



TRI-COUNTY AIRPORT (1J0) GENERAL AVIATION AIRPORT SECURITY PLAN (GAASP)

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Section I: Disclosure Statement/Security Responsibilities

Development, upkeep, and administration of the Airport Security Procedures will be maintained by Airport Manager, Mark Wilson. The necessary individuals listed in the Emergency Contacts List will use the Tri-County Airport Security Plan as a guide during an emergency situation or if a threat arises on Tri-County Airport. This plan is necessary for Holmes County Sheriff's Department and Fire Department as they are key players in an emergency and first to respond to the 911 call. The representative of Homeland security is also a key player if we encounter a terrorist threat. In addition, the Florida Department of Transportation representative, Michael McDougall, will use this Airport Security Plan to show that Tri-County Airport has a system in place where the airport can operate efficiently and safely during the event of a security threat on the airport.

Airport Management determines who has a legitimate need for the plan by identifying authorities that would respond in a crisis or emergency situation.

Section II: General Information

Forward

The Tri-county Airport is currently located in Holmes County and is owned by Washington, Holmes, and Jackson counties. Five airport authority members are appointed by each county who are responsible for holding an annual election for the Chairman, Vice Chairman, Secretary, and Treasurer positions. In addition, the Airport Manager currently responsible for running the day-to-day operations of the airport is subcontracted annually by the Airport Authority.

Introduction and Purpose

This security plan was created to have a planned course of action in the event of a threat or an emergency. In addition, the purpose of the plan is to provide clear direction to the appropriate Emergency Response individuals, such as the Fire Department, the Police, EMS, Homeland Security, etc.

Distribution

Copies of these procedures will be distributed, when applicable, to the staff member responsible for critical infrastructure:

1. Holmes County Sheriff Department
2. Bonifay Fire Department
3. U.S. Department of Homeland Security - Panama City Branch
4. Airport Manager
5. FDOT District Aviation Representative

Please see Emergency Phone Numbers section below for contact information.

Name and Location of Airport

1. Airport Name: Tri-County Airport
2. Airport Address: 1983 Tri-County Airport Road, Bonifay, FL 32425
3. Business Contact Information:
 - a) Phone Number: (850) 547 – 6519
 - b) 24-Hour Emergency: (850) 271 – 2239

- c) Fax Phone Number: (850) 547 – 5198
- 4. Airport Identifier: 1JO
- 5. Proximity to nearest major city: 6 miles to Bonifay, FL.
- 6. Airport Geographical Coordinates
 - Latitude (decimal degrees): N30°50.75'
 - Longitude (decimal degrees): W85°36.08'
 - Elevation: 85 feet

Airport activities

- 1. Types of Flight Activities:
 - Storage of general aviation aircraft
 - Flight training with private instructors
 - Home Base for EAA Chapter 1464
 - Helicopter and Fixed Wing instrument approach training
- 2. Hours of operation: 8 a.m. - 4 p.m.
- 3. Number of Annual Operations: Approximately 28,630
- 4. Number of Based Aircraft: 35

Airport Description

Note: Please refer to Appendix 1 & 2 for an Airport Layout maps.

- 1. Size: Airport is located on 299 acres
- 2. Runways, Taxiways, Ramps:
 - This airport is an Uncontrolled Class E Airport.
 - Runway 01 and 19 - paved 5398 feet x 75 feet.
 - The airport also has a helipad on the west side of the runway.
 - Parallel Taxiways exists on the west side of the runway.
 - Ramps are present on the west side of the airport.
 - Refer to the Section V: Aircraft Movement Area / Security Control for additional information.

- 3. Buildings:

Types of Buildings	Count	Storage Tenants
Terminal	1	Management
Maintenance	3	Maintenance
Open Shade Hangars	1 set of 8	Storage
T-Hangar	1 set of 7	Storage
Box Hangar	3 sets of 5 / 1 set of 4	Storage
Baptist College	2 Hangars	Flight Training

- 4. Airport Tenants
 - Hours of Operation: 24 hours
 - See Appendix 4 for tenant contact information

Emergency Phone Numbers

See the Distribution section for a list of which individuals should receive a copy of the Tri-County Airport security documentation.

Contact Name	Contact Number
All Emergencies	911
Florida State Police (non-emergency)	(850) 558-4250
Holmes County Sheriff Department (non-emergency)	(850) 547-3681
Local Fire Department	(850) 547-2681
Airport Manager and Facility Supervisor	(850) 281-2239
FDOT Aviation Office	(850) 414-4500
FDOT District Aviation Representative	(850) 330-1553
FBI Local Field Office	(904) 248-7000
FAA Flight Standards District Office (FSDO)	(404) 474-5100
TSA Airport Watch Hot-Line	(866) 427-3287
National Transportation Aviation Safety (NTAS)	(850) 763-8418
Department of Homeland Security (DHS) [Michael F. Henke]	(850) 436-7114
Emergencies	

Section III: Definitions and Terms

The following words, terms and phrases when used herein shall have the meanings described. Words which relate to aeronautical practices, processes and equipment, not defined herein, shall be construed according to the definitions in Florida Statutes Chapter 332 or, if not defined therein, according to their general usage in the aviation industry.

- The “Authority” shall mean the Tri County Airport Authority.
- “Advisory Circular” shall mean the FAA’s Advisory Circular No, 150/5300-13, published September 29,1989 entitled “Airport Design” including all amendments.
- “Aircraft Approach Category” shall mean one of five categories of aircraft, symbolized by the letters A through E, as such categorization is used in the Advisory Circular, The grouping is based on the stalling speed of aircraft in their landing configuration at their maximum certificated weight.
- “Aircraft Rescue Fire Fighting” or “ARFF” shall mean the organization of those persons meeting the performance criteria for airport fire fighters set forth in NFPA 1003, ‘*Standard for Professional Qualifications for Airport Fire Fighters*’ and having the basic knowledge, skills, and abilities identified in NFPA 1001, “Standard for Fire Fighter Professional Qualifications.” If the airport does not have a dedicated ARFF facility, the term shall refer to such firefighting facility that has been designed by the Airport Manager or other appropriate authorized official to respond to fire and other emergencies on the airport.
- “Airplane Design Group” shall mean a six-member grouping of aircraft, symbolized by the roman numerals I through VI, as such categorization is used in the Advisory Circular. The grouping is based on the wingspan of the aircraft.
- “Airport” shall mean the Tri-County Airport including all properties therein.
- “Airport Manager” or “Airport Management” shall mean the representative of the Authority, or designee, with the powers to direct all matters at the airport, to supervise all activities at the airport, to be responsible for the operation, management, and maintenance of the Airport, and to enforce these regulations.

- “Airport Minimum Standards for Aeronautical Activities” shall mean the city (county) policy document (if any), setting forth the minimum standards for aeronautical activities at the airport (as such term is defined therein), as such policy may be amended from time to time. To the extent of any conflicts between that policy statement and these Rules and Regulations, these Rules and Regulations shall prevail.
- “Airport Operations Area” or “AOA” shall mean any area of the airport identified by the Airport Manager and/or used or intended to be used for landing, taking-off or surface maneuvering of an aircraft as depicted on a map maintained on file in the office of the Airport Manager but shall not include apron or ramp areas normally leased by tenants for their exclusive use.
- “Airport Vehicle” shall mean any vehicle owned or operated by the airport administration.
- “Apron” or “Ramp” shall mean those areas of the airport designated by the Airport Manager for the loading or unloading of cargo or passengers, servicing, or parking of aircraft.
- “ARC” shall mean Airport Reference Code, a two-component coding system where the first component, depicted by a letter, is the Aircraft Approach Category, and the second component, depicted by a Roman numeral, is the Airplane Design Group.
- “ASDA” shall mean the accelerate-stop distance available, as such term is used in Advisory Circular 150/5300-13 as may be amended and/or any other such official document published by the FAA.
- “ATF” shall mean the Bureau of Alcohol, Tobacco, Firearms, and Explosives
- “Authorized Person” shall mean any person with the explicit permission of the Airport Manager or his/her designee. All Authorized Personnel shall carry in their possession a valid airport issued identification badge.
- “Club Aircraft” shall mean aircraft owned by a flying club but shall not mean an aircraft managed
- as part of a fractional ownership program as defined in the Federal Aviation Regulations.
- “City” shall mean City of Bonifay, a municipal corporation existing under the laws of the State of Florida.
- “County” shall mean County of Holmes, Florida.
- “Courtesy Vehicle” shall mean any vehicle, other than a taxicab, used to transport persons, baggage or goods, or any combination thereof, between the airport and the business establishment owning or operating such vehicle, the operation of which is generally performed as a service without direct costs to the passenger.
- “Declared Distance” shall mean the distances available for an airplane’s takeoff run, takeoff distance, accelerate-stop distance, and landing distance requirements.
- “Emergency Vehicle” shall mean any fire department, police, ambulance, airport, federal, military, or any other such vehicle designated by the Airport Manager, police/sheriff’s department, county department of emergency services, or any other state or federal agency as an authorized emergency vehicle.
- “Escort” shall mean for a person who has access authority to the AOA or other Restricted Area to accompany and maintain direct control over the activities of a person without such authority.

- “FAA” shall mean United States Department of Transportation Federal Aviation Administration or any successor federal agency.
- “Federal Aviation Regulations” shall mean the regulations of the United States Department of Transportation’s Federal Aviation Administration as codified at Title 14 C.F.R. as currently in effect or as hereafter amended.
- “Flying Club” shall mean any group of persons owning one or more aircraft and intending to operate the aircraft for noncommercial purposes but shall not mean any entity that manages aircraft as part of a fractional ownership program, as defined by the Federal Aviation Regulations.
- “Jet Aircraft” shall mean aircraft powered by turbine or any other engines where thrust is not provided by an external propeller.
- “LDA” shall mean landing distance available, as such term is used in Advisory Circular 150/5300-13 as may be amended and/or any other such official document published by FAA.
- “Maintenance Run-up” shall mean the operation of the engines on an aircraft for any purpose other than for proceeding expeditiously to and from the airport runway system for takeoff, landing, or taxiing to and from an approved run-up location.
- “National Fire Protection Association” or “NFPA” shall mean all codes and standards contained in the Standards of the National Fire Protection Association, as the same may be amended from time to time.
- “Non-operating Aircraft” shall mean any aircraft located on the airport which does not possess a current certificate of airworthiness (having all required inspections, maintenance, etc.) issued by the FAA and is not actively being repaired.
- NOTAM - a written notification issued to pilots before a flight, advising them of circumstances relating to the state of flying “Operational Directive” shall mean a written order issued by the Airport Manager or his/her designee bearing the designation “Operational Directive” and requiring specific operational procedures or prohibiting specific operational procedures or prohibiting specific operations or types of operations on the airport or establishing designated and restricted uses of various areas of the airport.
- “Owner” shall mean a person in whose name the legal title of an aircraft is held. The lessee or mortgagor of any aircraft or motor vehicle, which is subject to a conditional sale with the right to purchase, and with the immediate right of possession vested in the lessee or one in possession of the aircraft or motor vehicle.
- “Person” shall mean an individual, firm, partnership, corporation, company, association, or joint stock association.
- “Propeller Aircraft” shall mean any aircraft powered by reciprocating or turbine engines where majority of thrust is provided by propeller.
- “Restricted Area” shall mean any area of the airport, which is locked or has a posted notice, for which access is prohibited or limited to specific authorized persons.
- “Rules and Regulations” shall mean these Rules and Regulations, as the same may be amended from time to time.
- “Security Background Check” shall mean an investigation into a person’s employment history and a criminal records check conducted pursuant to the procedures set forth in Transportation Security Administration Regulations Section 1500 (or for such successor section as may be currently in force).

- “Security Identification Display Area” or “SIDA” shall mean those areas of the Airport, if any, designated by the Airport Manager, in accordance with Federal Aviation Regulations, in which each individual in the area is required to display on their person the identification badge issued by the Airport Manager or such other form of identification approved by the Airport Manager.
- “Security Program” shall mean that program developed for the airport by the Airport Manager as required and/or approved by the DOT or FDOT, for the protection and safety of aircraft operations and uses of the airport.
- “Taxicab” or “Taxi” shall mean any automobile that carries persons for a fare, determined by a meter, and that is appropriately licensed as a taxicab by the proper governmental authority.
- “Tenant” shall mean a person who leases real property on the airport or from the city (county) for airport - related functions and whose premises have access to the airport, For purposes of these rules “*tenant*” shall include *sub-tenants* and other persons who occupies a tenant’s premises with the consent of the tenant.
- “Terminal” shall mean any airport facilities accessed by the public related to air transportation including all roadways, vehicular circulation areas and parking facilities accessed by the public related to air transportation, including all roadways, vehicular circulation areas and parking facilities associated therewith and including facilities operated by Tenants.
- “TODA” shall mean takeoff distance available, as such term is used in Advisory Circular 150/5300-13 as may be amended and/or any other such official document published by FAA.
- “TORA” shall mean takeoff run available, as such term is used in Advisory Circular 150/5300-13 as may be amended and/or any other such official document published by FAA.
- “TSA” shall mean the Department of Homeland Security’s Transportation Security Administration.
- “Vehicle” shall mean anything other than an airport or emergency vehicle, used as a method of transportation for persons and/or goods.
- “Zero Tolerance” shall mean that no warning notices, verbal or written, will be issued for violations that have a Zero Tolerance policy. Offenders will immediately be penalized as outlined in these Rules and Regulations.

Section IV: Administration

Airport Operator

- Name: **Mark Wilson**, Airport Manager
- Phone: (850) 281-2239
- Office: (850) 547-6519
- Fax: (850) 547-5198
- E-mail: tricountyairport@outlook.com

Individual Responsibilities for airport security

The Airport Manager, **Mark Wilson**, is responsible for the following:

- Timely provision of evidence of security measure compliance as may be requested
- Maintaining a complete and current list of all individuals with airport access

- Maintaining documentation of all training provided in accordance with any current Airport Security Procedures
- Maintaining and updating the Airport Security Procedures to reflect the current state of conditions at the airport
- Timely distribution of the Airport Security Procedures or specific parts thereof, to appropriate persons or entities
- Proper dissemination of all correspondence or other communications with airport tenants and others on security related matters
- Daily oversight of security provisions at the airport and ensuring compliance with the Security Procedures

Section V: Aircraft Movement Area / Security Control

Aircraft Movement Area

Please reference the Runways, Taxiways, Ramps subsection within the Airport Description section for more information about specifics on each one. See Appendix 3 for a map of the airport

Perimeter Barriers and access controls

- Full Perimeter Security Fence
 - Type: Chain link/Game Fence with Barbed wire
 - Height: 7/8 FT (See Appendix 3)
- Gates / Airport Locks
 - Nine Gates total – one of which is automatically opened with keypad control. The remaining gates are secured with chains and padlocks.
- Access/Key control System
- All Keys are controlled and distributed by Airport Management. The Airport Manager provides the key code to all tenants and others on a case-by-case basis.

Section VI: Airport Security Procedures

Aircraft Security Requirements

Transit or permanent-based aircraft users are asked to secure their aircraft and property. Users will do this by locking and tying down their aircraft.

Pedestrian / Vehicle Access

Other than official vehicles, access may be permitted on a case-by-case basis.

Challenge Procedures /Suspicious Behavior

The airport currently operates with an Airport Watch Program in place, asking that all tenants report suspicious behavior to the Airport Manager as soon as possible via phone call or verbal communication. Drivers of unauthorized vehicles do not have access to the gate code in order to enter the premises. The current tenants are very familiar with each other as well as each other's vehicles and would quickly recognize an unauthorized person on the airport. The Airport Manager then will investigate anyone deemed to be suspicious or not currently a tenant. The neighbor, Kenny Wilson, who resides in front of the primary gate is vigilant about who enters and leaves the airport and notifies airport management when witnessing suspicious behavior.

Section VII: Airport Emergency Grid Map

Please refer to Appendix 1 & 2 for Maps provided to emergency response personnel, law enforcement and airport personnel.

Section VIII: Identification of Airport Personnel

All personnel on the airport are personally known by the Airport Manager. The airport may add badges or identification cards later. They are not currently necessary. No one is to access the airport during a security threat. The Holmes County Sheriff's office will be the only individuals allowed access onto the airport during a threatening situation. Holmes County Authorities will notify the Airport Manager when the situation is clear for the public to include airport employees or tenants to access the airport. All will need to contact the Airport Manager to determine whether they are allowed to access the facilities.

We plan to use positive identification to determine who is permitted entry to the airport.

1. If you do not positively know the individual follow these steps:
 - a. Use who, what, when, where.
 - Who – are they? (ask for their name)
 - What – are they doing?
 - When – when did they become a tenant or part of airport and for what aircraft owner / employee?
 - Where – where are they from?
 - Why – why are they on the airport?
 - Keep a written description of the individual such as height, weight, hair / eye color, tattoos, race, sex, clothing, etc.
 - b. Call Airport Manager to verify this information
 - If Airport Manager doesn't know them and suspicious activity is suspected Call 911 to have law enforcement check out the situation
 - Keep a written description of the vehicle such as make, model, color, and tag number.

Section IX: Identification of Vehicles

All the vehicles are recognized by Airport Management since there is a small population on the airport and are currently not registered with our office at this time. We may add identification of vehicles later. If a vehicle is unknown to the Airport Manager or assistant, the manager challenges the driver of the vehicle. Only individuals with the key code can enter the airport which is listed on the Tenant List Appendix 4. Otherwise, the airport management must open the gate for the vehicle to enter.

We plan to use positive Identification to identify vehicles on the airport. Only authorized vehicles are allowed through airport access gates. In Appendix 4 of this Security Plan, a list of individuals allowed on the Airport Property is displayed unless Airport Management approves or escorts the individual to the premises.

Follow these steps if a vehicle is not recognized:

- Call Airport Manager, Mark Wilson (850) 281-2239, so he can come and identify the individual and vehicle.
- If situation escalates or Airport Manager is not available determine if situation is safe enough to use positive identification of airport personal call 911 for authorities to investigate

Fire rescue or law enforcement will be allowed on the airport in a crisis or emergency, all other individuals requesting entry during an emergency will be determined on a case-by-case basis by management or the proper authorities. Someone in Airport Management and/or law enforcement will be at the gate to determine who can enter the premises. During a crisis or emergency, only airport management or individuals handling the emergency/crisis will be allowed access to the airport. Anyone who is not directly involved will be evacuated from the airport and will not be permitted reentry until the emergency situation has passed.

Section X: Law Enforcement

- The Holmes County Sheriff's Department provides routine patrols at least once during each shift.
- When the security alert level increases, additional patrols of the airport are conducted.
- The Holmes County Sheriff's Department has agreed to provide any traffic control and security assistance as needed during any special events.
- The Holmes County Sheriff's Department will also respond to requests from Airport Management.

Section XI: Special Events

Young Eagles Rally

- Two per year
- Procedures are planned and supervised by EAA Chapter 1464 Representative / Tenant Joe Stanko

Procedures include:

- Hold meeting with management and members to discuss where civilians will have supervised access on the airport, Will discuss the route of flight, communications, and any other pertinent information.
- No unauthorized individuals can leave public access areas of the property with an exception of being under supervision of the Airport Management.
- No unauthorized individual is allowed around aircraft with an exception of being under supervision of the Airport Management.
- Activity will be monitored by EAA Representative and Airport Manager.
- All volunteers and eagles are instructed to follow these rules and to report any suspicious or unauthorized activity to Airport Management.
- Young eagles are given education on aircraft safety and flight experience prior to event

VIP Visits

VIP Visits are held in confidence with the security being supplied by the VIP person.

Section XII: Increased Security Threats

If the Security Threat level increases, the Airport Authority and Airport Manager will discuss new plans to increase the level of security at Tri-County Airport at an emergency board meeting.

Section XIII: National Terrorism Advisory System

In 2011, the Department of Homeland Security (DHS) replaced the color-coded alerts of the Homeland Security Advisory System (HSAS) with the National Terrorism Advisory System (NTAS), designed to more effectively communicate information about terrorist threats by providing timely, detailed information to the American public.

It recognizes that Americans all share responsibility for the nation's security and should always be aware of the heightened risk of terrorist attack in the United States and what they should do.

NTAS advisories – whether they be Alerts or Bulletins – encourage individuals to follow the guidance provided by state and local officials and to report suspicious activity. Where possible and applicable, NTAS advisories will include steps that individuals and communities can take to protect themselves from the threat as well as help detect or prevent an attack before it happens. Individuals should review the information contained in the Alert or Bulletin, and based upon the circumstances, take the recommended precautionary or preparedness measures for themselves and their families.

Individuals should report suspicious activity to local law enforcement authorities. Often, local law enforcement and public safety officials will be best positioned to provide specific details on what indicators to look for and how to report suspicious activity. The “If You See Something, Say Something TM” campaign across the United States encourages the public and leaders of communities to be vigilant for indicators of potential terroristic activity, and to follow the guidance provided by the advisory and/or state and local officials for information about threats in specific places or for identifying specific types of suspicious activity.

TYPES OF ADVISORIES

BULLETIN

Describes current developments or general trends regarding threats of terrorism.

ELEVATED ALERT

Warns of a credible terrorism threat against the United States.

IMMINENT ALERT

Warns of a credible, specific and impending terrorism threat against the United States. For further information or questions, we will use this website: <http://www.dhs.gov/national-terrorism-advisory-system>

Optional features discussed at the emergency board meeting:

- Security Features added may include cameras

- May add Transient aircraft log to help track individuals accessing the airport and deter suspicious individuals
- Add Increased observation by all tenants/board members/and more Holmes County Sheriff patrols
- Increased alertness of Airport Personnel
- Restricted access to more areas of the airport
- Change security gate code more frequently
- Hold more frequent Tenant and Airport Authority Meetings
- Any other ideas at the meeting that can be added

Section XIV: Aviation Security Contingency Plan

Bomb Threats / Hijacking

- Identify the bomb threat source and determine if the threat is credible
- The airport management will immediately call 911 and the appropriate emergency contacts (e.g. – TSA Hotline, FBI, ATF, Homeland Security, etc.). See Emergency Phone Numbers for contact information.
- If a threat occurred, airport management will (if necessary) disable the gates by turning the switch off and manually opening the gates to allow only law enforcement and/or airport management to enter the premises as needed. Only emergency authorities will be permitted on the premises until the threat is over.
- Barriers may be erected during an active bomb threat or hijacking situation since exposing individuals may create additional dangers. Authorities may block the road to the airport if this were to occur. Barriers will be removed by law enforcement. Notify the necessary individuals on the airport to evacuate (if possible, on mobile phone or directly). Will also notify Baptist College (MFT) Sandy or Lenny 850-849-4530.
- If the Airport Manager chooses to shut down the airport, he will Issue a NOTAM by calling 1-877-487-6867 that the airport is closed, and the airport will reopen when law enforcement determines it's safe.
- See Appendix 8 for checklist to complete if a credible bomb threat does occur.

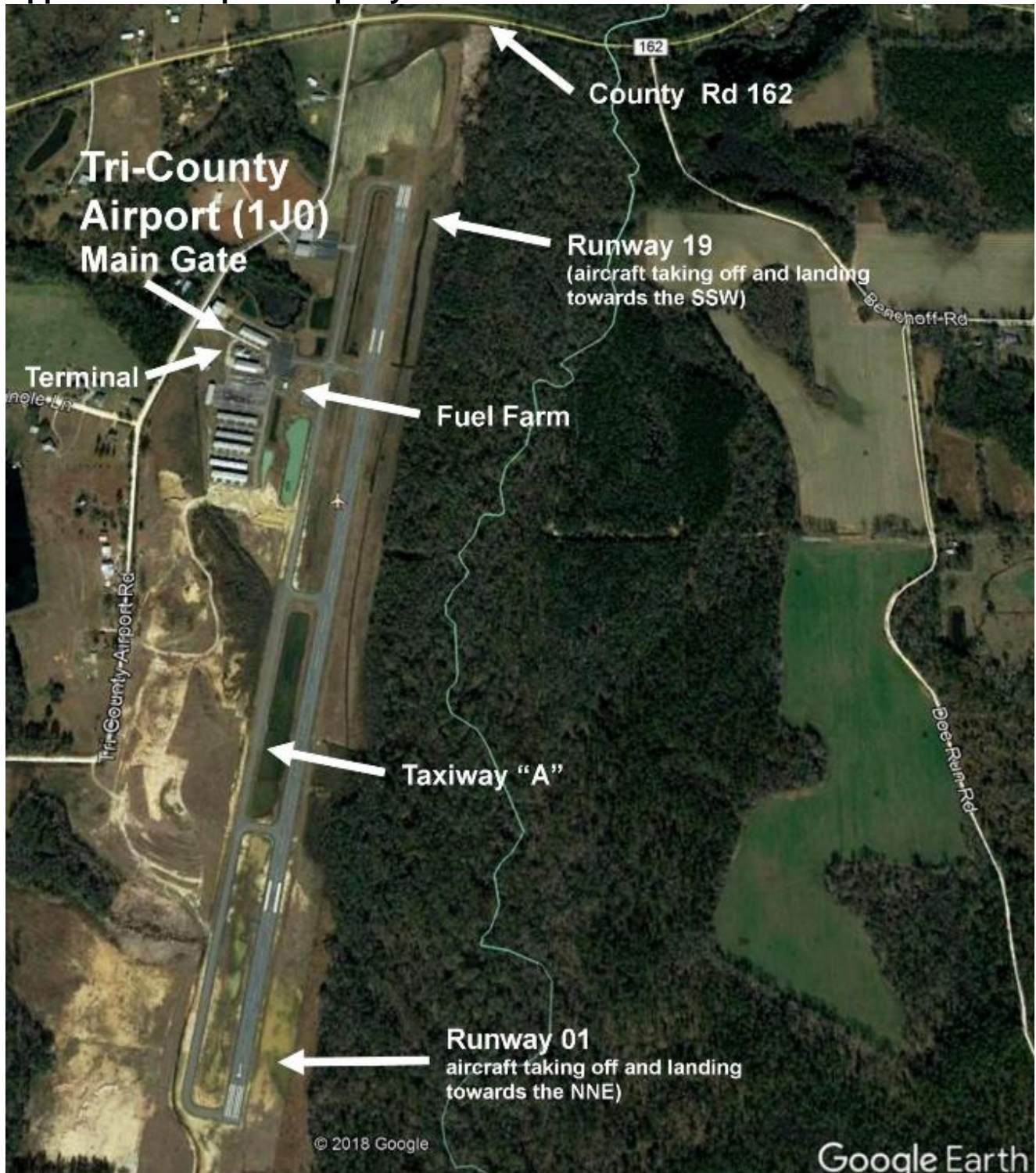
Civil Disturbances and Crowd Control

- Determine the severity of the disturbance and contact either 911 or the Sheriff non-emergency number should be contacted. See Emergency Phone Numbers for contact information
- Airport Manager will call and notify local County Sheriff's Department 911

Suspicious/Unidentified Items

- Refer to Challenge Procedures / Suspicious Behavior for procedures on what to do when witnessing suspicious behavior.

Appendix 1: Airport Property Aerial View with Labels



The main gate code is 1018 on the keypad. There are 3 vehicle gates on Tri-County Airport Road with chains and combination padlocks; the combination padlock code for all chained gates is 1228.

Appendix 2: Airport Central Aerial View with Labels



The main gate code is 1018 on the keypad. There are 3 vehicle gates on Tri-County Airport Road with chains and combination padlocks, including Baptist College and two gates south of the main gate; the combination padlock code for all chained gates is 1228.

Appendix 3: Map of Perimeter Barrier



Appendix 4: Airport Tenant Contact Information

Airport Tenant Contact Information is kept updated on the OneDrive for the Tricountyairport@outlook.com computer.

Appendix 5: Bibliography

The latest issuance of advisory circulars may be obtained from the following website:

Appendix 6: Useful Websites:

AVIATION TRADE ASSOCIATIONS	
ORGANIZATION	WEBSITE
Aircraft Owners and Pilots Association	www.aopa.org
Airports Consultants Council	www.acconline.org
American Association of Airport Executives	www.aaas.com
Experimental Aircraft Association	www.eaa.org
GA Manufacturers Association	www.gama.aero
Helicopter Association International	www.rotor.com
National Agricultural Aircraft Association	www.agaviation.org
National Air Transportation Association	www.nata-online.org
National Association of State Aviation Officials	www.nasao.org
National Business Aviation Association	www.nbaa.org
United States Parachute Association	www.uspa.org
FEDERAL GOVERNMENT	
ORGANIZATION	WEBSITE
Department of Homeland Security	www.dhs.gov
Federal Aviation Administration	www.faa.gov
Federal Bureau of Investigation	www.fbi.gov
Transportation Security Administration	www.tsa.gov
OTHER REFERENCES	
ORGANIZATION	WEBSITE
ASIS International (Industrial Security Organization)	www.asisonline.org
Aviation Crime Prevention Institute	www.acpi.org

Appendix 7: Critical Infrastructure

See the Tri-County Airport Emergency Plan

There is a great deal of overlap between the TCA Security Plan and the TCA Emergency Plan.

Appendix 8: Bomb Threat Call Checklist

BOMB THREAT PROCEDURES

This quick reference checklist is designed to help employees and decision makers of commercial facilities, schools, etc. respond to a bomb threat in an orderly and controlled manner with the first responders and other stakeholders.

Most bomb threats are received by phone. Bomb threats are serious until proven otherwise. Act quickly, but remain calm and obtain information with the checklist on the reverse of this card.

If a bomb threat is received by phone:

1. Remain calm. Keep the caller on the line for as long as possible. DO NOT HANG UP, even if the caller does.
2. Listen carefully. Be polite and show interest.
3. Try to keep the caller talking to learn more information.
4. If possible, write a note to a colleague to call the authorities or, as soon as the caller hangs up, immediately notify them yourself.
5. If your phone has a display, copy the number and/or letters on the window display.
6. Complete the Bomb Threat Checklist immediately. Write down as much detail as you can remember. Try to get exact words.
7. Immediately upon termination of call, DO NOT HANG UP, but from a different phone, contact authorities immediately with information and await instructions.

If a bomb threat is received by handwritten note:

- Call _____
- Handle note as minimally as possible.

If a bomb threat is received by e-mail:

- Call _____
- Do not delete the message.

Signs of a suspicious package:

- No return address
- Excessive postage
- Stains
- Strange odor
- Strange sounds
- Unexpected delivery
- Poorly handwritten
- Misspelled words
- Incorrect titles
- Foreign postage
- Restrictive notes

*** Refer to your local bomb threat emergency response plan for evacuation criteria**

DO NOT:

- Use two-way radios or cellular phone. Radio signals have the potential to detonate a bomb.
- Touch or move a suspicious package.

WHO TO CONTACT (Select One)

- 911
- Follow your local guidelines

For more information about this form contact the DHS Office for Bombing Prevention at OBP@dhs.gov



Homeland
Security

2014

BOMB THREAT CHECKLIST

DATE:

TIME:

TIME CALLER
HUNG UP:

PHONE NUMBER WHERE
CALL RECEIVED:

Ask Caller:

- Where is the bomb located?
(building, floor, room, etc.)
- When will it go off?
- What does it look like?
- What kind of bomb is it?
- What will make it explode?
- Did you place the bomb? Yes No
- Why?
- What is your name?

Exact Words of Threat:

Information About Caller:

- Where is the caller located? (background/level of noise)
- Estimated age:
- Is voice familiar? If so, who does it sound like?
- Other points:

Caller's Voice	Background Sounds	Threat Language
<input type="checkbox"/> Female	<input type="checkbox"/> Animal noises	<input type="checkbox"/> Incoherent
<input type="checkbox"/> Male	<input type="checkbox"/> House noises	<input type="checkbox"/> Message read
<input type="checkbox"/> Accent	<input type="checkbox"/> Kitchen noises	<input type="checkbox"/> Taped message
<input type="checkbox"/> Angry	<input type="checkbox"/> Street noises	<input type="checkbox"/> Irrational
<input type="checkbox"/> Calm	<input type="checkbox"/> Booth	<input type="checkbox"/> Profane
<input type="checkbox"/> Clearing throat	<input type="checkbox"/> PA system	<input type="checkbox"/> Well-spoken
<input type="checkbox"/> Coughing	<input type="checkbox"/> Conversation	
<input type="checkbox"/> Cracking voice	<input type="checkbox"/> Music	
<input type="checkbox"/> Crying	<input type="checkbox"/> Motor	
<input type="checkbox"/> Deep	<input type="checkbox"/> Clear	
<input type="checkbox"/> Deep breathing	<input type="checkbox"/> Static	
<input type="checkbox"/> Disguised	<input type="checkbox"/> Office machinery	
<input type="checkbox"/> Distinct	<input type="checkbox"/> Factory machinery	
<input type="checkbox"/> Excited	<input type="checkbox"/> Local	
<input type="checkbox"/> Laughter	<input type="checkbox"/> Long Distance	
<input type="checkbox"/> Lisp		
<input type="checkbox"/> Loud		
<input type="checkbox"/> Nasal		
<input type="checkbox"/> Normal		
<input type="checkbox"/> Ragged		
<input type="checkbox"/> Rapid		
<input type="checkbox"/> Raspy		
<input type="checkbox"/> Slow		
<input type="checkbox"/> Slurred		
Other Information:		

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