects of wind, frequency of runway use, and type of aircraft using the runway.
    b. If sand is used to satisfy the requirements for issuing the higher runway condition code, the monitoring program must confirm continued effectiveness of the treatment.

Runway Friction Surveys, Equipment, and Procedures

The airport has two Bowmonk AFM2 Airfield Friction Meters that are calibrated, updated and certified annually prior to snow season. These meters are mechanical decelerometers.

Conditions Acceptable to Use Decelerometers to Conduct Runway Friction Surveys on Frozen Contaminated Surfaces

The data obtained from such runway friction surveys are only considered to be reliable when the surface is contaminated under any of the following conditions.

- Ice or wet ice.
- Compacted snow at any depth.
- Dry snow 1 inch or less.
- Wet snow or slush 1/8 inch or less.

When to Conduct

Friction assessments will be conducted by the airport Operations Department if any of the following occurs:

- When the central portion of the runway, centered longitudinally along the runway centerline, is contaminated 500 feet or more.
- After any type of snow removal operations or sand application.
- Immediately following any aircraft incident or accident on the runway.
- When requested by the airport Maintenance Department Supervisor or designee and/or the Air Traffic Control Tower.

How to Conduct

All airport Operations Department personnel receive training on the technical operation of the decelerometer.

When conducting the friction survey on the runway, the vehicle should be travelling in the same direction as arriving aircraft, and should be located approximately 10'-20' off of the runway centerline. The friction survey should be completed in one pass, and will include a minimum of three braking tests in each of the runway operation zones (touchdown, midpoint, and rollout) to determine the average friction value for each zone.

Taxiway, Apron, and Holding Bay Assessments

Assessments to these surfaces will occur when contaminants are present, and whenever a contaminant is present on the surface. Assessments will occur anytime the pavement is worse than wet. Surfaces will be monitored on a regular, continual basis.

Surface Condition Reporting

The Airport Operations Supervisor or designated representative is responsible for:

- Continuously monitoring runway conditions during snow and ice storms to determine the presence of snow, ice, or slush (i.e. contaminates) and their depth, and to estimate braking

action by use of a Bowmonk friction meter and pilot's reports. The Runway Condition Assessment Matrix (RCAM) will be the basis for reporting contaminants.

- Identifying deteriorating conditions, which include but are not limited to: frozen or freezing precipitation, falling air or pavement temperatures that may cause frozen contaminants to freeze, removal of abrasives previously applied to the runway due to wind or airplane affects, and frozen contaminants blown onto the runway by wind.
- Coordinating snow removal requirements for NAVAID critical areas with the local FAA Technical Operations Sector office.
- Disseminating airport information through the Notice to Airman (NOTAM) system via the appropriate FAA office when commencing snow removal or ice control operations, when less than good braking action conditions are observed, when ridges or windrows of snow remain on or adjacent to movement areas, when adjacent to movement areas, when any hazard to aircraft operation exist or when conditions change from those reported by a previous NOTAM.
- Informing the airport control tower and other airport users of the current airport surface conditions based on the Runway Condition Assessment Matrix (RCAM).
- Closing the runway for a NIL pilot braking action report (PIREP), or NIL braking action assessment based on the Runway Condition Assessment Matrix (RCAM). The runway must remain closed until the airport supervisor is satisfied that the NIL condition no longer exists.
- Taking action when previous PIREPs that have indicated GOOD or MEDIUM braking action, two consecutive POOR PIREPs should be taken as evidence that surface conditions may be deteriorating and require the airport personnel to conduct a runway assessment. If the airport personnel have not already instituted its continuous monitoring procedures, this assessment must occur before the next flight operation. If the airport personnel are already continuously monitoring runway conditions, this assessment must occur as soon as traffic volume allows.
- Taking all reasonable steps using all available equipment and materials that are appropriate for the condition to improve the braking action. If the runway cannot be improved, the Airport Operations Supervisor or designated representative must continuously monitor the runway to ensure braking does not become NIL.

The term 'DRY' is used to describe a surface that is neither wet nor contaminated. While a FICON NOTAM is not generated for the sole purpose of reporting a dry runway, a dry surface will be reported when there is need to report conditions on the remainder of the surface. (For example: snow is present on the first two thirds of the runway.)

The Airport Operations Department will continue to monitor conditions and make an assessment any time a change to the surface conditions occurs, which could be any of the following:

- Active snow event
- Plowing/brooming/deicing/sanding
- Rapidly rising or falling temperatures
- Rapidly changing conditions

Reportable Contaminants without Performance Data

If present, unable to be removed, and posing no hazard, mud will be reported with a measured depth. Ash, oil, sand, and rubber contaminants will be reported without a measured depth. These contaminants will not generate a RwyCC.

Slippery When Wet Runway

For runways where a friction survey (for the purposes of pavement maintenance) indicates the averaged Mu value at 40 mph on the wet pavement surface failed to meet the minimum friction level classification specified in AC 150/5320-12, the airport will report via the NOTAM system a RwyCC of '3' for the entire runway (by thirds: 3/3/3) when the runway is wet.

A runway condition description of 'Slippery When Wet' will be used for this condition.

If it is determined by the airport that a downgrade is necessary, the downgrade will be made so all three runway thirds match (i.e. 3/3/3, 2/2/2, 1/1/1).

The NOTAM will be cancelled when the minimum runway friction level classification has been met or exceeded.

Requirements for Closures

Runways receiving a NIL braking (either pilot reported or by assessment by the airport) are unsafe for aircraft operations and will be closed immediately when this unsafe condition exists.

To determine if closure is required, the Airport Operations Department will:

- Conduct conditions assessment.
- If NIL braking action is reported then the surfaces are closed and they will be continuously monitored.
- If previous PIREPs have indicated GOOD or MEDIUM braking action followed by two consecutive POOR PIREPS, this typically should be taken as evidence that surface conditions may be deteriorating. In this instance, the Airport Operations Department will take steps necessary to assess surface conditions and close any surfaces due to deteriorating conditions.
- If assigned code needs to be downgraded, the Airport Operations Department will take steps necessary to assess surface conditions and close any surfaces due to deteriorating conditions.
- Monitor changes in weather and temperatures near or above freezing. Rapidly falling temperatures should be taken as evidence that surface conditions may be deteriorating.
- If falling temperature causes runway surface conditions to deteriorate, the Airport Operations Department will take steps necessary to assess surface conditions and close any surfaces due to deteriorating conditions.

The airport will maintain available airport surfaces in a safe operating condition at all times and provide prompt notifications when areas normally available are less than satisfactorily cleared for safe operations. If a surface (runway, taxiway, apron, lane or holding bay) becomes unsafe due to a NIL (by braking action or assessment) or otherwise unsafe hazard or condition, the surface will be closed until the condition no longer exists and is safe. All landing and takeoff operations will cease immediately upon

receipt of a NIL braking action report. See Exhibits 7-10 and 7-11 for a copy of the Letter of Agreement between the airport and the air traffic control tower regarding reporting airport conditions.

Exhibit 7-10 Letter of Agreement between the Airport and the Air Traffic Control Tower Regarding Reporting Airport Conditions Page 1

Hyannis FAA Contract Tower (FCT) and
Cape Cod Gateway Airport (HYA)

LETTER OF AGREEMENT

EFFECTIVE: February 24, 2022

SUBJECT: Airport Condition Reporting and NOTAMs

1. **PURPOSE**: To prescribe procedures and responsibilities for the exchange of airport conditions and NOTAM information between Cape Cod Gateway Airport Management (HYA Airport) and the Hyannis FAA Contract Tower (Hyannis FCT).

2. **CANCELLATION**: Hyannis Contract Air Traffic Control Tower and Barnstable Municipal Airport, MA Letter of Agreement, Reporting Airport Conditions, dated January 8, 2010.

3. **SCOPE**: The procedures contained herein are applicable to all conditions at HYA which affect the safe movement of aircraft and/or vehicles on all movement areas.

4. **RESPONSIBILITIES**:
   a. HYA Airport must:
      i. Issue NOTAMs publicizing any unsafe airport condition.

      ii. Promptly notify Hyannis FCT of any observed or reported airport condition, or change to the condition of a movement area that may cause aircraft operations to be considered unsafe. Some examples are:
         1. Construction work on or near movement/non-movement areas.
         2. Rough or deteriorated portions of pavement.
         3. Braking actions reduced by ice, snow, slush or water.
         4. Snowdrifts or piles of snow on or along the edges of movement/non-movement areas and the extent of plowed areas.
         5. Parked vehicles or aircraft on the movement areas.
         6. Malfunction of airport lighting system.
         7. Other pertinent airport conditions.

      iii. All changes to airport conditions, movement area closures, and movement area openings must be verbally transmitted to Hyannis FCT via Ground Control frequency (118.45) or

Exhibit 7-110 Letter of Agreement between the Airport and the Air Traffic Control Tower Regarding Reporting Airport Conditions Page 2

telephone PRIOR to issuing/cancelling NOTAMs with Flight Service and PRIOR to advising other airport personnel of the change.

iv. Forward Runway Condition Code (RwyCC) and/or contaminant description reports to Hyannis FCT after completion of airport inspections or as often as deemed necessary for safety during changing weather conditions.

v. Promptly NOTAM a runway closed upon receiving a report of "Nil" braking action or FOD on the runway, and keep the runway closed until satisfied the condition no longer exists.

vi. Use the NOTAM Manager System as the primary means to enter Surface Area NOTAMs into the United States NOTAM System (USNS). If there is a failure in the NOTAM Manager System, revert to the legacy system. The HYA Airport will continue to coordinate all surface NOTAMs listed in this agreement, regardless of the NOTAM process used.

vii. Notify A90 Terminal Radar Approach Control (TRACON) at 603-594-5534 when Hyannis FCT is not operational on all NOTAMs that affect normal flow operations.

b. Hyannis FCT must:

i. Promptly notify HYA Airport of any observed or reported airport condition or change to the condition of a movement area that may cause aircraft operations to be considered unsafe.

ii. Provide HYA Airport with braking action reports. Promptly notify HYA Airport when a pilot report (PIREP) indicates that runway braking conditions have deteriorated to "Good to Medium", "Medium", "Medium to Poor", "Poor", or "Nil", or have improved to "Good".

iii. Cease landing and takeoff operations and promptly notify HYA Airport upon receiving PIREP of "NIL" braking action or foreign object debris (FOD) on a runway. Resume landing and takeoff operations only after notification by HYA Airport that the runway is safe for use.

Exhibit 7-10 Letter of Agreement between the Airport and the Air Traffic Control Tower Regarding Reporting Airport Conditions Page 3

iv. Provide priority to HYA Airport vehicles conducting runway condition checks to determine the Runway Condition Code (RwyCC), except during aircraft emergencies.

v. When available, and upon pilot request, Hyannis FCT will forward the runway condition assessment issued by HYA Airport.

Jeffrey Forhan
Air Traffic Manager, Hyannis FCT

Katie R. Servis
Airport Manager, Cape Cod Gateway Airport

Tab 8 ARFF Index Determination (139.315)

8.1 ARFF Index is determined by a combination of—
(1) The length of air carrier aircraft and
(2) Average daily departures of air carrier aircraft.

8.2 The longest air carrier aircraft serving Cape Cod Gateway Airport is the Airbus A-220 aircraft.

8.3 The Airbus A-220 aircraft is 127 feet in total length.

8.4 JetBlue provides service to HYA with an average of one (1) daily departure to John F. Kennedy Internal Airport (JFK), utilizing the A-220 aircraft between May and October.

8.5 Therefore the ARFF Index for Cape Cod Gateway Airport is Index B, capable of servicing aircraft at least 90 feet in length and less than 126 feet in length.

8.6 Cape Cod Gateway Airport will provide Index B ARFF personnel and equipment between the hours of 0600-2159 daily and Index A ARFF personnel and equipment between 2200-0559 daily, with a 90 minute Prior Permission Required (PPR) requirement for Index B ARFF coverage between the hours of 2200-0559 daily by phone call to HYA Airport Operations at 508-778-7770.

Federal Aviation Administration
New England Region Airports Division
APPROVED
May 28 2024
TAD
Airport Certification Safety Inspector

TAB 9 ARFF Equipment and Agents (139.317)

9.1 ARFF equipment, agents used and discharge rates are as shown on TAB 9, page 2 in Table 1.

9.2 Cape Cod Gateway Airport has no approved exemptions to Aircraft Rescue and Fire Fighting requirements, as authorized under FAA Part 139.317.

9.3 See Exhibit C for Related AC References.

HYA ACM Tab 9 - ARFF Equipment and Agents - Table 1				
Airport:	**Cape Cod Gateway Airport (HYA)**		***Index:***	**B**
	Unit 1	**Unit 2**	**Unit 3**	
Unit # (or Callsign)	817	820	816	
VIN #	4ENGAAA8361000616	46JDBAA81N1004084	1FD0W5HT2MEC40360	
Year	2006	1992	2021	
Type	ARFF	ARFF	ARFF-RIV	
Manufacturer	E-ONE	E-ONE	Rosenbauer	
Model	Titan	Titan	Airwolf	
Condition	Good	Fair	Excellent	
Foam Testing System	Eco-Logic System from E-One	Eco-Logic System from E-One	Eco-Logic System from E-One	
Water	1500 gallons	1500 gallons	300 gallons	
AFFF	205 gallons	200 gallons	40 gallons	
Premix	N/A	N/A	N/A	
Dry Chem.	500 lbs	500 lbs	500 lbs	
Halon	N/A	N/A	N/A	
Halotron 1	N/A	N/A	N/A	
Roof Turret Max GPM	750	750	N/A	
Roof Turret Min GPM	375	375	N/A	
Bumper Turret Max GPM	300	300	100	
Bumper Turret Min GPM	300	300	90	
HRET?	No	No	No	
HRET with Penetrating Nozzle?	No	No	No	
Has Transport Capability?	No	No	No	
Required by Index?	Yes	No	No	

Note: At Cape Cod Gateway Airport **potassium based** dry chemical is used in all ARFF equipment.

TAB 10 ARFF Operation Requirements (139.319)

Section 1 – ARFF Operations

10.1 ARFF services are provided 24 hours a day by Airport Operations/ARFF personnel.

Section 2 – Index Services Provided

10.2 The longest air carrier aircraft currently serving HYA is the Airbus A-220, operated by JetBlue between the hours of 0600 and 2159. Between 2200 and 0559, there are no scheduled air carrier operations at HYA.

10.3 Index provided between 0600 and 2159.

(a) The airport shall provide sufficient personnel and at least the minimum ARFF equipment and agents to meet the capability of Index B.

10.4 Index provided between 2200 and 0559.

(a) The airport shall provide sufficient personnel and at least the minimum ARFF equipment and agents to meet the capability of Index A.

10.5 If an air carrier provides the airport with at least 90 minutes prior notice that they intend to operate an aircraft at least 90 feet in length but less than 159 feet in length between the hours of 2200 and 0559 and the prior permission request is approved by HYA, the airport shall provide sufficient personnel and at least the minimum ARFF equipment and agents to meet Index B coverage.

(a) Air carrier shall submit Index B prior permission requests to Airport Operations via the Airport Operations Supervisor On Duty Cell Phone. The cell phone can be reached 24 hours a day, at 508-326-1097.

10.6 Between the hours of 2200 and 0559 there will be sufficient personnel on duty to provide Index B ARFF services, if requested. In this case, the ARFF personnel on duty will forego use of ARFF 816 the Rapid Response Vehicle and utilize an ARFF apparatus that is consistent with the requirements of Index B.

10.7 In the case of the need to recall staff to provide ARFF capability the Airport Manager or his/her designee will utilize the established overtime call-in procedures to bring on shift additional ARFF qualified staff.

Section 3 – Increase in Index

10.8 If an increase in the average daily departures or the length of air carrier aircraft results in an increase in the current index required, the airport shall comply with the increased requirements and notify the FAA and mutual aid companies.

Section 4 – Procedures for ARFF Index Reduction in Capability

10.9 Any reduction in the ARFF capability from Index B, shall be approved by the Airport Manager or his/her designee. The airport's assigned FAA Airport Certification Inspector shall be notified of the reduction.

10.10 In the case of a reduction in the ARFF Index air carriers will be notified of the reduction by a NOTAM.

Section 5 – ARFF Personnel & Equipment

10.11 Equipment:

(a) The ARFF vehicles are equipped with two-way voice radio communication equipment capable of communicating with:

i. All other emergency vehicles responding to HYA,

ii. The Air Traffic Control Tower (ATCT) on 119.50MHz,

iii. The Common Traffic Advisory frequency on 119.50MHz,

iv. The UNICOM frequency on 122.95MHz,

v. The HYA ARFF and Hyannis Fire Department stations.

(b) Each ARFF vehicle is:

i. Equipped with a flashing or rotating beacon, and

ii. Painted or marked in the yellowish-green color as required by the current version of AC 150/5210-5.

(c) Each vehicle is maintained as follows:

i. ARFF vehicles and included systems are maintained so as to be operationally capable of performing the functions required by this section during all air carrier operations.

ii. ARFF vehicles are housed in the ARFF/SRE Building which is heated to ensure operation and discharge capabilities are maintained.

iii. ARFF vehicles are checked and started each day at the station. All component equipment is checked for availability. ARFF vehicles will be checked daily, at which time all components of the vehicle will be exercised including pumps and nozzles. Any malfunction of

firefighting equipment will be immediately reported to the Airport Manager or his/her designated representative for correction.

iv. Any required vehicle which becomes inoperative to the extent that it cannot perform as required by FAR Part 139 shall be replaced immediately with equipment having at least equal capabilities. If replacement equipment is not available immediately the Airport Manager or his/her designated representative will notify the Director, FAA New England Region, each air carrier using the airport, and issue a NOTAM in accordance with Tab 20 of the ACM in the case of a reduction in the airport's ARFF Index. If the required Index level of capability is not restored within 48 hours, unless otherwise authorized by the FAA Administrator, the Airport Manager or his/her designated representative shall prohibit air carrier operations on the airport.

(d) Each ARFF vehicle responding to an emergency on the airport shall be equipped with a "North American Emergency Reponses Guidebook".

10.12 Personnel:

(a) The designated ARFF contact for Cape Cod Gateway Airport is:
Bradley Everson, ARFF Coordinator
Cape Cod Gateway Airport
125 Mary Dunn Way
Hyannis, MA 02601
Ops Cell: 508-326-1097
Ops Office: 508-778-7770
Email: beverson@flyhya.com

(b) Each Aircraft Rescue Firefighter will be assigned structural firefighter gear with associated boots, gloves, hood, helmet and SCBA mask. The protective clothing will be kept on the ARFF gear rack adjacent to the ARFF equipment in the ARFF/SRE Building, readily accessible and will be used at all times during emergencies.

(c) All ARFF personnel receive initial and recurrent instruction in at least the following areas:

i. Airport familiarization

ii. Aircraft familiarization

iii. Rescue and firefighting personnel safety

iv. Emergency communications systems on the airport, including fire alarms

v. Use of fire hoses, nozzles, turrets and other appliances required for compliance with this section of the ACM

vi. Application of extinguishing agents

vii. Emergency aircraft evacuation assistance

viii. Firefighting operations

ix. Adapting and using structural rescue and firefighting equipment for aircraft rescue and firefighting

x. Aircraft cargo hazards

xi. Familiarization with firefighters' duties under the airport emergency plan

(d) All ARFF personnel shall participate in at least one live fire drill every 12 consecutive calendar months.

(e) To supplement the above stated formal training each ARFF employee will:

i. Rotate assignments in the daily and monthly inspection and operations of the ARFF vehicle to maintain proficiency.

ii. Once each month, drive the vehicle; spray water through the turret, ground sweeps and hand lines; familiarize himself/herself with the location of the CO2 and Purple K extinguishers; review the procedures for the use of the other firefighting equipment available on the airport.

(f) Initial training is completed prior to performance of duties and recurrent instruction is completed once every 12 consecutive calendar months.

(g) Sufficient personnel are available during all air carrier operations to operate the required vehicles and meet the response times and minimum agent discharge rates.

(h) At least one qualified ARFF person is available on each shift, available 24-hours daily that are trained in the use of the ARFF equipment.

10.13 The Hyannis Fire Department has medically trained EMTs and Paramedics on duty 24 hours daily. Hyannis Fire Department EMTs will be available to respond to the airport to provide emergency medical services during air carrier operations. The

Hyannis Fire Department will respond to any emergency on the airport within 5 minutes from the Hyannis Fire Station located within one mile of the airport. All Hyannis Fire Department firefighters are trained to a minimum of Basic EMT.

10.14 It is the responsibility of the Assistant Airport Manager to assure that all required training is accomplished and adequate records are maintained.

10.15 ARFF personnel are alerted to existing or impending emergencies by a siren alarm which is tested weekly on Monday at 0900 hours and Wednesday at 1600 hours and by radio communications with the ATCT. Any malfunction will be promptly reported to the Airport Manager for immediate corrective action. There is also a direct line between the ATCT, Airport Operations office and the Airport Manager's office.

10.16 ARFF personnel will monitor the Common Traffic Advisory Frequency (CTAF) 119.50 during scheduled (2200 – 0600 daily) and unscheduled (ATC-Zero) closures of the Air Traffic Control Tower for ARFF response requests from aircraft operators.

10.17 Mutual aid is provided by the Hyannis Fire Department which is located within one (1) mile of the airport and can respond within five (5) minutes.

(a) All HFD vehicles are equipped with a remote entry device capable of opening the primary airfield vehicle access gates at HYA, this includes gates:

i. Alpha (East Ramp),

ii. Echo (Terminal/North Ramp),

iii. Foxtrot (Fuel Farm),

iv. Juliet (Approach End Runway 15).

(b) If Airport personnel availability permits during an emergency, Airport personnel will open the nearest vehicle gate and direct the Hyannis Fire Department to the emergency site.

10.18 The airport will maintain roads designated for use as emergency access roads for ARFF vehicles if applicable. This includes the airfield perimeter road between the East Ramp and the Terminal Ramp.

10.19 The persons qualified and authorized to operate the ARFF vehicles are listed in the Airport Manager's Office.

TAB 11: Hazardous Materials Storage and Handling (139.321)

11.1 The Cape Cod Gateway Airport does not act as a cargo handling agent.

11.2 Airport standards for protecting against fire and explosion in storing, dispensing and otherwise handling fuel, lubricants, and oxygen (other than articles and materials that are, or are intended to be, aircraft cargo.) are contained in this Section. All fueling agents operating on the airport are required to comply with these standards.

11.3 Airport Operations personnel conduct periodic inspections of all fueling activities on the airport to insure compliance with these standards.

11.4 The physical facilities of the airport tenant fueling agents are inspected at least every three consecutive months for compliance with this section of the ACM by airport management personnel or an authorized representative. A record of that inspection shall be maintained for at least 12 months in the Airport Manager's office. See the Inspection Checklists on Pages 11-12 and 11-13.

11.5 Annual certification must be supplied by each airport tenant fueling agent that their employee's training and operations are fully compliant with airport standards. Aircraft fueling agents on the airport include Cape Cod Gateway Airport, Griffin Avionics, Cape Air and Rectrix/Air Cape Cod.

11.6 Unless otherwise authorized by the FAA Administrator, each tenant fueling agent shall be required to take immediate steps to correct deficiencies which are not compliant with standards established by the airport. If corrective action cannot be accomplished within a reasonable period of time, the Airport Manager shall notify the Regional Director, FAA New England Region, immediately.

11.7 The following general fueling requirements shall apply to all aviation fuel storage facilities, all aircraft fuel servicing vehicles and all aviation fuel servicing operations conducted at Cape Cod Gateway Airport. All above listed facilities, vehicles and operations shall comply with the latest edition of NFPA 407 at all times.

11.8 Standards for Fuel Storage, Handling and Dispensing. Conformance to the following standards is required by all tenants and their personnel involved in storing, dispensing and otherwise handling fuel on the Cape Cod Gateway Airport.

(a) Fuel Farm/Storage Areas.

i. Fuel farm shall:
   a. Be fenced and signed to reduce chance of unauthorized entry and/or tampering;
   b. Be posted with Flammable/No-Smoking signs;

c. Be free of materials, equipment, functions and activities which would be ignition sources.
d. Feature emergency fuel shutoff control stations accessible at all times. Including a shutoff control station accessible from the vehicle loading position, located outside of the probable spill area and near the path of egress or the path to reach fire extinguishers.

ii. Fuel storage tanks shall:
a. Comply with the requirements of NFPA 30. This includes all storage tanks and components;
b. Be marked with letters at least three inches high to identify type/grade of fuel;
c. Be equipped, if filled via fixed piping, with non-splashing bottom inlet;
d. Be closed and equipped with rain-proof and bug-proof vent at least 12-feet above grade;
e. Be equipped with accessible fire extinguishers which meet or exceed NFPA Standard 407 having at least a 40-BC rating.

iii. Pumps & piping systems shall be:
a. Completely separate by type and grade of fuel;
b. Marked with letters at least three-inches high and color coded at each inlet, outlet and valve to clearly identify fuel type and grade;
c. Underground or protected from damage by surface vehicles.

iv. Hoses, nozzles and outflow connectors:
a. Shall be only those specifically designed and tested for delivery of aviation fuels;
b. Aircraft fueling hoses shall be removed from service after 10-years from the date of the manufacturer;
c. Aircraft fueling hoses shall not be used if not put into use within 2-years of the manufacturers date;
d. Shall be equipped with appropriate unique fuel coupling devices for each product in storage;
e. Shall be controlled by spring-loaded, non-by passable, automatic (deadman) fuel flow cutoff feature, capable of overriding all other controls and stopping, with one physical movement all fuel flow;
f. Shall be colored and have marking codes in accordance with the latest FAA Advisory Circular 150/5230-4 and API bulletin 1542.

v. Electrical equipment, switches and wiring shall be:

a. Reasonably protected from heat, abrasion, or other impact which could cause failure of insulation, open spark or other ignition source;
b. Electrical equipment switches and wiring that conform to the requirements of NFPA 70, Article 515;
c. Of a type or design approved for use in Class 1, Group D, Division 1 hazardous locations (explosion proof; i.e., free of exposed conductors, contacts, switches, connectors, motors, etc. which could generate open spark or other exposed ignition source during normal operations).

vi. Grounding and bonding equipment shall provide that piping; filters, tanks and electrical components are electrically bonded together and interconnected to adequate electrical ground.

vii. Unloading docks and stations shall be:
a. Clearly marked and color coded as to fuel type;
b. Equipped with accessible fire extinguishers meeting standards of NFPA Standard 407 (a minimum of two each having at least a 40-BC rating);
c. Equipped with bond/ground wire and appropriate connector clamp for grounding tankers.

viii. Loading docks and stations shall be:
a. Clearly marked and colored as to fuel type;
b. Equipped with accessible fire extinguishers meeting the standards of NFPA Standard 407 (a minimum of two, each having at least a 40-BC rating);
c. If top loaded system, equipped with a metallic drop tube (having anti-splash fuel deflector) long enough to reach the bottom of the deepest fueler tank;
d. Equipped with a "deadman" control capable of overriding all other controls and stopping, with one physical movement, all fuel flow;
e. Equipped with a boldly marked emergency cutoff capable of overriding all other controls and stopping, with one physical movement, all fuel flow;
f. Equipped with bonding wire and appropriate connector clamp for grounding fueler vehicles.

(b) Mobile Fuelers, Fueling Pits and Fueling Cabinets.
i. Overall. The system shall:
a. Be marked with the name of the operator on each side, and letters at least 3-inches high on all sides to show no smoking, flammable,

standard hazardous material placard with ID numbers (1203 for all Avgas; 1223 for Jet B and JP-4; and 1863 for Jet A) and, inside crew department, if any, to prohibit smoking;

b. Be marked with letters at least 3-inches high on all sides and in the crew cab to clearly show type or grade of fuel in the system;
c. If at a fixed location (e.g. pit or fueling cabinet), be equipped with: (a) at least one boldly marked emergency fuel cutoff capable of overriding all other controls and stopping with one physical movement, all fuel flow/clearly visible and accessible from all normal fueling stations; and fire extinguishers as required by NFPA Standard 407 (a minimum of two, each having at least a 40-BC rating) accessible during fueling operations;
d. Mobile fuelers requirements should meet the accepted standards in NFPA 407 and AC 150/5230-4; including bonding, two 40-BC extinguishers, dead man controls on all nozzles, emergency fuel shut off devices on both sides of the vehicle if applicable, brake interlock devices and all required placards;
e. Contain no feature which would allow fuel or concentrated fumes to contact (during normal operations, overfilling or other spill) the exhaust system, hot exhaust gasses, or any other ignition source;
f. Equipped with air filter/spark arrestor and a leak-free exhaust system terminating in a standard baffled (original equipment type) muffler if equipped with an internal combustion engine.
g. Mobile fuelers that have engines equipped with an exhaust after treatment device, such as a DPF, that requires the filter to be cleaned at high temperature (regenerated) while installed on the vehicle shall ensure that: (a) DPF regeneration shall only be performed in the designated area on the airport, (b) DPF regeneration shall not be performed within 100 feet of any aircraft refueling operations.

ii. Fuel Tank(s) shall be:

a. Closed and equipped with gasket dome covers (a) which contain a 3 p.s.i. emergency vapor relief valve, and (b) which are adequate to prevent fuel spillage during vehicle movement and influx of water any time. Dome covers shall be provided with a forward mounting hinge and self-latching catches. Dome covers shall automatically close and catch with the forward motion of the vehicle;
b. Equipped with a sump drain, with an outlet located to facilitate convenient capture of overflow;
c. Equipped with tank bottom outflow cutoff valve which can block fuel flow and spill in the event of piping rupture or other valve failure.

iii. Piping shall be reasonably protected from impact/stress which could cause rupture/fuel spillage.

iv. Hoses, nozzles, and connectors shall be:
   a. Only those specifically designed, tested, and marketed for the delivery of aviation fuels;
   b. Aircraft fueling hoses shall be removed from service after 10-years from the date of the manufacturer;
   c. Aircraft fueling hoses shall not be used if not put into use within 2-years of the manufacturers date;
   d. Controlled by a deadman flow cutoff;
   e. For pressurized fuel service systems (single point nozzles) the overshoot shall not exceed five (5) percent of the actual flow rate at the time the deadman is released.

v. Electrical equipment and wiring shall be:
   a. Reasonably protected from heat, abrasion, or other impact which could cause failure of insulation, open spark, or other ignition sources and;
   b. Of a type or design approved for use in Class I, Group D, Division 1 hazardous locations (explosion proof, i.e. free of exposed conductors, contacts, switches, connectors, motors, etc. which could generate open sparks or other ignition sources during normal operation) See NFPA Standard 70, National Electric Code.

vi. Bonding:
   a. All metallic components and vehicle shall be electrically bonded to prevent a difference in their electrostatic potential;
   b. Provide electrical continuity between all metallic or conductive components;
   c. Have bonding and wires, and clamps adequate to facilitate prompt, definite electrical ground connection between fueler/pit/cabinet, grounding system, and aircraft being fueled; and
   d. Be permanently electrically grounded, if a pit or a cabinet.

vii. Fueling Personnel.
   a. Number. Fueling personnel should be of sufficient number to safely operate the fueling system and to perform periodic checks/inspections essential to the systems proper functioning.
   b. Training for Supervisory Personnel. At least one supervisor with each fueling agent must have completed an aviation fuel training course at an approved FAA/Industry sponsored fueling course within the previous 24 consecutive calendar months. Following the initial training, supervisory personnel shall in turn train **all other employees involved in storing, dispensing and otherwise handling fuel in fire safety.** Following such training personnel must:

1. Be able to identify, understand major characteristics of, and distinguish between, the various types of fuel (using flammability, color, odor, and feel) found on the airport;
2. Be able to identify and understand the basic purpose of the required components of the fuel farm and mobile fuelers, pits, and fueling cabinets they normally use and the safety features associated with each;
3. Be able to understand the purpose of and safely perform periodic inspections/checks needed to keep the equipment operational and functioning safely;
4. Understand what should be done when a required component of the fuel farm, mobile fueler, pit or cabinet is inoperable;
5. Understand the basic "fire triangle", and be able to identify the more common ignition sources on the airport;
6. Understand what should be done if a fuel leak or spill occurs;
7. Understand static-generation/retention misting of fuels; and the dangers associated with filtering and pumping fuels to and from storage tanks, mobile fuelers, and aircraft;
8. Understand the hazards of atmospheric electrical phenomena, including lightning and static charges of the aircraft in flight;
9. Understand the main features of proper firefighting techniques using, and demonstrating the use of the fire extinguishers normally used at the fuel farm, on the fuelers, and pit cabinets via hands-on training. See Hands-on Fire Extinguisher Training Form in this section.

c. Training for all fuel servicing supervisors and line personnel. All fuel servicing supervisors and line personnel must complete hand held fire extinguisher training within 60 days prior to (for supervisor's, it must be after assuming supervisor's position) or within 60 days of completing either the supervisory or line service training if it was not provided by one of the certified fuel service training courses. See Hands-on Fire Extinguisher Training Form in this section.

d. Clothing and Footwear. Fueling personnel shall be appropriately clothed (wearing garments other than silk, polyester, nylon with wool, or other static generating fabrics; shoes containing no metal taps, hobnails, or other material which could generate sparks on pavement).

e. Other. Fueling personnel shall not carry on their person (at any time when in, on, or within 100 feet of any tank, dock, storage area, fueler, or aircraft) any igniting device, including safety matches, strike-anywhere matches, cigarette lighter, or other items which could become ignition sources if operated, bumped, hit, or dropped.

f. Supervision. Fueling personnel shall be adequately supervised and periodically checked to assure training and knowledge levels are maintained. Supervisors shall insure that all equipment and required components are kept fully operational, required periodic safety checks and inspections are made when due and required records are kept.

g. Fuel Farm, Fueler, and Pit Operations. Airport tenants involved in fueling operations shall:

1. Ensure that only personnel trained in the safe operation of the equipment and the fuels they use, the operation of emergency controls, and the procedures to be followed in an emergency shall be permitted to handle and dispense fuel;
2. Ensure that fuel unloading and fueler loading are carried out only with qualified personnel present;
3. Ensure fueling operations are performed outside, never in a building;
4. Ensure that fuelers are never parked closer than 10 feet from each other, 50 feet from any building or aircraft not being fueled/defueled; and during loading and fueling operations 100 feet from smokers or other visible sources of ignition;
5. Ensure that before all unloading, loading, and fueling operations are begun, all motors, engines, radios, and other electrical and mechanical equipment (except only auxiliary power units) not needed for that specific operation are turned off and kept off;
6. Ensure that all systems and fuelers are bonded before commencing and during all fuel handling operations;
7. Ensure wheels are chocked prior to commencing fueling;
8. Ensure that before opening any aircraft or fueler tank or commencing any fuel operation (and at all times during fuel transfer) at least a bonding wire is connected between fueler being loaded and the loading dock, or between the fueler, pit, cabinet, and the aircraft being fueled;
9. Ensure before commencing loading of any fueler or fueling any aircraft that all fuel farm, fueler, pit, and cabinet equipment to be used is in good safe operating condition;

10. Ensure before loading any mobile fueler or refueling any aircraft via a mobile fueler that within the preceding 30 days an inspection is completed of the mobile fueler. This inspection must include: (a) the mobile fueler has been given a careful visual condition check, including a night spark check to identify visible ignition sources; (b) the mobile fueler internal combustion engine's exhaust system has been thoroughly checked and found intact and free of leaks; and (c) the entire mobile fueler is mechanically sound and well maintained;
11. Ensure before loading any mobile fueler or refueling any aircraft that within the past 12 months: (a) each fueling hose in the system has been stretched to its full length, has had maximum pumping pressure applied, and (while this pressure is maintained) has been visually and tactility checked and found free of any significant cuts, exposed cords, discoloration, soft spots, blisters, slippage of end connectors, or other indication of a potential failure; and that (b) each bonding device or connection has been checked for electrical continuity;
12. Ensure that mobile fueler loading and aircraft fueling is conducted only when the deadman control is operable and used to control fuel flow;
13. Ensure that the fuel farm and all equipment are kept neat and free of trash or debris which could cause or contribute to fuel contamination or fire;
14. Ensure that all fire extinguishers are checked for charge and condition at least semiannually;
15. Ensure that fuel service operations are suspended when there are lightning discharges in the immediate vicinity of the airport.

viii. Fuel Spills

a. In the event of a fuel spill, fueling operation shall be terminated immediately by release of the dead man controls. A supervisor shall be notified at once and the fueling operation shall not be resumed until the spill has been cleared and the conditions determined to be safe. Any fuel spill shall be immediately reported to the Airport Manager or his designated representative. Normal operations in the area of the fuel spill will not resume until permission has been granted by the Airport Manager or his designated representative.
b. Small Priming Spills involving an area less than 18 inches in any dimension are normally of minor consequence. However, ramp

personnel manning ramp fire extinguishers shall stand by during aircraft start up procedures and until the aircraft has departed.

c. Other Spills- The Airport Manager or his designated representative and the Fueling Supervisor shall be informed immediately and in addition the following procedures initiated:

1. If the spill is not over 10 feet in any dimension or not over 50 square feet in area and not of a continuing nature a fire guard shall be posted. The fire guard shall be provided with at least ramp fire extinguishers and shall stand by until the spill is removed. The use of absorbent cleaning agents (such as diatomaceous earth) or emulsion compounds to remove the spill is preferred to the use of rags. Contaminated absorbents or rags are placed in metal, covered containers until they can be disposed of properly.
2. If the spill is over 10 feet in any dimension and over 50 square feet in area or of a continuing nature the Aircraft Rescue and Firefighting service shall be alerted and will respond immediately.
3. Only general guidance can be given, but decisions to evacuate the area; start up or shut down or move equipment which may result in a source of ignition shall be restricted to the Airport Manager or his designated representative or the local fire department.
4. The volatility of the fuel, i.e., aviation gas or kerosene (JET A or JET A-1), will be a major factor in the initial severity of the hazard created by the spill.
5. Fuel spills should be blanketed with foam only if there is a danger of ignition. Highly volatile fuels such as gasoline and 100LL may be washed from the critical area, but care should be taken not to allow fuels to enter into sewers and drains unless approved by the local environmental authority with jurisdiction over the airport. For spills of kerosene grade such as Jet A, an absorbent compound or emulsion cleaner may be used, if there is NO danger of ignition.
6. Aircraft on which fuel has been spilled should be thoroughly inspected to assure no fuel or fuel vapors have accumulated in the flap wells or internal wing sections not designed for fuel storage.

ix. Emergency Fuel Shutoff Activation

a. Upon activation of the emergency fuel shutoff system the Operations Supervisor on duty will be notified immediately. The Operations Supervisor on duty will contact Hyannis Fire Department via

telephone to report activation of the system as well as the cause for activation.

x. Fueling Records.

a. Tenants permitted to conduct fueling operations shall develop and maintain records for at least 12 months, and must show at a minimum:

1. Inspections and checks (and any subsequent corrective action taken) made on equipment required by these standards;

2. Training given and qualifications/achievements of all fueling staff on the airport.

b. These records will be made available for inspection by the airport operator or the FAA upon request.

11.9 See Exhibit C for AC/ other standards references.

Cape Cod Gateway Airport

Aircraft Rescue and Firefighting

Hands-on Fire Extinguisher Training Certification Letter

Name of the Student receiving Training (Print)

Employer of the Student receiving Training (Print)

Name and Rank of the ARFF Officer Instructing the Training (Print)

Date Training was conducted

Location (i.e. ARFF Station) Training was conducted

The above documented Student received Hands-On Fire Extinguisher Training on said Date from the Air Rescue Firefighting Officer stated above.

The following is an Outline of the Class:

1. Purpose of the fire extinguisher.
2. How to identify the classification of extinguisher used for a liquid fuel fire.
3. Nomenclature of the fire extinguisher.
4. How to inspect of the components of the fire extinguisher for serviceability.
5. Proper storage and removal of the extinguisher from the fueling vehicle or fuel cart.
6. Demonstration of the proper use/operation of an extinguisher (PASS): Pull the safety pin, Aim nozzle at the base of the fire, Squeeze the handle from a safe distance, and Sweep the nozzle from side to side to extinguish the fire.
7. Demonstration by all course participants that they can:
   a. Select the appropriate extinguisher based on the size and type of fire, safely carry, approach a fire, and operate a portable fire extinguisher.
   b. Using a hand held fire extinguisher or realistic training device, discharge agent from the hand held extinguisher in a manner sufficient to extinguish the fire.
      c. Note: For training purposes, a realistic training device should have the approximate weight and discharge characteristics of the actual hand-held extinguisher used in fuel servicing areas.
      d. Note: For training purpose only, the extinguisher can use water versus dry chemical.

This Training met the Requirements for CFR 139.321, FAA Advisory Circular No: 150/5230-48, training and education.

Student *(Signature)*_____ Date_____

ARFF Officer *(Signature)*_____ Date_____

Federal Aviation Administration
New England Region Airports Division
APPROVED
Jun 04 2021
SDB
Airport Certification Safety Inspector

EXHIBIT A

Cape Cod Gateway Airport - Aviation Fueling Division
FUEL STORAGE AREAS INSPECTION CHECKLIST

Date of Inspection: _____ **Fueling Agent:** _____

Inspector: _____

*A rating of U (Unsatisfactory) in any yellow highlighted section requires equipment to be taken out of service

Re-inspection? ☐ Yes ☐ No	If Re-inspection, Date of Initial Inspection:	Passed Re-inspection? ☐ Yes ☐ No	See Remarks

	S - Satisfactory U - Unsatisfactory R - Remarks Below	Jet-A Section			100LL Section			Other _____			*Due Date for Corrections ("U" items)
		S	U*	R	S	U*	R	S	U*	R	
1	Fencing & Locks										
2	Piping Protected From Vehicle Impact										
3	All Piping & Pumps Bonded and Grounded										
4	Signs, All Four (4) Sides: Flammable / No Smoking / Product ID / HazMat Placard										
5	No Evidence of Smoking										
6	No Vegetation or Other Material to Spread Fires										
7	Only Explosion-proof Electrical Equipment										
8	Fire Extinguishers: Proper type / Locations / Current Inspection										
9	Bonding Cables & Clips Functional. Measured Resistance:_____Ω										
10	Condition of hoses: No cuts, abrasions, punctures, saturation, etc.										
11	Q-date on hoses: _____										
12	Emergency Fuel Shut-offs: Operable and Marked in Highly Visible Manner										
13	Deadman Control for Loading Station is Operational										
	Check operation of deadman while off-loading to a tanker vehicle										
14	No Fuel Leaks - Hoses / Gaskets / Valves										

REMARKS

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Airport Certification Safety Inspector

Revised 6/3/2021 Q:\OPS\FUELING_OPERATIONS\FORMS\Fuel_Storage_Inspection_Form_final.xlsx

14 CFR Part 139.321d-
Inspection required once every consecutive 3 months
Retain record at least 12 months

HYA-ACM Revision Date _____

EXHIBIT B

Cape Cod Gateway Airport - Aviation Fuel Division
MOBILE FUELER INSPECTION CHECKLIST

Date of Inspection: _____ **Fueling Agent:** _____

Inspector: _____

*A rating of U (Unsatisfactory) in any yellow highlighted section requires equipment to be taken out of service

Re-inspection? ☐ Yes ☐ No	If Re-inspection, Date of Initial Inspection:	Passed Re-inspection? ☐ Yes ☐ No	See Remarks

FUELER SERIAL # _____

Total number of fuelers for this agent
Jet-A _____
100LL _____

	S - Satisfactory U - Unsatisfactory R - Remarks Below	Jet-A or AvGas S	U*	R	*Due Date for Corrections ("U" items)
1	Vehicle Parking - 10ft Apart | 50ft From Buildings				
2	Tires: Adequate Tread / Proper Inflation				
3	Signs, 4 Sides: Flammable / No Smoking / Product ID / HazMat Placard				
4	"No Smoking" Sign in Cab / Size / Readability				
5	No Evidence of Smoking / No Ashtray or Lighter in Cab				
6	No Ignition Sources (Clothing, Shoes, Matches, etc.)				
7	Explosion-proof Electrical. All light lenses intact.				
8	Fire Extinguishers, 2 - Proper type / Locations / Current Inspection				
9	Bonding Cables & Clips Functional. Measured Resistance:_____Ω				
10	Vehicle lights/horn				
11	Vehicle Exhaust System - Shielded & Leak Free				
12	Condition of hoses - no cuts, abrasions, puncture, saturation, etc.				
13	Q-date on hoses: Single Point:				
	Front Overwing: Rear Overwing:				
14	Emergency Fuel Shut-offs - Operable and Marked				
15	Deadman Control - All Nozzles				
16	Rate of Fuel Flow: _____gpm [Overshoot not to exceed 5%]				
	Actual shutoff _____				
17	No Fuel Leaks - Hoses / Gaskets / Valves				
18	Brake Interlock System Functional, all nozzles/hatches/covers				
19	Brake Interlock System Override Control Functional & Break-a-way Wire Intact				
20	Dome Cover Seal Intact				
21	Proper Fueling Procedures Observed				
22	Fueling Personnel Meet Training Requirements				
23	Fueling Personnel Training Records Maintained				

REMARKS:

Revised 6/3/2021 Q:\OPS\FUELING_OPERATIONS\FORMS\Mobile_Fueler_Inspection_Form_HYA.xlsx

14 CFR Part 139.321d-
Inspection required once every 3 consecutive months
Retain record at least 12 months

11-13
OPS Form 43

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TAB 12 Traffic and Wind Indicators (139.323)

12.1 The airport provides and maintains a lighted wind cone. The wind cone is located in the grass area bounded by Runway 15-33, Taxiway C and Taxiway D. This is the primary wind cone. The airport is a Class "D" airspace.

12.2 The airport provides and maintains two lighted supplemental wind cones. The supplemental wind cones are located at the end of Runway 24 and 15. Supplemental wind indicators are provided and meet the requirements of 139.323 and are located at each runway end or at a point that is visible to a pilot while he/she is on final approach and prior to takeoff. See Drawings 4, 5, and 7 of the Airport Sign and Marking Plan, Exhibit B. The locations of the primary and all supplemental wind direction indicators can be viewed in Exhibit B, the Airport Sign & Marking Plan.

12.3 The air traffic control tower is not manned 24 hours a day. Therefore a segmented circle is located by the airport's wind cone.

12.4 Airport Operations shall inspect the wind cones daily and note their condition on the Daily Inspection Checklist. See page 14-5.

12.5 See Exhibit C for Related AC References.

FAA APPROVED

SEP 2 8 2018

HYA-ACM Revision Date 9-7-18
LJD

CAPE COD GATEWAY AIRPORT
HYANNIS, MASSACHUSETTS

AIRPORT EMERGENCY PLAN (AEP)
CLASS I Airport

TO COMPLY WITH CFR 14 PART 139.325
AS ADMINISTERED BY THE
FEDERAL AVIATION ADMINISTRATION

Katie R. Servis

Katie R. Servis
Airport Manager

Federal Aviation Administration
New England Region Airports Division
APPROVED
Feb 24 2022
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Lead ACSI

HYA-ACM AEP Revision Date 2-8-2022

PROMULGATION PAGE

This page officially declares this document to be the existing Airport Emergency Plan (AEP) for Cape Cod Gateway Airport (HYA). The AEP provides both authority and responsibility for organizations and personnel to perform assigned tasks during an emergency situation. Cape Cod Gateway Airport remains committed to preparing itself for emergency situations and maintaining training programs and maintenance efforts to keep the airport as ready as possible.

Katie R. Servis

Date: 2/24/2022

Katie R. Servis
Airport Manager

Federal Aviation Administration
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139.325 AEP TABLE OF CONTENTS

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I. AEP BASIC PLAN

A. INTRODUCTION

Within the whole scope of comprehensive emergency management, a need exists for a plan to specifically handle response and initial recovery from incidents and accidents that occur on or around the airfield. This Airport Emergency Plan is to focus primarily on those topics; response and initial recovery. This implies other planning will handle any mitigation, administrative, and long-term recovery issues associated with an emergency.

B. PURPOSE

The specific goals of this document are to:

a. Assign responsibility to organizations and individuals for carrying out specific actions at projected times and places in responding to an emergency.
b. Set forth lines of authority and organizational relationships, and show how all actions should be coordinated.
c. Describe how people and property will be protected in emergencies and disasters.
d. Identify personnel, equipment, facilities, supplies, and other resources available—within the airport or by agreement with communities—for use during response and recovery operations.
e. As a public document, cite its legal basis, state its objectives, and acknowledge assumptions.
f. Facilitate response and short-term recovery to set the stage for successful long-term recovery.

The FAA does not mandate a particular format. However, Cape Cod Gateway Airport (HYA), being certificated under 14 CFR Part 139, intends to follow the recommendations set forth by AC 150/5200-31C. If this document contains the recommended information and if it is functional, i.e. the users are familiar with the content and can find the information they need when they need it, then the format is good. If, however, during drills, exercises, actual response, plan review, etc., that test is not met, then some change in format is in order.

This AEP will follow a functional approach and will be organized into the following four parts:
I. Basic Plan
II. Functional Sections or Annexes
III. Hazard-Specific Sections
IV. SOPs and Checklists

This approach avoids duplication of the planning effort for every hazard, and for every task, by dividing the AEP into four levels (Basic Plan, Functional Annexes, Hazard-specific Sections, and SOPs). It provides an easy-to-use mechanism for organizing all pertinent information. This format serves in all-hazard situations, even unanticipated ones, by organizing the AEP around performance of

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"generic" functions. It also permits emphasis on hazards that pose the greatest risk to an airport and surrounding communities, through use of Hazard-Specific Sections.

The Basic Plan provides an overview of the airport's emergency response organization and its policies. It is an overall sequence and scope of the planned emergency response. The Basic Plan is designed to meet the regulatory requirements of 14 CFR Part §139.325 with a minimal amount of detailed information. The details are contained in the Hazard-Specific Sections, Standard Operating Procedures and Checklists found later in this document. Another important purpose of the Basic Plan portion of the AEP is to meet the informational needs of the airport's executive body and other agency heads. It serves as a mechanism for outlining what hazards this AEP addresses without getting bogged down in detail.

C. CITATION OF LEGAL AUTHORITY FOR EMERGENCY OPERATIONS

The Basic Emergency Operations Plan (BEOP) is founded on a spectrum of regulations and statutes and is promulgated by the direction of the Cape Cod Gateway Airport Commission (Commission). The BEOP is contained within this plan to provide or request aid from other agencies or facilities. The airport is listed as having assisting responsibilities for four emergency support functions: transportation, resource support, health and medical and public information.

D. ASSUMPTIONS & SITUATIONS INCLUDED IN THE AEP

The following assumptions and statements are to be considered for this document:

- **a.** Natural and accidental events will occur within Barnstable County and around the airport that create emergent situations and pose the potential of disastrous proportions.
- **b.** The threat of terrorism and the use of weapons of mass disruption/destruction will remain constant for the foreseeable future.
- **c.** There will be insufficient forewarning of any disaster to allow for planning efforts beyond real-time response and response times will be retarded in proportion to the number of decisions required.
- **d.** A properly designed and implemented Airport Emergency Plan will prevent the loss of life, minimize illness and injury, and preserve property and community integrity.
- **e.** Provisions of Homeland Security statutes and regulations will govern certain response activities. The recovery of losses and costs from Federal resources will require specific preparations and compliance with specific regulations.
- **f.** The Airport Emergency Plan will be in operation during and after any disaster affecting the airport.
- **g.** Emergency response agencies from within Barnstable County will exercise a leading role in the management of a major disaster or multi-jurisdictional emergency. Cape Cod Gateway Airport (HYA) will not develop or endorse any conflicting policies/procedures.
- **h.** The demand by the public for information will be very high and accentuated in certain types of disasters. The management of public reaction will require the distribution of needed information.
- **i.** The use of NIMS ICS and unified command will be required for different emergencies, and certain assets and resources are critical to the emergency support effort.
- **j.** The National Incident Management System (NIMS) Incident Command System will facilitate communication, resource management, and real-time planning of response actions in the complex jurisdiction environment of BCREPC and HYA.

k. All airport employees with assigned functions and duties will perform them fully. Provisions will be made for employees to address family needs that cause conflicting priorities. Others, who are qualified, will perform duties if assigned personnel are not able.
l. HYA is the Primary Reliever for Massachusetts Department of Transportation (MassDOT) and may need to serve in an elevated capacity after a disaster, to accommodate aircraft on an emergent basis or to support relief efforts.
m. Injured individuals may be transported by air to other facilities depending on weather and conditions at HYA.
n. HYA has specific limitations for the weight of aircraft and length of safe landing runway available.
o. The airport is an Index B Airport.
p. Requirements of the Federal Aviation Administration (FAA) and relationships established with HYA for air traffic control will prevail, even in a disaster.
q. Critical operating capacities of the airport will remain viable after an event such as the condition of the runway, communications, power, etc.
r. HYA may be able to function within its design limits and provide a substantially increased capacity to accommodate the movement of personnel and material into the county.
s. Arterial road systems may remain operable and bridges may be passable to allow access to the facility.
t. Air traffic control, fueling, maintenance and other normal operational capacities may be able to accommodate changes in the volume and type of traffic.
u. Adequate security safeguards will be in place to protect the asset from intentional or accidental compromise.

1. The areas covered by this plan and threats that are likely to arise are as follows:

   Aircraft Incidents and Accidents
   Disabled Aircraft Removal
   Bomb Threats/Incidents
   Crowd Control
   Earthquake (Structural Disaster)
   Structural Fires, Fires at Fuel Farms, or Fuel Trucks
   Flood
   Hazardous Material Spills
   Power Failure for the Movement Areas Lighting System
   Sabotage/Hijack
   Hurricane/Severe Weather
   Water Rescue
   Pandemic

Although unknown hazards inherently exist, this AEP is meant to be implemented for any emergency situation and to encompass all possibilities for disaster. A Hazard Analysis Program is intended to identify those hazards, which create the greatest vulnerability to the airport and its surrounding area. In addition, it determines what characteristics of the airport may affect response activities; and what information used in preparing the AEP must be treated as assumption rather than fact.

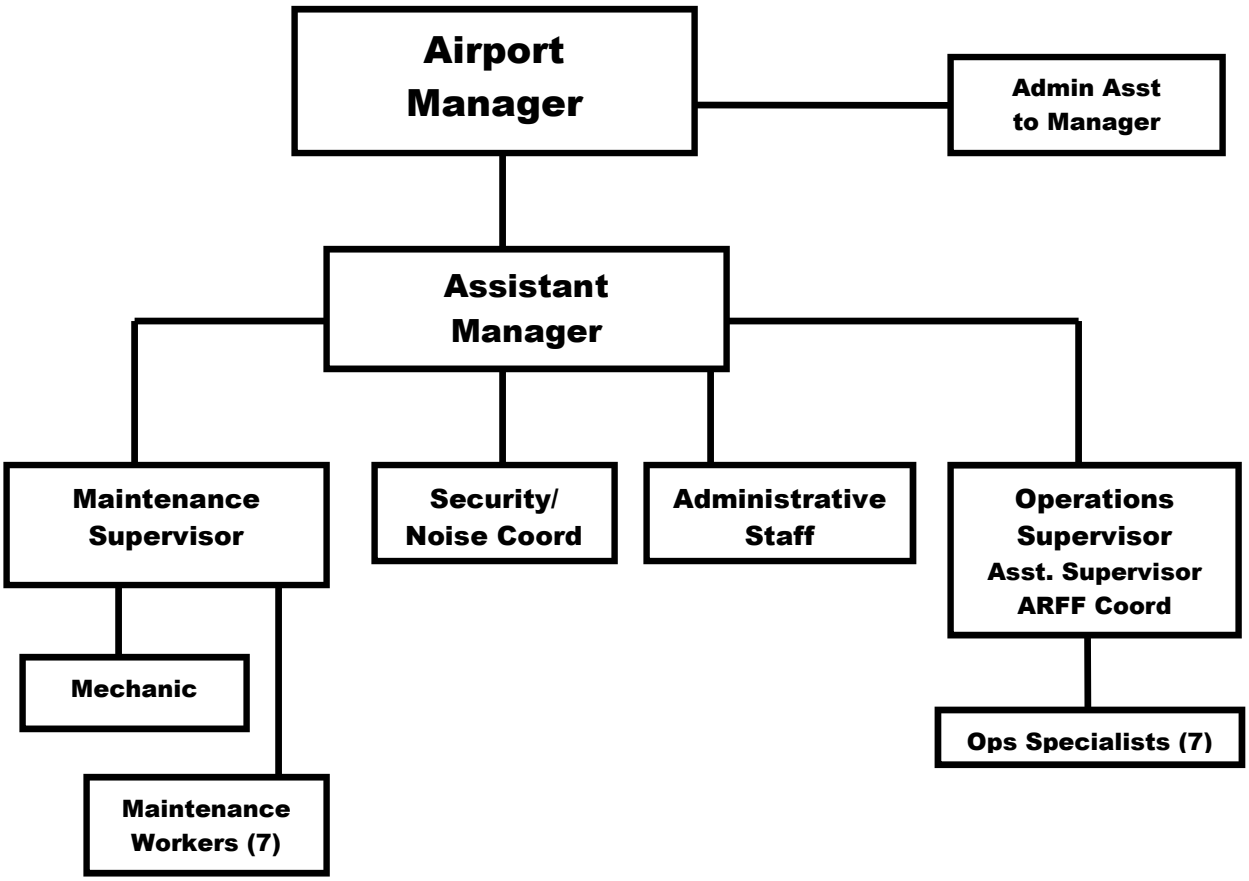
E. GENERAL CONCEPT OF EMERGENCY OPERATIONS

Cape Cod Gateway Airport is owned and operated by the Town of Barnstable through the Cape Cod Gateway Airport Commission. Funding for HYA comes from the airport's users instead of general revenue tax dollars. Commercial flights are offered through the airport. Under normal, non-emergency conditions, the HYA and its tenants have the primary responsibility within the airport for housing over 50 aircraft used for various functions including training, corporate, charter and air medical services.

In order to perform the above tasks, the Manager has organized Cape Cod Gateway Airport into three divisions:

1. Administration
2. Operations
3. Maintenance

In an emergency situation, the following diagram depicts the organizational structure of the airport.



** All above personnel will follow the direction of the Incident Commander (IC) when applicable.

General response procedures and actions for implementation of the AEP at HYA are as follows:

1. TYPES OF ALERTS
   a. ALERT I (Local Standby)
   Minor in-flight difficulties such as oil leaks, loss of radios, etc. or any other event that would require some type of response by airport personnel. The Airport and Hyannis Fire will be notified by the ATCT.

   b. ALERT II (Full Emergency)
   Major in-flight difficulties such as faulty landing gear, engine rough or on fire, or other problems, which could result in crash upon landing.

   c. ALERT III (Aircraft Accident)
   An aircraft incident/accident has occurred on or in the vicinity of the airport. This would also include structural fires on ramps or in hangars that affects or could affect the safety of aircraft operations.

2. IMPLEMENTATION OF THE AEP DURING ROUTINE WEEKDAY BUSINESS HOURS
   a. In the event of a disaster, the Airport Manager, Asst. Airport Manager, Operations Supervisor, or the Managers' designee shall have the authority to initiate the AEP-either in its entirety or in a portion determined to be sufficient to handle the situation at hand.

3. IMPLEMENTATION OF THE AEP DURING NON-BUSINESS HOURS
   a. During non-business hours, it shall be the responsibility of the Airport personnel on duty to initiate the AEP after they have consulted with the Airport Manager, Asst. Airport Manager, or Operations Supervisor.

   b. Based on the specific disaster and associated needs, the first Airport Manager/Supervisor on the scene or Barnstable Police will begin making notifications to the various departments and agencies that will need to be involved during the emergency response.

   c. All of the agencies responding will be coordinated under the direction of the On-Site Commander. Coordination and cooperation between the agencies and personnel will be continuous until such time as the incident has been terminated. The On-Site-Commander may differ depending on the type of emergency.

F. AGENCIES INVOLVED IN THE AEP

1. The following agencies and personnel can be expected to be contacted for assistance or as a matter of procedure in the event of a disaster occurring at HYA. This list does not necessarily include all of those who will be notified and at the same time it may not be necessary to notify all of these in the event of a disaster.

2. The order in which they are listed is not necessarily the order in which the IC or Airport will make notification. All phone numbers will be contained in this AEP, Appendix C.

Air Carriers/Aircraft Owner/Operator
Airport Aircraft Rescue and Fire Fighting (ARFF)
American Red Cross/Red Cross Disaster Team
Animal Care/Control through Town of Barnstable Animal Control
Area hospitals will be notified by Hyannis Fire)
Barnstable Police Department (BPD)

Bomb Disposal Unit: State Police
Cape Cod Gateway Airport Commission Chair/Commissioners
Clergy
Contract Air Traffic Control Tower (owned by the HYA)
Department of Homeland Security (DHS)
FAA Flight Standards Department Office (FSDO)
FAA Regional Operations Center
Federal Bureau of Investigation (FBI)
Federal Emergency Management Agency (FEMA)
Health Department
Massachusetts Department of Transportation Aeronautics Division (MDOT)
Massachusetts Emergency Management Agency (MEMA)
Massachusetts State Police (MSP)
Medical Examiner
National Transportation Safety Board (NTSB)
Salvation Army
Tenants: For small AC removal
Towing Companies: AC removal
Transportation Security Administration (TSA)
US Coast Guard (USCG)
US Post Office

3. In the event of a disaster or aircraft accident occurring at HYA, any or all of the above listed personnel/agencies, may be notified to respond to the airport. All responding personnel and agencies will be coordinated under the direction of the On-Site Incident Commander or designee. Coordination and cooperation between all agencies will be continuous until such time that the incident is terminated.

4. Personnel and agencies noted above and in the Assignment of Responsibilities section of the AEP will be contacted by the Airport no less than once per year to verify and/or amend their response capabilities.

G. ORGANIZATIONS AND ASSIGNMENT OF RESPONSIBILITIES

The following outlines what each organization or function on the airfield might be expected to perform in the case of an emergency.

a. Air carrier(s)/Aircraft operator(s).

(1) Provide full details of aircraft related information, as appropriate, to include number of persons, passenger manifest, fuel, and dangerous goods on board.
(2) Coordinate transportation, accommodations, and other arrangements for uninjured passengers. Notification of next of kin if necessary.

(3) Coordinate utilization of their personnel and other supplies and equipment for all types of emergencies occurring at the airport.
(4) Prepare a public relations/media response for the general public in coordination with Airport Management.

b. Air Traffic Control

(1) Contact ARFF and Hyannis Fire regarding aircraft incidents/accidents and provide them information relevant to the emergency while clearing all necessary emergency response equipment to the scene of the emergency/crash.
(2) Coordinate the movement of non-support aircraft away from any area on the airport, which may be involved in an emergency.
(3) Coordinate the movement of support aircraft to/from the emergency scene.
(4) Hold all incoming/outgoing aircraft away from the airport or accident site until notified by the Airport that limited or normal operations may be resumed.

c. Airport Management

(1) Assume responsibility for initial response and recovery operations.
(2) Establish, promulgate, coordinate, maintain, and implement the AEP, to include assignment of responsibilities.
(3) Coordinate the closing of the airport when necessary and initiate the dissemination of relevant safety-related information to the aviation users Notice To Airmen (NOTAMs).

d. ARFF

(1) Proceed to the site of the emergency/crash with all necessary and available emergency response vehicles in order to manage and direct firefighting and rescue operations.
(2) Establish/maintain radio contact with ATC, Hyannis Fire and Airport for updates.
(3) Begin firefighting/rescue operations and initial actions to save lives and protect property. They will work under the direction of the Hyannis Fire IC upon his/her arrival on scene.
(4) Preserve wreckage and safeguard flight data/voice recorders until the NTSB arrives to take control of the accident site.

e. Hyannis Fire

(1) Establish command and manage the scene with Barnstable County Incident Command System.
(2) Manage and direct all firefighting operations.
(3) Manage and direct all EMS operations, per protocols and standard operating plan (SPO).
(4) Coordinate and manage any additional required resources such as, but not limited to: other fire agencies, other EMS agencies, State Haz Mat teams, State incident command and support services assets, American Red Cross, Airport Operations, Air carriers, etc.
(5) Coordinate, plan for and manage response, rescue, recovery and mitigation efforts.

f. BPD Command/Airport Law Enforcement Officer (LEO)

(1) Take appropriate actions to assist the movement of emergency vehicles to/from the emergency/crash site.
(2) Provide security for the crash site, temporary morgue, in addition to the AOA and SIDA.
(3) Provide traffic and crowd control on the SIDA and AOA.
(4) Gather data as well as photos of the crash/emergency site and the surrounding activities.
(5) Manage law enforcement resources and direct law enforcement operations.

g. Local Police Agencies

(1) Assist in off airport traffic and crowd control.

(2) Provide general assistance/aid/security as directed by the Airport-On-Site Incident Commander or HYA.

h. Airport tenants

(1) Under the direction of the IC and/or Airport Manager coordinate the use of their available equipment and supplies

(2) Under the direction of the IC and/or Airport Manager coordinate the use of their manpower that may have knowledge of the airport, aircraft, and other technical knowledge.

i. Barnstable County

(1) Responsible for planning and conducting training exercises for potential disasters and emergencies which may potentially affect Barnstable County in support of Cape Cod Gateway Airport.

(2) Coordinate local Emergency Operation Plan (EOP(s)) with the AEP

(3) Consider role airport may have in support of state or regional defense or disaster response plans.

j. Animal Care/Control

(1) The movement of animals through the airport as cargo or pets accompanying their owners is fairly routine. The Town of Barnstable Animal Control will provide professional assistance during emergencies. They can be assisted by non-profit or volunteer organizations, such as the Society for the Prevention of Cruelty to Animals (SPCA).

(2) Coordinate the services and assistance provided to the animal victims impacted by the emergency.

(3) Removal and care of wildlife involved in collision with aircraft.

k. Clergy

(1) Provide comfort to casualties and relatives. Clergy responsibilities should be made clear to avoid conflicts or duplication of effort from other providers of such services, such as the American Red Cross (ARC) or other arrangements made by the air carrier or the National Transportation Safety Board (NTSB) under the Aviation Disaster Family Assistance Act (ADFAA).

l. Coast Guard/Hyannis Fire/Barnstable Police Department (Off Airport Response)

(1) Provide primary rescue and other support services in the event an accident requires operations to take place in or around the coastline or bodies of water.

(2) Coordinate their services with other mutual aid rescue services.

m. Communications Services

(1) Identify and designate private and public service agencies, personnel, equipment, and facilities that can be used to augment the airport's communications capabilities.

(2) Identify repair capability available under emergency conditions.

(3) Coordinate and establish communications protocols, including frequency utilization, for use during emergency conditions.

n. Barnstable County Medical Examiner

(1) Coordinate and provide body identification and other investigative activities.

o. State or Local Environmental Agency (DEP, TOB Health Department, HFD, and H&W Group)

(1) Provide response and recovery support for environmental and other hazardous material emergencies as defined by statute.

p. Explosive Ordnance Disposal/MSP Bomb Squad (EOD)

(1) Provide technical support for related situations.

q. Federal Aviation Administration (FAA) and MassDOT Inspector)

(1) Certify and monitor the practices and procedures of the aviation industry.

(2) Provide investigation services, when deemed necessary by the National Transportation Safety Board (NTSB).

r. Federal Bureau of Investigation (FBI)

(1) Investigate any alleged or suspected activities that may involve federal criminal offenses (usually related to bomb threats, hijackings, hostages, and dignitaries).

(2) Assumes command in response to certain hijack and other criminal situations.

s. Hazardous Materials Response Team (Airport and HFD)

(1) Provide response and recovery support for hazardous material emergencies as defined by statute.

t. Town of Barnstable Health Department

(1) Coordinate overall planning, response, and recovery efforts with hospitals, EMS, fire and police departments, American Red Cross, Airport operator, etc. to ensure practicality and interoperability.

u. Hospital(s)

(1) Cape Cod Hospital (CCH) coordinates disaster plan with the airport and community EOP.

v. State and County Medical Examiners

(1) Responsible for taking charge and care of fatalities.

(2) Assemble mortalities in a temporary morgue until a more suitable location is found.

(3) Begin to attempt making identification on fatalities.

w. Mental Health Agencies

(1) CCH will provide coordinated program for survivors, relatives, eyewitnesses and emergency response personnel for dealing with the possible long-term effects of the emergency.

x. Military/National Guard

(1) Air Station Cape Cod, USCG utilizes HYA for alternate emergency landing site.

(2) USCG Sector Southeast New England (Woods Hole and Providence) provides for coastal rescue.

y. Mutual Aid Agencies

(1) Mutual aid will be managed via local, county, and state protocols.

z. National Weather Service

(1) Provide related technical support information in support of emergency response and recovery operations.

(2) Assist with alert and warning processes, particularly with weather related emergencies.

aa. National Transportation Safety Board (NTSB)

(1) Conduct and control all accident investigations involving civil aircraft, or civil and military aircraft, within the United States, its territories and possessions.

bb. Post Office

(1) Ensure the security of the mails, protect postal property, and restore service.

cc. Public Information/Media (Applicable Agencies and HYA)

(1) Gather, coordinate and release factual information.

dd. Barnstable Department of Public Works/Engineering

(1) Manage public works resources and direct public works operations (e.g. road maintenance, debris/trash removal, etc.).

(2) Coordinate with private sector utilities (e.g. power and gas) on shutdown and service restoration.

(3) Coordinate with private sector utilities and contractors for use of private sector resources in public works-related operations.

ee. American Red Cross

(1) Coordinate and provide support services to victims, their families, and to emergency responders.

ff. Search and Rescue (HFD)

(1) Coordinate and provide search and rescue services as needed, usually for off-airport aircraft emergencies.

gg. All tasked individuals/organizations, including, but not limited to, those listed above:

(1) Maintain current internal personnel notification rosters and SOPs to perform assigned tasks.

(2) Analyze need and determine specific communications resource requirements.

(3) Identify potential sources of additional equipment and supplies.

(4) Provide for continuity of operations by taking action to:

(a) Ensure that lines of succession for key management positions are established to ensure continuous leadership and authority for emergency actions and decisions in emergency conditions.

(b) Protect records, facilities, and organizational equipment deemed essential for maintaining operational capabilities and conducting emergency operations.

(c) Protect emergency response staff:

1. Provide appropriate protective clothing and respiratory devices.

2. Ensure adequate training on equipment and procedures.

3. Provide security.

4. Rotate staff or schedule time off to prevent burnout.

5. Make stress counseling available.
6. Ensure the functioning of communication and other essential equipment.

H. ADMINISTRATION AND LOGISTICS

1. Availability of Services and Support
   a. The availability of services and support for emergencies can be located in the organization and assignment of responsibilities section, AEP Hazard Specifics section, and the appendix section of this AEP. It is up to each individual department and involved agency to appropriately manage, monitor, and request additional resources as needed.

2. Mutual Aid Agreements
   a. All Hyannis Fire and EMS Mutual Aid Agreements with other departments are maintained by the Hyannis Fire Chief.
   b. All Law Enforcement Mutual Aid Agreements are maintained by their respective department chief, either Barnstable Police Chief, or MSP Commander.
   c. These agreements can be found in the Appendix Section at the end of this AEP.

3. Airport Staffing – Assignments, Re-Assignments, and Volunteer Solicitation
   a. All Airport personnel will be expected to report to their respective stations during a major disaster or emergency to ensure the fullest extent of Airport Operational Capability. Many Airport personnel will have numerous primary or support responsibilities during an emergency.
   b. Airport Management will consult with incident-command and assign Airport personnel to specific duties that may not coincide with their normal day-to-day responsibilities.
   c. Un-trained volunteers will be taken as a last resort type option. Areas such as sandbagging for impending flood waters, preparing food for disaster workers, and collecting clothing for survivors are the type of responsibilities a volunteer may expect.

4. Airport General Policies For Managing Resources, Record Keeping, Reporting, and Tracking Resources
   a. If necessary, an immediate freeze of all non-essential supplies and service purchases will be implemented in the event of a major emergency or disaster. The freeze will restrict those purchases to emergency items only and those items absolutely necessary to ensure the safe and efficient operation of the airport.

   b. The Airport Management will be responsible for all airport resource procurement and record keeping. All other agencies supporting the Cape Cod Gateway Airport during a major disaster/emergency will be responsible for their own record keeping and resources procurement unless they request such assistance from the airport.

   c. All Airport Supervisors are authorized to make purchases costing up to $5,000 without prior approval taking the proper channels through the purchasing department. This may be instituted on a daily basis for the purpose of acquiring emergency supplies and services immediately if these things that are needed are out of the immediate scope of the Airport and its supporting agencies.

I. PLAN DEVELOPMENT AND MAINTENANCE

Personnel should periodically review AEP policies, procedures, and related information. Training that covers changes in policies, procedures, resource availability, etc. will be provided to ensure that all personnel stay familiar with current information. Per Part 139 requirements, HYA will conduct a yearly table top exercise and a triennial live full scale drill. The schedules for some of the key elements are:

(1) Telephone numbers contained in the AEP will be reviewed quarterly for accuracy by actually calling the individuals/ organizations listed. Changes will be noted, particularly in the procedures of the individual(s)/organization(s) tasked with making the calls during an emergency.

(2) Radio frequencies used in support of the AEP will be tested at least monthly.

(3) Emergency resources will be inspected routinely. The frequency of inspection may vary depending on the type of equipment and supplies. The Airport Self-Inspection Program includes these resources on either daily or periodic inspection schedules.

(4) Personnel assignments to include descriptions of duties and responsibilities will be reviewed semi-annually.

(5) Mutual aid agreements will be reviewed annually by the airport, Hyannis Fire, and BPD.

(6) Off-airport activity will be reviewed on an on-going basis. Maintain an open dialogue with off-airport agencies, such as utilities, public works departments, etc. to learn of activity that may affect the airport's emergency response effort, i.e. road construction and closures, major utility work, etc.

An important part of plan maintenance and validation comes from the overall training, drill, and exercise program. As training, drills, and exercises are conducted, it is important that a functional critique/feedback program be in place. These "lessons learned" will be incorporated back into the planning process.

J. AUTHORITIES AND REFERENCES

These can be found in the Appendix Section Q at the end of this AEP.

K. ACRONYMS

AC	Aircraft
ACM	Airport Certification Manual
ADFAA	Aviation Disaster Family Assistance Act
AEP	Airport Emergency Plan
AFFF	Aqueous Film-Forming Foam
ALERT I	Non-Aircraft Emergency/Extremely Minor Aircraft Emergency
ALERT II	Aircraft Incident/Difficulty

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ALERT III	Aircraft Accident/Crash
AOA	Aircraft Operations Area
APU	Auxiliary Power Unit
ARC	American Red Cross
ARFF	Aircraft Rescue Fire Fighting
ATC	Air Traffic Control
ATCT	Air Traffic Control Tower
BCC	Barnstable County Communications
BCREPC	Barnstable County Regional Emergency Planning Committee
BEOP	Basic Emergency Operations Plan
BPD	Barnstable Police Department
CDC	Centers for Disease Control and Prevention
CFR	Code of Federal Regulations
DEP	Department of Environmental Protection
EM	Emergency Manual
EMS	Emergency Medical Services
EOC	Emergency Operations Center
EOD	Explosive Ordinance Disposal
EOP	Emergency Operations Plan
ERT	Emergency Readiness/Response Team
FAA	Federal Aviation Administration
FAR	Federal Aviation Regulation
FBI	Federal Bureau of Investigation
FBO	Fixed Base Operator
FEMA	Federal Emergency Management Agency
FSDO	Flight Standards Department Office
FSS	Flight Service Station
HAZMAT	Hazardous Material
HYA	Cape Cod Gateway Airport
HYAC	Cape Cod Gateway Airport Commission
HYFD	Hyannis Fire Department
IC	Incident Commander
LEO	Law Enforcement Officer
LSP	Licensed Site Professional
MassDOT	Massachusetts Department of Transportation Aeronautics Division
MEMA	Massachusetts Emergency Management Agency
MOD	Manager On Duty
MSP	Massachusetts State Police
NIMS	National Incident Management System
NOTAM	Notice to Airmen
NTSB	National Transportation Safety Board
RWY	Runway
SC	Security Coordinator
SIDA	Security Identification Display Area
SOP	Standard Operating Procedures
SPCA	Society for the Prevention of Cruelty of Animals
TSA	Transportation Security Administration
TWY	Taxiway
USCG	United States Coast Guard

****NOTE: the Airport means:**
Airport Administration
Airport Operations
Airport Maintenance
unless otherwise stated

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II. FUNCTIONAL ANNEXES

A. DIRECTION AND CONTROL

1. Purpose

   a. The Direction and Control section provides an overview of the mechanisms used by Cape Cod Gateway Airport to direct and control response recovery activities. Direction and Control provide for those activities essential to saving lives, protecting property, and restoring the airport to normal operations following an emergency situation.

2. Situation

   a. The Cape Cod Gateway Airport is subject to many hazards that would require the use of an Emergency Operation Center. The EOC will be setup at the direction of the incident commander in a location that is safe and which provides the required communications and functional work areas. The BPD Command Post (CP) will be used as a forward base for the operations sector officer. Additionally, HYFD can/will request state assets for a major event. All direction and control activities would be handled from the EOC by the Incident Commander.

3. Assumptions

   a. The EOC will be immediately activated upon request of the Airport Manager, Asst. Airport Manager, Airport Operations Supervisor or the Barnstable Police Department after consultation with one of the above named Airport Management.
   b. The Incident Commander will work closely to coordinate all efforts, identify special considerations, secondary threats, and available resources.
   c. It is assumed that the EOC remain fully operational during the major event.

4. Operations/Assignment of Responsibilities

   The individuals and agencies listed below have primary and support responsibilities relative to Direction and Control.

   a. EOC
      1) The EOC will manage the acquisition and delivery of emergency response operations supplies and equipment.
      2) The EOC will manage the direction and control of arriving emergency responders and associated equipment.
      3) The EOC will manage the emergency notifications.

   b. ARFF
      1) ARFF will send an airport employee to the EOC for communication purposes
      2) Airport Management may be designated the Incident Commander. The Unified Command will be established with Fire, Police, EMS, and Airport Management.

   c. Airport Manager
      1) The Airport Manager may activate the EOC and advise his/her designee to make all pertinent disaster/emergency notifications.
      2) The Hyannis Fire Department will take control of the major event.
      3) The Airport Manager will coordinate with Hyannis Fire and police to determine the best location for EOC to setup.

e. Asst. Airport Manager

1) The Asst. Airport Manager may activate the EOC and advise his/her designee to make all pertinent disaster/emergency notifications.
2) The Asst. Airport Manager will assist the Hyannis Fire and the police to determine the best location for the EOC.

f. Airport Operations Supervisor

1) The Airport Operations Supervisor may activate the EOC and advise his/her designee to make all pertinent disaster/emergency notifications.
2) The senior ranking official in charge has overall responsibility for direction and control operations.
3) The Airport Operations Supervisor will assist the Police and Fire to determine the best location for EOC.

g. Barnstable Police Department

1) The BPD is responsible for maintaining security of the disaster/emergency site and or aircraft until such time that control is relinquished over to the NTSB
2) The BPD is responsible for maintaining security of the EOC as well as recording entry and exit from the same.
3) The BPD is responsible for maintaining security and traffic control at the airfield.

h. MassDOT Aeronautics Inspector

1) The Inspector is responsible for taking custody and control of the disaster/emergency site as well as the aircraft(s) until the NTSB is on site.

i. NTSB

1) The NTSB is responsible for taking custody and control of the disaster/emergency site as well as the aircraft(s).
2) The NTSB is responsible for coordinating the accident investigation unless criminal action is determined to be a contributing factor.

j. FAA Flight Standards

1) FS acts as a representative of the NTSB.
2) FS assists in the investigation procedures.
3) FS takes enforcement actions as necessary.

k. Public Relations

1) The Airport Manager or designee will serve as the public relations liaison.
2) He is responsible for disseminating information regarding direction and control issues.
3) Public Relations liaison is the point of contact for all news media.
4) Public relations liaison will coordinate all airport news releases with the current IC.

l. Air Carriers/FBO Managers/Charter Managers

1) These managers may assist the Airport when called upon when it comes to direction and control activities surrounding an emergency/disaster.

2) These managers may assist the Airport when it comes to the removal of wreckage or disabled aircraft.

5. Plan Development/Maintenance
   a. Annual review of the Direction and Control section, in addition to plan development and maintenance, is the responsibility of the Airport Manager.

6. Authorities & References
   a. Reference Appendix Q

B. COMMUNICATIONS

1. Purpose
    a. The Communications section provides information on how Cape Cod Gateway Airport will establish, use, maintain, augment, and provide redundancy for all types of communication devices needed during emergency response operations.

2. Situation/Operations
    a. The Airport and BPD have their own in house 2-channel communication frequency. Each airport owned vehicle is equipped with one of these radios and is supplemented with 10 hand-held radios that operate on this frequency.
    b. The Airport, BPD and ARFF all have 2-way aircraft radios in their vehicles in order to communicate with each other and ATCT. Hand-held radios that operate on these frequencies are also used as supplementary or back-up communications.
    c. During an emergency/disaster at the airport, communication between the Airport, ARFF, BPD and ATCT will be established and maintained on Frequency 118.450 (MHZ).
    d. Other frequencies that may be utilized during a disaster are as follows:
        1) 118.45 ATCT
        2) 119.5 ATCT
        3) 122.95 UNICOM
        4) Barnstable County 800MHZ System
        5) Barnstable CMED frequencies
    e. The Airport Manager will have a direct communication line via Cell or Radio with the following agencies:
        1) ARFF
        2) BPD
        3) Asst. Airport Manager
        4) Airport Operations Supervisor
    f. The Asst. Airport Manager will have a direct communication line via Cell or Radio with the following agencies.
        1) ARFF
        2) BPD
        3) EOC
        4) Airport Operations Supervisor
    g. The Airport Operations Supervisor will have a direct communication line via Cell or Radio with the following agencies.
        1) ARFF
        2) BPD
        3) EOC
        4) Asst. Airport Manager
    h. All FBO's on the airfield are equipped with hand-held aircraft radios for communication with the ATCT. In the event of a shortage of aircraft radios the FBO's may be required to allow the Airport use of this equipment during an emergency/disaster.
    i. The Airport Manager or HFD will make contact with local health care facilities (Appendix P) to advise of the situation and potential requirements.

3. Plan Development/Maintenance
    a. Annual review, in addition to plan development and maintenance of the Communications section, is the responsibility of the Asst. Airport Manager and certain agencies involved in the AEP.

4. Authorities & References
    a. Reference Appendix Q

C. ALERT AND WARNING

1. Purpose

a. The Alert and Warning section will identify the methods and sequences to be used in notifying all appropriate personnel of the emergency as well as those in the immediate vicinity. This section will describe the Alert and Warning system available at the airport as well as who is responsible for activation, deactivation, and testing. The ability to direct emergency forces through alert and warning communication is essential to the effective operations in an emergency.

2. Situation

a. The Cape Cod Gateway Airport is vulnerable to many hazards (i.e. natural disasters, structural fires, bomb threats, hijacking attempts, aircraft accidents, etc.), which would require activation of the alert and warning procedures.

b. Initial reports of an emergency may be generated from one of several sources, the Airport, BPD, ATCT, EOC, or perhaps even an individual from the public sector.

c. In the event of an Alert I, II, or III, the primary method of alarm notification will be the ATCT to ARFF crash phone system. This is a phone in the tower cab that goes directly to the Hyannis Fire Department, which sounds an alarm at ARFF/SRE building. The ATCT will then notify the Airport Management. **This audible alert system is tested Monday and Wednesday by the ATCT.**

d. Normal use telephone lines are a secondary method of alarm notification. ATCT may dial 911 or the HYFD directly at 508-775-2323. Business number is 508-775-1300. The ATCT may also notify the Airport by calling the ARFF/SRE building at 508-778-7770, or notify one of the following personnel directly via Cell phone:
   1) Airport Manager
   2) Asst. Airport Manager

e. A third method of alarm that can be used is by two-way radio communication from the ATCT to the Hyannis Fire Department and the Airport.

f. In the event of a countywide disaster Cape Cod Gateway Airport will be notified by MEMA via the State Emergency Alert and Warning System.

g. In the event of a terminal/hangar incident, the fire alarm system for that building will be activated at the Cape Cod Gateway Airport. All airport buildings/FBO's are equipped with telephone that will be used in the event of smoke or fire.

h. Warning information concerning the weather is typically received from one of the three means noted below:
   1) ATCT or FSS may be contacted for a weather briefing, or in some instances they may contact the Airport.
   2) The Emergency Alert and Warning System will automatically begin broadcasting warnings when severe weather is in the area.

3) The last method is the Airport receiving specific weather information via, Weather Station in Taunton, or NOAA.

i. The HYA Operations Department operates on the airfield 24/7. When the ATCT closes at 22:00, or in the event of an unplanned ATCT closure, the HYA Operations Department becomes the primary notification agent during an emergency.

3. Assumptions

a. In a situation where the Emergency Broadcast System activates, Airport employees would deploy to initiate and/or facilitate the alert and warning process via Cell/Telephone/Company Radios, etc.

4. Operations/Assignment of Responsibilities

a. Airport -Primary

1) The Airport will initiate disaster/emergency notifications, activate the EOC, and begin with the response process.
2) The Airport will monitor radio traffic to ensure that the channels are clear for emergency communications.
3) The Airport is responsible for advising of any status changes in the disaster/emergency.
4) The Airport will maintain and provide information to all decision makers involved in the disaster/emergency.
5) The Airport will work with the media in order to assist with the dissemination of disaster/ emergency information to the public sector.

b. ARFF-Primary/Secondary

1) In the event of an Alert notification from the ATCT, ARFF will immediately respond to the emergency/disaster site and assess.
2) Depending on the specific disaster/emergency, ARFF is capable of assisting with the alert and warning process.

c. ATCT- Primary/Support

1) The ATCT will initially contact the ARFF/HFD if an Alert is in effect, and then proceed making updated notifications on the flight status to ARFF/HFD and the Airport Management.
2) The ATCT will provide ground control services for access to the active runway/taxiway system as needed.

d. BPD- Support

1) The BPD will initiate the appropriate disaster response notifications while simultaneously responding to the emergency site to assist and begin providing the appropriate levels of safety and security
2) The BPD will provide vehicle and foot patrols to assist in the alert and warning process when requested.

e. FBO's- Secondary/Support

1) The FBO Managers will assist in the notification process to their respective clients and personnel.

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2. Plan Development/Maintenance
    a. Annual review, in addition to plan development and maintenance of the Alert and Warning section, is the responsibility of the Asst. Airport Manager.

6. Authorities & References
    a. Reference Appendix Q

D. EMERGENCY PUBLIC INFORMATION (EPI)

1. Purpose
   a. The EPI section will describe the means, organizations, and processes that the Cape Cod Gateway Airport will use to provide timely, accurate, and useful information/instructions before, during, and after a disaster/emergency/aircraft accident.

2. Situation
   a. The Cape Cod Gateway Airport has the potential to be affected by many disasters/emergencies/aircraft accidents as described in the Hazard Specific section. In each situation, it would become necessary for the Airport and/or IC and EOC to distribute information to the news media, which in turn would relay the pertinent information to the public.

   b. The news media serving Hyannis and the Airport most likely to be used are as follows (as referenced in Appendix R):

      1) Print: Cape Cod Times, Barnstable Patriot, Yarmouth Register, Boston Globe, and/or national media.

      2) Radio: WXTK, WCOD, WQRC, WBZ

      3) Airport Website, Facebook, etc. Town "Robocall" Notification

      4) Television Stations: WHDH, WCVD, WFXT, WBZ, and/or national media

      5) Additional means of notification include person-to-person notification, broadcast emails and faxes, and notification on private company frequencies. In the event a foreign language translation is necessary the Airport has employees that are fluent in Spanish and English, all other languages will require an outside source.

3. Assumptions
   a. There will be state and nationwide interest regarding coverage of the disaster/emergency/aircraft accident with the majority of media being unfamiliar with the processes outlined in the AEP.

   b. Cooperation is expected from local media in terms of focusing on the dissemination of emergency public information. However, Cape Cod Gateway Airport knows that some media will attempt to gain information from unofficial sources.

   c. An effective EPI program is expected to help reduce further harm or casualties and to minimize the effects of the disaster/emergency/aircraft accident the general public is concerned.

4. Operations
   a. Time permitting, the Airport Manager, Asst. Airport Manager, or their designee, will brief the media on the pertinent issues regarding the disaster/emergency/aircraft accident. These briefings will continue for the duration of the incident and the Airport Manager, or their designee, will determine the frequency of these briefings.

b. The Airport Manager, Asst. Airport Manager, or their designee, will be briefed by all involved agencies with the emergency/disaster/accident status before they brief the media on that incident.

c. The Airport Manager, Asst. Airport Manager, or their designee will brief all airport tenants on the emergency/disaster/accident status and give instructions on what those tenants need to do in order to ensure the safety of their personnel and property before the general public/media are briefed on the status of the incident.

d. The Airport will provide the proper escort and identification methods for the media in the event of a prolonged emergency/disaster/aircraft situation.

e. The Airport will provide an area on or near the airport to function as a media operations center.

Agency / Functions	HYA Airport Manager	HFD Deputy Chief	BPD Deputy Chief	HYA Assistant Manager	HYA Operations & Maintenacne Supervisors	HYA ARFF Coordinator	Red Cross
Direction & Control	P	P/S	P/S	S	S	P/S	S
Communications	S	S	S	S	S	P	S
Alert & Warning	S	S	S	S	S	P	S
Emergency Public Information	P	S	S	S	S	S	S
Protective Actions	P	P/S	P/S	S	S	P/S	S
Fire and Rescue	S	P	S	S	S	S	S
Law Enforcement	S	S	P	S	S	S	S
Health and Medical	S	S	S	S	S	P	S
Operations and Maintenance	S	S	S	S	P	S	S
Resource Management	S	S	S	P	S	S	S

LEGEND
P: Primary Responsibility
S: Supporting Responsibility
P/S: One of these may be in charge, depending on the nature and scope of emergency

5. Organization/Assignment of Responsibilities

a. Airport

1) The Airport, specifically the Airport Manager, Asst. Airport Manager, or their designee, are responsible for disseminating emergency information/instructions to the media and therefore the public.
2) If needed the Airport or their designee will make the emergency contact notifications to non-county personnel and private companies.
3) The Airport will participate in a post-event evaluation and critique.
4) The Airport with the assistance of the BPD will provide escorts and identification requirements for the media so they may have access to the emergency/disaster site when authorized. It shall be noted that in a typical aircraft accident this operation

will be of the lowest priority until the emergency has ended and the site is released by the NTSB or MassDOT.

5) The Airport will communicate and coordinate continually with the primary tenant/flight department/FBO involved in the emergency/accident.

b. Air Carriers and FBO's-Primary/Secondary

1) The Air Carriers and FBO Managers will assist and provide support, wherever possible, to the Airport. This will mainly be in the form of disseminating pertinent information to their customers regarding the current emergency/disaster.

c. ARFF

1) ARFF will assist with the dissemination of disaster/emergency information and instructions via vehicle mounted public address systems or person-to-person notification if needed.
2) ARFF will ensure area safety and permitted access if necessary.

d. BPD

1) The BPD will assist with the dissemination of disaster/emergency information and instructions via person to person if needed.
2) The BPD will confirm appropriate security measures for any permitted access.
3) BPD will ensure preservation of all wreckage and accident evidence until relieved by the NTSB.

e. Manager on Duty (MOD)

1) The MOD will work closely with the Airport Manager or Asst. Airport Manager to provide accurate and up to date information/news briefs to the public and media.

f. NTSB

1) The NTSB will assist the Airport by providing accurate and up to date information, which may be passed on to the media and public.
2) The NTSB will be the primary point of contact (POC) for all information related to aircraft incidents and status of investigations.

g. EOC -Secondary

1) The EOC will provide support to the Airport.

6. Administration

a. All outgoing information, whether verbal or in writing, will be verified for accuracy and be approved prior to being disseminated.

7. Logistics

a. The Airport will rely heavily on its supporting agencies to provide them with status reports concerning the emergency/disaster/accident. ARFF, HFD, BPD and the Airport will work together to disseminate accurate and timely information. In the event of a county wide disaster that affects Cape Cod Gateway Airport as well as the rest of the county, all information dissemination will be handled by the EOC Office of Emergency Management as well as the Disaster Coordinator for Cape

Cod Gateway Airport which is the Airport Manager and the Assistant Disaster Coordinator which is the Asst. Airport Manager.

b. The Airport ARFF/SRE Building or Terminal will be used as the conference room/media center during a disaster/emergency as may be required. In the event that space becomes an issue the VFW Building on Iyannough Road Route 28 may be used as the alternate media center.

8. Plan Development/Maintenance

a. Annual review, in addition to plan development and maintenance of the Emergency Public Information section, is the responsibility of the Airport Manager.

9. Authorities & References

a. Reference Appendix R

E. PROTECTIVE ACTIONS

1. Purpose
   a. The Protective Actions section will describe the provisions that are in place to ensure a safe and orderly evacuation (time permitting). It will also address emergency sheltering when time is a factor and evacuation ceases to be an option.

2. Situation
   a. The Cape Cod Gateway Airport is vulnerable to several hazards that could require the need for evacuation should the lives and property of the traveling public and/or employees be threatened. Natural disasters such as an earthquake, hurricane, floods as well as hazardous materials are just a few of the hazards that could trigger an order to evacuate.
   b. Evacuation of people at risk for emergency situations that occur with little or no warning can be implemented on an ad hoc basis by the Airport Manager, Asst. Airport Manager, or the Airport Operations Supervisor. Evacuation instructions should be based on known/assumed health risks associated with the hazard and a determination that sheltering is no longer a viable option. The Airport knows that there will be some instances where it would be more appropriate to shelter rather than evacuate.
   c. There will be certain sectors of the traveling public that will need special attention and assistance (i.e. visual/hearing impaired, physically challenged, and individuals with language barriers).
   d. The Primary decision for ordering an evacuation will come from the Airport Manager, Asst. Airport Manager and/or their designee. There may be instances where the Fire Chief, the BPD, or an EOC Incident Commander may have to make an evacuation related decision.

3. Assumptions
   a. While many people will begin the evacuation process on their own, it is anticipated that a majority of the people will be looking for and follow information, instructions, and guidance given by the Airport on evacuation procedures. There will undoubtedly be some individuals within the airport population who may not understand or will refuse to follow given directions. The BPD will have the authority to escort these people off the airport.
   b. The BPD, ARFF, and the Airport will assist with the evacuations in the event of a disaster/emergency. It is also assumed that any other agencies called upon will also freely assist the Airport with an evacuation.

4. Operations/Assignment of Responsibilities
   a. Airport
      1) The Airport Manager is responsible for ordering an evacuation in the event that such action is necessary.
      2) The Asst. Airport Manager or Airport Operations Supervisor is responsible for ordering an evacuation in the event that such action is necessary and the Airport Manager is not available to make said decision.
      3) The Airport is responsible for directing the appropriate evacuation announcements to the Airport Tenants by whatever means necessary.
      4) All available airport equipment will be utilized to ensure emergency transportation for everyone at the airport.

b. BPD
   1) The BPD will assist the Airport with the notification and evacuation process.
   2) The BPD will provide traffic control as well as site security should an evacuation take place. This includes directing the Massachusetts State Police that will be called upon to assist.
   3) The BPD is in a position, and should be ready, to activate an evacuation should the need arise through a reverse 9-1-1 call.

c. Airport
   1) The Airport will render traffic control and evacuation assistance to the Airport and BPD (manpower permitting)
   2) The Airport Manager is in a position, and should be ready, to activate an evacuation should the need arise.

5. Administration and Logistics
   a. The Airport is responsible for the procurement of its own essential supplies that are needed for an evacuation operation. The Airport vehicles and BPD vehicles are available for use during the evacuation process if needed.

6. Plan Development and Maintenance
   a. Annual review of the Protective Actions section, in addition to plan development and maintenance is the responsibility of the Asst. Airport Manager.

7. Authorities & References
   a. Reference Appendix Q

F. LAW ENFORCEMENT

1. Purpose
   a. The Law Enforcement section provides information and identifies methods used to mobilize and manage law enforcement services in response to a disaster/emergency. The Barnstable Police Department and other local Police Agencies exist to protect life and property, as well as ensure rapid access for all emergency responders/equipment to the disaster/incident site as well as provide rapid egress to awaiting medical facilities.

2. Situation
   a. Law enforcement would play a critical role in the event of a major disaster or incident within the physical confines of Cape Cod Gateway Airport. They would play a different role in an off airport incident/disaster that was still in the vicinity of Cape Cod Gateway Airport.
   b. It is possible that situations could arise which would use the BPD and other local Police Agencies.
   c. Telephone calls regarding a potential or impending disaster/incident may be received directly by the BPD at (508-775-0387) or through "911" from a telephone in the area.
   d. Severe weather conditions are monitored and reported to the BPD and everyone else who has a need to know by the Airport. The Airport monitors weather conditions via local radar reports; FSS weather data, Contracted Company (text weather and color radar with animation).

3. Assumptions
   a. During an on airport disaster/incident (Alert III), all Law Enforcement activity will be under the direction and control of the BPD.
   b. It is expected that a large-scale disaster/emergency will initially tax or exceed the law enforcement capabilities of the BPD.

4. Operations/Assignment of Responsibilities
   a. BPD (Chief of Police, Deputy Chief or designee)
      1) The BPD is responsible for the protection of life and property as well as to enforce law and order.
      2) The BPD is responsible for providing security in the Security Identification Display Area (SIDA) and the Air Operations Area (AOA) per the Airport Security Plan.
      3) The BPD is responsible for providing traffic and crowd control with the emphasis being on ensuring that all emergency responders have rapid access to the disaster/incident site as well as quick egress to awaiting medical facilities. The BPD will provide scene security at any and all necessary locations, including the disaster/incident site.
      4) The BPD will provide an officer who may serve as an additional liaison with the media.
      5) The BPD may be responsible for assisting with any special escort needs.

   b. Local Police Agencies- Barnstable Police Department, Massachusetts State Police
      1) Local Police Agencies that respond to assist with the disaster/incident have the following assigned responsibilities – traffic/crowd control, safety of life and property and that of ensuring rapid access and egress of all emergency personnel/vehicles onto or off of the staging area. This is accomplished by monitoring the main gate that is

being used for access and egress at the airport. This also allows these agencies to keep unauthorized personnel from entering the airport.

5. Plan Development/Maintenance
   a. Annual review of the AEP is the responsibility Airport Manager or his/her designee in conjunction with local law enforcement. Annual maintenance of this section is the responsibility of the Asst. Airport Manager in conjunction with the above named agencies.

6. Authorities & References
   a. Reference Appendix Q

G. FIRE AND RESCUE

1. Purpose
   a. The Fire and Rescue section identifies the methods used in mobilizing and managing fire and rescue services in response to emergencies.

2. Situation
   a. The Cape Cod Gateway Airport is subject to many hazards and situations that could overwhelm fire and rescue resources as well as hinder firefighting activities. The main responsibilities that fall upon fire and rescue agencies are as follows- fire suppression, search and rescue efforts, administration of EMS, and response to hazardous materials incidents.

   b. The Cape Cod Gateway Airport has organized outside assistance through the Hyannis Fire Department's mutual aid agreements in addition to aid from local, state, and federal government agencies.

   c. The following information describes the Cape Cod Gateway Airport's overall Airport Rescue and Firefighting status in conjunction with the Hyannis Fire Department and includes the certification element of 14 CFR Part 139.

   1) **<u>139.315 Aircraft Rescue and Firefighting: Index Determination</u>**
   The Cape Cod Gateway Airport maintains vehicles and personnel meeting the requirements of an Index "B" Airport, for aircraft at least 90 feet in length but less than 126 feet in length. The largest air carrier type aircraft serving HYA is the jetBlue Airbus A-220. The jetBlue service is seasonal from May through October. The Airbus A-220 is 127' in length with a wing span of 115'1"; seating for 140 passengers and five (5) crew members. MGTW is 156,000 lbs.

   2) **<u>Note: ARFF PPR for Air Carrier Operations</u>**
   ARFF operations meeting Index B requirements are provided for scheduled and unscheduled large air carrier operations when prior permission is granted by the airport manager or his/her designee, between the hours of 2159 and 0600 local, daily. ARFF operations will be provided from 15 minutes prior to scheduled arrivals until 15 minutes after departures. At least one firefighter will be on standby 15 minutes prior to the arrival and will continue until 15 minutes after departure of the last flight. If aircraft remain on the ground for an extended period before departure, the ARFF standby will be discontinued until 15 minutes prior to the scheduled departure. The Chart Supplement states that a 90 minutes prior permission is required for ARFF Index B during the hours of 2200-0559 daily. If the airport manager becomes aware of an unscheduled air carrier operation at the airport without prior coordination, the FAA Airports Division shall be notified at 781-238-7600. Procedures have been established with the FBOs to notify the airport manager whenever an unscheduled air carrier with over 30 passenger seats makes a fueling stop at the airport after normal business hours.

3) **139.317 ARFF Vehicles and Capabilities**

The vehicles that make up the Aircraft Rescue and Firefighting arsenal at HYA their primary use are as follows:

A. Primary ARFF Vehicle/First response Vehicle housed on the airfield.

Airport 817: 2006 E1 Titan 4 x 4

- 1500 gallons of H2O
- 205 gallons of 3% AFFF
- 550 lbs. of Dry Chemical
- Foam discharge: 750 gpm
- Turret agent discharge: 16 lbs per second
- Fire extinguishers: CO/15lbs and Class D, D powder/30lbs

B. Backup Firefighting Equipment: Becomes Primary once on the scene in absence of Airport 817. Housed on the airfield.

Airport 820: 1992 E1 Titan 4x4

- 1500 Gallons of H2O
- 200 gallons of 3% AFFF
- 500 lbs. of Dry Chemical
- Foam discharge: 750 gpm
- Turret discharge: 16 lbs per second
- Fire extinguishers: CO/15lbs and Class D, D powder/30lbs

C. Backup Firefighting Equipment: Becomes Primary once on the scene in absence of Airport 817 and Airport 820. Housed on the airfield.

Airport 816: 2021 Rosenbauer Airwolf Rapid Intervention Vehicle

- 300 Gallons of H2O
- 40 gallons of 3% AFFF
- 500 lbs. of Dry Chemical

4) **139.319 Aircraft Rescue and Firefighting Operations (ARFF)**

(a) ARFF HOURS OF OPERATION:

The Cape Cod Gateway Airport maintains ARFF Index "B" personnel and equipment in a continuous ready state between the hours of 0600-2159 daily. The Cape Cod Gateway Airport maintains ARFF Index "A" personnel and equipment in a continuous ready state between 2200-0559 daily. ARFF Index "B" personnel and equipment may be made available daily between 2200-0559 daily through a prior permission process as requested. ARFF personnel and equipment at the airport are capable of responding to any incident, aircraft or non-aircraft related at any time. Once on the scene additional HYA ARFF staff will operate the secondary ARFF vehicle, and they are available 24 hours a day, 365 days a year. HFD Commander will assume the role of IC when on scene.

(b) ARFF OPERATIONS/ORGANIZATION

The Hyannis Fire Department consists of a Fire Chief, Deputy Fire Chief, Captains, EMS Supervisors, Firefighters, EMT's, and a Training Officer. (Currently HFD has one primary AFFF apparatus.) The Cape Cod Gateway Airport has two initial response primary ARFF vehicles. Primary personnel and equipment are housed in one location. The Hyannis Fire Department personnel and equipment are housed at 95 High School Road Extension, approximately one (1) mile from Cape Cod Gateway Airport. The goal of these two agencies is fire prevention and the protection of life and property. This is accomplished by the ongoing training of ARFF personnel in the subjects mentioned on pages 39 and 40 (reference page 53 for ARFF procedures).

(c) ARFF VEHICLE COMMUNICATIONS:

All ARFF vehicles that will be operating at Cape Cod Gateway Airport are equipped with the following two-way radios:

(1) The ARFF vehicles are equipped with two-way voice radios to communicate with each other, the Hyannis Fire Department, the Air Traffic Control Tower (ATCT) and the Common Traffic Advisory Frequency (CTAF) when ATCT is not in operation.

(2) The Hyannis Fire Deputy Chief (IC) will also be equipped with a hand-held portable ground-control frequency radio and a mobile telephone.

(3) All other key ARFF personnel may be given hand-held portable ground-control frequency radios.

(4) Some pieces of ARFF equipment supplied by Hyannis Fire Department are also equipped with external public-address speakers.

(d) ARFF VEHICLE MARKING AND LIGHTING:

Hyannis Fire Department vehicles are red in color and the Airport-owned ARFF trucks are lime green in color and both are equipped with flashing red beacons and reflective striping to contrast with the background and optimize nighttime visibility.

(e) ARFF VEHICLE MAINTENANCE AND COVER:

(1) Maintenance –

a. The HYA owned ARFF vehicles stationed at Cape Cod Gateway Airport are maintained by either the manufacturer, depending on the nature of maintenance, or the airport mechanic.

b. The Hyannis Fire Department vehicles are maintained by the Hyannis Fire Department Maintenance Mechanic.

(2) Cover – All ARFF vehicles whether they are housed at Cape Cod Gateway Airport or the Hyannis Fire Department, are provided with temperature controlled spaces, completely encompassed in heated buildings.

(f) INOPERABLE ARFF VEHICLE PROCEDURES:

In the event that the Cape Cod Gateway Airport ARFF vehicles become inoperable and thus lose its full operational capability, a NOTAM will be issued informing operators of our decreased ARFF capabilities. If a Part 121 operation is scheduled during this time Hyannis Fire Department will provide mutual aid to the airport with a suitable piece of equipment to satisfy Cape Cod Gateway Airport's Part 139 requirements.

Procedures outlined in FAR Part 139.319, FAR Part 139.339, and the approved ACM will be followed in the event of ARFF equipment becoming inoperable. FAA will be immediately notified of this situation through the FAA Office of the Airports at 781-238-7600 (7630 or 7632).

(g) ARFF VEHICLE RESPONSE CAPABLILITIES DURING AIR CARRIER OPERATIONS:

Within 3 minutes from the time of the alarm, at least one required aircraft rescue and firefighting vehicle must reach the midpoint of the farthest runway serving air carrier aircraft from its assigned post or reach any other specified point of comparable distance on the movement area that is available to air carriers, and begin application of extinguishing agent. Within 4 minutes from the time of alarm, all other required vehicles must reach the point specified in this section from their assigned posts and begin application of an extinguishing agent which is demonstrated when requested.

ARFF vehicle responses are in compliance with FAR Part 139.319 (h)

(h) HYANNIS FIRE PERSONNEL:

The Hyannis Fire Department consists of 4 shifts, A, B, C, and D with 54 Fire Fighters and EMT personnel.

(i) ARFF PERSONNEL TRAINING:

The current training of Airport ARFF personnel is maintained and delivered by the ARFF Coordinator. Training includes but is not limited to:

Adapting structural firefighting equipment for ARFF
Aircraft Cargo Hazards
Aircraft Familiarization
Airport Familiarization
ARFF Personnel Safety
ARFF Tools and Equipment

ARFF vehicle
Basic emergency medical services
Emergency Communications
Extinguishing Agents
Emergency Aircraft Evacuation
Familiarization with firefighters' duties under the AEP
Firefighting Operations
Live-fire drill

All Airport ARFF personnel are to be trained annually on a recurring schedule. Training records are maintained on file for no less than 24 months.

(j) HYANNIS FD EMS PERSONNEL:

The Hyannis Fire Department staffs three (3) class 5 ALS transport ambulances and has three (3) class 5 ALS non-transport response vehicles. They will provide and coordinate all EMS operations. They will as needed; request, control and coordinate mutual aid EMS resources including, but not limited to personnel, ambulances, aero-medical transportations and additional equipment such as MCI trailers.

(k) ARFF ALERTING SYSTEM:

The Hyannis Fire Department and Cape Cod Gateway Airport are notified by the following in case of a fire alarm, building incident, and airfield or aircraft incident:

911-Hyannis only
Via the Barnstable Police Department
Via the Airport -Hyannis only
Via the Air Traffic Control Tower
Via fire alarms and further notification from the tenant

Tests of the systems that are applicable are performed on Mondays at 0900 hrs and Wednesdays at 1600 hrs.

(l) ARFF EMERGENCY ACCESS ROADS:

At this time the Cape Cod Gateway Airport has no designated ARFF emergency access roads; however all service roads, access roads, and Airport roadways are available for use by emergency vehicles. Runway safety areas do exist for all runways, and they are maintained so as to be usable by ARFF vehicles or other airport vehicles as practicable.

Additionally, all other airport surfaces, paved or turf, are designed and maintained for use by ARFF or other airport vehicles as practical, weather permitting.

H. HEALTH AND MEDICAL

1. Purpose

b. The Health and Medical section identifies the methods used in mobilizing and managing health and medical services in response to emergencies. The Health and Medical section was developed to ensure that the Cape Cod Gateway Airport has the ability to provide the necessary medical services following a disaster/emergency of any type or magnitude.

2. Situation

a. Any delays regarding arriving health and medical support could result from the very disaster/emergency itself in addition to potential traffic congestion, roadway damage, etc. This is not considered a significant threat as the Cape Cod Gateway Airport is surrounded by major highways and several transportation routes.

b. Hyannis Fire Department Emergency Medical Services is the primary Triage, Treatment, and Medical Transport service utilized by the Cape Cod Gateway Airport with backup medical service and ambulance transportation from the surrounding communities.

3. Assumptions

The following assumptions referencing Health and Medical can be made:

a. A major disaster/emergency occurring at the Cape Cod Gateway Airport would possibly create medical activity and concern beyond the routine day-to-day medical operations.

b. The Cape Cod Gateway Airport will rely heavily on the Hyannis Fire Department, Cape Cod Hospital and Barnstable County Medical Examiner for health and medical assistance during a mass casualty/injury disaster/emergency. The Basic Emergency Operations Plan helps outline other agencies roles when there is a large need for health and medical services during a disaster/emergency.

4. Operations

a. The Airport Manager or designee is responsible for formulating, verifying and reviewing the contents of the AEP and EOC BEOP on an annual basis.

5. Cape Cod Gateway Airport Medical Disaster Plan

a. In the event of an aircraft accident or incident occurring in which numerous casualties and injuries are severe, the Health and Medical portions of the AEP and the EOC BEOP shall be immediately initiated. These plans represent general guidelines to be followed and may be amended at any time in order to meet the situation at hand.

b. The first paramedic or EMT to arrive on the scene shall take charge of the medical effort until relieved by the EMS Supervisor or other higher authority.

c. The ranking EMS Officer/Supervisor will be responsible for the following:

1) The categorization of casualties/injuries.
2) Directing and tagging of casualties.
3) Directing the stabilization of injured.
4) Directing the transportation of the injured to designated hospitals.
5) These efforts shall be accomplishment by state, county, and local protocols and procedures that deal with these issues.

d. Ambulance and Transportation Provisions

1) Ambulance and medical transports can be expected to be contacted by their dispatchers. Medical evacuation helicopters from various local hospitals will also be contacted via the EOC for dispatch to the scene. In conjunction with these aircraft, local news helicopters and tenant helicopters may be enlisted to assist in the medical rescue efforts.
2) The primary staging areas for responding ambulances will depend on the location of the emergency/disaster. If the accident/incident is located on or near runway 15/33 the main ramp will serve as the staging area. If the accident/incident is located on or near runway 6/24 the east ramp will serve as the staging area. Units will remain in these areas until directed by the IC to proceed to close proximity of the accident/incident site.

e. Casualty Identification Tags

1) The casualty identification tags will be supplied by the Hyannis Fire Department, EMS, and if needed the EOC Office or Medical Examiner. It will be the responsibility of these agencies to administer the tags as necessary. If used properly they will provide a continuous record of where the victims were found, what ambulance transported them and to what hospital. EMS will usually be the controlling agency when it comes to casualty identification tags.
2) Tags will be attached to the victim and the items on the tags are to be filled in and priority designated by the designated EMS authority on the scene.
3) Ambulance operators will complete the identification cycle once the casualty has arrived at the hospital.

f. Marking Flags

1) The HYA will provide marking flags. These will be placed in the ground where the victim was found and transported from.

g. Events that EMS or Ambulance units may expect to perform

1) Perform an onsite primary survey and tie a casualty identification tag to the injured person denoting their placement when transported to the treatment area. When possible, prior to movement the site where the victim is found shall be marked with a marking flag.
2) Transfer patients from the treatment area-to-area hospitals as directed by the EMS supervisor. Ambulances will go to the hospital they are directed to and a record of the individual shall be kept at the treatment area. This will usually be done with the casualty identification tag.
3) Air ambulances will be reserved for the most severe casualties. Patients on air ambulances may bypass the treatment area in order to expedite their arrival at hospitals, however a record must be kept of their situation and departure from the scene. This will usually be done with the casualty identification tag.
4) No ambulance should be dispatched without a written list of identification. One copy of this list will be kept at the treatment area, a copy will go with the driver of the vehicle, and a copy will go to the designated hospital.
5) As directed by the situation, an additional ambulance staging area may be established in close proximity to the disaster scene at the discretion of the On Site Commander or EMS Supervisor.
6) Ambulances will be ordered to report back to the staging area in use on completion of their trips to a hospital unless otherwise directed.

Ambulances are readily available from the Hyannis Fire Department and their associated EMS Medical services and surrounding communities.

h. Medical Assistance

1) In the event of a disaster requiring major medical assistance, the Airport may call on any or all of the hospitals located within EOC. If necessary, medical teams from these hospitals will be dispatched to the scene to assist. Otherwise the hospitals will be instructed to initiate their mass-casualty plans by the EMS supervisor. A list of local hospitals and their phone numbers is included in the appendix section P of the AEP.
2) First Aid personnel and litter bearers will be made up of the Hyannis Fire Department and the Cape Cod Gateway Airport.
3) It is feasible that there may be too many rescue workers at the site. In the event that this should happen the extra personnel will be directed to the staging area and put in a standby mode until they receive further instruction.
4) The Medical Examiner will be dispatched to the site where they will take charge of fatalities. These personnel and their staff will set up a temporary morgue in the Ross Aviation Aerodrome Center Hangar and attempt to make identifications until such time as the fatalities may be moved to a more adequate location.

i. Provisions for the Uninjured/Dead

1) Uninjured persons will be taken through triage for examinations before they will be released. Walking wounded will normally be the last to be taken to area hospitals. If applicable the American Red Cross will provide assistance for the less injured and insure they receive nourishment, comfort, and provisions as needed.
2) Uninjured persons, after being checked out in triage, will be taken to the airport administrative office (or other location to be determined) where they will be shielded from media personnel. These persons shall be given access to telephones and every effort will be made to aid them.
3) In the event of multiple fatalities the Airport will designate a hangar as the temporary morgue. Refrigerated trucks will be dispatched to the airport where the fatalities will be stored until they can be moved to an appropriate morgue for examination and identification.
4) The Medical Examiner will be dispatched to the site and take charge of the fatalities.

6. AREA HOSPITALS

1) Cape Cod Hospital (508-771-1800)
Cape Cod Hospital (CCH) is located in Hyannis and is 1.7 miles from Cape Cod Gateway Airport. CCH is a 259 bed acute care hospital and has a 74 bed emergency room. CCH is not a trauma hospital but is willing to accept trauma cases in an emergency situation.

2) Falmouth Hospital (508-548-5300)
Falmouth Hospital is located in Falmouth, MA, which is 24.5 miles from Cape Cod Gateway Airport. Falmouth Hospital is a 95 bed acute care facility and has a 33 bed emergency room. Falmouth Hospital is not a trauma hospital but is willing to accept trauma cases in an emergency situation.

Reference Appendix P

I. RESOURCE MANAGEMENT

1. Purpose
   a. The Resource Management section will describe the process by which the Cape Cod Gateway Airport will identify, locate, obtain, and distribute resources in an efficient and orderly manner in response to a disaster/emergency.

2. Situation
   a. Resource Management activation, and associated support activities, are based on the circumstances reflecting each individual emergency. Resources from surrounding agencies may experience brief delays due to surrounding infrastructure damage, however this should be minor due to the numerous roadways surrounding the airport and multiple access points around the airport. A grid map of the airport and surrounding areas may be found in the Appendix section

   b. The Airport ARFF/SRE Building and Airport Terminal building will be used as the primary locations for materials/resource management functions. The Airport ARFF/SRE is located on the East Ramp, and the Airport Terminal is located near the ATCT. The majority of heavy machinery will be located at the ARFF/SRE Building.

   c. The airport's general resource categories that are available in the event of an emergency/disaster are as follows:
      1) Materials Management
         A list of all available materials, supplies, equipment and capital assets are kept on file in the Airport Manager Office. This list is maintained by the Airport Manager. Cape Cod Gateway Airport also has contracts with numerous vendors that are obligated contractually to assist if called upon by the airport (see Appendix I). This covers virtually any supplies that may be needed in an emergency situation. The Cape Cod Gateway Airport will also be assisted by other Town of Barnstable departments.
      2) Personnel
         An Airport telephone directory and organizational chart can be found in the AEP appendix.
      3) Vehicles/Heavy Equipment
         See AEP appendix (H) for a complete listing of all available Airport vehicles and heavy equipment.
      4) Radio Communications
         See AEP appendix J for a complete listing of all available Airport communication equipment and radio call sign information.
      5) Miscellaneous
         a) See AEP appendix I for a complete listing or all available contract services/ equipment from agencies Cape Cod Gateway Airport has contracts with.
         b) The Airport can also request additional equipment from local tenants.

   3. Assumptions
      The following assumptions referencing Resources Management can be made:
      a. Response agencies will be able to sustain themselves during the first 24 hours of an emergency. Emergency response organizations should exhaust their own channels of support prior to turning to Resource Management for outside contracted assistance.

b. It is assumed that offers of help – volunteers, other departments, services, supplies, and equipment will be received and accepted.

4. Operations

a. If the need for outside vendor assistance is encountered, the Airport Manager and the Asst. Airport Manager will work together to procure this assistance in conformance with standard EOC Resource Acquisition practices. Victims of the emergency/disaster take precedence in the allocation of resources with all departments and mutual aid responders having been asked to deplete their own resources before asking Airport Resource Management to seek outside vendor assistance.

b. The Airport Staff will assist the Airport Manager and Asst. Airport Manager in procuring and documenting outside vendor assistance.

c. Resources will be allocated by the Airport Manager, Asst. Airport Manager, and the Airport Operations Supervisor. The Airport Operations Supervisor will ensure that all equipment is operated by qualified personnel.

d. The Airport /Resource Management does not foresee any shortages regarding manpower, vehicles, supplies, or equipment. The Airport has ready access to additional resources through other Cape Cod Gateway Airport tenants and town departments as may be available.

5. Organization and Assignment of Responsibilities

a. Airport

1) Airport Manager

a) The Airport Manager will activate resource management operations and all associated employees upon receiving notification of the emergency/disaster from the Asst. Airport Manager or designee.

b) The Airport Manager, or his/her designee, will confer with the Asst. Airport Manager on what resources will be needed that the airport and its supporting agencies cannot currently supply.

c) The Airport Manager will make notification to the EOC that additional personnel are needed in the effort to procure supplies that are lacking.

d) The Airport Manager based on input from supporting agencies will decide how resources are allocated.

e) The Airport Manager will procure all outside resources and resources needed to replenish those used during an emergency/disaster.

f) The Airport Manager will direct and control the employees assigned to assisting him/her in the effort of resource procurement and management.

g) The Airport Manager will keep all records of resource allocation and procurement and provide the various agencies assisting with copies of these records.

2) Asst. Airport Manager

a) The Asst. Airport Manager will ensure that the equipment, supplies, personnel, etc. are allocated in the manner the Airport Manager intended.

b) The Asst. Airport Manager will consult with local FBO's and Tenants when a resource from their inventory is needed.

3) Airport Operations Supervisor
   a) The Airport Operations Supervisor will ensure that the equipment, supplies, personnel, etc. are allocated in the manner the Airport Manager intended.
   b) The Airport Operations Supervisor will consult with local FBO's and Tenants when a resource from their inventory is needed.
   c) The Airport Operations Supervisor will supply the Airport Manager with records of Airport and Tenant Resource Allocation.
   d) All agencies will follow the established incident command procedures to request resources. The IC will make arrangements for procurement of the resources through the Logistics Section.

6. Administration

a. The FBO Managers, Airport Tenants, and affected Airline if applicable shall provide any assistance possible in terms of additional manpower, supplies, and equipment if requested by the Airport. Requests made to any outside agency are logged on the Airport's computer with backups of the system being performed on a daily basis. In the event of a power outage, the Airport will revert to a hard copy system of Materials Management Record Keeping. This will not pose a problem because all original records will be hard copy regardless of a power outage. Hard copy paper work and records are active until paid and are then kept in a file storage room for at least 3 years. All records and contracts are housed in the Airport Manager's office and are restricted to only those employees who have a legitimate need to access them.

b. The Airport Manager, Asst. Airport Manager, Operations Supervisor, and Maintenance Supervisor all have the ability to purchase individually without any type of approval as long as that amount does not exceed $5000.00 a day.

c. All involved agencies and organizations are required to maintain individual accounting records in sufficient detail to document subsequent requests for reimbursement.

7. Logistics

a. The Resource Management functions will be performed at the Cape Cod Gateway Airport Administration Office.

b. Upon notification that an emergency/incident has taken place, the Airport Manager will have a cellphone and company radio, in addition to the landlines that already exist.

c. The Airport Manager who will lead the Resource Management Team will have a vehicle suitable for the air operations area.

d. The Airport Manager and the Assistant Manager will coordinate all pick-ups and deliveries of materials. Escorts will be provided for these vehicles.

e. If volunteers are needed, the Airport will first accept volunteers from other local airport tenants and FBO's. This task will be accomplished by the Airport Manager or Assistant Manager notifying the Airport Operations/Maintenance Supervisors of this need. In the event that still more volunteers are needed the Airport Manager will use the various media outlets available to fulfill this need.

8. Plan Development/Maintenance
   a. Annual review, in addition to plan development and maintenance of the Resource Management Section, is the responsibility of the Airport Manager and the Assistant Manager.

9. Authorities & References
   a. Reference Appendix Q

J. AIRPORT OPERATIONS AND MAINTENANCE

1. Purpose
   a. The Airport Operations and Maintenance section identifies the roles and responsibilities of operations and maintenance personnel during an airport emergency.

2. Situation
   a. The Airport is subject to many hazards that would directly involve the Operations and Maintenance Departments.

   b. The Airport is serviced by the following public utilities:
      1) Barnstable Solid Waste Division
      2) Barnstable Water Pollution Control Division
      3) Comcast
      4) Hyannis Water Department
      5) National Grid Natural Gas
      6) Eversource Electric
      7) Verizon

3. Assumptions
   a. All responding Operations and Maintenance personnel have received training on disaster/emergency operations and are familiar with their work environment.

   b. It is feasible that Operations and Maintenance personnel may be the first to arrive to the disaster/emergency and those personnel may initially represent airport management during the early stages.

   c. It is presumed that Operations and Maintenance would not have sufficient resources in the event of a major disaster and that problems will initially have to be handled on a priority basis.

   d. When a disaster/emergency occurs, outside assistance from other Town divisions as well as personnel and equipment from public utilities when requested to respond.

4. Operations/Assignment of Responsibilities
   The Operations Department will issue NOTAMS regarding the condition of the airfield. Both Operations and Maintenance Department Personnel are movement area driver trained (including VPD) and will escort all vehicles as necessary for incident response. Operations Department will conduct inspections of all movement areas and issue/rescind NOTAMS as needed.

   a. Supervisor
      1) The Supervisor acts as the ranking representative for the commitment of Airport resources and emergency response activities.
      2) The Supervisor provides direct chain-of-command operational control.
      3) The Supervisor provides logistical support to other supporting agencies.
      4) The Supervisors are as follows.
         a. Katie R. Servis: Airport Manager
         b. Matthew Elia: Asst. Airport Manager

c. Robert Holzman: Airport Operations Supervisor
d. Donald Sears: Airport Maintenance Supervisor
e. Operations Specialist in Charge of Shift

b. Airport Manager

1) The Airport Manager serves as the senior ranking Airport representative in all matters pertaining to the Cape Cod Gateway Airport.
2) The Airport Manager is responsible for reporting all Airport activities to the IC.
3) The Airport Manager serves as MOD on a rotating schedule.
4) The Airport Manager acts as senior representative for commitment of Airport resources for emergency and non-emergency response activities on the airfield.
5) The Airport Manager, with the assistance of the Asst. Airport Manager and Airport Operations/Maintenance Supervisors, coordinates all Airport response.
6) The Airport Manager, with the assistance of the Asst. Airport Manager and Airport Operations/Maintenance Supervisors, makes all necessary initial notifications to response and regulatory agencies.
7) The Airport Manager will be present at the EOC when it is activated.

c. Asst. Airport Manager

1) The Assistant Manager acts as the ranking Airport Authority until relieved by the Airport Manager. This means the Airport Manager or designee must be at the emergency site.
2) The Assistant Manager assists the Airport Manager in making all necessary initial notifications to response and regulatory agencies.
3) In a countywide disaster, the Assistant Manager is the designated EOC representative.
4) The Assistant Manager under the direction of the Airport Manager coordinates all Airport response.
5) The Assistant Manager will assist the Airport Operations Supervisor in directing the duties of Airport Operations personnel.

d. Airport Operations Supervisor

1) The Operations Supervisor acts as the ranking Airport Authority until relieved by the Airport Manager or Asst. Airport Manager. This means the Airport Manager or Asst. Airport Manager or designee must be at the emergency site.
2) The Operations Supervisor assists the Airport Manager and Asst. Airport Manager in making all necessary initial notifications to response and regulatory agencies.
3) The Operations Supervisor under the direction of the Airport Manager and/or Asst. Airport Manager coordinates all Airport response when requested to respond.
4) The Operations Supervisor will direct the Airport Operations personnel on what duties they will perform with guidance from the Airport Manager and/or Asst. Airport Manager.

e. Airport Maintenance Supervisor/Maintenance Personnel

1) The Airport Maintenance personnel are responsible for providing manpower and equipment material resources to support all airport emergency and non-emergency activities.

f. Emergency Operations Center

1) The EOC serves as an incident command and communications center for Airport emergency response activities.

5. Administration

a. The overall administration of the Operations and Maintenance function is the responsibility of the Airport Manager and the Assistant Manager.

6. Logistics

a. The procurement of all essential supplies and outside services will take place according to established procedures with records being kept of all emergency purchases made by the Airport.

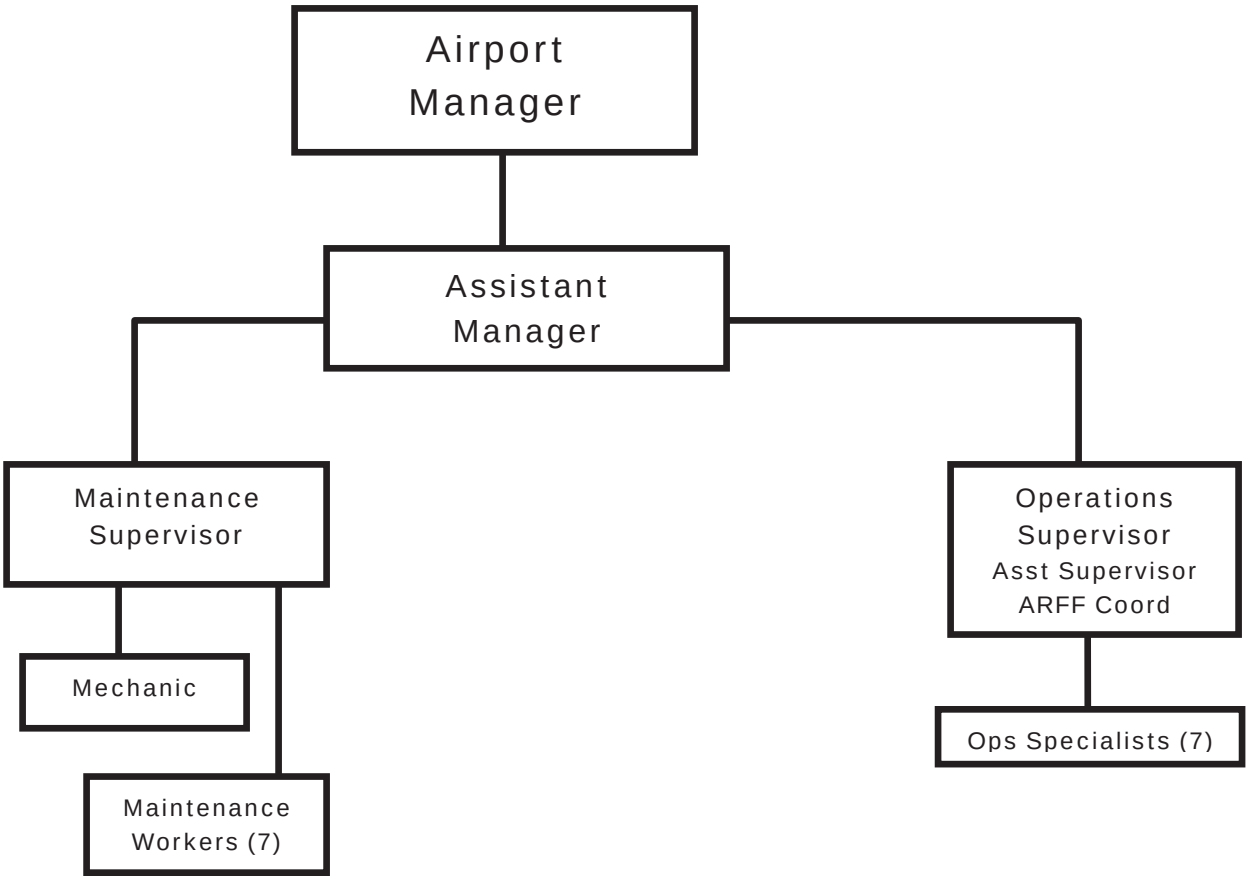
7. Plan Development/Maintenance

a. Annual review and maintenance of the Operations and Maintenance section is the responsibility of the Airport Manager, Asst. Airport Manager and the Airport Operations and Maintenance Supervisors. These key personnel shall ensure that all departmental standard operating procedures are updated to reflect any changes or modifications.

8. Authorities & References

a. Reference Appendix Q

9. Operations and Maintenance Organization Chart



Federal Aviation Administration
New England Region Airports Division
APPROVED
May 28 2024
TAD
Airport Certification Safety Inspector

III. HAZARD SPECIFIC INFORMATION AND PROCEDURES

A. AIRCRAFT INCIDENTS AND ACCIDENTS

1. ARFF REQUIREMENTS

The Cape Cod Gateway Airport maintains ARFF Index "B" personnel and equipment in a continuous ready state between the hours of 0600-2159 daily. The Cape Cod Gateway Airport maintains ARFF Index "A" personnel and equipment in a continuous ready state between 2200-0559 daily. ARFF Index "B" personnel and equipment may be made available daily between 2200-0559 daily through a prior permission process. HYA receives assistance from the Hyannis Fire Department. ARFF personnel are capable of responding to any incident, aircraft or non-aircraft related, at any time. The largest air carrier type aircraft serving HYA is the jetBlue Airbus A-220. The jetBlue service is seasonal from May through October. The Airbus A-220 is 127' in length with a wing span of 115'1"; seating for 140 passengers and five (5) crew members. MGTW is 156,000 lbs.

a. The ATCT operates (0600-2200) 16 hours a day, 365 days a year.

b. The Cape Cod Gateway Airport currently has 2 runways, which are identified below and depicted in the appendix of the AEP.

a. 15/33	5,252 ft x 150 ft
b. 6/24	5,425 ft x 150 ft

c. During periods of reduced visibility, ARFF personnel are required to operate all ARFF equipment with all available lighting on. This is a standard operating procedure regardless of day, time, or weather conditions.

d.The following incident classification system was developed regarding aircraft incidents and accidents – see page 15 for complete descriptions. Emergency Alerts I and II do not require implementation of the AEP.

1. **Alert I (Local Standby)**
2. **Alert II (Full Emergency)**
3. **Alert III (Aircraft Accidents)**
4. **Airfield/Runway Maps** ***(see Appendix)*****:**
   a. Airport Layout Plan Map
   b. Operations Grid Map

2. ALERT I PROCEDURES

a. ATCT

1) The ATCT will notify the HYA Operations, HFD, and BPD, etc. ATCT will stop all normal aircraft operation and ensure all ground aircraft cease movement when the plane is on final approach. This does not prelude holding off the inbound plane with the emergency to allow for clearing of active planes inflight and /or on the ground to allow for a safer emergency landing if and when possible. When possible the ATCT will give the ARFF and HFD the description and nature of the problem, aircraft type, number of people on board, quantity of fuel on board, and if any hazardous materials are on board.

b. Airport Operations

1) Upon receiving notification the ARFF vehicle and appropriate personnel will proceed to an appropriate staging area until Hyannis Fire Department arrives at the staging area. HYA ARFF units will ascertain the status of the airport and periodically announce over the fire alarm frequency the status. They will ensure that the HFD IC knows that the airport is closed and when any portion and/or when the airport is opened.

c. BPD

1) Upon receiving notification the BPD will ensure the expedited arrival of Hyannis Fire Department by waiting at the gate of the appropriate staging area.
2) After the arrival of emergency equipment BPD is charged with crowd control, traffic, and will maintain vehicle gate control/security.

d. Hyannis Fire Department

1) Upon receiving notification, the HFD will proceed to the appropriate staging area and standby in case a more emergent situation arises. HFD will assume overall control of the incident. HFD units will assume the airport is open until notification from either the ATCT or HYA that a full or partial closer has occurred. HFD will upgrade the response as needed, including moving to Alert II or Alert III status as conditions warrant.

3. ALERT II PROCEDURES

a. ATCT

1) The ATCT will notify the HYA Operations, HFD, and BPD, etc. ATCT will stop all normal aircraft operation and ensure all ground aircraft cease movement when the plane is on final approach. This does not prelude holding off the inbound plane with the emergency to allow for clearing of active planes inflight and /or on the ground to allow for a safer emergency landing if and when possible. When possible, the ATCT will give the HFD units the description and the nature of the difficulty, the type of aircraft involved, if hazardous materials are on board, and the number of souls and fuel on the aircraft.
2) ATCT will also notify the Airport Manager of the above.
3) If an aircraft crash occurs or requires an Alert III response, ATCT will initiate their portion of the Alert III response plan- i.e. HYA shutting down the airport if not already done.
4) ATCT will continually update the Hyannis Fire Department and Airport on the aircrafts situation prior to an attempted landing.

b. Airport Operations

1) Upon notification of an aircraft difficulty, the Airport will respond to an appropriate staging area with their primary ARFF vehicle. Once in place they will monitor the Ground Control Frequency for aircraft status updates and await the arrival of the Hyannis Fire Department. HFD will stage appropriately.
2) The Airport will make appropriate notifications to other agencies that may need to be involved if the situation is elevated to an Alert III.
3) In the event the situation goes from an Alert II to an Alert III the Airport will initiate the AEP in its entirety.

4) Under the direction of the Airport Manager or designee, airport personnel will standby to make notifications to appropriate personnel and agencies should specific assistance be required other than those available from Hyannis Fire Department (Appendix O). NOTAMS will be issue by HYA Operations.
5) The Airport will remain in standby status until told to stand down or the emergency has terminated.
6) The Airport will contact the aircraft owner/operator for assistance if necessary. The Airport will provide the media with basic information appropriate to the incident within the guidelines of the owner/operator.

c. Barnstable Police Department

When the BPD is notified that an aircraft is experiencing difficulty, the LEO on duty will make the following notifications and direct the following activities.

1) BPD will notify Airport Management during all hours of the day.
2) ATCT and/or the airport will notify the Hyannis Fire Department between 0600L-2200L.
3) BPD will direct crowd control activities.
4) BPD will standby at the designated entrance gate to ensure rapid access to the Airport for arriving Hyannis Fire Department equipment and EMS personnel.
5) BPD will oversee all law enforcement activities on the airport unless relieved of this responsibility by federal or military agencies.

d. Hyannis Fire Department/HYA

1) Upon notification of an aircraft difficulty, Hyannis Fire Department and the HYA ARFF vehicle will proceed to an appropriate staging area adjacent to the intended landing runway or they will proceed to the aircraft movement area where the aircraft in distress is located. Units will monitor ground control for aircraft status updates and/or airfield status updates.

2) Should the Aircraft make a normal landing or no longer need further assistance the HYA ARFF units will remain on standby until otherwise directed to stand down by Incident Commander and at that time the emergency is terminated.

4. ALERT III PROCEDURES (AIRCRAFT)

An Airport Emergency Alert III will be considered to be the worst possible scenario that may occur involving aircraft at the Cape Cod Gateway Airport. That is, an aircraft crashed, parked aircraft are endangered by fire or explosion, aircraft are involved in a collision, or there is a very high probability that the aircraft will crash or suffer extreme damage. **A change from an Alert II status to an Alert III before an actual accident must be agreed upon by the Hyannis Fire Department after consultation with HYA Airport Management. An Alert III will result in full notification being made to most or all of the agencies listed in the Agencies Involved in the AEP section page 15.**

a. ATCT

1) The ATCT will notify the HYA Operations, HFD, and BPD, etc. ATCT will stop all normal aircraft operation and ensure all ground aircraft cease movement the plane in question is on final approach. This does not prelude holding off the inbound plane with the emergency to allow for clearing of active planes inflight and /or on the ground to

allow for a safer emergency landing if and when possible. When possible, the ATCT will give the HFD units the description and the nature of the difficulty, the type of aircraft involved, if hazardous materials are on board, and the number of souls and fuel on the aircraft.

2) ATCT will hold all incoming or outgoing aircraft away from the airport or the accident site until the Airport, after consultation with Hyannis Fire Department and Airport Management, advises the ATCT that normal or limited operations may resume.

3) ATCT will notify the Airport and BPD an Alert III has occurred or been declared.

4) ATCT will make appropriate notifications to their supporting agencies as required by their standard operating procedures.

b. HYA Operations

1) The Airport will provide its primary ARFF vehicle for assisting the emergency.
2) The Airport will provide all its available resources for use during an emergency or rescue operation.
3) The IC arranges for additional support and delivery of the triage trailer/tent as required.
4) Under the direction of HFD, HYA will assist in rescue operations.
5) The Airport will issue airfield condition reports as necessary.
6) The Airport will perform field inspections of Runways and Taxiways.
7) The Airport with the assistance of the EOC will notify supporting agencies such as the FSDO, NTSB, FAA, MassDOT, ARC, Salvation Army, and other specific organizations that will be involved in the situation (Appendix C).
8) The Airport will notify appropriate tenants to include any air carriers, FBO's, Charter Operators, Corporate Flight Departments, airport construction representatives, and any others that may be applicable.
9) The Airport will make available its HAZMAT cart and spill containment devices for use as needed.
10) Depending on the duration of the emergency the Airport will make available its ATCT and Company hand held radios for more efficient communications.
11) The Airport will procure equipment and supplies from its local tenants on an as needed basis, and only after all of its supplies or equipment are exhausted.
12) The Airport will monitor overall site security with BPD and correct any weaknesses.
13) Airport Management will work closely with Hyannis Fire Department and the agencies supporting their efforts to ensure all resources are utilized to their fullest potential and the loss of life and property is minimized.
14) The Airport will designate a temporary morgue until the Medical Examiner arrives on the scene and takes control.
15) The Airport will prepare a brief for the NTSB investigator upon their arrival, and turn site responsibility over to the NTSB upon their request.
16) The Airport will ensure that the disabled aircraft or wreckage is expeditiously removed at the earliest practical time.
17) Media issues shall go through the IC, or EOC PIO.
18) The Airport will complete an accident/incident report form, as seen in appendix D-1 of this AEP.

c. Barnstable Police Department

1) The BPD will take appropriate actions to assist the movement of emergency vehicles to the crash/emergency site.
2) The BPD will secure the crash site from spectators and other persons not immediately active in the rescue operation. The BPD Local and State Police Departments may be utilized to perform this task.
3) The BPD will coordinate traffic and crowd control and ask for assistance if needed from State and Local Police.
4) The BPD will provide security for the temporary morgue as needed.

d. Hyannis Fire Department

1) Will proceed to the crash or incident site, and establish radio contact with the ATCT for updates.
2).Will take complete charge of all the firefighting, rescue and EMS operations.
3) Will keep the Airport appraised of the status of firefighting and rescue operations.
4) Will be handled per protocol and SOP's including requests for the State Haz-Mat team and/or notification of environmental agencies. They will also advise the Airport and the responsible parties for the plane so that appropriate private remediation companies can be contracted to respond.
5) Will attempt to safeguard and/or remove flight recorder.
6) If the aircraft is military, the fire department will take actions to correct any suspected ordinance from being damaged by fire, extrication or other actions. They will as needed evacuate or restrict access to the aircraft and/or certain areas of the aircraft or crash site to prevent injury should the ordinance employ or deploy. Hyannis Fire will work with HYA, the MMR Fire Department, and the Mass. State Bomb Squad to gain needed information about the flight and to ensure the appropriate military agency (s) respond to the scene. Remediation of any suspected ordinance will be conducted under direction of the appropriate military agencies.
7) If the aircraft accident is off of airport property and the accident does not interfere with airfield operations, the Responding Department Fire Chief may enlist the help of the HFD and BPD in aircraft rescue operations and appropriate agency notifications.

e. Airlines and Airport Tenants

1) In the event of a disaster involving an aircraft owned or operated by Tenants of the Cape Cod Gateway Airport, that agency or persons will be called upon to provide aircraft recovery and removal assistance and may also be called upon to provide manpower and equipment to the crash site.
2) Other Airport Tenants may be called upon to provide manpower and equipment to aid in the rescue operations or to simply provide assistance to areas away from the crash/emergency site.
3) All personnel involved in aiding rescue operations will have proper identification in their possession.
4) Airlines shall provide passenger counts and passenger name list. They shall also activate their family assistance program and their own emergency response plan(s).

5. REMOVAL OF DISABLED AIRCRAFT

Recovery and removal procedures of an aircraft incident/accident will begin after the Hyannis Fire Chief or the On-Site Incident Commander have determined that all persons

have been rescued, any casualties have been removed from the aircraft or the site, the site has been deemed safe and the aircraft is secured, and when the NTSB, FAA, FSDO, or the MassDOT have given permission to move the aircraft or taken custody of said aircraft.

The pilot, owner, or operator, of any aircraft involved in an accident or incident on the airfield at Cape Cod Gateway Airport will have full responsibility for the removal of said aircraft upon approval to do so. The aircraft owner will move the plane at the direction of the HYA, HFD and any other regulatory agencies (MassDOT, FAA, NTSB, ATF, FBI, BPD, SPD, etc). The removal of the plane will be done in a safe and professional manner protecting evidence and the workers doing the removal. If the aircraft has entered the EMAS bed, arrangements must be made with the Airport Manager or designee for the specific requirements for removal so as not to damage the remaining parts of the EMAS bed. The Airport Manager, or designee may request said aircraft be moved in the event the aircraft is not moved in an expedited manner or the owner/operator cannot be contacted. The owner, operator, or pilot of the aircraft shall bear any costs incurred in the removal of the aircraft.

a. AIRPORT RESPONSIBILITY

The following procedure shall be followed for disabled aircraft removal:

1) Before moving the aircraft initial notification must be made to the FAA Flight Standards District Office, MassDOT and the NTSB. Initial notification to these agencies concerning an aircraft accident/incident shall include the following when possible. **The aircraft cannot be moved until one of these agencies approves the removal.** (Note: Aircraft may need to be removed or moved due to fire hazard or life safety issues that superseded investigatory issues)
   (a) Type, nationality, and registration marks of the aircraft/ i.e. Tail number
   (b) Name of owner/operator of aircraft
   (c) Name of the Pilot-in-Command
   (d) Date and time of the accident
   (e) Last point of departure and destination of the aircraft
   (f) Position of the aircraft on the airfield. i.e. 300ft. north of RWY 24.
   (g) Number of persons aboard and number of injured or killed, if known
   (h) Nature of the accident including weather and the extent of aircraft damage
   (i) Description of any explosives, radioactive materials, or other hazardous or dangerous materials aboard the aircraft, if known
   (j) Location and telephone number where the owner/operator can be located

2) The On-Site Airport Incident Commander will direct all personnel, change effort to facilitate the firefighting, rescue, search, spill containment – control – and initial remediation as well as aircraft recovery/removal operations.

3) Photographs may be taken by the Airport Manager or his/her designee before anything on the aircraft is disturbed.

4) Airport Management Personnel shall direct any measures as necessary be taken to protect the lives of the personnel in and around the airport and to protect the property of the airport grounds. Safety of personnel shall take precedence over all operations.

5) Contact FBO or service organization of the owner's choice (if privately owned) and arrange for emergency removal by that organization. Advise the FBO of the exact nature of the problems. If owner has no preference, contact FBO or service organization which you feel would have the most experience with type of aircraft. If the FBO requires a crane, wrecker, or an air bag, contact Capeway Towing, or Baxter Crane. If after hours, use the E.R.T. listing in these manuals (Appendix C).

6) After the scene is secure, the Hyannis Fire Department and Cape Cod Gateway Airport will review conditions and grant permission for aircraft removal when appropriate.

7) Insure all Fuel Selectors & Master Switches in the aircraft are in the "Off" position.

8) Follow FSDO's or any other controlling agencies instructions TO THE LETTER during aircraft removal in order to prevent further damage.

9) If it is a simple removal and no FBO will respond, utilize airport equipment (dollies, etc). The Airport has a policy of not moving aircraft from the wreckage site. The Airport will engage in the removal process only after all other feasible options have been exhausted, and approved by the Airport Manager or designee.

10) Upon removal, perform a final inspection to ensure surface is safe for resumption of aircraft operations. Pick up all FOD noted. All repairs to pavement, safety areas, and other hazardous conditions are made at this time in order to restore safe operational capability of this area. If this is not possible the affected area will remain closed until properly repaired. Complete a post-incident/accident inspection form.

11) Cancel any relative NOTAM's with Flight Service and ATCT as appropriate.

11) Notify Tower of condition & re-open affected areas.

13) Complete Cape Cod Gateway Airport A-13 Accident Form (Appendix D-1).

b. BPD RESPONSIBILITY

1) The Barnstable Police Department is responsible for security during an incident/accident. They will ensure the aircraft is safeguarded from tampering, or any other actions that would confuse or hinder the investigation process or further damage the aircraft. The BPD will remain at the aircraft incident/accident site unless Airport Management deems further assistance is not necessary after consultation with the BPD. If only one officer is on duty at the time of an incident/accident they shall remain on patrol to ensure no unauthorized personnel gain access to the aircraft movement area. HYA will assist if needed when possible.
2) The BPD will ensure that no pedestrians or vehicles enter or exit the active aircraft movement area adjacent to the incident/accident site with the intention of gaining access to the emergency site without proper identification, an approved escort (BPD), and having an official need to be present at the incident/accident site. This will require the use of one officer and a vehicle unless Airport Management deems it necessary for further assistance. In this case Airport personnel will assist the

BPD. Access will also be restricted to the entire AOA by the BPD. Violators will be arrested and escorted off the AOA.

3) The BPD will relinquish control of accident site security when asked to by the NTSB, FAA, FSDO, or MassDOT. At this time they will maintain perimeter security and ensure no persons or vehicles access the movement areas with the intention of entering the incident/accident site without approval and an escort. This will usually require the officers to stage at the owner/operators ramp and maintain communications with those affected.

c. OWNER/OPERATOR RESPONSIBILITY

1) When approved, the owner/operator of an aircraft involved in an accident shall be responsible for assisting the Airport in preserving to the extent possible any aircraft wreckage, cargo, or mail aboard the aircraft as well as all records from the aircraft including flight recorders and tapes, voice recorders and tapes, aircraft logbooks, airmen logbooks, and other records pertaining to the aircraft. Prior to towing, aircraft wreckage photos will be taken to aid in the incident/accident investigation.
2) The owner/operator of an aircraft involved in an accident or incident shall be responsible for all records and reports, including all internal documents and memoranda dealing with the accident/incident.
3) A representative for the owner/operator of the aircraft involved in the accident/incident shall be present and meet with the Airport Manager and the Hyannis Fire Department to develop a comprehensive plan for the removal of the aircraft.
4) The owner/operator of the aircraft shall arrange removal of the aircraft with their selected aircraft removal company. The final decision on who removes the aircraft will come from the owner/operator.

d. RECOVERY EQUIPMENT

1) The aircraft owner/operator shall be responsible for providing any and all such equipment and personnel as necessary for the recovery or removal of an aircraft involved in an accident/incident. If this is not possible the owner/operator of the aircraft may request this assistance from the Airport.

2) In the event of an accident or incident occurring at Cape Cod Gateway Airport, the Airport will coordinate with the local FBO's, Tenants, or outside agencies to assist with recovery and removal operations at the airport.

3) Due to the costly expense of procuring and maintaining recovery equipment the Cape Cod Gateway Airport has no equipment, other than a large dolly/tow bar, which may be construed as aircraft recovery equipment. The procurement of this equipment will be the responsibility of the owner/operator, unless they require assistance from the Airport, and will come from either local FBO's or an outside agency.

In an accident situation, if FBO assistance is insufficient, there are two wrecking companies available: Capeway Towing at 508-771-1665 (small aircraft) or Baxter Crane at 508-775-0375 (small or large aircraft).

Capeway Towing

They can be contacted at 508-771-1665 in Hyannis, MA. They are located at 100 Scudder Avenue,

Hyannis, MA 02601. They are available 7 days a week, 24 hours a day.

Baxter Crane Inc.

They can be contacted at 508-775-0375. They are located at 10 Bayview, West Yarmouth, MA 02673 and are available 7 days a week, 24 hours a day.

B. NATURAL DISASTERS AND CONDITIONS

1. SEVERE WEATHER/HURRICANE

Severe weather will include any events classified as **Thunderstorms, Tornadoes or Hurricane**. Thunderstorms typically produce heavy rain for a brief period, anywhere from 30 minutes to an hour. The main concerns during a thunderstorm are lighting, high winds, and hail. A thunderstorm is considered severe if it produces hail at least three-quarters on an inch in diameter, has winds of 58mph or higher, or produces a tornado. Hurricanes are very destructive and can produce winds from 74 to 155 mph. Hurricane season starts in June and runs until November, with peak activity in September.

A. Terms used by weather forecasters:

1. Severe Thunderstorm Watch:
   Conditions are favorable for severe thunderstorms, frequent lightning, hail, and high winds to develop in the area.

2. Severe Thunderstorm Warning:
   Severe thunderstorms containing most, or all of the above-mentioned elements have been spotted and are occurring. Wind speed and direction of travel are usually given.

3. Hurricane Watch:
   Hurricane landfall is possible in the area.

4. Hurricane Warning:
   A hurricane has been projected to make landfall in the area. Speed and direction of travel will be predicted. If this is issued for the area surrounding Cape Cod Gateway Airport the AEP shall be initiated either on a limited basis or in its entirety.

B. The Airport Shall:

1. Maintain continuous weather watch during all periods of inclement weather utilizing:
   a) N.O.A.A. and NWS Services.
   b) FSS and ATCT when available
   c) DUAT Contracted Services
   d) Atmospheric sensors measuring air temperature, dew point, wind direction, wind velocity, and precipitation.

2. Keep key airport personnel, ATCT, fueling operations, and airport tenants advised of severe weather forecasts, updates, and alerts via either:
   a) Telephone
   b) Broadcast Fax Reports
   c) Email Reports

3. In the event of a severe weather watch, the following steps should be taken in order to prevent or minimize damage to aircraft during tornadoes, thunderstorms, or hurricanes.

a) Contact Matthew Elia, Asst. Airport Manager, at 774-487-5008 **AND** the Operations and Maintenance supervisors at the numbers listed below and advise them of the situation.

	Cell Phone #	Home #
Robert Holzman	508-326-1097	508-428-4799

Federal Aviation Administration
New England Region Airports Division
APPROVED
Feb 24 2022
LJD
Lead ACSI

Donald Sears 508-776-4320 774-810-5197

b) Contact the following fueler and advise them of warning if lightning is expected:

1. Atlantic Aviation 508-771-7520
2. Cape Air 508-790-1980
3. Griffin Avionics 508-771-2638

NOTE: After hours they may be contacted using the Emergency Response Team checklist and Operations Email and Fax list in this manual. The Operations Email and Fax list will cover all tenants on the airport. These can be seen in the appendix of this manual.

c) Check Main, East and North ramp airplane tie-downs to make as secure as possible.

d) Check East and North ramp hangars to ensure that all doors are closed and latched down.

e) Take quick survey of any airport equipment or materials that can be blown about or damaged by hail or windborne objects. These items should be secured inside a building or structure or adequately covered and secured.

f) Airport grounds should be cleared of litter and other objects.

g) All electrical equipment not in use should be stored or grounded.

h) All fueling operations at fuel farms shall cease during thunderstorms.

i) Monitor the grounds for damage.

j) File Cape Cod Gateway Airport A-13 Accident/Incident Report (Appendix D-1).

C. If the hurricane does strike the airport:

a. The AEP shall be initiated and followed for evacuation procedures and damage assessment.

b. The Airport Engineering Consultant shall be contacted and will conduct structure integrity assessments when they arrive on site.

c. Health and Medical procedures contained in this AEP shall be followed to prevent or minimize injury or the spread of disease.

D. If the hurricane watch/warning is cancelled, the Airport should repeat the notifications of the cancellation.

E. **SOPS and Checklists**

1. All SOPS are contained in this section and notification and checklists are contained in the appendix of the AEP.

2. SNOW REMOVAL

In the event of a severe snow storm, the Airport Authorities main objective will be to keep the airport safe and operational. The Cape Cod Gateway Airport has an approved Airport Snow Removal Plan that is already in place and can been seen in the Cape Cod Gateway Airport ACM.

a. When snowfall begins, the following procedures are to be followed:

1) Call Assistant Airport Manager at 774-487-5008 (Cell) or 508-813-6362 (Home) and advise of situation.

2) Call Maintenance supervisor at the following number and advise of the situation:

	Cell Phone #	**Home #**
Donald Sears	508-776-4320	774-810-5197

3) Follow instructions given by supervisor.

4) Fuel any snow removal vehicles, which are not full.

5) If the supervisor instructs you to warm up vehicles, do so at this time.

6) Deliver sand to terminal building tenants to keep leased areas clear.

7) Await further instructions from supervisor in charge.

b. The Maintenance Supervisor will do the following:

1) Assess the situation

2) Call in appropriate personnel

3) Advise Tower of intentions and timeframe

4) Notify Operations to inform Flight Service and issue NOTAMs as necessary

5) Enact snow removal plan

6) Update Airport Manager on conditions

c. The Maintenance Supervisor also will do the following:

1) Direct and monitor snow removal operations

2) Contact & coordinate with all corporate flight departments & fixed based operators regarding schedules & requirements.

3) Keep Airport Manager and Asst. Airport Manager advised on Operational Conditions. (As they change, or once every 1-2 hours)

d. In the event that the Airport is not able to keep the airport surfaces in satisfactory conditions they will file the appropriate NOTAM's and notify airport tenants.

e. SOPS and Checklists

1) All SOPS, Checklists and procedure are outlined in the Cape Cod Gateway Snow Removal Plan and can be seen in the ACM.

3. FLOOD WATCH AND WARNING

Airport Responsibility

A) The Cape Cod Gateway Airport is in close proximity to Nantucket Sound and is not in the coastal flood plain.

1. Will monitor water levels to the Cape Cod Gateway Airport during the flood watch and warning.
2. Upon notification that water levels are rising to flood stage the Cape Cod Gateway Airport will begin a limited evacuation of non-critical operational resources.
3. Airfield inspections will increase during the time of flood watches and warnings. FBO's and Tenants will be instructed to evacuate all non-critical operational resources during flood warnings.
4. The Airport will provide updates on water levels and flood status to the FBO's and Tenants.

B) Upon notification or sighting of flooding on the airport the Airport will do the following:

1. The AEP shall be enacted in its entirety for the purpose of evacuation.
2. Notify ATCT of the current situation and coordinate response efforts with ATC.
3. All airport FBO's and Tenants will be notified and instructed on evacuation procedures by the Airport and the BPD.
4. The areas of the airfield that will be affected by the impending flood will have NOTAM's issued on them.
5. If the entire airfield is in jeopardy from floodwater the airport shall be NOTAMED CLOSED in order to avoid any unsafe situation during a potential flood and to aid in a more expedient evacuation process.
6. The Airport shall shutdown power to all airport owned navigational aids and lights.
7. The Airport Personnel will remain at the airport and continue to monitor flood conditions and levels until the Airport Manager deems the situation unsafe.
8. The Airport will assist FBO's and Tenants in the evacuation process by supplying guidance, personnel, and equipment.
9. After successful evacuation of Airport Tenants the Airport shall designate an area for all of airport owned equipment used during the evacuation.
10. If the airport is submerged the Airport will coordinate with local law enforcement and the Coast Guard to ensure site security and deter any criminal activities at the airport.

C) After the floodwater recedes the Airport shall be responsible for the following:

1. Return all Airport owned equipment to the Airport for use during re-construction phase.
2. Begin a survey of damage and deem what structures are salvageable and what structures need to be removed.
3. Begin general clean up with the assistance of other organizations.
4. Time permitting assist FBO's with re-construction and cleaning efforts.
5. Ensure that the Airport is inspected and in compliance with FAR Part 139 before resuming normal or limited operations.

BPD Responsibility

a) During the evacuation process many of the gates that guard from unwanted entry onto the movement areas shall be closed after evacuation and locked. These shall be the responsibility of the BPD. They will ensure that no unauthorized pedestrians or vehicles access the movement area. The BPD may call upon the MSP to assist with this responsibility.
b) The BPD will maintain Airport Security Integrity and arrest/detain any persons who unlawfully enter the airport with the intention of carrying out criminal activities.
c) The BPD will consult with the Airport on the security measures needed to maintain a safe evacuation environment.

4. EARTHQUAKES (Structural Disasters)

The Cape Cod Gateway Airport is vulnerable to many natural disasters such as floods, hurricanes and earthquakes. This section of the AEP shall identify the procedures followed and responsibilities of the Airport, BPD, Hyannis Fire Department, FBO's and Airport Tenants in the event of an earthquake. It shall be assumed that in the event of a major earthquake the airport will be closed until deemed operationally safe by the Airport.

Earthquake damage to airports can be divided into two areas:
a) Damage to Runways and Taxiways-Airfield
b) Damage to buildings and structures- Critical/Non-Critical

Critical
a) Fuel Farms
b) Air Traffic Control Tower
c) Navigational Equipment (ILS etc.)
d) Test all communications equipment and notification systems
e) Runways and Taxiways

Non-Critical
a) FBO's
b) Hangars
c) Office Buildings/terminal

It shall be noted that above all else saving lives during an earthquake is the number one objective. After that is completed safely and efficiently the critical structures shall take precedence over the non-critical structures.

A. ORGANIZATION AND ASSIGMENT OF RESPONSIBILITES

1. Airport
a) The Airport shall initiate the AEP in its entirety during an earthquake.
b) The Airport shall notify all members of the ERT, and all Airport Tenants of a mandatory evacuation if required.
c) The Airport shall inspect the airfield including fuel farms post-event and determine the status of operational capabilities. If the airport is deemed unusable by the Airport

Manager or designee all appropriate notifications shall be made to ATCT and FSS for national dissemination.

d) The Airport Engineer will inspect all airport structures including taxiways and runways and report his/her findings to the Airport Manager.
e) The Airport shall assist, by whatever means possible at the time, with the safe and expedient evacuation of the Airport if necessary.
f) The Airport will assist the Hyannis Fire Department in containing any structural fires due to the earthquake by providing equipment and personnel.
g) The Airport shall notify the EOC and inform them of their current operational status and the need for assistance if that need exists.
h) If applicable The Airport will shut off all utilities they have access to including airfield power, gas lines, and airfield water to prevent further destruction of structures due to fractured utility supply lines.
i) The Hyannis Fire Department shall set up and coordinate triage and EMS efforts for the injured.
j) The Airport shall designate an area for a temporary morgue under the direction of the Medical Examiner and Coroner if required.

Note: After an earthquake, the Airport is expected to be isolated and self-sufficient for up to 48 hours; only those resources that are on the Airport at the time of the earthquake are expected to be available. Other structural disasters will have an immediate response from surrounding agencies.

2. Hyannis Fire Department
a) The Hyannis Fire Department shall be responsible for saving lives and property after an earthquake
b) Hyannis Fire Department is responsible for extinguishing any structural fires due to the earthquake in the order of highest priority.
c) Hyannis Fire Department shall coordinate EMS efforts including triage, treatment and transport using State and Local protocols.

3. Barnstable Police Department
a) The BPD shall be responsible for assisting the Airport in the evacuation process.
b) The BPD shall be responsible for monitoring airfield security and ensuring that no unlawful activities take place.
c) The BPD shall monitor all open gates during the time of evacuation.

4. FBO's
a) Upon occurrence of a Natural Disaster such as an earthquake, each FBO is responsible for an estimate of their situation to include a rapid evaluation of damage to their facilities and an approximation of their available resources; this estimate should include the condition of all areas they lease from the Airport.
b) FBO's shall initially take whatever steps are necessary to save lives and prevent damage to their immediate area.
c) FBO's shall be responsible for supplying emergency support agencies with a roster of all personnel on duty at the time of the earthquake in order for the Hyannis Fire Department to more efficiently conduct search and rescue operations.
d) FBO's shall make available any equipment and personnel requested for use in assisting the Airport and the Hyannis Fire Department in rescue operations.

5. Other Organizations and Agencies Involved

a) These agencies shall assist the Airport and Hyannis Fire Department as practical.
b) All agencies involved in rescue and clean-up operations are responsible for maintaining individual accounting records in sufficient detail to document subsequent requests for reimbursement.

C. BOMB THREATS/INCIDENTS

1. Bomb threats by their very nature indicate the very real potential for serious damage to aircraft, buildings and property, as well as the potential for serious injury or loss of life. Therefore, all bomb threats received at Cape Cod Gateway Airport, regardless of who receives them, will be treated as if a bomb or bombs do exist and the impending explosion is real. Should a threat be received directly by the Airport, tenant or BPD procedures have been provided to assist authorities in the evaluation of the threat. That interrogation sheet is included in appendix (D-2) of this AEP.

2. As a bomb threat received at Cape Cod Gateway Airport may be against an aircraft or the airport buildings, this section will be divided in to two sub-sections. Sub-section three below relates to bomb threats against aircraft while sub-section four below relates to bomb threats against airport property or buildings.

A. BOMB THREATS AGAINST AIRCRAFT

a. In the event a bomb threat is received against an aircraft, the following agencies and/or personnel will be notified.
   1) FAA ATCT
   2) Airport Management, Operations and Maintenance
   3) BPD
   4) Hyannis Fire Department
   5) TSA
   6) FBI
   7) Aircraft Owner/Operator/Tenants
   8) Massachusetts State Police

b. It is feasible that any of the above will receive an aircraft bomb threat and it is also possible that another agency entirely removed from the airport will receive the threat and pass it on to airport personnel.

c. Each agency on the airport has a security coordinator who shall be contacted during a bomb threat whether it affects their organization or not. These Security Coordinators will make additional notifications to their respective companies and personnel.

d. AIRCRAFT HANDLING
   1) The foremost condition demanded in a bomb threat against an aircraft at Cape Cod Gateway Airport is to evacuate the passengers from the immediate area. The aircraft will remain in the designated bomb threat search area. The designated search area for parking bomb-threatened aircraft is in the aircraft run-up area located on Echo Taxiway. If this area is unusable the Airport shall designate another area based on the criteria that the new area is a far as possible from any runways, hangars, pedestrians, or buildings which could be harmed during an explosion.
   2) If an aircraft is airborne and becomes threatened, the Pilot in Command shall have the choice to return to the airport and initiate either a quick stop with passenger evacuation or taxi to the designated area, where passenger evacuation will take place. If a quick stop is elected on a runway or taxiway, that runway or taxiway will be closed via an appropriately issued Field Condition Report/NOTAM. Hyannis and Airport ARFF vehicles will stand by at a safe location until the aircraft threat is terminated.

3) Off-loading of passengers will be commenced immediately after the aircraft has stopped. Passenger evacuation will be via:
    a) Aircraft evacuation slides (if equipped depending on type of aircraft) as directed by the Pilot in Command
    b) Built-in aircraft stairs
    c) Airport ARFF vehicles or trucks
    d) Mobile stairs provided by an FBO, if required
4) If immediate passenger transportation is not available, passengers will be instructed to move as far away from the aircraft as possible until transportation arrives. Unless the aircraft is non-standard from the type that frequent Cape Cod Gateway Airport, transportation should not be a problem and can be provided by the Airport. Passengers will not be allowed to remain on the aircraft while it is being searched and must leave all personal items on the aircraft.
5) If an aircraft is taxiing on the runway/taxiway, it shall again be the Pilot in Command's decision to stop and commence an emergency evacuation or proceed to the designated area for passenger off-loading.
6) In no case will a threatened aircraft be allowed to return to a ramp or terminal/FBO area for passenger disembarking. If an aircraft has a threat made against it while it is at a terminal, FBO, or heavily populated ramp, the passengers shall be immediately off-loaded and will evacuate the immediate area. The aircraft will be left in place and the brakes set.

e. AIRCRAFT SEARCH PROCEDURES

1) Once an aircraft has reached the search area and all passengers and crew have exited, no vehicles other than those of necessity shall be allowed between the ARFF vehicles on standby and the aircraft.
2) Search operations shall be accomplished at the direction of the Incident Commander. The Airport and FBO will provide technical assistance, special keys or tools and aircraft knowledge. Searches will be conducted as needed with agencies such as the BPD, HFD, Airport, and Bomb Squad working cooperatively.
3) Once an aircraft has been declared safe, baggage and cargo will be reloaded and the aircraft allowed to return to its ramp or terminal area.
4) Upon the issuance of an "All-Clear" from the Hyannis Fire Department or Bomb Disposal Unit, the personnel previously notified at the beginning of this section shall again be notified and informed that at this time the situation has been safely terminated.

Note: All contact information for the agencies involved in this section can be found in the appendix of this manual.

4. BOMB THREATS AGAINST AIRPORT FBO'S OR PROPERTY

a. In the event a threat is received against a building or property at the Cape Cod Gateway Airport, the Airport will also notify individual tenants as necessary.
b. The Airport Manager or designee shall have the responsibility for deciding whether or not to evacuate the building or property threatened.
c. During all bomb threats, tenants will be notified to conduct a diligent, thorough search of their respective non-public areas. If any suspicious items are found, personnel are to be instructed to leave them alone, clear the area and call 911.

d. All public areas are to be searched by the HFD and Airport. They will keep Airport Management informed of their search.
e. If evacuation of a Terminal Building becomes necessary, all aircraft will be held away from the terminal building and ramp and directed to another area that has been cleared. Evacuation notices may be made through the BPD and the Airport contacting the affected agency. Aircraft will be instructed to another ramp by ATCT.
f. HYA ARFF and Hyannis Fire Department will be on standby at a safe location, nearby, in the event of an explosion and fire.
g. Upon notification of an "All-Clear", a reverse notification shall be made to all tenants and personnel previously notified informing them of the termination of the situation.

5. EXPLOSION

a. In the event of an explosion, the Hyannis Fire Department will have full responsibility for extinguishing any fire that may occur with the assistance of HYA ARFF. The BPD and MSP will assist by sealing off the area. After the injured have been removed and the fire extinguished, it is most important that the damaged area not be disturbed until officials have had the opportunity to inspect the area.

6. SOPS and Checklists

Bomb Incidents General

1) Advise the following organizations/personnel in order:

Fire Department Department……911

BPD **911**

Airport Manager
Katie R. Servis Home: 508-254-8640 or Cell Phone: 508-562-2279

Assistant Airport Manager:
Matthew Elia Home: 508-813-6362 or Cell Phone: 774-487-5008

Operations Supervisor:
Robert Holzman Home: 508-428-4799 or Cell Phone: 508-326-1097

Airport Maintenance Supervisor (if explosion occurs)
Donald Sears Home: 774-810-5197 or Cell Phone: 508-776-4320

2) Follow any instructions received by the above organizations/personnel. Notify the FAA, TSA, FBI, and the NTSB.

3) With the assistance from BPD begin evacuation procedures outlined in this section of the AEP.

4) Issue any applicable Field Condition Reports/NOTAM on the affected areas.

5) Notify all tenants that could potentially be affected by the pending situation.

6) The ATCT will contact the HFD of an explosion at the airport. Ensure Hyannis Fire Department gains access to the potential disaster site by monitoring the appropriate staging gate.

7) After the scene and emergency are secure, contact the Airport Consultant Engineer in order to evaluate structure integrity.

8) Complete Accident Report Form and submit to Asst. Airport Manager Matthew Elia. An Accident Report Form can be found in appendix (D-1) of this manual.

AIRCRAFT: BOMB INCIDENT SOP

After the aircraft has been parked, the following areas of responsibility shall be implemented:

Aircraft Operator

1. If loaded, evacuate personnel aboard aircraft to a point not less than 500 feet from the aircraft.
2. Search aircraft with guidance from the Massachusetts State Police.

FAA Tower

1. Notify other aircraft as necessary.
2. Coordinate movement of ground vehicles.

Airport Operations

1. Close taxiway Delta, dependent upon where aircraft is parked
2. Stand by with Hyannis Fire Department personnel
3. Provide on-site Police
4. Notify MSP

BPD/MSP

1. Set up command post
2. Notify appropriate Airport personnel
3. Dispatch assisting officers
4. Coordinate with all agencies

If during the search of the aircraft, baggage, or cargo, a suspicious object is located:

1. All HFD personnel shall evacuate immediately.
2. Bomb Squad shall be notified by the HFD
3. All personnel and vehicles in area shall withdraw to a position not less than 500 feet from the aircraft.

   The aircraft will not be turned over to the aircraft owner/operator until BPD, HFD, and the Bomb Squad are satisfied that the aircraft is safe.

BUILDING BOMB INCIDENT: SOP

Building search responsibilities:

Tenant Personnel	Airport Personnel
Tenant area	Public Areas

If during the search of the building, a suspicious object is located:

1. The building will be completely evacuated.
2. The HFD personnel will stand by with fire equipment
3. The MSP Explosives Disposal Unit will take control of the situation.

The Building Bomb Alert will be terminated by airport via phone/company radio. Buildings will be cleared by joint effort of BPD, HYA, HFD, and the Bomb Squad if called.

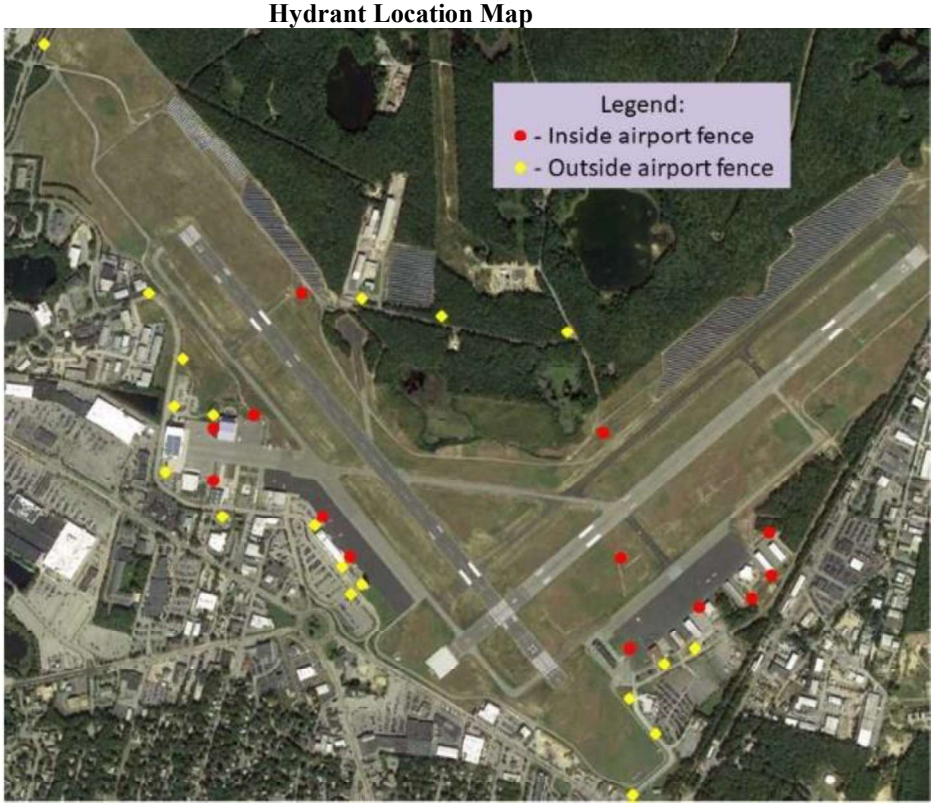
D. STRUCTURAL FIRES/FUEL FARM & FUEL STORAGE AREAS

1. A structural fire may occur anywhere on the Airport property and may include one or a number of buildings. Procedures for all fires, regardless of location, are basically the same.

2. Upon initial notification of a fire in a structure, the Hyannis Fire units shall be contacted by the ATCT. The HYA ARFF will assist as necessary.

3. Notifications made are essentially the same as those which will be made for all airport emergencies. Essentially, the Hyannis Fire Department, BPD, the Airport and the ATCT will be notified with each making additional notifications as necessary.

Hydrant Location Map



4. **<u>Hyannis Fire Department</u>**
   a. Respond with units to the area and initiate fire extinguishing procedures. An aircraft accident happening during a structure fire will be handled by Mutual Aid and available HYA ARFF equipment.

   b. The airport will not be evacuated because of a typical structure fire.

   c. Request mutual aid from surrounding communities as determined.

5. **<u>BPD</u>**
   a. Respond to the fire area to assist with crowd control and evacuation of the area if necessary.

b. Brief Airport Management of all developments relative to the fire situation.

c. Request "Mutual Aid" from the surrounding Police Departments or MSP if necessary.

6. AIRPORT

a. Monitor Police and Fire radios for updates on the fire situation.

b. Notify the appropriate tenants of the pending evacuation due to the fire spreading.

c. Respond to the fire with personnel and equipment in order to assist the Hyannis Fire Department if necessary.

d. Issue evacuation notices for Airport Owned Buildings as directed by the Hyannis Fire Chief, the Airport Manager, or their representatives.

e. Perform any necessary utility shutdowns as requested by the Hyannis Fire Department.

f. Perform an initial damage assessment.

g. Provide temporary lighting units to the fire area if needed.

h. Provide heavy equipment operators and equipment if needed.

i. Issue NOTAMs as needed.

7. ATCT

a. Although the ATCT actually will have little or no role in a structural fire, they will be used to facilitate getting fire units to the site as quickly as possible.

b. In the event of a Terminal Building/FBO/Corporate Hangar fire with close aircraft proximity, ATCT will expedite aircraft movement from the fire area if so ordered by the Incident Commander.

c. ATCT will ensure all aircraft arriving at the affected area are instructed to use a different FBO/Ramp due to the fire.

d. ATCT will close a runway and/or affected area of the airport to aircraft access if requested by the Airport Manager or Incident Commander.

8. GENERAL

a. In the event of a fire occurring in the Terminal/FBO area, that FBO will be instructed by the Airport to move any and all of the aircraft on their ramp away from the structure on fire so as to minimize the danger to aircraft.

b. Only the Hyannis Fire Chief shall have the authority to declare an area safe and to allow personnel back in the area. If necessary, the Fire Chief may utilize BPD to keep persons out of a fire area until he declares it safe.

c. In the event the Hyannis Fire Crews must retreat from a structural fire to an aircraft emergency, the Hyannis Fire Chief will request assistance from another Department Fire Department if available, and then from mutual aid if they are not.

9. EVACUATION (Per Local Codes)

a. All FBO's and tenants will have exits and emergency exits clearly marked. These exits will lead outside the building where pedestrians will be instructed to move as far away from the burning structure as possible. Caution must be exercised in the area of evacuation operations to prevent additional victims.

10. SOPS and Checklists (provided primarily for Airport Operations)

A. Structural Fires

1) Advise the following organizations/personnel in order:

a) Emergency Assistance	**911**
b) BPD	**508-775-0387**
c) Airport Manager	Home**:** 508-254-8640 or Cell: 508-562-2279
d) Assist. Manager	Home**:** 508-813-6362 or Cell: 774-487-5008

2) Follow any instructions received by the above organizations.

3) Determine contents of the building by contacting owner or business. Relay this information to emergency personnel.

4) Open necessary gates and provide for emergency vehicles to reach the fire.

5) Assist in crowd control and only allow emergency responders on the scene.

6) Notify any tenants that are adjacent to the affected area and inform them of an impending evacuation.

7) Ready the ARFF truck for use by the Hyannis Fire Department.

8) Implement this section of the AEP and access all contact numbers.

9) File any appropriate Field Condition Reports/NOTAM on the affected areas.

10) Instruct ATCT to divert aircraft whose destination is the affected area to another FBO/Ramp.

11) Complete Accident Report Form and submit to Asst. Airport Manager Matthew Elia. An Accident Report Form can be found in the appendix D-1of this manual.

B. Fuel Storage Fires

1) Advise the following organizations/personnel in order:

a. Emergency Assistance	**911**
b. BPD	**508-775-0387**
c. Airport Manager	Home**:** 508-254-8640 or Cell: 508-562-2279

d. Assist. Manager Home**:** 508-813-6362 or Cell: 774-487-5008

2) Follow any instructions received by the above organizations.

3) Determine contents of the fuel tanks. Relay this information to emergency personnel.

4) Open all gates and provide for emergency vehicles to reach the fire.

5) Assist in crowd control and only allow emergency responders on the scene.

6) Notify any tenants that are adjacent to the affected area and inform them of an impending evacuation.

7) Assist the Hyannis Fire Department with knowledge and schematics of the Fuel Farm.

8) Ready the ARFF truck.

9) Implement this section of the AEP.

10) File any appropriate Field Condition Reports/NOTAM on the affected areas.

11) Instruct ATCT to divert aircraft whose destination is the affected area to another FBO/Ramp.

12) Complete Accident Report Form and submit to Asst. Airport Manager Matthew Elia. An Accident Report Form can be found in appendix (D-1) of this manual.

13) Ensure emergency fuel shutoffs (EFSO) are activated.

c. ARFF INDEX EQUIPMENT

Cape Cod Gateway Airport will maintain an Index B ARFF equipment and agents per CFR Part 139.317. If Cape Cod Gateway Airport expels agents required and expends the required equipment, HYA Operations Department will alert Hyannis Fire Department, issue NOTAMS and notify all tenants by closing the airfield to air carriers until required levels are again available.

E. HAZARDOUS MATERIALS

It is conceivable that hazardous materials and/or radioactive materials will be transported into, through or out of the Cape Cod Gateway Airport by both civil and military aircraft. Section one relates to civil aircraft carriage and general airport property in contact with hazardous/radioactive materials. Section 2 deals with military aircraft carriage of radioactive materials or nuclear devices.

PREVENTION AND CONTROL OF SPILLS

Cape Cod Gateway Airport ARFF shall be notified of any spill, and particularly if over five (5) gallons of product or if a spill is over 3 m (10 ft.) in any direction or is over 5 m^2 (50 ft^2) in area, continues to flow or is otherwise a hazard to persons or property. The spill shall be investigated to determine the cause, to determine whether emergency procedures were properly carried out, and to determine the necessary corrective measures.

CIVIL AIRCRAFT CARRIAGE OF HAZARDOUS/RADIOACTIVE MATERIAL AND GENERAL AIRPORT PROPERTY PROCEDURES

1. The transportation of hazardous/radioactive material, including fissionable materials, onboard civil aircraft operating in the United States is governed by the Civil Air Regulations promulgated by the FAA. Thus, any civil aircraft carrying such materials must have an onboard copy of the restricted article document listing the materials carried and the specifics of the materials.

2. If an aircraft is airborne and develops a problem, related to the material carried or not, the Pilot in Command shall have the responsibility of notifying the ATCT of such material being onboard.

3. In the event of an airborne incident the ATCT shall notify the following:
   a. Airport and HFD units, specifying that hazardous/radioactive materials are onboard.

   b. The Airport will notify the BPD.

4. If the airborne aircraft develops a problem with hazardous/radioactive material, upon landing, the aircraft shall not be allowed to taxi to a ramp or terminal area, but will rather be directed by ATCT to proceed to the Aircraft Run-up Pit located at Taxiway Echo where hazardous/ radioactive procedures will be initiated. In the event that the on scene Hyannis Fire Incident Commander determines that the use of this site is precluded due to the proximity of other parked aircraft or the prevailing meteorological conditions, he may direct the aircraft involved to an alternate site.

5. In the event of hazardous/radioactive material being exposed while an aircraft is on the ground, or while the material is off an aircraft and being transported, the carrier of the material shall immediately notify the ATCT. If hazardous/radioactive material is exposed or suspected of release while on board an aircraft, the aircraft shall remain at its present ramp, terminal area, or holding position and under no circumstances be moved unless at the instruction of the Hyannis Fire Incident Commander at the scene. The ATCT shall not allow any aircraft to taxi through the area of the incident in order to prevent further spreading and contamination of the material.

6. Upon arrival at the scene, the **Hyannis Fire Incident Commander** shall assume command and control of the area and follow Department SOP's and protocols for handling hazardous/radioactive incidents requesting the State Haz-Mat team and/or other outside agencies as deemed necessary (Appendix B page 90).

7. Upon arrival at the scene, the **BPD** will do the following:
   a. Initiate an immediate and complete security perimeter around the site, cordoning off the area from entry by anyone other than absolutely necessary personnel or vehicles.

   b. Escort emergency response teams from the airport perimeter gates to the incident site.

8. Airport

a. Upon notification of an incident occurring, the Airport will initiate the following procedures.

1) Contact ATCT to ensure aircraft are not allowed through the area.

2) Contact airport tenants and advise them to keep their personnel clear of the area.

3) Notify appropriate outside agencies for assistance if necessary.

b. Notify any of the following for radiological monitoring of the site:

1) Hyannis Fire Department
2) Obtain a copy of the restricted articles document and ensure that response teams are given a copy as well.
3) Issue appropriate Field Condition Reports/NOTAMS as necessary.
4) Perform additional duties as directed by the On-Site Incident Commander.

9. Only the Hyannis Fire Chief shall have the authority to declare an area clean and safe after an incident. Once an "All Clear" has been issued, notifications will be made to all previously notified personnel and agencies notifying them of the termination of the incident.

MILITARY AIRCRAFT CARRIAGE OF RADIOACTIVE MATERIALS OR NUCLEAR DEVICES

The following shall be the general procedures to be followed in the event of an aircraft accident or incident while carrying radioactive or nuclear materials:

1. In a military aircraft accident or incident involving a nuclear weapon, or any weapon, several hazards may be present that do not occur in the commercial transport of radioisotopes. Blasts of varying degrees may occur as a result of the detonation of high explosives in the weapon; toxic or caustic fumes may be released by burning high explosives and spread over considerable distances by smoke and wind.

2. The Pilot in Command of the Aircraft shall have the responsibility of notifying the ATCT that the aircraft is carrying such material and the type and amount, if available.

3. Procedures from this point will generally mirror those used for civil aircraft with only a few changes incorporated to accommodate the military aircraft.

4. If the aircraft catches fire and is exposed to total envelopment in flames for more than 10 minutes, all rescue crews will be instructed to move at least 2,500 feet from the aircraft due to the high probability of explosive detonation.

5. If the aircraft has not been enveloped in flames for more than 10 minutes, Airport ARFF and Hyannis Fire Crews shall use the maximum amount of cooling agents available on the aircraft and weapons or material in attempting to prevent explosions.

6. Additionally, the ATCT shall advise all traffic on the ground to remain clear of the site by at least 2,500 feet.

7. The BPD shall evacuate the affected ramp or terminal building and all other buildings adjacent to the site of the military aircraft if fire or explosion are imminent.

8. Military aircraft accidents and incidents are the responsibility of the military as far as clean up and removal of the aircraft. In the case of hazardous materials carried aboard an aircraft, the military command to which the aircraft is attached will also have ultimate responsibility to remove the hazardous materials or weapons and clean up any exposure resulting from the incident. Units of the EOC OEM may also be utilized if more assistance is requested.

9. GENERAL

a. In the event of a hazardous/radioactive accident or exposure, all personnel and equipment responding to the scene shall be checked for contamination and decontamination as necessary.

b. If an accident or incident occurs, the On-Site Incident Commander or the Hyannis Fire Chief shall determine if any other Disaster Plans need to be initiated.

c. No unauthorized personnel shall be allowed in to any area where there is a radioactive hazard until such time as the radioactive hazard has been terminated.

10. SOPS and Checklists (provided primarily for Airport Operations)

d. If hazardous materials of any kind are suspected to have contaminated any part of the airport:

1) Advise the following organizations/personnel in order:

a. Hyannis Fire	**911**
b. BPD	**508-775-0387**
c. Airport Manager	Home**:** 508-254-8640 or Cell: 508-562-2279
d. Assist. Manager	Home**:** 508-813-6362 or Cell: 774-487-5008

2) Follow any instructions received by the above organizations.

3) Notify the ATCT and FSS of the affected areas and file the appropriate Field Condition Reports/NOTAMS.

4) Upon the request of one of the personnel listed above, with the assistance from Hyannis Fire Department or BPD barricade or isolate the affected area.

5) With the assistance of BPD notify adjacent tenants of the impending evacuation.

6) Instruct ATCT to divert aircraft whose destination is the affected area to another FBO/Ramp at least 2,500 feet from the incident/accident site.

7) Ready the ARFF truck.

8) Open all necessary gates and provide for mutual aid emergency vehicles to reach the site. Assist in crowd control and only allow emergency responders on the scene.

9) Implement this section of the AEP and access all contact numbers.

10) Complete Accident Report Form and submit to Asst. Airport Manager Matthew Elia. An Accident Report Form can be found in the appendix section of this manual.

Note: All Emergency Numbers are located in the Appendix C & K of this AEP.

Federal Aviation Administration
New England Region Airports Division
APPROVED
Feb 24 2022
LJD
Lead ACSI

F. SABOTAGE, HIJACKING, AND OTHER UNLAWFUL INTERFERENCE WITH OPERATIONS

1. SABOTAGE/UNLAWFUL INTERFERENCE

a. For those persons or groups who may wish to do damage to aircraft or airport property by means of sabotage or interference, the Airport has taken measures to prevent or seriously hinder these attempts.

b. The most basic measure taken was the erection of an eight-foot chain-link perimeter fence with three strands of barbed wire at the top around the entire airport property.

c. Combined with this are round-the-clock perimeter inspections by the Operations Department. Police personnel are also continually patrolling aircraft movement areas and terminal buildings. Airport Tenants have also been instructed to thoroughly secure all aircraft on their respective ramps when not in use to further discourage sabotage or interference attempts.

d. The Asst. Airport Manager/Security Coordinator periodically holds security meetings when information is received from the TSA, FAA, AOPA, and other agencies.

e. Every employee with access inside the perimeter fence must have an Airport authorized ID badge. These are received, depending on the privileges associated with the badge type, after a background check has been completed and the personnel have undergone security and in some cases ground vehicle operations training. A database with all personnel with access to the airport is kept in the Airport Security Office.

f. Daily inspections by the Maintenance Department, Operations Department, and Airport Police personnel are conducted and will reveal any sabotage to airport grounds or property and immediate remedial measures will be undertaken to correct any disrupted areas.

2. HIJACKING

a. In the event that an aircraft is hijacked or an aircraft is boarded by a person or persons with the intent of hijacking, all attempts will be made to protect the aircraft and its occupants.

b. As in other Airport Emergencies, the basic notifications will be made to the ATCT, Airport Management, Hyannis Fire Department, and the BPD with each making their own notifications. Additionally, the FBI will be called to respond to the incident.

c. Should an aircraft become hijacked, the ATCT will attempt to have the aircraft placed in an isolated area away from hangars and the terminal. Referenced in the area used for bomb searches, Maintenance Run-up Pit area. Once in an isolated area, or at a standstill position, units of the BPD and MSP will take charge of the situation until relieved by the Federal Bureau of Investigation. Units of the Hyannis Fire Department will be instructed to standby at a safe distance until such time as they are needed or instructed to stand down.

d. Personnel of the Airport will be on standby status throughout the duration of the incident and will perform duties as directed by the On-Site Police Commander or higher officials.

e. Personnel of the ATCT will perform their normal duties during the incident and will handle the aircraft in question per their emergency incident procedures and as directed by the On-Site FBI Incident Commander.

f. The FBI will attempt to contact the hijacker(s) and will make all attempts to keep the aircraft on the ground. FBI hostage negotiations will continue through the incident to its termination with the ultimate hope that the aircraft and its occupants are released unharmed and the hijacker(s) are taken into custody.

E. Organizations and Responsibilities

a . Involved Aircraft Operator

1) Dispatch a management official to the Command Post at the Airport ARFF/SRE Building.

2) Coordinate all requirements with FBI and FAA representatives.

3) Prepare to provide ramp work clothes for law enforcement agents, if armed intervention is deemed necessary.

4) Assign a member of management or appropriate personnel to be available to assist law enforcement personnel.

5) The refueling of an aircraft under the control of a hijacker(s) is an extremely critical operation. This refueling operation will be the closest contact the hijacker(s) has with persons outside the aircraft who are a potential threat to the hijacker(s) and to the success of his/her hijacking mission. Therefore, extreme caution should be exercised not to cause excitement, disturbance, or any action which might agitate the hijacker(s). Make every effort to handle the refueling without endangering life or property. Be prepared to provide the proper amount of fuel at the location, as decided by Aircraft Operator/Airport Management.

   Should the decision be made to immobilize the aircraft, the refueling operations shall be under the direct control of Federal authorities.

B. Barnstable Police LEO

1) Contact the Federal Bureau of Investigation and the Barnstable Police Department.

2) Establish Command Post at the ARFF building.

3) Provide an unmarked automobile with Control Tower and Police Department radio communication capability.

4) Provide assistance and escorts as needed.

5) Advise all duty personnel of the hijack alert, but show no outward signs of the alert with fire equipment or flashing lights, which might alarm the hijacker(s).

C. FBI and Federal Aviation Administration

1) Dispatch an agent to the Command Post at the Airport ARFF/SRE Building.

2) All decisions as to the plane itself are the responsibility of the involved aircraft operator they must request such assistance from Federal authorities as they deem necessary. Once a decision is made, the method of carrying out the necessary action will be the responsibility of the Federal authorities.

4. SOPS and Checklists (provided primarily for Airport Operations)

Sabotage & Hijack

a. Advise the following organizations/personnel in order:

1) Hyannis Fire	**911**
2) BPD	**508-775-0387**
3) Airport Manager	Home**:** 508-254-8640 or Cell: 508-562-2279
4) Assist. Manager	Home**:** 508-813-6362 or Cell: 774-487-5008

b. Follow any instructions received by the above organizations.

c. Notify the ATCT and FSS of the affected areas and file the appropriate Field Condition Reports/NOTAMS.

d. Assist the BPD and MSP with their requests.

e. Confirm the Airport Manager or BPD had contacted the FBI.

f. Ready the Airport ARFF truck.

g. Open all gates and provide for mutual aid emergency vehicles to reach the site. Assist in crowd control and only allow emergency responders on the scene.

h. Implement this section of the AEP and access all contact numbers.

i. Assembly of personnel and police equipment must not be in view of the aircraft, regardless of the distance involved.

j. A Command Post will be established if necessary at the Airport ARFF/SRE Building. Communication capability between the Command Post, the aircraft operator's office involved, and the mobile unit on the field will be established.

k. The actual decision as to any request for assistance will be made by the aircraft operator involved. This decision will then be relayed to the Command Post, where appropriate action will be decided.

l. Prior to the arrival of the FBI, the Barnstable Police Department is the IC.

m. Upon landing, the subject aircraft will be positioned by the Aircraft Captain at the Maintenance Run-up Pit if allowed by the hijacker(s). If allowed, the aircraft will be directed to this spot by a ground controller located in the ATCT and will be positioned in such a manner as to allow exiting passengers and/or crew to disembark.

n. All parties shall exercise extreme caution not to cause excitement, disturbance, or any action which might agitate the hijacker(s). An accepted practice in a hijack situation is to delay the aircraft and negotiate for release of hostages.

o. Only the required number of persons needed to service the aircraft should be used. The servicing crew should be kept to a minimum. Any items or uniforms resembling police equipment (brass buttons, mechanic's tool bags, caps, etc.) should be removed or hidden. Only the necessary servicing should be utilized.

p. The aircraft operator involved should predetermine the amount of fuel needed and arrange to have this fuel available. The aircraft operator involved should determine the time required for the ground servicing. The aircraft Captain should be apprised of these time requirements and the procedures to be used in order to keep the hijacker(s) as calm as possible.

q. Complete Accident Report Form and submit to Asst. Airport Manager Matthew Elia. An Accident Report Form can be found in appendix (D-1) of this manual.

** **Above all else no one shall make verbal contact with the Hijacker(s) until the FBI arrives on the scene. Only BPD or MSP is allowed to make any verbal contact with Hijacker(s).**

G. AIRFIELD POWER FAILURES

1. Electrical power for runway and taxiway lighting is supplied to the airport is provided by Eversource. In the event that the Eversource could no longer supply power to the Cape Cod Gateway Airport a diesel-fueled generator will be used for primary power. This generator still allows the ATCT to select lighting intensity for different types of operations.

   The power supplying the various tenants and FBO's at the airport is also provided by Eversource. These buildings are not backed up by the Airport owned generator and will depend on the tenant for back-up power.

   a. Power Source Details:
      1. Eversource – Primary power supplier for Cape Cod Gateway Airport
         Eversource supplies power from one source:
         a) High Voltage Substation, Willow Street, West Yarmouth, MA 02673

      2. Back – Up generator for Airfield Lighting:
         a) Located in the Airfield Lighting Vault at Gate P
         b) Continuous Duty 60 Kw output
         c) Supplies power to runway 6/24 and 15/33 and the Airfield Lighting Vault
         d) Engine and generator end: Kohler/John Deere
         e) Allows lighting intensity to be controlled by the tower
         f) Connected to natural gas service, provided by National Grid
         g) Tested weekly-log located in airfield lighting vault
         h) Maintenance annually – Log at the Maintenance Department.
         i) Preventative Maintenance Schedule:

3. SOPS and Checklists-Airport Only

a. EMERGENCY GENERATOR TEST PROCEDURE

ON GENERATOR

1. Check belts, fluids (oil, fuel, coolant) in generator.
2. Engine control switch to "Auto"
3. Voltmeter (Ammeter) switch
4. Generator field control to "ON" (UP)

ON TRANSFER CONTROL BOX

1. Auto test switch to "Auto"
2. Switch knob set to "Self Test"

The emergency generator should automatically start. The red light on the transfer control box should light. The edge lights for runway 6/24 and 15/33 should be controllable manually on the transformer or from the tower with the control switch in the remote position. Run for 20 minutes.

TO COMPLETE TEST

Throw circuit breakers to on. The generator will continue to run for approx. 15 minutes. The tower must be able to control the light intensity.

b. Airfield Power Failures

In case of an Airfield Power Failure:

1. Advise the following organizations/personnel in order:

a) Hyannis Fire	**911**
b) BPD	**508-775-0387**
c) Airport Manager	Home**:** 508-254-8640 or Cell: 508-562-2279
d. Assist. Manager	Home**:** 508-813-6362 or Cell: 774-487-5008

(2) Follow any instructions received by the above organizations.

(3) Implement this section of the AEP and access all contact numbers.

(4) Notify the ATCT and FSS of the affected areas and file the appropriate Field Condition Reports/NOTAMS.

(5) Visually inspect back-up generator operation and note voltages.

(6) Contact Eversource Electric and get a status report.

(7) Depending on the duration of the outage an inventory of retro-reflective poles shall be taken for installation along the taxiways if necessary.

(8) Ensure generator is always kept full of fuel.

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H. WATER RESCUE PLAN (WRP)

1) Purpose:

The information contained in this hazard specific section is intended to supplement the Airport Emergency Plan. It defines responsibilities and describes actions to be taken in the event an aircraft accident occurs in a body of water in the vicinity of Cape Cod Gateway Airport.

2) Situation and Assumptions:

a) Passenger demographic includes children, adult, disabled and animals.

b) Cargo may contain currency, mail, radioactive and other hazardous materials.

c) Aircraft accident may involve criminal activity – consider accident site a crime scene unless determined otherwise.

d) Open waters off the extended runway departure ends include:

1) Lewis Bay

a) *Location:* Under approach for Runway 33

b) *Description:* Depths of approximately 12 feet with a ferry and boat channel with depths of approximately 20 feet

c) *Specific Hazards:* Tidal water movement, current, boat traffic to/from Hyannis Harbor and wildlife considerations such as sharks. The inner portions of Hyannis Harbor within Lewis Bay may freeze during the winter months, however the ferry/shipping channel is kept open for daily ferry operations

2) Nantucket Sound

a) *Location:* Within 2 miles of a runway, South of the airport

b) *Description:* Depths of approximately 20 feet in the area within 2 miles of the airport, public beaches along the shoreline

c) *Specific Hazards:* Tidal water movement, current and wildlife considerations such as sharks

e) Inland ponds within the Town of Barnstable

1) Hathaway Ponds

a) *Location:* Approximately 1.1 miles Northwest of the airport, just South of the approach for Runway 15

b) *Description:* Depths of approximately 51 feet, surrounded by walking trail, public freshwater beach and related facilities

c) *Specific Hazards:* Susceptible to freezing during winter, hard surface may impact rescue operations

2) Shallow Pond

a) *Location:* Approximately 1.4 miles West of the airport

b) *Description:* Depths of approximately 4 feet

c) *Specific Hazards:* Susceptible to freezing during winter, hard surface may impact rescue operations

3) Bearse Pond

a) *Location:* Approximately 1.9 miles West of the airport

b) *Description:* Depths of approximately 20 feet

c) *Specific Hazards:* Susceptible to freezing during winter, hard surface may impact rescue operations

4) Wequaquet Lake

a) *Location:* Approximately 1.6 miles West of the airport

b) *Description:* 670 acres in size, average depth of 14 feet with a maximum of approximately 33 feet. Shoreline is surrounded by homes, with a public freshwater beach, boat ramp and related facilities on Northern shoreline

c) *Specific Hazards:* Susceptible to freezing during winter, hard surface may impact rescue operations

3) Map of Surrounding Waters:

4) Resources, Personnel & Training:

a) HYA relies completely on Mutual Aid support for Water Rescue efforts. Personnel designated for water rescue have received specific training in rescue boat handling and rescue swimming.

b) Resources

1) United States Coast Guard Station Woods Hole

a) Two 45 ft. motor lifeboats, capable of 10-foot seas and 30 knot winds. Maximum speed is 40+ knots. Following approved track lines and waypoints the total distance from Woods Hole to Lewis Bay is 21.5NM. Cruising at 30 knots, it will take approximately 43 minutes to arrive to Nantucket Sound outside Lewis Bay in sea conditions less than 4ft. In the case of an actual emergency, the minimum response time to Nantucket Sound outside Lewis Bay is approximately 33 minutes. Each vessel is equipped with water rescue equipment and has a maximum survivor capacity of 20.

b) Two 29 ft. shallow water response boats, capable of 6-foot seas and maximum 25 knot winds. Maximum speed is 45+ knots. Following approved track lines and waypoints the total distance from Woods Hole to Lewis Bay is 21.5NM. Cruising at 30 knots, it will take approximately 43 minutes to arrive to Nantucket Sound outside Lewis Bay in sea conditions less than 4ft. In the case of an actual emergency, the minimum response time to Nantucket Sound outside Lewis Bay is approximately 33 minutes. Each vessel is equipped with water rescue equipment and has a maximum survivor capacity of 6.

c) Station Woods Hole will be responsible for coordinating with Sector Southeastern New England to coordinate additional resources to the area.

2) Hyannis Fire Department

a) One 41 ft. UTB dual engine, deep draft. 10'-12' sea capable. Full navigation suite including thermal imagine. External fire pump. 25 survivors in addition to the crew capable. Positioned in the water

24/7/365 at Steamship Authority Public Safety Dock in Hyannis, inside Lewis Bay. Open water response.

b) One 32 ft. Metalcraft dual jet propelled, shallow draft. 6' to 8' capable. Full navigation suite including thermal imaging. Internal fire pump and monitors. Dive platform. 12 survivors in addition to the crew capable. Positioned in the water 24/7/365 at Steamship Authority Public Safety Dock in Hyannis, inside Lewis Bay. Open water response.

c) One 13 ft. Boston Whaler with outboard motor, stored on a trailer at the Hyannis Fire Station. Open or inland water response.

3) Barnstable Police Department

a) One 31 ft. Safe Boat, docked on the School Street dock in Hyannis from April 1st through December 15th each year. Powered by twin 300hp Yamaha engines, features an enclosed cabin, capable of 4'-6' seas and 30 knots of wind. 12 POB (People on Board in addition to crew). Open water response.

4) Town of Barnstable – Marine Environmental Affairs (Barnstable Harbormaster)

a) One 27 ft. Safeboat stored at Bismore Park Marina, Hyannis in wet slip (April-January). On trailer (January-March), Maximum winds are 60 knots. 4' – 6' ft. Vessel is equipped with water rescue equipment/dive access, side scan sonar, push knees, FLIR, Emergency communications equipment (USCG, Local), Small pump for firefighting operations, AED, response time depends on staffing and whether vessel is manned or in water in slip. 18 POB. Open water response.

b) One 25 ft. Parker stored on trailer at various locations in Town of Barnstable primarily in Hyannis at Armory, Capable of 3' seas and 25 knots of wind, closed cabin, response time is 30-45 minutes depending on location, emergency communications equipment available, water rescue equipment based on state standards for this size vessel, AED, dive access off of swim platform. 10 POB. Open or inland water response.

c) One 24 ft. Boston Whaler, stored Barnstable Harbor Marina, Barnstable Village in wet slip (May-Oct) , stored on trailer Nov- April, Capable of 3' seas and 25 - 30 knots of winds, center console, equipped with emergency communications equipment, water rescue equipment/dive access, State Standards for safety equipment, AED, Response time depends on staffing and whether vessel is manned or in water in slip. 10 POB. Open water response (Cape Cod Bay)

d) One 16 ft. Carolina Skiff, stored on trailer at MEA facility, push knees, Capable of 1' seas and 10-15 knots of wind, open type vessel/flat hull, can access shallow water locations, State standard safety equipment. 5 POB. Open or inland water response.

e) One 21 ft. Alcar, stored on mooring in Prince Cove Mooring area, Marston Mills (May 1 to Oct 31), stored on trailer winterized and stored with shrink wrap winter season, capable of 2' seas and 15 knots of wind, center console, primary usage is Pumpout Boat, state standards for safety equipment, AED, response time depends on season typical 15 mins to Nantucket sound from Prince Cove, if vessel is manned shorter response time. 6 POB. Open water response.

f) One 21 ft. Northcoast, stored in wet slip Bismore Park Marina , Hyannis (May 1 to Oct 31), stored on trailer winterized and stored with shrink wrap winter season, capable of 2' seas and 15 knots of wind, center console, primary usage is Pumpout Boat, state Standards for safety equipment, AED, response time depends on season, access to Hyannis inner harbor in minutes. 6 POB. Open water response.

g) One 17 ft. Carolina, stored in wet slip at Gateway Marina, Hyannis (May 1 to Oct 31), stored on trailer winterized and stored with shrink wrap winter season, capable of 1' seas and 10 -15 knots, center console/flat hull, can assess shallow locations, state standards for safety equipment, response time within minutes to Hyannis Inner Harbor, however, depends on staffing. 5 POB. Open water response.

h) One 13 ft. Boston Whaler, stored in wet slip Prince Cove Marina, Marston Mills (May 1 to Oct 31), stored in building at Prince Cove Marina in winter, capable of 1' seas and 10 knots of wind, open type vessel/flat hull, can access shallow water locations, state standard safety equipment. 5 POB.

i) Two 10-12 ft. Rescue inflatables, stored on trailer MEA facility, capable of less than 1' seas and 10 knots of wind, open vessel/flat hull, can access shallow water locations, state standard safety equipment, one vessel in winter has a emergency response bag with AED available, can be launched anywhere in Town weather dependent, typical response time with 10-15 mins at boat ramps depending on staff. 3 POB. Inland water response.

j) One 8 ft. Rowboat, stored behind MEA, used as rowboat only. Inland water response.

5) Hy-Line Cruises

a) Hy-Line Cruises operates from the Bismore Marina inside Lewis Bay.

b) The Airport and Hy-Line Cruises have entered into a Memorandum of Agreement (HYA AEP WRP Attachment 1) that highlights Hy-Line willingness to assist with Open Water Rescue operations when vessels are available. These vessels are regularly docked at the terminal at Bismore Marina and traverse Lewis Bay and Nantucket Sounds during ferry trips to Nantucket and Martha's Vineyard. Additional vessels provide fishing charters and scenic tours from the marina and may be docked or in the vicinity and able to assist as a recovery platform to aid in emergency response recovery of passengers.

c) The Hy-Line Fleet includes the following vessels that are docked or provide service to Hyannis at the Bismore Marina:

(a) Grey Lady IV, 151.4 ft., high-speed catamaran, operates between Hyannis and Nantucket.

(b) Grey Lady, 143.3 ft., high-speed catamaran, operates between Hyannis and Nantucket

(c) Vineyard Lady, 90.9', high-speed catamaran, operates seasonally between Hyannis and Martha's Vineyard

(d) Sea Queen II, 62.4', Breaux Baycraft fishing vessel operates form Hyannis

(e) Viking, vessel operates for Hyannis Harbor cruises

c) Personnel & Training

1) United State Coast Guard Station Woods Hole

a) Station Woods Hole guarantees staffing for at least one 45 foot Response Boat-Medium (RB-M) and a communications watch stander. A second crew and a second RB-M can be mustered for a total of 12-16 individuals in response to a water emergency. Additional resources may be available through Sector Southeastern New England which is located in Woods Hole Massachusetts.

b) Station Woods Hole operates in a Bravo-0 status which means we are required to be underway within 30 minutes of a notification. In the event of an urgent search and rescue in the winter, underway times are typically 10-15 minutes from the initial call due to putting on the proper protective equipment but in the summer underway times can be less than 5 minutes.

c) Coast Guard Members are trained in Boat Crew and Law Enforcement (LE) Certifications and are required to perform semi-annual and annual currency maintenance tasks as listed in AOPS / TMT for the position they are certified in. All certifications and re-currency checks are tracked to ensure compliance with standards. Specific Training includes:

(a) Physical fitness test

(b) Water survival exercise

(c) First Aid and CPR

(d) Navigation standards

(e) Man-overboard operations

(f) Boat Handling and towing

(g) Risk Management

2) Hyannis Fire Department

a) All HFD firefighters are trained to a minimum of Massachusetts EMT Basic Level

b) HFD has four shifts, each of 14-15 firefighters. The minimum number of firefighters on duty between 0800-1800 (local) daily is 13 (day shift). The minimum number of firefighters on duty between 1800-0800 (local) is 10 (night shift).

c) The HFD dive team includes approximately 15 members. The Dive Team Policy is Policy 333 in the Hyannis Fire Department Policy Manual. The policy includes the following sections: purpose and scope, policy, qualifications and selection, roles, equipment and maintenance, records, training and refusal to dive. The qualifications for membership include:

   (a) Valid Emergency Medical Technician

   (b) Basic Open Water certification

   (c) Completion of a Watermanship Test as outlined by NFPA 1670

d) The HFD Dive Team has three levels of Active Status:

   (a) Level I:

      i. Advanced Open Water certificate

      ii. Public Safety Diver certificate including tethered diving, search patterns and tender communications

      iii. Dry suit certificate

      iv. Full Face mask diving (documented dives or certificate)

      v. Limited visibility diving (documented dives or certificate)

      vi. Tender Operations (documented training experience or certificate)

   (b) Level II:

      i. Ice Diver certificate

      ii. Black Water or Night Diver (3 documented dives or certificate)

      iii. 80' depth (3 documented dives)

      iv. Training in contaminated environment diving

(c) Level III:

i. Divemaster/Dive Supervisor certificate or higher

ii. Master Diver level certificate

iii. Scene management and scene ops training

e) The HFD dive team members are required to attend one drill (training) per month, members shall attend seventy five percent (75%) of the monthly drills help per year. All members should complete a SCUBA skills evaluation each year as outlined in NFPA 1670-9.4.6.2.

3) Barnstable Police Department

a) BPD has trained and equipped ten (10) officers to operate the Police Boat (Known as the "Sgt. Gannon").

b) All boat operator officers have completed a Search and Rescue (SAR) Class hosted by the Massachusetts Environmental Police.

4) Town of Barnstable Marine Environmental Affairs (Barnstable Harbormaster)

a) Boat training programs may meet or exceed the standards set by the National Associations of State Boating Law Administrators (NASBLA), ensuring compliance with nationally recognized best practices. Harbor Master Training Standards are set forth by State of Massachusetts Harbormaster Training council. This includes:

(a) Annual in-service training

(b) First Responder training

(c) Harbormaster Law Enforcement

(d) USCG Captains License or completion of a USCG Captains License Course (OUPV 6-pack or higher)

(e) NASBLA/USCG Basic Boat Crewman Course

(f) NASBLA/MEP Boating Under the Influence Course

(g) Officer Water Survival Course

(h) DEP Oil Spill Response Course

(i) USCG ATON/PATON – LMS Online

(j) Laws Pertaining to Harbormasters

(k) Vessel Documents/ Marine Theft – LMS Online

(l) Marine Medical Emergencies

2) HYA Staff

a) ARFF personnel are trained in accordance with FAA AC 150/3210-17

b) ARFF personnel are trained to a minimum of Massachusetts First Responders

5) Operations:

a) HYA ATCT

a. Notify HYA ARFF & HFD Dispatch using the emergency notification system direct line in the tower cab and provide appropriate information.

b. Provide geographical location of accident and or latitude/longitude.

c. Provide aircraft information for emergency responders (aircraft type(s) and number of souls on board, if known)

d. Control aircraft and ground vehicle operations on the airport in support of emergency response, if the airport remains open.

b) HYA Airport Operations

a) For Open Water response: Upon notification of a potential or actual waterborne emergency involving aircraft upon a U.S. navigable waterway, Airport Operations shall notify the U.S. Coast Guard Sector Southeastern New England Command Center (SENE SCC) at **(866) 819-9128**.

b) Upon notification of an actual water emergency from the HYA ATCT or other source, contact the following agencies:

U.S. Coast Guard

Hyannis Fire Department

Town of Barnstable Harbormaster

HYA Management

MassDOT Aeronautics Inspector

HYA Airport Operations

Barnstable Police Department

Representative of aircraft/airline owner/operator.

MA State Police

Transportation Security Administration (TSA)

FAA, New England Operations Center ANE-6

Cape Cod Hospital/Falmouth Hospital

MA State Medical Examiner

MA State Fire Marshal

MA Emergency Management Agency (MEMA)

MA Department of Health (Center for Emergency Preparedness and Response)

MA Critical Incident Stress Management Team

MA Red Cross

c) Support, maintain and monitor all incident related communications.

d) Ensure the Incident Command System will be followed.

c) Hyannis Fire Department

1) Central dispatch will dispatch the Hyannis Fire Department, Barnstable Police Department and Barnstable Harbormaster (Marine Environmental Affairs) through existing dispatch protocols.

a) Inland waterways

(a) Use of small vessels from the Hyannis Fire Department, Barnstable Police Department, Town of Barnstable Marine & Environmental Affairs and other Mutual Aid support agencies.

b) Open water

(a) Use of open water vessels from the Hyannis Fire Department, Barnstable Police Department and other Mutual Aid support agencies.

2) Central dispatch will activate the Cape Cod Maritime Response System (CCMRS) for additional resources through contacting Barnstable County

Control (HYA AEP WRP Attachment 2). This includes contacting the United States Coast Guard, depending on the location.

d) US Coast Guard

1) The U.S. Coast Guard responds under the authority and jurisdiction of and with adherence to the following Search and Rescue Documents:
   a) COMDINST M16130.2 (USCG Addendum to the United States National Search and Rescue Supplement (NSS) To the International Aeronautical and Maritime Search and Rescue Manual (IAMSAR))
   b) First District Instruction 16130.1C (Boston SAR Plan)
2) The SENE SCC will assume SAR Mission Coordinator (SMC), dispatch appropriate assets and personnel to the scene and maintain command and control for all waterborne assets until the incident is resolved. The first agency on scene will assume the duties of On Scene Coordinator (OSC) and **contact the SENE SCC on VHF-FM CH 16**. That asset will remain the On Scene Coordinator (OSC) until such time as relieved by a USCG asset, or the incident is resolved.
3) Initiate the Mass Rescue Operations Plan.
4) First arriving United States Coast Guard vessel shall assume on scene command (OSC).
5) Coordinate and direct responding agencies and assign search and rescue, security and/or safety zone functions.
6) Provide landside Command personnel with current, and updated as required, tidal information for planning purposes.
7) USCG Sector Southeast New England (Woods Hole) will assume on scene rescue and coordinator control.

e) Federal Bureau of Investigation (FBI)

1) Dispatch the airport liaison agent to the Airport EOC.
2) Airport liaison agent will coordinate with BPD and determine locations of the casualty collection and evidence collection areas.
3) Airport liaison agent will determine required FBI resources (e.g., hazmat, dive team, evidence response team and victim assistance).

4) Serve as initial point of contact and conduit of incident information to the NTSB.
5) Institute crime scene protocols if appropriate.
6) Institute personnel recall in accordance with department policy.
7) Secure/retrieve video of surveillance cameras which may contain images of the incident.

f) Massachusetts Emergency Management Agency
1) Provide Airport EOC with a representative
2) Activate State EOC as necessary in support of the airport emergency.
3) Provide additional State and Regional resources as necessary. This list includes, but is not limited to the following agencies:
a) Disaster Medical Assistance Teams (DMAT)
b) Urban Search and Rescue Teams (USAR)
c) Disaster Mortuary Operational Response Team (DMORT)

g) Massachusetts Critical Incident Stress Management Team
1) Provide on scene debrief/assistance for first responders.
2) Support the Massachusetts Red Cross with regard to Family Assistance.
3) Provide the EOC with representation.

h) MA Department of Health (DOH) - Center for Emergency Preparedness and Response (CEPR)
1) Deploy a staff member to the EOC.
2) Coordinate with the Office of the State Medical Examiners to ensure a staff member of that office is available to deploy to the scene to begin the investigative/Identification process of the deceased, if deemed necessary.
3) Monitor patient transport and coordinate with the hospitals and the Office of the State Medical Examiners to ensure accurate information about patient /decedent location.
4) Coordinate with MEMA and the MA Department of Behavioral Health, Development Disabilities, and Hospitals as necessary to assist in the

activation of a Family Assistance Center to provide for family reunification and/or death notification.

5) Coordinate with MEMA and other appropriate agencies (FEMA, US DHHS) for the request of additional state, regional and federal resources as required.
6) Provide situational awareness from the public health and healthcare perspectives to other response agencies, as requested and as deemed necessary.

i) Cape Cod Hospital

1) Develop a networked planned response for all hospitals and health care facilities.
2) Maintain an accurate list of the injured sent to respective treatment facilities.
3) Coordinate with the MA Department of Health on patient tracking information.

j) Massachusetts State Medical Examiner

1) Dispatch liaison officer to the Airport.
2) The Chief Medical Examiner (CME) will coordinate with BPD for transport to the incident scene to assess and consult with the United States Coast Guard regarding number and condition of fatalities or other related issues.
3) The CME will determine activation of the Multiple Fatality Management Plan.
4) The CME will coordinate with the Unified Command Group regarding the need to activate a temporary morgue.
5) The CME will request that the MA Emergency Management Agency activate the Disaster Mortuary Operational Response Team if required.
6) The CME will develop a transportation plan to remove remains from the incident site to the morgue.
7) Dispatch personnel to the Family Support Center (if activated) to collect post mortem information from families.

8) The CME will manage mortuary operations, identify remains, determine cause and manner of death and issue death certificates to families.

k) MA Chapter of the American Red Cross

1) Dispatch Incident Commander to the Airport EOC.
2) Dispatch Mass Care Unit for emergency responders as determined by EOC.
3) Dispatch resources in the event that the airport family Support Center is activated.
4) Coordinate with MA CARE Team and the airline to provide family support services.
5) Upon arrival of the national Red Cross develop a transition plan.

l) HYA Management

1) Establish the EOC.
2) Provide liaison with On-Sight Incident Commander.

m) HYA Public Affairs

1) Answer inquiries from the media.
2) Establish a news media briefing location and coordinate briefing activity with the Incident Commander and HYA Airport Management.
    a) Based upon the scale of the incident, the Airport Conference Room on the 1st floor of the terminal building will be used for press briefings, unless circumstances dictate otherwise.

n) MassDOT Aeronautics Inspector

1) Notify the FAA FSDO and the NTSB.
2) Arrange for security of both accident site and disabled aircraft between the owner / operator and the Airport Manager or representative.
3) Coordinate removal of disabled aircraft with the owner.
4) Coordinate with affected airline and determine activation of the airport's Family Support Center.

o) Airport Operations

1) Determine need to close airport and coordinate with HYA ATCT.
2) Notify affected airline.

p) Airline / Aircraft Owner / Operator

1) Confirm incident and location with HYA Operations.
2) Notify Corporate Systems Operations Center.
3) Gather passenger count and hazardous cargo information.
4) Dispatch Station representative with emergency information to the Airport EOC.
5) Coordinate with Cape Cod Healthcare to identify receiving hospitals and dispatch staff as appropriate.
6) Institute local and corporate emergency plan.
7) Provide support for families, greeters, etc.
8) Provide technical assistance to Incident Commander.

q) Massachusetts State Police

1) Provide security for the holding areas for passengers and crew, as applicable.
2) Maintain crowd control.
3) Assist with roadway closures, as required.
4) Assist with control of authorized personnel to and from accident / incident site and assist in the movement of emergency vehicles to and from designated areas.
5) Assist in identification and clearance of airport employees and emergency personnel responding in private vehicles that have an official airport, airline or agency ID in their possession or displayed on their vehicles.
6) Provide security at the designated Media Center.
7) Provide the EOC with representation.

6) **Administration and Logistics:**

HYA will provide personnel and equipment as requested by the on-site Incident Commander in a supportive role.

HYA will be responsive in supporting the needs of the airline or aircraft owner / operator in terms of Family Assistance.

The HYA Airport Manager or designee will determine the need to activate the EOC and coordinate media activity.

7) Plan Development and Maintenance:

HYA Assistant Airport Manager is responsible for coordinating revisions of a water rescue plan, keeping its attachments current and ensuring that SOPs and checklists are developed and maintained. The plan is maintained in accordance with the current version of FAA Advisory Circular 150/5210-13, Airport Water Rescue Plans and Equipment.

8) Authorities and References:

Cape Cod Gateway Airport to its best ability and in conjunction with local, State and Federal agencies will enforce all applicable laws, rules and regulations associated with the safe operation of air traffic and customer use at Cape Cod Gateway Airport. HYA will utilize all available resources during an emergency to ensure a safe and efficient response and recovery.

MEMORANDUM OF AGREEMENT

Hy-Line Cruises / Administration
22 Channel Point Road
Hyannis, MA. 02601

&

Cape Cod Gateway Airport
480 Barnstable Road, 2nd Floor
Hyannis, MA 02601

Subject: Cooperation for Response to Waterborne Passenger Aircraft Crashes

I. Purpose

The purpose of this Memorandum of Agreement (MOA) is to establish a framework for cooperation between Hy-Line Cruises and Cape Cod Gateway Airport Emergency / Water Rescue Plan in the event of a waterborne passenger aircraft crash in the local area. This agreement aims to ensure the safety of passengers in the water and to facilitate a coordinated response to such emergencies as listed in the Cape Cod Gateway Airport Emergency Plan.

II. Background

Recognizing the need for effective emergency response strategies, both parties agree to collaborate in preparing for and responding to incidents involving waterborne passenger aircraft accidents. This includes sharing resources, knowledge, and expertise to enhance the safety and efficiency of rescue operations.

III. Responsibilities of Hy-Line Cruises

1. Resource Availability:

- Provide access to ferry vessel/s as a recovery platform "when available" to aid in emergency response recovery.

2. Training:

- Offer training discussions sessions with fire department personnel on the use of ferry vessels during water rescue operations.

3. Communication:

- Maintain open lines of communication with the first responding agencies during emergency situations and will not deploy to any area without consent from the United States Coast Guard, Sector Southeastern New England and/or authorized (Federal or Local) first responding agencies.

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IV. Responsibilities of Cape Cod Gateway Airport Emergency Services and First Responders as listed in line 3.

1. Rescue Operations:

- Lead water rescue operations and coordinate with Hy-Line Cruises to utilize ferry vessels effectively for recovery purposes only.

2. Training:

- Provide training to ferry company personnel on emergency protocols and rescue techniques.

3. Reporting:

- Share post-incident reports with Hy-Line Cruises to evaluate response effectiveness and improve future collaboration.

V. Joint Responsibilities

1. Emergency Drills:

- Conduct joint emergency drills discussions at least once a year to review response protocols and enhance coordination.

2. Review and Update:

- Regularly review and update this MOA to ensure its relevance and effectiveness in addressing emerging challenges.

VI. Duration

This MOA will be effective upon the date of signing and will remain in effect for a period of three years, unless terminated by either party with a 30-day written notice.

VII. Signatures

By signing below, both parties agree to the terms outlined in this Memorandum of Agreement.

Christopher Eordekian
Director of Security (CSO)
Hy-Line Cruises
22 Channel Point Road
Hyannis, MA. 02601
Date: / /

Katie R. Servis, Airport Manager
Cape Cod Gateway Airport
480 Barnstable Road, 2nd Floor
Hyannis, MA 02601
Date: 2 / 14 / 2025

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The Cape Cod Maritime Response System

August, 2021

The mission of the Cape Cod Maritime Response System (CCMRS) is to enhance pollution and search and rescue response efforts, whose goals, from a humanitarian perspective, are to prevent the loss of a life at sea and protect the maritime environment. Through joint partnerships between local, state and federal agencies CCMRS maintains a readiness posture that reduces response times, employs a consolidated communication system, increases the number of available maritime response assets, improves search and rescue effectiveness and provides a greater sense of security amongst the waters of Cape Cod.

This guideline shall apply to all members of the CCMRS responding to any maritime incident that may have the need for mutual aid support.

CCMRS meetings shall be coordinated and scheduled by the Coast Guard on a bi-monthly basis or as needed. ***Summer months may necessitate a monthly meeting for after action reporting/ post- search and rescue briefing***

Definitions

- Area of Responsibility (AOR): geographical location
- Barnstable County Control (BCC): Barnstable County mutual aid dispatch within the BCSO Dispatch Center
- Barnstable County Sheriff's Office (BCSO) Dispatch Center: regional emergency 9-1-1 dispatch center
- Cape Cod Maritime Response System (CCMRS): maritime search and rescue response plan for the Cape Cod region, Martha's Vineyard, and Nantucket
- Nautical Miles (NM): preferred measurement of the CCMRS plan
- SAR: search and rescue
- Search and Rescue Response Unit (SRU): vessel responding to an incident
- Sector Southeastern New England Command Center (SCC): communication center located in Woods Hole for all Coast Guard units.
- Sector Southeastern New England (Sector SENE): Command responsible from Cape Cod to Point Judith, Rhode Island, located in Woods Hole.

A. Notification to CCMRS Partners for Maritime Incident Awareness and Response

1. The following procedure outlines the notification process for confirmed, or potential, maritime incidents that are defined by the Coast Guard as SAR (i.e. – person in the water, overturned vessel, fire, unmanned vessel, taking on water, etc.).

   a) All agencies receiving marine distress calls shall attempt to ascertain the "Top 5" from the reporting party:

   - **Position**- latitude/ longitude, geographical reference, local knowledge, etc.
   - **Number of persons on board**
   - **Nature of distress**
   - **Description of vessel**
   - **Instruct persons to don PFDs, are enough available?**

   For reference see enclosure (3) Quick Reference Card Search and Rescue

   b) Call received by Local Fire Department

      i. Whenever a fire department dispatches their own resources they will notify Barnstable County Control (BCC) by telephone at (508) 563-4200 with all available information.
      ii. BCC will then notify SCC at (508) 457-3211.
      iii. BCC will send an incident notification to the CCMRS group.

   c) Call received by Barnstable County Sheriff's Office (BCSO) Dispatch Center/Barnstable County Control (BCC)

      i. BCSO Dispatch Center will dispatch the appropriate fire department for any calls within their dispatch jurisdictions.
      ii. BCC will contact the SCC and provide all available information regarding incident.
      iii. BCC will send an incident notification to the CCMRS group.

d) Call received by Sector Southeastern New England Command Center (SCC)

i. SCC will contact BCC and provide all initial and subsequent information regarding the incident.
ii. BCSO Dispatch Center will dispatch the appropriate fire department for any calls within their dispatch jurisdictions. For any calls outside of BCSO's dispatch jurisdictions, a notification by phone will be made to the appropriate fire department.
iii. BCC will send an incident notification to the CCMRS group.

e) In all instances the SCC will work to provide amplifying information via second, and subsequent, notifications provided by BCC to include deployed USCG assets, geographical location relative to maritime landmarks, latitude/ longitude lines, etc.

2. The Coast Guard and CCMRS partners will follow the outlined response guidelines:

a) The Coast Guard is responsible for the coordination of all SAR missions on all navigable waters. Any maritime response agency, department, and/or individual whom voluntarily engages to notification of a confirmed, or potential maritime incident, should contact SCC on **VHF-FM Channel 21A (157.050 MHz)** to state they are responding and available for tasking.

b) All boats or apparatus engaged in maritime assistance efforts should maintain regular communications with their respective dispatch centers. Should a boat exceed their dispatch centers communication range it is recommended they contact SCC or the Coast Guard vessel acting as On Scene Commander to establish a communication schedule for accountability and safety.

c) If the SCC, Incident Command Post, and/or On Scene Commander determine more response assets are necessary they shall contact SCC. The SCC, local Coast Guard units, and BCC will work together in contacting additional CCMRS partners.

d) Responding boats should always be aware of their environment and weather. Should an individual, agency, or department determine the weather or environment exceeds their vessel's operational parameters they should contact SCC and notify them of their intent to return to port or to not deploy. Safety is the number one priority when responding to an incident.

B. Notification of a Pollution Incident

1. The USCG is responsible for the investigation of all pollution incidents that occur in navigable waters. In most cases, the dispatching of a boat is not necessary to conduct an investigation unless one is specifically requested by the USCG or another responding agency. Electronic notifications (text page/message) may be used to establish situational awareness within a specific or surrounding jurisdiction.

2. When there is no request for a response from the USCG, dispatching of boats for pollution response will be conducted in accordance with locally developed run cards.

3. Notification and request for assistance from CCMRS partners, for a pollution response, may be done by the Federal On Scene Coordinator (FOSC) for Sector SENE or their Federal On Scene Coordinator Representative (FOSCR) or Local On Scene Commander. This request must go through BCC.

    a) Responding boats should coordinate with the FOSC/FOSCR or Local On Scene Commander for tasking.

C. Training Committee

1. CCMRS Training Committee is open to all CCMRS members with the chair residing at SCC The purpose of the committee is to create cross training opportunities throughout the CCMRS community, develop and sustain operational capabilities, and to strengthen partnerships. Meetings will be held when necessary with report-outs to the CCMRS meetings.

Enclosures:
(1) Training Contact Sheet- Coast Guard
(2) i911 Capability Sheet- Coast Guard
(3) Quick Reference Card (QRC) for Search and Rescue

HYA AEP WRP Attachment 2

Coast Guard Training Point of Contact

NASBLA Training Coordinator- 508-237-8237
Chief Warrant Officer John Harker- John.S.Harker@uscg.mil

Sector SENE Command Center: 508-457-3211
Lieutenant Jeremy Silva- Jeremy.e.silva@uscg.mil
Senior Chief Kevin Zariczny- kevin.e.zariczny@uscg.mil
Chief Brandon Vance- Brandon.r.vance@uscg.mil

Station Menemsha: 508-645-2661
Officer in Charge (OIC) - Master Chief Justin Longval Justin.m.longval@uscg.mil
Executive Petty Officer (XPO) - Chief Steve White steven.n.white@uscg.mil
Training Petty Officer (TPO) -BM1 Montgomery Buffington
montogomery.s.buffington@uscg.mil

Station Woods Hole: 508-457-3227
OIC Chief Chris Lobherr- john.c.lobherr@uscg.mil
TPO BM1 Ryan Anctil- ryan.b.anctil@uscg.mil

Station Cape Cod Canal: 508-888-0020
OIC Chief Timothy Myers- Timothy.P.Myers@uscg.mil
XPO BM1 Brandon Sand- Brandon.p.sand@uscg.mil
TPO BM2 Jason Cross- jason.d.cross@uscg.mil

Station Brant Point: 508-228-0388
OIC Master Chief Babione- Andrew.S.Babione@uscg.mil
XPO BMC Wecal- Jeffery.w.wecal@uscg.mil
TPO BM1 Dahl -Erik.A.Dahl@uscg.mil

Station Provincetown: 508-487-0077
OIC BMC Robert Hopkins-robert.d.hopkins@uscg.mil
XPO: BM1 Marshall Burke- Marshall.L.Burke@uscg.mil
TPO/OPS: BM2 Patrick Edge- Patrick.K.Edge@uscg.mil

Station Chatham: 508-945-3830
OIC Senior Chief Carlos Hessler- carlos.d.hessler@uscg.mil
XPO Chief Jason E. Natti- jason.m.natti@uscg.mil
OPS BMC Devan Smith- devon.d.smith@uscg.mil

Enclosure #1

HYA AEP WRP Attachment 2

United States Coast Guard i911 Capability

At Issue

i911 offers a powerful SAR tool to the fleet. i911 fills a capability gap, the inability to receive and view cell phone location data. This service can quickly validate a reporting source's position, track their movement in real time, and alter a distressed party that the Coast Guard has received their position. Use cases include distressed mariners, parties reporting distress or pollution at sea or ashore, and storm/flooding response calls for assistance.

Scope

The i911 service allows the Coast Guard to reach out to a distressed mariner, automatically if the mariner called 911, or with a Coast Guard branded text message and webpage. The mariner can share their location data, accurate to within four meters, continuously. The requesting command center sees the phone's position displayed on a satellite map, eliminating any positional ambiguity, as well as providing confirmation of any set and drift.

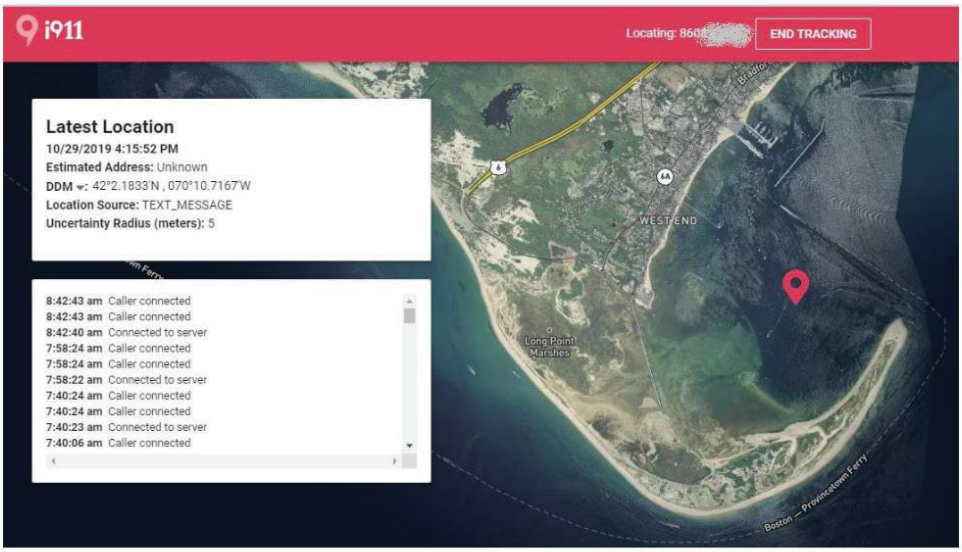


Figure 1 . Location provided in multi-format on map

Challenges

Mariners who have previously called 911 are assumed to have consented to share their location data. Their position is automatically displayed when their phone number is interrogated until the call is disconnected.

Enclosure #2

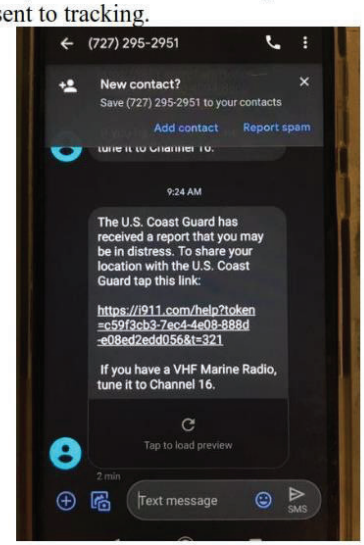
6

HYA AEP WRP Attachment 2

Federal Aviation Administration
New England Region Airports Division
APPROVED
Feb 18 2025
TAD
Airport Certification Safety Inspector

Range: coastal 10 nm +10nm buffer inland and out to sea

The i911 system will not work if a phone is turned off, dead, loses cell signal, or the user does not consent to tracking.



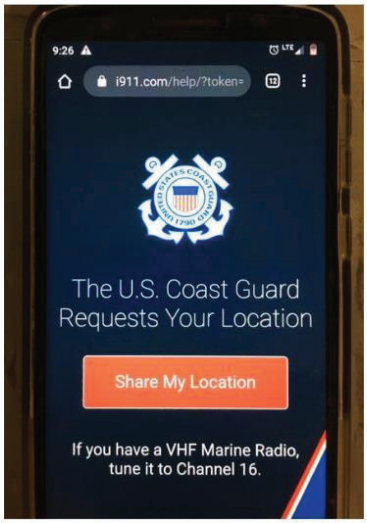


Figure 2 Coast Guard Branded Text Message *Figure 3 Coast Guard Branded Web Page*

Success Story 1 – spurious position: In August, 2019, a Good Samaritan reports via VHF 16 that he is responding to a capsized vessel offshore, with several adults and four children in the water, but passes an inaccurate position. The SCC sends an i911 request, and receives an accurate location, allowing other responders to quickly respond to the scene.

Success Story 2 – target discrimination: In July 2019, the Master of a charter vessel with 11 passengers aboard suffered a heart attack. The crew effected an emergency anchorage in a crowded waterway near Newport, RI. The SCC used i911 to direct responding medial units from local agencies directly to the scene, saving precious time and expediting the medevac.

Success Story 3 – position ambiguity: In Aug 2019, a mariner called the SCC reporting he was aground somewhere in the vicinity of the Chatham Bar, on an outgoing tide. Normally, the SCC would have launched an asset to try to determine this mariners position in case he became further distressed. Instead, i911 data quickly confirmed his position, negated the need to launch a resource, and provided an exact GO-TO location for recovery had a search been required later.

Enclosure #2

HYA AEP WRP Attachment 2

USCG INITIAL SAR

Radio Call/Cell	Frequency:	Telephone:	
Time:	Date:	Original Relay	Other _____

-- Required Information --

1. Position: **Type of Position:** Lat/Long
How determined? Geographic Reference

2. Number of Persons On Board: Adults: Children: Total:

3. Nature of Distress: **(i.e. Taking on Water, Fire, Medical emergency)**

4. Description of Vessel: Name: Length: Type:
Make: Color:

5. Is there an adequate number of Personal Floatation Devices (PFDs) available for all persons onboard the vessel? Y / N Have all persons on board the vessel put on PFDs? Y / N

Determine Initial Severity / Emergency Phase

ON SCENE WEATHER

VISIBILITY	WIND	SEA CONDITION		TEMPERATURE	
	Direction/ Speed	Height	Direction	Air	Water

SUNRISE/ SUNSET	TIDAL CURRENT	NEXT TIDE		MISCELLANEOUS
	Direction/ Speed	High/ Low	Time/ height	

6. Important numbers:

USCG Sector Southeastern New England Command Center: **(508) 457-3211**
USCG Station Cape Cod Canal: **(508) 888-0020**
USCG Station Woods Hole: **(508) 457-3277**
USCG Station Menemsha: **(508) 645-2661**
USCG Station Provincetown: **(508) 487-0077**
USCG Station Chatham: **(508) 945-3830**
USCG Station Brant Point: **(508) 228-0388**

Enclosure #3

8

I. CROWD CONTROL

1. Purpose

The purpose of this section is to define the responsibilities and describe the actions to be taken in the event a crowd control incident or problem occurs.

2. Situation and Assumptions

a. It is important to take into consideration the nature of the assembly before taking actions to control the situation.
b. A peaceful assembly is a possibility and will likely require different tactics than a violent assembly.
c. HYA Operations should consider closing the airport if an assembly becomes disruptive for hostile reasons.
d. A tenant meeting may be conducted at the discretion of the HYA Airport Manager or designee.

3. Operations

a. BPD Police is the primary, dedicated, law enforcement agency and the BPD Supervisor will be the Incident Commander.
b. The activation of the Emergency Operations Center (EOC) will be at the discretion of the BPD Supervisor.
c. Mutual Aid support may be requested by HYA Operations Supervisor or BPD.
d. The HYA Airport Operations will be responsible for notifications as directed by the Incident Commander.
e. Equipment and facilities will be protected during a crowd control incident.
f. Aircraft and ground vehicles, during a crowd control incident, will be placed in hangars, if possible, or parked in isolated areas.
g. Obstructions

    1) If civil disobedience interferes with aircraft landing, the aircraft will be diverted.
    2) If civil disobedience interferes with aircraft taxiing or parked at gate, the aircraft will be diverted to a safe holding area.

h. Fuel Trucks and Fuel Farms

    1) Fuel deliveries to storage areas will not be permitted during the anticipated period of time of the demonstrations.
    2) Fuel trucks will remain at the fuel farm.

i. HYA ARFF apparatus will be dispersed at selected points throughout the airport and will be readily available to respond as required.

j. Perimeter and Gate Access Security

    1) All ramp entrances and exits will be closed.
    2) One entrance/exit on the north or east ramp may be kept open depending upon the degree of security required.

3) A BPD officer or HYA employee with radio communications will be stationed at these points to provide surveillance needed for adequate security.
4) Any suspicious individuals will be reported immediately to the BPD.
5) Increased patrols of the airport perimeter.
6) Special checks will be performed to ensure that field, ramp, taxiway, terminal and roadway lighting is functioning properly.

k. Building and Airline Ramp Security

1) All ramp emergency entrances will be secured.
2) Gates will be locked except during actual enplaning and deplaning operations.
3) Tenant security should be increased, commensurate with the anticipated problem.
4) All office doors should be closed, and if practical, locked during periods of occupancy.
5) During off duty hours, all doors will be locked.

4. Organization and Assignment of Responsibilities

a. BPD

1) BPD Supervisor will be designated as the Incident Commander and establish a Unified Command site.
2) Evaluate staffing needs and request mutual aid if necessary.
3) Assume the basic responsibility for the protection of lives and the safety of the public through quelling and controlling civil disturbances or violence with the assistance of the Yarmouth Police Department and State Police, as required.
4) Provide updates as necessary.

b. HYA Airport Operations

1) The most senior Operations Specialist will respond to the Incident Command site and assume role as Incident Operations Manager.
2) Close affected airfield surfaces and issue NOTAMs as required.
3) Coordinate with Air traffic to direct aircraft from affected areas.
4) Provide support as requested by the Incident Commander.

c. HYA ATCT

1) Direct air traffic away from closed areas.
2) Evaluate staffing levels and adjust as necessary.

d. HYA Airport Operations

1) Support, maintain and monitor all incident related communications.
2) Make notifications to HYA personnel, Mutual Aid agencies, emergency responders, airport tenants and aircraft owner/operator or aviation service companies, as required or requested by the Incident Commander.
3) Provide incident documentation. For incidents that do not require activation of the EOC HYA Airport Operations is responsible to maintain logs of the emergency incident as

directed by the Incident Commander. For incidents that do require activation of the EOC, a scribe(s) will be assigned.

e. HYA ARFF

1) ARFF Coordinator will respond to the Incident site and act as Incident Commander for fire and rescue.
2) Evaluate staffing levels to support response.
3) Respond as directed by the Incident Commander.

f. HYA Maintenance Department

1) Respond as directed by the Incident Commander.
2) Evaluate staffing levels and equipment resources to support response.

g. All other HYA Departments

1) Respond as directed by the Incident Commander.

f. Airlines/Tenants

i) Respond as directed by the Incident Commander.
ii) Evaluate staffing levels to support response.

5. Administration and Logistics

In order to efficiently and effectively deal with a crowd control incident, BPD needs its maximum capacity of personnel as determined by the BPD Supervisor. HYA personnel will also be distributed around the airport to prepare for, ensure safety during and cleanup after any crowd control incident.

6. Plan Development

HYA Assistant Airport Manager is responsible for coordinating revisions to Crowd Control, peace keeping its attachments current, and ensuring that SOPs and checklists are developed and maintained.

7. Authorities and References

HYA, to its best ability and in conjunction with local, State and Federal agencies will enforce all applicable laws, rules and regulations associated with the safe operation of air traffic and customer use at Cape Cod Gateway Airport. HYA will utilize all available resources during an emergency to ensure a safe and efficient response and recovery.

J. PANDEMIC AND/OR CONTAGIOUS DISEASE

1. Purpose

The purpose of this section is to define the responsibilities and describe the actions to be taken in the event that a human health and safety emergency in the form of a contagious disease and/or infectious disease outbreak, epidemic and pandemic that becomes widespread and could impact the HYA staff, tenant operators and passengers.

2. Situation & Assumptions

a. Contagious disease and/or infectious disease outbreak, epidemic and pandemic and the resulting human health and safety emergencies are developing situations. During the outbreak phase the specific disease-related impacts and required mitigations become known over time as the science related to the disease advances. As a result, an effective response will also be evolving and changing over time.
b. The Airport will look for guidance during contagious disease and/or infectious disease outbreak, epidemic and pandemic from the Centers for Disease Control and Prevention (CDC), Massachusetts public health officials and the Town of Barnstable Health Department.
c. The broad actions included in this section will be tailored by Airport Management to the specific human health safety emergency that is affecting the region.
d. The plan will consider the specific impacts associated with the health emergency and any mitigation deemed necessary as part of this plan.
e. Items contained within the "Operations" section will be aimed at the following items:
    i. Ensure HYA is able to maintain compliance with FAA Part 139 and TSA Part 1542 requirements.
    ii. Consider the ability to maintain Airport Operations staffing as appropriate on a 24/7 basis daily.
    iii. Provide airport staff, tenants and visitors/passengers/customers with a safe environment within which commerce and transit can be conducted.

3. Operations

a. Initial contagious disease preventative steps and mitigations can be implemented immediately. Based on the available knowledge related to the pandemic, the initial steps which can be implemented include:
    i. The requirement for physical distancing. This requirement will be to maintain at least six (6) feet of physical distance from any other individual, and ensuring that if the physical distance is less than six feet it is not for a cumulative period of fifteen (15) minutes or more within a twenty four (24) hour period. The airport will utilize signage and floor placards to highlight the requirement.
    ii. The requirement for the use of face masks. A face mask that covers the nose and mouth fully, with no gaps, holes or openings will be required for anyone inside the airport owned and operated facilities.
    iii. The requirement for HYA staff to complete disinfecting cleaning with an alcohol-based solution of frequently-touched surfaces. These surfaces include items from offices (door handles, light switches,

shared computer peripherals, etc…), break areas (sink handles, water bubble handles, refrigerator handles, cabinet hardware, etc…), and other spaces such as elevators, stairwells, restrooms, etc…

iv. Reduction in room capacities. Depending on the area of the facility a modified maximum number for capacity may be utilized to reduce interactions and contact which could spread a contagious disease.

v. Encouraged frequent hand washing. Through signage in break areas/kitchenettes and in restrooms all individuals will be encouraged to adopt an increased frequency of hand washing and adopt good hygiene habits.

vi. Encouraged use of hand sanitizer. The Airport will deploy and stock hand sanitizer dispensers in each restroom and in various points throughout public facilities (i.e.- terminal building).

vii. Implementation of Plexiglas (or similar) type dividers to provide a barrier for staff working at customer service positions, or within a group setting (i.e.- shared office).

b. Notification relevant to the implementation or modification to any requirements such as those listed above will be completed by Airport Management utilizing the contact lists included in this AEP ("Appendices J - Airport Contacts" and "Appendix B - Tenant Contacts").

c. HYA will report to the currently assigned Airport Certification Safety Inspector any procedures implemented in an effort to address the public health emergency which may impact the normal course of operations at HYA.

4. Administration & Logistics

a. HYA will maintain a stock of Personal Protective Equipment (PPE) and cleaning supplies appropriate to aid in mitigating general contagious diseases. This includes:

i. Face masks

ii. Disinfecting cleaning supplies

iii. Hand sanitizer

5. Plan Development

a. Airport Management will issue Airport Directives to staff, as necessary, to ensure the health and safety of all staff, tenants and visitors/passengers/customers is ensured as effectively as possible. This may include implementing alternative methods for completing various tasks or modifying the requirements detailed in "Section 3. Operation" above as more knowledge is gained by public health officials on the specific contagious disease affecting the airport.

6. Authorizes & References

HYA, to its best ability and in conjunction with local, State and Federal agencies will enforce all applicable laws, rules and regulations associated with the safe operation of the facilities at Cape Cod Gateway Airport. HYA will utilize all available resources during a public health emergency to ensure a safe facility during the pandemic and efficient recovery.

K. ATCT CLOSURE DURING NORMAL OPERATING HOURS (ATC-Zero events)

1. Purpose

   The purpose of this section is to define the responsibilities and describe the actions to be taken in the event of an ATCT closure during normal operating hours at HYA, which will result in the condition referred to as "ATC-Zero"

2. Situation & Assumptions

   a. An unplanned ATCT closure will occur during the normal operating hours for the HYA ATCT of 0600 – 2200 daily.
   b. During any unplanned ATCT closure the procedures described within this AEP for operations during the regular overnight closure of the ATCT will apply with the exception of the below items in the "Operations" section. The requirements of the regular overnight closure is discussed in "II. Functional Annexes, C. Alert & Warning" within this plan.

3. Operations

   a. The ATCT Manager will notify HYA Airport Management of the ATC Zero status as soon as practicable with as much advance notice as possible.
   b. The ATCT Manager will issue a NOTAM to alert operators of the ATCT-Zero status, which will include the effective period with the condition, "TWR CLSD or U/S".
   c. HYA Operations will issue a NOTAM to alert operators that ARFF will monitor the CTAF/Tower frequency (119.50), this will include the effective time period and will follow the format: "…AD AP ARFF MNT CTAF 119.50 YYMMDDHHMM – YYMMDDHHMM".

4. Plan Development & Maintenance

   The Airport and the HYA ATCT will review this procedure annually to ensure it remains effective and current.

L. UAS DETECTION RESPONSE

1. Introduction

   Unmanned Aircraft Systems (UAS) provide a valuable tool for operators, specifically for aerial photography and survey, amongst other purposes. Due to the complexities of protecting airspace around airports the Federal Aviation Administration requires UAS operators to receive an airspace authorization for operators on and around airports.

2. Purpose

   The purpose of this section is to provide response guidance for the occurrence of an unauthorized Unmanned Aircraft System (UAS) also known as a "drone" which is determined to be a threat to aircraft and airport operations. This could be in the form of an airspace breach, a direct threat to airport personnel or the public or a direct threat to air traffic. UAS operations are prohibited in the airspace above and immediately surrounding HYA unless the Remote Pilot In Command (PIC) has received an airspace authorization from the appropriate agencies.

3. Situation and Assumptions

   a. HYA does not presently operate a UAS detection system, as a result the observation and reporting of potential violations of the UAS no fly zone around the airport is critical.
   b. UAS can be a valuable tool in the furtherance of airport business. Aerial imagery as well as surveying can be completed with a drone.
   c. HYA does from time to time employ a vendor to provide UAS services. An example would be the airport engineering firm conducting a drone mapping of a pavement surface in preparation for an upcoming reconstruction project.
   d. UAS activity on and in the immediate area of the airport, specifically in the approach corridors to the runway sat the airport that are operating without an airspace authorization are considered a threat to aviation safety.

4. Operations

   a. UAS in the vicinity of the airport may be observed a number of ways. These might include an Airport staff member noticing the UAS, an HYA ATCT controller noticing the UAS, a report from the public or a report from a pilot. Upon receiving a report of a UAS the airport or ATCT staff member should solicit as much information as practicable, to include:
      - Location of the drone
      - Altitude
      - Direction of travel
      - Description/ unique characteristics
      - Location of the operator
      - Description of the operator
   b. The HYA ATCT regularly receives airspace authorization requests for planned UAS activity and the subsequent telephone calls from UAS operators at the start and conclusion of authorized UAS activities in close proximity to the airport.
   c. If a UAS is observed by HYA airport staff or reported to HYA airport staff by the public, Airport Operations will first confirm with the HYA ATCT if the UAS operation is being coordinated to determine if the flight in unauthorized. In the case of a coordinated and authorized operation, no further action is required. If the flight is

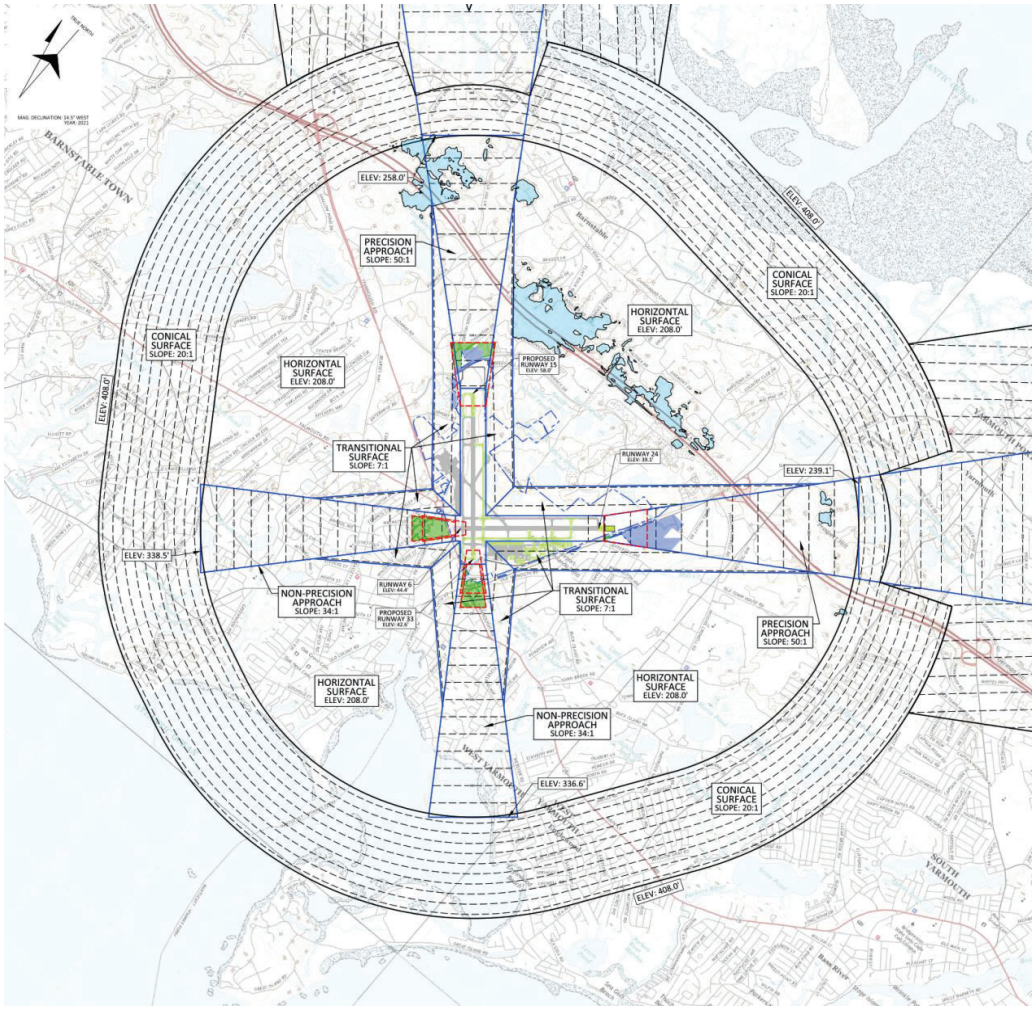
unauthorized, the UAS operation will be classified as a specific threat level outlined in section "5. Threat Levels" below and the applicable associated actions in section "6. Assignment of Responsibilities" will be followed.

d. For contact information, refer to Appendix C – Emergency Readiness Team (of the HYA AEP).

5. Threat Levels

Rick Factors	Negligible	Low	Moderate	Critical
Location	Beyond sight of the ATCT	Within sight of the ATCT	Traffic pattern, Adjacent to airport property line	Approach Zones, Directly over the airport property
Altitude	Below the tree line	At tree line to 100' AGL	More than 100' AGL, less than 400' AGL	At or above 400' AGL
Size	Hobby / Toy	Small	Medium / Commercial	Large / Commercial
Number	0	1	2	3 or more

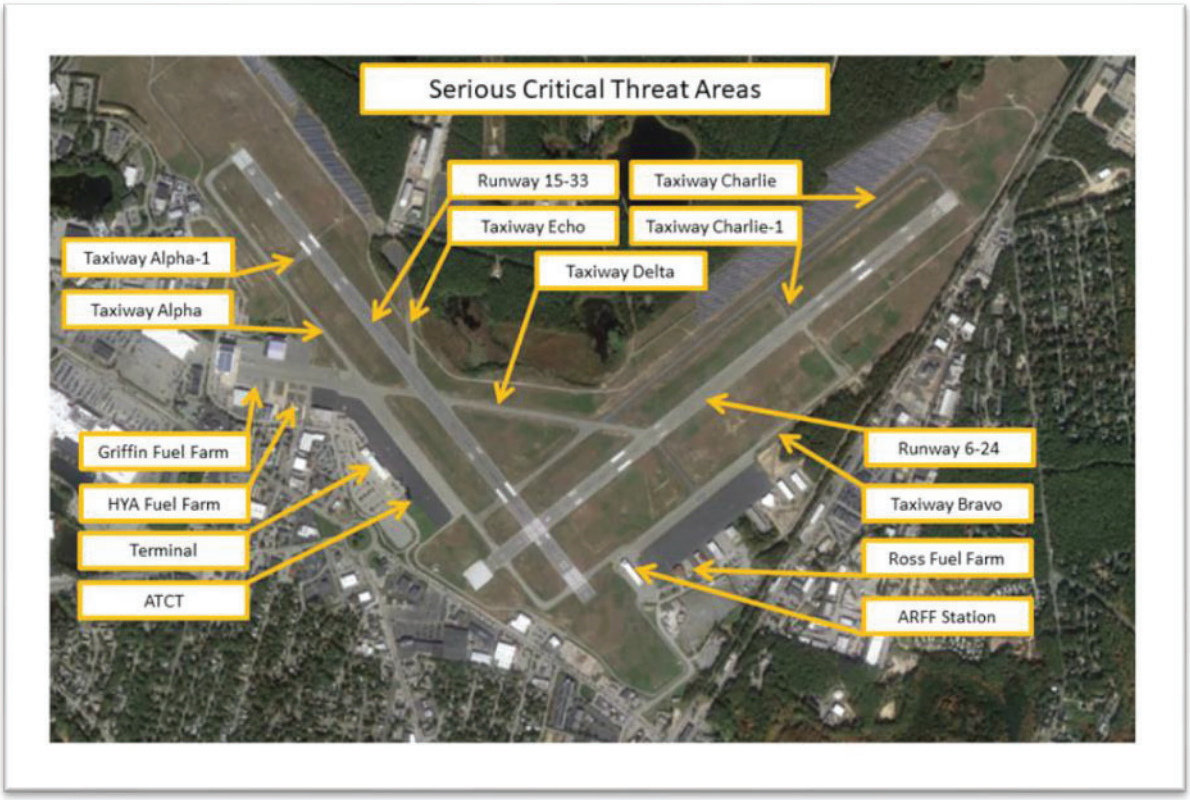
a. Determination of threat level is based on numerous factors. All of the factors must be considered when determining a UAS threat level.



i. Location – The location of a UAS is a significant factor in determining the threat level associated by the presence. A UAS system four (4) miles from the airport, but within the Class Delta airspace associated with the airport, operating at an altitude of 90' Above Ground Level (AGL) represents a different operational challenge and threat than a drone operating at 90' within a half mile of the airport on the extended centerline of a runway.

1. Beyond sight of the ATCT – ***negligible threat***

2. Within sight of the ATCT, but more than a mile from the airport – ***low threat***
3. Traffic pattern or directly adjacent to the airport property line not affecting manned aircraft – ***moderate threat***
4. Approach zones (see the areas labeled "Precision Approach or Non-Precision Approach" in the above airspace diagram) or directly over the airport property (suspicious activity) – ***critical threat.*** UAS directly over the airport property, whether impacting manned aircraft or not will be considered a critical threat, but within the airport property there are numerous "serious critical threat areas" (see image below) these include:
    a. Runways: 6-24 & 15-33
    b. Taxiways: Alpha, Alpha-2, Bravo, Charlie, Charlie-a, Delta & Echo
    c. Fueling facilities: HYA fuel farm and Griffin fuel farm on the North Ramp and the Ross Aviation fuel farm on the East Ramp.
    d. ARFF Station
    e. Terminal
    f. ATCT

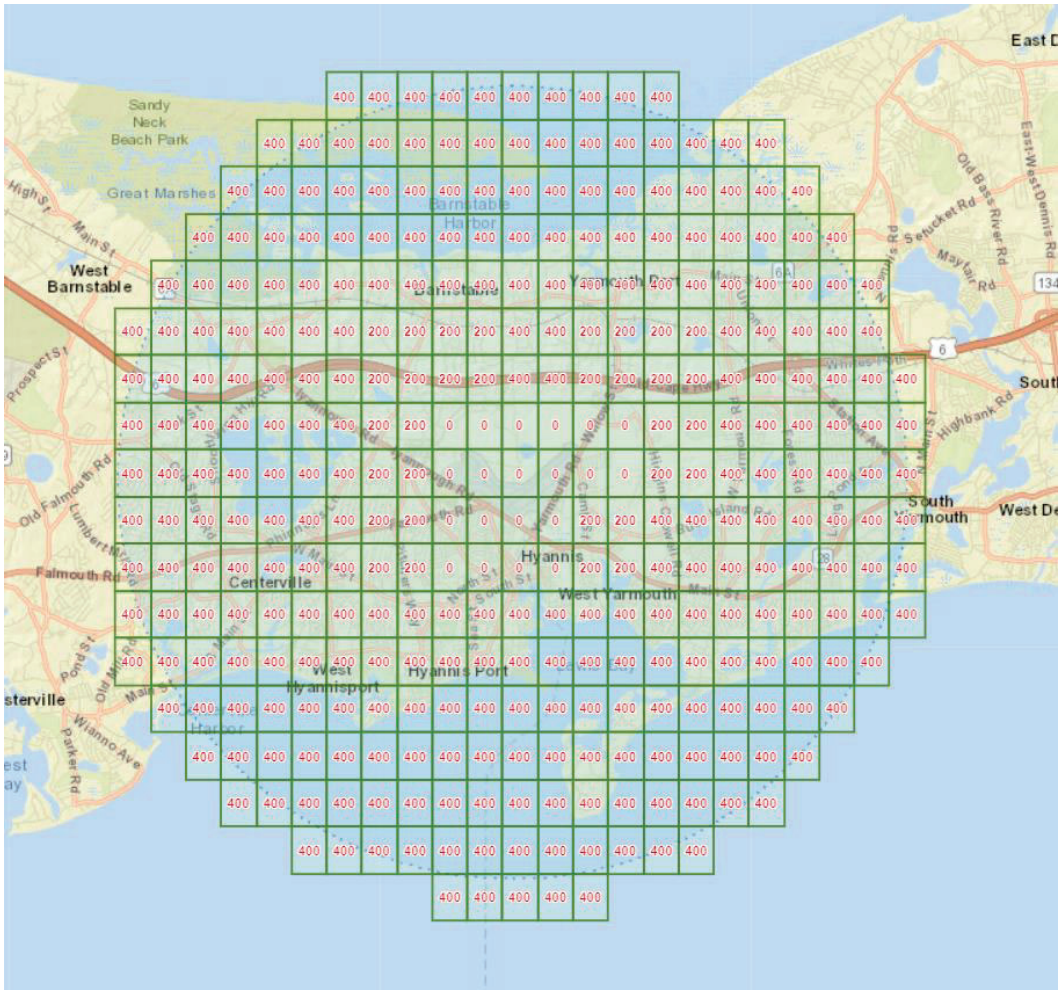


ii. Altitude – The altitude of the UAS is another factor in determining the threat level associated.
    1. Below the tree line (and off airport property) – ***negligible threat***
    2. Between the tree line and 100' AGL – ***low threat***
    3. More than 100' threat but less than 400'AGL – ***moderate threat***
    4. At or above 400' AGL – ***critical threat***

iii. Size of the UAS
    1. Small, hobby or toy type – ***low threat***
    2. Medium, commercial type – ***moderate threat***
    3. Large, commercial type – ***critical threat***

iv. Number of UAS; operating in a coordinated manner
    1. A single (1) UAS – ***low threat***
    2. Two (2) UAS – ***moderate threat***
    3. Three (3) or more UAS – ***critical threat***

v. Other considerations or qualities that will be considered a ***critical threat***:
    1. Any UAS that affects air traffic, requiring an aircraft operator to alter heading, altitude or approach/departure course to avoid the UAS
    2. Multiple UAS that appear to be operating in a coordinated effort
    3. Persistent disruption of manned aircraft by UAS, defined as two or more occurrences of a UAS directly over the airport property or within a runway approach corridor within an hour
    4. UAS with a visible payload of unknown type
    5. Any UAS that makes aggressive movements towards persons or aircraft, an interference to personal and/or aircraft safety
    6. A UAS operating above the below shown altitude figure within a mile of the airport. The Low Altitude Authorization and Notification Capability (LAANC) portal allows UAS operator to seek near real-time airspace authorizations based on known "safe" altitudes below protected airspace and also incorporates Temporary Flight Restrictions (TFRs) and other factors into the equation. The diagram below shows the altitudes where LAANC has outlined as available altitudes. Flights at altitudes above these figures require a "further coordinator request" which involved the local Air Traffic Control facility.



6. Assignment of Responsibilities
    a. Threat Level I (Low threat based on above definition)
        i. HYA Airport Operations
            1. Upon confirming there a Threat Level I UAS operation (low threat level) the Airport Operations department will immediately notify:
                a. HYA ATCT with known information including most recent location, approximate altitude, direction of travel and description.
                b. BPD LEO with known information including:
                    - Most recent location, approximate altitude, direction of travel and description of the UAS
                    - Any known information on the UAS operator including location and description
                    - Time of initial report of the UAS
                    - Name of the initial observer of the UAS
                c. HYA Management with situation report
        ii. HYA ATCT
            1. Advise all aircraft of the presence of a UAS with the last know location, altitude, direction of travel and description with instructions to see and avoid and to report any UAS sightings.
            2. Advise HYA Airport Operations of any unauthorized UAs observed by ATCT personnel or reported by pilots.

iii. Barnstable Police Department

1. Upon receipt of report of an unauthorized UAS from Airport Operations the LEO will immediately attempt to locate and identify the individual(s) operating the UAS. (Note: Typically battery life for commercially available UAS is approximately 20 – 30 minutes).
2. Survey the immediate area of the most recent known position of the UAS for any damage or injuries.
3. If the UAS operator can be identified:
    a. Request that the operator terminate the flight of the UAS immediately.
    b. Request from the UAs operator:
        - Name and address
        - Operator's FAA Part 107 certificate number OR operator's TRUST certificate number
        - Reason/purpose for flight
        - UAS registration number
4. Execute appropriate law enforcement action to maintain a safe environment for the general public and first responders (if applicable).

b. Threat Level II (Moderate threat based on above definition)

i. HYA Airport Operations

1. Upon confirming there a Threat Level II UAS operation (moderate threat level) the Airport Operations department will immediately notify:
    a. HYA ATCT with known information including most recent location, approximate altitude, direction of travel and description.
    b. BPD LEO with known information including:
        - Most recent location, approximate altitude, direction of travel and description of the UAS
        - Any known information on the UAS operator including location and description
        - Time of initial report of the UAS
        - Name of the initial observer of the UAS
    c. HYA Management with situation report
    d. HYA Airport Security with a situation report
    e. FAA New England Operations Center (ROC)
    f. MassDOT Aeronautics Safety Inspector
2. Issue NOTAM(s) as necessary to close affected runways, taxiways, aprons or the ENTIRE airport until further notice (when the threat has been determined to no longer exist).

ii. HYA ATCT

1. Advise all aircraft of the presence of a UAS with the last know location, altitude, direction of travel and description with instructions to see and avoid and to report any UAS sightings.
2. Add announcement to the ATIS broadcast that there is an unauthorized UAS threat to air traffic within the Class D airspace which may affect normal traffic pattern operations.
3. Advise HYA Airport Operations of any unauthorized UAs observed by ATCT personnel or reported by pilots.

4. Immediately take action to separate aircraft from any unauthorized UAS. This may include cancelling takeoff or landing clearances, re-routing air traffic, assigning an alternate runway for takeoffs and landings, etc…
5. Suspend all air traffic if the Air Traffic Manager of his/her designee determines the threat requires such action.

iii. Barnstable Police Department

1. Upon receipt of report of an unauthorized UAS from Airport Operations the LEO will immediately attempt to locate and identify the individual(s) operating the UAS. (Note: Typically battery life for commercially available UAS is approximately 20 – 30 minutes).
2. Survey the immediate area of the most recent known position of the UAS for any damage or injuries.
3. If the UAS operator can be identified:
    a. Request that the operator terminate the flight of the UAS immediately.
    b. Request from the UAs operator:
        - Name and address
        - Operator's FAA Part 107 certificate number OR operator's TRUST certificate number
        - Reason/purpose for flight
        - UAS registration number
4. Execute appropriate law enforcement action to maintain a safe environment for the general public and first responders (if applicable).

c. Threat Level III (Critical threat based on above definition)

i. HYA Airport Operations

1. Upon confirming there a Threat Level III UAS operation (critical threat level) the Airport Operations department will immediately notify:
    a. HYA ATCT with known information including most recent location, approximate altitude, direction of travel and description.
    b. BPD LEO with known information including:
        - Most recent location, approximate altitude, direction of travel and description of the UAS
        - Any known information on the UAS operator including location and description
        - Time of initial report of the UAS
        - Name of the initial observer of the UAS
    c. HYA Management with situation report
    d. HYA Airport Security with a situation report
    e. FAA New England Operations Center (ROC)
    f. MassDOT Aeronautics Safety Inspector
    g. Federal Bureau of Investigation
    h. Massachusetts State Police
2. Issue NOTAM(s) as necessary to close affected runways, taxiways, aprons or the ENTIRE airport until further notice (when the threat has been determined to no longer exist).
3. ARFF personnel will remain on standby status at the ARFF station continuously monitoring the Tower/CTAF frequency (119.50).

4. If able, the Airport Operations Supervisor on duty will dispatch an Airport Operations representative to the UAS location to maintain visual contact.
5. If the UAS operator can be potentially identified, the Airport Operations staff member will contact the BPD LEO via company radio to provide the locations of the potential operator and request that the officer instruct the operator to immediately cease the UAS operation and complete an interview with the BPD LEO.
6. Airport Operations Specialist on duty will ensure that appropriate information is shared with airport tenants and aircraft operators:
    a. Communicate directly with air carriers about any UAS threat which may impact scheduled operations, resulting in potential flight delays or cancellations.
    b. Refer to "Section II. Functional Annexes," item "D. Emergency Public Information" within the HYA AEP. The Airport Manager, Assistant Airport Manager, or designee will be the spokesperson to the public for the airport.
7. In the event of an actual collision between the UAS and an aircraft, refer to "Section III. Hazard-Specific Information and Procedures," item "A.4 Alert III Procedures" within the HYA AEP.

ii. HYA Airport Management
1. Activate an Emergency Operations Center (EOC); refer to "Section II. Functional Annexes," items "A. Direction and Control" and "B. Communications" within the HYA AEP.
2. Ensure appropriate information is shared with the public:
    a. Refer to "Section II. Functional Annexes," item "D. Emergency Public Information" within the HYA AEP for procedures. The Airport Manager, Assistant Airport Manager, or designee will be the spokesperson for the airport.
    b. Notify the public of closures of airport facilities (ie- terminal) related to a UAS threat. Notifications may include press releases, social media and communications through local media.

iii. HYA Airport Security
1. Immediately notify TSA of the unauthorized UAS threat with as much detail as is available.
2. Coordinate with the BPD to conduct a security check of the terminal building, SIDA and associated airside and landside areas.
3. Coordinate with Airport Operations to have an AOA perimeter check completed.

iv. HYA ATCT
1. Advise all aircraft of the presence of an unauthorized UAS with the last know location, altitude, direction of travel and description with instructions to see and avoid and to report any UAS sightings.
2. Add announcement to the ATIS broadcast that there is an unauthorized UAS threat to air traffic within the Class D airspace which may affect normal traffic pattern operations.
3. Advise HYA Airport Operations of any unauthorized UAS observed by ATCT personnel or reported by pilots.

4. Immediately take action to separate aircraft from any unauthorized UAS. This may include cancelling takeoff or landing clearances, re-routing air traffic, assigning an alternate runway for takeoffs and landings, etc…
5. Suspend all air traffic if the Air Traffic Manager of his/her designee determines the threat requires such action.

v. Barnstable Police Department

1. Upon receipt of report of an unauthorized UAS from Airport Operations the LEO will immediately attempt to locate and identify the individual(s) operating the UAS. (Note: Typically battery life for commercially available UAS is approximately 20 – 30 minutes).
2. Survey the immediate area of the most recent known position of the UAS for any damage or injuries.
3. If the UAS operator can be identified:
    a. Request that the operator terminate the flight of the UAS immediately.
    b. Request from the UAs operator:
        - Name and address
        - Operator's FAA Part 107 certificate number OR operator's TRUST certificate number
        - Reason/purpose for flight
        - UAS registration number
4. Execute appropriate law enforcement action to maintain a safe environment for the general public and first responders (if applicable).

7. Return to Normal Operations

a. Upon confirmation that the threat to airport personnel and/or aircraft has ended a return to normal operations procedure is to be followed. The end of the threat will be determined by the Airport Manager or his/her designee and will be based on one of the following outcomes:

i. The UAS is no longer present, and there are no sightings by pilots, HYA ATCT or HYA Airport Operations for at least twenty (20) minutes of continuous time from the most recent sighting.
ii. The BPD LEO locates the UAS operator and confirms to HYA Airport Operations that the UAS operation is terminated.
iii. The UAS suffers a failure and is recovered by Airport Operations or BPD personnel.

b. The following are specific return to normal operations assignments:

i. HYA Airport Operations

1. Complete a special inspection of the airport, including all items on the daily self-inspection sheet.
2. Cancel the appropriate NOTAM(s) related to the UAS threat
3. Notify the following groups of the end of the threat occurrence
    a. Airport Management
    b. Airport Security
    c. FAA New England Operations Center (ROC)
    d. MassDOT Aeronautics Safety Inspector
    e. Federal Bureau of Investigation
    f. Massachusetts State Police
4. Complete an A-13 incident report to document the event.

ii. HYA Security
    1. Notify TSA that the unauthorized UAS threat is no longer in effect.
    2. Coordinate with the BPD to conduct a security check of the terminal building, SIDA and associated airside and landside areas.
    3. Coordinate with Airport Operations to have an AOA perimeter check completed.

iii. HYA ATCT
    1. Cease providing advisements to pilots related to an unauthorized UAS.
    2. Remove the notice to pilots on the ATIS of an unauthorized UAS operation
    3. Return to normal operations as soon as practical.

iv. Barnstable Police Department
    1. Resume LEO activities in the terminal facility

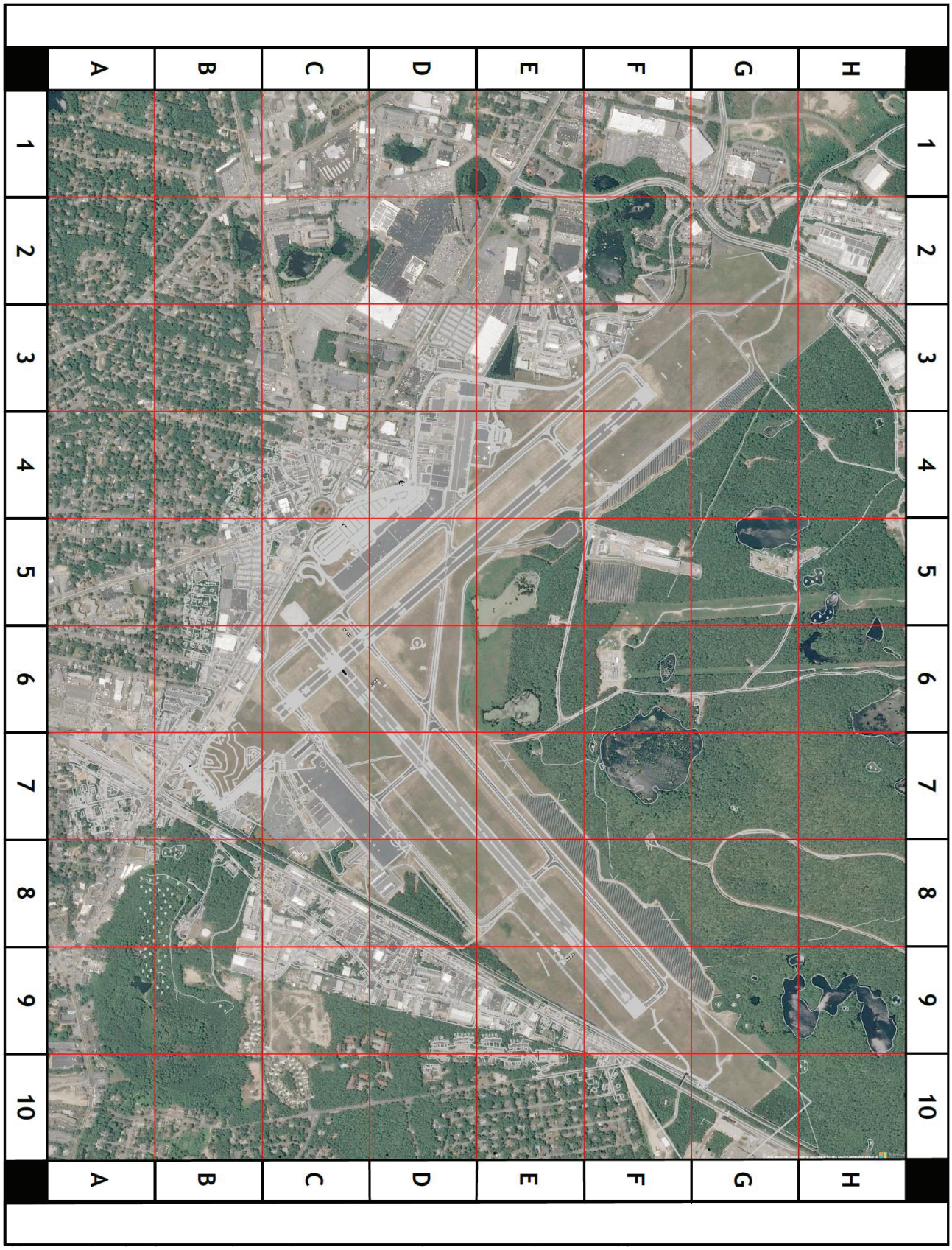
8. Plan Development & Maintenance

The Airport will review this procure annually to ensure it remains effective and current.

IV. APPENDICES

A. Grid Map
B. Airport Tenant Notification List - Email
C. Emergency Readiness Team Contact List
C1. ERT Resources
   a) Air Cape Cod
   b) Cape Air/Nantucket Airlines
   c) Griffin Avionics
   d) Island Airlines
   e) Ross Aviation
D. 1) Accident Report Form
   2) Bomb Threat Checklist
   3) Bomb Threat Search Procedures
   4) NOTAM Form
E. Normal Organizational Structure
F. Emergency Organizational Structure
G. Airfield Map-Staging Areas and Routes
H. Capital Assets List
I. Outside Vendor Contracts List
J. Airport Contact List
K. Outside Agency Contact List; FSDO, NTSB, FAA, OEM, etc.
L. ATCT/FSS Contact List – Non-Emergency and Emergency
M. ATCT – Letter of Agreement
N. BPD – Mutual Aid Agreement
O. HFD – Mutual Aid Agreement
P. Area Hospitals Contact Information
Q. Authorities & References
R. Media References and Responses

APPENDIX A-GRID MAP



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APPENDIX B – Airport Tenant Notification List: Phone, Fax & Email

COMPANY NAME	PHONE NUMBER	EMAIL
Aloft Aviation 110 Mary Dunn Way Hyannis, MA 02601 Eric Drugge, Manager	774-228-3760 (c)	eric@aloftaviationmgt.com
Airline Realty Trust 10 Sheep Commons Lane Nantucket, MA 02554 Bill & Kathy McGrath	508-2281955	bkmcgrath@comcast.net
AMA – Marine Lumber 130 Mary Dunn Way Hyannis, MA 02601 Ed Usowicz	508-771-8239 508-776-8385 (c)	captedma@marinehomecenter.com
Avis Rent-A-Car 480 Barnstable Road, Box 7 Hyannis, MA 02601 Stephanie Arias	508-775-2888 949-554-7998 (c)	avisbudgetdadeland@gmail.com
Atlantic Aero Support 35 Hinckley Road Hyannis, MA 02601 Don Pare	508-790-6400 774-487-7465	don@atlanticaerosupport.com
Atlantic Aviation 730 Barnstable Road Hyannis, MA 02601 Helyne Mederios, Manager	508-771-7520 508-889-8406 (cell)	Helyne.Medeiros@atlanticaviation.com
Budget Car Rental 480 Barnstable Road, Box 7 Hyannis, MA 02601 Stephanie Arias	508-775-2888 949-554-7998 (c)	avisbudgetdadeland@gmail.com
Cape Air/Nantucket Airlines 660 Barnstable Road Hyannis, MA 02601 Linda Markham, CEO	508-790-3122 (main) 508-790-1980 (counter) 508-331-1619 (cell)	linda.markham@capeair.com

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COMPANY NAME	PHONE NUMBER	EMAIL
Enterprise Rent-A-Car 480 Barnstable Road, Box 12 Hyannis, MA 02601 Christopher Collard, Regional Manager	508-778-8293 508-778-2205 508-360-5139 (c)	christopher.g.collard@ehi.com
FAA Maintenance 770 Barnstable Road Hyannis, MA 02601 Chris McConnell, Manager	508-775-5500 508-612-2190 (c)	christopher.mcconnell@faa.gov
FAA Contract ATCT Midwest Air Traffic Control Hyannis, MA 02601 Vacant, Manager	508-771-0369 (main)	
G&S Solar 211 E. 43rd Street, 25th Floor New York, NY 10017 Mark Coleman	212-266-8100 732-803-3037 (c)	mwcoleman@gssolar.com
Griffin Avionics 630 Barnstable Road Hyannis, MA 02601 Jean Griffin	508-771-2638 508-737-2140 (c)	install@griffinavionics.com
Gull Air 550 Barnstable Road Hyannis, MA 02601 Kevin Dauphinee, General Manager/Dr. of Maintenance	844-437-2247 (w) 207-861-1643 (c)	kevin@alliesair.com
Hertz Car Rental 480 Barnstable Road, Box 6 Hyannis, MA 02601 Margaret Maloney	508-775-5825 339-236-5402 (c)	marmaloney@hertz.com
Hexagon Hangar 331 Hollidge Hill Road Marstons Mills, MA 02648 Charles Sawyer	508-420-3697	cwsawyer@comcast.net

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APPENDIX B – Airport Tenant Notification List: Phone & Email

COMPANY NAME	PHONE NUMBER	EMAIL
Kingsbury Aviation 20 North Main Street South Yarmouth, MA 02664 DeWitt Davenport, Owner	508-394-8800 800-322-8432	ddavenport@thedavenportcompanies.com
Michele Kennedy Art Gallery 480 Barnstable Road Hyannis, MA 02601 Michele Kennedy, Owner	508-737-5346	MimiKennedy@hotmail.com
Marine Lumber Inc 130 Mary Dunn Road Hyannis, MA 02601 Peter Greaves, Operations	508-771-8273 508-228-0900 (ACK) 774-400-4563 (c)	pgreaves@marinehomecenter.com
Pain D'Avignon 15 Hinckley Road Hyannis, MA 02601 Toma Stamenkovic	508-778-8588 818-389-3545 (Mario - manager) 508-685-1691 (Toma)	N/A
QE Solar 18 Commerce Street Springfield, NJ 07081 Nate Haile	717-875-7449 (c) 508-317-1255 (c, Nick Thum, Solar Engineer)	nate.haile@qesolar.com
Reef Parking 480 Barnstable Road, Box 11 Hyannis, MA 02601 Sally Beck, Manager	508-778-0054 212-203-3133 (NY) 508-534-9478 (Sally)	sally.beck@reefparking.com tarek.moussa@reefparking.com
TSA 480 Barnstable Road, Box 4 Hyannis, MA 02601 Kyle Seetal	508-775-4765 774-487-0337 (shift phone) 617-561-2029 (BOS OPS) 617-615-7896 (c)	kyle.seetal@tsa.dhs.gov
Specialized Automotive Services 630 Barnstable Road Hyannis, MA 02601 Dmitriy and Alla Boyev	508-790-7007 (w)	info@specializedinteriors.net
Wiggins Airways One Garside Way Manchester, NH 03103 Craig Ciaffoni	603-629-9191	craigciaffoni@wiggins-air.com

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APPENDIX B – Airport Tenant Notification List: Phone & Email

COMPANY NAME	PHONE NUMBER	EMAIL
The Steamship Authority Box 284, 228 Palmer Ave Woods Hole, MA 02543 Robert Davis, General Manager	508-548-5011 508-566-2424 (c)	rdavis@steamshipauthority.com

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APPENDIX C – Emergency Readiness Team Contact List

Cape Cod Gateway Airport - Emergency Readiness Team

Airport Aircraft Rescue and Fire Fighting (ARFF)	**508-778-7770**
American Red Cross/Red Cross Disaster Team	**508-775-1540**
Animal Care/Control through Town of Barnstable Animal Control	**508-790-6274**
Area hospitals - Cape Cod Hospital	**508-771-1800**
Area hospitals – Falmouth Hospital	**508-548-5300**
Barnstable Police Department (BPD)	**508-775-0812**
Bomb Disposal Unit: State Police	**978-567-3310**
Clergy (Police Chaplin)	**508-775-0812**
Contract Air Traffic Control Tower (owned by the HYA)	**508-771-0286**
Department of Homeland Security (DHS)	**617-569-2029**
FAA Flight Standards Department Office (FSDO)	**781-238-7500**
FAA Regional Operations Center	**404-305-5156**
Federal Bureau of Investigation (FBI)	**508-947-0625**
Federal Emergency Management Agency (FEMA)	**800-621-3362**
Health Department (county)	**508-375-6613**
HYAC Chairman/Commissioners	**617-571-9971**
Massachusetts Emergency Management Agency (MEMA)	**508-820-2000**
Massachusetts State Police (MSP)	**508-820-2300**
Medical Examiner	**508-539-2200**
National Transportation Safety Board (NTSB)	**202-314-6290**
Salvation Army	**508-775-0364**
Tenants: For small AC removal – Capeway Towing	**508-775-1665**
Towing Companies: AC removal – Baxter Crane	**508-775-0375**
Transportation Security Administration (TSA)	**617-569-2029**
US Coast Guard (USCG) District One Command Ctr	**617-223-8555**
US Post Office	**508-775-2603**

Tenant	Rep.	Business Number	Cell
Aero Management	E. Usowicz	508-771-8239	508-776-8385
Aloft Aviation	E. Drugge	774-228-3760	774-228-3760
Cape Air	L. Markham	508-790-6623	508-331-1619
G&S Solar	M. Coleman	212-286-8100	732-803-3037
Griffin Avionics	J. Griffin	508-771-2638	508-737-2140
Hyannis Air Service	L. Markham	508-790-6623	508-331-1619
Nantucket Airlines	L. Markham	508-790-6623	508-331-1619
Atlantic Aviation	H. Mederios	508-771-7520	508-889-8406
Gull Air	K. Dauphinee	508-231-5802	207-861-1643

APPENDIX D-1 - ACCIDENT REPORT FORM

Cape Cod Gateway Airport A-13
Accident / Incident Report

Date: _____ Time: _____ Type: (Circle One) **Aircraft, Vehicle, Other: _____**

Location of Incident: _____

Aircraft Tail # & Color: _____ Vehicle Type & Plate #: _____BPR#_____

Operators Name: _____

Operators Address: _____

Operators Telephone: _____ State & License #: _____

Insurance Company: _____

Owners Name: _____

Owners Address: _____

Remarks: _____

_____

Damage: Minor/Major-Provide general description of where and what was damaged:
_____

_____

_____

_____# of Persons Injured, List Names below.

Name, Address, Phone: _____

Name, Address, Phone: _____

Name, Address, Phone: _____
(If more space is needed use back of form)

<u>Witnesses</u>:

Name, Address, Phone: _____

Name, Address, Phone: _____

Weather: (Circle All Applicable) **Clear, Fog, Ice, Rain, Snow, Mist. Visibility: _____ Temp: _____**

Report Written by: _____ Date: _____

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APPENDIX D2-BOMB THREAT CHECKLIST

BOMB THREAT CHECKLIST

1. When is the bomb going to explode?
2. Where is it right now?
3. What does it look like?
4. What kind of bomb is it?
5. What will cause it to explode?
6. Did you place the bomb?
7. Why?
8. Where are you calling from?
9. What is your address?
10. What is your name?

CALLER'S VOICE

_____Calm	_____Nasal
_____Angry	_____Stutter
_____Excited	_____Lisp
_____Slow	_____Raspy
_____Rapid	_____Deep
_____Soft	_____Ragged
_____Loud	_____Clearing throat
_____Laughter	_____Deep breathing
_____Crying	_____Cracking voice
_____Normal	_____Disguised
_____Distinct	_____Accent
_____Slurred	_____Familiar

If the voice is familiar, who did it sound like?

BACKGROUND SOUNDS

_____Clear	_____Street noises
_____Static	_____Factory noises
_____Music	_____Office machinery
_____Voices	_____Animal noises
_____House noises	_____PA system
_____Other	

EXACT WORDING OF THE THREAT:

THREAT LANGUAGE

_____Foul	_____Well Spoken
_____Taped	_____Incoherent
	_____Irrational

Sex of caller:_____ Age:_____

Race:_____ Length of call:_____

Name of Call Recipient: _____

Date of Call:_____ Time of Call:_____

Location Call Received:_____

Remarks:

REPORT THIS CALL IMMEDIATELY TO THE AIRPORT POLICE

APPENDIX D3-BOMB THREAT SEARCH PROCEDURES

I. General

A. The law enforcement Officer-in-Charge, after evaluating the information received regarding the threat, may determine that a search of a general or a specific area may be appropriate.

B. The best and most effective way to search an area is to have it accomplished it by those persons who are most familiar with it, i.e. those who work there on a day-to-day basis. Therefore, each airport tenant should be responsible for searching their respective areas; Airport employees should search public areas, i.e. lobbies, restrooms, stairways, elevators, baggage lockers and outside areas adjacent to the facility involved.

II. Search Process

If asked to search a specific area, the following steps should be followed:

A. Begin by dividing the room or area equally among the members of the search team.

B. Always work with someone close by at all times.

C. Be alert for instructions on the Public Address System.

D. Do not use two-way radios or cellular telephones within 300 feet of a suspected explosive device.

E. If a suspicious item is found:

In the event a piece of baggage or other suspicious object is found which cannot be identified:

1. Report it immediately to your supervisor and the airport police.
2. Do not touch or move it in any way.
3. Do not attempt to cut or disconnect any electrical wire or connections.
4. Do not smoke.
5. Do not use a two-way radio or cellular telephone.
6. Do not stop searching - continue until your assigned area has been totally searched

CALL BACK PHONE - OPERATIONS
[VOICE] 508-778-7770

HYA
NOTAM ISSUED TO AFSS

AFSS Phone: 1-877-487-6867
Fax: 1-703-858-5138

HYA NOTAM LOG#

Date Issued: _____ Issued By: _____

Time Issued: _____ Eastern Issued To: ENOTAM

Description of Condition
FSS Ref# NOTAM# W/O#

NOTIFICATION:

ATCT: FAX Airlines: MULTI-FAX BROADCAST

FBO: _____ _____

NOTAM CANCELLED: ☐

Date: _____ Time: _____ EASTERN Cancelled by: _____

To: _____

FILE Original After NOTAM is CANCELLED

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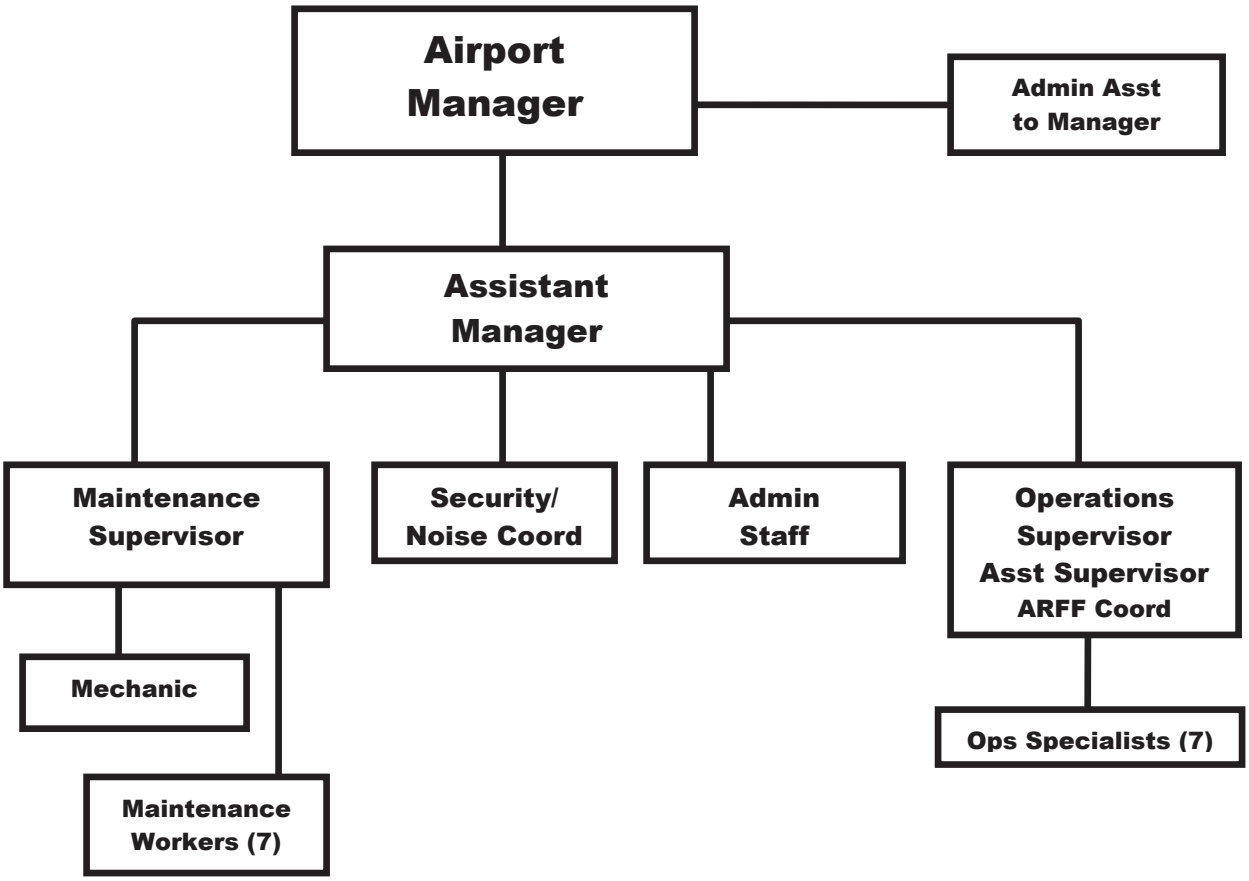
APPENDIX E – Normal Organizational Structure



** All above personnel will follow the direction of the Incident Commander when applicable.

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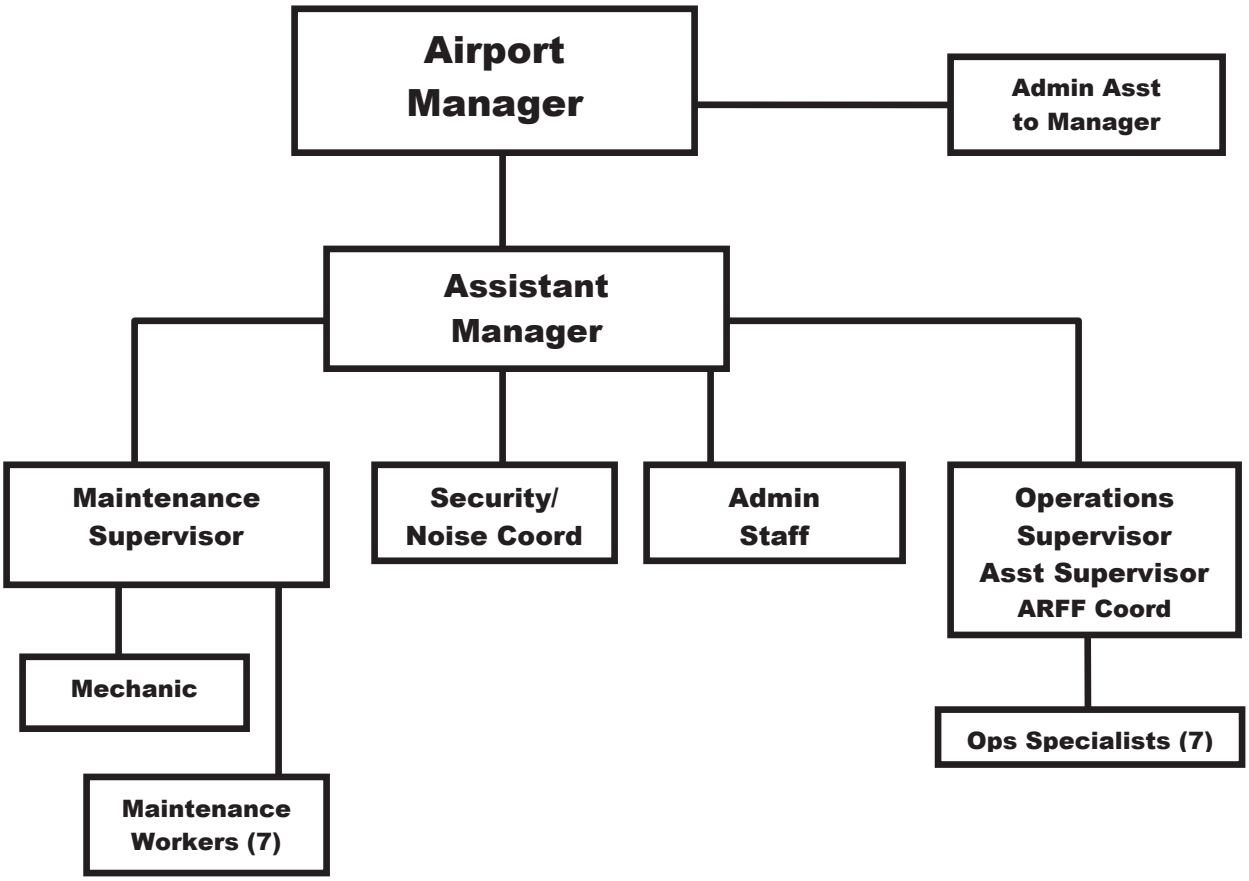
APPENDIX F – EMERGENCY ORGANIZATIONAL STRUCTURE



**** All above personnel will follow the direction of the Incident Commander when applicable.**

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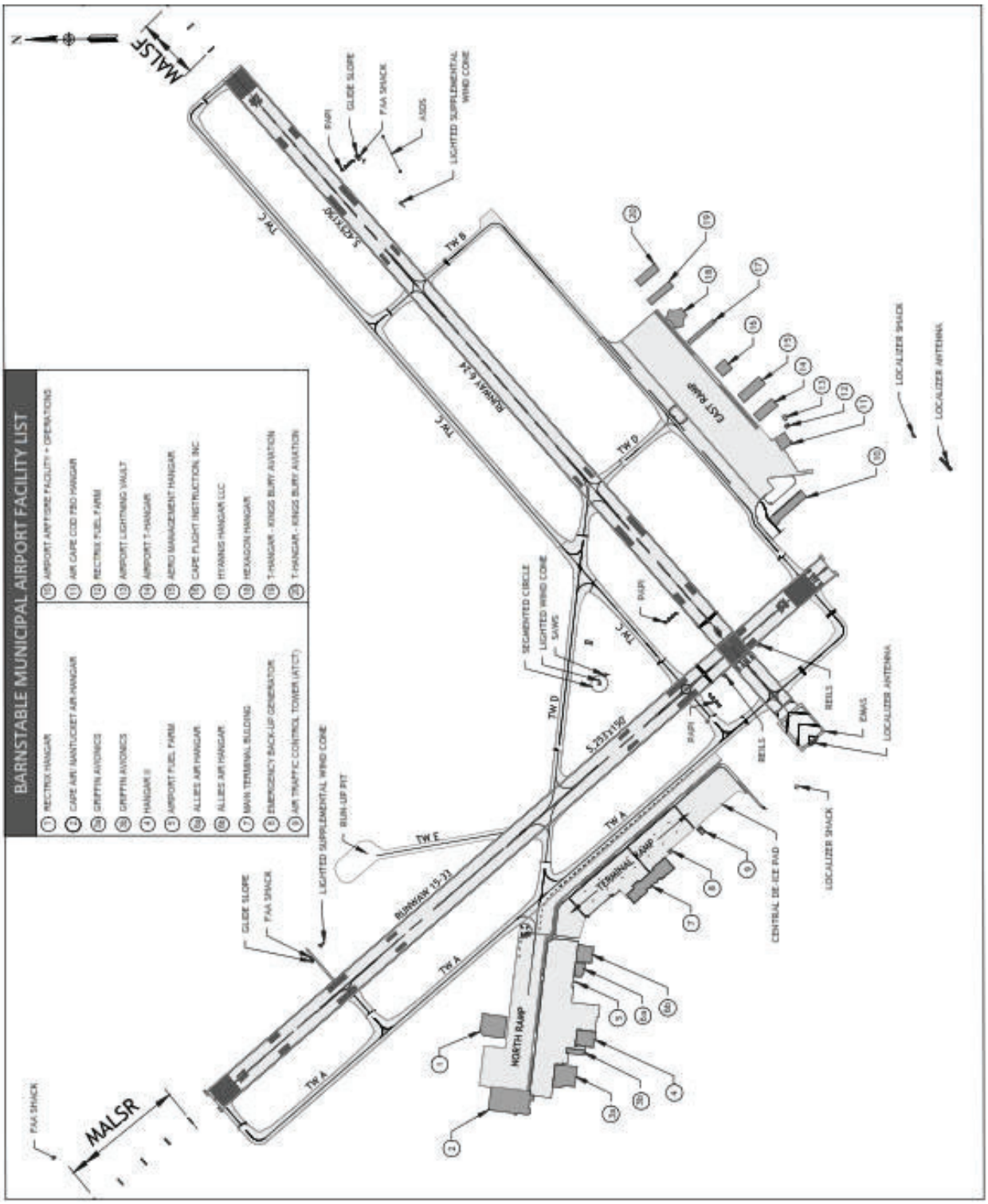
APPENDIX G – AIRFIELD MAP/STAGING AREAS AND ROUTES



12	2003 Ford E350 Bus
15	2003 Ford E350 Bus
20	2019 Chevy 2500HD
21	2019 Chevy 2500HD
22	2015 Chevy Colorado
23	2023 Chevy 2500HD
24	2015 Chevy 3500HD Dump
25	2016 Chevy Van
26	1995 Ford L8000 Dump
27	2001 Chery 2500HD
28	1988 Ford F150 2WD
29	2000 New Holland Tractor
30	2001 Chevy 2500HD
31	1995 Ford F350 Rack Truck
32	2016 Chevy 3500HD
33	Cl2015 Caterpiller Loader
34	2017 John Deere
35	2007 Chevy 3500 Utility
36	1998 Kodiak
37	Caterpillar 950F loader
38	2004 ASV EMAS Snowblower
39	2012 Tymco Sweeper
47	2006 Sterling Dump
48	1986 Oshkosh Snowplow
49	2021 Wausau
52	Harlan Tug
53	Kubota
72	2011 Ford Crown Vic (LEO)
83	2004 Freightliner
88	1992 Oshkosh Snowblower
96	2022 Ford Explorer
98	2020 Ford Explorer
99	2015 Chevy Traverse
816	2021 Rosenbauer Airwolf RIV
817	2006 E-One Titan
820	1992 E-One Titan
55930	2021 Rampmaster
55931	2020 Rampmaster
55932	2020 Rampmaster
	Toto Mower
	1995 Big Tex 10' landscape trailer
	1995 Wells Cargo Hazmat Trailer
	2000 Pequea landscape trailer
	2001 Vermeer Chipper
	2014 Crafco Cracksealer

APPENDIX I – Outside Vendor Contracts List

VENDOR	COMMODITY	CONTACT	#
Airport Solutions Group	Airport Engineer	781-491-0083	616040
American Fire Corp	Foam/Purple K SCBA Equip	800-426-3473	641010
Blue Globe	Obstruction Lights	866-445-6237	633190
Cape & Islands Tire	Tires/Repair	508-775-6066	636030
CGL Electronic Security	Security Electronics	781-769-8600	613060
Corp Brothers	Oxygen, Acrt	508-775-5001	633030
Citiworks	Security Gates	508-761-7400	613010
Crouse Hinds	Airfield Lighting Supplies	860-683-4300	633190
Darley WS	Fire Fighting Supplies	708-345-8050	641010
E-One	Parts for Fire Trucks	352-237-1122	636060
KOBO	Airfield Electrical Service	508-888-2255	613130
Fuller Electric	Airfield Lighting	508-775-0030	613130
GARD Specialists	Thread Kit for Airfield Lights	800-541-9301	613130
Global Remediation	HAZMAT Disposal	508-828-1005	621070
Greenwood Emerg Vehicle	Parts for Fire Trucks	508-695-7138	636060
Griffin Avionics	Tug/ A/C Tow	508-771-2638	619050
Holliston Sand	FAA Sand	401-766-5010	633190
Horsley Witten	Enviromental Consultant/LSP	508-833-6600	615100
Interstate Battery	Batteries	508-991-8019	632020
National Grid	Natural Gas Provide	800-548-8000	611030
New Pig Corp	HAZMAT Disposal Products	855-493-4647	621070
Eversource	Electricity Provider	800-340-9822	611010
Standard Signs	Airfield Signature	216-341-5611	613130
Ralph Perry	Fire Extinguisher/Supplies	508-775-3473	641010
Verizon	Telephone Provider	800-941-9900	619010
CGL	Security Systems	781-769-8600	613130
Fischbach and Moore	Solar Array	617-268-7300	613130
Daiken	HVAC	763-553-5330	611010
Ron's Truck Stop	Heavy Equipment Repair	508-771-5497	636030
Pipe Doctor	Plumbing	508-394-0163	611010

APPENDIX J – Airport Contact List

CAPE COD GATEWAY AIRPORT PERSONNEL

Office phone numbers: 508-778-7770; 508-778-7772; 508-775-2020

RADIO	NAME	POSITION	CELL	PHONE NUMBER
Unit 1	Ops Dept	Operations	508-326-1097	508-778-7770
Unit 2	Admin	Administration	508-775-2020	508-775-2020
Unit 3	Maint Dept	Maintenance	508-778-7772	508-778-7772
Unit 4	Custodian	Custodian	N/A	508-778-7772
Tower	Kevin Winn	ATCT	N/A	508-771-0286
Airport LEO	Barnstable PD	LEO	508-778-6934	508-778-6934
Airport 99	Katie Servis	Manager	508-562-2279	508-778-7764
Airport 98	Matthew Elia	Asst. Manager	774-487-5008	508-775-3033
Airport 97	Chris Lounsbury	Security Coord	508-362-1425	508-778-7765
Airport 96	Chris Bostwick	Pjt Mgr / Compliance	774-487-2293	508-775-2020
Airport 20	Robert “Joey” Bearse	Maint Tech	N/A	508-778-7772
Airport 21	Steve Usowicz	Maint Tech	N/A	508-778-7772
Airport 23	Don Sears	Main Sup	508-776-4320	508-778-7772
Airport 28	Carlos Almonacid	Maint Tech	N/A	508-778-7772
Airport 32	Ryan Briggs	Craftsperson	N/A	508-778-7772
Airport 816	ARFF	Ops ARFF	508-326-1097	N/A
Airport 817	ARFF 06 Titan	Ops ARFF	508-726-0374	N/A
Airport 820	ARFF 92 Titan	Ops ARFF	508-326-0993	N/A
Airport 55930	2021 Rampmaster	Ops Fuel	N/A	N/A
Airport 55931	2020 Rampmaster	Ops Fuel	N/A	N/A
Airport 55932	2020 Rampmaster	Ops Fuel	N/A	N/A
Airport 16	03 Bus	Ops	N/A	N/A
Airport 12	05 Chevy	Ops	N/A	N/A
Airport 25	06 Chevy Van	Ops	N/A	N/A
Airport 50	Tow Tractor	Ops	N/A	N/A

RADIO ASSET LIST

ICOM: A110 – 23 units A200 – 18 units A-14 – 10 portable units

Motorola: CM200 – 29 units SM50 – 5 units M1225 – 21 units
MCS2000 – 1 unit COM250 – 1 unit MS200 – 1 unit
CP200 – 19 portables

Kenwood: One stationary vehicle unit

Federal Aviation Administration
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Feb 18 2025
TAD
Airport Certification Safety Inspector

Appendix K – Outside Agency Emergency Contact List

Aircraft Removal

Capeway Towing	508-771-1665
Baxter Crane Inc.	508-775-0375

FAA

Flight Standards Office	781-238-7500
Regional Ops Center (24/7)	404-305-5156

Federal Bureau of Investigation

Business number	508-947-0625

Government Agencies

Alcohol, Tobacco and Firearms	800-283-4867
TSA: BOS OPS	617-561-2029
TSOC	877-456-8722

Hyannis Fire Department

Emergency	911
Business	508-775-1300

Medical Examiner

Will be called by BPD/MSP

Police Department

Emergency	911
Barnstable PD	508-775-0812
Massachusetts State Police	508-398-2323

Sheriff's Office

Barnstable County	508-375-6500

Airport Operators/Members of the Emergency Response Team

Aero Management	E. Usowicz	508-771-8239	508-776-8385
Aloft Aviation	E. Drugge	774-228-3760	774-228-3760
Atlantic Aviation	H. Mederios	508-771-7520	508-889-8406
Cape Air	L. Markham	508-790-1980	508-331-1619
G&S Solar	M. Coleman	212-286-8100	732-803-3037
Griffin Avionics	J. Griffin	508-771-2638	508-737-2140
Gull Air	K. Dauphinee	844-437-2247	207-861-1643
Hyannis Air Service	L. Markham	508-790-6623	508-331-1619
Nantucket Airlines	L. Markham	508-790-6623	508-331-1619

APPENDIX L – ATCT/FSS Contact List

Cape Cod Gateway Air Traffic Control Tower
Emergency Call List

1. During normal business hours of 0600-0000		508-771-0369
		CELL:
2. Vacant, Air Traffic Manager . . .		
3. Nancy Carrigan		774-239-4389
4. Michael Lowry		716-481-7823
5. Joseph McGillicuddy		508-280-3095

Federal Aviation Administration
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TAD
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APPENDIX M – ATCT Mutual Aid Agreement

HYANNIS AIR TRAFFIC CONTROL TOWER AND CAPE COD GATEWAY AIRPORT

LETTER OF AGREEMENT EFFECTIVE: _____

SUBJECT: AIRPORT EMERGENCY PROCEDURES

PURPOSE. The purpose of this agreement is to prescribe procedures to be used, to the extent practicable, in the event of an emergency, actual or potential, on the Cape Cod Gateway Airport during the hours that the Cape Cod Gatway Airport is operational.

1.) **CANCELLATION**: Hyannis Air Traffic Control Tower and Barnstable Municipal Airport Letter of Agreement dated June 10, 2004.

2.) **SCOPE**. In the event of an aircraft accident, bomb threat, or other emergency, actual or potential, on or in the vicinity of the Cape Cod Gateway Airport, Hyannis Air Traffic Control Tower (ATCT) personnel will alert emergency responders when any of the following request such action:

a) A specialist on duty in the ATCT.

b) The pilot of the aircraft concerned.

c) The operator of the aircraft or his/her representative.

d) A Representative of airport management.

The airport will automatically be closed when:

a) Off airport fire equipment responds to any emergency which requires travel on the designated movement area.

b) Any aircraft accident or incident, or other emergency, which occurs on, or in the immediate vicinity of, the airport to which airport Aircraft Rescue and Firefighting equipment responds.

The airport will remain closed until ATCT personnel have received authorization from the Airport Manager or designated representative to open partial or complete areas of the airport. In cases of minor incidents, telephone permission will be allowed.

The type and amount of equipment and number of personnel responding to the emergency will be determined by the Incident Commander. After receiving the notification of the emergency, the personnel operating the equipment will be responsible for handling the emergency.

This agreement to be updated with signed copy - possibly merging with Appendix O of this document.

3.) **RESPONSIBILITIES**.

a) **Air Traffic Control Tower (ATCT)**: It will be the responsibility of Hyannis Air Traffic Control Tower personnel to:

1) Alert emergency response personnel in accordance with established procedures for:

a) Each of the three types of alert classifications listed below in paragraph 4. a. (1) (a) through (c).

b) Any other emergency, actual or potential, which comes to the attention of ATCT personnel.

2) Test the Crash Phone System on every Monday at 0900 and Wednesday at 1600. Problems will be reported immediately to the Airport Manager or designated representative.

3) Assist the Airport Operator in the development of necessary emergency plans and procedures as appropriate.

b) **Airport Operator**: It will be the responsibility of Cape Cod Gateway Airport personnel to:

1) Ensure that at least one on-scene individual/vehicle maintains two-way radio communications with the ATCT.

2) Provide training to emergency response personnel regarding the operation of vehicles on the airport Movement Area, to include the use of two-way radios and standard ATCT light signals.

3) In coordination with the ATCT, as appropriate, develop and maintain necessary emergency plans and procedures.

4.) **PROCEDURES**.

a.) **Aircraft emergencies**:

(1) **Classifications**:

(a) **ALERT I**: Potential minor emergency; equipment not requested at standby positions. Airport not closed unless off airport equipment responds to the designated Movement Area. The ATCT will:

(i) Notify designated emergency response personnel in accordance with established procedures (crash phone, hotline, radio, cell phone, etc)

(ii) Notify airport manager or designated representative.

(iii) Notify aircraft operator or designated representative, if able.

(b) **ALERT II** – Potential major emergency; aircraft has fire on board, faulty landing gear, no hydraulic pressure, etc. Airport is closed after aircraft lands, and the ATCT will:

(i) Notify emergency response personnel in accordance with established procedures (crash phone, hot line, radio etc)

(ii) Notify airport manager or designated representative.

(iii) Notify aircraft operator or designated representative, if able.

(iv) Notify fixed base operator, if appropriate.

(v) Provide appropriate ground control clearances to responding emergency vehicles, as needed.

(vi) To the extent practicable, keep other aircraft and ground vehicle operators clear of the area involved in the emergency.

(c) **ALERT III** – Aircraft involved in an actual accident on or near the airport. Airport is closed if on airport. The ATCT will:

(i) Notify emergency response personnel in accordance with established procedures (crash phone, hot line, radio, cell phone, etc.)

(ii) Close the airport.

(iii) Notify airport manager or designated representative.

(iv) Notify aircraft operator or his or her representative, if able.

(v) Notify fixed base operator, if appropriate.

(vi) Provide appropriate ground control clearances to responding emergency vehicles, as needed.

(vii) Control the movement of aircraft and vehicles on the Movement Area to permit emergency response vehicle access to/from the accident area. The movement of emergency vehicles will take priority over that of taxiing aircraft until the emergency condition has ended.

(2) **Information**: The Hyannis ATCT will provide the following information to emergency response personnel whenever possible:

(a) Aircraft Identification

(b) Aircraft Type

(c) Nature of emergency

(d) Estimated time of arrival

(e) Landing runway.

(f) Number of persons on board (crew and passengers)

(g) Amount of fuel on board.

(h) Type and location of dangerous cargo on board.

(i) Type and location of any animals on board.

(3) **Bomb threat, hijack, dangerous cargo and other emergencies**. Any time ATCT personnel become aware of an actual or potential situation which may present a threat to the health and safety of the public, the Hyannis Traffic Control Tower will:

(a) Notify designated emergency response personnel in accordance with established procedures (crash phone, hot line, radio, etc.)

(b) Notify airport manager or designated representative.

(c) Notify aircraft operator or designated representative, if able.

(d) Close the airport to all traffic except the aircraft in question.

(e) Direct the aircraft experiencing the emergency to the designated area (Run-up pit).

(f) Standby to assist in communications, if required.

(g) Control the movement of aircraft and vehicles on the Movement Area to permit access to/from the designated search area. The movement of emergency vehicles will take priority over that of taxiing aircraft until the emergency condition has ended.

_____
Katie R. Servis
Airport Manager

_____
Jeffrey Forhan
Air Traffic Manager

_____
Peter Burke, Chief
Hyannis Fire

BARNSTABLE MUNICIPAL AIRPORT
BOARDMAN-POLANDO FIELD
480 BARNSTABLE ROAD, 2ND FLOOR
HYANNIS, MA 02601
www.town.barnstable.ma.us

Office: 508-775-2020
Fax: 508-775-0453

R.W. "Bud" Breault, Jr., Airport Manager
Frank Sanchez, Asst. Airport Manager

MEMORANDUM OF AGREEMENT
BETWEEN BARNSTABLE MUNICIPAL AIRPORT AND
BARNSTABLE POLICE DEPARTMENT
FOR PUBLIC SAFETY AND AIRPORT SECURITY

SECTION I GENERAL:

Whereas the parties contained in this Memorandum of Agreement may hereafter be referred to as Barnstable Municipal Airport (BMA) and Barnstable Police Department (BPD).

This Memorandum of Agreement outlines Law Enforcement duties and responsibilities for public safety and security at BMA and establishes procedural requirements for airport access, training and other policies that will be employed by the airport staff and law enforcement personnel to insure compliance with federal, state and local aviation security regulations.

General Law Enforcement Responsibilities for BPD officer assigned to the Airport are specified in Appendix I.

Specific security responsibilities for BPD officers assigned to the Airport are specified in Appendix II.

SECTION II GENERAL:

BMA agrees to pay BPD for LEO service at the fully burdened rate for each officer scheduled to work at the Airport as outlined in the Assistance Award to BMA from the Transportation Security Administration (TSA). Said payments shall be made by interoffice transfer of funds conducted by the Town of Barnstable Finance Division or as otherwise approved the BMA Commission or Airport Manager. BMA shall only make payment for services rendered based on personnel invoices submitted by the BPD. BMA also agrees to pay the BPD for health care benefits and pension benefits added to the officer's daily base salary rate. Pension benefits will be calculated at the percentage of the base salary based on the rate paid by the Town of Barnstable on behalf of each officer and per the

medical insurance plan and coverage that the officer has selected.

When required by the TSA or BMA, coverage for a half-hour two times a day directly following the end of a regular 8-hour shift must be covered at an overtime rate. In these circumstances, pension benefits will be calculated on the officer's base rate of pay and not the overtime rate. BMA agrees to pay BPD for the cost of this overtime at the actual overtime rate of the officer working the half-hour overlap. Said payments shall be made by interoffice transfer of funds conducted by the Town of Barnstable Finance Division or as otherwise approved by the BMA Commission or Airport Manager. BMA shall only make payment for services rendered based on personnel invoices submitted by the BPD. Monthly invoices must be sent to BMA no later than the 15th day of the following month, and contain the following minimal data:

a. Name of Officer assigned to LEO duties
b. Officer's hourly rate of pay
c. Officer's OT rate of pay
d. Officer's daily pension rate
e. Officer's daily medical insurance rate
f. Hours worked
g. Total hours worked at straight time, hours worked overtime and the total cost per month

The parties agree to the requirements and conditions set forth in this MOA, and have caused their signatures to be fixed this 20th day of MARCH, 2012.

R.W. "Bud" Breault, Jr.,
BMA, Airport Manager

Daniel W. Santos, P.E., Chairman,
BMA Commission

Paul B. MacDonald, Chief of Police
Barnstable Police Department

Approved to form:

Bruce Gilmore, Attorney at Law

Appendix I

Section I

General Law Enforcement Responsibilities, 49 CFR, Part 1542.215 & 217

1.1 Security. The minimum security standards for law enforcement at Barnstable Municipal Airport (BMA) according to the Transportation Security Administration (TSA) requirements have remained virtually unchanged following federal regulation after September 11, 2001. However, consistent with 49 CFR USC 44903(c), law enforcement personnel, whether state, local or private, must have arrest and weapons authority and training.

1.1.1 Pursuant to the requirements of 49 CFR Part 1542, the airport operator (BMA) shall ensure that law enforcement personnel used to meet airport security requirements, meet the following qualifications while on duty at the airport:

(1) Have arrest authority
(2) Are identifiable by appropriate indicia of authority
(3) Are armed with a firearm and are authorized to use it; and
(4) Have completed a training program that meets the law enforcement requirements as prescribed by federal regulations.

1.1.2 In addition to the routine law enforcement training required for state or local law enforcement certification, any law enforcement personnel, including private law enforcement personnel used to perform the functions of the TSA regulation, must:

a. Be trained in the courteous and effective treatment of persons subject to inspection, detention, search, arrest and other aviation security activities. Most of the individuals that airport law enforcement personnel come into contact with have not committed a crime, but may have violated a TSA regulation.

b. Have specific training on how to distinguish between potential criminals and violators of a TSA regulation.

c. Be trained in the specific responsibilities included in the airport security program. At a minimum, these responsibilities should include an understanding of 49 CFR Parts 1540 or 1544, and any other duties to support those regulations. TSA reserves the right, as does the airport operator, to add to the training program at any time. The changing nature of the civil aviation security program, terrorists or other criminal threats in general, may necessitate additional training in the future.

1.2 Training Records. There is no requirement for the airport operator to maintain the actual training records of an individual used to perform law enforcements support duties under 49 CFR Parts 1540 or 1544. It is only required to maintain documentation of the

course of training, the fact that an individual successfully completed that course of training, and where the training records exist. Acceptable documentation could include the actual training records, certificates of completion, etc. An airport should also specify in its airport security program the location where this documentation will be kept. Such documentation is not required to be at the airport, but BMA will keep on file a list of those law enforcement officers trained to support airport security and passenger screening, and in addition include a list of any law enforcement officers which have been issued identification media.

Records of Law Enforcement Response, 49 CFR 1542.221

2.1 Background

2.1.1 The requirement for record keeping has always existed with the FAA. Such records are necessary to measure the effectiveness of the civil aviation security program to identify and track trends, to provide information to other Federal entities and Congress, and to support TSA compliance programs. Previously, airports were only required to have records "made available" to the FAA and maintain them for 90 days. Often, the 90-day requirement for retention was insufficient for FAA investigations and enforcement purposes.

2.2 Policy Guidance

2.2.1 The airport operator is required to furnish records related to law enforcement responses in support of the security program. Additionally, any other actions that result in arrests, detention, or finding and confiscating weapons, explosives, and incendiaries must be reported. New federal requirement increases to 180 days the period that the airport operator must maintain these records.

a. In the conduct of the civil aviation security program, it is intended that any response by law enforcement personnel to any civil aviation security incident, whether or not involving police action regarding illegal activity, needs to be recorded. A law enforcement action may or may not result from a violation of a local law. The airport operator must ensure that the record is kept for 180 days.

b. Data developed in response to paragraph 2.2.1.a of this section must include at least the following, except as authorized by TSA:

(1) The number and type of weapons, explosives, or incendiaries discovered during any passenger screening process, and the method of detection of each;

(2) The number of acts and attempted acts of aircraft piracy;

(3) The number of bomb threats received, real and/or simulated bombs found and actual detonations on the airport;

(4) The number of arrests including ---

(i) Name, address and the immediate disposition of each individual arrested

The records required by this section must reflect more specific information about individuals who were arrested, which would aid in future investigation of such incidents.

(ii) Type of weapon, explosives, or incendiary confiscated, as appropriate, and

For purposes of this section, weapons include firearms, explosives, and incendiary devices. Any other items described in the Airport Security Program and detected under circumstances that present reasonable assumption that they might be used to hijack, sabotage, or commit any other offence against civil aviation should be reported. Further guidance pertaining to the reporting of weapons is contained in FAA Order 1650.14, Chapter 9, Section 293, Item 2.

(iii) Identification of the aircraft operators or foreign air carriers on which the individuals arrested was, or was scheduled to be, a passenger or which screened that individual, as appropriate.

This section requires the airport operator (BMA) to identify the name of the aircraft operator or foreign air carrier most closely associated with any individual passenger or non-passenger who was arrested during passenger screening process. For example, if a passenger on Airline XYZ is arrested for carrying a firearm through screening, the airport would record the incident as being associated with Airline XYZ. Similarly, if a non-passenger attempting to enter the sterile area to meet an inbound passenger on Airline XYZ would be associated with that carrier. There may be instances when the individual may not be associated with an aircraft operator of foreign air carrier. Therefore, only paragraphs (i) and (ii) will apply.

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Appendix II

Specific Security LEO Responsibilities

3.1. BMA will:

a. Provide BMA specific training to all BPD Officers who are assigned to perform Law Enforcement duties at BMA. Such training will include, but is not limited to:

(1) Driver Training. All BPD officers shall receive driver training from BMA per FAA Part 139 Requirements.

(2) Identification Media. BMA will give training and issue blue LEO SIDA badges to all officers eligible for assignment for LEO duties at the airport. These SIDA badges are required to expire no later than two years from issue. SIDA badges shall be renewed with the return of the expiring badges. Per TSA requirements, all badges not being renewed for what ever reason shall be returned to the Airport Security Coordinator no later than the expiration date.

(3) Training. All BPD officers shall receive initial training from the Airport Security Coordinator. Once every calendar year, BMA will provide mandatory recurrent training for all BPD officers.

b. Provide BPD with a vehicle to perform security patrols on the air operations area (AOA). Any such vehicle used for security patrol, will be equipped with two-way communications for contacting the air traffic control tower (ATCT) and BMA Operations. BPD marked vehicles may be used in the event the BMA provided vehicle is not available and BPD has been provided with alternate two-way communications as stated above.

3.2. BPD will:

a. Provide monthly invoices for payment of services as described in Section II – General.

b. Schedule minimum of one (1) officer per shift to perform LEO duties and oversight of the passenger screening area and terminal security as required by TSA, from 0600 hrs to 2200 hrs in-season (from the Friday prior to Memorial Day to Labor Day) and off-season 0600 hrs – 2000 hrs (the day after Labor Day to the Friday prior to Memorial Day), seven (7) days a week, 365 days a year. Unless otherwise directed officers shall secure from the BMA for shift change at 0740 hours and 1540 hours.

c. Not assign officers to LEO duties, which include driving in the AOA, unless they have been properly trained and have received a driver trained icon on their SIDA badge.

d. Not assign officers to perform LEO duties unless they have been trained and issued a BMA SIDA badge and verify the officer is in possession of the SIDA badge prior to reporting to duty at the airport. No officer shall be assigned with an expired SIDA badge.

e. Have the officer assigned to LEO duties perform a minimum of one (1) vehicle security check of the AOA and SIDA per shift. This patrol will be conducted in the vehicle provided by BMA and will include the North Ramp, East Ramp, vehicle gates (A, E, F, H, P), and include challenging those personnel not displaying proper identification.

f. Not enter any area of the airport classified as "aircraft movement area" (runways, taxiways or runway safety areas) unless under escort by trained BMA personnel or under the direction of the ATCT for emergency purposes.

g. Shall perform a check of designated areas at the main terminal and surrounding areas periodically (defined as at least once during the period of 0600 hrs to 0800 hrs, at least three times during the period of 0800 hrs to1600 hrs and at least twice during the period of 1600 hrs to the end of shift) commencing at 0600 hrs and concluding at 2200 hrs in-season and 0600 hrs to 2000 hrs off-season, or as mandated by TSA Security Directive, using a FOB swiping mechanism to show the TSA security patrol accountability (attached diagram).

h. Respond in a timely manner to all unattended vehicles in the front of the terminal where it is clearly posted not allowing unattended vehicles. All unattended vehicles are required to be moved immediately by whatever means necessary including towing. It is requested that unattended vehicles receive parking violations to discourage further violators.

i. Respond to and confiscate all unattended items in the public area of the terminal and surrounding areas as they are considered a security threat by the TSA. When the owner(s) attempt to claim the item(s), the officer is expected to obtain the owner's identification, run a check on the owner and record a log entry with the individual's biographical information and item(s) found with the location of the item when found.

j. During threat level IMMINENT, assist BMA with the inspection of vehicles entering the SIDA/Secured Area.

k. Receive the escort icon on the SIDA badge for potential escorting of unbadged individuals and to randomly challenge individuals escorting in the SIDA/Secured Area for the Escort icon.

l. Randomly check identification media during security checks of the AOA, SIDA and Secured Area to ensure the ID media belongs to the individual displaying it, that it is the correct media for the area the individual is present in, and that the media is not expired.

m. Report any and all incidents to Airport Management/Security or Airport Operations that require law enforcement response on Airport property; and provide a list of all logged activity, including corresponding reports, for incidents requiring law enforcement response on a monthly basis to the Airport Security Coordinator.

n. Be physically present in the terminal or immediate surrounding terminal area during TSA screening for passengers and baggage for Boston bound Cape Air flights.

o. Required to immediately report the loss of the SIDA badge issued to them to the Airport Security Coordinator, by telephone or email, so that it may be deactivated preventing unauthorized use. Officers may not loan or use another officer's SIDA badge for any reason whatsoever.

p. Expected to keep the BMA issued NEXTEL phone charged and in their possession during LEO scheduled hours. The officer shall respond to all alerts received for security breeches regarding open access control points. If the officer is unable to respond for whatever reason, the officer shall request Operations Specialists to immediately respond in their absence. The incident shall be reported with the minimum of a BPD log entry for TSA required record keeping.

q. Expected to conduct a security sweep of the TSA Checkpoint prior to opening at 0600 hrs and log check with TSA Screeners. If the checkpoint is locked and/or unmanned due to an airport emergency, the LEO will be expected to conduct a sweep prior to the check point reopening. TSA personnel must keep the checkpoint open and manned through the end of the day and may only close it for an actual emergency per TSA Regulatory mandate.

APPENDIX O – HFD Mutual Aid Agreement

MUTUAL AID AGREEMENT

This AGREEMENT made and entered into by and between the TOWN OF BARNSTABLE, acting through its AIRPORT COMMISSION, hereinafter called the COMMISSION and, _____on this the _____day of _____, 2013, and to remain in effect until terminated in writing by either party.

WHEREAS, the COMMISSION is a MUNICIPAL ENTITY of the Commonwealth of Massachusetts established and empowered to operate, maintain, and protect the airport and air facilities of the BARNSTABLE MUNICIPAL AIRPORT and to promote the safety of said airport and the public therein; and

WHEREAS, the parties hereto find that the possibility of major disasters threatening life and property within their respective jurisdictions presents a common danger most effectively to be met by collective planning and effort; and

WHEREAS, the parties desire in advance of a major disaster or emergency condition to coordinate lifesaving, fire fighting, law enforcement and other related activities; and

WHEREAS, the parties hereto have, through their respective governing boards or commissions, approved the terms and covenants set forth hereinafter by appropriate resolutions;

NOW THEREFORE the parties hereto do agree and covenant one to another as follows:

ARTICLE ONE – DEFINITIONS

The following terms and phrases shall be understood to mean:

a. "**Incident Command Post**" – A point where responding agencies are briefed on the situation as they arrive on site and to report and assume control of the individual aspects of the operation.

b. "**Disaster**" – An occurrence of a natural catastrophe, technological accident, or human-caused event that has resulted in severe property damage, deaths, and/or multiple injuries.

c. "**Emergency**" – Any occasion or instance –such as a natural disaster (e.g. hurricane, tornado, storm, flood, tidal wave, tsunami, earthquake, volcanic eruption, landslide, mud slide, snowstorm; aircraft crash and/or, fire; structural fire; sabotage, hijack incident, or otherwise unlawful interference with operations; major power failure; nuclear accident; chemical, biological, radiological, nuclear and high yield explosive (CBRNE) incident; or any other natural or man-made catastrophe – that warrants action to save lives and to protect property, public health, and safety.

This agreement to be updated with signed copy - possibly merging with Appendix M of this document.

ARTICLE ONE – DEFINITIONS - Continued

d. "**Emergency Plan**" – A document that: describes how people and property will be protected in disaster and disaster threat situations; details who is responsible for carrying out specific actions; identifies the personnel, equipment, facilities, supplies and other resources available for use in the disaster; and outlines how all actions will be coordinated.

e. "**Emergency Operations Center (EOC)**" – A protected site from which emergency officials coordinate, monitor, and direct emergency response activities during an emergency.

f. **"Incident Commander (IC)"** – that individual tasked with the direction and control of emergency response personnel and equipment, and to provide overall management at a specific incident site, including public safety and public information. The goal of the IC is to obtain the maximum productivity from all On-scene resources. The individual in this position may change depending on the scope, intensity, and duration of the incident.

g. "**Incident Command System**" - A standardized organizational structure used to command, control, and coordinate the use of resources and personnel that have responded to the scene of an emergency. The concept and principles for the ICS include common terminology, modular organization, integrated communication, unified command structure, consolidated action plan, manageable span of control, designed incident facilities, and comprehensive resource management.

h. **"Letter of Agreement"** - a written undertaking by and between the parties hereto for the purpose of supplementing the terms hereof.

i. **"Party"** – the parties hereto through their respective governing boards or commissions.

j. **"Requesting Party"** – that party hereto in the jurisdiction of which a major disaster has occurred, including, but not limited to, fire, flood, earthquake, riot, civil commotion, or other emergencies threatening to life and/or property; of such magnitude that the resources of the said party are, in the determination of the Incident Commander of said party, not sufficient to control or abate the disaster or emergency conditions.

k. **"Responding Party"** – the party hereto receiving a request for assistance from the requesting party.

ARTICLE TWO – OPERATIONAL PROVISIONS

a. The responsibility for determining the magnitude of a major disaster or emergency condition and for taking initial measures to meet such disaster or emergency condition shall rest with the party in the jurisdiction of which the disaster or emergency arises in accordance with the emergency plan of said party.

b. In the event a disaster or emergency condition is found by a party to exceed the resources available within its jurisdiction, the said party shall immediately identify an Incident Commander and establish an Incident Command Post.

c. The Incident Commander shall determine if any requirement exists for assistance from other parties and shall, as the requesting party, communicate such requirement to responding parties.

d. Both parties agree to implement the National Incident Management System (NIMS) during all emergency responses on and off the airport.

e. The responding party shall, in accordance with its emergency plan and/or any Letters of Agreement with the requesting party, determine the availability of resources that can be dispatched to the requesting party to serve with the requesting party in controlling or mitigating the disaster or emergency condition.

f. All resources of the responding party, including but not limited to personnel, law enforcement and fire fighting equipment, medical supplies, life-saving equipment, and other emergency supplies, that shall be dispatched to the requesting party, shall be under the direction and control of the Incident Commander of the requesting party, and who shall act as the sole agent of the requesting party for the duration of the disaster or emergency condition or until such time as the said resources are released by the requesting party.

g. The rendering of assistance by a responding party under the terms of this Agreement shall be voluntary and not mandatory, as conditions in the jurisdiction of the responding party may not allow a response. The inability of a responding party to render aid shall in no case give rise to liability of the responding party to the requesting party or any third person for the damages as a result of such inability; and the parties hereto expressly agree that the responding party shall be indemnified and held harmless by the requesting party for any and all damages resulting from rendering of or failure to render assistance under the provisions hereof. If a responding party is not able to provide the requested assistance, or any portion of it, to the requesting party, the responding party will advise the requesting party of such inability.

h. The rendering of assistance by a responding party under the terms of this Agreement shall be without compensation and at no cost to the requesting party.

ARTICLE THREE – AMENDMENT

a. This Agreement may be supplemented by Letters of Agreement between the parties for the purpose of exchanging information, identifying responsible officials, coordinating specific operations, or in any other matter providing detailed guidance for the discharge of the mutual responsibilities undertaken hereof.

b. Any change of the responsibilities, procedures and/or liabilities set forth herein above shall be by written modification of this Agreement and not otherwise.

IN WITNESS WHEREOF the parties hereto have set their hands and seals to this Agreement as of the date first set forth at Hyannis, Barnstable County, Commonwealth of Massachusetts.

_____ Date:_____

Katie R. Servis

Airport Manager

_____ Date:_____

Peter Burke, Chief

Hyannis Fire Department

APPENDIX P – Area Hospitals Contact Information

AREA HOSPITALS-EOC

1. Brigham & Women's Hospital (617-732-5500)
2. Cape Cod Hospital (508-771-1800)
3. Falmouth Hospital (508-548-5300)
4. Beth Isreal Deconess Plymouth (508-746-2000)
5. Massachusetts General Hospital (617-726-2000)
6. Tufts Medical Center (617-636-5000)
7. Tobey Hospital (844-744-5544)

Children Specialty Hospitals:

1) Boston Children's Hospital, Boston, Massachusetts (617-355-6000)
2) Children's Floating Hospital of Boston (Tufts) (617-636-5000)
3) Hasbro Children's Hospital, Providence, Rhode Island (401-444-4000)

APPENDIX Q – Authorities and References

702 CMR

General Law Chapter 90

TSAR 1542

Airport Security Program

HYA Security Regulation

Disaster Operations

14 CFR Federal Aviation Regulations
1. 139.315 – Aircraft Rescue and Firefighting: Index Determination
2. 139.317 – Aircraft Rescue and Firefighting: Equipment Requirements
3. 139.325 – Airport Emergency Plan

Advisory Circulars
1. AC 150/5200-31C – Airport Emergency Plan
2. AC 150/5210-2A – Airport Emergency Medical Facilities and Services

Title 49: Transportation (NTSB)

Mutual Aid Documentation – Fire Department and Police Department

ATCT Letter of Agreement

Basic Emergency Operations Plan

All these references and authorities were used to construct the Airport Emergency Plan.

APPENDIX R – Media References and Responses

PRINT

Cape Cod Times	508-775-1200
Barnstable Patriot	508-771-1427
Yarmouth Register	508-375-4945
Boston Globe	617-929-2000

TELEVISION

WHDH	800-642-1551
WCVB	781-449-0400
WFXT	781-467-2525
WBZ-TV	617-787-7145
WBTS	617-630-5000

RADIO

WXTK	508-775-9985
WCOD	888-770-9263
WQRC	844-843-7999
WBZ-RADIO	781-396-1430

AIRPORT CONTACTS

Airport Manager,	Katie R. Servis	508-254-8640 (h) 508-562-2279 (c)
Asst. Airport Manager	Matthew Elia	508-813-6362 (h) 774-487-5008 (c)
Executive Asst to Airport Manager	Suzanne Kennedy	508-737-7999 (c)
HYAC Chairman	John Griffin	617-571-9971 (c)
Media/Community Relations	Vacant	

(designated as immediate media manager until relieved by airport manager or designee)

HANDLING MEDIA RELATIONS

Direct all media to contact media manager and to meet at the designated media center (Airport Conference Room, Ross Aviation FBO Conference Room or as announced).

Airport Personnel shall not speak to the media regarding the NTSB/MassDOT investigation, but may speak to the media regarding the facts.

In the event of an aircraft accident, passenger information and manifests should be provided by the applicable air carrier or operator.

ACCIDENT FAMILY CENTER

Air Carriers or Operators are responsible for handling family members of accident victims or survivors and shall work in conjunction with the Airport Manager to establish a family center away from the airport to meet their needs.

TAB 14 Self Inspection Program (139.327)

14.1 The Airport Operations personnel will make all inspections at the airport. The Airport Maintenance Supervisor will immediately schedule any condition not in compliance for repair. He/she will also inform the Airport Manager of any action requiring the assistance of non-airport staff.

14.2 Inspections are conducted:

(a) Daily – Both runways, taxiways, commercial and general aviation aprons, wind socks and their lighting and reflecting systems shall be checked daily. Airport Operations personnel will use the supplied Self Inspection Checklist and it shall be filled out daily. See checklist page 14-5.

(b) Daily nighttime inspection of approach lighting systems not owned by the airport will be conducted. The Airport Operations Supervisor or designee will immediately report outages to the owner (FAA).

(c) Unusual Conditions – Airport Operations personnel will make a thorough inspection of the affected portion of the airport facility:

i. Immediately after an accident or an incident.

ii. When weather conditions could affect the safe operation of aircraft (snow, rain, hail, high wind, windblown debris or other weather conditions)

iii. While construction work is going on at the airport. Airport Operations personnel shall inspect the facility each evening immediately after work has stopped for the day and to verify that the contractor has left all areas in a safe condition. If he/she finds any condition that poses a safety issue, the contractor shall be contacted to resolve the issue. If the issue is not resolved, the Airport Operations Supervisor shall be informed about the unsafe condition. If the Airport Operations Supervisor deems that there is no way to correct the condition or make it safe, he/she will notify the Airport Manager or his designee. If possible, all local air carriers' operations offices shall be notified about the unsafe condition and a request made to the FAA facility to issue a NOTAM on the unsafe condition.

iv. The Airport Operations personnel noticing any airfield abnormality during a routine or non-routine inspection shall compile notes of the time, date and what conditions he/she discovered, the severity, what action was taken and when that action was completed.

14.3 Communicating Unsafe Conditions

(a) Should the Airport Operations personnel discover any unsafe condition during their inspection, they will immediately issue a NOTAM through the Leidos AFSS and then brief the following personnel on the condition, what corrective action is planned and when the corrective action will be completed.

i. Asst. Airport Manager

ii. Operations Supervisor

iii. The Air Carriers

iv. The Local F.B.O.'s

(b) The Asst. Airport Manager will then brief the Airport Manager of the condition, corrective action and time frame.

(c) Airport vehicles are available for use to conduct airport inspections.

14.4 Assuring Qualifications of Inspection Staff

(a) Only Airport Operations personnel who have been specifically trained and are qualified in proper inspection procedures shall make inspections of airport facilities. While making these inspections, Operations personnel will follow the procedures established by the Assistant Airport Manager.

(b) All Airport Operations personnel receive initial training in the following areas before being allowed to complete a self-inspection:

i. Airport Familiarization. All candidates will accompany qualified personnel during the inspection for at least three (3) months. The candidate will then be given a written test on Cape Cod Gateway Airport's signs, markings, lighting and runway and taxiway designations.

ii. Airport Emergency Plan. All candidates must be able to show that they know their duties and obligations contained in the Airport Emergency Plan.

iii. NOTAM notification procedures.

iv. Procedures for accessing movement and safety areas.

v. Filing discrepancy procedures as outline below in paragraph E. Correction of Unsafe Conditions.

vi. Driver Training. All candidates must be able to show that they can operate a ground vehicle safely on the movement areas, safety areas and ramps.

vii. Operations personnel also receive annual training in the same areas listed above.

14.5 Correction of Unsafe Conditions

(a) The Operations personnel making the inspections shall take prompt action to correct any unsafe airfield condition that is discovered. Assistance, if needed, will be requested through the Airport Operations Supervisor and the Assistant Airport Manager for aid from the Maintenance Department. If the condition cannot be immediately corrected, Airport Operations personnel will issue a NOTAM through the Leidos AFSS.

14.6 Maintenance Records of Inspection

(a) The Airport Operations Supervisor shall file and maintain for 12 months, written copies of all inspections. These records shall be kept on file at the Airport Operations Office, and made available for the FAA Airport Certification Inspector upon request.

(b) Corrective action taken on each discrepancy found during the self-inspection shall be recorded either on the inspection form, or on a separate sheet of paper so attached, and shall be made available to the FAA upon request. These records will be kept in the ARFF/SRE facility and maintained for a 12 month period.

14.7 See Exhibit C for Related AC References.

14.8 The following persons are authorized to conduct inspections on the airport:

(a) K. Servis

(b) M. Elia

(c) J. Barrie

(d) R. Holzman

(e) H. Rios

(f) B. Everson

(g) A. Jenner

(h) L. Soldatov

(i) J. Ruhr

(j) J. Bell

(k) W. Plikaitis

(l) E. Longo

REGULARLY SCHEDULED PART-139 INSPECTION CHECKLIST – HYA

Date:	Day of Week:	✓ = Satisfactory	Work order numbers are remarked for any unsatisfactory condition noted.
Time: 0600 – 0600	Inspector: ____/____/____	X = Unsatisfactory	

FACILITIES	CONDITIONS	AM	PM	MID	REMARKS
PAVEMENT AREAS	Pavement Lip Over 3"				
	Hole 5" Diam. 3" Deep				
	Cracks/Spalling/Bumps				
	FOD: Gravel/Debris/Etc.				
	Rubber Deposits				
	Ponding/Edge Dams				
SAFETY AREAS	Ruts/Humps/Erosion				
	Drainage/Construction				
	Objects/Frangible Bases				
	EMAS Insp. (Daily)				
	EMAS Insp. (Monthly)				
MARKINGS AND SIGNS	Visible Standards/Reflectivity				
	Hold Lines/Signs/Reflectivity				
	Frangible Signs				
LIGHTING	Obscured/Dirty/Faded				
	Damaged/Missing				
	Inoperative				
	Faulty Aim/Adjustment				
NAVIGATIONAL AIDS	Rotating Beacon				
	Wind Indicators				
	REILs/VASI/PAPI/ALS				
OBSTRUCTIONS	Obstruction Lights				
	Cranes/Trees				
FUELING OPERATIONS	Fencing/Gates/Signs				
	Fuel Marking/Labeling				
	Fire Extinguishers				
	Grounding Clips				
	Fuel Leaks/Vegetation				
SNOW & ICE	Surface Conditions				
	Snowbank Clearance				
	Lights & Signs Obscured				
	NAVAIDS/Fire Access				
CONSTRUCTION	Barricades/Lights				
	Equipment Parking				
ARFF	Equipment/Crew Avail				
	Communication/Alarm				
PUBLIC PROTECTION	Fencing/Gates (AOA Perimeter)				
	Signs				
WILDLIFE HAZARDS	Dead Birds				
	Flocks of Birds/Animals				

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HYA-ACM
Rev. Date: OCT 21 2015

KJS

FILED BY: _____

DATE: _____

TAB 15 Pedestrians and Ground Vehicles (139.329)

15.1 Access to airport movement areas and safety areas is limited to those vehicles necessary for airport operations.

15.2 Such access is limited to airport operations and maintenance vehicles and authorized FAA vehicles. Only those drivers which have been authorized by the Airport Manager or designee may operate in these areas.

(a) Ground vehicle operations on and vacating Movement Areas See Letter of Agreement (LOA) procedures on page 15-4 through 15-6.

15.3 Other vehicles may be authorized within the movement area due to operational needs, such as, but not limited to the following:

(a) Emergency response vehicles,

(b) Construction equipment and vehicles, and

(c) Vehicles required to remove disabled aircraft.

The operators of such vehicles will be trained to operate in the movement area and will be controlled as specified under paragraph 15.5 unless the movement area is closed.

15.4 All vehicles entering movement areas shall have appropriate marking and lights as described in Advisory Circular 150/5210-5.

15.5 The airport traffic control tower is manned from 0600 to 2200 hours per day. Each ground vehicle operating in a movement area is controlled by one of the following:

(a) Two-way radio communication between each vehicle and the tower.

(b) An escort vehicle with two-way radio communications with the tower to accompany any vehicle without radio.

(c) Measures acceptable to the Airport Manager and the ATCT supervisor on duty for controlling vehicles, such as, sign, signals, or guards, when it is not operationally practical to have two-way radio communications with the vehicle or an escort vehicle.

15.6 During any tower closure, the ground vehicle driver operating in a movement area or safety area will monitor the CTAF (119.50) using a two-way radio.

15.7 Any driver of a ground vehicle with a need to enter a movement area when the ATCT is unmanned will first announce his/her intentions on the Command Traffic Advisory Frequency (CTAF). The vehicle operator will then look/listen for aircraft traffic before entering the movement area. The rule "see and be seen" applies. The vehicle operator will monitor the CTAF while in the movement area. When clear of the movement area, the vehicle operator will advise announce the same on the CTAF.

15.8 Each employee, tenant or contractor, prior to operating a ground vehicle on any portion of the airport which has access to the movement areas, will be required to attend a driver training program provided by the Airport Manager's staff. Drivers must be familiar and knowledgeable of the airport's rules and procedures for the operation of ground vehicles. Records of this training will be maintained in the Airport Manager's Office.

15.9 The Airport Manager or his/her designee may impose the following actions for infractions of the airport vehicle operating rules and procedures; not as a punishment, but to emphasize the importance of safety. The Airport Manager reserves the right to take any action he/she deems appropriate to correct violations depending on the severity of the infraction.

Airport Employee	1st Offense Recurrent Training	2nd Offense Suspend Driving Privilege 2 Weeks	3rd Offense Possible Termination
Tenant or Employee	Recurrent Training	Suspend Driving Privilege 2 Weeks	Lose Driving Privilege
Contractor and Others	Recurrent Training	Suspend Driving Privilege 2 Weeks	Lose Driving Privilege

15.10 Records of accidents and incidents on the movement areas involving air carrier aircraft and/or ground vehicles are maintained by the Airport Manager and are available for inspection by authorized FAA personnel.

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15.11 Drivers will be familiar with the following light signals. See A/C 90-67:

LIGHT GUN SIGNALS

SIGNAL	RESPONSE
Steady Green	Cleared to Proceed/Go
Steady Red	Stop
Flashing Red	Clear the Twy/Rwy
Flashing White	Return to Starting Point on the Airport
Alternating Red/Green	Exercise Extreme Caution

15.12 See Exhibit C for Related AC References.

Hyannis FAA Contract Tower (FCT) and
Cape Cod Gateway Airport (HYA)

LETTER OF AGREEMENT

EFFECTIVE: February 24, 2022

SUBJECT: Operation on Movement and Non-Movement Areas

1. PURPOSE: To define jurisdictional responsibilities between Cape Cod Gateway Airport Management (HYA Airport) and the Hyannis FAA Contract Tower (Hyannis FCT) for aircraft movement and non-movement areas.

2. CANCELLATION: Hyannis FAA Contract Tower (FCT) and Barnstable Municipal Airport (BMA), Letter of Agreement, Operation on Movement and Non-Movement Areas, dated April 22, 2011.

3. SCOPE: The procedures contained herein between Hyannis FCT and HYA Airport relate to the operation of aircraft and vehicles on the HYA Airport.

4. RESPONSIBILITIES:
   a. HYA Airport shall:
      i. Ensure that authorized persons operating on the movement areas are completely familiar with safe operating practices. In addition, the HYA Airport shall ensure that only those vehicles, equipment, and personnel directly involved in the operation and maintenance of the airport and those vehicles necessary for aircraft movement or activity will be allowed on the airport movement areas and the only while in performance of those duties. At no time during the hours that Hyannis FCT is in operation will vehicles, equipment, or persons not familiar with airport operating procedures be left unattended on the movement areas.

      ii. Ensure that all personnel and equipment that will be operating on the movement area shall be equipped with a two-way radio or is escorted by another vehicle that is two-way radio.

   b. Hyannis FCT shall:
      i. Provide air traffic control service for movement of aircraft, vehicles, equipment or personnel on runways, taxiways, and

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other areas which are utilized for taxiing, takeoff or landing of aircraft, exclusive of loading ramps and parking areas or any other non-movement areas as depicted in the attached diagram.

ii. Information provided by Hyannis FCT to aircraft on the loading ramps and parking areas or any other non-movement area is advisory in nature and does not imply control responsibility.

5. PROCEDURES: Clearances to operate on the taxiway(s), runway crossings and other movement area(s) shall be conducted on the Ground Control frequency (118.45). Authorization for vehicles to proceed on or along a runway, for purposes other than crossing, shall be provided by direct communications on Tower Local Control frequency (119.50). If airport personnel are unable to communicate with either Local Control or Ground Control they shall contact the tower via UHF radio or any other means available and report off of all movement areas.

6. ATTACHMENTS:
   a. Attachment 1: Diagram of HYA Airport depicting non-movement areas.

Jeffrey Forhan
Air Traffic Manager, Hyannis FCT

Katie R. Servis
Airport Manager, Cape Cod Gateway Airport

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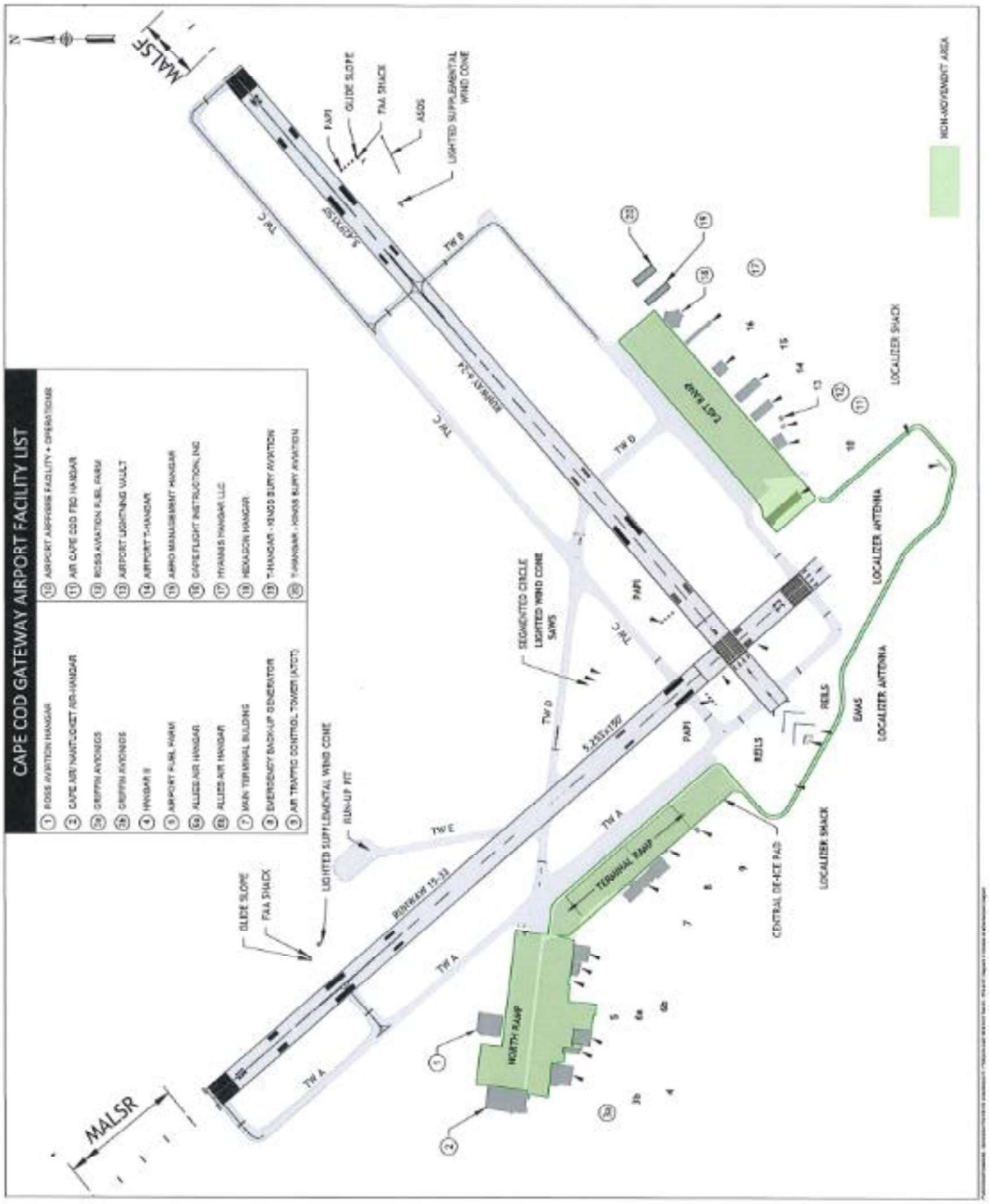
CAPE COD GATEWAY AIRPORT FACILITY LIST
MALSR
PAPI
GLIDE SLOPE
FAA SHACK
ASOS
LIGHTED SUPPLEMENTAL WIND CONE
RUNWAY 6-24
RUNWAY 15-33
TW A
TW B
TW C
TW D
TW E
TERMINAL RAMP
NORTH RAMP
EAST RAMP
LOCALIZER ANTENNA
LOCALIZER SHACK
CENTRAL DE-ICE PAD
REILS
RUN-UP PIT
ILLUMINATED CIRCLE
LIGHTED WIND CONE
SAWS
NON-MOVEMENT AREA

HYA

TAB 16 Obstructions 139.331

16.1 In accordance with FAR Part 77, the airport requires that any proposed construction activity on the airport be submitted to the FAA for an aeronautical study and determination prior to approval.

16.2 The Airport Manager is the airport coordinator with the FAA on air space functions and cases.

16.3 It is standard airport procedure for all airport tenants to advise the Airport Manager's Office of any proposed construction. The Airport Manager will insure that the necessary forms have been filed with the FAA.

16.4 During the Airport Daily Inspection the inspector is alert for new construction on or in the vicinity of the airport. Any sighting of construction equipment; such as cranes, etc., will be noted on the inspection sheet. The Airport Manager or his designated representative will investigate to insure any required documents have been filed with the FAA.

16.5 O.C. Chart O. C. 675 dated, September 1999, a section of which is shown on page 16-3, shows each obstruction within the airport authority's jurisdiction which is lighted.

16.6 FAA designated obstruction objects under airport jurisdiction are as follows:

Object	Number of Objects	Marking Method	Inspected by	Maintained by
ATCT	1	Lighted	Airport	Airport
ARFF Bldg.	1	Lighted	Airport	Airport
Wind Cones	3 cones	Lighted	Airport	Airport
Mary Dunn Way.	11 poles	Lighted	Airport	NSTAR
Route 28	7 poles	Lighted	Airport	NSTAR
Willow St.	3 poles	Lighted	Airport	NSTAR
Rwy 15/24 ILS	2 localizers	Lighted	FAA/Airport	FAA
ILS Bldgs.	2	Lighted	FAA/Airport	FAA
Glide Slope	2	Lighted	FAA/Airport	FAA
RVR	1	Lighted	FAA/Airport	FAA
ASOS	1	Lighted	FAA/Airport	FAA
SAWS	1	Lighted	FAA/Airport	FAA
Microwave Tower Antenna	1	Lighted	FAA/Airport	FAA

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All Obstruction object lights are inspected by the Airport Operations Department and any outages are noted on the Daily Inspection checklist. The Airport Operations Department will issue a NOTAM through Lockheed Martin AFSS for inoperative obstruction lights.

16.8 See Exhibit C for Related AC References

OL SPIPE (E OF 2) 240

OL SPIPE (E OF 2) 235

TREE 163

CATENARY 220

OL TRMSN TWR 229

OL TRMSN TWR 250

OL TRMSN TWR 201

POLE 189

OL TRMSN TWR 233

OL ON TRMSN TWR 215

CATENARY 187

OL TRMSN TWR 200

TREE 179

OBSTRUCTING BLDG AREA

TREE 159

ANT 177

TREE 167

POLE 144

TREE 131

HATHAWAY PONDS

OL TRMSN TWR 181

TREE 118

MM

TREE 117

TREE 113

TREE 110

TREE 111

TRANSITIONAL SURFACE SLOPE 7:1

FLINTROCK POND

TREE 115

POLE 100

ALS

ANT ON BLDG 65

TREE 106

TREE 105

TREE 100

BUSH 69

FENCE 71

BUSH 70

54.2

156°

TREE 108

TREE 101

BLDG 73

ANT 119

OL ON GS 80

TREE 91

TREE 91

OBSTRUCTING BUILDING AREA

TREE 75

FENCE 69

TREE 95

TREE 90

ANT ON OL MCWV TWR 179

TREE 85

5252 X 150 PAVED

OL ON LTD WSK 71

ARP (1997)

OL ON AMOM 70

LT POLE 91

48.5

PAPI

44.8

OBSTRUCTING BLDG AREA

VASI REIL 44.7

150 FT DISPLACED THRESHOLD

LT POLE 89

FLGPL 76

BUSH 52

OL ON POLE 81

BLAST PAD

REIL VASI

44.5

43.2

42.7

POLE 76

TREE 93

ANT ON BLDG 75

RD (N) 56

OL ON LOC 47

OL ON POLE 79

TREE 96

POLE 81

TREE 85

TREE 94

TREE 105

POLE 70

OBSTRUCTING BUILDING AREA

TREE 72

TREE 81

TREE 89

OL ON POLE 76

TREE 96

TREE 108

16-3

LAMSON POND

TREE 105

MM

TREE 85

TREE 97

TREE 87

TREE 79

TREE 82

MARY DUNN POND

ALS

TREE 77

TREE 68

39.3

246°

RR 58

OL ON POLE 70

POLE 70

TRANSITIONAL SURFACE SLOPE 7:1

TREE 87

TREE 80

ROD ON OL GS 70

TREE 81

43.2

TREE 78

LITTLE SANDY POND

LETTERED OBJECTS

A- ANT & APBN ON OL ATCT 117
ATCT FLOOR 91
B- 406 FT DISPLACED THRESHOLD
C- ANT ON OL BLDG 60
D- OL ON LOC 51
E- OL ON POLE 71
F- OL ON POLE 81
G- OL ON POLE 74
H- OL ON DME 51
J- ROD ON BLDG 66

VAR 16.0° WEST

FAA APPROVED

DATE: JAN 03 2005

HYA-ACM

Rev. Date: 7-26-04

TAB 17 Protection of NAVAIDS 139.333

17.1 All proposed construction work on the airport which could possibly derogate the operation of an electronic or visual NAVAID or air traffic control facility on the airport is reviewed by the Airport Manager or his designated representative. Input is solicited from the local FAA Airways Facilities Sector Office. When it is determined that the proposed construction would derogate the operation of these facilities, it shall be disapproved.

17.2 The NAVAIDS located within airport property are protected against vandalism and theft as follows:

(a) The Airport perimeter is fenced with an eight foot chain link fence and three strand barbed wire, and all gates are pad locked, combination, or card operated. Inadvertent entry has not been a problem.

(b) The airport perimeter is also well posted with signs.

(c) Operations personnel are on duty 24 hours daily and are watchful for unauthorized entry.

(d) There is also a Federal Contract Airport Traffic Control Tower. The Tower hours of Operation are 0600-2200. Air traffic controllers are watchful for unauthorized entry and are required to notify the Airport Manager immediately of any observed violations.

(e) The FAA NAVAIDS/VISUAL AIDS are included in the airport daily inspection. The airport inspector will make a visual inspection of each facility. Any evidence of vandalism or malfunction shall be brought to the attention of the local FAA representative immediately by the Airport Manager or his designated representative.

17.3 Since the FAA NAVAIDS/VISUAL AIDS are on airport property, they are not enclosed by special fences or identified by special signs.

17.4 Insofar as it is within the airport's authority, the Airport Manager takes appropriate measures to prevent interruption of visual and electronic signals of NAVAIDS.

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DATE: JAN 03 2005

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Rev. Date: 7-26-04

TAB 18 Public Protection (139.335)

18.1 Safeguards to prevent inadvertent entry to the movement area are as follows:

(a) The Airport perimeter is fenced with an eight foot chain link fence and three strand-barbed wire. All gates are pad locked, combination, or access control operated. The airport perimeter fencing and gates are well posted with signs.

(b) The airport maintains an operations staff that is on duty 24 hours a day, and conduct daily inspections of the airport perimeter. Any evidence of missing signs, pad locks, or broken fence shall be brought to the attention of the Airport Manager or his/her designated representative and the necessary repairs made as immediately as possible.

(c) There is also an Airport Traffic Control Tower in operation daily. The tower is manned from 0600 – 2200 local. All tower personnel are watchful for unauthorized entry and notify Airport Operations immediately of any violation.

18.2 There are no blast fences located on the airport. All operations are conducted in such a manner as to provide protection to persons and property from aircraft blast. Maintenance run ups are conducted in the run-up pit located at the end of taxiway E.

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Jun 03 2020
SDB
Inspector

Tab 19 Wildlife Hazard Management Plan (139.337)

TABLE OF CONTENTS

Cape Cod Gateway Airport Wildlife Hazard Management Plan

Table of Contents

Appendices

ACRONYMS

AOA	Air Operating Area
APHIS	Animal and Plant Health Inspection Services
ATCT	Air Traffic Control Tower
BASH	Bird/Wildlife Air Strike Hazard
CFR	Codes of Federal Regulation
MGL	Massachusetts General Laws
MDFG	Massachusetts Department of Fish and Game
MDFW	Massachusetts Division of Fisheries and Wildlife
FAA	Federal Aviation Administration
FAR	Federal Aviation Regulation
HYA	Cape Cod Gateway Airport
ILS	Instrument Landing System
IWDM	Integrated Wildlife Damage Management
MBTA	Migratory Bird Treaty Act
MOU	Memorandum of Understanding
NWRC	Nation Wildlife Research Center
T & E	Threatened and Endangered Species
USAF	United States Air Force
USDA	United States Department of Agriculture
USFWS	United States Fish and Wildlife Services
WHA	Wildlife Hazard Assessment
WHMP	Wildlife Hazard Management Plan
WS	Wildlife Services

EXECUTIVE SUMMARY

Cape Cod Gateway Airport (HYA) developed this Wildlife Hazard Management Plan (WHMP) upon completion of a 12-month Wildlife Hazard Assessment (WHA) that took place over the course of 2009 and 2010. This WHMP provides a formal plan that will be utilized by HYA personnel. This plan will be reviewed by HYA periodically and will be updated if circumstances merit. Changes to this WHMP will be sent to the Federal Aviation Administration (FAA). This WHMP emphasizes identification and abatement of wildlife hazards within HYA. Additional wildlife attractants within five statute miles are also addressed, where they could potentially attract wildlife in a manner that could jeopardize safety of air traffic operating at HYA. Based on data collected during the WHA, records from the FAA Wildlife Strike Database, and control efforts by HYA personnel, the guilds that are of most concern to aircraft safety include blackbirds, starlings, gulls, turkey vultures, osprey, and corvids. The mammal species of most concern to aircraft safety was the Eastern coyote.

HYA will take immediate measures to identify and mitigate hazards whenever they are detected or whenever airport operations has been advised that hazardous conditions exist. The plan outlines steps for monitoring, documenting, and reporting potential wildlife hazards and strikes at HYA. Protocols for responding to hazardous wildlife situations are presented, including the roles and responsibilities of HYA personnel. Wildlife control procedures are also discussed. To the greatest extent possible, habitat on and around the airfield will be managed in a manner that is non-conducive to hazardous wildlife. Most wildlife is afforded some type of protection under state or federal regulations; therefore special permits may be required for their control. This plan outlines laws and regulations governing the harassment or take of various types of wildlife. HYA permit status for each type of wildlife is presented and a copy of the state depredation permit is included as an appendix to this WHMP. HYA maintains a federal migratory bird depredation permit and a Massachusetts depredation permit for mammals and state managed birds. HYA maintains an adequate supply of resources for dispersing and controlling wildlife. HYA personnel will be trained to properly identify wildlife and apply wildlife deterrent equipment in a safe and effective manner, as outlined in this WHMP.

1. INTRODUCTION

Due to an increasing presence of wildlife at airports and to an increased awareness of the potential damage caused by wildlife the FAA has implemented procedures to mitigate damage to aircraft by wildlife. Pursuant to 14 CFR Part 139.337(b), the U.S. Department of Agriculture's Wildlife Services program (WS) developed a Wildlife Hazard Assessment (WHA) for Cape Cod Gateway Airport, hereafter referred to as HYA, or the Airport, to provide baseline data on wildlife hazards to aircraft and human health and safety. This twelve-month WHA provided recommendations for reducing wildlife hazards and serves as a basis from which this Wildlife Hazard Management Plan (WHMP) has been developed by WS in close cooperation with Airport Management.

Cape Cod Gateway is a municipally owned, public-use commercial service airport on Cape Cod in eastern Massachusetts. HYA is located in the Village of Hyannis within the Town of Barnstable with a small portion of the eastern end of the airfield located in the Town of Yarmouth within Barnstable County, Massachusetts. HYA is located on approximately 623 acres of land, with approximately 140 acres that are impervious (e.g. paved areas such as parking lots, runways, taxiways, hangar apron areas, concrete walkways, and building rooftops). It is located within the Town of Barnstable's primary commercial district and is bordered to the south by Massachusetts Routes 132 and 28 and Barnstable Road to the east by Yarmouth Road, to the north by U.S. Route 6, and to the west by the Independence Park industrial park. HYA has two paved runways with full parallel taxiways appropriate for supporting efficient airfield operations. Runway 15-33 is grooved asphalt, 5,253 feet long and 150 feet wide (1,601 m by 46 m) with a 2,400 foot MALSR at the Runway 15 end. Runway 6-24 is grooved asphalt 5,425 feet long and 150 feet wide (1,654 m by 46 m) with a 1,400 foot MALSF at the Runway 24 end. Runway 15 and Runway 24 have precision Instrument Landing System (ILS) approaches. HYA airside facilities consists of a complete parallel taxiway system, general aviation aprons, Air Traffic Control Tower (ATCT), a commercial passenger terminal building and apron, Aircraft Rescue Fire Fighting (ARFF) and maintenance building, several fixed base operators (FBO), conventional hangars, a fuel farm, an airfield electrical vault, and an engineered material arresting system (EMAS) at the approach end of Runway 06. Based on the FAA 5010-1 Airport Master Record form (as of 1 March 2019) HYA has 43 single engine aircraft, seven multiple engine aircraft, and three jet aircraft based on the airport, as well as over 65,000 annual aircraft operations from both based and itinerant aircraft. This makes it the third busiest airport in Massachusetts. Aircraft are air carrier and general aviation with less than 1% of activity from military aircraft.

HYA is a Class I certificated airport as established by the FAA under Code of Federal Regulations (CFR) Title 14 Federal Aviation Regulation (FAR) Part 139 Certification of Airports. As such, the Airport must comply with specific regulations. FAR Part 139.337: Wildlife Hazard Management; establishes criteria that when met require an airport to conduct a Wildlife Hazard Assessment (WHA). HYA conducted a WHA from October 15, 2009 to October 14, 2010. In December 2012, the FAA approved the HYA WHA, with no changes requested. Based on findings and recommendations of the approved HYA WHA, WS and the Airport have prepared this Wildlife Hazard Management Plan (WHMP).

The format of this Plan corresponds with the seven components outlined in FAR Part 139.337 Wildlife Hazard Management. The plan must include at least the following:

1. A list of the individuals having authority and responsibility for implementing each aspect of the plan.
2. A list prioritizing the following actions identified in the WHA and target dates for their

initiation and completion:
   i. Wildlife population management
   ii. Habitat modification
   iii. Land use changes
3. Requirements for and, where applicable, copies of the local, State, and Federal wildlife control permits.
4. Identification of resources that the certificate holder will provide to implement the plan.
5. Procedures to be followed during air carrier operations that at a minimum includes:
   i. Designation of personnel responsible for implementing the procedures.
   ii. Provisions to conduct physical inspections of the aircraft movement areas and other areas critical to successfully manage known wildlife hazards before air carrier operations begin.
   iii. Wildlife hazard control measures.
   iv. Ways to communicate effectively between personnel conducting wildlife control or observing wildlife hazards and the air traffic control tower (ATCT).
6. Procedures to review and evaluate the WHMP every 12 consecutive months or following an event described in paragraph (b)(1), (b)(2), and (b)(3) of this section, including:
   i. The plan's effectiveness in dealing with known wildlife hazards on and in the airport's vicinity; and
   ii. Aspects of the wildlife hazards described in the wildlife hazard assessment that should be reevaluated
7. A training program conducted by a qualified wildlife damage management biologist to provide airport personnel with the knowledge and skills needed to successfully carry out the WHMP required by paragraph (d) of this section.

2. ROLES AND RESPONSIBILITIES

Required roles and responsibilities required under FAR 139.337 (f)(1) provides a list of individuals having authority and responsibility for implementing each aspect of the plan.

At Cape Cod Gateway Airport the Assistant Airport Manager has been delegated the authority and responsibility for implementation and supervision of the duties mandated under authority of the Wildlife Hazard Management Plan (WHMP) by the Airport Manager who has ultimate responsibility for implementation of the WHMP. Responsibility for implementation of individual aspects of the plan is further delegated to specific positions or jobs at the Airport or with assisting agencies, regardless of the individual occupying the position or job.

The following list of positions, and the current personnel holding these positions, responsible for implementation of the plan or for carry out the plan or applicable elements of the plan.

Title	Name	Phone
Airport Manager	Katie Servis	(508) 775-2020
Assistant Airport Manager	Matthew Elia	(508) 775-3033
Wildlife Coordinator	Robert Holzman	(508) 778-7770
Operations Supervisor	Robert Holzman	(508) 778-7770
Asst. Wildlife Coordinator	Ed Longo	(508) 778-7770
Aviation Fuel Coordinator	Hildie Rios	(508) 778-7770
ARFF Coordinator	Brad Everson	(508)-778-7770
USDA WS, District Supervisor	Donald Wilda	(413) 253-2403 x4
USDA WS, Staff Wildlife Biologist	Timothy Cozine	(413) 253-2403 x2

USDA WS, Wildlife Biologist	Justin Willey	(617) 634-9330 cell
USDA WS, Wildlife Biologist	Erik Shaffer	(413) 658-4446 cell
USDA WS, Wildlife Biologist	Morgan Martel	(617) 981-2776 cell
USDA WS, Wildlife Technician	Sam Vito	(401) 575-9576

The WHMP is implemented by a team which is led by the Assistant Airport Manager, under authority of the Airport Manager, and consists of the Wildlife Coordinator, Asst. Wildlife Coordinator, Operations Supervisor, Assistant Operations Supervisor, and ARFF Coordinator. Technical assistance and when necessary operational wildlife management assistance is provided by personnel from the Massachusetts Office of USDA Wildlife Services. All of the USDA Wildlife Services personnel in the positions listed above are, or meet the qualifications for, a GS-0486 series wildlife biologist as defined by the U.S. Office of Personnel Management and all meet the educational and experience qualifications cited in FAA Circular 150/5200-36B, Qualifications for Wildlife Biologists Conducting Wildlife Hazard Assessments and Training Curriculums for Airport Personnel Involved in Controlling Wildlife Hazards at Airports, January 1, 2012.

The Wildlife Coordinator/Operations Supervisor has primary responsibility of implementing the WHMP. These responsibilities are supported by the Assistant Wildlife Coordinator and Assistant Operations Supervisor. The Wildlife Coordinator/Operations Supervisor positions are currently held by the same individual. The Wildlife Coordinator, Assistant Wildlife Coordinator and Assistant Operations Supervisor are actively involved in the implementation of the WHMP , as are the Operations personnel they manage.

Specific responsibilities for individual positions are as follows:

Assistant Airport Manager

1. Supervise, coordinate, and monitor wildlife control activities as outlined in the WHMP
2. Ensure that the WHMP is approved by the FAA and that any revisions and amendments to the WHMP comply with federal, state, and local laws and regulations
3. Update WHMP on an annual basis to reflect current wildlife management activities
4. Disseminate information and assignments to Airport staff
5. Review all proposed projects and changes in land use within five miles of the airport for potential hazardous wildlife attractants and provide comments, as needed
6. Ensure compliance with all applicable federal, state, and local environmental regulations for airport projects and activities.
7. Manage any public relations issues related to wildlife or the wildlife management program at the Airport and act as subject matter expert
8. Convene a meeting with all pertinent Airport and assisting agency wildlife hazard management personnel at least once a year to review the WHMP and overall wildlife management program, meeting to include USDA Wildlife Services and Massachusetts Division of Fisheries and Wildlife
9. Promote understanding of hazardous wildlife management by other airport departments, tenants, and contractors and respond to their wildlife concerns
10. Coordinate the issuance of Notices to Airmen (NOTAM) for wildlife hazards and request the ATCT to advise pilots on the Automatic Terminal Information Service (ATIS)

11. Ensure that only properly trained and badged personnel operate in the Airport Operations Area (AOA) in accordance with FAA regulations including training in the use of radio communications, driving on the AOA, and safe use of pyrotechnics and firearms
12. A qualified wildlife biologist or USDA Wildlife Services Wildlife Biologist will be consulted at the initiation of all land use planning, construction planning, and mitigation projects to determine if further involvement is necessary.
13. If further involvement is determined necessary, the Assistant Airport Manager will hire or ensure that a qualified wildlife biologist or USDA Wildlife Services Biologist participates at all levels of land use planning, construction planning, and mitigation project planning.
14. Identify and contract with a person or organization that can legally harass and lethally remove hazardous wildlife such as a Massachusetts licensed Problem Animal Control (PAC) agent or USDA Wildlife Services if wildlife issues arise beyond the ability of Operations personnel to safely manage

Wildlife Coordinator/Operations Supervisor:

1. Monitor and control wildlife activity and attractants on and near the airport, document all wildlife control efforts, and record activity or animals dispersed or taken in the "Wildlife Control Log" (Appendix A)
2. Inspect critical areas for wildlife activity and strikes and maintain a record of the action even if no wildlife was present
3. Alleviate attractants deemed an imminent hazard, and if necessary, coordinate runway closure to remedy wildlife hazards
4. Inform the ATCT and pilots of imminent wildlife hazards
5. Identify resources to implement habitat modification measures identified in the WHMP, such as vegetation management, brush/tree removal, and mowing
6. Maintain ditches and drains to ensure water flows, thereby avoiding pooling and accumulation of refuse on the airport
7. Minimize wildlife attractants on the airport to the maximum extent practicable
8. Provide training for maintenance staff and airport personnel actively involved in implementing the WHMP
9. Maintain records of control activities and submit to federal, state, and local regulatory agencies as necessary
10. Ensure all necessary local, state, and federal permits are obtained and maintained up to date
11. Submit Bird/Other Wildlife Strike Reports (FAA Form 5200-7) (Appendix B) to the FAA Strike Database for all known wildlife strikes
12. Submit feather, tissue, and/or DNA samples to the Smithsonian Feather Identification Lab for all bird strikes where samples are available
13. Ensure digital photographs of any non-bird wildlife found struck by aircraft are obtained
14. Ensure digital photographs of wildlife remains on aircraft and/or of aircraft damage caused by a wildlife strike are obtained
15. Delegate all applicable Wildlife Coordinator responsibilities to the Assistant Operations Supervisor or other Operations personnel as appropriate when not at the Airport

Airport Operations Personnel:

1. Conduct airfield sweeps each shift and report wildlife issues to ATCT, Wildlife Coordinator, and/or USDA Wildlife Services as appropriate
2. Know the zero tolerance species and disperse them immediately
3. Respond immediately to hazardous wildlife on or near the airfield through harassment and if necessary lethal reinforcement of harassment maintaining a no tolerance policy for hazardous wildlife
4. Respond to wildlife strikes, gather information for FAA Form 5200-7, collect any available tissue or DNA samples, obtain digital photos of struck wildlife, wildlife remains on aircraft, and/or wildlife strike damage to aircraft
5. During runway and taxiway sweeps collect bird or other wildlife remains and remove them immediately from the airfield
6. If these wildlife remains were located within 250 feet of the runway centerline or within 1,000 feet of a runway, collect all pertinent information and digital photos as above and provide to Wildlife Coordinator for submission of FAA Form 5200-7.
7. Maintain "Wildlife Control Log" (Appendix A) reporting all wildlife observations, wildlife harassed and/or removed, hazardous attractants identified and rectified, or other wildlife issues. Coordinate/communicate log entries with the Wildlife Coordinator/Operations Supervisor via email.
8. Attend wildlife hazard management training provided by a qualified wildlife biologist meeting qualifications cited in FAA Advisory Circular 150/5200-36A at least once every 12 consecutive calendar months.
9. Remove all trash and debris (FOD) on the airfield, ensure garbage cans and dumpsters are properly covered and secured to reduce the availability of food for scavengers
10. Monitor the perimeter fence for dig outs, holes in the fence, vegetation growing into the fencing, or gaps in gates, repair any issues immediately or ensure that Maintenance personnel perform these repairs in a timely manner

ATCT:

1. Notify pilots and Airport Operations staff of wildlife hazards observed on and around the airfield observed by ATCT personnel or reported by pilots
2. Submit copies of wildlife strike forms reported directly to the ATCT by pilots to the Wildlife Coordinator

Airline, Air Cargo, and other Tenants:

1. Ensure employees including pilots, mechanics and ground crew are aware of the wildlife program at HYA and understand the importance of reporting strikes and collecting samples
2. Enforce Airport regulations regarding feeding of wildlife, maintaining trash receptacles, and reporting wildlife hazards identified
3. Inform the Wildlife Coordinator or Operations of known wildlife strikes with aircraft

3. WILDLIFE HAZARD ASSESSMENT RECOMMENDATIONS AND ACTIONS

The WHA was requested by the FAA to be conducted at this airport because CAPE Cod Gateway Airport had experienced observations of wildlife of a size and in number having access to airport flight patterns and aircraft movement areas meeting the requirement for a WHA under FAR 139.337 Sec. D (4). The wildlife observed was capable of causing an air carrier aircraft multiple

wildlife strikes, could have resulted in an air carrier aircraft experiencing substantial damage from striking wildlife, or an air carrier aircraft could have experienced an engine ingestion of wildlife.

USDA WS conducted a WHA for Cape Cod Gateway Airport. This one-year evaluation of wildlife species, hazards, and recommendations for Cape Cod Gateway Airport was conducted from October 15, 2009 to October 14, 2010. The final report was submitted to the FAA and approved without changes in December 2011.

The WHA identified hazardous wildlife species frequenting the Airport, species behavior patterns, attractants to hazardous wildlife, and provided recommendations to address them. Since wildlife management techniques often target specific species it is essential to identify and have knowledge of the species presenting a hazard to aviation. Species specific control methods for species identified as being most hazardous at HYA are provided. For more information on guilds identified on the Airport refer to Section 6.

Prioritized List of Actions Recommended in the WHA in Descending Priority

1. Wildlife Patrols

A minimum of one wildlife patrol will be conducted per shift by Operations personnel trained in wildlife hazard management. Date and time of all patrols will be documented in the Wildlife control log, along with any wildlife sightings, actions taken, weather conditions and any additional information deemed useful. The patrol route will allow for observations of all areas of the airfield during a single patrol, with special emphasis on areas known to have higher levels of wildlife activity or limited visibility. If necessary, additional patrols will be scheduled by the Assistant Airport Manager or Wildlife Coordinator during periods of high activity, most notably during the spring and fall migrations, summer months, inclement weather, or when increased wildlife activity is being observed.

Date Initiated/Scheduled: August 2014
Date Completed: Ongoing

The Wildlife Patrol/Operations personnel and other Airport personnel trained and authorized to conduct wildlife management activities on the airfield will aggressively harass and disperse hazardous birds and other wildlife from the airfield whenever they are located on the airfield, maintaining a "No Tolerance Policy". This will include medium sized mammals such as squirrels, rabbits, skunks, and opossums which may act as both a direct strike threat as well as an attractant to larger, more hazardous species such as coyotes, fox, hawks, and owls. Methods used to disperse birds and other wildlife will include but not be limited to pyrotechnics, vehicle chasing, horns/sirens, lethal reinforcement using firearms, and trapping and removal. Dispersal will be done as quickly as it is safe to do so and will be conducted in close communication with the ATCT as necessary.

Date Initiated/Scheduled: August 2014
Date Completed: Ongoing

Operations or USDA Wildlife Services personnel trained in wildlife hazard management will complete a visual inspection of the perimeter fence at a minimum of two times per year. Date and time of all these inspections will be documented in the Wildlife control log, along with any holes, dig outs, vegetation growing into the fencing, gaps in or under gates, or other fencing related issues. One of these inspections will be conducted in the spring after any snow has

melted from the airfield and one will be conducted in the fall before any snow accumulates. Any deficiencies identified will be rectified within one week.

Date Initiated/Scheduled: August 2014
Date Completed: Ongoing

2. Inspect, Repair, and Manage Vegetation in Existing Perimeter Fence

Cape Cod Gateway Airport currently has a complete perimeter fence which is the first line of defense in preventing or reducing white-tailed deer and coyote access to the airfield. To maintain the condition of the fence, HYA Operations and/or Maintenance staff will conduct regular inspections of the entire perimeter fence on a least a weekly basis. All holes in or under the fence and/or damage caused by falling trees or branches will be repaired immediately to the best of the ability of the individual(s) identifying the hole or damage, report of the damage and location will be made to Airport Maintenance immediately. Within 12 hours, Airport Maintenance will inspect these repairs, and if necessary, improve them and/or make plans for permanent repairs. Airport Maintenance will have permanent repairs finalized within one week. If Airport Maintenance determines that an outside vendor is required to complete the permanent repair, the work must be scheduled within 2 weeks. Dates and times of perimeter fence inspections will be entered into the Wildlife control log.

Date Initiated/Scheduled: August 2014
Date Completed: Ongoing

Vines, small trees, and other vegetation growing into the fence will be removed on at least an annual basis either in the spring or fall through mechanical means, such as cutting and pulling. Chemical methods using herbicides are not permitted at the Airport due to town zoning and ordinances over the wellhead protection and groundwater protection overlay districts in which the airport property resides. Dates and times of perimeter fence vegetation clearing will be entered into the Wildlife Control Log. This activity will be conducted by Airport Maintenance and monitored by Operations.

Date Initiated/Scheduled: August 2014
Date Completed: Ongoing

The airport will make a good-faith effort to incorporate a sub-surface wildlife fence skirt associated with any portion of the airport fence that is modified or replaced as part of a future project. The fence skirting will act as a deterrent from wildlife attempting to "dig out" below the fence line to gain access to the airfield. See FAA Memo at end of this section.

Date Initiated/Scheduled: May 2024
Date Completed: Ongoing

3. Strike Reporting and Sample Submission to Smithsonian for Identification

The Wildlife Coordinator will be responsible for ensuring that all known bird and wildlife strikes are reported to the FAA Strike Database. Additionally, whenever possible, biological samples of struck birds (feathers, feet, beaks, and blood/snarge) will be submitted to the Smithsonian Institution Feather Identification Lab and digital photos of mammals or other wildlife struck will be taken for positive identification by the Smithsonian and/or WS. The Wildlife Coordinator will also be responsible for ensuring that pilots, air carriers, aircraft

mechanics, and others working on the Airport know to report strikes to Airport Operations, FAA and/or ATCT.

Airport Operations personnel will be responsible for locating and collecting any birds or other wildlife found dead on the Airport that meet the FAA definition of a bird/wildlife strike during wildlife patrols, airfield sweeps, mowing, plowing, or other activities and ensuring the specimen and data for reporting are provided to the Wildlife Coordinator and reported to the Assistant Airport Manager.

Airport Operations personnel will respond to reports of strikes from pilots, air carriers, ATCT, or aircraft maintenance personnel. They will gather all pertinent data about the strike for completing an FAA Form 5200-7, gather any biological samples, and take digital photos of struck wildlife, and all strike sites and/or damage to the aircraft.

Date Initiated/Scheduled: August 2014
Date Completed: Ongoing

4. Maintain and Obtain the Necessary Permits

The Assistant Airport manager or Wildlife Coordinator will maintain and update the existing depredation permits from the Commonwealth of Massachusetts and from the USFWS, as necessary, to ensure that Cape Cod Gateway Airport has the ability to respond with lethal control when wildlife poses a risk to aircraft on the airfield. At a minimum these permits will authorize a take of specific hazardous species; however, additional species may be added as needed. These are as follows:

Massachusetts Division of Fisheries and Wildlife
White-tailed deer, Eastern wild turkey, Eastern coyote, red fox, grey fox, and raccoons (permit should allow shooting and use of artificial light)

U.S. Fish and Wildlife Service
Ring-billed, herring, and great black-backed gulls, Canada geese, and osprey

Any additional permits such as wetlands permits, or emergency beaver permits will be obtained as necessary to manage wildlife attractants, damage, or threats.

Date Initiated/Scheduled: August 2014
Date Completed: Ongoing

5. Grass Management

Airport Operations, in cooperation with Airport Maintenance, will prepare an Airfield Mowing Plan. Under this Plan, the Airport will continue to maintain short grass around all signs, light structures and safety areas in accordance with FAA regulations. Areas away from safety areas will be established where grass height will be maintained between 7 and 14 inches. Although not required by FAA regulations, this grass height has been determined optimal by the U.S. Air Force, Bird/Wildlife Air Strike Hazard (BASH) Program at reducing availability of wildlife food while maximizing wildlife visibility on the airfield. During the growing season, Operations personnel will monitor grass height in these areas on at least a weekly basis, more often during periods with optimal growth, and coordinate with Maintenance to initiate mowing if grass

height is at or approaching 14 inches. Dates and times of grass height inspections with the grass height in each area will be entered into the Wildlife control log.

Date Initiated/Scheduled: August 2014
Date Completed: Ongoing

In any areas requiring planting or reseeding of grass due to construction, clearing of woodlands, or any other reason will utilize a monoculture of a grass species containing endophytic fungi that reduce feeding of herbivorous vertebrates and invertebrates or native plantings, particularly of species that do well in poor soil such as little bluestem. All grass seed mixes will be preapproved by the Assistant Airport Manager in consultation with USDA Wildlife Services or another qualified wildlife biologist.

Date Initiated/Scheduled: August 2014
Date Completed: Ongoing

The Assistant Airport Manager or the Wildlife Coordinator will ensure the grass under both solar arrays on the Airport is maintained by an annual contract with the solar owners and requires the height to be 14 inches or lower. If this grass height cannot be maintained, a determination of any permitting requirements and the cost of materials and installation of appropriate fencing will be prepared by the Assistant Airport Manager.

Date Initiated/Scheduled: August 2014
Date Completed: Ongoing

Many ornamental plants used in landscape plantings bear nutritious fruits or berries on airport or neighboring property. All landscape plantings will be preapproved by the Assistant Airport Manager in consultation with USDA Wildlife Services or another qualified wildlife biologist based on a list of ornamental plantings compatible with the airport environment. If hazardous wildlife is observed feeding on existing Airport landscape plantings, these plantings will be removed and replaced with varieties that do not produce fruit as soon as practicable.

Date Initiated/Scheduled: August 2014
Date Completed: Ongoing

6. Remove or Control Temporary Standing Water

Temporary standing water was occasionally observed in some short grass areas and some paved areas of the airport during the WHA. A transient wetland is located to the northeast of Taxiway A and Runway 15 adjacent to the Cape Cod Winwater Works Company near Attucks Lane. This area holds water for very short periods of time. Vegetation around this wetland is generally cut by Airport Maintenance on a routine basis.

Date Initiated/Scheduled: August 2014
Date Completed: Ongoing

Another large depression where water can collect occurs near the area where taxiway B turns to runway 24 along perimeter road. This depression was constructed as an infiltration basin and is part of the airport's storm water system and collects runoff from Taxiway B and the adjacent wooded area. The basin is maintained on a routine basis by Airport Maintenance in which tall grasses and growth are cut to allow for efficient drainage.

Date Initiated/Scheduled: August 2014
Date Completed: Ongoing

The Wildlife Coordinator/Operations Supervisor will ensure Airport Maintenance staff maintains all retention ponds, drainage ditches, and other drainage structures on the Airport and keeps them clear of vegetation to ensure they do not develop into a state where they could be designated as wetlands.

Date Initiated/Scheduled: August 2014
Date Completed: Ongoing

7. Manage Human Refuse and Intentional Wildlife Feeding

The Assistant Airport Manager will be responsible for ensuring all Airport staff and tenants are aware of refuse security and no wildlife feeding policies through memos, signage, new employee orientation, e-mail and any other methods determined to be effective. This includes discussions at quarterly tenant meetings. Operations and Maintenance personnel will ensure that all trash cans and dumpsters on the Airport and used by Airport tenants are kept covered and secured at all times so garbage is not available to wildlife. Operations and Maintenance personnel will monitor the airport for intentional wildlife feeding and if identified, the offender(s) will be informed of the dangers of wildlife strikes and officially instructed to cease wildlife feeding. If the activity continues, disciplinary and/or legal action will be pursued by the Airport Manager or Assistant Airport Manager.

Date Initiated/Scheduled: August 2014
Date Completed: Ongoing

8. Remove or Control Wildlife Prey and Mast Crop

USDA Wildlife Services through an annual contract will monitor the Airport for outbreaks of terrestrial invertebrates, such as Japanese beetles and other scarab beetles/white grubs, grasshoppers, and army worms/caterpillars, and small mammals, such as mice, voles and rats. If such outbreaks are detected, USDA Wildlife Services will coordinate with the Airport to contract with an appropriate pest management company as applicable. Biological controls, such as nematodes, bacteria and fungi, will be utilized when available and appropriate for control of individual species involved in an outbreak.

Date Initiated/Scheduled: August 2014
Date Completed: Ongoing

Trees (such as oaks and apple trees) shrubs (such as blueberry and bayberry bushes), and vines such as wild grapes and Oriental bittersweet) provide attractive cover and mast crop to wildlife. The airport, Maintenance Department regularly monitors any new vegetation growth on the airport and will continue to prevent these plant species from growing on the airport through regular clearing and mowing of existing managed areas. Maintenance conducts on-going vegetation removal of vine-plant types along airport perimeter fencing, buildings and other areas as necessary. During 2020 the Airport completed the first phase of a multi-phased tree clearing plan that is included in the Airport's Capital Improvement Plan in conjunction with the FAA and the Massachusetts Department of Transportation (MassDOT) – Aeronautics Division.

Date Initiated/Scheduled: August 2014
Date Completed: Ongoing

9. Exclude Wooded Areas

Woodlots within the boundaries of Cape Cod Gateway Airport include the large wood lots, some with associated wetlands, within the fence past the approach of runway 24 between Lamson Pond and Willow Street. Areas like these provide sources of food and cover for many wildlife species. Red-tailed hawks nest and perch in tall trees like those found in woodlots on and around Cape Cod Gateway Airport.

The airport recently completed phase one of a multi-phased obstruction removal project. This effort included the clearing of approximately 10 acres of wooded area around the airport perimeter the majority of clearing was conducted on airport property. This included the clearing of approximately 2,200 feet of fence line, the majority on the Runway 15 approach end of the airport, with another portion on the Runway 24 approach end between the fence line and the railroad tracks. The airport is presently planning the future phases of the obstruction removal project for the upcoming years based on funding available in the Airport Capital Improvement Plan. This will include additional clearing along the railroad tracks adjacent to the Runway 24 safety area and in areas as needed at end runway approach end. This effort will address potential airspace obstructions and include, where possible, fence line clearing. As a result, included will be the removal trees that are both potential airspace obstructions as well as potential perching locations for birds and cover for other wildlife. As a result of the first phase of clearing having been completed Airport Maintenance now has access to additional areas of airport property that are located outside of the airport fence for continued vegetation management. Maintenance will annually inspect these areas for snags including dead trees without vegetation that are associated with perching locations for wildlife. Any snags and dead trees without vegetation will be promptly removed to eliminate the potential location for perching.

Date Initiated/Scheduled: August 2014
Date Completed: Ongoing

10. Conduct Airport Wildlife Hazard Training and Review

Airport Operations and Maintenance personnel will attend FAA approved Wildlife Hazard Management at Airports training at least every 12 calendar months as required by the FAA. This training will be provided by USDA, APHIS, Wildlife Services or another Qualified Wildlife Biologist. Airport Operations and Maintenance personnel will use this training to develop and retain familiarity with bird identification and wildlife control methods. The FAA Approved Wildlife Hazard Training Outline is provided as Appendix C.

As of 2017, additional annual firearm safety training has been added to the curriculum. USDA, APHIS, Wildlife Services provides both the classroom training and the use of firearms training. All personnel actively involved with the use of firearms for the mitigation of wildlife hazards receive firearm training from a qualified individual, such as a licensed National Rifle Association (NRA) instructor. This training includes the caliber of firearm utilized for wildlife mitigation at the airport.

Date Initiated/Scheduled: August 2014
Date Completed: Ongoing

11. Review Construction and Land-use Projects for Attractiveness to Wildlife

The Assistant Airport Manager and Wildlife Coordinator, with the assistance of USDA, APHIS, Wildlife Services and/or an approved Qualified Wildlife Biologist, will actively participate in planning of construction and land-use projects or changes, on or off airport property that could increase wildlife hazards at Cape Cod GatewayAirport. For example, new buildings can be designed in a manner that discourages use by wildlife, and mitigation projects that restore habitat attractive to hazardous species may be sited off site or as far as possible from the airfield as possible. The Assistant Airport Manager and/or the Wildlife Coordinator will attend any Barnstable town meetings that may authorize construction or land use projects within 10,000 feet of the Airport and ensure the Airport's interest in avoiding wildlife attractants are addressed.

Date Initiated/Scheduled: August 2014
Date Completed: Ongoing

12. Maintain Appropriate Vehicle Supplies

The WHA recommended that Airport Operations vehicles regularly operated on the airfield by personnel trained in Wildlife Hazard Management be equipped with standard equipment. Standard equipment will consist of the following items; a pyrotechnic launcher, a supply of pyrotechnics and the appropriate personal protective equipment (eye protection, hearing protection and gloves), trash bags/Ziploc bags, rubber gloves for remains collection, bird identification book, binoculars, and DNA collection kits. Individual wildlife trained Operations personnel will be responsible for ensuring all standing equipment is available in the vehicles they regularly use and the Wildlife Coordinator/Operations Supervisor will be responsible for ensuring availability of replacement supplies.

Date Initiated/Scheduled: August 2014
Date Completed: Ongoing

13. Install Wildlife Deterrents

The Airport will provide buoys to the FAA Tech Ops group to install on the glideslope antennas associated with the ILS approaches for Runways 15 and 24. These antenna provide an attractant nesting perch location for birds. The buoys will be utilized due to their shape and texture to prevent the birds from having a viable nesting location.

Date Initiated/Scheduled: May 2017
Date Completed: June 2018,

Airport staff will install deterrent spikes on airport owned equipment that provide a perching location for wildlife. Installation will be based on actual observation of airport owned equipment being utilized as a perch by wildlife. This has included the Runway 6 Precision Approach Path Indicator (PAPI) units.

Date Initiated/Scheduled: June 2017
Date Completed: Ongoing

FAA Tech Ops staff installed a steel wire netting on the Radio Communications Air to Ground tower located on airport property. The top of this tower provided a nesting perch for birds the steel wire reduces the available area for nesting. Since installation no nesting has been observed on the tower.

Date Initiated/Scheduled:	May 2017
Date Completed:	June 2018

4. LAWS AND REGULATIONS

Federal, state and local laws and regulations protect wildlife and their habitat. Before any wildlife control measures are employed at HYA, the legal status of the target species must be determined. Regulating agencies may require special permits to harass, capture, or lethally remove wildlife. HYA is responsible for complying with the current regulations regarding wildlife control and for obtaining and maintaining the necessary permits to take and/or harass target wildlife.

4.1 Federal Regulations

Several federal regulations, including the Migratory Bird Treaty Act (MBTA), the Endangered Species Act (ESA), the Bald and Golden Eagle Protection Act (BGEPA), the National Environmental Policy Act (NEPA), the Lacey Act, and the Federal Insecticide, Fungicide, and Rodenticide Act (FIFRA) regulate various aspects of wildlife management at HYA. Additional regulations may affect wildlife control activities including the Clean Water Act. These are the basis of most wildlife regulations that have been issued in the Codes of Federal Regulations (CFR). Several federal agencies are responsible for implementing these regulations that may affect wildlife control operations at airports. Most federal wildlife laws are administered by the U.S. Fish and Wildlife Service (USFWS), and primarily involve migratory birds and eagles protected under the MBTA and BGEPA and endangered and threatened species protected under the ESA. HYA currently maintains a USFWS Depredation Permit for lethal take of non-threatened/endangered migratory birds. No bald eagles are known to frequent HYA; therefore the airport does not currently maintain a Bald and Golden Eagle Harassment Permit. There are no federally-listed species or their habitats identified on the airport property. However, with coastal habitats to the north and south of the airport, federally threatened piping plovers and federally endangered roseate terns could potentially transit the airport. Permits from the USFWS must be updated annually unless otherwise stated. For an overview of these acts and regulations and how they affect wildlife and habitat management see HYA's WHA.

Pyrotechnics used for harassment of birds and other wildlife at airports are regulated by the Bureau of Alcohol, Tobacco, and Firearms (ATF). As a municipal airport, HYA personnel do not require ATF Explosives Permits. However, ATF storage requirements including reporting to local Fire Official is required. These requirements can be located at the ATF Explosives Pest Control Device Requirements website (http://www.atf.gov/content/Explosives/explosives-industry/explosives-how-explosive-pest-control-device-requirements). The Airport maintains firearms and ammunition in a locked firearms locker within a locked room on the second floor of Airport Operations. Pyrotechnics are stored in an ATF compliant Type-4 magazine in the HYA Fire Station.

4.2 State and Local Regulations

In Massachusetts, the Division of Fisheries and Wildlife (DFW) is the state agency responsible for administering wildlife enforcement. Their applicable statutes can be found on their website (http://www.mass.gov/eea/agencies/dfg/dfw/laws-regulations/). The DFW reviews and co-signs federal depredation permits for migratory birds at airports, making them both federal and state permits. DFW requires a letter permit for the taking of mammals and state managed upland game birds outside of hunting seasons and/or with special methods such as live capture or artificial light.

The Natural Heritage & Endangered Species Program (NHESP) is a division of DFW that promulgates the Massachusetts Endangered Species Act (MESA). NHESP is responsible for the conservation and protection of species that are officially listed as Endangered, Threatened, or of Special Concern in Massachusetts. MESA prohibits the harassment, trapping, and killing of any plant or animal species listed as endangered, threatened, or special concern. However, in the airport environment, harassment of state listed bird species to avoid strikes with aircraft is considered beneficial. The DFW periodically updates its List of Endangered, Threatened and Special Concern Species, since species statuses change over time. The current list of State Threatened, Endangered and Special Concern Species in the Town of Barnstable is included in Appendix D. No state listed bird species were observed during the WHA, however, any state listed bird species could occur on the airport. The taking of state listed species may be allowed under certain circumstances. However, a special permit for such actions must be issued by the NHESP prior to any actions involving listed species.

Immediately to the north and adjacent to HYA is the Mary Dunn complex of coastal plain ponds, is a 1,311 acre Core Habitat feature with Aquatic Core, Priority Natural Communities, and 22 rare and uncommon plants and animals. This includes ten species of rare plants, two globally rare, three species of globally rare damselflies and a rare dragonfly. It area is designated Core 315 in the Massachusetts BioMap 2 website (http://maps.massgis.state.ma.us/dfg/biomap/pdf/town_core/Barnstable.pdf).

State firearms regulations also affect wildlife control operations at HYA, consequently HYA personnel using firearms must maintain either a valid Massachusetts Firearms Identification Card or License to Carry Firearms.

No beavers or muskrats were observed on the airport during the WHA and no significant habitat for these species exists on the airport. However, although unlikely conflicts could arise with these species, such as trees being felled on the perimeter fence or burrowing damaging the function of detention basins or other flood control structures. In these cases, permits for emergency take are available from the Barnstable Board of Health. Permits for removal of beaver dams would be obtained from the Barnstable Conservation Commission.

4.3 HYA Permits

HYA currently holds a permit from the Massachusetts Department of Fish and Game, DFW (Permit Number 009.19APL) (Provided in Appendix E). HYA also holds a federal Migratory Bird Depredation Permit from the USFWS (Permit Number MB 670263-0) (Provided in Appendix F). Additionally, HYA holds a federal Eagle Depredation Permit from the USFWS (Permit Number MB 35822D-0)(Provided in Appendix G). See Table 4-1 for permitting requirements for wildlife at HYA.

The DFW permit authorizes HYA to use non-lethal or lethal control methods on migratory birds,

white-tailed deer, wild turkeys, coyotes, red foxes, gray foxes, raccoons, woodchucks and opossum if they are creating a hazard to aircraft. Additionally, other species not expressly listed on the permit may be taken under the permit if they are creating a hazard to aircraft, except endangered or threatened species or species of special concern. Those species not expressly listed on the permit must be reported to MassWildlife by the next business day. No bag limit is incorporated into the permit; however HYA must report activity under this permit annually to the DFW by January 31 of each year. HYA will request permit renewal each year.

The USFWS Migratory Bird Depredation Permit authorizes HYA to take 15 osprey, 20 Canada geese, 20 mallards/American black duck, 4 turkey vultures, 4 great blue herons and 50 herring gulls, ring-billed gulls and great black-backed gulls in any species combination. It also authorized the take of any non-threatened/non-endangered migratory birds causing an immediate threat to aviation safety. Emergency take must be reported to the USFWS Region 5 Permit Office within 72 hours.

Table 4-1 Wildlife Permit Requirements for Cape Cod Gateway Airport

Category	Species	State Permit Required	State Permit Obtained	Federal Permit Required	Federal Permit Obtained
Resident Game Birds	Turkey, ruffed grouse, quail, pheasants	Yes	Yes: for Wild Turkey. Other species removed must be reported within 1 business day	No	N/A
Resident Non-game Birds[1]	European starlings, house sparrows, pigeons, mute swans	No	N/A	No	N/A
Migratory Game Birds	Ducks, geese, coots, snipe	Yes	Individuals removed must be reported	Yes	Yes
Migratory Non-game Birds2	All species except game birds, resident non-game, domestic, exotic birds	Yes	Individuals removed must be reported	Yes	Yes
Bald and Golden Eagle Harassment Permit	Bald eagle, golden eagle	No	N/A	Yes	Yes
Depredation Order Birds[3]	American and fish crows, red-winged blackbirds, common grackles, brown-headed cowbirds	No	Yes	No	N/A Annual report required to USFWS
Game Mammals/ Furbearers	Deer, red and gray fox, rabbits, squirrels, coyotes, raccoons, skunks, opossums, weasels	Yes	Not all species expressly included in the permit. Removal of these species must be reported within 1 business day.	No	N/A

Beaver and Muskrats	Beaver and Muskrats	No Municipal permit as needed	N/A	N/A	N/A
Domestic Animals	Domestic poultry, livestock, cats, dogs	No: Call animal control	N/A	No	N/A
Threatened and Endangered Species	All species listed in Attachment B	Yes	No	Yes	No

[1]Starlings, pigeons, and house sparrows are resident non-game birds that are classified as non-migratory, nuisance, and invasive species, and no permit is required to take them.

[2] Migratory bird permits are not valid for eagles, and threatened and endangered species, which require separate permits for lethal take and harassment

[3]50 CFR 21.43, Depredation order for blackbirds, cowbirds, grackles, crows, and magpies. May be taken without permits "when concentrated in such numbers and manner as to constitute a health hazard or other nuisance". Under this depredation order no federal permit is required to remove crows, blackbirds, grackles, or cowbirds.

7. RESOURCES

The Assistant Airport Manager and Wildlife Coordinator are responsible for implementing HYA's WHMP and ensuring appropriately trained personnel respond to observations or requests for assistance with hazardous wildlife on the Airport. The following items will be carried in Airport Operations vehicles operated by staff trained annually in Managing Wildlife Hazards at Airports while on the airfield:

-Pyrotechnic pistols
-Pyrotechnics: "screamers" and "bangers"
-Ear and eye protection and protective work gloves
-Flashlight and batteries and/or portable spotlight

Wildlife Responders on duty and other staff tasked with additional wildlife control responsibilities will also carry the following items in their vehicles when on the airfield.

-Copies of all Federal and State Permits
-Bird identification guide book (Peterson's or others)
-Binoculars
-Firearm cleaning kit
-Bird strike response kit: includes protective gloves, FAA bird strike form, re-sealable bags, pen and marker, alcohol wipes, gauze pads, hand sanitizer wipes, garbage bags, and gallon-size food storage bags, buckets.
-Digital camera (includes cell phone cameras) for collecting photos of struck wildlife and aircraft damage

If known hazardous wildlife are frequenting the Airport or if a significant hazard is identified, properly trained and licensed Airport personnel will carry the following items in their vehicles when on the airfield.

-Shotgun and Non-toxic Ammunition (e.g., steel or heavy shot)

Additional supplies such as distress calls, mammal traps, and firearms may be necessary as specific situations arise. It is the responsibility of the Assistant Airport Manager and/or Wildlife Coordinator to ensure that items can be procured in a timely manner or be obtained through assistance of outside agents such as USDA Wildlife Services or licensed PAC agents.

6. PROCEDURES DURING AIR CARRIER OPERATIONS

6.1 Overview

HYA shall take immediate measures to alleviate wildlife hazards whenever there are detected or reported. HYA Operations personnel will frequently (minimum once per shift) conduct physical inspections of movement areas and other areas critical to wildlife hazard management as part of the daily protocol. In cases where no wildlife was observed, Operations personnel will record that an inspection was conducted and no wildlife was observed will be made. Operations personnel trained in wildlife management shall document all observed wildlife, control activities, and record the data on the Wildlife control log. During periods of exceptionally heavy wildlife activity, such as migratory periods, the staff will issue NOTAMs.

Wildlife hazards at airports are extremely variable and complex; therefore it is essential to adopt a flexible, innovated and adaptive approach to managing hazards. If it is determined that an actual wildlife hazard exists due to one or more of the risk factors (species, location, behavior, number and/or airfield condition) then the observer will take direct action immediately to resolve the situation. Un-trained Airport personnel or others such as ATCT personnel or tenants who are aware of wildlife threats will report hazards to Airport Operations. Trained Operations or personnel will respond directly.

The methods used to reduce the hazard(s) will become increasingly more aggressive and used in combination with one another until wildlife responds favorably or the hazard is abated. In those cases where the animals are non-respondent or situation is becoming increasing more hazardous, lethal removal shall be necessary. Prior to lethal removal HYA staff shall make positive identification and ensure that the proper permit is retained as listed in Section 4. Wildlife identification guides will be available for HYA staff to use.

6.2 Wildlife Inspections and Control

Routine patrols and inspections of the movement area, off-airport attractants surveys and the Airport perimeter fence inspections as discussed in Section 3 will help airport staff identify levels of wildlife activity at HYA and increase the effectiveness of the wildlife control methods.

Patrols will include sunrise or early morning before the first commercial carrier service of the day, due to known increased wildlife activity during this time of day. If a runway has been closed for 30 minutes or more, a wildlife inspection will be conducted before resuming aircraft operations. A thorough inspection of the runway will be conducted immediately following a wildlife strike and prior to subsequent aircraft operations in order to identify and mitigate the related attractant and clear any debris. Many bird and mammal species are particularly active during the sunset hours and a runway inspection for wildlife activity will be conducted during this period. Additionally, patrols will be conducted upon request of the ATCT, pilot or any other source.

Should carcasses be found from strikes or suspected strikes these events will be recorded on FAA Form 5200-7. Suspect carcasses will include all carcasses found within 250 feet of a runway

centerline or within 1,000 feet of a runway end unless another reason for the animal's death is identified or suspected. Carcasses found on a taxiway or anywhere else on or off the airport that you have reason to believe was the result of a strike with an aircraft such as a bird found in pieces from a prop strike on a taxiway, or a carcass retrieved within one mile of an airport on the final approach or departure path after someone reported the bird falling out of the sky, or a report of a probable wildlife strike.

6.3 Responding to Imminent Hazards

If a hazard is observed that might compromise the immediate safety of air traffic at HYA, HYA personnel will coordinate with the ATCT, and if necessary, detain arriving or departing air traffic until the hazard is eliminated. Although ATCT cannot be expected to monitor all wildlife hazards on the airfield, tower personnel will notify Operations immediately if pilots report hazards or any hazards are observed from the ATCT. All HYA personnel will coordinate wildlife dispersal activities with the HYA ATCT prior to attempting to move wildlife.

Wildlife management activities, either hazing or lethal, can potentially create a temporarily increased hazard (e.g. flocks departing after management efforts) from the wildlife until it is moved/removed from the airfield. Therefore, wildlife management activities must take into account arriving and departing aircraft.

The key to successful wildlife control is persistence, innovation, and a clear understanding of the risks associated with certain species. Currently, active wildlife management at the airport includes vehicular harassment and pyrotechnics. The initial response for most species will be to haze wildlife using frightening devices, followed by lethal management methods when hazing is unsuccessful. Most management techniques retain their effectiveness when used judiciously and in conjunction with other methods.

Personnel are involved in identifying potential hazards, vegetation management, and pyrotechnic dispersal. Effective wildlife control at HYA requires both careful habitat management practices along with an active harassment and depredation program. HYA personnel responsible for wildlife hazard management will be provided with adequate equipment needed to disperse wildlife. HYA currently supplies employees with pyrotechnics and launchers and vehicles equipped with sirens and lights. Only individuals who have completed the proper training may carry out harassment or depredation activities.

1. **Pyrotechnics:** Pyrotechnic pistols shall be the most commonly used control device on the facility. It is most effective when a combination of screamers and bangers are used. Pyrotechnics shall be readily available to ensure the fastest possible reaction time when hazardous wildlife is observed on the airfield. Pyrotechnics are regulated by the ATF. While the airport is exempt from the licenses required to purchase pyrotechnics, HYA must meet the appropriate storage requirements. All HYA personnel shall be properly trained in the safe usage and storage of pyrotechnics. Care must be taken to not to over use the device or become complacent about safety.

2. **Vehicle chasing/Sirens:** Vehicle chasing, combined with sirens/horns are very simple and effective at dispersing wildlife from the airfield. Wildlife usually responds simply to the approach of a vehicle. Mammals and even some bird species can usually directed in a desired direction, usually toward the perimeter fence or an available open gate for removal from the airfield.

3. **Trapping:** Box traps, decoy traps, and snap traps are available for common use in Massachusetts and conibear quick kill traps are available under special permit in limited situations. If traps are used, they must be checked a minimum of once every 24 hours. Trapping will only be conducted by Airport personnel in limited situations, such as to remove a squirrel or opossum from an occupied building. Animals live captured would be released on Airport property outside the perimeter fence or humanely euthanized. If significant trapping activity is required, it will be conducted by USDA Wildlife Services or a licensed PAC agent.

4. **Depredation:** Depredation is used only to remove persistent species of wildlife and to reinforce methods in a program of escalating harassment. When an individual or population of wildlife fails to respond to pyrotechnics, vehicle chasing, and other visual and auditory methods of harassment, shooting may be required. Copies of required permits are provided in Attachments E & F. HYA Operations personnel, with appropriate training and firearms licenses, USDA WS personnel, or licensed PAC agents will conduct depredation of hazardous wildlife as deemed necessary.

6.4 HYA Grounds Management

HYA is conscientious about grass height and tries to maintain the height below 14 inches, where possible. The airport regularly mows drainage ditches and other hard-to-maintain areas, where possible. HYA is also diligent about keeping clean grounds without trash and debris. Trash receptacles are kept closed, tidy and segregated on airport grounds.

7. REVIEW AND TRAINING

7.1 WHMP Review and Evaluation

To ensure that the wildlife program is effective and action is being taken to alleviate wildlife-aircraft interactions to the maximum extent practicable, this WHMP will be annually reviewed by the Assistant Airport Manager, the Wildlife Coordinator, another designated HYA Operations and Maintenance personnel, and USDAWS. The review and evaluation of the plan will be in accordance with all the requirements of 139.337 (f) (6), including evaluating the plans effectiveness, aspects of the WHA that should be reevaluated, and procedures to review the plan whenever any of the triggers in 139.337 b occur. These triggers include a multiple strike, engine ingestion, damaging strike, or species and/or numbers of wildlife are observed on the airport that could cause these strikes. Changes to the WHMP will be submitted to a FAA for review and approval. The WHMP shall accurately reflect current practices and procedures for mitigating wildlife hazards and support HYA and FAA safety requirements.

7.2 Training

HYA personnel actively involved in the implementation of this WHMP shall receive initial and recurrent hazardous wildlife management training at least once every 12 consecutive calendar months that will address the material referenced in the FAA AC 150/5200-36A: *Qualifications for*

Wildlife Biologist Conducting Wildlife Hazard Assessments and Training Curriculums for Airport Personnel Involved in Controlling Wildlife Hazards on Airports. This training will optimize the effectiveness of methods and ensure continued compliance with Federal and State regulations. Training conducted by USDA, APHIS, Wildlife Services will provide both classroom and use of firearms training. The firearms training will be provided by a licensed national Rifle Association (NRA) instructor or other qualified individual. This training will include the type of caliber of weapon used at HYA. Additionally, HYA personnel will receive periodic safety, radio communications, driving on the AOA, and safe use of pyrotechnics training. A record of all training HYA personnel receive, including participation in conferences, courses, workshops, self-study courses, and specialized on-the-job training will be maintained by HYA. Wildlife identification field guides are also provided in the Airport training. This training and recurrent training at least once every 12 consecutive calendar months will be required for individuals from any independent organizations that perform duties in this WHMP at HYA, including USDA Wildlife Services. The Wildlife Coordinator will be responsible for maintaining training records for all Airport Operations and Maintenance personnel. USDA Wildlife Services will maintain training records of all USDA Wildlife Services personnel and records of HYA personnel trained by USDA Wildlife Services.

APPENDICES:

A. Wildlife Control Log/Survey Sheet
B. FAA Bird/Other Wildlife Strike Report Sheet FAA Form
C. FAA Approved Wildlife Hazard Training Outline
D. List of State Threatened, Endangered, and Special Concern Species Occurring in Barnstable, MA
E. Commonwealth of Massachusetts Depredation Permit
F. USFWS Migratory Bird Depredation Permit
G. USFWS Eagle Depredation Permit

FAA APPROVED:

AIRPORT OPERATIONS
WILDLIFE SURVEY (A-41)

DATE:

WILDLIFE TYPE							
C	CROW	F	FOX	PP	PIPING PLOVER	T	TURKEY
CY	COYOTE	CG	GEESE	G	SEAGULL	X	OTHER
DR	DEER	O	OSPREY	S	SPARROW		
D	DUCK	P	PIGEON	SS	STARLING		

WILDLIFE STRIKE(S)			
STRIKE 1		**STRIKE 2**	
TIME		TIME	
WILDLIFE TYPE		WILDLIFE TYPE	
NUMBER OF WILDLIFE		NUMBER OF WILDLIFE	
AIRCRAFT N#		AIRCRAFT N#	
STRIKE 1 REPORTS		**STRIKE 2 REPORTS**	
Report Written Y / N	Submitted to FAA Y / N	Report Written Y / N	Submitted to FAA Y / N
Report #	Submitted via web / fax / mail	Report #	Submitted via web / fax / mail
Remains Collected Y / N	Sent to Smithsonian on:	Remains Collected Y / N	Sent to Smithsonian on:
STAFF INITIAL		STAFF INITIAL	

WILDLIFE INSPECTIONS									
INSP #	INITIALS	TIME	WX	RWY	TEMP	WIND D/V	DISP TYPE	TAKE #	NOTES
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									

APPENDIX B
FAA Bird/Other Wildlife Strike Reports (FAA Form 5200-7)

Form Approved OMB NO. 2120-0045
3/31/2010

U.S. Department of Transportation
Federal Aviation Administration

BIRD / OTHER WILDLIFE STRIKE REPORT

1. Name of Operator	2. Aircraft Make/Model	3. Engine Make/Model
4. Aircraft Registration	5. Date of Incident ___/___/___ (Month / Day / Year)	6. Local Time of Incident ☐ Dawn ☐ Dusk ☐ Day ☐ Night ___ HR ___ MIN ☐ AM ☐ PM
7. Airport Name	8. Runway Used	9. Location if En Route (Nearest Town/Reference & State)
10. Height (AGL)	11. Speed (IAS)	

12. Phase of Flight

- ☐ A. Parked
- ☐ B. Taxi
- ☐ C. Take-off Run
- ☐ D. Climb
- ☐ E. En Route
- ☐ F. Descent
- ☐ G. Approach
- ☐ H. Landing Roll

13. Part(s) of Aircraft Struck or Damaged

	Struck	Damaged		Struck	Damaged
A. Radome	☐	☐	H. Propeller	☐	☐
B. Windshield	☐	☐	I. Wing/Rotor	☐	☐
C. Nose	☐	☐	J. Fuselage	☐	☐
D. Engine No. 1	☐	☐	K. Landing Gear	☐	☐
E. Engine No. 2	☐	☐	L. Tail	☐	☐
F. Engine No. 3	☐	☐	M. Lights	☐	☐
G. Engine No. 4	☐	☐	N. Other: (Specify)	☐	☐

14. Effect on Flight

- ☐ None
- ☐ Aborted Take-Off
- ☐ Precautionary Landing
- ☐ Engines Shut Down
- ☐ Other: (Specify)

15. Sky Condition

- ☐ No Cloud
- ☐ Some Cloud
- ☐ Overcast

16. Precipitation

- ☐ Fog
- ☐ Rain
- ☐ Snow
- ☐ None

17. Bird/Other Wildlife Species

18. Number of birds seen and/or struck

Number of Birds	Seen	Struck
1	☐	☐
2-10	☐	☐
11-100	☐	☐
more than 100	☐	☐

19. Size of Bird(s)

- ☐ Small
- ☐ Medium
- ☐ Large

20. Pilot Warned of Birds ☐ Yes ☐ No

21. Remarks *(Describe damage, injuries and other pertinent information)*

DAMAGE / COST INFORMATION

22. Aircraft time out of service:	23. Estimated cost of repairs or replacement (U.S. $):	24. Estimated other Cost (U.S. $) (e.g. loss of revenue, fuel, hotels):
_____ hours	$	$

Reported by (Optional)	Title	Date

Paperwork Reduction Act Statement: The information collected on this form is necessary to allow the Federal Aviation Administration to assess the magnitude and severity of the wildlife-aircraft strike problem in the U.S. The information is used in determining the best management practices for reducing the hazard to aviation safety caused by wildlife-aircraft strikes. We estimate that it will take approximately 6 minutes to complete the form. The information collected is voluntary. Please note that an agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number. The OMB control number associated with this collection is 2120-0045. Comments concerning the accuracy of this burden and suggestions for reducing the burden should be directed to the FAA at: 800 Independence Ave SW, Washington, DC 20591, Attn: Information Collection Clearance Officer, ABA-20

FAA Form 5200-7 (11-97) Supersedes Previous Edition Electronic Version (Adobe) * U.S. GPO:1997-432-349/74201 NSN: 0052-00-651-9005

APPENDIX C

Wildlife Hazards at Airports Training Outline

- **Introduction – Wildlife Hazards at Airports "Why are we here?"**

  History of wildlife-aviation problems
  Wildlife hazards to aviation
  Wildlife attractants
  Airports responsibilities

- **Hazardous Species**

  Airport environment
  Attractants on the airport
  Off-site attractants
  Seasonality of species

- **Rules, Regulations and Permits**

  Non-FAA laws and policies
  FAA regulations and advisories
  State laws and policies
  Local laws and ordinances

- **Basic Bird Identification**

  Field Gear
  Common birds
  Bird factors
  Environment/habitat
  Record keeping/surveys

- **Wildlife Hazard Log and Strike Collection**

  Data Base
  Procedures for collection (hands on)
  Collection forms and documentation
  Reports
  Airman

- **Techniques to Manage Wildlife Hazards at Airports**

  Wildlife Hazards
  Proactive management
  Reactive management

The WHA at HYA had five main objectives, these were as follows.

1. An analysis of the events of circumstances that prompted the assessment
2. Identification of the wildlife species observed and their numbers, locations, local movements, and daily and seasonal occurrences.
3. Identification and location of features on and near the airport that attract wildlife
4. A description of wildlife hazards to air carrier operations
5. Recommended action for reducing identified wildlife hazards to air carrier.

The WHA placed a particular emphasis on identification and abatement of wildlife hazards within the airfield environment. Additional wildlife attractants (e.g., lakes, commercial properties, etc.) within 5 miles of the airfield are also addressed as they can potentially attract wildlife in a manner that could jeopardize safety of air traffic operating into and out of HYA.

APPENDIX D
List of State Threatened, Endangered, and Special Concern Species Occurring in Barnstable, MA

CommonName	ScientificName	MESA Status	Federal Status	Most Recent Observation
Coastal Heathland Cutworm	Abagrotis nefascia	SC		1982
Grasshopper Sparrow	Ammodramus savannarum	T		1993
Comet Darner	Anax longipes	SC		2009
Purple Needlegrass	Aristida purpurascens	T		1916
Short-eared Owl	Asio flammeus	E		Historic
Long-eared Owl	Asio otus	SC		1978
Frosted Elfin	Callophrys irus	SC		2012
Mitchell's Sedge	Carex mitchelliana	T		1988
Piping Plover	Charadrius melodus	T	T	2011
Chain Dot Geometer	Cingilia catenaria	SC		1954
Bushy Rockrose	Crocanthemum dumosum	SC		2011
Commons's Panic-grass	Dichanthelium ovale ssp. pseudopubescens	SC		1986
Wright's Panic-grass	Dichanthelium wrightianum	SC		2012
Tule Bluet	Enallagma carunculatum	SC		1941
Scarlet Bluet	Enallagma pictum	T		2005
Pine Barrens Bluet	Enallagma recurvatum	T		2009
Northern Right Whale	Eubalaena glacialis	E	E	2010
Agassiz's Clam Shrimp	Eulimnadia agassizii	E		2009
Walker's Limpet	Ferrissia walkeri	SC		2006
Barrens Buckmoth	Hemileuca maia	SC		1994
Redroot	Lachnanthes caroliana	SC		2012
Tidewater Mucket	Leptodea ochracea	SC		2011
New England Blazing Star	Liatris scariosa var. novae-angliae	SC		2012
Eastern Pondmussel	Ligumia nasuta	SC		2010
Sandplain Flax	Linum intercursum	SC		2013
Rigid Flax	Linum medium var. texanum	T		1983
Dwarf Bulrush	Lipocarpha micrantha	T		2012
Heartleaf Twayblade	Listera cordata	E		1916
Diamond-backed Terrapin	Malaclemys terrapin	T		2011
Bayard's Green Adder's-mouth	Malaxis bayardii	E		1989
Bridle Shiner	Notropis bifrenatus	SC		2009
Adder's-tongue Fern	Ophioglossum pusillum	T		1960s
Philadelphia Panic-grass	Panicum philadelphicum ssp. philadelphicum	SC		1989
Chain Fern Borer Moth	Papaipema stenocelis	T		1950
Water-willow Borer Moth	Papaipema sulphurata	T		2004

Northern Parula	Parula americana	T		1989
Pondshore Knotweed	Persicaria puritanorum	SC		2012
Mustard White	Pieris oleracea	T		1949
Maryland Meadow Beauty	Rhexia mariana	E		1967
Spatterdock Darner	Rhionaeschna mutata	SC		2009
Short-beaked Bald-sedge	Rhynchospora nitens	T		2002
Long-beaked Bald-sedge	Rhynchospora scirpoides	SC		2012
Torrey's Beak-sedge	Rhynchospora torreyana	E		2012
Slender Marsh Pink	Sabatia campanulata	E		2012
Plymouth Gentian	Sabatia kennedyana	SC		2012
Terete Arrowhead	Sagittaria teres	SC		2009
Oak Hairstreak	Satyrium favonius	SC		1982
Eastern Spadefoot	Scaphiopus holbrookii	T		2011
Papillose Nut Sedge	Scleria pauciflora	E		1986
Bristly Foxtail	Setaria parviflora	SC		1919
Pine Barrens Speranza	Speranza exonerata	SC		1968
Swamp Oats	Sphenopholis pensylvanica	T		1988
Grass-leaved Ladies'-tresses	Spiranthes vernalis	T		1986
Roseate Tern	Sterna dougallii	E	E	2012
Common Tern	Sterna hirundo	SC		2012
Arctic Tern	Sterna paradisaea	SC		1901
Least Tern	Sternula antillarum	SC		2012
Eastern Box Turtle	Terrapene carolina	SC		2013
Cranefly Orchid	Tipularia discolor	E		1983
Subulate Bladderwort	Utricularia subulata	SC		1918
Pine Barrens Zale	Zale lunifera	SC		1951

APPENDIX E
Commonwealth of Massachusetts Depredation Permit

MASSWILDLIFE

DIVISION OF
FISHERIES & WILDLIFE

251 Causeway Street, Ste. 400, Boston, MA 02114
p: (617) 626-1590 | f: (617) 626-1517
MASS.GOV/MASSWILDLIFE

LETTER PERMIT

VALID
2024

Cape Cod Gateway Airport
Robert Holzman, Operations Supervisor
480 Barnstable Road, 2nd Floor
Hyannis, MA 02601

DATE: 12/19/2023
PERMIT#: 014.24APL

SUBPERMITTEES: Robert Holzman, Hildergardis Rios, Arthur Jenner, Jr., Leonid Soldatov, Joshua Bell, Bradley Everson, Jay Ruhr, William Plikaitis, Edward Longo, Daniel Tourjee and Employees of USDA, Wildlife Services

In Accordance with powers vested in me by clause 2 of section 4 of Chapter 131 of the Massachusetts General Laws, the above-named person(s) is(are) hereby authorized to kill by the shooting of firearms, migratory birds, white-tailed deer, black bear, wild turkeys, coyotes, red foxes, grey foxes, raccoons, woodchuck, striped skunk, porcupine, grey squirrel and opossum determined to be a hazard to aircraft and/or personnel safety at the above-named Airport. This permit is only valid for the taking of Migratory Birds when accompanied by a United States Fish and Wildlife Service Migratory Bird Depredation Permit authorizing such activity.

This permit is issued pursuant to the following conditions

1. Authorization is granted to frighten and/or kill wild migratory birds by using approved scaring devices and to take herring, ring-billed and great black-backed gulls, common crows, Canada geese and blackbirds and any other species authorized by a current state/federal co-signed Migratory Bird Depredation Permit, by shotgun only using steel shot per 50 CFR 21.41 (2), when birds are creating or about to create a hazard to aircraft.

2. In case of an emergency, other species that are not state or federally listed as endangered or threatened may be taken by shotgun ***but must be reported to the Division of Fisheries and Wildlife at 508-389-6300 by the following business day following the action.***

3. All carcasses collected under this permit must be (1) turned over to the U.S. Department of Agriculture for official purposes, (2) donated to a public educational or scientific institution as defined in 50 CFR 10 or (3) completely destroyed by burial or incineration.

4. Authorized Personnel must carry and display this permit upon request when conducting any activity authorized herein.

5. The primary permittee must Maintain records and submit a written report to the Division of Fisheries and Wildlife detailing all actions conducted under this permit by January 31, 2025. This report must include a tally of all birds and mammals by species which were taken under the authority of this permit.

6. The primary permittee must also submit a list of all birds and mammals reported to have been struck by planes, and that were found dead on the airfield, by January 31, 2025. Any state-listed species found dead or injured must be reported to the Division of Fisheries and Wildlife by the first business day following the discovery, and frozen until it can be turned over to the Division or until other instructions are given by the Division.

7. No specimen(s) may be permanently retained for personal use. No specimen or portion thereof shall be sold or transferred to another not duly licensed without prior authorization from the Division. Deer taken under the authority of this permits shall be turned over to the Division of Fisheries and Wildlife or Environmental Police.

Finally, this permit does not authorize hunting, generally, on airport property. It only allows for the killing by subpermittees of wildlife that poses an immediate hazard to airport safety. Consequently, in the event that an airport allows hunting, generally, on its property, members of the public engaged in hunting on airport property outside of the authority of the Airport Permit do not have to be listed as subpermittees. However, such persons must have a current MA Hunting/Sporting license and comply with all applicable hunting laws and regulations.

Mark S. Tisa

Mark Tisa Ph.D., M.B.A., Director

MASSWILDLIFE

APPENDIX F
USFWS Migratory Bird Depredation Permit

DEPREDATION AT AIRPORTS
Permit Number: MBPER0045458
Version Number: 0
Effective: 2023-10-10 **Expires:** 2024-09-30

Issuing Office:
Department of the Interior
U.S. FISH AND WILDLIFE SERVICE
MB Hadley Permit Office
300 Westgate Center Drive
Hadley, Massachusetts 01035-0779
permitsR5MB@fws.gov
Tel: 413-253-8643

Digitally signed by
ZACHARY LADIN
Digitally signed by ZACHARY LADIN
Date: 2023.10.12 13:11:22 -04'00'

Permittee:
Cape Cod Gateway Airport
480 Barnstable Road
Hyannis, Massachusetts 02601
U.S.A.

Name and Title of Principal Officer:
Katie Servis Airport Manager

Authority: Statutes and Regulations: 16 U.S.C 703-712 50 CFR Part 13, 50 CFR 21.100

Location where authorized activity may be conducted:

Cape Cod Gateway Airport property.

Reporting requirements:

ANNUAL REPORT DUE with next renewal or IF NOT RENEWING, 30 days after permit expiration. You must submit an annual report to your Regional Migratory Bird Permit Office each year, even if you had not activity. Form can be found at:

Federal Aviation Administration
New England Region Airports Division
APPROVED
Apr 29 2024
TAD
Airport Certification Safety Inspector

https://fwsepermits.servicenowservices.com/fws (https://fwsepermits.servicenowservices.com/fws) Under “Explore Permits”, and select your permit type. Annual Report Form is under “Permit Details”. NOTE that on your annual report you’re are required to list out the numbers of individual species that were taken.

Authorizations and Conditions:

Last Full Review: 2023 Next Full Review: 2028

Migratory Bird Permit Office Contact: PermitsR5@fws.gov

A. To resolve or prevent threats to human safety and/or aircraft safety at airports or airfields, you are authorized to take, temporarily possess, and transport the migratory birds specified below.

(1) Additional authorization is required for bald eagles, golden eagles, and bird species federally or state listed as threatened or endangered (t/e) (http://www.fws.gov/endangered (http://www.fws.gov/endangered)).

Take of Birds of Conservation Concern (BCC) requires additional notification (see A(5) below). A list of BCC species can be found at: https://www.fws.gov/media/birds-conservation-concern-2021pdf (https://www.fws.gov/media/birds-conservation-concern-2021pdf)

For information on the presence of bird species at your airport, we recommend using IPAC: https://ipac.ecosphere.fws.gov/ (https://ipac.ecosphere.fws.gov/)

(2) Lethal Take:

(a) FIFTY (50) TOTAL Herring gull, Ring-billed gull, Greater black-backed gull in any species combination;

(b) TWENTY (20) EACH: Canada geese;

(c) TWENTY (20) Mallards or American black ducks in any species combination

(c) FIFTEEN (15) Osprey;

(d) FOUR (4) EACH: Turkey vulture, Great blue heron;

(3) Active Nest Take (including egg destruction/addling):

up to TEN (10) Herring gull or greater clack-backed gull nests in any species combination;

(4) Trap-Relocate:

up to ZERO (0) Migratory Birds (including eagles, t/e, and BCC species)

(5) Emergency Take:

You are authorized to exceed the take authorized in 2-4 above in emergency situations and/or to take BCC species. You must notify your Migratory Bird Permit Office (contact information above Condition A) within 48 hours and include the following information:

(i) Emergency situation description, including date and time

(ii) Species and number of bird(s) taken

(iii) Method of take

A response from the office is not expected nor required. You will be contacted only if further coordination is appropriate.

State restrictions: No species may be taken which is State listed as Endangered, Threatened, or Special Concern, without prior written authorization from the Massachusetts Division of Fisheries and Wildlife, Field Headquarters, Westboro, Massachusetts. Here are State listed species: https://www.mass.gov/info-details/list-of-endangered-threatened-and-special-concern-species . Please contact Natural Heritage and Endangered Species Program, Attn: Regulatory Review, Massachusetts Division of Fisheries & Wildlife, 1 Rabbit Hill Road, Westborough, MA 01581 with any proposed State listed species take.

(6) To minimize the lethal take of migratory birds, you are required to continually apply non-lethal methods in conjunction with lethal control. All take must be done as part of an integrated wildlife damage management program that implements nonlethal management techniques. You may not use this authority for situations in which migratory birds are merely causing a nuisance.

(7) Do not report the following activities under your Airport Depredation permit. If activities are conducted under a Depredation Order, Conservation Order, or other regulatory authorization or permit you should conduct activities in accordance with those authorizations and reporting requirements. Canada goose nests should be taken and reported under the Resident Canada Goose registration system (https://epermits.fws.gov/eRCGR/ (https://epermits.fws.gov/eRCGR/)).

B. Methods. You may use the following methods of take. The use of any of the below methods is at your discretion for each situation.

(1) Firearms. Shotguns, rifles, and professional air rifles are authorized. Shotguns used must be no larger than 10-gauge and must be fired from the shoulder. Nontoxic ammunition (e.g. bullets and shot) must be used if humane and feasible. If nontoxic ammunition is not humane or

feasible, lead ammunition may be used. If lead ammunition is used, bird remains must be disposed of in a manner that prevents further introduction of lead in the environment. Use of lead ammunition is prohibited over water. Firearm use must be in accordance with all other applicable laws and ordinances.

Paint ball guns may be used to haze birds but are not an authorized firearm for take. You may not use blinds, pits, or other means of concealment, decoys, duck calls, or other devices to lure or entice migratory birds into gun range.

(2) Lethal and/or live traps. All trapping must be under humane and healthful conditions (50 CFR 13.41).

Use of Pole Traps is prohibited.

Trap-and-euthanized birds count toward the lethal take authorized under Condition A of your permit. If birds are trapped and released, birds must be released in suitable habitat in an area where they are unlikely to pose a depredation threat. When appropriate, birds should be relocated a distance sufficient to minimize potential for return to the capture site. This permit does not authorize retaining birds in captivity longer than 24 hours. Additional state and/or tribal authorization may be required for release. The Service recommends banding or marking released raptors under a USGS Bird Banding permit prior to release.

If a bird is not appropriate for release to the wild, it may be transferred as non-releasable to an individual or entity authorized to receive live birds, such as for educational use or to a licensed falconer. Approval from your Migratory Bird Permit Office is required PRIOR to transferring birds. Transferred birds count toward the lethal take authorized under Condition A, as they are removed from the wild population. Contact your Migratory Bird Permit Office prior to placement to request authorization (contact information above Condition A).

(3) Nest Take. Viable eggs may be oiled, addled, or destroyed. Eggs must by oiled using only 100% corn oil, a substance exempt from regulation by the Environmental Protection Agency. Eggs may be addled in any humane manner (see 6 below). Nests, including viable eggs, may be destroyed by any humane method, provided they are completely destroyed and eggs and/or nests are not retained after destruction.

Report take as number of active nests (not number of eggs). Do not report inactive nests taken (nests with no viable eggs or chicks present). No federal authorization is required for the take of inactive migratory bird nests.

(4) Registered animal drugs (excluding nicarbazin), pesticides, and repellents. Must be humane and used in accordance with label instructions. Additional state and/or tribal authorization may be required for use.

(5) Falconry Abatement. Migratory birds may be killed by abatement falconry birds. Birds killed by falconry abatement count toward the lethal take authorized under Condition A. Additional state and/or tribal authorization may be required.

(6) Any live birds trapped or otherwise in-hand must be in humane and healthful conditions (50 CFR 13.41). Birds euthanized must follow the American Veterinary Medical Association Guidelines on Euthanasia (https://www.avma.org/resources-tools/avma-policies/avma-guidelines-euthanasia-animals). (https://www.avma.org/resources-tools/avma-policies/avma-guidelines-euthanasia-animals%29.)

C. Sick, injured, or orphaned migratory birds. You may possess and immediately transport any birds found sick, injured, or orphaned to a federally permitted rehabilitator or licensed veterinarian for care. You do not need to report these birds (50 CFR 21.76(a)), except:

Birds injured by your activities must be humanely euthanized or transferred immediately to a federally permitted migratory bird rehabilitator or a licensed veterinarian for medical care at the permittee's expense. You must report any birds injured by your activities on your Annual Report.

D. Salvage. You are authorized to salvage and temporarily possess migratory birds found dead. Salvaged birds must be disposed of as described in Condition E below within 6 months of salvage. Before you salvage any bird killed by suspected illegal activity, you must first contact the U.S. Fish and Wildlife Service Office of Law Enforcement (OLE) for authorization to salvage that bird. See FWS OLE contact information below.

Any dead bald eagle or golden eagle salvaged must be reported within 48 hours to your local U.S. Fish and Wildlife Service Office of Law Enforcement (contact information below) and to your migratory bird permit issuing office (contact information above Condition A). After clearance

from OLE, contact the National Eagle Repository at (303) 287-2110 for shipment directions of these specimens.

E. Disposition of dead migratory birds. Migratory birds, nests, or eggs taken under this permit must be disposed of by one of the following:

(1) Donated to an individual or entity authorized by permit or regulation to receive donated birds (i.e. scientific, educational, or tribal use);

(2) Completely destroyed in accordance with local laws and ordinances;

(3) Retained for diagnostic or personnel training purposes;

(4) Retained and used as effigies; or

(5) If the species is a migratory game bird and suitable for consumption, donated to a public charity.

F. Reporting.

Immediate Notification. You must immediately notify your Migratory Bird Permit Office at the contact information above Condition A about:

(1) Emergency Take (Condition A(4))

(2) Salvage of eagles (Condition D)

Annual Report. You must submit an annual report (Form 3-202-9). You must report take by species (e.g. ring-billed gull, Canada goose) and method (e.g. kill, nest take, trap-release, trap-relocate, DRC-1339).

G. Subpermittees. A subpermittee is an individual to whom you have provided written authorization to conduct some or all of the permitted activities in your absence. As the permittee, you are legally responsible for ensuring that your subpermittees are adequately trained and adhere to the terms of your permit. The following subpermittees are authorized:

Employees of USDA/APHIS/Wildlife Services

You and any subpermittees must carry a legible paper or electronic copy of this permit and display it upon request whenever you are exercising its authority. Subpermittees must be at least 18 years of age. You are responsible for maintaining current records of who you have designated as a subpermittee, including copies of any designation letters provided to individuals not named above.

H. You and any subpermittees must comply with the below Standard Conditions. These standard conditions are a continuation of your permit conditions and must remain with your permit. These standard conditions are nationwide and may not be modified for individual permits.

1. All of the provisions and conditions of the governing regulations at 50 CFR part 13 and 50 CFR part 21.100 are conditions of your permit. Failure to comply with the conditions of your permit could be cause for suspension of the permit. If you have questions regarding these conditions, refer to the regulations or, if necessary, contact your migratory bird permit issuing office. For copies of the regulations and forms, or to obtain contact information for your issuing office, visit: https://www.fws.gov/program/migratory-bird-permit/permit-types-and-forms (https://www.fws.gov/program/migratory-bird-permit/permit-types-and-forms)

2. General conditions set out in Subpart B of 50 CFR 13, and specific conditions contained in Federal regulations cited above, are hereby made a part of this permit. All activities authorized herein must be carried out in accord with and for the purposes described in the application submitted. Continued validity, or renewal of this permit is subject to complete and timely compliance with all applicable conditions, including the filing of all required information and reports.

3. The validity of this permit is also conditioned upon strict observance of all applicable foreign, state, local tribal, or other federal law.

4. Valid for use by permittee named above.

5. Explosive Pest Control Devices (EPCDs) are regulated by the Bureau of Alcohol, Tobacco, Firearms, and Explosives (ATF). If you plan to use EPCDs, you require a Federal explosives permit, unless you are exempt under 27 CFR 555.141. Information and contacts may be found at https://www.atf.gov/resource-center/fact-sheet/fact-sheet-federal-firearms-and-explosives-licenses-types (https://www.atf.gov/resource-center/fact-sheet/fact-sheet-federal-firearms-and-explosives-licenses-types)

6. If you encounter a migratory bird with a Federal band issued by the U.S. Geological Survey Bird Banding Laboratory, Laurel, MD, report the band number to http://www.reportband.gov (http://www.reportband.gov).

7. You are responsible for obtaining appropriate, prior, written landowner permission for activity (take or release) of any migratory birds, nests, or eggs on lands where you are not the landowner or custodian.

8. You must maintain records as required in 50 CFR 13.46 and 50 CFR 21.100. All records relating to the

permitted activities must be kept at the location indicated in writing by you to the migratory bird permit issuing office.

9. Acceptance of this permit authorizes the U.S. Fish and Wildlife Service to inspect any wildlife held, and to audit or copy any permits, books, or records required to be kept by the permit and governing regulations.

10. You may not conduct the activities authorized by this permit if doing so would violate the laws of the

applicable State, county, municipal or tribal government or any other applicable law.

For suspected illegal activity, immediately contact USFWS Law Enforcement 1-844-FWS-TIPS (397-8477)

https://www.fws.gov/program/office-of-law-enforcement/contact-us (https://www.fws.gov/program/office-of-law-enforcement/contact-us)

APPENDIX G
USFWS Eagle Depredation Permit

EAGLE DEPREDATION

Permit Number: MB35822D-0
Effective: 04/09/2019 Expires: 03/31/2024

Issuing Office:

Department of the Interior
U.S. FISH AND WILDLIFE SERVICE
Migratory Bird Permit Office
300 Westgate Center Drive
Hadley, MA 01035-0779
Tel: 413-253-8643 Fax: 413-253-8424

Acting

CHIEF, MIGRATORY BIRD PERMIT OFFICE - REGION 5

Permittee:

BARNSTABLE MUNICIPAL AIRPORT
480 BARNSTABLE ROAD
2ND FLOOR
HYANNIS, MA 02601
U.S.A.

Name and Title of Principal Officer:
KATIE R. SERVIS - AIRPORT MANAGER

Authority: Statutes and Regulations: 16 USC 668a; 50 CFR Part 13, 50 CFR 22.23.

Location where authorized activity may be conducted:
Within airfield boundaries, Barnstable Municipal Airport, Hyannis, MA

'19 APR 22 3:23PM

Reporting requirements:
ANNUAL REPORT DUE: 01/31/20, 01/31/21, 01/31/22, 01/31/23, and 01/31/24
Annual Report forms available at: https://www.fws.gov/forms/3-202-11.pdf.
An annual report must be submitted even if hazing was not performed during the reporting period.

BARNSTABLE AIRPORT

Authorizations and Conditions:

A. General conditions set out in Subpart B of 50 CFR 13, and specific conditions contained in Federal regulations cited above, are hereby made a part of this permit. All activities authorized herein must be carried out in accord with and for the purposes described in the application submitted. Continued validity, or renewal of this permit is subject to complete and timely compliance with all applicable conditions, including the filing of all required information and reports.

B. The validity of this permit is also conditioned upon strict observance of all applicable foreign, state, local tribal, or other federal law.

C. Valid for use by permittee named above

D. You are authorized to use non-lethal scare devices, scare tactics or frightening devices to move or disperse bald eagles endangering human safety due to a high risk of a serious bird strike to landing and departing aircraft. You are authorized to use airhorns, pyrotechnics, and drive vehicles with horns as necessary to scare eagles. Pyrotechnics must not be shot directly at the eagles.

E. You must make a continuous effort to eliminate attractants and other physical properties that may draw eagles to airport property.

F. This permit does not authorize the killing, injury or capture of any eagle or the destruction of any young or nests.

G. This permit does not authorize the disturbance of eagles at active nest sites that contain eggs or young or nests.

Federal Aviation Administration
New England Region Airports Division
APPROVED
Apr 29 2024
TAD
Airport Certification Safety Inspector

Permit Number: MB35822D-0
Effective: 04/09/2019 Expires: 03/31/2024

H. You must notify the permit issuing office at PermitsR5MB@fws.gov within 48 hours of any injury or death of any eagle during project activities.

I. The following subpermittees are authorized: Designated employees of Barnstable Municipal Airport and USDA/APHIS/Wildlife Services

In addition, any other person who is (1) employed by or under contract to you for the activities specified in this permit, or (2) otherwise designated a subpermittee by you in writing, may exercise the authority of this permit.

J. You must submit a report of activities conducted under this permit to the USFWS, Migratory Bird Permit Office, 300 Westgate Center Drive, Hadely, MA 01035, by the due date specified on the face of the permit. The report form, 3-202-11, is available at: http://www.fws.gov/forms/3-202-11.pdf.

K. You must comply with the attached Standard Conditions for Eagle Depredation Permits. **These standard conditions are a continuation of your permit conditions *and must remain with your permit.***

For suspected illegal activity, immediately contact USFWS Law Enforcement at: 617-889-6616 (Chelsea, MA)

Standard Conditions
Eagle Depredation Permits
50 CFR 22.23

All of the provisions and conditions of the governing regulations at 50 CFR part 13 and 50 CFR part 22.23 are conditions of your permit. Failure to comply with the conditions of your permit could be cause for suspension of the permit. The standard conditions below are a continuation of your permit conditions and must remain with your permit. If you have questions regarding these conditions, refer to the regulations or, if necessary, contact your migratory bird permit issuing office. For copies of the regulations and forms, or to obtain contact information for your issuing office, visit: http://www.fws.gov/migratorybirds/mbpermits.html.

1. Unless otherwise specified on the face of this permit, you may not lethally take any bald eagle or golden eagle under this permit. Eagles may be taken only by the method(s) specified on the face of your permit. [*Note: Explosive Pest Control Devices (EPCDs) are regulated by the Bureau of Alcohol, Tobacco, Firearms, and Explosives (ATF). If you plan to use EPCDs, you require a Federal explosives permit, unless you are exempt under 27 CFR 555.141. Information and contacts may be found at* www.atf.gov/explosives/how-to/become-an-fel.htm.]

2. If you encounter an eagle with a Federal band issued by the U.S. Geological Survey Bird Banding Laboratory, Laurel, MD, report the band number to 1-800-327-BAND (2263) or http://www.reportband.gov.

3. This permit does not authorize take or release of any bald eagle or golden eagle on Federal lands without additional prior written authorization from the applicable Federal agency, or on State lands or other public or private property without prior written permission or permits from the landowner or custodian.

4. Unless otherwise specified on the face of the permit, any bald eagle or golden eagle taken under this permit must be promptly turned over to a U.S. Fish and Wildlife Service (Service) agent or other wildlife law enforcement officer designated on the face of the permit.

5. Any person exercising the authorities of this permit must carry a legible copy of this permit, *including these Standard Conditions*, and display it upon request to any State or Federal officer when exercising its authority.

6. You must maintain records as required in 50 CFR 13.46. All records relating to the permitted activities must be kept at the location indicated in writing by you to the migratory bird permit issuing office.

7. Acceptance of this permit authorizes the Service to inspect any wildlife held, and to audit or copy any permits, books, or records required to be kept by the permit and governing regulations.

8. You may not conduct the activities authorized by this permit if doing so would violate the laws of the applicable State, county, municipal or tribal government or any other applicable law.

(EADP 12/3/2011)

Federal Aviation Administration

Memorandum

Date: May 1, 2024

From: Cheryl Quaine, Environmental Protection Specialist, ANE-610

To: Tim Dagostino, ANE-620

Subject: Wildlife Hazard Management Plan for Cape Cod Gateway Airport (HYA)

REVIEW

The action items and components of the updated Wildlife Hazard Management Plan (WHMP) appear to be consistent with the categorical exclusion described in FAA Order 1050.1F - Environmental Impacts: Policies and Procedures, except as noted below. The proposed actions may proceed to implementation without further environmental review under the National Environmental Policy Act (NEPA).

EXCEPTIONS

☐ NO EXCEPTIONS NOTED

☒ The following actions have been included in the WHMP; however, they may require further review under NEPA, Section 163, and/or other special purpose environmental laws or regulations:

Table 1. Wildlife Hazard Management Plan Project List Project Description	**NEPA Notes**
Inspect, Repair, and Manage Vegetation in Existing Perimeter Fence	It is not clear from the description if installation of a wildlife fence skirt would have wetland impacts. If wetlands or surface waters (e.g., ponds) are present, consult the FAA's Environmental Protection Specialist.

A reevaluation of this review may be warranted if environmental circumstances change or if new information becomes available that could bear upon the proscribed actions. The FAA does not evaluate the WHMPs with respect to state, county or local requirements. This is the airport operator's responsibility.

Federal Aviation Administration
New England Region Airports Division
APPROVED
May 01 2024
TAD
Airport Certification Safety Inspector

TAB 20 Airport Condition Reporting (139.339)

20.1 Air carriers are notified of airport conditions which may affect safe operations as follows:

(a) When such a condition is recognized by an inspection of the airport or by any other means, the inspector shall utilize the Digital NOTAM Manager to issue a NOTAM and notify the Airport Traffic Control Tower. In the event the Digital NOTAM Manager is unavailable the inspector will notify the Leidos NOTAM information line via phone at 1-877-487-6867 to have the NOTAM issued. Upon such notification, the names/initials of the individuals to whom the information was given will be obtained and recorded, along with the time, date and his name in the NOTAM log. When the condition has been corrected or is changed, the information dissemination process will be repeated.

(b) It is the responsibility of the Airport Manager or his/her designee to assure that outstanding NOTAMs are reviewed for currency on a periodic basis.

(c) When NOTAMs are issued, the issuer will ensure that the actual wording of the NOTAM issued via the Digital NOTAM Manager is accurate. In the event the Digital NOTAM Manager is unavailable, every effort is made to obtain the actual wording of the NOTAM as issued by Leidos to assure its accuracy.

(d) A sample of the NOTAM is shown on page 20-4. The NOTAM log shall be retained for a period of twelve (12) months. A sample of the NOTAM log is shown on page 20-5.

20.2 Appropriate NOTAMs will be issued and the ATCT advised of the following conditions:

(a) Construction or maintenance activity on movement areas, safety areas or loading ramps and parking areas.

(b) Surface irregularities on movement areas or loading ramps and parking areas.

(c) Snow, ice, slush or water on the movement area or loading ramps or parking areas.

(d) Snow piled or drifted on or near movement areas contrary to Tab 7.

(e) Objects on the movement area or safety areas contrary to Tab 5.

(f) Malfunction of any lighting system required by Tab 6.

(g) Wildlife hazards.

(h) Non-availability of the aircraft rescue and firefighting capability required in Tab 9 and Tab 10.

(i) Unscheduled closure of the HYA ATCT during the normal operating hours of 0600 – 2200 daily.

a. HYA Operations will issue a NOTAM to alert operators that ARFF will monitor the CTAF/Tower frequency (119.50), this will include the effective time period and will follow the format: "…AD AP ARFF MNT CTAF 119.50 YYMMDDHHMM – YYMMDDHHMM".

20.3 If deemed necessary by the person issuing the NOTAM, the Airport Manager or his/her designated representative will be advised immediately and the procedures contained in Section will be implemented.

20.4 The persons listed on page 20-3 are authorized to issue NOTAMS.

20.5 See Exhibit C for Related AC References.

The persons listed below are authorized to issue NOTAMS:

(a) K. Servis

(b) M. Elia

(c) C. Bostwick

(d) D. Sears

(e) R. Holzman

(f) H. Rios

(g) B. Everson

(h) A. Jenner

(i) J. Ruhr

(j) J. Bell

(k) W. Plikaitis

(l) E. Longo

(m) D. Tourjee

(n) J. DeSilver

HYA

NOTAM ISSUED TO AFSS

NOTAM LOG #: ________

AFSS Phone: 1-877-487-6867
Fax: 1-703-858-5138

Date Issued: ________________ Issued By: ____________________

Time Issued: ________________ Issued To: ____________________
(Initals)

NOTAM:

____

____

____

____

____

____

NOTIFICATION:

ATCT: ________________ Airlines: ____________ ____________

____________ ____________

FBO: ____________ ____________

☐ ☐ ☐

NOTAM CANCELLED:

Date: ____________ Time: ____________

Cancelled By: __________ To: ______________

ATCT Notified
Airlines Notified
FBO'S Notified

*FILE AFTER NOTAM IS CANCELLED

FAA APPROVED
[signature]
DATE: JUL 28 2008

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7/14/2008 MR

HYA-ACM
Rev. Date: 7-14-08

Barnstable Municipal Airport
NOTAM Accountability Log

AIRPORT/IDENT: **HYA**

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FOR ENTRIES & CANCELLATIONS

HYA Log #	eNOTAM Ref#	NOTAM #	CONDITION DESCRIPTION	Issuer's Initials	Date/Time Of Issue	Canceller's Initials	Date/Time Cancelled
			FAA APPROVED				
			FEB 4 2010				
			LJH				

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TAB 21 Identifying, Marking, and Lighting Construction Areas (139.341)

21.1 The Airport Manager or his designated representative is responsible to insure that construction sites are properly marked and lighted.

21.2 When deemed appropriate by the Airport Manager or his designated representative, airport maintenance personnel or contractor personnel as appropriate will be directed to immediately mark and if necessary, light in accordance with the criteria contained in AC 150/5370 the following:

(a) Each construction area and unserviceable area which is on or adjacent to any movement area or any other area of the airport on which air carrier aircraft may be operated.

(b) Each item of construction equipment and each construction roadway, which may affect the safe movement of aircraft on the airport.

(c) Any area adjacent to a NAVAID that, if traversed, could cause derogation of the signal or the failure of the NAVAID.

21.3 The Airport Manager or his designated representative and the consulting engineers will conduct a review of all appropriate utility plans prior to construction, for avoiding damage to existing utilities, cables, wires, conduits, pipelines, or other underground facilities. Should it be deemed necessary underground facilities are staked out by the Airport Manager's representative prior to construction.

21.4 All proposed construction work which could possibly cause an interruption to or failure of a utility serving an airport field facility or a NAVAID which supports an air carrier operation is reviewed by the Airport Manager or his designated representative.

21.5 Normally, this review will include a review of all appropriate utility plans prior to construction to ensure avoiding damage to the existing utilities, cables, conduits, pipelines or other underground facilities. Prior to the start of construction, the Airport Consultant Engineer will ensure that all the underground facilities have been properly marked and staked out by the General Contractor.

21.6 Such reviews are accomplished, whenever possible, before the plans and specifications are developed, but no later than the pre-construction conference.

21.7 The proposed work is coordinated, where appropriate, with the local FAA Airways Facilities Sector Office to assure minimal interruption to NAVAIDS.

21.8 The Airport Manager or his designated representative shall assure that the underground power and control cables are staked out, as necessary, prior to excavation work being accomplished and that construction activities in these areas are closely monitored.

21.9 In the event that construction activities inadvertently result in a failure of essential Facilities or NAVAIDS the Airport Manager or his designated representative shall assure that immediate repairs are made by the contractor or the FAA. If necessary, NOTAMS will be issued as required in accordance with Tab 20 and the procedures contained in Tab 22 will be implemented.

21.10 See Exhibit C for Related AC References.

TAB 22 Non-Complying Conditions (139.343)

22.1 The Airport Manager or his/her designated representative shall be informed in the event that an inspection or any other means reveals a field condition that could adversely impact air carrier operations or does not meet the requirements of the ACM.

22.2 This information must be passed to the Airport Manager or his/her designated representative without delay.

22.3 The Airport Manager or his/her designated representative will evaluate the condition. If in his/her opinion the uncorrected condition is unsafe, air carrier operations in the affected area must be halted immediately. The decision will be based on his/her experience, on the requirements of the ACM and the Regulation.