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# Penticton Airport

## Airside Vehicle Operator's Permit Manual

D and D/A AVOP Applicants



*Airside Vehicle Operator's Permit (AVOP)*



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## INTRODUCTION TO AVOP

The airside of an airport is a specialized working environment, which is governed by specialized rules designed to prevent accidents and minimize the risk of injury to all persons within it.

The Penticton Airport Vehicle Operator's Permit manual is a reference that combines the applicable regulations, rules, procedures, and training related to safe vehicle operation that experience has shown to be most important in the airside working environment.

The Airport is committed to maintaining a safe, healthy, and sustainable working environment. Everyone who operates a vehicle at the airport is responsible for meeting this commitment.

## WHAT IS AVOP?

The AVOP program is an essential component of airside safety. The AVOP program establishes the standards that everyone operating a vehicle on the airside must follow.

An Airside Vehicle Operator's Permit (AVOP) is a permit issued by Penticton Airport that gives the holder permission to drive a vehicle on certain areas of the airfield.

Penticton Airport issues two types of AVOPs:

- **D/A AVOP** – A permit that allows the holder to operate a vehicle on uncontrolled areas designated to the permit, only as authorized by the appropriate designated authority, in the performance of their duties. A D/A AVOP holder must not drive on maneuvering areas (taxiways and runways).
- **D AVOP** – A permit that allows the holder to operate a vehicle on all controlled and uncontrolled airside surfaces (aprons, service roads, taxiways, and runways) in the performance of their duties. A D AVOP holder can only drive on controlled surfaces once permission has been granted from an air traffic services unit, airport operator or designate.

## AVOP APPLICATION

An official representing the company where the applicant is employed must demonstrate to Penticton Airport a need for the applicant to work at or through Penticton Airport and to define the areas for which access is required.

The company official is responsible to:

- Complete and forward the Application Form.
- Ensure company vehicles are in safe operating condition, marked as required for operating Airside, and outfitted with the required equipment.
- Return expired or revoked permits to the Penticton Airport Manager or Maintenance Supervisor
- Notify the Airport Manager or Maintenance Supervisor of any suspension or change to their employee's driver license.

## ***Airside Vehicle Operator's Permit (AVOP)***



- Perform an annual review of the AVOP holders within their organization and send a record of the names of all current AVOP holders to the Penticton Airport Manager or Maintenance Supervisor.
- Ensure that the AVOP program remains effective in their organization.

### PREREQUISITES

- A valid Restricted Area Pass “RAP”
- A valid provincial driver’s license of appropriate level for the vehicles/equipment intended to be operated, in accordance with British Columbia Provincial Driving Regulations
- For D AVOP applications, a Radiotelephone Operator’s Certificate (Aeronautical) from Industry Canada is also a prerequisite.

### APPLICATION PROCESS

The Airport Manager is the issuing authority for AVOPs at Penticton Airport. The Airfield Operations & Maintenance Supervisor has been designated as the testing authority to ensure personnel requiring an AVOP are trained to operate a vehicle for the applicable permit. Testing will include both a written and practical assessment.

**Note: The Airport Manager may issue AVOPs at their discretion.**

- Penticton AVOP Application form and Self-test is available by visiting <https://yyf.vortexcms.com/portal>
- Applications are sent to an airport representative, and a confirmation email will be sent back.
- To book a test, use the booking tool by visiting <https://yyf.vortexcms.com/portal>

## AMENDMENT PROCEDURES

Airside Vehicle Operations Plan amendments will be issued as required. The Airport Manager is responsible for the development, issuance, and control of the amendments. The Airport Manager ensures the contents are accurate, up to date and meets all regulatory requirements. The Record of Amendments and List of Effective Pages will be updated accordingly.

- When the manual requires an amendment, the plan will be forwarded to those listed in the Distribution List.
- All amendments will be shown by providing a vertical black line in the right margin where changes in paragraphs or wording are made.

## RECORD OF AMENDMENTS

No.	Date	Issuance Date	Entered By	Organization
1	March 13, 2025	March 18, 2025	Rich Olson Simon Barbour	Transport Canada Penticton Airport
2				

## CORRIGENDA

No.	Date	Issuance Date	Entered By	Organization
1				
2				

## DISTRIBUTION LIST

Organization	Plan Holder	Format
Transport Canada – Penticton Airport	Airport Manager	Electronic
	Airport Maintenance & Operations Supervisor	Paper & Electronic
Transport Canada – Programs Group, Pacific Region	Regional SMS Officer	Electronic
	Program Support Officer	Electronic

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## 1. ADMINISTRATION

### 1.1 GENERAL

The Penticton Regional Airport Administration and Maintenance offices have been designated by the Airport Manager as the AVOP testing offices.

Any person operating a vehicle on the airside of the Airport must possess a valid Penticton AVOP. No other airport AVOPs are valid at Penticton Airport.

There are specific regulations that apply to driving at Penticton Airport. This manual does not replace those regulations but rather outlines the airside-driving program as Penticton sees to operate it.

### 1.2 TESTING

Applicants will utilize the Penticton Airport AVOP Manual as a study guide. The document is available by visiting <https://yyf.vortexcms.com/portal>

An AVOP test consists of two parts: a written, multiple-choice knowledge test and a practical driving test. The written test will be based upon the contents of this manual and the self-test. The practical test will be based upon the contents of this manual but mainly focus on the operation of a vehicle as it relates to the applicants' duties.

Testing must be completed within 60 days of the original application approval by Penticton Airport. If testing cannot be completed within this period, the applicant will be required to re-apply for their AVOP.

Arrangements for written and practical tests are booked through the Maintenance Supervisor.

Applicants must receive 90 percent to pass. The test administrator will review the test with the applicant immediately after it has been completed and correct all errors.

Arrangements for a practical test are made through the Maintenance Supervisor within 1 month of passing the written test. Applicants may only schedule a practical test after they have successfully passed the written test. The practical test is conducted to demonstrate the driver's ability to apply the knowledge in a working environment. Applicants for a D permit must also demonstrate the proper application of radio communication skills.

An AVOP shall be issued upon successful completion of the written and practical test.

### 1.3 TRAINING

Employers are responsible to ensure that applicants for their organization are trained for driving airside. Applicant with a valid drivers' license may drive airside for the purpose of training only when accompanied by trainer who holds a valid Penticton Airport AVOP. The trainer shall be seated next to the trainee in the same vehicle and assumes all responsibilities for the vehicle's operation.

## 2. PENALTIES FOR DRIVING INFRACTIONS

### 2.1 AIRPORT TRAFFIC DIRECTIVES

AVOP holders must obey Penticton Airport traffic directives, regulations, signs, control devices, and all directions provided by Penticton Airport personnel, Flight Service Station (FSS), and emergency response personnel.

If the AVOP holder does not follow the rules, that permit holder may receive demerits and the AVOP may be suspended or revoked.

It is an offence to operate a vehicle at Penticton Airport in a manner that, having disregard to all the circumstances, including the amount of traffic, is dangerous to aircraft, equipment, people, or other vehicles.

### 2.2 INFRACTIONS

Driving infractions include, but are not limited to:

- Speeding
- Failure to obey traffic signs
- Failure to yield to aircraft or priority vehicles
- Failure to stop when hailed by enforcement personnel
- Maneuvering area incursion
- Driving with an insecure load
- Parking violation
- Littering
- Smoking
- Driving while under the influence of drugs or alcohol
- Driving with an expired driver's license or AVOP
- Dangerous or reckless driving

Each infraction carries specific demerit points ranging from 1 to 4. When specific levels are reached, varying suspension levels will be enforced ranging from 2 to 14 days. Retesting is required before re-issue.

### 2.3 SUSPENSION AND APPEALS

An AVOP suspension may be withdrawn early after a review has been completed by the Airport.

## 3. AIRSIDE ACCESS

### 3.1 GENERAL

Any person who opens a gate or a door that leads to the Airside is responsible for any person or vehicle passing through the gate or door.

All access gates are to be closed and/or locked immediately after entering or exiting an airside area.

All vehicles operated airside must be driven by a holder of a valid Airport AVOP, or under direct escort by an AVOP holder.

### 3.2 ELECTRONIC GATES

When using electronic gates, the operator shall stop and wait for the gate to fully close before leaving the area. If the electronic gate malfunctions and will not close:

- Stay at the gate and monitor access
- Call Airport Security at (250) 770-4417
- Wait until someone arrives to repair or assist with the gate
- Ambulances shall use gate 94 for routine airside medevac access
- Couriers shall use gate 76 for airside access

### 3.3 ESCORTING AIRSIDE

Guiding the other person in close proximity in a separate vehicle, seated next to the operator of the vehicle, or guiding the other person in close proximity as a pedestrian.

The person providing an escort shall assume responsibility for the escorted vehicle(s) (maximum of three vehicles) and the actions of the driver(s).

The escort must ensure that drivers under their escort have been formally briefed regarding the rules, procedures and standard for operating Airside, as outlined in this manual.

The escort shall not lead or direct the escorted vehicle into any area of Airside to which the escort is not authorized to operate a vehicle under his/her AVOP.

An escort must ensure that any vehicle under their escort has either a rotating or flashing beacon or four-way flashers, and headlights activated, while Airside.

The foregoing rules are in addition to but do not replace or otherwise supersede any other rules or regulations respecting the control of vehicles on the airside of the Airport or any security regulations applicable to the Airport.

## 4. VEHICLE REQUIREMENTS

### 4.1 GENERAL

Vehicle operators must be qualified and trained to operate the vehicle they are driving. Vehicle operators are responsible to ensure the vehicle is in a safe condition, will not contribute to FOD and is operated in a safe manner.

### 4.2 VEHICLE EQUIPMENT

- All closed vehicles that are operated or driven airside at the Airport must be equipped with:
  - A rotating or flashing yellow beacon
  - Vehicle identifier
  - Operating radio (if required)
  - A rotating or flashing red/white/blue combination may apply to emergency vehicles
- It is recommended that each vehicle operated airside contain the following information:
  - Map of the Airport
  - Light signal instructions
  - Airport frequency guide
- Radio equipment must be capable of operating on all published radio frequencies at the Airport
- Beacons must be turned on at all times while vehicles are on airside surfaces
  - An operating beacon indicated that the operator is in the vehicle and prepared to move
  - The only vehicles allowed to operate airside without a beacon are those under escort
- Should a vehicle's beacon stop working while driving airside, the driver must:
  - Activate the hazard lights as a temporary measure
  - Immediately remove the vehicle from the airside
  - Do not use the vehicle airside until repairs to the beacon are completed
  - Vehicle headlights must be turned on while operating airside
- Escorted vehicles without beacons affixed must:
  - Turn on hazard lights while operating airside
  - Stay close to the lead vehicle at all times

### 4.3 VEHICLE MARKINGS

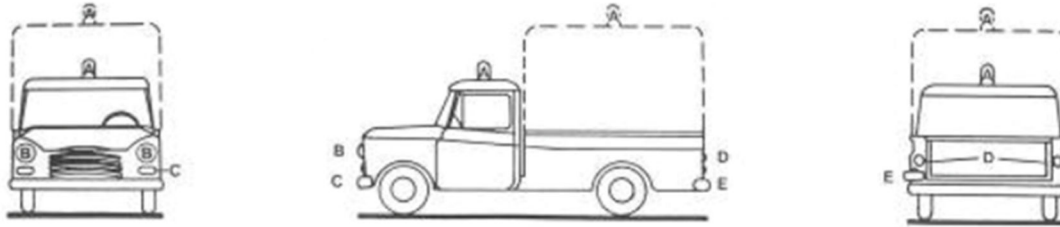
The vehicles driven airside must be registered with Penticton Airport and must display identifiers as assigned by Penticton Airport.

All airport registered vehicles operating within movement areas, must be equipped with a rotating or flashing yellow beacon.

All vehicle lighting shall be kept in working order, including headlights, tail-lights, hazard-lights and a rotating/flashing beacon.

Vehicles must be marked according to **figure 1** pictured below.

## I Self-propelled Vehicles with Cab

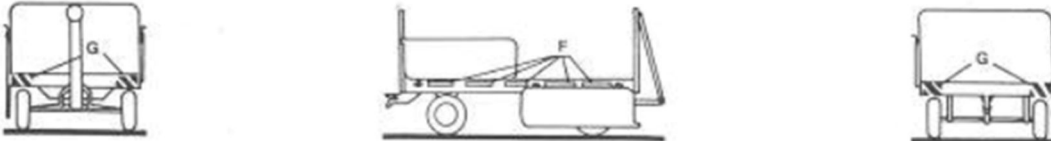


## II Self-propelled Vehicles without Cab



- A - Beacon Lamp
- B - Head Lamps
- C - Parking/Signal Lamps
- D - Tail/Signal Lamps
- E - License Plate Lamp
- F - Reflectorized Strip
- G - Reflectorized Panel

## III. Non-self-propelled Vehicles and Equipment



**Figure 1. Vehicle Markings**

## 4.4 STUDED TIRES OR TIRE CHAINS

Studded tires are not allowed on any vehicle operated on airside. During abnormal slippery conditions, Penticton may grant permission to use tire chains on aircraft tug vehicles to move aircraft. Such permission will be limited, both to time and to specific operators. Without such special permission, tire chains shall not be used on the airside of the airport.



## 5. AIRSIDE OPERATIONS

### 5.1 RULES AND DIRECTIVES

The airport is operational 24 hours per day, 7 days per week. The Flight Service Station (FSS) are available during operational times.

Aerodrome information can be found in the Canada Flight Supplement.

Safety is the first responsibility for all drivers at the Airport. Operational considerations or human factors shall not be sufficient to override the rules. There are rules for drivers to follow, the following is a summary of the key ones:

- Obey all mandatory instructions conveyed by markings and signs unless otherwise authorized by FSS while operating on the Apron or Maneuvering areas
- Drive only where allowed to drive
- Drive into controlled area only if given specific permission by FSS
- Obey speed limits
- Drive defensively and in safe manner
- Yield to aircraft, pedestrians, emergency vehicles with warning devices operating and snow removal equipment
- Remain clear of an area in the event of an incident

All vehicle operators shall give right of way to the following in order of priority:

1. Emergency vehicles
2. An Aircraft taxiing, about to taxi, being pushed or towed
3. Snow removal or maintenance equipment in the performance of their duties
4. Aircraft fuel vehicles

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

### 5.2 FOREIGN OBJECT DEBRIS (FOD)

The control of FOD is the responsibility of all airside drivers. Before operating a vehicle airside, all vehicle operators must ensure vehicles are free from debris which may fall on an airside surface. Operators must ensure there is no material that may blow out when doors and windows are opened, or items are not secured in/on vehicles.

If an operator discovers FOD anywhere at the Airport, stop and pick up the material if safe to do so, otherwise, report this to the Flight Service Station (FSS). FOD should be reported immediately as the item may cause an unsafe condition.

### 5.3 SMOKING OR OPEN FLAME

Smoking is expressly forbidden on the airside of the Airport. This includes drivers and passengers inside vehicles.

Any devices that have an unguarded open flame is prohibited on airside unless pre-approved by the Airport Manager.

### 5.4 SPEED LIMITS

The Maximum speed limit for vehicles on movement areas are:

- Apron – 25km/hr
- Runway & Taxiways – 40km/hr
- Uncontrolled areas – 25km/hr

**Note 1:** *Exceptions are emergency and snow removal vehicles where safe and reasonable limits apply in the performance of their duties or when ordered to immediately leave any maneuvering area by FSS.*

**Note 2:** *Drivers shall operate at reduced speeds in poor weather/visibility and/or poor road conditions.*

### 5.5 AIRCRAFT (ENGINES RUNNING)

Movement around active (engines running) or moving aircraft is prohibited. All aircraft shall be stopped/parked with engines shut down before vehicles can proceed.

Helicopters produce vast amounts of rotor wash and are capable of becoming airborne any time their rotors are turning. At no time are vehicle operators permitted to pass alongside a running helicopter unless they have the attention and authorization of the helicopter crew.

## ***Airside Vehicle Operator's Permit (AVOP)***



### 5.6 VEHICLE PARKING

No person shall park a vehicle or place any other object within 3 meters of the airport perimeter fence on groundside, or within 1 meter on airside.

### 5.7 CELL PHONES AND PORTABLE MEDIA DEVICES

The use of a cellular phone or portable media device is prohibited while operating a vehicle airside.

### 5.8 REFLECTIVE CLOTHING

All personnel are to wear reflective clothing when airside.

## 6. REPORTING

### 6.1 NON-PUNITIVE REPORTING POLICY

A Non-Punitive Reporting policy promotes a culture where individuals self-report on unintentional errors and near misses experienced at the Penticton Airport, both groundside and airside. Individuals are encouraged to self-report essential safety-related information without risk of discipline, so long as you are self-reporting in good faith and have not engaged in criminal activity or gross negligence. When reporting such an occurrence, individuals will not be subjected to disciplinary measures. We encourage everyone to self-report occurrences, as the root causes and lessons learned can help improve safety at the Airport.

The Penticton Airport will not discharge, demote, suspend, or in any manner discriminate against an individual who has provided information related to acts, deficiencies, hazards, or occurrences that threaten safety, security, or the environment at Penticton Airport.

### 6.2 HAZARDOUS CONDITIONS

Any condition that presents a hazard to people, vehicles, aircraft, or other airport operations shall be reported immediately to the Airport Manager, Operations & Maintenance Supervisor, or the on-duty Security agent.

### 6.3 SPILLS AND LEAKS - HAZARDOUS SUBSTANCES

All spills or leaks must be reported immediately to the Airport Manager, Operations & Maintenance Supervisor or the on-duty Security agent. The operator of the vehicle that caused the spill or leak shall remain with the equipment until the spill is cleaned up.

### 6.4 DEBRIS

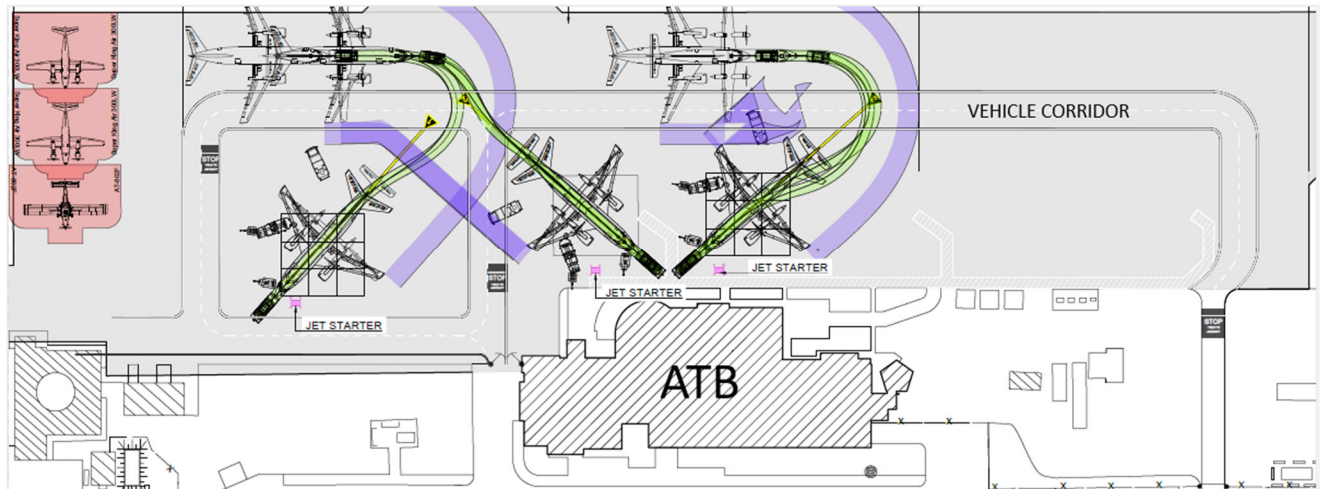
Any debris on airside can seriously damage aircraft engines. All vehicle operators shall ensure their vehicles do not leave debris on the airside (mud or gravel). All operators must do their best to remove any debris they encounter. If the debris cannot be removed, advise the FSS control tower, the Airport Manager, or the on-duty Security agent.

### 6.5 BIRD AND WILDLIFE

Bird or wildlife activity at the Airport (groundside or airside) shall immediately be reported to the Flight Service Station (FSS) or Maintenance and Operations Supervisor.

## 7. MAPS

Both D/A and D AVOP permit holders are required to be familiar with the Apron Layout as illustrated in **Figure 2**



**Figure 2. Apron Marking**

## Airside Vehicle Operator's Permit (AVOP)

D AVOP permit holders are required to be familiar with all movement areas, including the Apron, runway and taxiways illustrated in Figure 3.

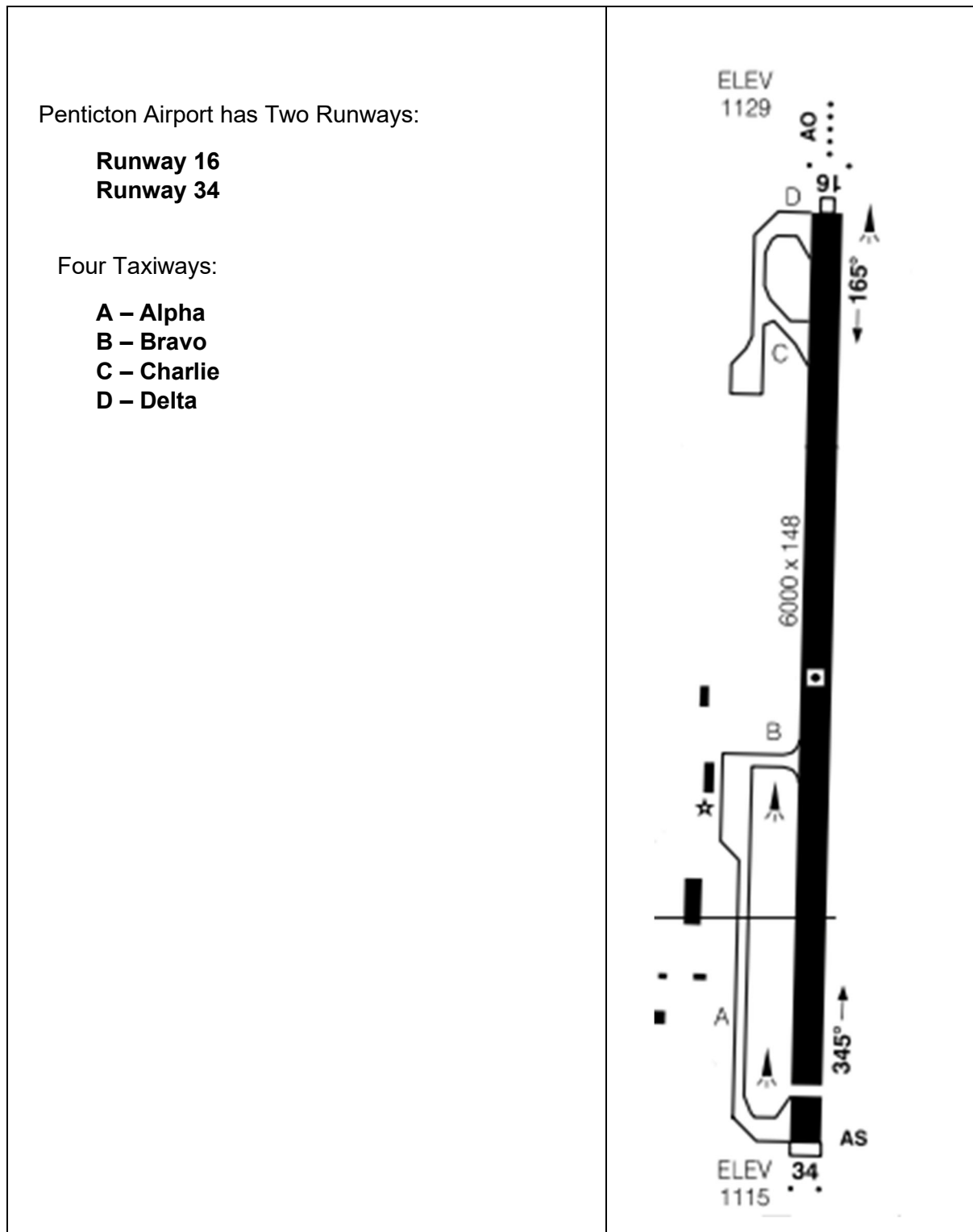


Figure 3. Runway and Taxiways

## 8. DRIVING IN UNCONTROLLED AREAS

### 8.1 GENERAL

Except for runways and taxiways, and the 200 feet Runway Protected Area, all airside areas are uncontrolled.

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

- the air traffic services unit, airport operator or designate when on the maneuvering area and
- the appropriate designated authority, when on the apron.

**Penticton Airport is operated by an onsite Nav Canada Flight Service Station (FSS)**

### 8.2 RULES AND DIRECTIVES

- D/A AVOP holders shall not enter any controlled area
- Operation on the Apron is only authorized by the designated authority
- Vehicles must use the vehicle corridor on the Apron. Airport personnel and emergency vehicles may operate outside the corridor as required
- Vehicles already in the corridor have the right of way over vehicles entering. Passing is not permitted
- Aircraft movement guidelines should be crossed at a right angle
- Vehicle corridors are not guaranteed safe routes and caution must always be exercised to avoid parked and moving aircraft. If aircraft encroach on the corridor, drivers must yield to the aircraft

## 9. APRON MANAGEMENT

### 9.1 GENERAL

When warranted by the volume of traffic and operating conditions, an appropriate apron management service should be provided on an apron by an ATS unit, by another aerodrome operating authority, jointly by ATS and the aerodrome operator, or operator in the case of a company terminal, in order to:

- Regulate movement with the objective of preventing collisions between aircraft, and between aircraft and obstacles
- Regulate entry of aircraft into, and coordinate exit of aircraft from, the apron with the aerodrome control tower; and
- ensure safe and expeditious movement of vehicles and appropriate regulation of other activities

Penticton Airport CYYF, operated by an onsite flight service station (FSS), has established two-way radio communication with all designated airport vehicles

Where low visibility procedures are in effect, persons and vehicles operating on an apron shall be restricted to the essential minimum.

An aircraft stand shall be visually monitored to ensure that the recommended clearances distances are provided to an aircraft using the stand.

### 9.2 PEDESTRIAN CORRIDOR

- On the Apron, a pedestrian corridor is marked with two parallel solid white lines.
- Driver may cross a pedestrian corridor but must yield to all pedestrians using the path.
- Driver may not stop vehicles or park vehicles or equipment inside the pedestrian corridor.
- **Note: the picture below is an example and not the markings in CYYF**





### 9.3 VEHICLE CORRIDOR

- Two solid white lines centered with a single broken line.
- Vehicle operators shall drive within the vehicle corridors when operating on the apron.
- **Note: the picture below is an example and not the markings in CYYF**



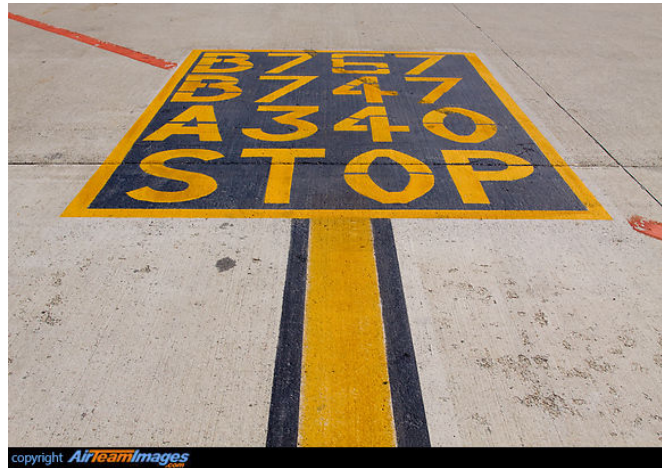
### 9.4 AIRCRAFT MOVEMENT GUIDELINES

- Aircraft Movement Guidelines are solid yellow lines that serve as a center-of-aircraft guideline to aid aircraft traversing the apron and taxiways. Vehicles and equipment must not be left in the vicinity of the aircraft movement guidelines.
- **Note: the picture below is an example and not the markings in CYYF**



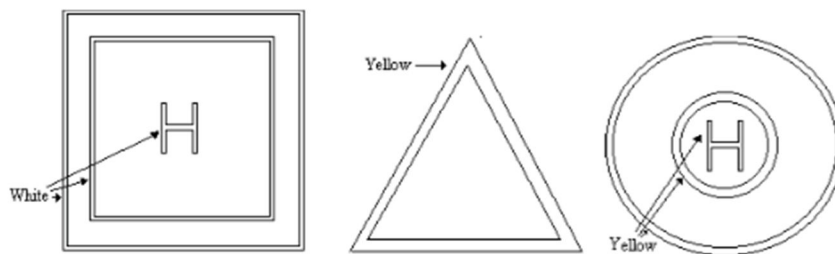
### 9.5 AIRCRAFT STAND MARKINGS

- Aircraft Stand Markings are designated areas on an apron intended to be used for parking aircraft.
- Note: the picture below is an example and not the markings in CYYF**



### 9.6 HELICOPTER PARKING POSITIONS

- Drivers shall not enter areas designated for helicopter use. These areas are marked with large, concentric circles.






**Examples of Helicopter parking areas**

## 9.7 COMMON SIGNS AND LIGHTS

- The entrance to a taxiway from an apron is marked with a sign bearing a letter.
- The sign has a black character on a yellow background.

### DIRECTION SIGNS

Direction Sign		Description
Taxiway "C" direction sign		<ul style="list-style-type: none"> <li>○ Defines direction of intersection of intersecting taxiway</li> <li>○ Located on Left side, prior to intersection</li> </ul>
Runway Exit sign		<ul style="list-style-type: none"> <li>○ Defines direction of exit taxiway from runway</li> <li>○ Located on same side of runway as exit, prior to exit</li> </ul>
Apron direction sign		<ul style="list-style-type: none"> <li>○ Defines direction of Apron from runway</li> </ul>

### RUNWAY GUARD LIGHTS

The entrance to the runway from the taxiway (at the hold line) is marked on either side with double amber lights which alternatively flash (wig wag). Aircraft/vehicles may not proceed past the taxiway hold line without authorization by the FSS.  
**Note: not all taxiways are equipped with guard lights (wig wags) but are present in CYYF.**



### APRON AND TAXIWAY EDGE LIGHT

Blue Lights are used along the edge of aprons and taxiways.



## 10. DRIVING IN CONTROLLED AREAS

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

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

**The air traffic services unit/designated authority at CYYF is the Penticton Flight Service Station (FSS) located onsite at Penticton Airport.**

**The designated authority, when on the apron, is the Penticton Airport authority.**

### 10.1 RULES

- The rules for driving in controlled areas are in addition to the rules for operating a vehicle in uncontrolled areas.
- No vehicle or person may enter any controlled area without suitable two-way radio communication with and authorization from Penticton FSS. Contact shall be made using the FSS ground frequency 121.900.
- While in a controlled area, vehicles and pedestrians shall maintain a listening watch on the Penticton Radio frequency and shall comply with directions given by Penticton FSS
- Any vehicle leaving a controlled area shall advise Penticton FSS.
- No person may operate any vehicle or device that causes electronic interference to any radio or navigation aid at the airport. Permission from Penticton FSS must be obtained prior to operating a vehicle within the vicinity of any aviation navigation facility.
- Drivers shall hold short of Runways and Taxiways as directed by Penticton FSS at the designated hold point. Explicit authorization is required for a vehicle to cross a runway, regardless of whether or not the runway is active.
- Whenever Penticton FSS issues an instruction to "Hold Short" of a runway, the driver shall read back the instruction to confirm that the instruction was received and understood.
- When holding short at a runway, stop approximately one vehicle length from the hold lines. This is to ensure that visual contact with the signs/lights and lines are maintained. This also allows space for the vehicle to turn away from a hold line if required.
- Until given permission to proceed on the runway, the vehicle shall remain behind the yellow taxiway holding line.

### 10.2 GENERAL

Vehicle traffic in the controlled area is restricted to necessary operational use. All other traffic shall use the vehicle corridors and roadways whenever possible.

The driver of a vehicle in the controlled area will comply with all mandatory instructions conveyed by signs or markings unless instructed otherwise by Penticton FSS

When authorized to cross or drive on a runway, drivers shall proceed without delay to minimize time spent on the runway.

## 11. AIRFIELD LIGHTING

Penticton Airport airfield lighting is monitored and controlled by Penticton FSS 24 hrs/day.

## 12. EQUIPMENT FAILURE

If your vehicle or equipment fails, immediately inform Penticton FSS and request assistance.

In the case of a communication or radio failure while in a controlled area, FSS will blink the runway lights on and off, or cycle through the intensities to appear like they are turning on and off, and vehicle operators should take this as a signal to leave the runway ASAP and attempt to re-establish communication. FSS will try alternative forms of communication including calling on the phone or attempting to get in touch via another person on the field (time permitting of course). If an aircraft is inbound, the pilot may also either elect or be requested to do a low approach to the runway, which would also signal to the vehicle operator to leave the runway. In the case of a communication or radio failure, we will blink the runway lights on and off, or cycle through the intensities to appear like they are turning on and off, and vehicle operators should take this as a signal to leave the runway asap and attempt to establish communication with us. We will try alternative forms of communication like calling on the phone or attempting to get in touch via another person on the field (time permitting of course). If a plane is inbound, the pilot may also either elect or be requested to do a low approach to the runway, which would also signal to the vehicle operator to leave the runway if they are unable to contact us

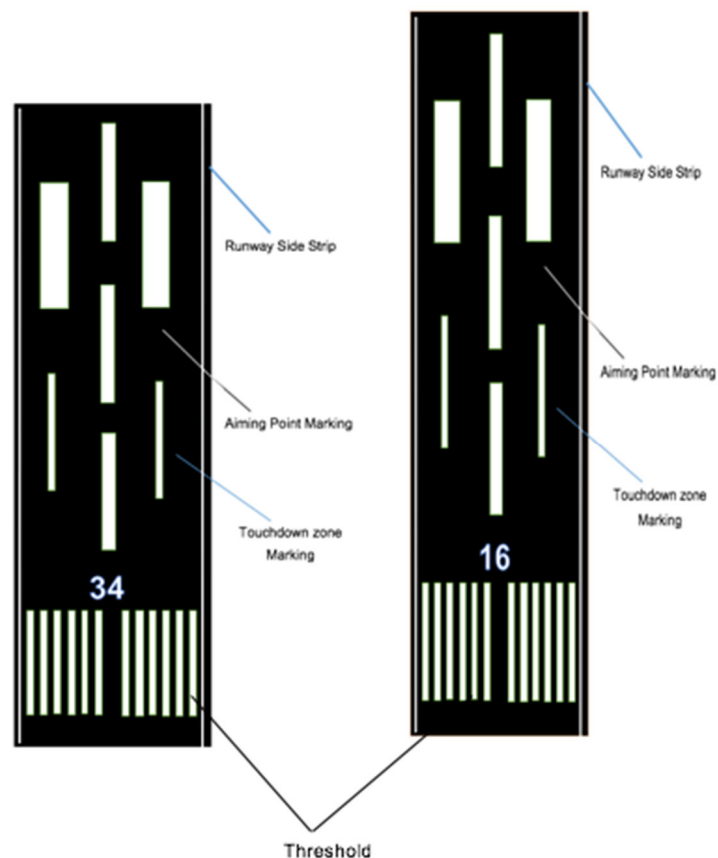
## 13. MARKINGS

### 13.1 RUNWAY MARKINGS

Runway areas numbered in tens of degrees on a magnetic compass heading. The heading of the runway is painted near the threshold in white paint. The center of the runway is marked with a broken white line.

The threshold is the beginning of the useable portion of the runway for landing aircraft. It is marked with a series of white lines running parallel with the length of the runway.

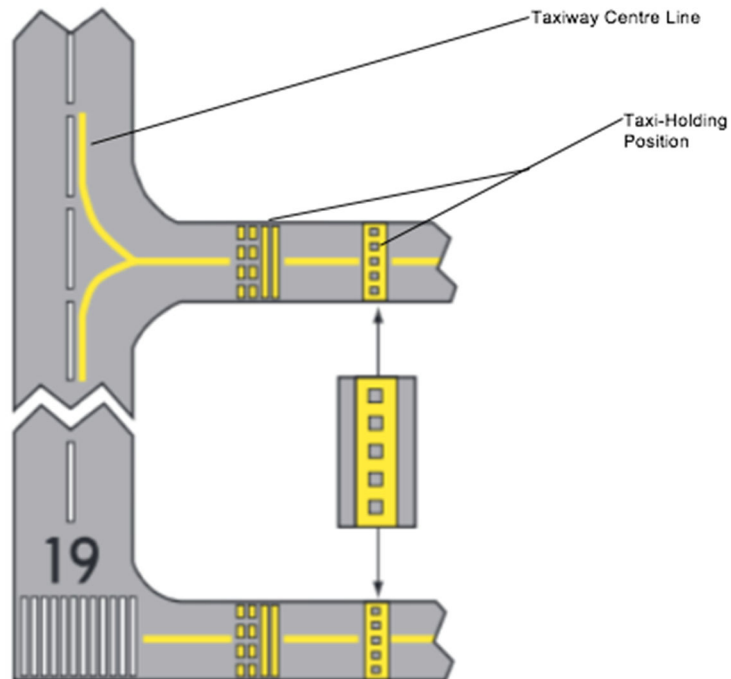
A displaced threshold is set in from the end of the runway. The displaced threshold is marked with the series of white lines running parallel with the length of the runway and series of white arrows pointing to a bar that indicates the beginning of the useable portion of the runway.



### 13.2 TAXIWAY MARKINGS

The center of the taxiway is marked with a solid yellow line for aircraft guidance.

Taxiways with paved shoulders are marked with solid yellow lines to identify the edge of the taxiway.



### 13.3 HOLD LINES

Hold lines are marked with two solid and two broken yellow lines across the width of a taxiway. The broken lines are located closest to the runway.

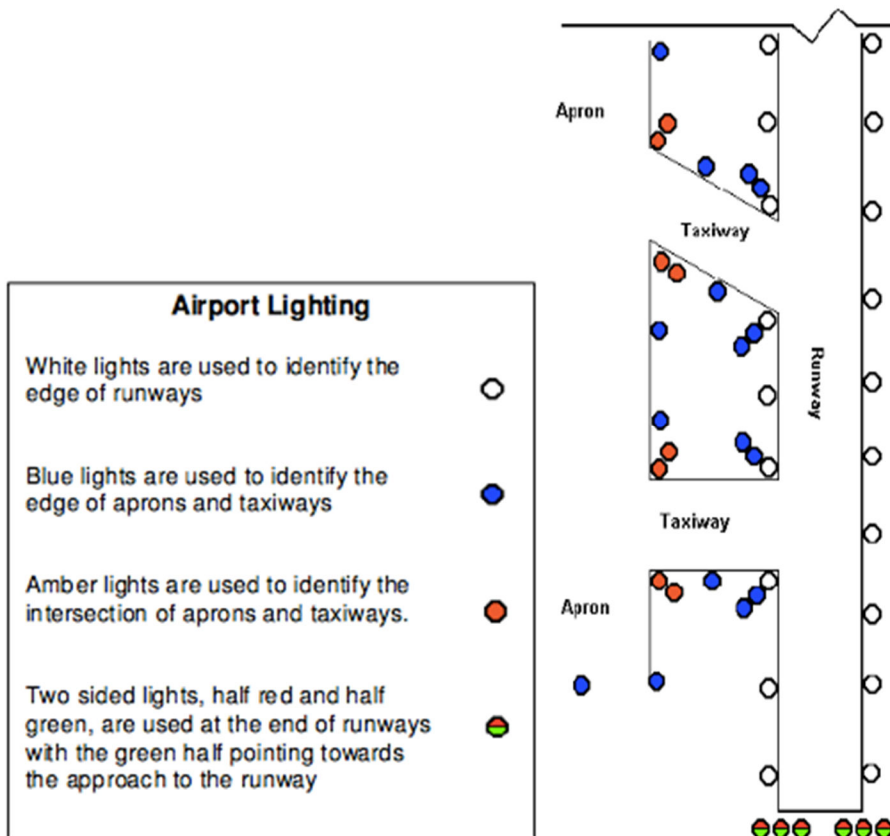
Vehicles and aircraft must stop behind the solid lines and not proceed unless and until permitted to do so by Penticton FSS.



## 14. CONTROLLED AREA LIGHTING

Lighting within controlled areas allows for control of aircraft and vehicles. The following diagram gives an example of the colour and sighting of lights that vehicles operators can expect to find in controlled areas.

Lights	Description
White Light	Along edge of runways
Blue Light	Along edge of aprons and taxiways
Amber Light	Intersection of aprons and taxiways
Two side light, half green and half red	At the end of the Runways with the green half pointing towards the approach of the runway
Red	Obstruction Light, identify an obstruction or an area of construction





## 15. CONTROLLED AREA SIGNS

### 15.1 RUNWAY DESIGNATION SIGN (WHITE ON RED)

- A taxi-holding position at a runway and carry message to "HOLD SHORT"
- Do not proceed beyond a Runway Designation Sign without the permission of Penticton FSS



### 15.2 LOCATION SIGN

Primarily to aircraft but vehicle operation uses to confirm their position on the airfield.



### 15.3 DIRECTION SIGN (BLACK ON YELLOW)

- Indicates the direction to certain positions or locations on the airfield.
- Indicates the direction of exits, aprons, terminal buildings, or other facilities.



## 16. RADIO PROCEDURES

At aerodromes where air traffic services, an authorized approach Unicom, or community airport radio station (CARS), are provided, vehicles operating on the maneuvering area shall be equipped with suitable two-way radio communication or be accompanied by a vehicle or person with appropriate radio communication equipment.

Penticton Airport CYYF, operated by an onsite Flight Service Station (FSS), has established two-way radio communication with all designated airport vehicles.

### 16.1 GENERAL RULES

Restricted transmissions to authorized messages.

Profane and offensive language is strictly prohibited and any person who transmits such language will be turned over to federal enforcement agencies.

Any person who knowingly transmits a false distress signal will be reported to federal enforcement agencies.

Any person who violates these rules may also have their AVOP suspended or permanently revoked at the discretion of Penticton.

The only vehicle call-signs to be used are those assigned by Penticton. The radio call-sign must be used in full for every transmission.

Listen first to ensure that you don't interrupt (step on) another transmission.

Press the "talk" switch before speaking and wait until you are finished before letting go.

Speak plainly and distinctly in your natural conversation voice.

Use standard words and phrases and standard airport terminology.

## 16.2 PHONETIC ALPHABET

The ICAO Phonetic Alphabet is used in radio communications at the Airport. Syllables that are capitalized are emphasized in your speech.

Letter	Word	Pronounced	Letter	Word	Pronounced
A	Alpha	AL fah	N	November	No VEM ber
B	Bravo	BRAHVOH	O	Oscar	OSS cah
C	Charlie	CHAR lee	P	Papa	oah PAH
D	Delta	DELL ta	Q	Quebec	keh BECK
E	Echo	ECK oh	R	Romeo	ROW me oh
F	Foxtrot	FOKS trot	S	Sierra	see AIR rah
G	Golf	GOLF	T	Tango	TANG go
H	Hotel	hoh TELL	U	Uniform	YOU nee form
I	India	Indeeah	V	Victor	VIK tah
J	Juliet	JEW lee ETT	W	Whiskey	WISS key
K	Kilo	KEY loh	X	X-Ray	ECKS ray
L	Lima	LEE mah	Y	Yankee	YANG kee
M	Mike	MIKE	Z	Zulu	ZOO loo

## 16.3 RADIO FREQUENCIES

The ground frequency for Penticton Radio is 121.900 MHz. The air frequency for Aerodrome Traffic is 118.500 MHz. While in the controlled area, the vehicle must continuously monitor the Penticton Radio ground frequency.

### 16.4 PENTICTON FSS COMMUNICATION

Before proceeding into a controlled area, it is necessary to contact Penticton FSS (Penticton radio) and request clearance. This may be accomplished by:

- FSS Penticton Radio frequency 121.900 MHz

All radio communication with Penticton FSS will be conducted on VHF radio frequency 121.900 MHz and is to be monitored at all times.

**Remember aircraft always have the right of way!**

### 16.5 RADIO CALL-UP INSTRUCTIONS

Before proceeding into a controlled area, the vehicle operator shall contact Penticton FSS for permission to proceed to a specific location by a specified route.

Vehicle operators shall only use call-signs assigned by the Penticton Airport Manager.

Call-sign for Penticton FSS is "Penticton radio."

Vehicles operating in groups shall be under the control of one vehicle operator who is responsible for requesting and acknowledging Penticton FSS instructions.

The standard procedure for a vehicle operator who has received instructions from Penticton FSS is to acknowledge all instructions as understood or request that the instructions be repeated if not understood.

The vehicle operator shall only proceed along the route to the location specified by Penticton FSS.

When instructed to leave the runway, the vehicle operator shall acknowledge the instruction, immediately leave the runway and report to Penticton FSS when off the runway and beyond the taxi holding line. In all cases, the vehicle operator shall report to Penticton FSS immediately after leaving the controlled area.

Any driver who becomes lost or confused while driving in the controlled area shall immediately notify Penticton FSS and stop their vehicle.

## 16.6 NUMBERS

Numbers and pronounced are as follows:

Number	Pronounced	Number	Pronounced
0	ZERO	5	FIFE
1	WUN	6	SIKS
2	TOO	7	SEV en
3	TREE	8	AIT
4	FOW er	9	NIN er

Speak all numbers, except the thousand, by pronouncing each digit separately.

Add the word “thousand” after the digit to indicate a thousand.

Add the word “decimal” in between digits to indicate a decimal.

Number	Spoken As
10	ONE ZERO
50	FIVE ZERO
100	ONE ZERO ZERO
427	FOUR TWO SEVEN
15000	ONE FIVE THOUSAND
121.9	ONE TWO ONE DECIMAL NINE

16.7 STANDARD WORDS & PHRASES

Word or Phase	Meaning
ACKNOWLEDGE	Let me know you have received and understood this message.
AFFIRMATIVE	Yes, or permission granted.
CONFIRM	My version is .... - is that correct?
CORRECTION	An error has been made in this transmission (or message indicated). My correct version is...
HOLD SHORT (runway identifier)	Do not cross the identified runway. This instruction must be read back to Penticton Radio to confirm vehicle operator understanding.
HOW DO YOU READ	Can you hear and understand me?
I SAY AGAIN	I will now repeat my last word (or sentence) for clarification.
NEGATIVE	No, or permission not granted, or THAT is not correct, or I do not agree
OVER	My transmission is ended and I expect a response from you. (Normally used only under poor communication conditions)
OUT	This conversation is ended and no response is expected. (Normally used only under poor communication conditions)
READ BACK	Repeat all, or the following part, of you last transmission. (Do not use the word "repeat".)
ROGER	I have received all or your last transmission
SAY AGAIN	Repeat all, or the following part, of your last transmission. (Do not use the word "Repeat".)
SPEAK SLOWER	(self-explanatory)
STANDBY	Wait and listen. I will call you again.
THAT IS CORRECT	(self-explanatory)
VERIFY	Check text with originator and send correct version.
THAT IS YOUR REQUEST/MESSAGE	(self-explanatory)

### 16.8 CONVERSING ON THE RADIO

Before calling on a radio, listen to make sure that frequency is not in use.

To establish communication with Penticton FSS, the vehicle operator will use the “call-up” procedure:

This is, call-sign of the station, call-sign of the person calling.

During communications with Penticton FSS, standard phraseologies will be used to make transmissions more efficient and to avoid misunderstandings. The following are some examples of standard radio transmissions.

#### Example 1 – Standard call-up

Vehicle: *“Penticton Radio, Staff 45”*

- If you do not receive a response, wait a few moments to re-try.
- An acknowledgement means a transmission has been received and fully understood. If the instructions are not fully understood, the vehicle operator must request a repeat of the message.

Penticton FSS: *“Staff 45, Penticton Radio”*

#### Example 2 – Requesting access to movement area

Vehicle: *“Penticton Radio, Staff 45”*

Penticton FSS: *“Staff 45, Penticton Radio”*

Vehicle: *“Staff 45 on apron, request to proceed on taxiway alpha”*

Penticton FSS: *“Staff 45, proceed onto taxiway alpha”*

Vehicle: *“Staff 45 proceeding”*

Or

Vehicle: *“Penticton Radio, Staff 45”*

Penticton FSS: *“Staff 45, Penticton Radio”*

Vehicle: *“Staff 45 on apron, request to proceed onto runway 16/34 and all taxiways for runway inspection”*

Penticton FSS: *“Staff 45, proceed via taxiway alpha, runway 16/34 and taxiways bravo, charlie & delta, report when off”*

Vehicle: *“Staff 45 proceeding”*

Or

Vehicle: *“Penticton Radio, Staff 45”*

Penticton FSS: *“Staff 45, Penticton Radio”*

Vehicle: *“Staff 45 on apron, request to proceed onto runway 16/34 and all taxiways for runway inspection”*

Penticton FSS: *“Staff 45, **negative**, proceed onto taxiway alpha, hold short of runway 16/34 for inbound aircraft”*

Vehicle: *“Staff 45, roger negative, proceeding onto taxiway alpha, will hold short of runway 16/34 for inbound aircraft”*

## Airside Vehicle Operator's Permit (AVOP)



### Example 3 – Requesting access to movement area when accompanying a non-radio equipped vehicle:

Vehicle: *"Penticton Radio, Staff 45 plus one"*  
Penticton FSS: *"Staff 45 plus one, Penticton Radio"*  
Vehicle: *"Staff 45 plus one on apron, request to proceed onto runway 16/34 and taxiway bravo for runway inspection"*  
Penticton FSS: *"Staff 45 plus one, proceed onto taxiway bravo and runway 16/34, report off"*  
Vehicle: *"Staff 45 plus one, proceeding"*

#### Emergency Response Position

In order to facilitate efficient positioning of vehicles during emergencies, Penticton Radio will use position letters with **airport emergency vehicles**. No other type of vehicle shall use position letters when requesting a location in the controlled area.

Driver of emergency vehicles shall read back the position letter assigned by Penticton Radio.

### Example 4 – Radio Check

Vehicle: *"Penticton Radio, Staff 45, Radio Check"*  
Penticton FSS: *"Staff 45, Read you Five"*

- All Radio testing should be done when you are unsure of your radio's performance. Tests must be short and not interfere with other transmission. Readability of transmissions will be reported on the following scale:

1. Unreadable/unclear – 5%
2. Readable/clear sporadically – 25%
3. Readable/clear but with difficulty – 50%
4. Readable/clear – 75%
5. Perfectly readable/clear – 100%



## 17. DEFINITIONS

**Airport** – The Airport as referred herein is the Penticton Regional Airport code CYF.

**Aerodrome Beacon** – Aeronautical beacon used to indicate the location of an aerodrome from the air.

**Airside** – That area of an airport intended to be used for activities related to aircraft operations and to which access is normally controlled.

**Airside Vehicle Operator Permit (AVOP)** - A permit issued by the Airport Manager certifying that the person named therein is authorized to operate a vehicle on the Airside of an Airport.

**Air Terminal Building** – A building located adjacent to an airport apron, for the purpose of enplaning and deplaning passengers and for persons meeting and greeting those passengers. Passenger baggage is also processed through these structures.

**Air Traffic Services Unit (ATSU)** - An Air Traffic Control tower (ATC), a Flight Service Station (FSS), or a Community Aerodrome Radio Station (CARS), operated by or on behalf of NAV CANADA at an Airport.

**Controlled Area** – An area on the airside which cannot be entered without permission of Flight Services Control. This area includes the taxiways, runways, helipads, and the 200 feet runway protected Area.

**“D” AVOP Permit** - An Airside Vehicle Operator's Permit authorizing a person to operate a vehicle on all airside areas, at the airport named on the permit and may be subjected to restrictions specified by Airport Manager.

**“DA” AVOP Permit** - An Airside Vehicle Operator's Permit authorizing a person to operate a vehicle on aprons, uncontrolled taxiways, and service roads only, at the airport named on the permit and may be subject to restrictions as specified by the Airport Manager.

**Flight Service Station (FSS)** – A Nav Canada operated facility from which aeronautical information and related aviation support services are provided to aircraft including airport and vehicle control services for designated uncontrolled Airports.

**Foreign Object Debris (FOD)** - A substance, debris or article alien to the vehicle or aircraft which would potentially cause damage. FOD includes loose hardware, tools, parts, pavement fragments, catering supplies, building materials, rocks and sand, pieces of luggage, pens, coins, badges, hats, soda cans, paper clips, rags, trash, paperwork and even wildlife. Anything that can find its way into an aircraft engine or flight control mechanisms is a recipe for foreign object damage.

**Foreign Object Damage** - The damage done to aircraft engines, tires, or the airplane body from rocks, trash, or the actual foreign object debris found on Runways, Taxiways and Aprons.

**Groundside** - That area of an airport not intended to be used for activities related to aircraft operations and to which the public normally has unrestricted access.

## ***Airside Vehicle Operator's Permit (AVOP)***



**Maneuvering Area** – Part of an aerodrome intended to be used for the taking off and landing of aircraft and the movement of aircraft associated with taking off and landing, excluding aprons.

**Airport Manager** - Department of Transportation duly authorized, official representative, responsible for the overall operation of an airport and/or a number of Airports within a region.

**Registered Vehicles** - A vehicle that has been registered with Penticton Airport.

**Restricted Area** – An area of an airport designated by a sign as an area to which access by persons or vehicles requires the production of valid identification.

**Runway Protected Area**- The Runway Protected Area covers 200 feet in any direction surrounding a runway.

**Threshold** - The beginning of that portion of the runway usable for landing.

**Uncontrolled Area**- An area on the airside, which does not require Penticton Radio Permission to enter. The uncontrolled area consists mainly of the aprons, and perimeter road and the vehicle road network, and areas outside of the 200 feet Runway protected Area.

**Vehicle** – Under this program is any type of vehicle which is defined as a “vehicle” under the British Columbia Motor Vehicle Act.

**Vehicle Corridor** - A roadway on the apron, marked by two solid white lines 7.5 m (25 feet) apart, centered by a single white broken line, to provide guidance to vehicle and equipment operators.