

Northern  
Airports

Airside  
Access  
Procedures

An Informational Guide  
Detailing Airside Access Procedures

Manitoba on the *move*



Manitoba

Building for the Future

# Airport Traffic Directives for the Operation of Vehicles on Airport Movement Areas

## Definitions

**Airport manager or designate**—is the official or the duly authorized representative in charge of the airport.

**Airside**—That area of an airport intended to be used for activities related to aircraft operations and to which public access is normally restricted.

**Apron**—That part of an aerodrome, other than the manoeuvring area, intended to accommodate the loading and unloading of passengers and cargo, the refueling, servicing, maintenance, and parking of aircraft, and any movement of aircraft, vehicles, and pedestrians necessary for such purposes.

**Apron Traffic**—All aircraft, vehicles, equipment and pedestrians using the apron of an airport.

**Controlled airport**—an airport at which an air traffic control unit is provided. These include Island Lake, St. Theresa Point, Norway House.

**Equipment**—Any motor vehicle or mobile device, either self-propelled or towed or of a specialized nature, used for runway and airfield maintenance or in the maintenance, repair and servicing of aircraft including test equipment and cargo and passenger handling equipment.

**Flight service station**—Nav Canadian agency that provides vehicle control or advisory services to pilots and airport service staff. This performed by remote radio from the Winnipeg and Thunder Bay Flight Service Station.

**Groundside**—That area of an airport not intended to be used for activities related to aircraft operations and to which the public normally has unrestricted access.

**Hold Short**—To remain on the taxiway at a safe distance from the runway as designated by airport control signs on either side of the taxiway that identify the airport's runway orientation and mandatory radio frequency.

**Manoeuvring Area**—That part of an aerodrome intended to be used for the taking off, landing and taxiing of aircraft, excluding aprons.

**Movement Area**—That part of an aerodrome to be used for the takeoff, landing and taxiing of aircraft, consisting of the maneuvering area and the apron.

**NOTAM—notices to Air Men**—A notice that is circulated through Nav Canada systems to advise pilots of conditions that may affect a safe aviation operations at an airport.

**Off the Runway**—Indicates a vehicle is at least 45 m (150 ft.) away from the nearest edge of the runway in use, wherever practical.

**Operator**—The person responsible for the operation and safety of the vehicle and equipment, usually referred to as the driver.

**Restricted Area**—An area of an airport where access requires valid identification.

**Taxiway**—That part of an aerodrome used for manoeuvring aircraft and airport equipment between the apron area and runway.

**Threshold**—The beginning of that portion of the runway usable for landing.

**Uncontrolled Airport**—an airport without an operating air traffic control tower.

**Vehicle**—A device used for transporting people or things on land.

**Voice Advisory**—A notice made by radio on the airport's established radio frequency to advise pilots of conditions which may affect a safe landing at the airport.

## **Introduction**

The airside of an airport is a specialized working environment, governed by specialized rules designed to prevent accidents and minimize the risk of injury to all persons within it.

This is a reference source to combine the applicable regulations, rules and procedures for safe vehicle operation that experience has shown to be most important in the airside working environment.

Controls and regulations respecting operation of an airport are within federal jurisdiction. This manual are subject to federal authority. In the event of a conflict, the federal authority will supercede.

### **Responsibilities**

Before operating a motor vehicle on the airside of an airport, the vehicle operator must become familiar with the regulations and procedures in this handout and obtain authorization from the airport manager.

The vehicle must be operating satisfactorily, and the operator must possess a valid driver's licence.

### **Vehicle Operating Procedures**

#### **General**

- No person shall operate a vehicle airside without a valid driver's license.
- No person shall operate a vehicle airside while prohibited from operating a vehicle.
- No person shall operate a vehicle airside who does not hold a restricted air radio operator's permit.
- No person shall operate a vehicle in a manner that is dangerous to aircraft, equipment, persons or vehicles.
- Aircraft always have the right-of-way. A vehicle operator shall yield to any aircraft. Before entering an airport movement area, the vehicle operator shall

always check and ensure that aircraft are not approaching or departing.

- Vehicles and pedestrians are permitted airside only with authorization from the airport manager/designate, and after reading and signing the Airside Access Procedures. (See attachment on last page).
- Unless required for airport operational purposes, all persons must remain on the apron.
- Every person operating a vehicle airside, shall yield the right-of-way to pedestrians being escorted between aircraft and the terminal building.
- Every operator of a vehicle in an airside area shall yield the right-of-way to an emergency vehicle with warning devices operating.
- Every operator of a vehicle in an airside area, other than an emergency vehicle with warning devices operating, shall yield the right-of-way to:
  - a) Vehicles and equipment engaged in snow removal, pavement ice control activities or other maintenance activities.
  - b) Vehicles towing aircraft.
- All vehicles operating airside must be registered as required by law.
- Headlights must be turned on whenever a vehicle is operating in the manoeuvring area.
- In addition to all requirements by law, every operator of a vehicle involved in an accident in the airside area of an airport shall report the accident immediately to the airport manager/designate.
- Operators and vehicles will remain clear of the scene of an accident or aircraft carrying distinguished visitors unless authorized by the airport manager/designate.
- Smoking is not permitted on the airside. This prohibition applies to persons both inside and outside vehicles and equipment.
- No person shall park a vehicle where parking is prohibited.
- No person shall, without the permission of the airport manager, park a vehicle in any area of an airport not intended for the use of vehicles.
- No person shall park a vehicle in any area of an airport designated as a loading area.
- Vehicles on the manoeuvring area must be operated by persons who have read, understood and signed an Airside Access Procedures (See attachment on last page).
- Vehicle operators shall remain a safe distance from areas affected by jet blast or propwash of manoeuvring aircraft, and not pass in front of or closely behind aircraft with engines running.

- No person shall operate a vehicle at a rate of speed that exceeds 20 km/h.
- Every operator of a vehicle on an apron shall acknowledge and obey all instruction received from airport manager/designate.
- All vehicles must be equipped with operational headlamps, tail lamps and parking lamps.
- Headlamps and non-flashing tail and parking lamps must be operated during hours of darkness and reduced visibility and may be left on as required while engaged in service to parked aircraft.
- Equipment and vehicles shall not be parked or left unattended without the permission of the Airport Manager.
- No person shall:
  - a) throw, deposit or knowingly leave on a road, apron or manoeuvring area at an airport any glass, nails, tacks, scraps of metal, chemical substance or other material that may damage any aircraft or vehicle;
  - b) throw, deposit, or knowingly leave any form of trash or garbage at an airport except in a container provided for that purpose.
- All efforts should be made to ensure that aircraft manoeuvring areas are kept serviceable as much as possible. If an area becomes unserviceable, that condition must be communicated to the airport manager or the designate so that appropriate action such as the issuance of a Notam and/or voice advisory can be made.

## **Manoeuvring Areas—Uncontrolled Airports with Vehicle Control or Advisory Service (Island Lake, Norway House, St. Theresa Point)**

- Non-radio-equipped vehicles must be escorted by a radio-equipped vehicle.
- Vehicle operators must always report by radio to the ground controller before entering and immediately after leaving the manoeuvring area.
- Every vehicle on the manoeuvring area must be operated by a person who has read and signed a copy of the Airside Access Procedures.
- Vehicle operators shall immediately leave the runway when:
  - a) Requested by the Ground Controller, or
  - b) An aircraft makes a low pass, or
  - c) The runway lights are blinked on and off.

## Manoeuvring Areas—Uncontrolled Airports without Vehicle Control or Advisory Service

- Before proceeding onto a manoeuvring area, the operator shall “HOLD SHORT” and visually check for arriving and departing aircraft. The operator may proceed onto the manoeuvring area only if there is no indication of arriving or departing aircraft.
- Persons on the manoeuvring area shall not leave vehicles unattended.
- Persons on the manoeuvring area shall remain aware for arriving and departing aircraft and shall leave the manoeuvring areas as soon as such aircraft appear.

## Airside Lights and Signs

- Both vehicles and aircraft movement on the ground is guided by lights and signs on the airside, which are different from those used on roads and highways.
- Vehicle operators must adhere to all airside signage relating to vehicle speed, parking, smoking, restricted areas, etc.

Operators working on remote and/or emergency airstrips that do not have radio communications with Air Traffic Control (ATC), a Flight Services Specialist (FSS), or aircraft radio frequency monitoring capabilities, must keep in mind and be aware of, while operating on remote airstrips, the following list of factors:

- Operators must maintain awareness of any aircraft that may need the strip while they are working on it, and clear the runway immediately if an aircraft approaches to land or take off.
- All visual warning lights available on the equipment being operated shall be turned “on.” This includes beacons, flashers and headlights.
- Operators should be aware of the importance of runway and field conditions to a pilot, who may be using the runway in conditions of poor visibility. Aids such as threshold markers, cones, windsocks become very important.

## Acts and Regulations

The following acts and regulations were used to support the information in this handout.

- a) Canadian Air Regulations
- b) Airport Traffic Regulations
- c) *Radio Act*
- d) *Government Property Traffic Act*



# Manitoba Northern Airports Airside Access Procedures

This is to certify that I have read and I understand the content in the **Airside Access Procedures** handout and agree to comply with the procedures within.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Airport

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Airport Manager

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

Manitoba  
Transportation and  
Government Services



Manitoba on the *move*