

BRUNSWICK GOLDEN ISLES AIRPORT

BRUNSWICK, GEORGIA



AIRPORT CERTIFICATION MANUAL (ACM)

CLASS 1 AIRPORT

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

A handwritten signature in blue ink, appearing to read "Robert J. Burr", is written over a horizontal line.

Robert J. Burr
Executive Director
Glynn County Airport Commission
(June 25, 2018)



[illegible]

FD - 2020

135000

AIRPORT CERTIFICATION MANUAL DISTRIBUTION LIST

The official file copy of the Airport Certification Manual is maintained in the Operations Department. Additionally, the Airport Certification Manual, including all revisions and amendments, is provided to the following recipients as posted on the airport website flygcairports.com:

1. Executive Director, GCAC
2. Airport Operations/ Facility Manager, GCAC
3. Airport Operations Coordinator, GCAC
4. Airports Division, FAA – Southern Region
5. Chief, Glynn County Fire Department
6. Chief, Glynn County Police Department
7. Director, Glynn County Emergency Management Agency
8. Director, Glynn Brunswick 911
9. GCFD, Station #5, Brunswick Golden Isles Airport
10. Station Manager, G2
11. Director, Brunswick Chapter – American Red Cross
12. Safety Director, Southeast Georgia Health Systems – Brunswick Campus
13. Manning Aviation, FBO
14. Gulfstream Aerospace
15. Stambaugh Aviation
16. Airport Security Office
17. U.S. Coast Guard, Brunswick Station
18. Georgia Dept. of Natural Resources
19. Glynn County Coroner
20. Federal Bureau Investigation, Brunswick Office
21. Transportation Security Administration, Brunswick Office

The Airport Emergency Plan Distribution list is posted within that Appendix



**AIRPORT CERTIFICATION MANUAL
TABLE OF CONTENTS**

SECTION 100	GENERAL	PAGE 1
SECTION 105	INSPECTION AUTHORITY	PAGE 3
SECTION 113	DEVIATION TO PART 139 REQUIREMENTS	PAGE 4
SECTION 201	ACM MAINTENANCE/REVISIONS	PAGE 5
SECTION 301	RECORDS	PAGE 6
SECTION 303	PERSONNEL	PAGE 7
SECTION 305	PAVED AREAS	PAGE 9
SECTION 307	UNPAVED AREAS	PAGE 10
SECTION 309	SAFETY AREAS	PAGE 11
SECTION 311	MARKINGS, SIGNS, & LIGHTING	PAGE 12
SECTION 313	SNOW & ICE CONTROL	PAGE 15
SECTION 315	ARFF INDEX	PAGE 16
SECTION 317	ARFF EQUIPMENT & AGENTS	PAGE 17
SECTION 319	ARFF OPERATIONAL REQUIREMENTS	PAGE 18
SECTION 321	HAZARDOUS MATERIALS	PAGE 22
SECTION 323	TRAFFIC & WIND INDICATORS	PAGE 26
SECTION 325	AIRPORT EMERGENCY PLAN (AEP)	PAGE 27
SECTION 327	SELF-INSPECTION PROGRAM	PAGE 28
SECTION 329	PEDESTRIANS & GROUND VEHICLES	PAGE 32
SECTION 331	OBSTRUCTIONS	PAGE 35
SECTION 333	PROTECTION OF NAV AIDS	PAGE 36
SECTION 335	PUBLIC PROTECTION	PAGE 37



**AIRPORT CERTIFICATION MANUAL
BRUNSWICK GOLDEN ISLES AIRPORT (BQK)**

SECTION 337	WILDLIFE HAZARD MANAGEMENT	PAGE 38
SECTION 339	AIRPORT CONDITION REPORTING	PAGE 40
SECTION 341	IDENTIFYING, MARKING & LIGHTING CONSTRUCTION & UNSERVICEABLE AREAS	PAGE 42
SECTION 343	NON-COMPLYING CONDITIONS	PAGE 43

ATTACHMENTS:

317-1	ARFF INVENTORY
321-1A	INSPECTION SHEET – MOBILE JET A FUELERS
321-1B	INSPECTION SHEET – MOBILE AVGAS FUELERS
321-2	INSPECTION SHEET – FUEL STORAGE AREAS
327-1	AIRPORT SAFETY INSPECTION CHECKLIST
329-1	AIRPORT MOVEMENT AREA PLAN
337-1	WILDLIFE OBSERVATION & REMOVAL REPORT
337-2	GA DEPT. OF NATURAL RESOURCES PERMIT
337-3	FISH AND WILDLIFE DEPREDATION PERMIT

APPENDICES:

APPENDIX 1	AIRPORT EMERGENCY PLAN (AEP)
APPENDIX 2	WILDLIFE HAZARD ASSESSMENT
APPENDIX 3	AIRPORT MARKING AND SIGNAGE PLAN



SECTION 100 -- GENERAL

A. ADMINISTRATOR'S ADDITIONAL PROVISIONS, LIMITATIONS, & EXEMPTIONS

1. Additional Provisions – None.
2. Limitations – None.
3. Exemptions – None.

B. AIRPORT INFORMATION

1. ADDRESS

Mailing address:

Glynn County Airport Commission
Brunswick Golden Isles Airport
295 Aviation Parkway, Suite 205
Brunswick, GA 31525

2. LOCATION

The Brunswick Golden Isles Airport (hereinafter referred to as "**Airport**") is located approximately 6 miles North East of the City of Brunswick, in Glynn County, Georgia.

3. AIRPORT OPERATOR/CLASS

The Airport is owned by Glynn County and is operated by the Glynn County Airport Commission as a Class 1 Airport under 14 CFR part 139. The Brunswick and Glynn County Development Authority appoints a 9 member Airport Commission Board to oversee and create Airport policy.

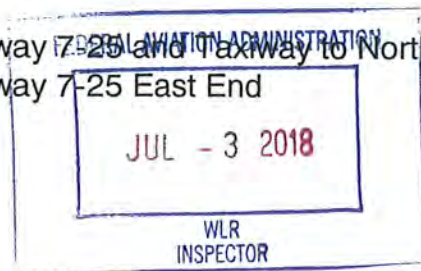
4. RUNWAY AND TAXIWAY IDENTIFICATION SYSTEM

The runway carries the standard magnetic heading identification, which is as follows:

- Runway 7-25 – 150' x 8001'

Taxiways are identified by a single letter and include the following:

- Taxiway A – Parallel to Runway 7-25
- Taxiway A-1 – Stub Taxiway for Runway 7-25 West End
- Taxiway A-2 – Stub Taxiway for Runway 7-25 and the Ramp
- Taxiway A-3 – Stub Taxiway for Ramp
- Taxiway A-4 – Stub Taxiway for Ramp
- Taxiway A-5 – Stub Taxiway for Runway 7-25
- Taxiway A-6 – Future development
- Taxiway A-7 – Stub Taxiway for Runway 7-25 and Taxiway to North Apron
- Taxiway A-8 – Stub Taxiway for Runway 7-25 East End



5. APRONS

The apron areas are as follows:

- West GA Apron – 33,232 Square Yards
- Terminal Apron – 10,111 Square Yards
- East GA Apron – 28,377 Square Yards
- North Apron – 25,000 Square Yards

6. AREAS AVAILABLE FOR AIR CARRIERS

Movement Areas

The following movement areas are available for use by air carrier aircraft:

- Runway 7-25 and associated taxiways

Apron Areas

The Terminal Apron and General Aviation Aprons are available for air carrier aircraft.

7. AREAS NOT AVAILABLE FOR AIR CARRIERS

The following areas are not available for use by air carriers and are excluded from airport certification requirements:

- Taxiway A-7, north of Runway 7-25
- East and West General Aviation Hangar taxi-lanes
- Apron area in front of Gulfstream Aerospace Hangars



SECTION 105 – INSPECTION AUTHORITY

The Airport shall allow the Federal Aviation Administration (FAA) Administrator or a designated representative to make any inspections, including unannounced inspections, or tests to determine compliance with 14 CFR part 139.



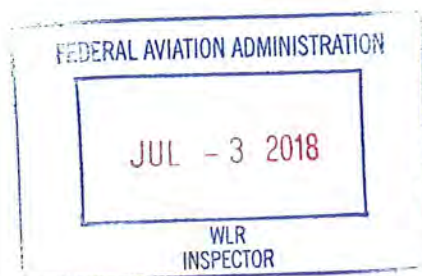
SECTION 113 -- DEVIATION TO PART 139 REQUIREMENTS

A. DEVIATION

In an emergency condition requiring immediate action for the protection of life or property, the Airport may deviate from an operations requirement of Title 14 CFR part 139, Subpart D, or the Airport Certification Manual, to the extent required to meet that emergency.

B. REPORTING

In the event of a deviation, the Airport shall notify the FAA Regional Airports Division by phone or email within 14 days of the nature, extent, and duration of the deviation. If requested by FAA the Airport shall submit a report in writing to the FAA Regional Airports Division Manager.



SECTION 201 – ACM MAINTENANCE/REVISIONS

A. ACM MAINTENANCE

The Airport will:

1. Maintain the ACM current at all times. The Airport Operations Department is responsible for maintaining currency of the ACM.
2. Maintain at least one complete and current copy of the approved ACM on the Airport, which will be available for inspection by the FAA. This copy will be maintained in the Glynn County Airport Commission office.
3. Furnish the applicable portions of the FAA approved ACM to the personnel responsible for its implementation.
4. Ensure that the Regional Airports Division is provided a complete copy of the most current ACM including any amendments approved on 139.205.

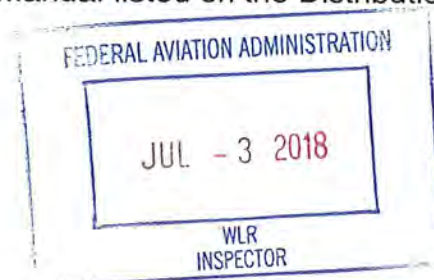
B. ACM REVISIONS/AMENDMENTS

The following procedure is in effect for revisions/amendments to the ACM:

1. Two copies of the revision will be submitted to the following address:

Federal Aviation Administration
Southern Region, Airports Division, ASO 620
P.O. Box 20636
Atlanta, GA 30320

2. Amendments to the ACM are significant changes to the ACM concerning method of compliance to Part 139 requirements and will be submitted at least 30 days prior to the proposed effective date. Revisions will be submitted as needed to maintain currency.
3. The ACM Page Revision Log will be completed and submitted with the revision.
4. Each page of the revision, including the Page Revision Log, will have the date of the revision.
5. Upon FAA approval, copies of the approved revision will be made and distributed to holders of the Airport Certification Manual listed on the Distribution List.



SECTION 301 -- RECORDS

A. FURNISH RECORDS

Upon request of the FAA Administrator, the Airport will furnish records listed under this section.

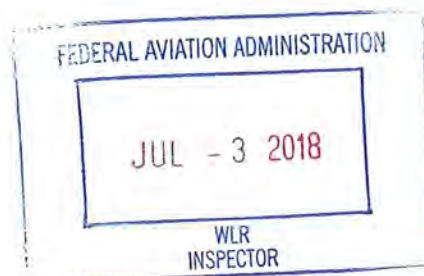
B. LIST OF REQUIRED RECORDS AND RECORD KEEPING SYSTEM

The Airport will file and maintain (paper copies) of the following records at the Airport Commission Office:

1. Personnel Training – 24 consecutive months for personnel training records under Sections 303 and 327.
2. Emergency Personnel Training – 24 consecutive months for ARFF & emergency medical service personnel training records under Section 319.
3. Airport Fueling Agent Inspection – 12 consecutive months for records of inspection of airport fueling agents under Section 321.
4. Fueling Personnel Training – 24 consecutive months for training records of fueling personnel under Section 321.
5. Self-Inspection – 12 consecutive months for self-inspection records under Section 327.
6. Movement Areas and Safety Areas Training – 24 consecutive months for records of training given to pedestrians and ground vehicle operators with access to movement areas and safety areas under Section 329.
7. Accident and Incident – 12 consecutive months for each accident or incident in movement areas and safety areas involving an air carrier aircraft and/or ground vehicle under Section 329.
8. Wildlife Hazard Management – 24 consecutive months for training related to wildlife hazard management.
9. Airport Condition – 12 consecutive months for records of airport condition information dissemination under Section 339.

C. ADDITIONAL RECORDS

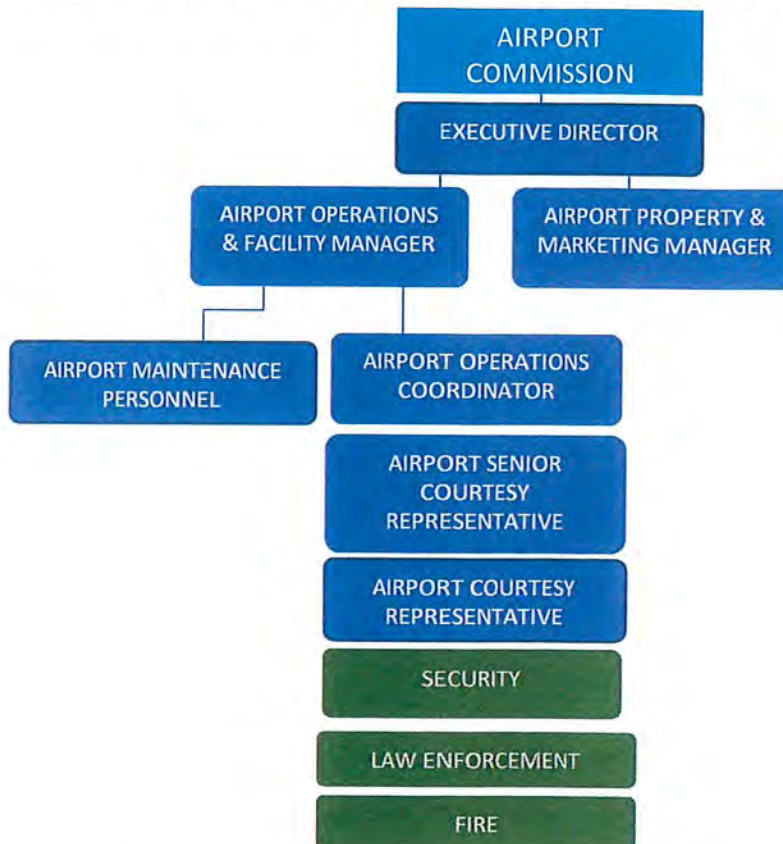
The Airport will make and maintain any additional records required by the FAA Administrator.



SECTION 303 -- PERSONNEL

A. LINES OF SUCCESSION OF OPERATIONAL RESPONSIBILITY

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



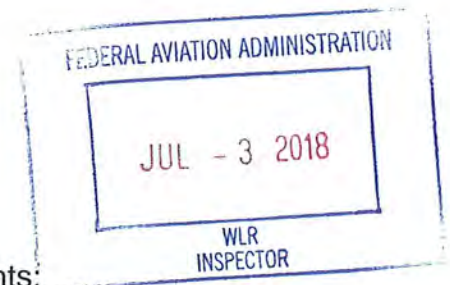
B. KEY PERSONNEL

Airport Executive Director
Airport Facilities & Operations Manager
Airport Operations Coordinator
Airport Property Manager

C. PERSONNEL REQUIREMENTS

The Airport will comply with the following personnel requirements:

1. Maintain sufficient qualified personnel to comply with the requirements of the ACM and the requirements of Title 14 CFR part 139.
2. Equip personnel with sufficient resources needed to comply with the requirements of Title 14 CFR part 139.
3. Train all personnel who access movement areas and safety areas and perform duties in compliance with the requirements of the ACM and Part 139. This training shall be completed before the initial performance of such duties and at



**AIRPORT CERTIFICATION MANUAL
BRUNSWICK GOLDEN ISLES AIRPORT (BQK)**

least once every 12 consecutive calendar months. The curriculum for initial and recurrent training shall include at least the following areas:

- a. Airport Familiarization, including Airport marking, lighting, and signs.
 - b. Procedures for access to, and operation in, movement areas and safety areas, as specified under Part 139.329.
 - c. Airport communications, including radio communication on the Common Traffic Advisory Frequency (CTAF) (BQK is a non-towered airport), and procedures for reporting unsafe airport conditions.
 - d. Duties required under the Airport Certification Manual and the requirements of Part 139.
 - e. Any additional subject areas required under Part 139 Sections 319, 321, 327, 329, 337, and 339, as appropriate.
4. Make a record of all training completed by each individual in compliance with this section that includes, at a minimum, a description and date of training received. Such records shall be maintained for 24 consecutive calendar months after completion of training.
5. As appropriate, comply with the following training requirements of this ACM:
- a. Section 319 - Aircraft rescue and firefighting: Operational requirements;
 - b. Section 321 - Handling and storage of hazardous substances and materials;
 - c. Section 327 - Self-inspection program;
 - d. Section 329 - Pedestrians and Ground Vehicles;
 - e. Section 337 - Wildlife hazard management;
 - f. Section 339 - Airport condition reporting
6. A trained Airport representative will conduct daily Airport self-inspection in accordance with procedures in Section 327 of this ACM.



SECTION 305 -- PAVED AREAS

A. REQUIRED CONDITIONS OF PAVED AREAS

Airport pavement areas, including aprons available for air carrier operations, must be promptly repaired and maintained as follows:

1. Pavement edges must not exceed 3 inches difference in elevation between abutting pavement sections and between pavement and abutting areas.
2. Pavement must have 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" diameter circle.
3. The pavement must be free of cracks and surface variations that could impair directional control of air carrier aircraft. Any pavement crack or surface deterioration that produces loose aggregate or other contaminants shall be repaired.
4. Mud, dirt, sand, loose aggregate, debris, foreign objects, rubber deposits, and other contaminants must be removed promptly and as completely as practicable, except the associated use of materials such as sand and deicing solutions for snow and ice control.
5. Any chemical solvent that is used to clean any pavement area must be removed as soon as possible, consistent with the instructions of the manufacturer of the solvent, except for the associated use of deicing solutions for snow and ice control.
6. Pavement must be sufficiently drained and free of depressions to prevent ponding that obscures markings or impairs safe aircraft operations.

B. MAINTENANCE OF PAVED AREAS

Corrective action shall be initiated promptly when any unsatisfactory conditions are found in the paved areas. The Airport Maintenance Department is responsible for correction of any unsatisfactory conditions on paved areas. If it is determined that an uncorrected condition in a paved area is unsafe for aircraft operations, that portion of the Airport shall be closed to air carrier operations until the unsafe condition is corrected.

SECTION 307 -- UNPAVED AREAS

A.. UNPAVED AREAS

There are no unpaved areas available for air carrier operations at Brunswick Golden Isles Airport.



SECTION 309 -- SAFETY AREAS

A. SAFETY AREA DIMENSIONS

Safety areas are maintained at the dimensions in conformance with FAA standards in AC 150/5300-13, current edition, *Airport Design*, unless otherwise authorized by the FAA Administrator. Safety area dimensions are as follows:

- Runway 7-25 – 250 feet from centerline and 1000 feet at the Runway 7 approach end, and 1000 feet at the Runway 25 approach end.
- Taxiways – 85.5 feet from the centerline.

B. REQUIRED CONDITIONS OF SAFETY AREAS

Safety area conditions are maintained as follows:

1. Each safety area must be cleared and graded, and have no potentially hazardous ruts, humps, depressions, or other surface variation.
2. Each safety area must be drained by grading and storm sewers to prevent water accumulation.
3. Each safety area must be capable under dry conditions of supporting aircraft rescue and firefighting equipment and the occasional passage of aircraft without causing major damage. Manhole or duct access covers are constructed from steel of sufficient thickness and strength to support equipment and aircraft.
4. No objects must be located in any safety area, except for objects that need to be located in the safety areas because of their function. These objects shall be constructed, to the extent practical, on frangible mounted structures of the lowest practical height and maintained so the frangible point is no higher than 3 inches above grade.
5. Safety areas must conform to dimensions acceptable to the FAA if any runways or taxiways are constructed, reconstructed, or extended.

C. MAINTENANCE OF SAFETY AREAS

Corrective action shall be initiated promptly when any unsatisfactory conditions are found in the safety areas. The Airport Maintenance Department is responsible for correction of any unsatisfactory conditions in safety areas.

SECTION 311 – MARKING, SIGNS, AND LIGHTING

A. MARKING

The Airport must provide and maintain marking systems for air carrier operations in accordance with Part 139.311(a) and Advisory Circular 150/5340-1, current edition, *Standards for Airport Markings*.

1. Runways/Taxiways

Runways and taxiways are marked as follows:

- a. Runway 7 – Precision Instrument Runway (PIR)
- b. Runway 25 – Non-precision Instrument Runway (NIR), however it is marked with the marking elements required for a precision instrument runway.
- c. Taxiways – Taxiway markings include the following: Taxiway centerlines, and leadoff lines on normally used exits into the apron area.

2. Holding Position Markings

The aircraft approach category/airplane design group for Runway 7-25 is D-IV with all holding position markings located 250 feet from runway centerline. All holding position markings are glass beaded.

B. SIGNS

1. Signs Identifying Taxi Routes

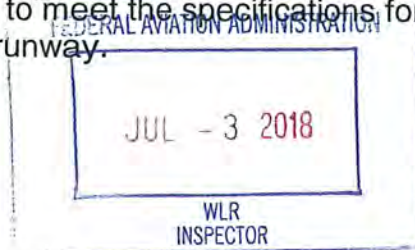
The Airport must provide and maintain a sign system for air carrier operations in accordance with 14 CFR part 139.311(b) and the Marking and Sign Plan included as Appendix 3. The signs meet standards in AC 150/5340-18, current edition, *Standards for Airport Sign Systems*, and sign specifications in AC 150/5345-44, current edition, *Specifications for Taxiway and Runway Signs*.

2. Holding Position Signs

Holding position signs are installed at all holding positions in accordance with the Marking and Sign Plan included as Appendix 3. The signs meet standards in AC 150/5340-18, current edition, *Standards for Airport Sign Systems*, and sign specifications in AC 150/5345-44, current edition, *Specifications for Taxiway and Runway Signs*.

C. LIGHTING

The Airport must provide and maintain lighting systems for air carrier operations in accordance with Part 139.311(c) and AC 150/5340-30, current edition, *Design and Installation Details for Airport Visual Aids*, to meet the specifications for the lowest approach minimums authorized for each runway.



AIRPORT CERTIFICATION MANUAL

BRUNSWICK GOLDEN ISLES AIRPORT (BQK)

1. Runways

Runway 7-25 - High Intensity Runway Lights (HIRL)

Runway lights are split white/yellow to mark the caution zone on the last 2000 feet of each end of Runway 7-25.

2. Taxiways

Medium intensity taxiway edge lighting is installed on all taxiways available for air carrier operations.

3. Airfield Emergency Generator

To ensure a constant source of power for airfield lighting, the Airport maintains a diesel generator as a secondary power source to commercial power for Runway 7-25 lighting, and all associated taxiway lighting for air carriers operations.

4. NAVAIDS and Visual Landing Aids

NAVAIDS provided and maintained by the Airport, are as follows:

- Runway 7 – PAPI
- Runway 25 – PAPI
- Runway 25 - REIL

FAA owned and maintained NAVAIDS are as follows:

- Runway 7 – ILS, and Approach Lighting System

5. Obstruction Lighting

a. Obstruction lighting is maintained by the Airport for the following objects:

1. Airport beacon
2. Primary wind cone
3. Supplemental wind cone at each runway end.
4. Automated Weather Observation System (AWOS)

b. Obstruction lighting is maintained by the FAA for the following objects:

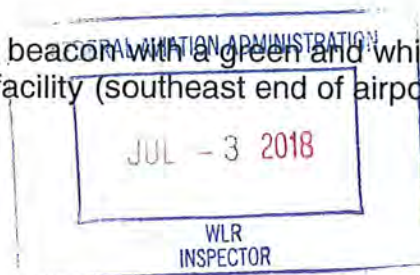
1. Localizer antenna (2)
2. Glide Slope

c. Obstruction Lighting – Maintained by appropriate tenant

1. Gulfstream Hangar K Facility

6. Airport Beacon

The Airport is equipped with a rotating beacon with a green and white lens, located near the GCAC maintenance facility (southeast end of airport).



**AIRPORT CERTIFICATION MANUAL
BRUNSWICK GOLDEN ISLES AIRPORT (BQK)**

7. Lighting Interference

All other lighting on the Airport for aprons, parking areas, roadways, fuel storage areas, and buildings, is adjusted or shielded to prevent interference with aircraft operations.

D. MAINTENANCE

1. Each marking, sign, and lighting system installed on the Airport that is owned by the Airport will be properly maintained by cleaning, replacing, or repairing any faded, missing, or nonfunctional item. Items will also be maintained unobscured, clearly visible, and each item shall provide an accurate reference to Airport users.
2. Each lighting system will be maintained at least to the minimum operational criteria listed in Appendix 1, Table 7, of AC 150/5340-26, current edition,

Maintenance of Airport Visual Aid Facilities. The operating limits for lighting systems before a system is considered inoperable are as follows:

Runway edge lights

- 85% operable

Runway end/threshold lights

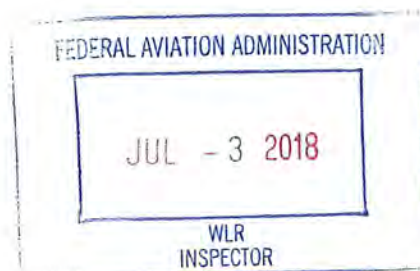
- 75% operable (No more than two lights inoperable at any runway end)

Taxiway edge lights

- 85% operable

In order to provide continuity of visual guidance, the allowable percentage of inoperable lights shall not be in such a way as to alter the basic pattern of the lighting system. In addition, an unserviceable light shall not be adjacent to another unserviceable light. Lights are considered adjacent if located either laterally or longitudinally in a lighting system.

Corrective action shall be initiated when any unsatisfactory conditions are found in the marking or lighting systems. If the above operating limits cannot be maintained, and may not provide an accurate reference to Airport users, information concerning the outage shall be disseminated locally to the airlines. If an entire lighting system is inoperable or out of service, an Airport Condition Report shall be issued in accordance with Section 339.



SECTION 313 – SNOW & ICE CONTROL

Due to the geographic location of the Airport, snow and/or ice does not regularly occur on the Airport, therefore a Snow and Ice Control Plan is not necessary. However, in the extreme event in which the Airport does experience snow and ice, the Airport will issue NOTAMs pertaining to field conditions in accordance with AC 150/5200-28 (current edition).



SECTION 315 -- AIRCRAFT RESCUE & FIRE FIGHTING (ARFF): INDEX

The ARFF Index at the Airport is Index A, based on air carrier aircraft that is less than 90 feet in length. BQK is served by the Regional Jet 200.

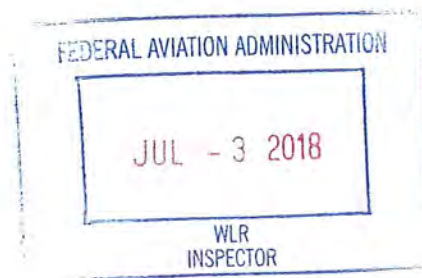
The Airport also has periodic charter operations by air carrier aircraft with over 30 passenger seats.

The Airport will provide at least Index A level ARFF capability during air carrier operations at the Airport.



**SECTION 317 -- AIRCRAFT RESCUE & FIRE FIGHTING (ARFF):
EQUIPMENT & AGENTS**

The ARFF equipment and agents at the Airport is listed in Attachment 317-1.



SECTION 319 -- AIRCRAFT RESCUE & FIRE FIGHTING (ARFF): OPERATIONS

A. ARFF HOURS OF OPERATIONS

ARFF operations meeting Index A requirements are provided during all air carrier operations from 15 minutes prior to scheduled arrivals until 15 minutes after departures. Airline personnel will notify the Glynn County Fire Department, Station #5, if a flight will be arriving earlier than scheduled so that at least one emergency responder can be on standby at the Fire Station 15 minutes prior to the arrival. If a flight is operating late, ARFF operations will continue until 15 minutes after departure of the last flight. A 24-hour prior permission is required for unscheduled air carrier operations with over 30 passenger seats. Prior permission shall be denied for an unscheduled air carrier operation if appropriate ARFF capability cannot be provided.

Procedures have also been established with the FBO to notify the Airport Commission, whenever an unscheduled air carrier with over 30 passenger seats schedules a fueling stop at the airport.

B. VEHICLE COMMUNICATIONS

The ARFF Vehicle is equipped with two-way voice radio communications with the Glynn County Fire Department, and the Common Traffic Advisory Frequency (CTAF). The Glynn County Fire Department has a discrete tactical (TAC) channel for Airport emergency situations.

C. VEHICLE MARKING & LIGHTING

The ARFF vehicle is lime-green in color and is equipped with flashing red beacons and reflective striping to contrast with the background and optimize nighttime visibility.

D. VEHICLE READINESS

1. The ARFF vehicle is housed in a heated fire station adjacent to the Terminal Building.
2. The ARFF vehicle is maintained so as to be operationally capable of performing its intended functions. Operational checks of the ARFF vehicle and its fire fighting systems are conducted daily by the Glynn County Fire Department, Station #5. Scheduled service inspections and routine maintenance is performed by Glynn County Airport Commission Maintenance Staff. Maintenance or repairs which cannot be accomplished by the Glynn County Maintenance Department are completed by a contracted certified mechanic.
3. If the primary ARFF vehicle becomes inoperative to the extent that it cannot perform its required functions, a backup vehicle shall be used to maintain Index A requirements. In the unlikely event that the ARFF vehicle becomes out of service, the Airport Commission will notify the FAA Airports Division. The



AIRPORT CERTIFICATION MANUAL
BRUNSWICK GOLDEN ISLES AIRPORT (BQK)

Airlines shall also be notified in accordance with Section 339 of this manual if Index A level ARFF equipment is temporarily not available.

In the event that replacement firefighting equipment cannot be restored within 48 hours, the Airport Commission will limit air carrier operations on the Airport to those compatible with the Index corresponding to the remaining operative rescue and firefighting equipment.

E. RESPONSE REQUIREMENTS

At least one ARFF vehicle is capable of responding from the Airport Fire Station to the mid-point of Runway 7-25 within 3 minutes from the time of the alarm, and initiate discharge of extinguishing agent.

F. PERSONNEL

ARFF operations are provided by the Glynn County Fire Department, Station #5. A sufficient number of Safety Officers are designated as ARFF personnel with at least one firefighter on duty at the Airport Fire Station during air carrier operations.

1. Equipment

ARFF personnel are equipped with regular structure turnout/firefighting gear, Self-Contained Breathing Apparatus (SCBA) and Personnel Safety Alert System (PASS) meeting National Fire Protection Association (NFPA) standards.

2. ARFF Training

ARFF personnel receive initial and recurrent training (minimum of every 12 months) in the following areas:

- a. Airport familiarization, including Airport signs, marking, & lighting.
- b. Aircraft familiarization.
- c. Rescue and firefighting personnel safety.
- d. Emergency communications systems on the airport, including fire alarms.
- e. Use of the fire hoses, nozzles, turrets, and other appliances required.
- f. Application of the types of extinguishing agents required for compliance with this part.
- g. Emergency aircraft evacuation assistance.
- h. Firefighting operations.
- i. Adapting and using structural rescue and firefighting equipment for aircraft rescue and firefighting.
- j. Aircraft cargo hazards, including hazardous materials/dangerous goods incidents.
- k. Familiarization with firefighter's duties under the Airport Emergency Plan.

3. Live-Fire Drill

All ARFF personnel shall participate in a live-fire drill prior to initial performance of ARFF duties and participate in a live-fire drill at least once every 12 months at an FAA approved ARFF Training Center.

AIRPORT CERTIFICATION MANUAL

BRUNSWICK GOLDEN ISLES AIRPORT (BQK)

4. Basic Emergency Medical Training

All ARFF personnel are trained and current in basic emergency medical care. The First Responder training includes 40 hours of training covering the following areas:

1. Bleeding
2. Cardiopulmonary Resuscitation (CPR)
3. Shock
4. Primary Patient Survey
5. Injuries to the Skull, Spine, Chest, and Extremities
6. Internal Injuries
7. Moving Patients
8. Burns
9. Triage

Classes are conducted periodically at the Airport Fire Station. ARFF personnel attend the First Responder Recurrent Training Course every two years to maintain State currency requirements. ARFF personnel also attend CPR classes annually to maintain currency.

5. Records

The Glynn County Fire Department, Station #5, is responsible for maintaining records of all training given to each individual. ARFF training records will be maintained for 24 consecutive calendar months. Such records include a description and date of training received.

6. Sufficient Personnel

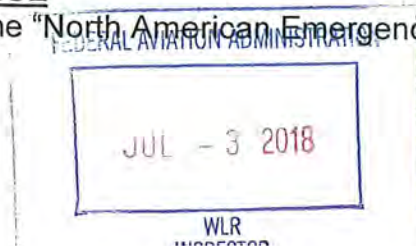
At least one firefighter is available during all air carrier operations to operate the ARFF vehicle, meet the 3-minute response time and the minimum discharge rates required.

7. Emergency Alerting System

- a. ARFF personnel are alerted of existing or impending aircraft emergencies by the following alerting system:
 1. Alert Procedures: ARFF personnel on duty are alerted via Glynn County Emergency Dispatch, Emergency 911 or by telephone to the ARFF Station at (912) 554-4105.
 2. Mutual Aid and Airport Operations are alerted through the Emergency Communications Center and/or Airport Fire Station personnel.

G. HAZARDOUS MATERIALS GUIDANCE

The ARFF vehicle is equipped with the "North American Emergency Response Guidebook".

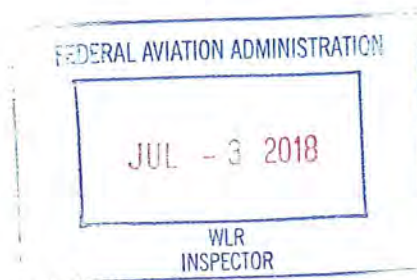


I. EMERGENCY ACCESS ROADS

There are no designated emergency access roads at the airport.

J. OFF AIRPORT OR OTHER EMERGENCY RESPONSE OF ARFF EQUIPMENT

The ARFF vehicle normally does not respond to off Airport or other emergencies. However, in the event of an off-Airport response, or other type emergency response where the 3-minute ARFF response cannot be maintained during an air carrier operation, the appropriate airport staff shall immediately notify the airlines and issue a NOTAM stating that ARFF equipment is temporarily not available due to off-Airport or other emergency response. During non-business hours, the responding firefighter shall contact the Airport Operations Department to issue a NOTAM to the AFSS and request notification to the airlines. In addition, during any off-Airport or other emergency response, ARFF equipment shall return to service as soon as practical.



SECTION 321 -- HAZARDOUS MATERIALS

A. FUELING AGENTS

The following fueling agent operates at the Airport:

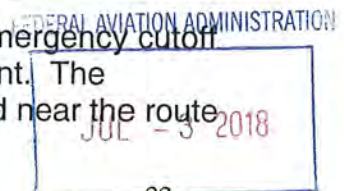
1. Manning Aviation (FBO)

B. AIRPORT FIRE SAFETY FUEL HANDLING STANDARDS

The Airport complies with the Fire Code of Glynn County, which is the local fire code. This local fire code also conforms with NFPA 407. Fire safety fuel handling standards have been established at the Airport and a copy of the standards has been provided to all fueling agents. The fire safety standards are as follows:

1. Fuel Storage Areas and Unloading/Loading Stations

- a. Fuel storage areas shall be fenced, locked when unattended, and posted with signs to reduce chance of unauthorized entry and/or tampering.
- b. Fuel storage areas and unloading/loading stations shall be posted with "No Smoking" signs.
- c. Fuel storage areas and unloading/loading stations shall be free of materials, equipment, functions, and activities that could be ignition sources.
- d. Piping shall be underground or reasonably protected from damage by surface vehicles.
- e. Fuel storage areas and unloading/loading stations shall be equipped with a minimum of two accessible fire extinguishers, at least 20lbs-BC rated.
- f. Electrical equipment, switches, and wiring in fuel storage areas and unloading/loading stations shall be explosion proof and reasonably protected from heat, abrasion, or impact which could cause an ignition source.
- g. Piping, filters, tanks, and electrical components shall be electrically bonded together and interconnected to an adequate ground.
- h. Unloading/loading stations shall be equipped with bond/ground wire with appropriate clip for grounding tankers and mobile fuelers.
- i. Loading stations shall be equipped with a deadman control feature.
- j. Loading stations shall be equipped with a boldly marked emergency cutoff capable of stopping all fuel flow with one physical movement. The emergency cutoff is located outside the probable areas and near the route



AIRPORT CERTIFICATION MANUAL
BRUNSWICK GOLDEN ISLES AIRPORT (BQK)

that normally is used to leave the probable spill areas or to reach the fire extinguishers provided for protection of the area.

2. Mobile Fuelers

- a. Mobile fuelers shall be marked with letters at least 3 inches high on all sides to show flammability, and display standard hazardous material placards. A "NO SMOKING" sign shall be posted in the cab. Smoking equipment such as cigarette lighters and ashtrays shall not be provided.
- b. Mobile fuelers shall be equipped with a minimum of two fire extinguishers, each having a rating of at least 80-BC, with one extinguisher mounted on each side of the vehicle.
- c. Mobile fuelers shall be equipped with a system capable of overriding all other controls and stopping all fuel flow with one physical movement. Emergency fuel cutoffs should be boldly marked. Mobile fuelers shall also be equipped with a tank bottom outflow cutoff valve that can block fuel flow in the event of piping rupture or valve failure.
- d. Fuel tanks on mobile fuelers shall be equipped with gasket dome covers, which contain an emergency vapor pressure relief valve and are adequate to prevent fuel spillage during vehicle movement.
- e. Electrical equipment, switches, and wiring in mobile fuelers, shall be explosion proof and be reasonably protected from heat, abrasion, or impact, which could be an ignition source.
- f. Mobile fuelers shall be equipped with bonding wires/clamps to facilitate prompt, definite electrical connection to the aircraft being fueled.
- g. Fuel systems on mobile fuelers shall have electrical continuity between all metallic or conductive components.
- h. Fuel system piping on mobile fuelers and cabinets shall be reasonably protected from impact/stress that could cause fuel spillage.
- i. All nozzles on mobile fuelers shall be controlled by a deadman flow cutoff feature.
- j. Mobile fuelers shall be equipped with a spark arrestor and leak-free exhaust system terminating in a standard baffled muffler. Mobile fuelers shall contain no feature that would allow fuel or concentrated fumes to contact the exhaust system if overfilled.



**AIRPORT CERTIFICATION MANUAL
BRUNSWICK GOLDEN ISLES AIRPORT (BQK)**

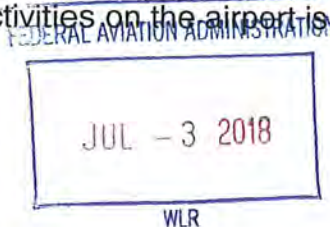
- k. Mobile fuelers shall be inspected by Glynn County Fire Department Station #5 personnel prior to entering service.
- l. Mobile fuelers shall be parked on pavement (asphalt, concrete, cement) surfaces only.

3. Fueling Personnel & Staff Shall:

- a. Ensure that appropriate clothing is worn. Garments shall be made of fabric other than silk, polyesters, nylon with wool, or other static generating fabrics. Shoes shall not contain taps, hobnails, or other material that could generate sparks on pavement.
- b. Ensure that matches or cigarette lighters are not carried, that could become an ignition source if operated, bumped, hit, or dropped.
- c. Ensure that fueling is performed only outside, never in a building.
- d. Ensure that mobile fuelers are never parked closer than 10 feet from each other or closer than 50 feet from a building.
- e. Ensure that all fuel systems and mobile fuelers are bonded between aircraft, tankers, or fuelers, before commencing and during all fuel transfer operations.
- f. Ensure that before opening any aircraft or mobile fueller tank or commencing any fueling operation, and at all times during fuel transfer, a bonding wire is connected between mobile fueller and loading station or between fueller and the aircraft being fueled.
- g. Ensure that all fueling equipment is in good operating condition and free of fuel leaks prior to use.
- h. Ensure that all fuel storage areas and equipment is kept neat and free of trash or debris that could contribute to the spread of fire.
- i. Ensure that all fire extinguishers are sealed, charged, and inspected annually.
- j. Ensure that fuel service operations are suspended when there are lightning discharges in the immediate vicinity of the Airport.

C. COMPLIANCE

All fueling agents are required by the Airport to comply with above fueling standards and reasonable surveillance of all fueling activities on the airport is conducted by the Glynn County Fire Department, Station #5.



D. INSPECTIONS OF FUELING FACILITIES

The Glynn County Fire Department, Station #5, conducts inspections of the FBO fuel storage area and mobile fuelers for compliance to the above Airport Fire Safety Fuel Handling Standards at least once every three (3) months. Follow-up inspections will be conducted when unsatisfactory items are found. Sample checklists used by the Glynn County Fire Department, Station #5, when conducting the inspections and follow-up inspections are included as Attachments 321-1 and 321-2. Inspection records are maintained in the Airport Commission office for at least 12 months.

All fueling agents engaged in handling and dispensing aviation fuel are required by local Fire Code to take immediate corrective action whenever notified of noncompliance with any of the Airport Fire Safety Fuel Handling Standards.

E. TRAINING

1. A supervisor with Manning Aviation will complete an aviation fuel-training course in fire safety. The supervisor will receive recurrent training at least once every 24 months. If a new supervisor is hired, the supervisor will be enrolled in an authorized aviation fuel-training course that will be completed within 90 days.
2. All other employees Manning Aviation, who fuel aircraft, accept fuel shipments, or handle fuel, receive at least initial on-the-job training in fire safety and recurrent training every 24 months from the supervisor mentioned in previous paragraph.
3. All fueling agents, engaged in handling and dispensing fuel at the Airport, shall submit confirmation to the Airport Operations Department once every 12 months, that the above training standards have been accomplished. The training confirmation records shall be maintained in the Airport Commission office for 12 months.
4. Fueling agent personnel training records will be maintained for 24 months at the fueling agent's office.



SECTION 323 -- TRAFFIC & WIND INDICATORS

A. WIND CONES

The primary wind cone is lighted and located on the north side of Runway 7-25 at approximately the midpoint of Runway 7-25. Two supplemental wind cones are lighted and located near the approach ends of Runways 7 and 25.

B. SEGMENTED CIRCLE

The Airport has a segmented circle around the primary wind cone. There are no right hand traffic patterns.

C. MAINTENANCE

The segmented circle and wind cones are inspected each day conducted by designated self-inspection personnel.

The segmented circle and wind cones are maintained clearly visible and functional. Corrective action shall be initiated promptly when any unsatisfactory conditions are found with the segmented circle or wind cones. The Airport Maintenance Department is responsible for correction of any unsatisfactory conditions found with the segmented circle or wind cones.

SECTION 325 -- AIRPORT EMERGENCY PLAN

A. AIRPORT EMERGENCY PLAN (AEP)

An Airport Emergency Plan is included as Appendix 1. The plan was developed and coordinated with law enforcement agencies, rescue and firefighting agencies, medical personnel and organizations, the principal tenants at the Airport, and all other persons who have responsibilities under the plan.

B. TRAINING OF AIRPORT PERSONNEL

All Airport personnel having duties and responsibilities under the AEP are properly trained and familiar with their assignments.

C. ANNUAL REVIEW OF THE AEP

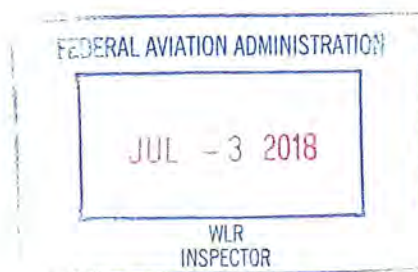
A review of the AEP is conducted at least every 12 months to ensure that the AEP is current and all parties with whom the plan is coordinated are familiar with their responsibilities. All of the agencies involved in the AEP are invited to participate in either an annual review meeting or table-top exercise at the Airport.

D. TRIENNIAL FULL-SCALE EXERCISE OF THE AEP

A full-scale exercise of the AEP is conducted at least once every 36 months. The full-scale exercise involves, to the extent practicable, all mutual aid participants and a reasonable amount of emergency equipment. The purpose of the exercise is to test the effectiveness of the AEP through a response of the Airport and its mutual aid to an aircraft accident at the Airport, and to familiarize emergency personnel with their responsibilities in the plan.

E. CONSISTENCY WITH SECURITY REGULATIONS

The AEP contains instructions for response to bomb incidents, including designation of parking areas for the aircraft involved; and sabotage, hijack incidents, and other unlawful interference with operations; that are consistent with the approved Airport Security Program.



SECTION 327 -- SELF-INSPECTION PROGRAM

A. FREQUENCY OF INSPECTIONS

Safety inspections are conducted daily by trained airport personnel which may include Airport Operations, Maintenance or Glynn County Fire Department personnel. Inspections of lighting, signs, obstruction lights and glass beads are conducted either in the morning and/or evening during periods of darkness. Additional safety inspections shall be conducted whenever required by the following circumstances:

1. During construction and daily at the end of construction activity.
2. During rapidly changing meteorological conditions.
3. Immediately after any incident or accident.
4. After any other unusual condition on the Airport.

B. REPORTING SYSTEM

Paragraph E of this section lists the unsatisfactory conditions to be noted during self-inspections. Any unsatisfactory conditions noted during an inspection will be recorded on the inspection checklist and routed to the Airport Operations & Facility Manager. A Maintenance Work Order is also completed for unsatisfactory conditions listed in paragraph E of this section. Unsatisfactory conditions that cannot be promptly corrected shall be disseminated by NOTAM in accordance with Section 339 of this ACM if determined to be potentially unsafe by the Airport. If the AFSS will not accept the NOTAM, information on the potentially unsafe condition will be disseminated locally to the airlines. Air Carrier and other airport tenants impacted by a potentially unsafe condition will receive notification via the NOTAM Manager email distribution system or be notified in person or by phone.

C. TRAINING AND EQUIPMENT

Airport Operations is responsible for training the Airport safety inspectors to ensure that qualified personnel perform the inspections. Airport safety inspectors shall be equipped with a vehicle having two-way radio capability in order to communicate on the Common Traffic Advisory Frequency (CTAF); a beacon for nighttime inspections; either a beacon or checkered flag for daytime inspections; supplied with the Airport Safety Inspection Checklist; safety plan for airfield construction (when applicable); and a copy of the ACM to review the components of a Airport Safety Self Inspection. In addition to On-The-Job Training, a training program has been established and includes initial and recurrent training every 12 months in the following subjects:

1. Airport Familiarization, including Airport signs, marking, and lighting
2. Airport Emergency Plan (AEP)
3. Notice to Airmen (NOTAM) notification procedures



AIRPORT CERTIFICATION MANUAL

BRUNSWICK GOLDEN ISLES AIRPORT (BQK)

4. Procedures for pedestrians and ground vehicles in movement areas and safety areas
5. Discrepancy reporting procedures
6. Inspection Procedures and Record Keeping

D. RECORDS

1. Inspection

A copy of the Airport Safety Inspection Checklist used is included as Attachment 327-1. Inspection records will show the conditions found and all corrective actions taken. Inspection records are kept on file at the Airport Commission office for at least 12 months.

2. Training

Training records for each individual include a description and date of training received. Training records are kept for at least 24 months.

E. AREAS INSPECTED DAILY AND UNSATISFACTORY CONDITIONS NOTED

Pavement Areas

1. Pavement lips exceeding 3 inches.
2. Holes exceeding 3 inches deep and 5 inches across.
3. Cracks or surface variations which could impair directional control of aircraft.
4. Presence of standing water or ponding.
5. Presence of mud, excessive sand, loose aggregate, rubber deposits, or other debris.

Safety Areas

1. Potentially hazardous ruts, depressions, humps, erosion, or other surface variations.
2. Objects in safety areas, other than those required by function.
3. Mounting bases on authorized objects in safety areas in which the frangible point exceeds 3 inches above grade, including FAA NAVAIDs.
4. Ponding of water or plugged drains.
5. Removed or missing manhole covers.

Pavement Markings

1. Markings which are not clearly visible and in good condition.
2. Glass beads not clearly visible at night.
3. Markings which are not in accordance with standards in AC 150/5340-1, current edition, and the Marking & Sign Plan.

Guidance Signs

1. Signs not in accordance with the Marking & Sign Plan.
2. Signs not in accordance with standards in AC 150/5340-1, current edition.
3. Signs not in accordance with specifications in AC 150/5345-44, current edition.

4. Inoperable lighting.
5. Damaged, missing, peeling, flaking or obscured signs.
6. Concrete base or frangible point more than 3 inches above grade.

Holding Position Markings/Signs

1. Signs not in accordance with standards in AC150/5340-18, current edition, and AC 150/5345-44, current edition.
2. Marking not in accordance with standards in AC 150/5340-1, current edition.
3. Hold markings not clearly visible.
4. Glass beads not clearly visible at night.
5. Damaged, missing, peeling, flaking, inoperable or obscured hold signs.

Lighting

1. Lights not in accordance with standards in AC 150/5340-30, current edition.
2. Lighting systems not maintained in accordance with Section 311 of this ACM or Appendix 1, Table 7 of 150/5340-26, current edition.
3. Lights obscured, dirty, missing, or out of adjustment.
4. Inoperable lighting system.
5. Pilot Control Lighting system inoperable.
6. Two or more runway edge lights out in a row. (Any missing fixtures at intersections are counted as an inoperable light.)
7. Two or more threshold/runway end lights out on any runway end.
8. More than two adjacent taxiway lights out/more than 15% out in a taxiway system.
9. Inadequate shielding of apron, parking, and roadway lighting.

NAVAIDS

1. Inoperable rotating beacon.
2. Inoperable airport owned NAVAIDS, including radio-controlled operation.
3. Inoperable lighting on wind direction indicators.
4. Deteriorated, faded, or malfunctioning windsock.
5. Segmented circle not clearly visible or obscured.
6. Objects or vegetation that may affect NAVAID signals.

Obstructions

1. Inoperable obstruction lights.
2. New construction nearby which may affect aircraft operations or NAVAIDS.

Fueling Operations (Periodic)

1. Inoperable bonding cables/clips.
2. Fire extinguishers missing on mobile fuelers and at fuel storage areas.
3. Fire extinguishers not sealed, charged, and in place.
4. Fuel leaking.
5. Fuel farm or fuel storage areas unlocked when unattended.
6. "No Smoking" signs missing.
7. Presence of trash or weeds in fuel storage area.



Airfield Construction Areas

1. Barricades not in place or too high to provide adequate clearance for aircraft.
2. Construction warning lights inoperable.
3. Construction warning lights on movement areas are not red.
4. Marking of construction vehicle routes inadequate.
5. NOTAMS not current.
6. Construction equipment parked or operating in unauthorized areas.
7. Marking, lighting, or sign systems being installed contrary to FAA standards.
8. Potentially confusing marking/lighting/signs around construction areas.
9. Construction activity is contrary to AC 150/5370-2, current edition.

Fencing

1. Perimeter fencing down, gates open, or signs missing.
2. Apron fencing down, gates open, or signs missing.

Wildlife Hazards

1. Presence of birds, deer, coyotes or other wildlife that could affect safe operations of air carrier aircraft.



SECTION 329 – PEDESTRIANS & GROUND VEHICLES

A. LIMITING ACCESS

1. Personnel and Equipment

Pedestrians and ground vehicles, authorized by the Airport Operations Department, to operate on movement areas and safety areas (Attachment 329-1: Movement Area Plan) at the Airport are limited only to those pedestrians and vehicles necessary for Airport operations and include the following type vehicles:

- a. Airport owned vehicles equipped with a CTAF radio. Airport owned vehicles are equipped with a roof top beacon or bar lights.
- b. FAA Airway Facility vehicles authorized for maintenance of FAA NAVAIDS.
- c. Authorized construction vehicles.
- d. Authorized individuals who have completed the Airport's Pedestrian and Ground Vehicle Training Program.

Other individuals who need access to the movement areas are escorted by qualified personnel or required to attend the Airport's Pedestrian and Ground Vehicle Training Program prior to operating a vehicle on the aircraft movement area. Copies of training materials and handouts are distributed to all employees and personnel authorized to operate a vehicle on movement areas or areas adjacent to movement areas.

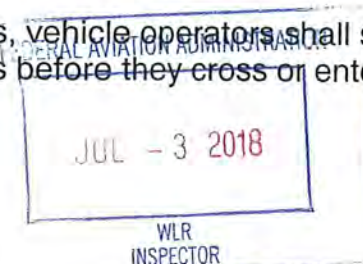
2. Controls

Access onto the apron is controlled by gates and signs. Access through outer perimeter gates is controlled by padlocks. Only persons authorized by the Airport Commission are issued keys. "No Trespassing - Violators shall be Prosecuted" signs are posted on all gates including outer perimeter gates.

B. PROCEDURES FOR GROUND VEHICLE OPERATIONS

Ground vehicle procedures are as follows:

1. Ground vehicles are required to operate under the procedures established by the Operations Department.
2. Operators of any radio equipped vehicles on the movement areas must be trained and familiar with Airport radio procedures prior to operating on movement areas or safety areas. The vehicle beacon or light bar, if equipped, shall be operated at all times while on movement areas.
3. The Airport is a non-towered airport, thus, vehicle operators shall stop at all hold lines and visually check both approaches before they cross or enter an active



**AIRPORT CERTIFICATION MANUAL
BRUNSWICK GOLDEN ISLES AIRPORT (BQK)**

runway. Operators shall announce their intentions on CTAF, when operating on or near the runways.

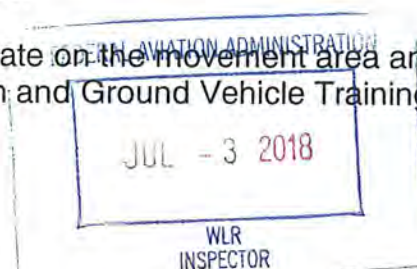
4. Vehicle operators at all times must monitor the radio when on movement areas and safety areas adjacent to the movement areas.
5. The direction of travel on runways shall generally be with the wind, when practical, with headlights on in order to provide better viewing of the runway approach.
6. Aircraft have the right-of-way on movement areas and aprons. Vehicles are required to yield to all moving aircraft.
7. Movement areas or areas adjacent to movement areas under construction shall be closed to aircraft operations if possible. Construction equipment that must operate on active movement areas shall be controlled by flag person or radio equipped escort vehicle. Operators of construction equipment shall be briefed on their procedures for operating on or near movement areas. Construction personnel authorized to operate on the movement area without an escort must successfully complete the Airport's Pedestrian and Ground Vehicle Training Program.

C. TRAINING OF EMPLOYEES AUTHORIZED TO OPERATE ON THE MOVEMENT AREA AND SAFETY AREAS

The Airport has prepared various handouts and materials relating to airport ground vehicle operations that are provided to all Airport employees and tenants authorized to operate on the movement areas and safety areas. In addition, to ensure that employees, tenants, and contractors are familiar with the ground vehicle procedures and consequences of noncompliance, the following training program has been established at the airport:

1. New employees authorized to operate a vehicle on the movement areas are required to successfully complete the Airport's Pedestrian and Ground Vehicle Training Program which includes on-the-job training and classroom training covering the following subjects:
 - a. Review of Airport Pedestrian and Ground Vehicle Operations and Procedures.
 - b. Review of the Airport's procedures on consequences of noncompliance to the manual.
 - c. Viewing training videotapes and/or a PowerPoint presentation.
 - d. Airport familiarization and aircraft operations.
 - e. Radio communication procedures.

New Airport employees authorized to operate on the movement area and safety areas must successfully complete the Pedestrian and Ground Vehicle Training Program prior



**AIRPORT CERTIFICATION MANUAL
BRUNSWICK GOLDEN ISLES AIRPORT (BQK)**

to the initial performance of their duties. All employees authorized to operate on the movement area and safety areas must attend recurrent pedestrian and ground vehicle training at least once every 12 months. The classroom training is conducted by Airport Operations and the On the Job Training portion of the training program is conducted by the employee's supervisor. Records of classroom training are maintained by the Airport Operations Manager.

D. TRAINING OF EMPLOYEES AUTHORIZED TO OPERATE ON THE APRON AREAS ONLY

The Airport has permitted Gulfstream Aerospace, Stambaugh Aviation, and Manning Aviation to conduct in-house airport training programs for employees with authorized access onto apron areas.

E. CONSEQUENCES OF NON-COMPLIANCE

Enforcement of the pedestrian and ground vehicle regulations applicable to Airport employees, tenants and contractors, shall be handled by the Airport Operations Department. The Airport Operations Department shall take appropriate enforcement action depending on the nature and severity of the offense. The following enforcement actions are available at the discretion of the Airport Operations Department:

1. Oral reprimand
2. Written reprimand or warning letter
3. Recurrent/Remedial training
4. Loss of authorization to operate a vehicle on the apron or movement area.

F. RECORDS

1. Training

The Airport maintains a description and date of training completed by each individual operating in movement areas and safety areas. Records are maintained for 24 months after the termination of an individual's access to movement areas and safety areas. Training records for individuals with apron access only are kept with Gulfstream Aerospace, Stambaugh Aviation, and Manning Aviation.

2. Accidents/Incidents

The Airport maintains records of accidents or incidents in the movement areas and safety areas, involving air carrier aircraft and/or ground vehicles. Records of each accident or incident are maintained for 12 months from the date of the accident or incident.



SECTION 331 -- OBSTRUCTIONS

A. GENERAL

The Airport shall ensure that each object within the authority of the airport that has been determined by the FAA to be an obstruction is removed, marked, or lighted unless determined to be unnecessary by an FAA aeronautical study.

B. OBSTRUCTIONS

Obstruction lights are inspected daily and conducted by the personnel assigned self-inspection duties. Inoperable obstruction lights shall be repaired by the appropriate owner.



SECTION 333 -- PROTECTION OF NAVAIDS

A. CONSTRUCTION

No facilities shall be constructed on the Airport that, when determined by the FAA would derogate the operation of an electronic or visual NAVAID or air traffic control facilities. The Airport Commission shall notify the FAA if aware of any changes in construction plans or equipment. Utility plans for Airport utilities are on file in the Airport Commission office. The location of any Airport utility lines in the areas of construction shall be marked by the Airport Maintenance Department or located by the project contractor prior to the start of construction. Utility lines for NAVAIDS and ILS critical areas shall be marked by the contractor under the direction of the Airport Operations Department or local FAA Airways Facilities personnel. The Airport Operations Department is responsible for monitoring construction activity on the Airport to prevent the interruption of visual and electronic signals of NAVAIDS.

B. PROTECTION AGAINST VANDALISM

All NAVAIDS that are located on Airport property are within the perimeter fence and are protected against vandalism and theft by the fence.

C. INTERRUPTION OF VISUAL AND ELECTRONIC SIGNALS OF NAVAIDS

Interruption of visual and electronic signals of NAVAIDS is prevented, insofar as it is within the Airport's authority.

ILS critical areas have been identified by signs and ground vehicle procedures have been established to prevent inadvertent entry into a critical area by a vehicle during IFR conditions. In addition, the Airport Maintenance Department maintains the height of grass and vegetation in ILS critical areas below levels that may affect electronic signals of NAVAIDS.



SECTION 335 -- PUBLIC PROTECTION

A. FENCING

The Airport apron areas are enclosed with at least six-foot chain link fence. The outer perimeter is enclosed with ten-foot chain link fence. Fencing at the Airport meets security requirements and shall prevent inadvertent entry onto Airport property by persons or vehicles. Signs restricting access are posted on all gates and at regular intervals around the perimeter. The Airport has established procedures in the Airport Security Program for controlling access onto the air operations area through perimeter gates.

B. ACCESS CONTROL

Access onto apron areas is limited to persons who have a need. Procedures for controlling access onto apron areas are included in the TSA approved Airport Security Program. An Airport identification system has been established in accordance with the Airport Security Plan for persons authorized on the air operations area or portions of the AOA. Procedures for authorizing temporary access on the AOA are also addressed in the Airport Security Plan.

C. AIRCRAFT BLAST PROTECTION

Reasonable protection of persons and property from aircraft blast for operational airport run-ups is provided based on enlarged Taxiway A-1 and A-8. Maintenance run ups are conducted by closing adjacent pavement surfaces.

D. INSPECTION AND MAINTENANCE

Perimeter fencing, gates, and signs are inspected during the daily safety inspection. Gates shall be closed and locked if found open and recorded on the inspection checklist. The Airport Operations Department shall follow up with control responsibility. The Airport Maintenance Department is responsible for maintaining fencing.



SECTION 337 -- WILDLIFE HAZARD MANAGEMENT

A. GENERAL

The Airport shall take immediate measures to alleviate wildlife hazards whenever they are detected or reported.

1. As part of the Self-Inspection Program, Airport Operations and Maintenance personnel shall:
 - a. Watch for and report any unusual concentration of wildlife or birds that may be a hazard to aircraft operations, especially when low-flying or in the vicinity of the runways, their respective safety areas and immediate approach areas.
 - b. In circumstances when such concentration of wildlife or birds are observed, take appropriate measures to disperse the wildlife or birds or otherwise attempt to alleviate any risk of strikes by aircraft.
2. When the Airport is aware of projects or activity that might create a wildlife hazard having a potentially adverse impact on aircraft operations, the Airport shall make reasonable efforts to prevent such project from taking place. If said prevention efforts are unsuccessful or if the activity is of short duration, the Airport shall initiate the Airport condition reporting procedures and/or close the affected areas to aircraft operations.

B. BIOLOGICAL ASSESSMENT – MARCH 2013

A Biological Assessment of the Brunswick Golden Isles Airport was conducted in March 2013 by Environmental Resource Solutions, Inc. Based on the Biological Assessment the following is a summarized list of recommendations for wildlife control: (See Appendix 2)

1. Remove all deer and deer habitat from inside the perimeter fence including trees and brush.
2. The fence around the perimeter should be continuous and deer proof.
3. Exclude the wooded area on the north side of the runway's from inside the perimeter to outside the perimeter fence.
4. Remove all beavers and restore natural drainage.
5. Wildlife observations and removal should be recorded, (See Attachment 337-1).
6. Perch sites should be eliminated.
7. Maintenance personnel should be capable and willing to use pyrotechnics.
8. Wire grids may be installed over ponds and canals inside the perimeter fence.
9. Hire a forester to manage and sell airport timber.

C. WILDLIFE MANAGEMENT TECHNIQUES

The Brunswick Golden Isles Airport utilizes the following control techniques due to wildlife at the Airport:

AIRPORT CERTIFICATION MANUAL
BRUNSWICK GOLDEN ISLES AIRPORT (BQK)

1. White-tail Deer – A Permit issued by Georgia Department of Natural Resources, Wildlife Resources Division for the lethal removal of said species. List of approved agents are shown on Attachment 337-2 which is updated annually.
2. Coyotes, Foxes, Free Ranging Dogs – Trapping and shooting.
3. Birds – Use of Pyrotechnics and a Depredation Permit issued by the United States Department of Interior, Fish and Wildlife Service (See Attachment 337-3).
4. Beavers – Restore proper drainage by removing beaver dams and by removing woody habitat and vegetation from ditch banks.



SECTION 339 -- AIRPORT CONDITION REPORTING

A. PERSONNEL AUTHORIZED TO ISSUE SURFACE CONDITION REPORTS

Airport personnel in the following positions are authorized to issue surface condition reports to the AFSS, or disseminate Airport conditions locally to the airlines:

1. Airport Executive Director
2. Airport Operations/Facility Manager
3. Airport Facilities Coordinator
4. Airport Operations Coordinator
5. Airport Property Manager

Names of the personnel authorized to issue surface condition reports are supplied to the AFSS and kept current.

B. CONDITIONS REQUIRING A SURFACE CONDITION REPORT

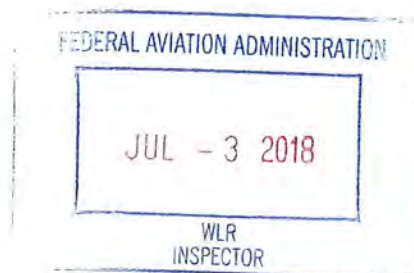
The following Airport conditions that may affect the safe operations of air carriers shall be disseminated to the AFSS, or disseminated locally to the airlines if AFSS shall not accept the condition for NOTAM distribution:

1. Construction or maintenance activity on movement areas, safety areas, or loading ramps and parking areas.
2. Surface irregularities on movement areas, safety areas, or loading ramps and parking areas.
3. Snow, ice, slush, or ponding water on movement areas or loading ramps and parking areas.
4. Objects on the movement area or safety areas contrary to 139.309.
5. Malfunction of any required lighting system and holding position signs.
6. The following light outage conditions, as described in AC 150/5340-26, current edition, shall be disseminated locally to the airlines:
 - a. Runway light outages that alter the basic pattern of the lighting system.
 - b. Two or more threshold lights out at a runway end.
 - c. Less than 85% taxiway edge lights operable.
 - d. Taxiway light outages that alter the basic pattern of the lighting system.
10. Unresolved wildlife hazards in accordance with 139.337.
11. Non-availability of any required rescue and firefighting capability required in 139.317 or 139.319.

12. Any other condition that may otherwise adversely affect the safe operations of air carriers.

C. NOTAM/AIRPORT CONDITION REPORTING RECORDS

The NOTAM Manager website is used to issue NOTAMs. The NOTAM Manager website is set to issue emails to the air carrier and tenants whenever a NOTAM is issued. Records of NOTAMs issued via NOTAM Manager are kept digitally and accessible to the airport via the report feature of NOTAM Manager.



SECTION 341 -- IDENTIFYING, MARKING, & LIGHTING CONSTRUCTION & UNSERVICEABLE AREAS

A. MARKING/LIGHTING OF CONSTRUCTION AREAS

Each construction area and unserviceable area on or adjacent to a movement area that may be used by air carrier aircraft shall be marked and, if appropriate, lighted in a manner acceptable to the FAA Administrator. Plans and specifications involving marking/lighting of construction areas and unserviceable areas shall be submitted to FAA for approval for AIP-funded projects. Advisory Circular 150/5370-2, current edition, and the findings of the FAA aeronautical study, shall be used as guidance for marking, and lighting where appropriate, construction areas and temporary unserviceable areas. Permanent unserviceable or closed areas shall be marked in accordance with marking standards in AC 150/5340-1, current edition, *Standards for Airport Markings*.

B. MARKING/LIGHTING OF CONSTRUCTION EQUIPMENT

Construction equipment and each construction roadway that may affect the safe movement of aircraft on the Airport shall be marked and, if appropriate, lighted in a manner acceptable to the FAA Administrator. Plans and specifications involving marking and lighting of construction equipment and construction roadways shall be submitted to the FAA for approval on AIP funded projects. Advisory Circular 150/5370-2, current edition, and the findings of the FAA aeronautical study, shall be used as guidance for marking, lighting where appropriate, construction equipment and roadways.

C. MARKING/LIGHTING OF AREAS ADJACENT TO NAVAIDS

Any area adjacent to a NAVAID that could cause derogation of the signal or failure of the NAVAID, if traversed, shall be marked and, if appropriate, lighted in a manner acceptable to the FAA Administrator. Marking, and lighting, when appropriate, of areas adjacent to NAVAIDS shall be accomplished by the contractor. The Airport Operations and Facility Department are responsible for monitoring construction activity on the Airport to prevent construction equipment from traversing any areas adjacent to NAVAIDS that could cause derogation of signals.

D. PROCEDURES FOR AVOIDING DAMAGE TO UTILITIES

Utility plans for Airport utilities are on file in the Airport Commission Office. The location of any Airport utility lines in the areas of construction shall be located by the Airport Maintenance Department or the project contractor prior to the start of construction. The Airport Operations Manager and Airport Facility Manager are responsible for monitoring construction activity on the Airport to prevent the interruption of utilities



SECTION 343 – NON-COMPLYING CONDITIONS

The Airport Operations Department or their designee shall monitor conditions at the Airport and shall limit air carrier operations when Airport conditions are found to be in non-compliance with this manual. The Airport Operations Department shall close unsafe areas of the Airport to air carrier operations until such time that the conditions are corrected in accordance with this manual.

The Airport Operations Department shall record and disseminate Airport conditions in accordance with Section 339 of this manual.



ATTACHMENT 327-1
BRUNSWICK GOLDEN ISLES AIRPORT (BQK)
AIRPORT SAFETY SELF-INSPECTION CHECKLIST

DATE: _____ TIME: _____ / _____ DAY: S M T W R F S

INSPECTOR: _____ / _____ REVIEWED (INITIALS): _____ / _____

S – SATISFACTORY

U – UNSATISFACTORY

FACILITIES	CONDITIONS	DAY/NIGHT S/U	REMARKS	COMPLETED DATE
Pavement Areas	Pavement lip over 3"			
	Hole - 5" dia. 3" deep			
	Cracks/spalling/heaves			
	FOD: gravel/debris/sand			
	Ponding/edge dams			
Safety Areas	Ruts/humps/erosion			
	Drainage/construction			
	Support equipment/aircraft			
	Frangible bases			
	Unauthorized objects			
Markings	Clearly visible/standard			
	Runway 7-25 markings			
	Taxiway markings			
	Holding position markings			
	Glass beads			
Signs	Standard/meet Sign Plan			
	Damaged/Obscured			
	Mandatory Hold Signs Lit*			
	Operable/retro reflective			
Lighting	Obscured/dirty/operable			
	Damaged/missing			
	Faulty aim/adjustment			
	RWY lighting-85% working			
	TWY lighting-85% working			
	Pilot Control Lighting			
Navigational Aids	Rotating beacon operable			
	Wind cones/internal lights			
	MALSR/PAPI/REIL system			
Obstructions	Obstruction lights operable			
	New cranes not reported			
Construction	Barricades/red lights/flags			
	Equipment parking/materials			
	Complying Plans & Specs			
Public Protection	Perimeter Fencing			
	Gates-Vehicle & Pedestrian			
Wildlife Hazards	Wildlife present/location			
	Compliance w/ wildlife plan			
AWOS 124.175	Operable with all Wx info			

Remarks: _____

FEB 3 2020
FAA Approved

ATTACHMENT 317-1



GLYNN COUNTY AIRPORT COMMISSION

Airport Rescue & Fire Fighting (ARFF) Inventory (INDEX A)

ARFF Vehicle Meeting Index A

Response Time (minutes & seconds)	Vehicle No.	Vehicle Type	Manufacturer		Vehicle Cond.	Persons Per Shift		Agents	Water (gals.)	Foam (gals.)	ARFF (gals.)	Dry Chem (lbs.)	Remarks	Radio Equip.
			Name	Year		Primary	Aux.							
	CFR 5	Striker	Oshkosh Truck	2007	Excellent	1		A B	1500 gal 1900 gal		210	500	Simultaneous application w/ roof and bumper turrets	Motorola 800 MHz Motorola CDM 1250

Support Vehicles

Engine	Pierce	Pierce	2017	Excellent	2	A B	1000 1500 gpm	20	Retrofit with pump and roll with foam handles	Motorola 800 MHz Motorola CDM 1250
Engine 5	Pierce	Pierce	2017	Excellent	2	A	1000	20		
	Saber					B	1500 gpm			
CFR 11	RRV R-100	Emergency One	1987	Fair	1	A		100	500	Nitrogen-charged system
						B				

NOTES:

A – Quantities (water in gallons, dry chemical in pounds, pre-mix in gallons)

B – Pump rates for water

Radio equipment – Motorola 800 MHz radios allow ARFF personnel to monitor and communicate with local emergency services. Motorola CDM 1250 radios allow ARFF personnel to monitor, transmit and receive aviation frequencies.

FEDERAL AVIATION ADMINISTRATION

JUL - 3 2018

WLR
INSPECTOR



FEDERAL AVIATION ADMINISTRATION

JUL - 3 2018 NORTH

RS&H

RS&H, Inc.

For more information, please contact:
 Dr. David A. H. Jones, Director
 Department of Health, Education and
 Social Services, 1000 North
 Washington Street, Tallahassee, FL 32304-0001
 Tel: 904/438-7000 Fax: 904/438-7000
 Email: dajones@hhs.state.fl.us

Brunswick
Golden Isles
Airport 

GLYNN COUNTY
AIRPORT
COMMISSION

BRUNSWICK
GOLDEN ISLES
AIRPORT

COMPLAINTS

[illegible]

SHERRY TITLE
BRUNSWICK
GOLDEN ISLES
AIRPORT
MOVEMENT &
SAFETY AREA MARK

SHERRY TUBERSON
BOK001