

2023

Standard Operating
Procedures

for the Northeast Alabama
Regional Airport

Approved and adopted on
September 15, 2023

A. PURPOSE AND AUTHORITY

The Standard Operating Procedures (“SOP”) contained in this document are intended to supplement the Airport Rules ordinance and administer the requirements therein. The SOP addresses aeronautical activities and aviation subjects that are governed by aviation regulatory bodies such as the Federal Aviation Administration (“FAA”) and the Alabama Department of Transportation Aeronautics Bureau (ALDOT). The administration of this SOP will be the responsibility of the Airport Manager, who will review to keep current with State and Federal aviation regulations.

B. RESPONSIBILITIES

All using the Northeast Alabama Regional Airport, or any portion thereof, shall always comply with the Airport Rules, this SOP, and all pertinent statutes, laws, rules, regulations, orders and rulings of the FAA, the state of Alabama Aeronautics Bureau. Notwithstanding any other provisions herein, it remains the pilot’s responsibility to operate his or her aircraft in accordance with all applicable federal and state laws and regulations.

Section 1. ACCIDENT PROCEDURES

1. Dial 911 for Police and Fire Department Emergencies
2. Airport Manager phone: 256-442-3313 Ext. 3 (normal working hours) or cell 205-617-8474.
3. After hours contact FBO: 256-442-3313.

Section 2. Report Incidents, Accidents, and Vital Information

All Persons shall promptly report to the Airport Manager any bodily injury requiring medical attention or any damage to property at the Airport, or any other accident, incident, occurrence, or unsafe practice relating to any Aeronautical Activity. The following are examples of accidents, incidents, unsafe practices, or occurrences that shall be reported promptly to the Airport Manager:

1. Aircraft landing, and or running off the runway.
2. Aircraft breaking runway or taxiway lights or signage.

3. "Hand propping" an aircraft unless safely secured or occupied with a qualified "brake rider".
4. Taxiing an aircraft into or out of a hangar.

The report shall include the following information:

1. Location, date, and time of incident, and the identity of each person and Aircraft involved.
2. Nature of any injuries suffered by any person as a result of the incident, and the name and address of any person injured.
3. Nature and extent of any property damage occurring as a result of the incident, and the name and address of the owner of the damaged property.
4. A narrative explaining the circumstances of the accident, incident, and/or occurrence of an unsafe practice.

Section 3. REMOVAL OF DISABLED AIRCRAFT

In the event any aircraft is disabled to the extent that it cannot move under its own power, the pilot shall notify the Airport Manager and the FBO. After the FAA and NTSB have investigated and inspected the wreckage, the operator of the wrecked or damaged aircraft, or the operator's agent or legal representative, shall as soon as reasonably possibly obtain the necessary permission for removal of said aircraft from all landing areas, taxiways, ramps, tie-down areas, and all other traffic areas and park or store said aircraft in an area designated by the Airport Manager. If the operator of the aircraft fails for any reason to remove the disabled aircraft, from the Airport Operations Area (AOA) or Airport in the timeframe requested by the Airport Manager, the aircraft owner/ operator will be charged the removal fee of the aircraft.

Section 4. COMMUNICATIONS

1. The Airport is served by a Unicom / Common Traffic Advisory Frequency ("CTAF") radio on 122.8, which is monitored by an FBO during business hours. All pilots of aircraft having radio equipment should monitor and communicate on the CTAF frequency upon entering the airspace. All Aircraft should announce on the frequency who they are, type aircraft, intentions, and the runway to be used for arriving and departing.

2. Aircraft may wish to contact/monitor Birmingham Approach on 120.05 MHz when outside of Gadsden airspace.

Section 5. AIRPORT SECURITY

The Northeast Alabama Regional Airport is a gateway to the city and should present a welcoming environment to the public, balanced with safety and security around aircraft and businesses at the airport. The Airport participates and supports the Aircraft Owners and Pilots Association (“AOPA”) Airport Watch program. Airport tenants should be vigilant and report any suspicious activity to 866-GA-SECURE (866-427-3287).

1. All persons, while at the Airport, shall comply with all federal, state, and local security related laws, rules, and regulations.

2. No person shall unlock or leave unlocked any controlled security gate at the Airport except when the gate is in use or attended by an authorized person.

3. No person shall tamper with, disable, or cause to be disabled any controlled security gate at the Airport, except by airport personnel.

4. All people shall immediately notify the Airport Personnel when an unsecured gate is observed.

6. Information necessary for inclusion in the Based-Aircraft Inventory maintained by the County identifying based aircraft shall be provided to the Airport Manager. Information shall include N number, type, and model, name and address of owner or operator, and required insurance information.

7. Airport users are responsible for immediately notifying the Airport Manager when security-related facilities and equipment within the area it uses are malfunctioning or inoperative.

8. Airport users are responsible for the security of their leasehold and escort of its respective customers and visitors.

9. Aircraft rental activities shall ensure proper “key control” to ensure unauthorized personnel do not have access to aircraft.

10. FBO employees are encouraged to greet all Airport users, both arriving and departing, along with keeping an eye out for any suspicious activity.

Section 6. AIRCRAFT PARKING

1. No aircraft shall be permitted to park in any part of the Airport Operations Area (AOA) for the purpose of repairs by the direction of the Airport Manager.

2. Aircraft operators should properly secure their aircraft while parked or stored to prevent unauthorized access and or damage to other aircraft.

Section 7. PARKING OF TRANSIENT AIRCRAFT

1. The FBO will designate and regulate parking areas for transient aircraft and all transient aircraft shall be parked in those areas.

2. Transient aircraft shall register with FBO upon arrival.

3. A daily charge as set forth by the FBO for transient and overnight parking privileges shall be paid prior to departure.

By signing for and receiving this document, Airport users and tenants agree that they will hold harmless the Gadsden Airport Authority, members of its board of directors, Northeast Alabama Regional Airport, its directors, the City of Gadsden, and/or any of their agents or employees responsible for any loss from any cause whatsoever, whether direct, indirect, or merely a contributing factor in producing the loss to any aircraft, vehicle, personal property, parts, or surplus that may be located or stored in any location on GAD. Aircraft, vehicles, and their contents either inside or outside buildings at GAD are stored at their own risk.

Signature _____

Date _____