



Joe Foss Field

Safety Management System (SMS) Manual

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Section 1: Introduction to the Safety Management System (SMS)

1.1 What is SMS?

The International Civil Aviation Organization (ICAO) defines a Safety Management System (SMS) as a systematic approach to managing safety, including all necessary organizational structures, accountabilities, statements, processes, and procedures.

Joe Foss Field's (FSD's) safety culture is centered on the fundamental implementation of safety conscious actions and attitudes by all staff working in the Airport environment. FSD recognizes the dynamic relationship that exists between employees and their working environment and proactively seeks to reduce the level of risk associated with all activities at the airport.

The purpose of a safety management system is to lay out a systems approach to the development of safety policies, procedures, and practices that will achieve the FSD safety objectives. As with any management system, this involves planning, organizing, leading, and controlling the safety practices of the airport.

The essential goal of SMS is to broaden and strengthen the part of the airport culture that deals with safe operations. This is commonly referred to as the safety culture of an organization. While the elimination of accidents or incidents would be a logical goal, complete safety without the risk of harm is not achievable. No activity or system can be guaranteed to be free from risk. Understanding this notion and that the idea of safety is a perceived status subject to change allows us to focus on our abilities to meet reasonable goals.

To state it another way, a safety culture is one that searches for, acknowledges, and proactively seeks to manage risks. A successful safety culture places emphasis on safety education, safety awareness, communication, and participation by all members – establishing that responsibility for safety is assumed by all members of the organization. These are bound to each employee within our guiding principles:

Guiding Principles

The Sioux Falls Airport Authority is guided by the following core values:

- 1) **Safety** – We will never compromise safety in our operation or decision making. We will prioritize decisions starting with Safety followed by Security, Regulatory Compliance and Common Sense.
- 2) **Customer Focus** – We attempt to proactively understand the needs of our travelers, tenants and users of our facility and strategize on how to meet those needs.
- 3) **Fiscal Responsibility** – We provide quality services and facilities, of the best value, to effectively meet the needs of our community.

- 4) **Continuous Improvement** – We support the freedom to actively pursue suggestions, ideas, and creative approaches, leading to continuous improvement in everything we do.
- 5) **Cooperation** – We promote a spirit of fairness, trustworthiness, respect, and teamwork with our elected officials; City, State, and Federal governments; residential and business community; and other governmental agencies.
- 6) **Creativity**- We strive to improve the quality and efficiency of airport operations through creative approaches and new, innovative, and cost-effective technologies.
- 7) **Open Communication** – We promote honest, open communication and easy access to information among our employees and the traveling public.

Ultimately, SMS provides airport management with a set of tools to make safety related decisions. SMS also helps airport management identify safety risks associated with airport operations, development, and other changes to proactively address those issues before they result in accidents, incidents, injury, or damage.

It materializes itself through a series of complementary processes and procedures which are closely coordinated by a well-defined safety organizational structure, where the safety roles and responsibilities of everyone, including top management, are clearly defined and understood by all. Further, safety objectives and data analysis will facilitate continuous improvement throughout the airport.

1.2 Applicability

All non-DOD individuals with access to the movement and non-movement areas of the airport must follow the policies and procedures identified in this Manual. Every individual meeting this criterion has a responsibility for safety. All tenants' employees (including SDANG personnel) with access to the areas identified in Section 1.3 receive proper information about their roles and responsibilities under the airport's SMS (as described in Section 5.1).

This SMS Program does not apply to the South Dakota Air National Guard (SDANG) Base, SDANG Apron, and TWY C (only available to military aircraft). This program also does not apply to any exclusively leased building space. Refer to the maps in Section 1.3 below for applicable areas.

1.3 Scope

At the time of initial implementation, all processes and procedures developed under the SMS apply to the movement and nonmovement area as required by Part 139. Part 139 SMS initiatives are not required to apply to landside operations including inside the terminals. At FSD, SMS initiatives will apply to the movement and nonmovement areas, as well as the terminal building and terminal landside (including the parking garage and surface parking lots at the terminal). These areas are depicted below in Exhibit A (Movement Area), Exhibit B (Non-movement Area), Exhibit C (Terminal Building), and Exhibit D (Terminal Landside).

Exhibit A – Movement Area



Exhibit B – Non-Movement Area

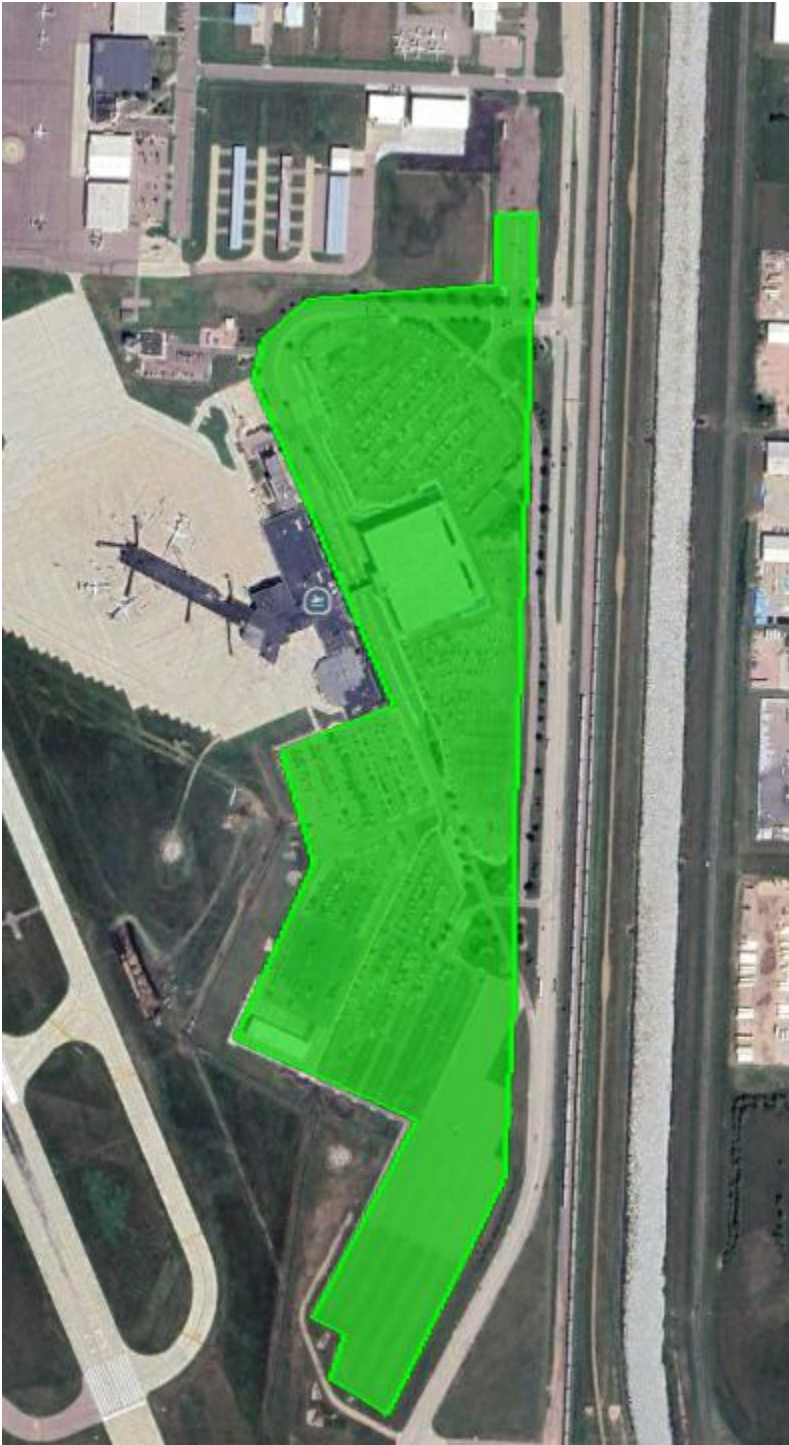


Exhibit C – Terminal Building

Terminal Map



Exhibit D – Terminal Landside



Section 2: Safety Policy

2.1 Accountable Executive

The Accountable Executive's commitment to safe operations is tangibly expressed in the Safety Policy Statement. The Statement is made publicly visible outside the Airport Administration Office for both the public and staff and is also available in electronic format on the Airport's website. The Accountable Executive has committed to providing all necessary resources required to successfully implement, maintain, and grow the Safety Management System of FSD.

The Executive Director is designated as the Accountable Executive for FSD.

2.2 Safety Policy Statement

FSD is committed to ensuring that safety is a top priority of management. As declared in the airport's Safety Policy Statement (See Appendix 2), the airport encourages confidential hazard reporting and commits itself to communicating safety issues and resolution of reported hazards. The Safety Policy Statement will be reviewed annually to ensure it remains current.

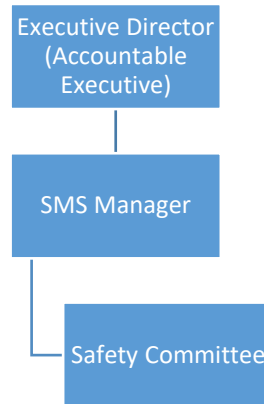
2.3 Safety Organizational Structure

The Safety Committee is comprised of the following individuals: the Executive Director, Deputy Director, Operations Manager (SMS Manager), Maintenance Superintendent, Operations Supervisor, and Operations Administrator.

The SMS Manager chairs the Safety Committee. Other airport employees may be invited to Safety Committee meetings at the discretion of the SMS Manager or Accountable Executive. The Safety Committee will meet at least quarterly, and the SMS Manager can schedule additional meetings at their discretion.

On an annual basis, a general Airport Safety Meeting will be held and will be open to representatives of all employee sectors and tenants. The Airport Safety Meeting will provide an overview of general safety information and allow individuals outside of the Safety Committee to ask questions regarding their safety concerns. General Airport Safety Meetings may be called more frequently at the discretion of the SMS Manager or Accountable Executive.

SMS Chain of Command



2.4 Management Responsibility and Accountability for Safety Issues

For those positions identified in Section 2.3, each position's responsibilities and accountabilities for safety issues are outlined within the scope of the SMS.

Accountable Executive

The Accountable Executive ensures that the necessary assets and financial support are available for successful SMS development, implementation, operation, and continuous improvement.

In carrying out those duties, the Accountable Executive is responsible for:

- Accepting and signing the Safety Policy Statement
- Providing adequate resources to ensure implementation and management of the SMS
- Providing leadership in safety related issues by actively participating in significant safety events
- Ensuring that all managers are aware of, and held accountable for their roles and responsibilities under the SMS
- Promoting and encouraging a positive safety culture within the airport
- Ensuring ongoing effectiveness of the SMS by facilitating, participating, or reviewing periodic reviews and evaluations
- Designating the airport's safety objectives
- Reviewing SMS related data provided by the SMS Manager

SMS Manager

The SMS Manager is responsible for the daily implementation, operation, and oversight of SMS related activities and initiatives. In carrying out those duties, the SMS Manager is also responsible for:

- Revising and maintaining the SMS Manual
- Chairing the Safety Committee and scheduling meetings
- Reviewing and reporting SMS related data to the Accountable Executive
- Maintaining records of Safety Committee Meetings and personnel SMS training
- Delegating SMS-related duties to Safety Committee members in coordination with their direct supervisors

Maintenance Superintendent

The Maintenance Superintendent is responsible for maintaining maintenance logs, including both airfield and building work orders and preventative maintenance activities, which may be needed for SMS. In carrying out those duties, the Maintenance Superintendent is also responsible for:

- Providing updates on known safety issues to the SMS Manager and Safety Committee
- Maintaining records of work orders and preventative maintenance
- Delegating tasks to Airport Maintenance Supervisors (Airfield and Building) as necessary

Safety Committee

All other standing members of the safety committee are responsible for attending quarterly committee meetings and for:

- Making safety recommendations to the Accountable Executive
- Establishing panel membership for complex Risk Assessments requiring stakeholder subject matter expertise
- Reviewing major accident and incident investigations for the airport occurring since the last meeting
- Discussing new ideas, problems identified, and potential solutions to mitigate safety issues

2.5 Safety Objectives

To facilitate continuous emphasis on improving safety, FSD establishes operational safety objectives for each calendar year. These objectives are quantitative and should reflect national and local safety goals. The current objectives are attached in Appendix 3. The Accountable Executive approves new safety objectives as recommended by the Safety Committee and the SMS Manager. Any revisions are communicated to airport employees and tenants.

Section 3: Safety Risk Management

FSD supports the proactive formal analysis of hazards as is key to Safety Risk Management (SRM) and SMS. SRM is defined as a formal process within SMS composed of describing the system, identifying hazards, analyzing, assessing, and mitigating risk. FSD is committed to establishing and maintaining hazard identification and analysis processes as are discussed in this section.

Using various techniques described in this section, FSD has defined acceptable and unacceptable levels of safety risk. Descriptions have been established for severity and likelihood levels, to include authority for safety risk acceptance decisions. These risk decisions may apply in the short term while safety risk controls or mitigation plans are developed and executed.

FSD will use paper copies and spreadsheets for recordkeeping of SRM. Personnel in departments including operations, maintenance, and administration will have access to view safety hazard identification reports, associated risk levels, and mitigating actions needed/taken. The SMS Manager will document and maintain a record of any steps taken associated with mitigating a safety issue reported.

3.1 Hazard Identification

Hazards and safety issues are identified through the following means:

- Airfield Inspections (Daily, Continuous, Special, and Periodic)
- Maintenance Work Orders and Logs
- Confidential Hazard Reporting System
- Airline Manager/Tenant Meetings
- Weekly Construction Meetings When Applicable

Employees and tenants are encouraged to report unsafe, unhealthy, or adverse environmental conditions to the Airport for resolution via the airport's confidential hazard reporting form. If these hazards are identified to managers in any other way, the manager may subsequently submit the form on behalf of the employee. No reprisal or disciplinary action will be brought against employees who make these observations.

The SMS Manager is responsible for hazard intake and initial processing and determines whether further action under the airport's SRM processes is required.

3.2 SRM Process

FSD uses the 5-step process for hazard assessment which includes:

1. Describing the System
2. Identifying the Hazards
3. Analyzing Risk
4. Assessing Risk
5. Mitigating Risk

The 5-step process is used when safety trends are identified through Safety Assurance activities or hazards are identified through self-inspection, maintenance logs, management meetings, or reported through the Confidential Hazard Reporting System. The 5-step process may be instituted for any operational change on the airport including changes in tenant operations within the movement and non-movement areas, and for changes in airfield infrastructure. The SMS Manager has the authority to conduct hazard assessments for any other safety related issue he or she deems necessary.

Hazard assessment takes two forms: hazard triage and integrated hazard assessment. The SMS Manager has the authority to conduct or delegate hazard triage. All identified hazards, trends, or operational changes already being implemented go through hazard triage which is when the SMS Manager or their designee individually conducts the 5-step process to quickly determine if any hazards present unacceptable risk and require immediate mitigation. For those complex changes to airfield infrastructure, or if identified hazards require subject matter expertise from outside the airport, then an integrated hazard assessment is conducted.

The SMS Manager shall notify the Safety Committee when an integrated hazard assessment is required. The Safety Committee shall establish a panel of subject matter experts, as appropriate, to conduct the hazard assessment. Personnel conducting hazard assessments shall use the approved definitions and risk analysis tables. Hazards assessed as High Risk shall not be accepted without implementation of appropriate mitigation measures; the Accountable Executive shall be notified of all High Risk determinations and is responsible for allowing the continuation of operations while mitigations are being implemented. For hazards assessed as Medium Risk, if the Safety Committee determines that mitigation is not required, the Accountable Executive shall be notified and shall approve the continuation of operations. Medium Risk hazards that require mitigation will be accepted by the Safety Committee. When the Accountable Executive is required to approve the continuation of operations, he or she will sign the Hazard Assessment Form as the "Hazard Analyzer".

Severity Classification

Criteria	Severity				
	No Effect A	Minor B	Major C	Hazardous D	Catastrophic E
Effect on Aircraft Operations	No Effect	Minor reduction in safety margin or operations	Significant reduction in safety margin or operations	Loss of safety margins or operational capacity	Aircraft Damage/Loss
Effect on People	Inconvenience	Physical discomfort	Physical distress or injuries	Serious injury to more than one person	At least one fatality
Effect on the Environment	Non-reportable	Reportable	Reportable with minor on airport and NO off airport effects	Poses minor risks for on or off airport effects	Poses more than minor risks for on or off airport effects
Effect on Airport Authority PR	Slight impact with no media attention	Moderate impact with local media attention	Significant impact with regional media attention	Significant impact with national media attention	Significant impact with government inquiries
Effect on Finances	Damages less than \$5,000.	Damages \$5,000 to \$25,000.	Damages \$25,000 to \$100,000.	Damages \$100,000 to \$1,000,000.	Damages exceed \$1,000,000.

Likelihood of Occurrence

	Meaning	Rank
Improbable	Likely to occur no more than once every ten years	1
Extremely Remote	Likely to occur no more than once every five years	2
Remote	Likely to occur no more than once per year	3
Probable	Likely to occur more than once per year	4
Frequent	Likely to occur at least once per month	5

Risk Matrix

Likelihood	Severity				
	No Effect A	Minor B	Major C	Hazardous D	Catastrophic E
1 – Improbable	LOW	LOW	LOW	LOW	MEDIUM
2 – Extremely Remote	LOW	LOW	LOW	MEDIUM	HIGH
3 – Remote	LOW	LOW	MEDIUM	HIGH	HIGH
4 – Probable	LOW	MEDIUM	HIGH	HIGH	HIGH
5 – Frequent	LOW	MEDIUM	HIGH	HIGH	HIGH

Risk Assessment

High Risk – Occurrences are unacceptable and should be promptly mitigated to an acceptable level of safety.

High Risk Hazards must be mitigated. Only the Accountable Executive can approve operations to continue for High Risk Hazards while mitigations are being implemented.

Medium Risk – The occurrence becomes an acceptable risk with the implementation of appropriate safety controls deemed by the Safety Committee.

The Accountable Executive shall be notified about and approve of continued operations for Medium Risk Hazards without mitigations.

Low Risk – Pose little or no risk.

The Safety Committee will accept Low Risk Hazards as already having adequate levels of control.

3.3 Means for Ensuring Mitigations are Effective

The SMS Manager is responsible for reviewing data through the airport's Safety Assurance program to verify that mitigations required under SRM are having their desired effect. In those cases where data indicates mitigations are ineffective, the SMS Manager re-verifies the hazard assessment and, for those developed by a panel, determines whether the panel should reconvene and reassess the hazard.

3.4 Documentation and Record Retention

All hazard assessments conducted either individually by the SMS Manager, their designee, or by a panel of subject-matter experts established by the Safety Committee, are documented using the Hazard Assessment Form (Appendix 4). The Hazard Assessment Form is a physical form accessible to members of the Safety Committee and any designees from the SMS Manager. A paper copy of the form is provided in Appendix 4 and can be provided by the SMS Manager. Dissenting opinions or any additional narrative are included by attachment to the Form. SRM related documents are retained electronically for a period of no less than five years from the date of the change, the new operation, or if mitigations are implemented.

Section 4: Safety Assurance

Safety Assurance is a critical part of the SMS because it includes processes that help determine the effectiveness of SMS initiatives and institute a Confidential Hazard Reporting System. Safety Assurance is the process management function that evaluates the continued effectiveness of implemented risk mitigation strategies; support the identification of new hazards; and function to systematically provide confidence that an organization meets or exceeds its safety objectives through continuous improvement.

4.1 Safety Performance Monitoring

The SMS Manager is responsible for overseeing data collection and analysis to look for safety trends, identify new hazards, and verify compliance with SMS requirements. Data analysis also is used to verify performance with safety objectives. Data is collected from the following sources:

- Airfield Inspections (Daily, Continuous, Special, and Periodic)
- Maintenance Work Orders and Logs
- Hazard Reporting System
- Completed SRAs
- Incident/Accident Reports

Safety evaluations are conducted quarterly and annually. Quarterly evaluations focus on evaluating compliance with one aspect of SMS requirements. Annual evaluations verify airport-wide compliance with all SMS requirements and report on safety performance as it relates to established safety objectives.

4.2 Confidential Hazard Reporting System

FSD encourages all employees and tenants to report all safety concerns, hazardous conditions, and incidents and accidents. Many incidents can be avoided if a concern is reported in a timely manner.

Employees and tenants may report safety concerns at the Airport Administration Office. Hazard Reporting Forms (Appendix 5) will be available in the terminal lobby outside the Airport Administration Office with a 24-hour drop-box that will be checked each business day the Administration Office is open. Reporters can submit the form confidentially, ensuring that their name and contact information will not be shared. The SMS Manager reviews the forms submitted to identify immediate safety concerns requiring action through hazard triage or forwarding to the SMS Committee for panel review. The SMS Manager will follow up on all Hazard Reporting Forms received in which the submitter chooses to provide their contact information.

4.3 Reporting Safety Information

The SMS Manager reports (at a minimum) monthly to the Accountable Executive regarding the following safety information:

- Number of hazard reports received with summary of status

- Summary and examples of safety related communications with tenants
- Performance with safety objectives
- Status of ongoing mitigations enacted in the past five years as required under SRM
- Status of compliance with 14 CFR Part 139 Subparts D and E
- Status of SMS Implementation (while applicable)
- Any additional information at the discretion of the SMS Manager

Section 5: Safety Promotion

Safety Promotion means the combination of safety culture, training, and communication activities to support the implementation and operation of an SMS. At FSD, employees have the resources necessary to carry out SMS initiatives including appropriate training. Further, airport management is committed to ensuring employees and tenants receive critical safety communications in a timely manner.

5.1 SMS Training

As part of FSD's safety promotion activities, a safety training program has been developed ensuring that all personnel have access to SMS training and are competent to perform the SMS duties. This training for standing Safety Committee Members and the Accountable Executive will be done in a classroom setting; recurrent training for those members will be repeated every 24 consecutive calendar months (CCM). All other FSD badge holders with unescorted access to the movement and non-movement areas will receive an SMS Orientation Information Packet when receiving their initial badge or renewing their badge for the first time after the adoption of this SMS Program. Additionally, classroom training for FSD tenants will be offered a minimum of twice per 12 CCM.

The SMS Manager, with input and assistance from the Safety Committee, is responsible for developing, implementing, and updating the training program every 24 consecutive calendar months. The SMS Manager will also ensure that all FSD badge holders with unescorted access to the movement and non-movement areas receive their SMS Orientation Information Packet.

5.2 Safety Communication

Communication of SMS objectives and procedures to all personnel is critical to the overall success of the operation and attention is drawn to ensuring the SMS is visible in all aspects of FSD's operations.

FSD is committed to open and continuous communication of safety critical issues; will provide feedback to individuals that utilize the airport's safety reporting system; and will disseminate safety lessons learned to relevant airport employees, stakeholders, and tenants. The Airport communicates safety issues using the following formats:

- Airline Managers/Tenant Meetings
- Safety Bulletins
- Direct Email

Appendices

Appendix 1: Definitions and Acronyms

Appendix 2: Safety Policy Statement

Appendix 3: Safety Objectives

Appendix 4: Hazard Assessment Form

Appendix 5: Hazard Reporting Form

Appendix 1: Definitions and Acronyms

Definitions

Accountable Executive – An individual designated by the certificate holder to act on its behalf for the implementation and maintenance of the airport’s Safety Management System. The Accountable Executive has control of the certificate holder’s human and financial resources for airport operations conducted under an Airport Operating Certificate. The Accountable Executive has ultimate responsibility to the FAA, on behalf of the certificate holder, for the safety performance of operations conducted under the certificate holder’s Airport Operating Certificate.

Accident – An unplanned event or series of events that results in death, injury, damage to, or loss of equipment or property.

Airport Safety Management System – An integrated collection of processes and procedures that ensures a formalized and proactive approach to system safety through risk management.

Common Cause Failure – A failure that occurs when a single fault results in the corresponding failure of multiple system components or functions.

Control – Anything that mitigates the risk of a hazard’s effect. Same as a safety requirement. All controls should be written in requirements language. There are three types of controls:

- **Validated:** Unambiguous, correct, complete, and verifiable.
- **Verified:** Objectively determined to meet the design solution.
- **Recommended:** Have the potential to mitigate a hazard or risk but are not yet validated as part of the system or its requirements.

Credible – Refers to a specific system state and sequence of events supported by data and expert opinion that clearly describes the outcome. It implies that it is reasonable to expect the assumed combination of extreme conditions will occur within the operational lifetime of the system.

FSD – Refers to the Sioux Falls Regional Airport Authority – the owner and operator of Joe Foss Field.

Hazard – A condition that could foreseeably cause or contribute to: (1) injury, illness, death, damage to or loss of system, equipment, or property, or (2) an aircraft accident as defined in 49 CFR 830.2.

Hazard Assessment – A systematic, comprehensive evaluation of a change, operation, system, or safety issue.

Incident – An occurrence other than an accident, which affects or could affect the safety of airport operations.

Likelihood – The estimated probability or frequency, in quantitative or qualitative terms, of a hazard’s effect.

Movement Area – The runways, taxiways, and other areas of an airport that are used for taxiing, takeoff, and landing of aircraft, exclusive of loading ramps and aircraft parking areas.

Non-movement Area – The area, other than that described as the movement area, used for the loading, unloading, parking, and movement of aircraft on the airside of the airport (including ramps, apron areas, and on-airport fuel farms).

Risk – The composite of predicted severity and likelihood of the potential effect of a hazard.

Risk Analysis – The process whereby a hazard is characterized for its likelihood and the severity of its effect or harm.

Risk Mitigation – Any action taken to reduce the risk of a hazard's effect.

Safety Assurance – The process within SMS that functions systematically to ensure that performance and effectiveness of risk controls or mitigations and that the organization meets or exceeds its safety objectives through the collection, analysis, and assessment of information.

Safety Evaluation – Procedures to monitor performance with safety objectives, SMS requirements, or initiatives.

Safety Issue – A concern of a condition that has an undesirable safety effect or outcome that may not rise to the level of a Hazard.

Safety Objectives – A measurable goal or desirable outcome related to safety.

Safety Policy – The certificate holder's documented commitment to safety, which defines its safety objectives and the accountabilities and responsibilities of its employees regarding safety.

Safety Promotion – The combination of training and communication of safety information to support the implementation and operation of an SMS in an organization.

Safety Risk Management (SRM) – A process within the SMS composed of describing the system, identifying the hazards, and analyzing, assessing, and controlling or mitigating the risk.

Severity – The consequence or impact of a hazard's effect or outcome in terms of degree of loss or harm. Severity is determined by the worst credible outcome.

System – An integrated set of constituent pieces that are combined in an operational or support environment to meet a defined objective. These pieces include people, equipment, information, procedures, facilities, services, and other support services.

System State – An expression of the various conditions, characterized by quantities or qualities, in which a system can exist.

Validation (Validate) – The process of proving the functions, procedures, controls, and safety standards are correct and the right system is being built (that is, the requirements are unambiguous, correct, complete, and verifiable).

Acronyms

AC – Advisory Circular

ACM – Airport Certification Manual

DOD – Department of Defense

FAA – Federal Aviation Administration

FOD – Foreign Object Damage or Foreign Object Debris

FOIA – Freedom of Information Act

ICAO – International Civil Aviation Organization

PR – Public Relations

RA – Risk Assessment

SDANG – South Dakota Air National Guard

SMS – Safety Management System

SRA – Safety Risk Assessment

SRM – Safety Risk Management

Appendix 2: Safety Policy Statement

The Sioux Falls Regional Airport Authority (FSD) is committed to maintaining the highest level of safety for all airport users, employees, tenants, contractors, and the surrounding community. In accordance with 14 CFR Part 139 Subpart E Airport Safety Management System (SMS) requirements, we will develop, implement, and continually improve a comprehensive Safety Management System that integrates proactive hazard identification, risk management, safety assurance, and safety promotion into all airport operations and business processes.

Safety is a core organizational value and an essential component of our mission to provide safe, efficient, and reliable air transportation services. To that end, FSD will:

1. Comply with all applicable federal, state, and local safety regulations, including all provisions of 14 CFR Part 139 Subpart E.
2. Identify hazards and manage safety risks through systematic and data-driven processes designed to minimize the potential for accidents, incidents, and injuries.
3. Provide the resources, training, and organizational support necessary to ensure effective functioning of the SMS.
4. Encourage open reporting of safety concerns by all personnel and stakeholders without fear of reprisal and ensure such reports are used strictly for safety improvement.
5. Promote a positive safety culture that empowers every individual working on airport property to take an active role in safety and to immediately report unsafe conditions or practices.
6. Regularly review the performance of the SMS, evaluate safety objectives, and continually enhance airport safety performance.

All employees, tenants, contractors, and partners operating at Joe Foss Field are expected to comply with this Safety Policy and to support our shared responsibility for safety. Through continual improvement and collective commitment, we will preserve the safety of the traveling public and strengthen the overall performance of our airport system.



Daniel Letellier
Executive Director
Sioux Falls Regional Airport Authority

Appendix 3: Safety Objectives

2026/2027 Objectives and Goals

Objective 1: Eliminate all Vehicle/Pedestrian Deviations (VPDs).

- Goal 1: Review current Movement Area Driver's Training to ensure it supports a recognition of the safety implications of VPDs.
- Goal 2: Assist the Air Traffic Control Tower by increasing participation in Runway Safety Action Team (RSAT) meeting by 10%.
- Goal 3: Have all Operations Specialists complete one airfield driver "spot check" per month.

Objective 2: Eliminate lost-time incidents for Airport Authority employees.

- Goal 1: Reduce the total number of employee injury reports by 50%.
- Goal 2: Hold quarterly safety sessions for Airport Authority employees.

Appendix 4: Hazard Assessment Form

FSD Safety Risk Hazard Analysis Worksheet									
Date: <input style="width: 200px;" type="text"/>									
A. SMS Manager Review									
Description of the Hazard:									
Does this submission qualify under Airport SMS? Yes No									
B. Risk Analysis									
Description of the possible consequences of the hazard:									
Description of any potential contributing factors:									
Probability of Possible Consequences:									
1	2	3	4	5					
	1	2	3	4	5				
	Improbable	Extremely Remote	Remote	Probable	Frequent				
Severity of Possible Consequences									
A	B	C	D	E					
	A	B	C	D	E				
	No Effect	Minor	Major	Hazardous	Catastrophic				
Current/Initial Risk of Possible Consequences									
Low	Medium	High	Severity						
		Likelihood		No Effect	Minor	Major	Hazardous	Catastrophic	
				A	B	C	D	E	
			1 – Improbable	LOW	LOW	LOW	LOW	MEDIUM	
			2 – Extremely Remote	LOW	LOW	LOW	MEDIUM	HIGH	
			3 – Remote	LOW	LOW	MEDIUM	HIGH	HIGH	
			4 – Probable	LOW	MEDIUM	HIGH	HIGH	HIGH	
			5 – Frequent	LOW	MEDIUM	HIGH	HIGH	HIGH	
C. Mitigation Measures									
Identify mitigation measures / corrective actions:									
Responsibility for implementation:						Expected Completion Date:			
Hazard Analyzer:			Signature:			Date:			
D. Follow Up									
Date mitigation measures / corrective action completed:									
Was the corrective action effective in addressing the hazard(s)?									
Yes									
No									
If "No", identify new corrective plan:									
Reviewer Name:			Reviewer Signature:			Date:			

Appendix 5 Hazard Reporting Form

Confidential Hazard/Incident/Accident Reporting Form

*This form should be used to report any airport hazard that has caused or could cause an accident or incident. Place in the labeled "Hazard Reporting Drop Box" outside the Airport Administration Office. If urgent response is needed, call Airport Operations at **605-201-5206**.*

Hazard/Event Description

Date: _____ Time: _____

Location: _____

Description of Hazard/Event:

Reporter Name (Optional*): _____

Reporter Company (Optional*): _____

Contact Number / Email (Optional*): _____

***All reporting can be done anonymously. Please note that if you do not provide this information, the Airport may not be able to follow up with you to gather additional information. If contact information is provided, the SMS Manager will follow up with you regarding your report.**

****All reports are reviewed and evaluated. While specific outcomes cannot be guaranteed, every report contributes to improving safety.**