Creating a
General Aviation
AIRPORT SECURITY PLAN

Airport Name

Date

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PART I – INTRODUCTION

A.   Purpose
Questions to address:
What is the purpose of developing the security plan?
Did you use TSA or the Iowa DOT for resources?
How often will the plan be reviewed?

The *Airport Name* Airport *Commission* and the *City* have developed this security
plan to enhance the security of general aviation operations at the *Airport Name*.
Although the airport is not currently regulated by the Transportation Security
Administration (TSA), guidelines issued by the ASAC working group on general
aviation security were reviewed during plan development. The intent of this
security plan is to help the airport commission, tenants, and local law enforcement
enhance security of the airport grounds, facilities, buildings and procedures. The
security plan will also identify procedures to use in an emergency and to report
suspicious behavior.

B.   Airport Security Committee
Consider the following when creating the security committee:
Who has a stake in the security at the airport?
Who should be involved in the development of the plan?

A security committee consisting of the *airport manager, fixed base operator, the*
airport commission chair, chief of police, fire chief, city manager, and a tenant
was established to review security at the airport and establish procedures.

C.   Point of Contact
Who will be the main security point of contact and provide a 24/7 availability?
Who will be a secondary contact?

The Airport Security Primary Point of Contact is the *Airport Manager*. The
airport manager can be reached at *xxx-xxx-xxxx* during working hours, and *xxx-*
xxx-xxxx after hours. The secondary point of contact is the *airport commission*
chair, xxx-xxx-xxxx.

The Airport Security Point of Contact is available as the emergency contact for
information from the Iowa DOT, Iowa Homeland Security, or the TSA on a 24-
hour basis. If unavailable for any reason, the City Police Department should be
contacted.

PART II – COMMUNICATION

A.   **Contact Information**
     Consider the following questions:
     Who are the tenants?
     Who needs to know the information?
     What type of information should go to which contacts?

     All emergency airport contact information is listed in Appendix 1. Also included
     is a listing of all tenant contact information in Appendix 2. Emergency contact
     information is posted in FBO hangars, the pilot lounge and on the office bulletin
     board.

B.   **Pilots/Tenants/Airport personnel**
     Consider the following questions:
     *How will we let pilots, tenants, and airport personnel know about the security
     items they need to know?*
     How will we deliver emergency information?
     How will we deliver threat information?
     Are awareness training sessions provided?

     The GA Security brochure and emergency contacts have been distributed to local
     pilots, tenants and airport personnel. As needed, but at least annual
     communication or meetings with tenants and pilots will be provided to address
     security concerns. The airport security contact person will disseminate the
     information as needed.

     Information is posted in strategic locations including _____.

PART III – PHYSICAL AIRPORT REVIEW

A.   **General Information**
     Consider the following questions:
     How is this airport used?
     How long is the runway?
     What type of aircraft commonly use the airport?
     Is the airport close to any nuclear plants?
     Is cargo shipped or brought into the airport? What type?
     What types of activities are routinely done at the airport?
     Are there any ag sprayers that use the airport?

     The Airport is a general aviation airport with a runway length of _____ feet, ___
     based single-engine aircraft and ___ ultralights, and is classified as a Category
     ____ airport. Approximately _____ operations (take offs and landings) take

place at the Airport in one year. Activities include: *Flight instruction, aircraft rental, charter service, and aircraft repair are available through the fixed base operator. Agricultural sprayers also use the airport during the summer. Very little cargo is transported in or out of this airport.*

B.   **Access Control**
Consider the following questions:
   Is perimeter fencing adequate to provide an effective deterrent?
   Is perimeter have natural access control?
   Is vehicle access to aircraft operating control adequate?
   Is pedestrian access controlled to aircraft operating areas?
   Are there any maintenance roads that provide access to airfield?

The airport has _____fencing along the entrance and adjacent road. The airport perimeter *is or is not* fenced. *Access would be difficult and not easily noticed. No fencing of this area is planned at this time.*

Vehicle access to the airside area is restricted through *fencing.* Only authorized automobile traffic is allowed on aircraft operating areas. Emergency personnel have been provided a key to all locked gates at the airport.

Access to the hangar area is controlled through *signage and a gate. Although an electronic gate is installed, it is not operational. The gate is manually used during high peak usage to maintain controlled access.*

Pedestrian traffic is controlled through *one access gate.*

C.   **Hangars**
Consider the following questions:
   How many hangars are at the airport?
   Are aircraft and walk-through doors equipped with locks?
   How many aircraft are in the hangars?
   Does the airport have a policy that doors are shut and locked when tenant not present?
   Are aircraft locked inside the hangars?

The airport has ___ *conventional hangars* and ___ *tee-hangars* with a capacity of ___ aircraft. Each hangar is equipped with padlocks on pedestrian doors and a locking system for the main hangar door. A list of tenants is attached in Appendix 2. It is a policy of this airport to keep hangar doors shut and locked when tenants are not present and aircraft are in the hangar.

D.   **Lighting**
Consider the following questions:
   Are hangar, ramp, terminal areas lit?

The hangar and apron areas are *well lit with photo sensor lighting*.

E.   Signage
Consider the following questions:
        Is appropriate signage posted at vehicle access points?
        Is appropriate signage posted at pedestrian access points?
        Are no trespassing signs posted on airport perimeter?

Restrictive signs are posted at vehicular and pedestrian access points. AOPA Watch signs are also posted at strategic locations. No Trespassing signs are posted along the perimeter fencing.

F.   Fueling
Consider the following questions:
        How many fuel tanks are on the airport?
        How are pumps locked? Are they locked when unattended, or all the time?
        Is there self fueling at the airport? Has it been programmed to limit excessive flowage at one time?
        Is the fuel farm accessible from exterior, perimeter public roads?
        Are parking areas separated from the fuel storage area?
        Are there any fuel trucks on the airport? Are they parked in a secure area?

One above *ground tank* holds _____ gallons of avgas, and another *above ground tank holds* _____ gallons of Jet A fuel. *Both pumps are locked when the airport is unattended. No self-fueling is done at this airport.*

G.   Layout map
Attach a layout map showing the fencing and access points, access to hangars and buildings, and shut off switches.

A layout map is attached in Appendix 3 showing the fencing and access points, access to hangars and buildings, and emergency shut off switches.

PART IV – SURVEILLANCE AND LAW ENFORCEMENT SUPPORT

A.   Airport Watch Program
Consider the following questions:
        Does the airport use the AOPA watch program?
        Are signs posted, training provided, information posted?
        Is law enforcement involved?

The Airport uses the AOPA Airport Watch Program. Signs are posted at vehicular and pedestrian access points. Training has been provided to airport

tenants and pilots on recognizing suspicious behavior. Posters reminding pilots are posted in the pilot lounge and the hangars. Local police are aware of the Airport Watch Program and assist in training programs.

B.   Routine Patrols
Consider the following questions:
> *What law enforcement agency is responsible for routine patrols?*
> *Has law enforcement been trained on airport facilities?*
> *Does law enforcement know the communication procedures?*

The city police department provides routine patrols at least once during each shift. When the security alert level increases, additional patrols of the airport are done.

C.   Homeland Security Alert System (HSAS)
The processes under each level can be changed to meet the local airport needs.

The five HSAS Alert Conditions correspond to various levels of threat to security. The TSA will determine whether to increase or decrease the HSAS Alert Condition for civil aviation security. The Sample Airport has identified additional procedures when the threat level increases.

Upon notification by Homeland Security, TSA, or the Iowa DOT that an HSAS Alert Condition has been implemented, upgraded or downgraded, the Sample Airport will follow the plan contained within the corresponding Alert Level.

> **Condition Green:** This condition is declared when there is a low risk of terrorist attacks.
> - Verify and maintain effective communications to ensure reliable communications between the airport and first responders.
> - Report suspicious activity to local law enforcement and the TSA GA Secure program.
> - Law enforcement maintains routine patrols at the airport
> - AOPA Watch Program is encouraged.
> - Fuel farms are secured.
> - Awareness of TFRs and flight restrictions.

> **Condition Blue:** This condition is declared when there is a general risk of terrorist attacks.
> Same as Condition Green plus:
> - Practice increased vigilance.

> **Condition Yellow:** This condition is declared when there is a significant risk of terrorist attacks.
> Same as Condition Green and Blue plus:
> - Law enforcement increases patrols at the airport.
> - Continue to implement AOPA Watch Program and renew training.

- Be aware of increased TFRs and flight restrictions
- Verify contacts and communications for all airport responders including civilian/military bomb squads/EOD units, explosive detection canine teams, medical, fire, etc.

Condition Orange: This condition is declared when there is a high risk of terrorist attacks.
Same as Condition Green, Blue, and Yellow plus:
- Law enforcement adds additional patrols at the airport.
- Increased vigilance through the AOPA Watch Program is encouraged and promoted.
- Post additional advisories

Condition Red: This condition reflects a severe risk of terrorist attacks.
Same as Condition Green, Blue, Yellow and Orange plus:
- Restrict access as necessary.
- Airport Security Point of Contact disseminates information as necessary.
- Law enforcement adds additional patrols at the airport.
- Extreme vigilance through the AOPA Watch
- Report suspicious activity to local law enforcement and the TSA GA Secure program.

D. Training
Consider the following questions:
> *Has law enforcement been trained on airport procedures?*
> *Is law enforcement involved in training of the Airport Watch program?*
> *Has law enforcement been provided keys or other needed access to the facility in case of emergencies?*

The city police department and the County Sheriff's Office have been trained on the airport facility, pilot identification, and security procedures at the airport. At least once a year, officers will be updated on any changes at the airport.

E. Contact Information
Consider the following question:
> *Has current contact information been developed and given to law enforcement?*

Both law enforcement agencies have been provided contact information of all tenants and emergency contact information for the airport.

PART IV – Incident Management/Emergency Response

A. **Suspicious Activity**
Consider the following questions:
> *What is the procedure for reporting suspicious behavior?*
> *What is the response time of local law enforcement when activity has been reported?*

Any person on the airport that observes suspicious behavior needing immediate attention in or around aircraft should contact local law enforcement immediately by calling 911. Either the County Sheriff's Department or the City Police will respond.

If the activity is not an emergency situation, but needs reviewed, the activity should be reported to 1-866-GA-SECURE and the local airport security contact. The local airport security contact will complete a Security Incident form, included in Appendix 4, and fax, mail or e-mail to the Iowa DOT Office of Aviation.

B. **Bomb Threats, or other Threat of Sabotage**
Consider the following questions:
> *What is the procedure if the airport receives a bomb threat?*
> *What law enforcement agencies respond? Are they familiar with the airport?*
> *What is the procedure if the airport has other sabotage threats?*
> *Are bomb threat checklists available at all phones?*
> *Are airport tenants included in the overall notification plan?*

Upon direct or referred receipt of; bomb threats, threats of sabotage, aircraft piracy, and other unlawful interference to civil aviation operations, the airport will immediately evaluate the threat in accordance with this security plan and report to the appropriate authorities on the contact list. Contact 911 immediately.

Airport Emergency Contact Information

	Name	Phone Number	Second Number
Airport Security Point of Contact			
Airport Manager			
Airport Commission Chair			
Police Department		911	Nonemergency Number:
County Sheriff		911	Nonemergency Number:
Fire Department		911	Nonemergency Number:
County Emergency Manager			
Iowa Department of Homeland Security		515-281-3231 (available 24/7)	
Iowa DOT Office of Aviation	Michelle McEnany	515-239-1659	
AOPA Watch		1-866-GA-SECURE	
Transportation Security Administration (see map for relevant TSA hub)			
	Federal Security Director – Pat Broderick	309-797-2423	309-230-0754
	Deputy Federal Security Director and GA Project Manager - Bob Boleyn	563-557-0932	319-270-2530
	Federal Security Director – Jay Brainard	515-953-2570	

Airport Tenants

Fixed Base Operator: _____

Phone Number: _____

Airport Tenants

Name	Phone Number	Aircraft	N-number	Hangar location

Airport Layout

Airport Security Incident Report

Airport Security Contacts should complete and submit this
form to the Iowa Dept of Transportation, Office of Aviation
after a security incident has been reported to local law
enforcement or 1-800-GA-SECURE.

Airport Name:	
Associated City Name:	
Security Contact Person:	
Telephone Number:	
E-mail:	
Date of Incident:	
Reported to:	
Description of Incident:	
Description of follow-up by law enforcement:	

Office of Aviation, Iowa DOT, 800 Lincoln Way, Ames, Iowa 50010
Phone: 515-239-1048 Fax: 515-233-7983
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