



Operations Memorandum

To: CVG Airlines (Aircraft Flight and Maintenance Personnel)

From: Brian Cobb, VP - Customer Experience

Subject: Annual Aircraft Surface Movement Training Requirements

Date: August 6, 2015

The Kenton County Airport Board (KCAB) implemented policy in 2014 related to organizations allowing personnel other than a pilot type rated to operate a designated aircraft to maneuver an aircraft on the movement areas. The full context is included 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, 2015 to 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

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

URPOSE 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

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

- 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:
 - o Engine run-up policies.
 - o Noise abatement policies.
 - o 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 office – 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