

Runway Safety Action Team (RSAT)

Purpose: A Runway Safety Action Team (RSAT) is established at either the regional or local level to develop a Runway Safety Action Plan for a specific airport. The RSAT's primary purpose is to address existing runway safety problems and issues. A secondary purpose is to identify and address potential runway safety issues. The differences between regional and local teams are explained below. RSATs operate in accordance with this order and standard operating procedures issued by the Office of Runway Safety.

RSAT Materials: The Regional Runway Safety Program Manager (or designee) will provide each member of the RSAT with the following materials, as appropriate, prior to the RSAT meeting:

- 1) The existing Runway Safety Action Plan and information on the current status of each action item contained in the plan.
- 2) A listing and, if possible, a depiction of runway incursions and surface incidents (involving the runway) that have occurred at the airport during the last 4 years, accompanied by a narrative/information on each event.
- 3) The current airport diagram for the airport.
- 4) If possible, actual or summaries of Aviation Safety Reporting System reports on surface events at the airport up to 3 years prior to the RSAT.

Regional RSAT

Regional Runway Safety Program Manager Responsibilities: The Regional Runway Safety Program Manager:

- 1) Establishes the RSAT.
- 2) Schedules the RSAT meeting.
- 3) Provides team members with the materials identified under RSAT Materials section above.
- 4) Facilitates the team meeting.
- 5) Writes the Runway Safety Action Plan.
- 6) Coordinates with and obtains concurrence from team members and/or organizations that have been assigned action items in the plan.
- 7) Transmits the final plan to the regional administrator, the regional division managers, the airport operator, and other RSAT members.

Team Composition: In addition to the people that would normally participate in a local RSAT, a regional RSAT will also have representatives from the FAA regional flight standards, air traffic, airports, airway facilities, and NAS implementation divisions. Regional industry representatives (i.e., persons that are not stationed at the airport), state aviation officials, and any other stakeholders determined by the Regional Runway Safety Program Manager shall also receive invitations to participate on the team. In addition, the team may also have members from FAA headquarters' and/or field offices.

Scheduling of Regional RSAT: The Regional Runway Safety Program Manager shall develop an RSAT schedule in cooperation with the Regional Runway Safety Team, labor representatives, as appropriate, and the airport operator. This schedule will include the regional Runway Safety Plan. Regional RSATs represent a major commitment of time and effort on the part of the agency and industry. In view of this commitment, the Regional Runway Safety Program Manager and Regional Runway Safety Team will judiciously propose locations for regional RSATs, and consider such issues as demonstrated runway safety problems and the results of previous RSATs at the location.

Local RSAT

Local Air Traffic Manager Responsibilities: The local Air Traffic Facility Manager:

- 1) Establishes the RSAT.
- 2) Schedules the RSAT meeting.
- 3) Provides team members with the material identified under RSAT Materials section above.
- 4) Facilitates the team meeting.
- 5) Writes the Runway Safety Action Plan.
- 6) Coordinates with and obtains signed concurrence from team members and/or organizations that have been assigned action items in the plan.
- 7) Transmits the completed Runway Safety Action Plan to the Regional Runway Safety Program Manager for review and approval.

Note: If the RSAT is conducted at an airport with a Federal Contract Tower, the FAA Hub Manager having technical and support responsibilities for the Federal Contract Tower will ensure all necessary resources are available to carry out the local RSAT process.

Team Composition: The team will normally be comprised of people at the local level who represent the airport operator, the airlines, fixed base operators, other tenants, pilots, labor organizations, the local Airway Facilities office, and Air Traffic Control. RSATs will not always include, or need, representatives from the above-listed organizations. In some cases, invited organizations may choose not to participate. As a minimum, however, the team must have representatives from Air Traffic and the airport operator. Some organizations may have more than one representative on the team.

Scheduling of Team Meetings: A local RSAT meeting will be held no later than 24 months after the airport's last local or regional RSAT meeting. In the rare instances when a local RSAT cannot be scheduled within the 24-month period, the local Air Traffic Facility Manager may request an extension. This request must include applicable justification from the regional Air Traffic Division Manager (or designee). The regional Air Traffic Division Manager (or designee) shall inform the Regional Runway Safety Program Manager, in writing, of any extension granted under this paragraph.

Coordination and Submission of Runway Safety Action Plans: The persons identified above as being responsible for the preparation of local and regional Runway Safety Action Plans have 45 days from the completion of the RSAT meeting to:

- 1) Prepare the plan. The plan cannot include items involving nonstandard procedures or airport facilities, e.g., signs, markings, and lights until the proper FAA approvals have been obtained.
 - 2) Coordinate the plan with other RSAT members.
 - 3) Obtain concurrence from team members or organizations having action items.
 - 4) Submit the plan to the Regional Runway Safety Program Manger for approval.
- The Office of Runway Safety will consider the Runway Safety Action Plan a final plan upon submission to and acceptance by the Regional Runway Safety Program Manager.