



PITT MEADOWS AIRPORT
AIRPORT VEHICLE OPERATORS PERMIT

Operation of Vehicles on Pitt Meadows Airport

GUIDELINES FOR OPERATION OF VEHICLES ON PITT MEADOWS AIRPORT

1. AIRSIDE VEHICLE OPERATORS PERMIT

1.1 No person shall operate a vehicle on the airside portion of the airport unless:

- a) The Airport General Manager or designate authorizes that person to operate a vehicle on the airport (Passed the AVOP examination(s)).
- b) The person has signed and submitted to the Airport General Manager the statement acknowledging that they understand and will comply with these guidelines. This statement will be signed after passing the AVOP examination.
- c) The person has written and passed the written AVOP examination.
- d) Under some circumstances the Airport General Manager or designate can authorize a third party to over see individuals who will be driving airside for short periods of times. This may be granted under such circumstances as construction projects, special events or other instances where there might be several individuals coming and going for just a few trips. The third party overseeing these individuals assumes full responsibility for any accident or incident caused by the drivers they authorize.

1.2 ****There are two types of AVOP certificates:****

1. AVOP – THIS ALLOWS YOU TO OPERATE A VEHICLE ON THE UNCONTROLLED SECTIONS OF THE AIRPORT ONLY. THIS TEST INCLUDES ONLY A WRITTEN EXAMINATION.

UNCONTROLLED AREAS:

- APRON I, APRON II, APRON III, APRON V
- TAXIWAY 'C' BETWEEN TAXIWAY 'B' AND APRON I

2. AVOP "D" – THIS ALLOWS YOU TO OPERATE A VEHICLE ON THE UNCONTROLLED AREAS OF THE AIRPORT, AS WELL AS THE MANEUVERING AREA, i.e. RUNWAYS AND TAXIWAYS. THIS AVOP INCLUDES BOTH A WRITTEN EXAMINATION AND A PRACTICAL EXAMINATION.

2. DEFINITIONS

2.1 Vehicle

An automobile, bicycle, over-snow vehicle, truck, bus or any self propelled vehicle or device in, on or by which a person or thing is or may be transported, carried, or conveyed on land, and does not include an aircraft.

2.2 Airside

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

2.3 Maneuvering Area

That part of an aerodrome intended to be used for taking off and landing of aircraft and the movement of aircraft associated with taking off and landing, excluding aprons.

2.4 Movement Area

That part of an aerodrome to be used for the surface movement of aircraft and includes the maneuvering areas and aprons.

2.5 Restricted Telephony Certificate

A document issued by Industry Canada certifying that the holder may act as an operator on any aeronautical land radio station fitted with radiotelephone equipment only, transmitting on fixed frequencies and not open to public correspondence.

3. RESPONSIBILITIES AND DUTIES

3.1 Requirements to drive airside:

The Person:

- Possess a valid and appropriate AVOP certificate
- Possess a valid Drivers License
- Possess a Radio Telephony Certificate **(AVOP D only)**

The Vehicle:

- Operational Rotating Beacon or Hazard Flashers
- Operational two way radio **(AVOP D only)**

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- 3.2 Before operating a motor vehicle on the airside portion of Pitt Meadows Regional Airport the vehicle operator must also become familiar with these regulations and procedures as laid out and obtain authorization (the AVOP license) from the Airport Manager or designate.
- 3.3 If the vehicle operator encounters any obstruction or potentially hazardous condition (potholes, debris, etc.) on any aircraft movement surfaces, remove it if possible, or report its nature and location to the Airport General Manager.
- 3.4 The access gate is to be closed immediately behind the vehicle upon entry to, and exit from the airside area of the airport. Should an automated gate fail to close contact Airport Administration of the situation as soon as possible and remain at the gate to prevent any unauthorized vehicles from gaining access.
- 3.5 It is the responsibility of the vehicle operator to ensure that no vehicles enter the airport movement area while they are opening/closing or passing through the access gate.
- 3.6 Each employer must ensure that their employees are qualified to operate vehicles and equipment, which they are required to operate in the course of performing their duties on the airside portion of the airport.
- 3.7 No boats, RV's or other unauthorized vehicles are permitted on the airport facility without the authorization of the Airport General Manager.
- 3.8 The driver of a vehicle on the movement area shall comply with all mandatory instruction conveyed by markings and signs unless otherwise authorized by the Airport General Manager or designate.
- 3.9 Penalties for failure to follow procedures will be decided by the Airport General Manager and will vary depending on the severity and frequency of the infraction(s). Penalties may consist of any of the following:
 - Recurrent training (dependent on vehicle operator's frequency of use of the facility)
 - Temporary or permanent revocation of AVOP certificate
 - Loss of vehicle access to the airside.
- 3.10 It is the sole responsibility of the AVOP certificate holder to renew their AVOP license when required.

4. GENERAL VEHICLE OPERATING PROCEDURES

- 4.1 Aircraft always have the right of way. A vehicle operator, therefore, shall yield to any aircraft.
- 4.2 Every operator of a vehicle in an airside area shall yield the right of way to an emergency vehicle with warning devices operating.
- 4.3 No person shall park an aircraft fuel servicing vehicle within 15 meters of any airport terminal building, aircraft cargo building, aircraft hanger or any other airport structure designed to house the public that has windows or doors in any exposed walls.
- 4.4 Vehicles must be parked only in approved areas when not in immediate use.
 - 4.4.1 Tenants and subtenants must park on their lease property unless permission has been obtained from the Airport Manager.
 - 4.4.2 All vehicles parked on airport common property must have current insurance or it will be towed at the owner's expense.
 - 4.4.3 Equipment and vehicles shall not be parked or left unattended on aircraft movement areas without the permission of the Airport General Manager.
- 4.5 No Person Shall:
 - a) Throw, deposit or knowingly leave on a road, apron or maneuvering area any glass, nails, tacks, scraps of metal, chemical substances or other material that may damage aircraft or vehicles; or
 - b) Throw, deposit or knowingly leave any form of trash or garbage at the airport except in a container provided for that purpose.
- 4.6 4 way flashing hazard lights must be operated when on the airport facility and headlamps must always be operated during hours of darkness. (Rotating beacon when on the maneuvering areas)
- 4.7 No person shall drive vehicles and equipment on an apron at a rate of speed in excess of 20 km/h. The speed limit on movement surfaces or all other parts of the airport is 30 km/h unless otherwise noted.
- 4.8 No person shall operate a vehicle within 15 meters of an aircraft being fueled except for the purpose of servicing that aircraft.

5. OPERATION ON MANEUVERING AREAS – D-AVOP required

- 5.1 **No vehicle shall enter the maneuvering area without the operator possessing a valid AVOP “D” certificate or being escorted by a D-AVOP holder.**
- 5.2 Before operating a vehicle on the runway portion of the maneuvering area the operator must have a valid Pitt Meadows Regional Airport Airside Vehicle Operator’s Permit issued by the Airport General Manager and a Restricted Radiotelephone Operators Certificate.
- 5.3 Any authorized vehicles or equipment operating on the maneuvering areas shall have a functioning two-way radio operated by a person with a valid restricted radio-telephone operator’s certificate, or be escorted by a vehicle so equipped and manned. Each operator shall ensure that the two-way radio is working before the vehicle enters the runway portion of the airport maneuvering area. Vehicle will also have to have a rotating yellow beacon. 4-way hazards are not approved.
- 5.4 Whenever, non radio equipped vehicles and equipment are operating in groups or fleets with a radio-equipped vehicle, they shall be under the control of a qualified person responsible for requesting and acknowledging all communications and instructions.
- 5.5 Before any authorized vehicle proceeds onto the runway portion of the maneuvering area the vehicle operator shall obtain approval from the Airport Control Tower Ground Controller. Request for approval shall contain the intentions, duration, and route to be followed. The vehicle operator shall acknowledge all communications from the Ground Controller, or aircraft if appropriate. If instructions are not understood the vehicle operator must get a repeat until all instructions are clearly understood. The operator shall proceed, only along the specified route to the specified location only.
- 5.6 Broadcast intentions prior to proceeding into the maneuvering area shall include:
- a) Vehicle identification
 - b) Its current location
 - c) The intended activity/work to be performed while in the runway portion of the maneuvering area and the intended route and;
 - d) The time the vehicle and/or person will be on the runway portion of the maneuvering area.

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- 5.7 Whenever an operator is holding short of the maneuvering area, the operator shall hold the vehicle 60 meters from the nearest edge of the runway, **or** behind the hold lines. Note: Hold lines are marked with two solid and two broken yellow lines, with broken lines closest to the runway.
- 5.8 When leaving the runway, vehicle operators shall proceed to a taxi holding position to a safe position off to the side of the runway at least 60 meters from the nearest edge of the runway. Once clear of the runway portion of the maneuvering area the vehicle operators shall inform the Ground Controller that they are off the runway and give their exact position.
- 5.10 While on any portion of the maneuvering areas, vehicle operators shall monitor ground control frequency 123.8 MHz. and comply with any communications. During the hours the Control Tower is closed, you must state your intentions on the Mandatory Frequency (126.3) before proceeding, keep a listening watch for aircraft in the vicinity of the airport and yield to all aircraft.
- 5.11 If the radio fails while the vehicle is on the runway portion of the maneuvering areas the vehicle will vacate the runway immediately.
- 5.12 If your radio and vehicle both fail in the runway portion of the maneuvering area, raise the hood of your vehicle and do whatever is necessary to attract the attention of the Tower. It is strongly recommended you carry a cell phone so Tower or Airport Administration can be called and notified of the situation.
- Tower 604.465.9723 A/P Administration 604.465.8977**

6. AIRFIELD LAYOUT

