

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 License.
 - b. For a D test: Application for an Airside Vehicle Operators Permit signed by signing authority with justification, a valid driver's license, 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 successfully completing 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 of Airport Firehall staff.
3. The applicant must score 100 percent to pass the exam. The applicant must also have a suitably equipped vehicle to complete the practical portion of the exam. In addition, 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 at the Apron Access Gate Guard House.
5. Any debris encountered in the airport movement areas must be picked up immediately. Any items of significance should be turned in to or reported to the airport security guard at the Apron Access Gate Guard House.

AVOP D/A, D, D/U

1. AVOP D/A permit holders can only operate in uncontrolled movement areas as identified on the Airport Site Map.
2. AVOP D permit holders who are not employees of the GNWT may be authorized to operate on controlled taxiways.
3. Restrictions placed on each AVOP D will identify permitted operational areas. Operational areas permitted will be according to operational needs only.
4. Only GNWT employees whose employment function requires access to all areas will be permitted an AVOP D/U (unrestricted)

5. No person shall operate a vehicle on any controlled surface without the proper AVOP permit, radio license, and clearance from ATC/FSS.
6. Upon request, YZF Firehall personnel may provide escorts along controlled surfaces to those persons not having the appropriate permit and requiring access. This service may be available with prior notification between 0630 and 2230 daily. Escorts will be scheduled subject to operational requirements and workload activities of personnel. There may be fees.
7. AVOP EXPIRY: this will expire on the same date as the holder's Restricted Area Identification Card (RAIC).
8. For RAIC holders, paper AVOP will no longer be issued. AVOP will be listed on the RAIC. Non-RAIC holders will still receive a paper AVOP license that must be carried while operating airside.
9. Employees who do not hold an AVOP but are in the process of training to acquire one are permitted to drive airside with another individual who holds a valid AVOP and are required to be in the exact vehicle.

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 usually 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 1 meter from the fence on the airside and at least 3 meters from the fence on the ground side. Vehicles, equipment, and materials parked in this area will be ticketed and removed at the owner's expense.
3. The maximum speed limit for vehicles in aircraft movement areas is:
 - a. Main Apron - 25km/hr.
 - b. Taxiways - 40km/hr.
4. RAICs must always be worn while in a restricted area. A holder of a valid RAIC must always accompany temporary pass holders in the restricted area. All passes must be visible on the clothing exterior with the cardholder's photograph.
5. At no time shall the vehicle operator on an aircraft movement area be permitted to wear earphones to listen to a personal musical device.
6. Electronically controlled gates at Taxiway "D," "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 mailbox, and they will be returned to the airport.
8. The Air Traffic Control Tower operates daily 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 a frequency 121.9MHz. The call sign for ATC is Yellowknife Ground, and FSS uses the call sign Yellowknife Radio.

VEHICLE MAINTENANCE AND CONTROL

1. Many types of vehicles and equipment are used airside at the airport. The responsibility of ensuring that a vehicle operator knows how to operate the equipment is the responsibility of the 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 near the Air Terminal Buildings or adjacent to heavy traffic areas, they must be backed into the parking area.
4. Priority for traffic in all movement areas is given to aircraft, second priority to Emergency Vehicles and third priority to maintenance vehicles.
5. An aircraft lead in line is a single yellow line extending from the runway along a taxiway onto the apron. This line centred on the taxiway ensures that the main wheels are on the pavement and that the wings will not contact known obstructions.
6. Smoking and vaping are prohibited airside, including within vehicles and equipment, and are only permitted in designated areas.
7. The operator of a vehicle is responsible for reporting any vehicle malfunction or dangerous condition to the employer/owner.
8. The vehicle operator is responsible for determining that their vehicle operates satisfactorily and has the required safety equipment and markings.
9. Equipment Marking; The vehicle owner shall ensure that all non-self-propelled vehicles and equipment are equipped with reflective material as follows. A yellow or red and white reflective strip minimum of 35mm in width shall be mounted along the entire length of the equipment or apparatus.

10. Baggage carts; A yellow or red and white reflective strip minimum of 35mm in width shall be mounted along the length of the metal bar affixed to each side of the cart, on which the hinges of the side panel are attached or in a similar position to ensure that the reflective material is visible regardless of the attitude of the side panels. In addition, include yellow/black or red and white stripes on the lower corners front and rear.
11. The Airport Manager or designate has the authority to issue, suspend, or cancel permission to operate a vehicle on the airside of a GNWT airport.
12. A road delineated by surface markings on an apron is called a Designated Vehicle Corridor. The designated vehicle corridor is to be continuously used when crossing the apron. Caution must always be exercised 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.
13. 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.
14. Vehicles shall not be permitted to operate between aircraft and the Air Terminal Building. Vehicles must continuously 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.
15. Vehicles towing baggage carts between aircraft and baggage insertion points in the ATB must always exercise extreme caution.
16. Vehicles shall NOT be running in the baggage room unless in motion.
17. No overnight parking in the baggage room.