



Local Traffic Directives

Hay River Merlyn Carter Airport

202 Airport Road
Hay River, NT, XOE 0R9
(867) 874-2353

AVOP Applications

Application forms for "D" and "D/A" permits can be picked up at the airport administration office in the air terminal building.

Accident Reporting

All accidents and/or incidents that involve personnel or property damage must be reported immediately to the airport manager's office and your supervisor.

Hazardous Conditions Reporting

Whenever debris is encountered on the airport movement area, it is to be picked up immediately and placed in a trash container. Any significant items should be turned in and reported to the airport manager. Whenever an obstruction or potentially hazardous condition is encountered on any aircraft movement surface, its nature and location is to be reported immediately to the airport manager.

AVOP Testing

Arrangements for an AVOP test can be made through the airport manager's office. An appointment can be made by calling 867-874-2353. After successful completion of the written test, the applicant must make arrangements for the practical test. Written and practical testing will be conducted from Monday to Friday 0900 to 1530 hours.

1. Operating Procedures/Restrictions

- a) The speed limit on all roads for the airport is 30 km/hr. The speed limit on the airside apron area is 25 km/hr.
- b) Vehicle operators assume complete responsibility for any vehicle damages incurred as a result of being in a jet back-blast area.
- c) All airside vehicles may utilize the south entrance electric gate for the purpose of entering/exiting the apron. Entrance to the apron through the gate is restricted to authorized personnel.
- d) Individuals with an AVOP permit have the authority to escort any non-holders airside but must assume complete responsibility for their actions.
- e) No children will be left unattended in vehicles parked airside.
- f) Individuals who leave their vehicles parked or unattended on the apron assume complete responsibility for any damages incurred.
- g) AVOP permits are not transferable and are site specific.
- h) It is the holder's responsibility to report any lost AVOP permit to the Airport Manager.
- i) Dangerous driving or stunting on the apron will result in the suspension of the holder's AVOP.
- j) All AVOP holders shall be responsible to ensure that they are current in all information that pertains to their AVOP, i.e.: changes, amendments, etc. As issued by the Airport Manager or delegated representative.
- k) The Airport hours of operation for general administration functions are Monday through Friday 0800 hours to 1600 hours.
- l) Vehicles must not stop or park in areas used as fire lanes (immediately to the right upon entrance to the apron).
- m) Vehicle headlights and beacon must be on at all times when operating airside.
- n) No private vehicle will be utilized to transport fuel for the purpose of refuelling aircraft without the Airport Manager's permission, i.e.: small holding tanks in the back of pickup trucks for refuelling private aircraft.

2. Radio Frequencies and Hours of Use

- Ground frequency: 122.6
- Hours of operation: 24 hours per day

3. STUDY MATERIALS IN THE LOCAL AIRPORT TRAFFIC DIRECTIVES RELEVANT TO THE AVOP TEST AT MERLYN CARTER AIRPORT

a. AVOP “D/A” Permit

Sections:

1. Introduction and Definitions
2. Airport Traffic Directives – Airside Operations
3. Airside Safety
4. Responsibilities and Duties
5. Safety Equipment
6. Airside Security
7. Vehicle Operating Procedures
8. Airside Lighting, Signage and Markings
- 8-12. DA AVOP test, enforcement, appeal process, self-test Q & A

b. AVOP “D” permit

Sections:

1. Introduction
2. Airport Traffic Directives – Airside Operations
3. Airside Safety
4. Responsibilities and Duties
5. Safety Equipment
6. Airside Security
7. Reduced Visibility Operations
8. Vehicle Operating Procedures
9. Airfield Lighting, Signage and Markings
10. Radiotelephone Procedures
- 11-14. D AVOP enforcement, appeal process, self-test Q & A

4. AVOP self-test

Your written AVOP test will be, in part, based on local airport traffic directives and the questions related to items in Section 1 and 2 of these procedures. The correct answers are provided in section 2. Check your score and identify those parts of the local traffic directives which may need further study.

5. LATD sample questions

1. The speed limit on all airport roads is:

- a. 46 km/h
- b. 30 km/h
- c. 25 km/h
- d. 20 km/h

2. The speed limit on the airside apron is:

- a. 30 km/h
- b. 25 km/h
- c. 15 km/h
- d. 10 km/h

3. Who is responsible for damages incurred to vehicles as a result of aircraft back blast?

- a. Jet aircraft pilot
- b. Aircraft owner/operator
- c. Airport manager
- d. Vehicle operator

4. Who may utilize the South entrance electric gate to exit the apron?

- a. All vehicle operators with a "D" or "D/A" permit
- b. Airport employees only
- c. Anyone who wants to use it
- d. RCMP

5. Individuals with an AVOP permit may escort other vehicles airside but:

- a. Must receive permission from the airport manager
- b. Must assume complete responsibility for their actions
- c. Must receive permission from CARS
- d. Must ensure escorted vehicles have flashing rotating beacons

6. When may children be left unattended in vehicles parked airside?

- a. Never
- b. Holidays
- c. After published hours of operation
- d. At a parents discretion

7. AVOP permits are transferable:

- a. When authority is given by originating site
- b. When authority is given by receiving site
- c. When authorized by the airfield foreman
- d. Never

8. Lost AVOP permits must be:

- a. Reported to the airport manager as soon as possible
- b. Reported by the end of the fiscal year
- c. Reported by the end of the calendar year
- d. Reported when asked to produce an AVOP permit by airport authorities

9. Dangerous driving or stunting on the apron will result in:

- a. Suspension of AVOP permit
- b. A record of individual and incident being put on file
- c. A ticket and fine to the individual
- d. All of the above

10. Individuals may transport limited amounts of fuel on the apron for the purpose of refuelling private small aircraft:

- a. After hours of operation
- b. On weekends and holidays
- c. At all times
- d. With the permission of the airport manager