

General Aviation Airport Security Plan

Baraboo – Wisconsin Dells Municipal Airport

Adopted February 22, 2006

Revised July, 2012

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Section I: Disclosure Statement / Security Responsibilities

Distribution of these Security Procedures is restricted to individuals with a legitimate need for access to them.

The Baraboo-Wisconsin Dells Municipal Airport Manager shall be responsible for the development, upkeep and administration of the Airport Security Procedures.

Section II: General Information

Forward: The Baraboo-Wisconsin Dells Municipal Airport is a public use airport. The airport's physical location is in the State of Wisconsin, Town of Delton, and County of Sauk. The airport is owned by the City of Baraboo, Village of Lake Delton, City of Wisconsin Dells, and Town of Delton. The City of Baraboo is the managing owner handling the day-to-day activities and contracts for maintenance of the airport.

Purpose: The purpose of this document is to create a security plan for the airport. Since the 9/11 tragedy, aviation has changed dramatically. Security is now more than ever on the minds of everyone. The Federal Government established Homeland Security and the Transportation Safety Administration to enhance and increase security. As a result, the Federal Aviation Administration (FAA) and the Wisconsin Department of Transportation -Bureau of Aeronautics (Wis. DOT - BOA) have requested that airports develop a security plan.

Our plan will be simple and assume a common sense approach to execute. As tenants and users of the airport, you are asked to be suspicious of all activities at the airport. Use your eyes and ears. Be alert to anything that seems unusual or out of the ordinary. **YOU** are the most important element in increasing security at the Baraboo-Wisconsin Dells Municipal Airport.

Our airport security plan will focus on 4 main topics.

1. Boundary Control / Physical & Emergency Access
2. Increase awareness of our airport's security issues.
3. Identify specific activities / threats which should be reported.
4. Establish a communication system and procedure for reporting these activities / threats.

Distribution:

Copies of the Airport Security Plan will be distributed as follows.

1. City of Baraboo
2. Airport Manager
3. Fixed Base Operators
4. Individual Tenants / Land Lessees
5. Sauk County Sheriff Department
6. Local Municipal Police Departments
7. Local Municipal Fire / EMS Departments

Name and Location of the Airport:

Baraboo-Wisconsin Dells Municipal Airport
S3440 County Rd BD
Baraboo, WI 53913
(608) 356-2270

The airport is located 3 miles North of the City of Baraboo, and 5 miles south of the City of Wisconsin Dells on U.S. Hwy 12, next to the Ho-Chunk Casino & Convention Center.

Airport Identifier:

KDLL	
Unicom	123.05
Localizer Frequency – IDLL	109.15

Geographical Coordinates:

Latitude:	N43°31.32'
Longitude:	W89°46.25'
Elevation:	976' msl

Airport Manager:

City of Baraboo
Cheryl Giese
135 4th Street
Baraboo, WI 53913
Manager Phone: 608-355-7305

Airport Activities:

Flight Instruction provided by Baraboo Dells Flight Center during business hours by appointment only. Mechanic services provided during normal business hours six days per week or by special appointment. On average there are approximately 10 cargo operations per week. There are approximately 34,000 annual operations and 50 based aircraft.

Airport Description:

1. Size. The airport property consists of roughly 325 acres with an average elevation of 976' msl.
2. Runways, Taxiways, Ramps. Runway 01 – 19 is 5010' x 75' paved (asphalt). Runway 14 – 32 is 2740' x 100' turf (sod). The airport has a certified weather reporting station (AWOS-3 available on 118.325 or (608)356-1071. Communication consists of CTAF/UNICOM on 123.05 and is monitored by the local FBO (Baraboo-Dells Flight Center, Inc). The nearest navigational aid is the DELLS (H) VORTAC located 1.8 nautical miles north of the field and transmits on 117.0.
3. Buildings. There are a total of 43 buildings: the terminal building and maintenance hangar is leased to the Flight Instruction/Fuel Farm FBO, the maintenance hangar is leased to the aircraft servicing mechanic, one Snow Removal Equipment storage building, and 39 occupied hangars.
4. Airport Tenants. Current FBOs at the Airport include:
 - Baraboo Dells Flight Center, Monday through Saturday, 8:00 a.m. to 5:00 p.m., and other hours by appointment. Primary contact is William Murphy, 608-356-2270.
 - TC's AirCare, Monday through Saturday, 7:30 a.m. to 4:30 p.m. and other hours by appointment. Primary contact is Tom Cunningham, 608-355-0850.
 - Ryte Byte Inc., Monday through Friday, 8:00 a.m. to 5:00 p.m. and other hours by appointment. Primary contact is Joe Canepa, 608-356-6822.

Emergency Contact List

All Emergencies		911
Police	Sauk County Sheriff's Dispatch	608-355-4495
Fire	Lake Delton Fire Department	608-254-8404, 608-678-0278 cell
	Baraboo Fire Department	608-355-2710
Airport Manager	Cheryl Giese, City of Baraboo	608-355-2700 e-mail: cmgiese@cityofbaraboo.com

On Site Maintenance	Baraboo-Dells Flight Center, Inc.	608-356-2270 phone 608-356-2277 fax 608-393-3552 cell email: info@flybdfc.com
FAA	Milwaukee FSDO	414-486-2920
	Green Bay Flight Service	800-992-7433
FBI		715-842-2666 402-493-8688 If no answer call: 414-276-4684 Milwaukee
Homeland Security		866-AIR-BUST
AOPA Airport Watch (National Response Center)		800-GA-SECURE
TSA	Airport Watch Hot-Line	866-427-3287

Section III: Administration

1. The City of Baraboo operates the airport.
2. The airport manager is responsible for airport security. These duties may include:
 - Reviewing “Security Clearance Requests” and determining eligibility for access to the secured area.
 - Maintain a complete and current list of all users with approval to access the secured area.
 - Determine automatic gate KEY CODES.
 - Maintain and update the Airport Security Plan to reflect the current state of conditions at the airport.
 - Ensure timely distribution of the Airport Security Plan to appropriate persons or entities.
 - Ensure timely distribution of the automatic gate KEY CODES to all approved users.
 - Proper dissemination of all correspondence or other communications with airport tenants and others on security related matters.

- Conduct daily oversight of security provisions at the airport and ensuring compliance with the Airport Security Plan.

Section IV: Aircraft Movement Area/Security Control

1. Aircraft Movement Area – Aircraft may taxi along any paved surface of the airport. Take off and landings may be performed along the paved or grass runways.
2. Fencing and Gates – The airport is secured via an 8' fence that encompasses the entire perimeter of the airport property. Access to the secured area is provided through an automatic gate located on Volz Blvd. All operators, land lessees, tenants and other users with a legitimate need to access the secured area are eligible to apply for the automatic gate KEY CODE. Each user who desires access to the secured area must request and submit a "Security Clearance Request" form to the airport manager for approval. The airport manager will review each "Security Clearance Request" form to determine eligibility and either approve or deny the request.

If an applicant is denied access to the secured area by the airport manager, they may appeal the decision by requesting the City of Baraboo Administrative Committee review the clearance request. The Committee shall make the final decision whether to grant or deny access to the secured area.

The airport has 3 manual gates of various sizes and 2 pedestrian gates to allow access for management and maintenance personnel **only**. These gates are locked by padlocks or utilize a KEY CODE. In addition, there is an automatic gate which provides access to the aircraft parking/ramp area that is used by airport management and the FBO as well as emergency, fire, and rescue vehicles **only**. One manual pedestrian gate allows access to the aircraft parking/ramp area, this gate is controlled by a KEY CODE.

3. Access Control System – Changes to the KEY CODE are at the discretion of the Airport Manager and new codes will be distributed to each approved applicant in the same manner.
4. Airport Locks. The terminal building is accessible to patrons via a combination key code on the door locks both landside and airside. In addition, the building is monitored with security cameras.

Section V: Boundary Control / Physical & Emergency Access.

Hangers that have access to the aircraft parking / movement and public areas of the airport through their building must employ these additional security measures to comply with the Airport Security Plan.

- Continuous exterior lighting to illuminate entrance doors located outside the secured area during hours of darkness.
- Entrance doors must have locks designed with keys that are hard to duplicate. Keys must be stamped or engraved with “Do Not Duplicate”.
- Individuals issued keys to doors located outside the secured area must have a legitimate need to access the secured area and file a “Security Clearance Request” form for approval by the airport manager.
- The City of Baraboo will review all building plans and address additional security measures if needed, on a case-by-case basis, for any building *NOT* to be confined inside the fence.

SECTION VI: Airport Security Procedures

1. Aircraft Security Requirements – The main goal of enhancing GA airport security is to prevent the intentional misuse of GA aircraft for terrorist purposes. Proper securing of aircraft is the most basic method of enhancing GA airport security. Pilots should employ multiple methods of securing their aircraft to make it as difficult as possible for an unauthorized person to gain access to it, including:
 - Ensuring that door locks are consistently used to prevent unauthorized access or tampering with the aircraft.
 - Using keyed ignitions where appropriate.
 - Storing the aircraft in a hangar, and locking hangar doors.
 - Using an auxiliary lock for propellers, throttle and tie downs to further protect aircraft from unauthorized use.
 - Ensuring that aircraft ignition keys are not stored inside the aircraft.
2. Pedestrian/vehicle Access – Airport operators are responsible for escorting their visitors into and out of aircraft movement and parking areas. Prior to boarding, the pilot in command should ensure that:
 - The identity of all occupants is verified.
 - All occupants are aboard at the invitation of the owner/operator.
 - All baggage and cargo is known to the occupants.
3. Hangar Security – Storage in hangars is one of the most effective methods of securing GA aircraft. Every attempt should be made to utilize hangars when available and ensure that all hangar/personnel doors are secured when unattended. All hangars must have the address prominently marked to assist identification by emergency service personnel. Hangar locks that have keys that are easily obtained or duplicated should be avoided. Proper lighting around hangar areas is required. Security alarms and intrusion detection systems are encouraged.
4. Reporting Procedures – Every airport employee, tenant and patron has a duty to report suspicious activity. When reporting activities involving aircraft, please try to record the following information: Aircraft make/model, colors, N-Number, unusual

aircraft modifications, date/time of activity, description of pilot/passengers. [Here are three methods of reporting suspect activities:](#)

- Airport Management. Legitimacy of activities can sometimes be quickly and easily resolved by bringing it to the attention of the Airport Manager or FBO.
- Local Law Enforcement. Call 911 in situations that could turn dangerous or when crimes are being committed.
- Contact GA-SECURE Hotline, FBI or Homeland Security.

GENERAL AVIATION SECURITY INFORMATION

What to Look For

***** Use your eyes and ears to keep our airport safe *****

- Pilots who appear under the control of someone else.
- Anyone trying to access an aircraft through force – without keys, using a crowbar or screwdriver.
- Anyone who seems unfamiliar with aviation procedures trying to check out an airplane.
- Anyone who misuses aviation lingo – or seems too eager to use all the lingo.
- People or groups who seem determined to keep to themselves.
- Any members of the airport neighborhood who work to avoid contact with you or other airport tenants.
- Anyone who appears to be just loitering, with no specific reason for being there.
- Any out-of-the-ordinary videotaping of aircraft or hangars.
- Aircraft with unusual or obviously unauthorized modifications.
- Dangerous cargo or loads – explosives, chemicals, openly displayed weapons – being loaded into an airplane.
- Anything that strikes you as wrong – listen to your gut instinct, and then follow through.
- Pay special attention to height, weight, and the individual's clothing or other identifiable traits.

***** Use your common sense. Not all these items indicate terrorist activity *****
When in doubt, check it out!

HOW TO REPORT SUSPICIOUS ACTIVITY

EMERGENCY	911
Sauk County Sheriff's Department	608-355-4495
FBI Milwaukee Office 24 hour Hotline	414-276-4684
WisDOT – Bureau of Aeronautics	608-266-3351
FAA / FAX at 202-267-5091 or at	9-awa-tellfaa@faa.gov
FBI	715-842-2666 402-493-8688 If no answer call: 414-276-4684
Homeland Security	866-AIR-BUST
AOPA Airport Watch (National Response Center)	800-GA-SECURE

SECTION VII: Increased Security Threats

The Homeland Security Advisory System has developed a system to provide warnings or “threat conditions” that alert our nation to the risk of terrorist attacks.

There are five “threat conditions”. From lowest to highest, the levels and colors are:

<u>Threat Level</u>	<u>Color</u>	<u>Description</u>
Low	Green	Low risk of terrorist attack
Guarded	Blue	General risk of terrorist attack
Elevated	Yellow	Significant risk of terrorist attack
High	Orange	High risk of terrorist attack
Severe	Red	Severe risk of terrorist attack

Access to the secured area through the automatic gate located on Volz Blvd. shall NOT require the use of a KEY CODE during the FBO hours of operation. During this time, the gate will remain in the open position. The KEY CODE will be required during hours of darkness or when the airport is unattended.

The airport manager may require KEY CODE access to the secured area at anytime for airport related emergencies or other security risks.

KEY CODE access will be required anytime Homeland Security declares a High Risk or “ORANGE” threat level, and remain so until the level is reduced to “YELLOW” or lower.

Automatic gates are mechanical in design and thus susceptible to failure. Power outages can also prohibit automatic gates from operating normally. If this should happen when trying to enter or leave the secured area, please refer to the signs posted on each side of the automatic gate on Volz Blvd. for instructions as to what to do, and who to call.

The airport manager, manager’s representative, and FBO will be trained to deal with this kind of emergency in a timely manner.

Section VIII: Increasing Awareness of Security Issues

- Bulletin Board** – A bulletin board in the terminal building holds the latest security information including airport or airspace closures, Temporary Flight Restrictions (TFR) / NOTAM's, Emergency Contact list and a copy of the Airport Security Plan.

- Airport Fence** – Please alert airport management to the following: broken fencing, open/unlocked gates, people “jumping” the fence to gain access to airport property, “non-aviation” people on the airport operations area (by runways/taxiways/ramps). All gates should be locked except the pedestrian gate by the Terminal Building.

- Exterior Lights** – Please notify airport management if any of the lighting systems at the airport are inoperative including the parking lot lights, ramp lights, and exterior lighting on the hangars, so they can be repaired.

- Lock Aircraft/Hanger** – Whether you are going out for a short flight around the area, are finished flying for the day, or are leaving on an overnight trip, please be sure to close your hangar door, personal doors, any windows and lock up. Lock your aircraft inside your hangar, if possible.

- Taxiway Barricades** – Barricades will be installed on taxiways whenever a non-weather related closure of the airport is necessary. This will restrict access from the ramp and hangar area to the runways.

- Airport Closure Procedure** – The airport manager makes decisions about closing the Baraboo-Wis. Dells Municipal Airport. If the airport is closed, we will post signs on the entrance to the FBO - Terminal building saying, “AIRPORT CLOSED”. A similar sign will be posted on the automatic gate located on Volz Blvd. Be sure to call Green Bay FSS prior to **every** flight to receive the latest update regarding Temporary Flight Restrictions and NOTAMS.

- Airspace Closure Procedure** – An airspace closure over the Baraboo-Dells area can only be done by the FAA. If the FAA should close the airspace, we will post signs on the entrance to the FBO/Terminal building saying, “AIRSPACE CLOSED”. A similar sign will be posted on the automatic gate located on Volz Blvd. Be sure to call Green Bay FSS prior to **every** flight to receive the latest update regarding Temporary Flight Restrictions and NOTAMS.

