



Bethel Regional Airport

Subject: AIRSIDE VEHICLE ACCESS POLICY

Date: 04/21/09

Based Upon FAA AC No:
150/5210-20

Section 1. Airport Driving Rules and Regulations

1.1. Authority for Implementation of Rules and Regulations. The Bethel Regional Airport operates under the authority of the Airport Manager and the Airport Authority. The Airport Authority has granted the Airport Manager the authority to make bylaws for the management and supervision of its airport affairs and the Airport Manager has charged the Assistant Airport Manager, also referred to as the Airport Coordinator, with the duty of providing notice to users of this Policy, provide training classes, and to enforce the rules and regulations herein.

1.2. Applicability. This regulation applies to all users of, and persons on any portion of, the property owned or controlled by Bethel Regional Airport. No persons are exempt from airport operating training requirements for operating a vehicle on the airside of an airport. Tenant organizations and hanger lessors or landlords shall be responsible for the dissemination of, accessibility to, and compliance with these rules and regulations by their employees and tenants.

These Rules and Regulations may be amended, changed, or modified by the Airport Authority, as necessary.

1.3. Definitions. The following terms are defined as indicated in this section for the purpose of this Policy and Ground Vehicle Operation Training Manual.

- 1.3.1. Accident**—a collision between one aircraft or vehicle and another aircraft, vehicle, person, or object that results in property damage, personal injury, or death.
- 1.3.2. Airside**—those areas of an airport that support aircraft activities.
- 1.3.3. Aircraft**—a device that is used or intended to be used for flight in the air.
- 1.3.4. Airport**—Bethel Regional Airport, owned and operated by the Town of Bethel, including all improvements and equipment existing or to be developed.
- 1.3.5. Airport Manager**—may include the Airport Manager, the Assistant Manager or Airport Coordinator.
- 1.3.6. Apron or Ramp**—a defined area on the airport intended to accommodate aircraft for the purposes of parking, loading and unloading passengers or cargo, refueling, or maintenance.
- 1.3.7. Common Traffic Advisory Frequency (CTAF)**—radio frequency designed for the purpose of carrying out airport advisory practices while operating to or from an airport.
- 1.3.8. Ground Vehicle**—all conveyances, except aircraft, used on the ground to transport persons, cargo, fuel, or equipment.

- 1.3.9. **Incursion**—any occurrence at an airport involving an aircraft, vehicle, person, or object on the ground that creates a collision hazard or results in loss separation with an aircraft taking off, intending to take off, landing, or intending to land.
- 1.3.10. **Jet Blast**—jet engine exhaust or propeller wash (thrust stream turbulence).
- 1.3.11. **Law Enforcement Officer (LEO)**—any person vested with police power of arrest under Federal, state, county, or city authority and identifiable by uniform, badge, and other indication of authority.
- 1.3.12. **Movement Area**—the runways, taxiways, and safety areas (overrun areas adjacent to runways and taxiways) of an airport that aircraft use for taxiing, takeoff, and landing, exclusive of parking areas.
- 1.3.13. **Non-movement Areas**—Aprons, ramps and services roads.
- 1.3.14. **Operator**—any person who is in actual physical control of an aircraft or a motor vehicle.
- 1.3.15. **Owner**—a person who holds the legal title of an aircraft or a motor vehicle.
- 1.3.16. **Restricted Areas**—areas of the airport posted to prohibit or limit entry or access by the general public such as the movement and non-movement areas including the apron, ramp, taxiways, runways and safety areas. All areas other than public areas.
- 1.3.17. **Runway**—a defined rectangular area on a land airport prepared for the landing and takeoff run of aircraft along its length.
- 1.3.18. **Runway Safety Area**—a defined surface surrounding the runway prepared or suitable for reducing the risk of damage to airplanes in the event of an undershoot, overshoot, or excursion from the runway.
- 1.3.19. **Taxiways**—those parts of the airside designated for the surface maneuvering of aircraft to and from the runways and aircraft parking areas.
- 1.3.20. **Tie Down Area**—an area used for securing aircraft to the ground.
- 1.3.21. **Uncontrolled Airport**—an airport without an operating airport traffic control tower.
- 1.3.22. **Vehicle Service Road**—a designated roadway for vehicles in a non-movement area.
- 1.3.23. **Wake Turbulence**—phenomenon resulting from the passage of an aircraft through the atmosphere. The term includes vortices, thrust stream turbulence, jet blast, jet wash, propeller wash, and rotor wash both on the ground and in the air.

1.4. Severability. If any section, subsection, subdivision, paragraph, sentence, clause, or phrase of these Rules and Regulations or any part thereof is for any reason held to be unconstitutional, invalid, or ineffective by any court of competent jurisdiction or other competent agency, such decision will not affect the validity or effectiveness of the remaining portions of these Rules and Regulations.

1.5. Violation of Rules—Penalties and Suspension of Driving Privileges. Any person who does not comply with any of the provisions of these Rules and Regulations, or any lawful order issued pursuant thereto, will be subject to progressive penalties for repeat violations. These penalties may include denied use of the Airport by the Airport Manager in addition to the penalties described pursuant to Federal, state, or local authorities.

- 1.5.1. Penalties for failure to comply with the Airside Vehicular Traffic Regulations shall consist of written warnings, suspension of airside driving privileges, and/or revocation of airside driving privileges. Receipt of 2 written warnings by an operator of a vehicle in any 12-month period will automatically result in suspension of airside driving privileges. Receipt of 3 written warnings in any 12-month period will automatically result in revocation of airside driving privileges.
- 1.5.2. Based on an evaluation of the circumstances or the severity of a particular incident or incidents, the Airport Manager reserves the exclusive right to assess any penalty it deems appropriate at any time to any individual authorized to operate a vehicle on the airside without regard to prior operating history.
- 1.5.3. Suspension of airside driving privileges shall be no less than 30 calendar days and no greater than 180 calendar days.

1.5.4. The Airport Manager will provide a copy of all written warnings issued to an operator to the local manager of the company owning or in possession and control of the vehicle or vehicles involved in the violation(s).

1.5.5. Penalties and suspensions of driving privileges administered by the Airport Manager may be appealed to the Airport Authority by filing written notice to the Town Manager at the Town Office within 10 days of receipt of violation notice.

1.6. The Airport Manager may require any individual involved in a runway incursion or other vehicle incident to complete remedial airfield driver training.

1.7. Driver Regulations on the Airside of an Airport.

1.7.1. Vehicle Operator Requirements.

- 1.** All applicants must satisfactorily complete the applicable driver's training class before receiving an airside restricted access pass.
- 2.** All applicants must pass the written test with a grade of at least 90 percent. Applicants who do not pass the written test may retake the test after additional study and a 10 day period.
- 3.** No vehicle shall be operated on the airside unless—
 - a.** The driver is authorized to operate the class of vehicle by an appropriate state-licensing agency or by the driver's employer through a company training/certification program.
 - b.** The driver properly displays an approved, airport-issued ID card with the Authorized Driver designation or is being escorted by an Authorized Driver with an approved airport-issued ID card.
- 4.** No person operating on the ramp or apron shall exceed a speed greater than 10 miles per hour. Factors including, but not limited to, weather and visibility shall be taken into consideration when determining safe operating speed.
- 5.** Moving aircraft and passengers enplaning or deplaning aircraft shall have the right-of-way at all times over vehicular traffic. Vehicle drivers must yield the right-of-way.
- 6.** No vehicle operator shall enter the airside unless authorized by permit or unless the vehicle is properly escorted by a permit holder.
- 7.** No vehicle operator shall enter the movement area—
 - a.** Unless granted a red movement area pass or escorted by red movement area pass holder;
 - b.** Unless equipped with an operable two-way radio in communication with aircraft on or in the vicinity of the airport on the CTAF; or
 - c.** Unless escorted by a red movement area pass holder properly equipped with a radio as described in paragraph 7b.
- 8.** No person shall operate any motor vehicle that is in such physical or mechanical condition as to endanger persons or property or that the Airport Manager considers an endangerment.
- 9.** No person shall—
 - a.** Operate any vehicle that is overloaded or carrying more passengers than for which the vehicle was designed.
 - b.** Ride on the running board or stand up in the body of a moving vehicle.
- 10.** A vehicle guide person is required whenever the vision of the vehicle operator is restricted.
- 11.** When not serving aircraft or undertaking their intended functions, unattended vehicles and equipment shall be parked only in approved areas (excluding airport management and maintenance vehicles).

12. No person shall park a vehicle in an aircraft parking area, safety area, or other area or in a manner that obstructs or interferes with operations in the aircraft movement area or apron area.
13. No person shall park, or leave unattended, vehicles or other equipment that interfere with the use of a facility by others or prevent movement or passage of aircraft, emergency vehicles, or other motor vehicles or equipment.
14. No person shall park a vehicle or equipment within 25 feet of a fire hydrant or in a manner that prohibits a vehicle from accessing the fire hydrant.
15. No person shall operate a vehicle or other equipment anywhere on airport property under the influence of alcohol or any drug that impairs, or may impair, the operator's abilities.
16. Each vehicle operator using an airport perimeter (security) gate shall ensure the gate closes behind the vehicle prior to leaving the vicinity of the gate. If the Airport Manager has reason to restrict access through the gate by changing the access code displayed on the keypad (1200#), the vehicle operator shall also ensure no unauthorized vehicles or persons gain access to the airside while the gate is open.
17. Vehicle operators shall not operate vehicles in a reckless or careless manner. A reckless or careless manner is one that intentionally or through negligence threatens the life or safety of any person or threatens damage or destruction to property.
18. Each vehicle operator is responsible for the activities of each vehicle passenger on the airside of the airport.
19. Airport Manager reserves the right to cause the removal of persons, vehicles or equipment found in violation of these rules and regulations with or without prior notice. Any costs incurred for the removal of vehicles or equipment such as towing charges shall be the sole responsibility of the vehicle operator or owner and not the Bethel Regional Airport or its agents.

1.7.2. Vehicle Regulations.

1. No vehicle shall be operated on the airside unless it has proper registration or is a qualified off-road vehicle that is not normally operated on public streets but has received the approval of the Airport Manager.
2. All vehicles operated on the airside must have vehicle liability insurance, as required by the Airport Manager.
 - a. No vehicle shall be permitted on the airside unless it is in sound mechanical condition with unobstructed forward and side vision from the driver's seat.
3. Vehicles operating on the movement area shall be equipped with operating amber rotating beacon or equivalent and a radio capable of transmitting and receiving on the CTAF or escorted by a vehicle with such equipment.

1.7.3. Vehicular Accidents. Operators of vehicles involved in an accident on the airport that results in injury to a person or damage to an aircraft, airport property, or another vehicle shall—

1. Immediately stop and remain at the scene of the accident.
2. Render reasonable assistance, if capable, to any person injured in the accident.
3. Report the accident immediately to the Bethel Police Department (call 911) and the Airport Manager before leaving the scene, if possible.
4. Provide and surrender the following to any responding airport management and law enforcement personnel: name and address, airport identification card, state driver's license, and any information such personnel need to complete a motor vehicle accident report.