



## Operations Memorandum

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**To:** CVG Airlines (Aircraft Flight and Maintenance Personnel)

**From:** Brian Cobb, VP - Customer Experience

**Subject:** Aircraft Surface Movement Training Requirements

**Date:** July 21, 2014

The Kenton County Airport Board (KCAB) is implementing policy related to organizations allowing personnel other than a pilot type rated to operate a designated aircraft to maneuver an aircraft on the movement areas. A preview of this policy was shared in Operations Memorandum 2014-10. The policy effective date is August 1, 2014. The full context is attached for operating carriers' applicable operations and/or maintenance department to review and respond.

**Please note in Section 1.0 the organization's requirement "to submit an annual letter of verification to the Airport stating that the listed personnel in the letter have completed a comprehensive written training program." Verification letters may be submitted no later August 31, 2014 to [dmoore@cvgairport.com](mailto:dmoore@cvgairport.com).** DeAlice Moore from KCAB's Safety and Security Department will keep on file within the department for a rolling 12 month period.

For questions, please contact  
DeAlice Moore  
Airfield Safety and Security Specialist  
859.767.4709  
[dmoore@cvgairport.com](mailto:dmoore@cvgairport.com)

<b>Kenton County Airport Board (KCAB) Operating Policies</b>	<b>Policy Number 6253</b>	
<b>Aircraft Surface Movement Training Requirements</b>	<b>Revision Number 1.0</b>	<b>Date Effective August 1, 2014</b>

**PURPOSE AND OBJECTIVE:** Define training requirements for the ability to operate or maneuver an aircraft on the movement areas of the Airport.

**POLICY:**

- 1.0 Organizations allowing personnel other than a pilot type rated to operate a designated aircraft to maneuver an aircraft on the movement areas of the Cincinnati / Northern Kentucky International Airport (CVG) are required to submit an annual letter of verification to the Airport stating that the listed personnel in the letter have completed a comprehensive written training program.
- 2.0 The training programs discussed in 1.0 must include the following elements:
  - Taxi qualification requirements – the program must list organization's requirements for qualification to taxi aircraft by type.
  - Instructor qualification requirements – the program must list the organization's requirements for providing and certifying instruction to taxi aircraft by type.
  - Recurrence of training requirements – training requirements must be recurrent no greater than 24 consecutive calendar months.
  - Training program should include the following curriculum as necessary:
    1. Aircraft qualification
      - a. Aircraft pre-check / walk around procedures.
      - b. Cockpit procedures
      - c. Cockpit familiarization
      - d. Aircraft Standard Operating Procedures.
      - e. Aircraft engine limitations
      - f. Aircraft pre-start procedures
      - g. Aircraft start procedures
      - h. Aircraft shutdown procedures.
      - i. Aircraft taxi procedures and precautions
        - i. Normal taxi
        - ii. Single engine taxi
        - iii. Power back operations
        - iv. Brakes
        - v. Brake loss
      - j. APU Operations
      - k. Bleed Systems
      - l. Aircraft jet blast characteristics
    2. Radio and Communications Procedures
      - a. ATIS training
      - b. NOTAM training
      - c. Radio Phraseology
      - d. Aviation Alphabet
      - e. Radio Communication Procedures
      - f. Loss of Communication Procedures
    3. Aircraft emergency procedures
    4. Airport Familiarization
      - a. Airport Diagrams and Charts
      - b. Airport hot spots
      - c. Movement areas.
      - d. Non-movement areas.
      - e. Airfield Markings
        - i. Runways
        - ii. Taxiways
      - f. Airfield sign-systems

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- i. Runway
    - ii. Taxiway (including mandatory hold signs)
    - iii. Destination
    - iv. Informational
  - g. Airfield Lighting systems
    - i. Runways
    - ii. Taxiways
- 3.0 Each organization will provide authorized aircraft surface movement personnel the following equipment and resources for all operations:
  - Working aviation band two-way radio.
  - List of ATCT and Ramp control frequencies.
  - Aircraft procedures checklist(s).
  - Current airport diagrams and charts.
- 4.0 The following rules and regulations must be followed:
  - VHF two-way radio contact must be maintained with ATCT at all times while on the movement area.
  - Authorized operators must review the current ATIS and CVG NOTAMS prior to operations.
  - All KCAB policies and procedures must be followed, including;
    - Engine run-up policies.
    - Noise abatement policies.
    - Security Policies.
  - All FAA Rules and Regulations must be followed.
  - All KCAB Rules and Regulations must be followed.
- 5.0 Only personnel qualified and listed on the annual verification letter shall be allowed to ground taxi aircraft in the air operations area.
- 6.0 Violation of KCAB movement area regulations will result in a Level III Security Violation and will result in:
  - First offense -- a 7 day suspension of the individual's SIDA badge.
  - Second offense – up to one year or permanent revocation of SIDA badge.
- 7.0 The KCAB Chief Executive Officer has approved this policy and is responsible for all policy interpretation.

Approved By: \_\_\_\_\_  
Chief Executive Officer