

## **YZF Local Airport Traffic Directives**

### **AVOP Testing**

1. To request an AVOP test, applicants must provide the following documents:
  - a. For a D/A test: Application for an Airside Vehicle Operators Permit signed by signing authority with justification and a valid driver's Licence
  - b. For a D test: Application for an Airside Vehicle Operators Permit signed by signing authority with justification, a valid driver's licence and a Radio Operator's Certificate
2. Once the manual has been studied, the applicant may write the exam on a day specified by the Security Pass Control Office. Upon successful completion of the written test, the Security Pass Control Office will arrange a time for the practical test, which will be scheduled subject to the operational requirements Airport Firehall staff.
3. The applicant must score 100 per cent to pass the exam. The applicant must also have a suitably equipped vehicle in which to complete the practical portion of the exam. Applicants requesting an exam for a "D" AVOP must present proof of certification as a Restricted Aeronautic Radio Operator.
4. All airside accidents shall be promptly reported to the airport security guard located at the Apron Access Gate Guard House.
5. Whenever debris is encountered on the airport movement areas it is to be picked up immediately. Any items of significance should be turned in to or reported to the airport security guard located at the Apron Access Gate Guard House.

### **D/A AVOP**

1. AVOP D/A permit holders are only permitted to operate on uncontrolled movement areas as identified on the Airport Site Plan.
2. AVOP D permit holders who are not employees of the GNWT may be authorized to operate on controlled taxiways, Bravo, Hotel, Juliet, and Alpha.
3. Restrictions placed on each AVOP D will identify permitted operational areas. Operational areas permitted will be according to operational need only.
4. Only GNWT employees whose employment function requires access to all areas will be permitted an AVOP U (unrestricted)
5. No person shall operate a vehicle on any controlled surface without the proper AVOP permit, radio licence, and clearance from ATC/FSS.

6. YZF Firehall personnel will provide escorts along controlled surfaces to those persons not having the appropriate permit. This service may be available with prior notification, between the hours of 0630 and 2230 daily. Escorts will be scheduled subject to operational requirements and workload activities of personnel.

## **RESTRICTED AREA ACCESS CONTROL**

1. All vehicles entering the main apron area of the Yellowknife Airport must report to the Apron Access Gate Guard House. Apron access is normally achieved by entering through the Apron Access Gate. Operators must come to a complete stop, present RAIC and AVOP credentials as required and permit an interior and exterior vehicle search by airport security personnel.
2. Vehicles, equipment and other materials parked, staged or stopped must remain at least 1 meter from the fence on airside and at least 3 metres from the fence on groundside. Vehicles, equipment and/or materials parked in this area will be ticketed and removed at owner's expense.
3. The maximum speed limit for vehicles in aircraft movement areas are:
  - a. Main Apron - 25km/hr
  - b. Taxiways - 40km/hr
4. RAICs must be worn at all times while in a restricted area. Temporary pass holders must be accompanied by a holder of a valid RAIC at all times in the restricted area. All passes must be visibly displayed on the exterior of clothing with the card holder's photograph visible.
5. At no time shall the operator of a vehicle on an aircraft movement area be permitted to wear earphones to listen to a personal musical device.
6. Electronically controlled gates at Taxiway "D" and "E" and "L" are to be used whenever possible to reduce traffic and potential conflict on Taxiway "B"
7. All security passes are the property of the Yellowknife Airport and must be returned to the Security Pass Control Office when no longer required. Passes can also be dropped in any Canada Post mail box and they will be returned to the airport.
8. The Air Traffic Control Tower is in daily operation from 0700hrs (L) until 2200hrs (L). ATC provides ground vehicle control services during their hours of operation. Flight Service Station operates ground vehicle control service when the Control Tower is closed. In both instances, vehicle ground control communicates on frequency 121.9MHz. The call sign for ATC is Yellowknife Ground and FSS uses the call sign Yellowknife Radio.

## **VEHICLE MAINTENANCE AND CONTROL**

1. There are many types of vehicles and equipment used airside of the airport. The responsibility of ensuring that a vehicle operator knows how to operate the equipment is equipment/vehicle operator.
2. Local Airport Traffic Directives apply only at the airport where issued.
3. When vehicles are parked in an approved parking space in the vicinity of the Air Terminal Buildings or adjacent to heavy traffic areas, they must be backed into the parking area.
4. Every person who has a need and right, including a ticketed passenger, is permitted to be airside of an airport.
5. The first priority for traffic on all movement areas is given to aircraft, second priority to Emergency Vehicles and third priority to maintenance vehicles.
6. An aircraft lead in line is a single yellow line extending from the runway along a taxiway and onto the apron. The purpose of this line centred on the taxiway is to ensure that the main wheels are on pavement and that the wings will not contact known obstructions.
7. Smoking is prohibited on an airside of an airport.
8. The operator of a vehicle is responsible for reporting any vehicle malfunction or dangerous condition to the employer/owner.
9. The person responsible for determining that his or her vehicle is operating satisfactorily and has the required safety equipment and markings is the vehicle operator.
10. The Airport Manager has the authority for issuing, suspending or cancelling permission to operate a vehicle on the airside of a GNWT airport.
11. A road delineated by surface markings on an apron is called a Designated Vehicle Corridor. The designated vehicle corridor is to be used at all times when crossing the apron. Caution must be exercised at all times to avoid parked and moving aircraft. Vehicles operating from the designated vehicle corridor may leave the corridor at a right angle to the corridor to access an aircraft parked on the apron and return directly to the corridor to resume movement on the apron.
12. Personnel operating vehicles in a vehicle corridor which passes behind an aircraft with engines running or with its anti-collision lights flashing, are required to stop well clear of the aircraft and wait until the aircraft has been backed out or the marshaller clears you to pass.

**YZF Security Pass Control Office**

**Application Package 6.2: Airside Vehicle Operators Permit (AVOP) — YZF Local Airport Traffic  
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13. Vehicles shall not be permitted to operate between aircraft and the Air Terminal Building (passenger corridor). Vehicles must always operate in the vehicle corridor except as required to service aircraft or to transport passenger baggage between the aircraft and baggage insertion points in the ATB.
14. Vehicles towing baggage carts between aircraft and baggage insertion points in the ATB must exercise extreme caution at all times.