



# AIRPORT ADVISORY NOTICE

## Notice #2021-013

Date: Tuesday, February 23, 2021

Subject: Letter from VNY Airport Manager Re: Prevention of Runway and Taxiway Incursions

Please see the attached letter from VNY Airport Manager Flora Margheritis regarding continuing efforts for the prevention of runway and taxiway incursions at VNY.

**NOTE:**

For official NOTAM information, go to <https://pilotweb.nas.faa.gov/PilotWeb/> or contact a Flight Service Specialist at 1-800-WX-Brief (1-800-992-7433).

<b>ADVISORY ISSUED BY</b>	G. Lavender
<b>DATE ISSUED</b>	2/23/2021
<b>TIME ISSUED</b>	16:00

For additional information, contact the Van Nuys Airport at (818) 442-6506 or via facsimile at (818) 442-6751



February 23, 2021

Dear Van Nuys Airport Tenants,

The prevention of runway and taxiway incursions remains a top priority for airports across the nation.

In response to the Federal Aviation Administration's national call to action on this issue in 2015, Van Nuys Airport (VNY) has worked collaboratively with airport tenants, users and operators to successfully reduce preventable vehicle/pedestrian deviations (V/PDs) through both voluntary and mandatory programs.

While VNY experienced a downward trend in V/PDs through 2019, unfortunately, the airport reported two V/PD incidents in 2020 and one V/PD incident in the first quarter of 2021. To maintain VNY's exceptional safety and security record, the entire airport community must remain vigilant in its efforts to increase the situational awareness of all persons accessing the airport and to monitor/control all airfield access points.

As you should be aware, the following best practices for V/PD prevention were established by VNY's master tenants in collaboration with airport staff in 2017:

- Master tenants should deny vehicular access on their respective leaseholds to any person who receives a VSAFE citation and who does not have a current MVOP or ASMP (Airfield Surface Movement Program) permit for a period of not less than thirty days. Personnel who possess an MVOP or ASMP are subject to the penalties associated with that program.
- Master tenants should advise all subtenants and visitors that any persons or vehicles attempting to access the airfield via piggybacking should immediately be reported to Airport Police at (818) 442-0911. This message should be communicated by various methods including email, classroom training, gate card/airfield access forms and in person.
- It is recommended that master tenants install security cameras (with good image quality) facing every main vehicle access point to their leasehold. Ideally, master tenants should install security cameras facing each perimeter pedestrian and vehicle gate with access to the VNY airfield, allowing the tenant and Airport Police to view footage of potential security breaches or safety related matters. Master tenants shall provide any video footage gathered by security cameras to Airport Police upon official request which is associated with any criminal, piggybacking or V/PD incident.
- Master tenants should implement electronic key cards as an access control mechanism to the VNY Aircraft Operations Area (AOA) for all main

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vehicular gates, and gate cards should only be issued to authorized subtenants and their personnel.

- For leaseholds which are unable to switch to an access key card system, the combination code shall be changed at least every six months, whenever a change of tenancy at the leasehold occurs, whenever there is a change in persons authorized by the tenant or subtenant to utilize the leasehold, or whenever the leaseholder feels that the current access code may have been compromised. The new code shall be restricted to the minimum number of personnel possible with instructions that the code shall not be shared with any individuals without the master tenants expressed permission.
- All vehicles and drivers with MVOP or ASMP access should enter and exit the airfield from a vehicle gate under control of their respective master tenant unless prior arrangements have been made with an alternate master tenant or authorized designee.
- V/PD prevention flyers shall be posted in lobbies, hangars, offices, shops and lounges, etc. in full view of the master and subtenant personnel and employees.
- Master tenants and subtenants with authorized MVOP/ ASMP access shall submit a report every six months verifying that the MVOP/ASMP personnel listed in the airport operations database are actively employed. Any individuals who are no longer employed by the company require immediate notification to VNYMVOP@lawa.org. To assist with undertaking this task, VNY airport shall email a report to a designated representative of the master tenant with all authorized MVOP/ASMP applicants for both the master tenant and any applicable subtenants listed. The master tenant shall be responsible for ensuring that all permits are accounted for and the report shall be emailed back to the VNYMVOP@lawa.org to rectify any discrepancies with the airport operations database of current permitted individuals.
- Transportation network companies, such as Uber and Lyft, and taxi services should not be allowed access to the ramp; passengers must be dropped off or picked up from the FBO or facility lobby.
- All drivers attempting to access the ramp should be questioned by FBO personnel as to whether they are from a transportation network company, such as Uber and Lyft, or a taxi service.
- All new employees should view the VNY "Do Not Cross the Red Line" safety video as part of their initial orientation training prior to accessing the ramp for the first time.

I request that you make every effort to comply with these best practices and eliminate all preventable V/PDs at VNY. As a reminder, the VNY "Do Not Cross the Red Line" training video is available at <https://youtu.be/86ezUsLobps>.

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My office would also be pleased to provide additional V/PD prevention posters and flyers.

In the near future, VNY Airport Police and Airport Operations personnel will initiate scheduled visits to individual tenant leaseholds to ensure compliance with airport minimum standards and assess current safety and security programs.

Finally, I would like to assure you that our entire VNY team stands ready to provide any assistance or guidance you may need. Thank you for your ongoing commitment to improving airport safety and security. I look forward to working with you in the months ahead.

Sincerely,

A handwritten signature in purple ink that reads "Flora Margheritis".

Flora Margheritis, C.M.

Airport Manager

Van Nuys Airport

Cc: Lt. Lau  
VNY Airport Operations  
VNY Airport Police