

# **John C. Tune Airport**

## **Access Control Plan**

**April 2017**



**Updated April 18, 2017**

## Section 1

### Introduction

#### **A. PURPOSE**

The Metropolitan Nashville Airport Authority (“Authority”), is responsible for the development, maintenance and administration of the John C. Tune Airport Access Control System. The purpose of the plan is to reduce vulnerabilities and adopt consistent and appropriate security measures at the Nashville Airports. The facilities and procedures contained in this program are designed to provide for the safety of persons and property using John C. Tune Airport (“JWN”).

#### **B. NAME, LOCATION, AND ADDRESS**

John Tune Airport is located in the Cockrill Bend Industrial Park off of Briley Parkway, 8 miles west of downtown Nashville. The airport latitude is 36-10’-54.08” and longitude is 86-53’-12.95” with an elevation of 394’ above Mean Sea Level (“MSL”).

Metropolitan Nashville Airport Authority  
John C. Tune Airport  
110 Tune Airport Drive  
Nashville, Tennessee 37209  
(615) 350-6551

#### **C. DESCRIPTION**

John C. Tune Airport (JWN) serves the needs of regional corporate and private aircraft and is owned and managed by the Authority. The airport is enclosed by a commercial grade chain link fence. The airfield perimeter fence is 10-foot high with three strands of barbwire, and the apron perimeter fence is 6-foot high with three strands of barbwire. The airfield has vehicle gate openings at five perimeter locations. (Appendix A). These gates, identified as Emergency Points North, South, East and West, are manual gates, 15 feet wide, and secured by chain and locks.

There are two vehicle gates and three pedestrian gates that provide access to the aircraft apron. (Appendix B). Additionally, there are three doors in the airport terminal that provide apron access. Two are available for general public and the other is for service personnel. The access gates are integrated into the access control system.

Access gates include:

Vehicular gates -

Gate 2 – located adjacent to the terminal

Gate 6 – located adjacent to Hangar 3

Pedestrian gates –

Gate 3 – located at the northwest end of the parking lot, near the terminal

Gate 4 – located at the north end of Hangar 1

Gate 5 – located at the south end of Hangar 1

Terminal building access doors –

Main waiting

Line staff office

Conference room

Terminal Building – A 3,600 square foot terminal building that is leased by Corporate Flight Management, serves as the focal point of the airport and offices of the Fixed Based Operator.

Hangars and Storage Buildings – The airport consists of 125 executive type T-Hangars, 6 box hangars (60x80), and 3 community hangars with a total of 48,000 square feet of hangar bay and over 7,000 square feet of office space.

Aircraft Parking and Ramp Area – The apron has 32 aircraft tie-downs.

Services – Corporate Flight Management, doing business as Contour Flight Support (“CFS”), is the Fixed Based Operator and maintains personnel on duty 24-hours seven days a week. JWN Wings of Eagle provides flight training. CFS also provides aircraft avionics and maintenance repair. Harmony Air is a single engine aircraft charter service. Helistar is a helicopter flight school. PSI provides pilot testing services.

#### **D. ADMINISTRATION**

John C. Tune Airport is owned and managed by the Authority, who is responsible for management, operation, maintenance and security of the facility. Airport security is accomplished by the following key personnel:

President/CEO

Senior Vice President/COO

Director of Public Safety

Airport Detective

Director of Operations

Manager, General Aviation

## Section 2

### Access Control System

#### **A. DESCRIPTION**

There are eight card reader systems, one at each of the 5 gates on the interior fencing, 1 at the perimeter entrance gate and two in the terminal. The gates are integrated into the access control system at Nashville International Airport. Gates can be manipulated locally from the General Aviation Managers office, or from the Airport Operations Center (“AOC”).

Each gate is equipped with a proxy type card reader and allows access when valid ID cards are held close to the reader. The vehicle gates will automatically close after a prescribed time limit. Pedestrian gates have hydraulic closures to activate when an individual releases the gate.

Each card reader system works off of AC current and is backed up by DC battery supply. Battery backup will allow access control for 36 hours if power is lost. Operations, Maintenance or DPS personnel will monitor gate access if outage is in excess of 36 hours. Gate operation may be locked out by chain and lock

#### **B. IDENTIFICATION MEDIA**

Both the ID badges and vehicle decals are processed at the John C. Tune Airport terminal, in the Authority’s office. Only one ID badge will be issued to each tenant.

- a. Identification Badges for JWN are issued to based tenants and businesses with an operational need. Individuals should have ID badge on person while on apron. The badges are valid up to one year of issuance. The ID badge cardholder photo, first and last name, company/hangar, badge number, expiration date and mailing address if badge is lost.
- b. Vehicles operating on the ramp are required to be on file and display a valid JWN decal. Vehicle decals expire annually. Vehicle decals will include airport name, decal number and valid year, and should be placed on the lower corner of the windshield, on the driver side.

#### **C. APPLICATION PROCEDURE**

The application process requires:

1. Completed application form
2. Proper identification (see below)
3. Fingerprint

4. Approval from the company/hangar designated representative.

Identification options:

1. Valid driver's license and one of the following:
  - a. Birth certificate
  - b. Social security card
  - c. Valid passport

Access levels are:

Level 1 - All access gates

Level 2 - All access gates except line staff office

Level 3 - Individual access gates, based on operational need

MNAA Employee badges are routed to department supervisors for distribution via company mail. An email notifying the employee and supervisor of incoming mail is also sent.

### **C. CARDHOLDER RESPONSIBILITY**

Each cardholder will be responsible to:

- Ensure that all gates are closed and secured before leaving gate
- Notify FBO or Airport Manager if gate does not secure
- Maintain security of area that is leased by cardholder
- Secure and lock all hangars when not in use
- Secure and lock aircraft when not in use
- Notify Airport Manager if badge is lost or stolen
- Report any individual that appears suspicious

### **D. RAMP ACCESS**

The JWN ID badge will access appropriate gates. In the event a card is not operating correctly, and apron access is needed, temporary access can be granted at the front desk in the terminal. Individuals will sign the access log and the airport staff will verify individual has an active badge on file. Access will be provided to individuals with active badges on file. Corporate Flight Management will be provided with an updated list monthly.

Individuals requesting temporary access to the apron, such as limousines or rental cars, will be required to sign the access log and comply with the requirements of the Airport Tenant Security Program Letter of Agreement between CFM and MNAA. These service vehicles will be provided access to the main apron only, and will be under the surveillance of the CFM staff.

All vehicles shall be operated in accordance with established guidelines as specified in rules, regulations and operation agreements established by the Authority.

Special Events may be required to have MNAA DPS personnel on-site for the event.

## **E. CHALLENGE PROCEDURES**

It is essential that every airport employee, tenant, and user is familiar with reporting suspicious circumstances on airport property. There are three basic ways that persons can report suspect activities. First is to airport management. Often times questions regarding the legitimacy of an activity can be quickly and easily resolved by bringing it to the attention of an airport employee.

MNAA Airport Manager	347-4196, 350-6551
CFM Front Desk	350-5000
CFM JWN Manager	350-5000, (615) 220-2957
MNAA Airport Operations Center (staffed 24 hours)	275-1703, 1704 and 1705

A second method is to utilize the GA-SECURE Hotline. TSA developed and implemented a GA hotline in partnership with the National Response Center. 866-GA-SECUR (1-866-427-3287) was launched on December 2, 2002 and operates 24 hours per day 7 days per week. The GA Hotline serves as a centralized reporting system for general aviation pilots, airport operators, and maintenance technicians wishing to report suspicious activity at their airfield.

The third method is to contact local law enforcement using a local phone number or dial 911. In instances where the situation could potentially turn dangerous all pilots are strongly encouraged to use this method. After contacting 911 or airport management, TSA also requests that callers contact the GA Hotline in order to ensure that information surrounding the incident reaches the National Response Center.

## Section 3

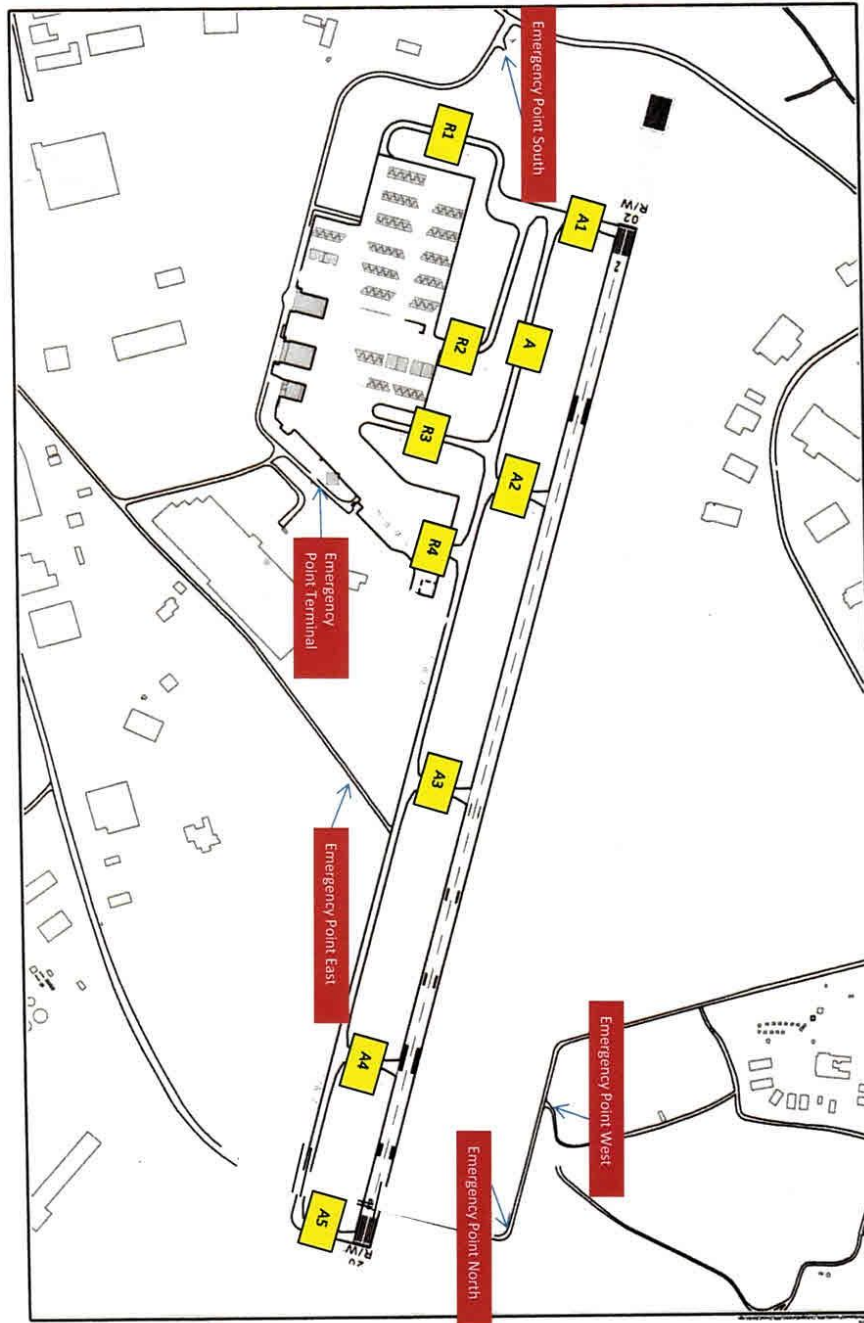
### Support Systems

#### **A. LAW ENFORCEMENT OFFICER (LEO) SUPPORT**

The Authority's Department of Public Safety provides law enforcement officer support at JWN. However, in the event of an emergency, tenants will contact 911 for immediate assistance. Once 911 is called, then the AOC is contacted at (615) 275-1705.

#### **B. CLOSED CIRCUIT TELEVISION (CCTV)**

CCTV is utilized for security at JWN. Cameras are recorded and can be monitored at JWN or remotely from BNA. CCTV recordings may provide a visual record that can be used to document activities that become the subject of investigations.





Appendix "B" Apron Access Locations

