

AIRSIDE VEHICLE OPERATION PROGRAM AND PROCEDURES

NORTH BAY JACK GARLAND AIRPORT

Jack Santerre, Airport Manager
North Bay Jack Garland Airport
50 Terminal St., Suite 1
North Bay, ON
P1B 8G2

Telephone
(705) 474-3026

Facsimile
(705) 472-9867

E-mail
airportmanager@northbayairport.com

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APPROVAL

Approved by:

A handwritten signature in dark ink, appearing to read 'J. Santerre', is written over a light gray rectangular background.

Jack Santerre
Airport Manager

April 1, 2009 (AVOP)

ACKNOWLEDGEMENT

This agency, operator, tenant and departments as listed in the Distribution list are responsible to review and understand the contents and procedures of the plan.

The document will be re-issued in its entirety upon any amendment to the manual and will be distributed electronically to those recipients on the distribution list. Program holders are responsible for the safe custody and maintenance of their document.

This agency/operator/tenant will undertake to advise the airport manager and/or the other listed agencies, as appropriate, of any changes to their operational plans and procedures which would affect their ability to fulfill their role within the Operation Maintenance Plan.

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15) Canadore College
16) Maratech
17) MNR
18) Weisflock Aviation
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20) North Bay Fire Department
21)

LIST OF EFFECTIVE PAGES

Page	Amendment	Date (m-d-y)
4,5,6,7,8,9,10,19,20	1	December 1, 2010
2,14,17,18,19,20,21,26,27	2	December 1, 2011
2,3,4,5,6,11,13,15,16,19,20	3	June 1, 2014
2,7,9,11,14,15,16,18,19,20	4	July 1, 2015
7,8,9,10,11,13,14,18,19	5	January 11, 2016
19	6	July 1, 2016

RECORD OF AMENDMENTS

[illegible]

DEFINITIONS

Airside Area of Airport

The area that is restricted to the operation and movement of aircraft and their facilities inside the airport security and wildlife fence.

Aircraft Manoeuvring Area

The airside surface area used for take offs and landings; excluding aprons. (Taxiways and Runways)

Aircraft Movement Area

The area used for loading and unloading passengers and/or cargo and for fuelling, parking, or maintaining aircraft. (Aprons)

Aircraft Movements

Aircraft landings and take offs.

Groundside Area of the Airport

The area that is on airport property that is not intended to be used for activities related to aircraft operations and to which the non-travelling public has access. (As defined in: *Traffic on the Land Side of Airports Regulations, 1992, SOR/2006-102*)

(i.e.) Groundside includes the Airport Terminal and Administration Buildings, general public roads, parking facility areas and approach light areas for runway 08/26 and 18/36.

NOTAM

Abbreviated form of “notice to airmen”. It informs pilots of conditions hazardous to aircraft operations by means of message or radio.

AVOP DX

Unrestricted Airport Vehicle operators permit to all airside areas of the airport.

AVOP D

Airport Vehicle Operators Permit **with restrictions** to limited manoeuvring areas (taxiways, crossing runways).

AVOP DA

Airport Vehicle Operators Permit **with restrictions** to specific movement (Apron) areas.

AIRSIDE VEHICLE OPERATIONS PROGRAM AND PROCEDURES FOR NORTH BAY JACK GARLAND AIRPORT

1.0 BASIC REQUIREMENTS

1.1 Vehicle Operator

No person will operate a vehicle or equipment on the airside/movement area unless he/she:

- (a) is in possession of an Industry Canada, Radiotelephone Operator's Restricted Certificate – Aeronautical. Note: This certificate is not required if vehicle operation is restricted to the aprons and/or service roads only;
- (b) is in possession of a valid driver's licence, of proper class for the vehicle that is to be operated;
- (c) has qualified for airside operation of a vehicle, and been issued an airside vehicle operator's permit (AVOP) or written authorization by the airport manager or designate; or special consideration and written authorization has been given by the airport manager or designate.
- (d) is under escort by a qualified airside vehicle operator; or is accompanied by a qualified operator with appropriate radio communication equipment and amber rotating beacon or amber strobe light.
- (e) Provide proof of valid insurance in the amount of \$5,000,000 General liability and comprehensive with no aviation exclusion.
- (f) Provide proof of valid insurance in the amount of \$2,000,000 General liability and comprehensive with no aviation exclusion for general aviation tenants restricted areas as noted in red on the AVOP diagram in appendix B.

1.2 Vehicle Operator Authorization

To obtain authorization to operate a vehicle on airport airside, an applicant will:

- (a) apply to the airport manager or designate for airside vehicle operation training material;
- (b) arrange with the airport manager or designate for AVOP testing and/or assessment.
- (c) Be issued by the airport manager or designate an Airside Vehicle Operator's Permit (AVOP), or written authorization to operate a vehicle airside;

- (d) In the case of aprons and service roads only; operators, airlines or service provider companies are responsible to train, test and certify their operators and staff. **Once training is completed a letter certifying the employee is trained and qualified will be provided to the airport manager.**

1.3 Vehicle Operation

A vehicle will be operated:

- (a) on the manoeuvring areas (taxiways and runways) only as authorized by the air traffic services unit, airport manager or designate.
- (b) on the movement area (apron) only as authorized by the airport manager or designate.

1.4 Incident Reporting

An airside vehicle operator will:

- (a) immediately report all accidents and incidents (aircraft and/or vehicle) occurring within the airport perimeter to the airport manager; and
- (b) report any hazardous debris on the movement area surfaces (i.e., runway, taxiway and apron) to the airport manager, and remove same as soon as possible.

1.5 Expiration

- (a) An AVOP will expire every five years from the date of issue or at the same time as the issued Restricted Area Pass whichever comes first.
- (b) Operators will be required to validate the requirement of the AVOP designation on renewal.
- (c) A practical check ride for operators with a current AVOP shall be required to ensure current regulations and traffic directives are being followed.
- (d) Failure to pass the practical check ride shall result in a full recertification process, as outlined in Section 7.0 Evaluation of Airside Vehicle Operators.

2.0 EQUIPMENT

All vehicles are required to be equipped with the following items:

- (a) Two-way radio, capable of being set to the ground traffic service (ATS) frequency 121.9 MHz or 118.3 MHz for equipment or vehicles operating on the manoeuvring areas.
- (b) Yellow/Amber rotating or flashing strobe beacon located on the roof of the vehicle which meets the standards outlined in TP312 5th Edition.

Note: Also see TP312 5th Edition Section 6, Subsection 6.3.2 Mobile Objects for specific information relating to the marking of mobile equipment.

- (c) Ramp equipment without a cab requires 4-way flashers and reflective tape (red and white) on all four sides.
- (d) Other equipment may be approved by, the airport manager or designate “special consideration” for the operation of a vehicle on the aprons only or for specific work areas not including the airport manoeuvring areas.

Note: Vehicles not equipped with the above equipment will be escorted by a properly equipped vehicle.

3.0 COMMUNICATIONS

3.1 Two-way Radio Communication Requirement – Where Vehicle Control or Advisory is provided

Where air traffic services (ATC or FSS), or an approach UNICOM (AU), are provided the operator of a radio equipped vehicle will establish satisfactory two-way radio communication with the unit on the mandatory frequency (MF) or air traffic frequency, as appropriate, before entering the manoeuvring area.

Two-way Radio Communication Requirement – Where Vehicle Control or Advisory is not provided

The operator of a radio equipped vehicle will broadcast his intentions as follows prior to entering the manoeuvring area at the airport.

- 1- Before proceeding onto the maneuvering areas:
“North Bay Air Traffic this is Vehicle #7 at the North Bay Airport. I am proceeding onto (identify the intended route and area of work, ex: Hotel Taxiway, Lima West, crossing Runway 18/36 Lima East to Apron #3). Any conflicting traffic please report on 118.3, North Bay Airport.
- 2- If you do not receive any radio transmissions from other conflicting traffic you may proceed following the broadcasted route.

- 3- If you receive a radio transmission from an aircraft, acknowledge the transmission, and respond accordingly. For example, after announcing your intentions to proceed across Runway 18/36 you get the following transmission: *"Shell 307, JAZZ 7779"* you respond *"JAZZ 7779, Shell 307 go ahead."* They respond *"Shell 307, JAZZ 7779 we are 10 miles out planning to land on Runway 36."* You should respond *"JAZZ 7779, Shell 307 roger, we will hold short of Runway 18/36 at (your present location)." Wait until the aircraft is clear of the runway and then rebroadcast your intentions.*
- 4- Always broadcast your intention before proceeding to a new location and listen for conflicting traffic.
- 5- When leaving the maneuvering areas, always announce that you are clear of all maneuvering areas, for ex: *"North Bay Air Traffic Shell 307 is clear of the maneuvering areas at Apron II."*

3.2 Radio Monitoring

The operator of a radio equipped vehicle will maintain a continuous listening watch on the appropriate frequency, and visual watch for traffic at all times, when on the movement area.

3.3 Radio Communication Practices

Two-way radio communication practices, in accordance with the Study Guide for the Restricted Operator Certificate With Aeronautical Qualification (ROC-A) RIC-21 and North Bay Airport traffic Directives, are used by all persons operating a vehicle on the manoeuvring area.

3.4 Out of Vehicle Radio Communication Practices

Airfield maintenance and other authorized ground personnel are required to:

- (a) Have available to them, a portable radio capable of two-way communications, capable of being set to the ground traffic service (ATS) frequency 121.9 MHz or air traffic services 118.3 MHz;
- (b) Carry this radio whenever they are on the manoeuvring area and it becomes necessary for them to work outside of an airport and/or service vehicle; or,
- (c) Have an external speaker on the vehicle and be able to respond to in an acceptable time frame;
- (d) Continuously monitor the appropriate frequency.

4.0 PROCEDURES

4.1 Mandatory Instructions

The operator of a vehicle on the movement area will comply with all mandatory instructions conveyed by marking and signs unless:

- (a) otherwise authorized by the air traffic services unit, airport operator or designate, when on the manoeuvring area;
- (b) otherwise authorized by the appropriate designated authority when on the apron;
or
- (c) giving way to aircraft.

4.2 Light Signals

The operator of a vehicle on the movement area will comply with all mandatory instructions conveyed by lights.

4.3 Emergency Vehicle Priority

An emergency vehicle responding to an emergency will be given priority over all other surface movement traffic.

4.4 Apron Vehicle Operation Priority

A vehicle operating on an apron will:

- (a) give way to an emergency vehicle and/or an aircraft taxiing, about to taxi, or being pushed or towed; and
- (b) give way to snow removal and other airfield maintenance equipment
- (c) give way to other vehicles in accordance with local regulations.

4.5 Other Operating Procedures and/or Restrictions

- (a) Permission must be obtained from the airport manager or designate to drive from the groundside area to a specific aircraft on the apron aircraft parking area, or the general aviation parking/tie-down area only.
- (b) Road ambulances must have prior written permission of the airport manager to enter airside after regular hours of operation, to transfer patients to and/or from aircraft.
- (c) General Aviation Tenants are restricted to operating equipment or vehicle on their leased property or designated hanger access roads as approved by the manager only.

4.6 Use of Mobile Phones While Operating a Motor Vehicle or Mobile Equipment

- (a) North Bay Jack Garland Airport Corporation strictly prohibits the use of mobile phones, and PDA's while operating vehicles and equipment.
- (b) The use of hands-free mobile phones should be kept to a minimum when driving.
- (c) To make or receive calls:
 - i. Pull over and stop; (clear of the maneuvering areas when airside)
 - ii. Allow a passenger to operate the phone;
 - iii. Make use of voice mail and respond to the call at a safer time; or
 - iv. Let someone else drive, freeing you up to make or receive calls.

AVOP holders who choose to violate this directive will have their AVOP suspended and face legal responsibility if they are involved in an accident and there is evidence that they were using a cell phone while driving.

5.0 NOTICE TO AIRMEN (NOTAM) PROCEDURES

If vehicles are to occupy a runway, taxiway, and/or the runway and/or taxiway strip for an extended period of time, a NOTAM will be issued by the Airport Manager or designate, as per TP312 5th Edition through the NAV CANADA, London FIC NOTAM center,

Phone 1-866-541-4104 or 1-519-452-1472 **INFO FSS.**

Fax 1-519-451-3656 or 1-589-452-3347

6.0 TRAINING OF AIRSIDE VEHICLE OPERATORS

The operator of a vehicle on the movement area will be appropriately trained for the tasks to be performed and will comply with the instructions issued by:

- (a) the air traffic services unit, airport operator or designate when on the manoeuvring area; and
- (b) the appropriate designated authority, when on the apron.

All training of vehicle operators will be conducted by the airport manager or designate, prior to allowing an individual to operate any vehicle and/or mobile equipment on the airport maneuvering areas. A copy of individual training and vehicle operation authorization records, i.e., for both airside vehicle operator's permit (AVOP) and/or airport manager written authorization, will be retained on the employee's and/or contractors' file at the airport.

Aprons and service roads drivers only training will be designated to the respective airline, service provider or tenant operator.

Airside vehicle operator training is based on the reference North Bay Airport Traffic Directives for the Operation of Vehicles on Airport Movement Areas.

7.0 EVALUATION OF AIRSIDE VEHICLE OPERATORS

Once the operator has successfully completed the necessary training, the operator will be required to schedule an evaluation with the airport manager or designate.

The certification evaluation will comprise of the following.

DX AVOP

Written Test
After Hours Verbal Test
DA AVOP Practical Test
DX AVOP Practical Test

D AVOP

Written Test
After Hours Verbal Test
DA AVOP Practical Test
DX AVOP Practical Test

DA AVOP

Written Test
DA AVOP Practical Test

Alternatively, tenants authorized to issue AVOPs, as per Section 1.2 Vehicle Operator Authorization, may evaluate and issue AVOPs as required for their specific operations and within their designated areas as outlined within their approved lease.

Once training is completed a letter certifying the employee is trained and qualified will be provided to the airport manager.

The re-certification evaluation will comprise of a practical test, as appropriate by the operators AVOP classification.

8.0 ISSUING OF AIRSIDE VEHICLE OPERATOR PERMITS

After successfully completing an evaluation, the operator will be issued an AVOP from the airport manager or designate.

ANNEX C

Practical Test Evaluation Form

North Bay Airport Airside Vehicle Operators Permit
Practical Test Evaluation Form

Applicants Name

Restrictions

D/A D D/X

"D/A" Permit**A. Airside Entry/Exit** Yes No

Stops for Security		
Closes Gate After Entry and Secures Gate		
Wears Security Pass Visibly Displayed		

B. Equipment

Turns Lights On/Off (Beacon/Flashing Lights-Other)		
On-Before Entering Active Apron Area		
Off-After Parking/Within Aircraft Perimeter		
Completes Circle Check of Vehicle Prior to Operating		

C. Parking

Backs Into Defined Parking Spot		
Turns Head/Uses Mirrors for Backing Up		
Parks Only in Spaces Authorized for Vehicle in Use		

D. Driving Along

Follows Prescribed Routes (Vehicle Corridors/Other)		
Maintains Speed but does not Exceed		
Proper Clearance-Parked Aircraft		
Right of Way Observance: A/C, Pedestrians, Vehicles		
Obeys Signs, Signals, Pavement Markings		
Crosses Aircraft Guide Lines at Right Angles		
Exercises Caution Around Corners, Buildings, Intersections, Exits, Other Vehicles, Aircraft		

E. Orientation

Is Able To Locate (From the Vehicle):

Aircraft Gates & Operational Stands By Number		
Security Gates		
Taxiway Entrances (Explains operational limits on the apron)		
Service Roads		
Hangars, Aprons, Assigned Parking (Cargo Facilities, Maintenance Facilities, Other)		
Restricted Areas (Applicable To This Exam)		

"D" Permit (must be taken after D/A Permit practical test)**F. Equipment**

Rotating Beacon Turned On		
Radio On At Correct Frequency		

G. Route Planning

Able to Describe Available Routes Between Various Points on the Airport (without map)		
Plans Intended Route Before Proceeding		
Demonstrates Correct - FSS After Hours Procedures.		

H. Communication Procedures Yes No

Listens Out/Transmits Only on Clear Frequency		
Good Microphone Position, Switching		
Clear Speech		
Proper, Standard Phraseology Used		
Phonetic Alphabet Used Properly		
Call-Up-Uses Full Vehicle Identifier		
Request-Vehicle I.D. Location, Destination Activity, Intended Route and Time In Traversing Area		
Acknowledges Instructions Correctly		
Ends Transmission Correctly		

I. Driving Along

Obtains Authorization Before Entering Manoeuvring Area		
Holds Short: Taxiway/Runway		
Service Road At Twy/Rwy		
Follows Approved Route		
Maintains Visual Check for Aircraft		
Uses Service Roads Wherever Possible		
Checks Vehicle For Mud, Gravel Before Entering Paved Surface From Unpaved Service Roads		
Speed Limits not Exceeded		

J. Recognition

Pavement Marking - Manoeuvring Areas:		
Runway Headings - Hold Lines - Helicopter Pads		
Aircraft Movement Guidelines-Threshold Markings		
Lights: Apron/Taxiway/Runway/Intersections/Threshold		
Runway-Taxiway-Aerodrome Beacon		
Signs:		
Mandatory: Runway Hold and Road Hold		
Location: Runway/Taxiway		
Information: Taxiway/Apron		

K. Orientation

Able to Locate Directly from Vehicle:

Aerodrome Beacon		
Tower/F.S.S.		
Aprons, Runways, Taxiways		
Company and Other Facilities/ATB(s)		
Restricted Navigational and Other Facilities		
Service Roads		

Examiner's Notes:

Evaluation Form Reviewed Feb 2016.

Passed or Retest Request

P F

Date

Signature:

ANNEX D**Approved Vehicles to Operate on Airside Maneuvering Areas
(Runways, Taxiways Service Roads requiring FSS Clearance)**As Reviewed July 2016**North Bay Jack Garland Airport Approved Vehicles**

Airport Vehicle Call Sign	Make	Model	Colour	Reason for Access to Taxiways or Runways
Staff # 44	Chev	Van	Red	Field Inspections, maintenance and emergency
Staff # 45	Ford	Pick-up	Dark Brown	Field Inspections, maintenance and emergency
Staff # 47	Chev	Pick-up	Light Blue	Field Inspections, maintenance and emergency
Staff # 48	GMC	Pick-up	Black	Field Inspections, maintenance and emergency
Staff # 40	Ford	Pick-up	Blue	Field Inspections, maintenance and emergency
Truck # 80	Ford	Multi use truck	Red	Field Maintenance
Truck # 84	International	Plow Truck	Orange	Field Maintenance
Truck# 86	Chev	Multi -use Truck	Orange	Field Maintenance
Truck # 90	Kenworth	Plow Truck	Orange	Field Maintenance
Truck # 92	International	Plow Truck	Orange	Field Maintenance
Sander 85	White	Sander	Orange	Field Maintenance
Sander # 97	International	Sander	Orange	Field Maintenance
Blower # 122	SMI	Snow Blower	Orange	Field Maintenance
Blower # 121	RPM Tech	Snow Blower	Orange	Field Maintenance
Tractor # 150	John Deere	Tractor	Orange	Field Maintenance
Tractor # 151	AGCO	Tractor	Orange	Field Maintenance
Tractor # 152	Holder	Tractor	Orange	Field Maintenance
Grader # 153	Champion	Grader	Orange	Field Maintenance

Loader # 220	John Deere	Loader	Yellow	Field Maintenance
Loader # 221	CASE	Loader	Yellow	Field Maintenance
Backhoe # 222	John Deere	Backhoe	Orange	Field Maintenance

Maximum North Approved Vehicles

Airport Vehicle Call Sign	Make	Model	Colour	Reason for Access to Taxiways or Runways
Maximum North 310	Chev	1/2 Truck	Wine	Movement of Float Planes
Maximum North 311	Dodge	Truck	Black	Recovery of Aircraft

Nav Canada Approved Vehicles

Airport Vehicle Call Sign	Make	Model	Colour	Reason for Access to Taxiways or Runways
Tech 65	GMC	Sierra Pickup	Yellow	Nav Canada Technical Operations
Tech 66	GMC	Sierra Pickup	Yellow	Nav Canada Technical Operations
Tech 68	Pontiac	Passenger Van	Yellow	Nav Canada Technical Operations
Tech 69	GMC	Sierra Pickup	Yellow	Nav Canada Technical Operations

North Bay Fire & Emergency Services Approved Vehicles

Airport Vehicle Call Sign	Make	Unit # I	Colour	Reason for Access to Taxiways or Runways
Pump 1	Spartan	# 61	Red	Fire Department - Emergency
Pump 2	Spartan	# 62	Red	Fire Department - Emergency
Pump 3	Spartan	# 30	Red	Fire Department - Emergency
Car 3	GM Van	# 50	White	Fire Department - Emergency
Red 10	Rosenbauer	# 99	Red	Fire Department - Emergency
Red 11	Oshkosh	# 98	Red	Fire Department - Emergency
Tanker 1	GM Tanker	#37	Red	Fire Department - Emergency

Vehicles Restricted to Taxiways Only and Crossing 18-36As Reviewed July 2015**Shell Approved Vehicles**

Vehicle Call Sign	Make	Model	Colour	Reason for Access to Taxiways or Runways
Fueller 305	Ford	700	Yellow & White	To Refuel Aircraft on Aprons Other Than Apron 2
Fueller 306	International	S1900 F1954 6x4	Yellow & White	To Refuel Aircraft on Aprons other than Apron 2
Shell 307	Dodge Half Ton	Ram 2500	Dark Red	Tow Aircraft to and from Hangar on Apron 3

Voyageur Approved Vehicles

Vehicle Call Sign	Make	Model	Colour	Reason for Access to Taxiways or Runways
Fueller 300	Freightliner	FL80	Red & White	Fuel Delivery
Fueller 301	Freightliner	FL80	Red & White	Fuel Delivery