Erik Nielsen Whitehorse International Airport

AIRSIDE VEHICLE OPERATOR'S PERMIT (AVOP) Program

A2G

Restricted to Apron II and Taxiway Golf

DA

Restricted to Apron I

DR

Restricted to Aprons I, II, Taxiways Echo and Golf

D

Unrestricted

Yukon

Version	Date	Approved by	Signature
2019	August 2019		
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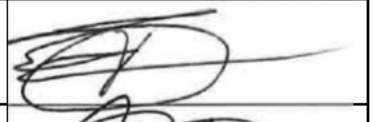
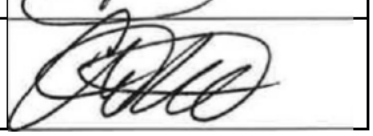
Loretta Jensen	Robert Manlig Juergen Willms Bill Moore Brittanee Stewart Stephen Ball Christopher Bradshaw	Denis Robinson, A/Superintendent of Airports	
		Clint Ireland, A/Director	

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The Erik Nielsen Whitehorse International Airside Vehicle Operators Program (AVOP) is designated to create a safe and secure operating environment for all airport users. The intent of this manual is to educate vehicle operators on proper motor vehicle operation and other vehicle safety issues in a dynamic airside environment.

NOTE: Only an AVOP issued by the Transportation Aviation Branch Safety and Security unit is considered valid for operating a vehicle at Erik Nielsen Whitehorse International Airport (ENWIA). An AVOP issued by any other airport operator will not be accepted.

ADMINISTRATION

1.1 INTRODUCTION

Driving airside is a privilege, not a right. AVOP privileges are issued, monitored, and enforced by Transportation Aviation Branch (TAB) Erik Nielsen Whitehorse International Airport (ENWIA) Safety and Security Unit.

Transport Canada mandates that all drivers operating a vehicle airside must be trained and tested to operate safely and reduce the risks involved. This manual, issued under the authority of Transportation Aviation Branch Safety and Security Unit, forms the basis for applying for and maintaining an Airside Vehicle Operator Permit (AVOP).

The AVOP manual provides instruction on the standards, directives, and procedures in place for vehicle operation at ENWIA. It is the responsibility of all airside vehicle operators to be familiar with, follow, and practice the requirements of the manual.

The AVOP manual is reviewed minimum once a year and updated as required by the Airport Manager, the Superintendent of Safety and Security, the Superintendent of Airports and is approved by the Certificate holder of the Whitehorse airport.

Where a discrepancy exists between the standards described herein and Federal, Territorial or Municipal acts, laws or regulations, the appropriate legislation shall supersede these standards.

The airside of any airport is a specialized working environment governed by specialized rules designed to prevent accidents and minimize personal injuries and damage to equipment, property and the environment. There are considerable differences in operating conditions at every airport because of the size and complexity of climate, geographical location and other factors. The traffic

directives issued in this manual define the operating conditions at ENWIA and the legislations listed below form the basis for these traffic directives:

- Aeronautics Act;
- Radio Act;
- Air Regulations;
- Airport Traffic Regulations;
- Restricted Radio Regulations;
- Department of Transportation Act.

1.2 AVOP TYPES

There are four types of AVOPs issued at ENWIA, which designate the areas where the holder is authorized to drive and denote the vehicle equipment requirements.

A2G Authorizes the holder to operate motor vehicles on Apron II or Taxiway Golf.
The vehicle is not required to have a radio however an amber beacon is recommended.

DA Authorizes the holder to operate motor vehicles on Apron I.
The vehicle is not required to have a radio; however, an amber beacon is required.

DR Authorizes the holder to operate properly equipped and marked motor vehicles as per the Airside Traffic Directives on Apron I or II, Taxiways Echo or Golf, the threshold of Runway 02. This requires a Radiotelephone Operators Restricted Certificate (see below).

D Authorizes the holder to vehicle operating access to all manoeuvring areas is required including the main runways for dolly departures or other aviation specific requirements. In addition to the full "D" AVOP, the vehicle must also be properly equipped and marked as per the Airside Traffic Directives.

1.3 AVOP PREREQUISITES

Prerequisites for an "A2G" (Apron II (2) and Taxiway Golf):

- Complete and accurate AVOP application form;
- A valid driver's license in accordance with the Yukon Driver's License Regulations;
- Agree by signing a document with Terms and Conditions specific to Apron II and Taxiway Golf.

Prerequisites for a "DA" (Apron I):

- Complete and accurate AVOP application form signed by your employer;
- A valid driver's license in accordance with the Yukon Driver's License Regulations;
- Successfully complete an AVOP written exam.

Prerequisites for a "DR" (Restricted) or full "D" (Unrestricted):

- Complete and accurate AVOP application form signed by your employer;
- A valid driver's license in accordance with the Yukon Driver's License Regulations;
- Industry Canada Restricted Operator Certificate with Aeronautical Qualifications exam, or a valid ROC-A license;
- Successfully complete an AVOP written exam;
- Successfully complete an AVOP practical examination.

Note: ENWIA reserves the right to request a copy of current driver's license abstract from any person driving airside, at the driver's cost.

1.4 DRIVER'S LICENSE REQUIREMENTS

All vehicle operators driving on airside of any Yukon airport/aerodrome must:

- hold and maintain a valid Yukon driver's license (or equivalent) Class 5 or higher as appropriate for the vehicle being operated; OR
- hold a valid driver's license and be escorted by an ENWIA AVOP holder; OR
- hold a valid driver's license and be authorized by the Airport Manager or designate to operate a vehicle in that area.

If the applicant's driver's license is revoked, their AVOP will cease to be valid. Any AVOP holder who fails to renew their driver's license or has their license suspended must inform the Transportation Aviation Branch immediately.

All restrictions imposed by the *Yukon Motor Vehicles Act and Regulations* must be observed by AVOP holders operating vehicles on any airside surfaces. Any change in license restriction or status must be reported to the Transportation Aviation Branch as this may affect the validity of the issued AVOP.

1.5 RESTRICTED OPERATOR CERTIFICATE

Industry Canada oversees the *Restricted Operator* (ROC-A) certification with Aeronautical Qualification program.

Industry Canada
Spectrum Management Operations Branch
235 Queen Street
Ottawa, Ontario K1A 0H5
Attention: Spectrum Management Operations
E-mail: ic.spectrumpublications-publicationsduspectre.ic@canada.ca

Testing for the ROC-A is available at the Airport Fire station and will be part of Testing for "D" and "DR" AVOPs.

1.6 AVOP APPLICATION PROCESS

An application for an AVOP must be made to the ENWIA Safety and Security unit in writing, providing all required documentation, and including the address of the applicant, supervisor's signature and reasons for the application.

An AVOP is issued by the ENWIA Safety and Security unit on the basis of applicant knowledge of the local airport traffic directives for the ENWIA and written and/or practical examinations.

This study material will assist in preparing for the exam but will not provide all the skills necessary to pass the full "DR" or "D" exam. It is the applicant's responsibility to be trained and ready for the examination(s).

Online AVOP Training Modules

For AVOP Types "DA," "DR," and "D" a training account is set up for the applicant to complete the online training program. Information in the online training modules is specific to the type of AVOP the applicant has requested. This manual is not a substitute for the online training modules.
If online training is required, the applicant must first complete the online training and be issued a Certificate of Completion. The applicant must then set up a time to take the written and practical examinations.

1.7 TESTING

Written and practical exams for CYXY AVOPs and ROCs will be administered by appointment only Monday through Thursday between the hours of 0900 and 1500 excluding holidays.
Call (867) 667-8453 to make an appointment.

ENWIA may cancel driving tests due to weather conditions or for operational requirements. If a test is cancelled by ENWIA, it is the responsibility of the applicant to reschedule for another time.

Testing Location: Airport Fire Station, Erik Nielsen Whitehorse International Airport - 35 Trimotor Way, Whitehorse.

Practical or "road" examinations are conducted by the ENWIA Fire Chief or designate. The practical driving test will be conducted using a vehicle that is equipped appropriately to operate in the airside environment *(Airport Vehicle identified as "Training 5")*.

The applicant will be examined on their ability to communicate clearly and effectively to ENWIA Ground Control, in a dynamic airport environment while in control of a vehicle. Vehicle operators must be proficient in the English language to the extent that the driver can:

- Understand the AVOP training materials and pass the tests without assistance;
- Understand and comply with the signs and/or other markings posted on the airside;
- Understand, comply with, and respond to spoken instructions or corrections over a radio.

During this test, the applicant will be asked to demonstrate:

- Safety steps to take before driving on the airfield
- Knowledge of and ability to follow the rules for driving on the airfield
- Ability to identify areas of the airfield while driving
- Ability to drive along a prescribed route
- Caution while driving and situational awareness
- **"DR" and "D" applicants only:** must have a valid ROC-A and be able to demonstrate the ability to communicate using the radio.

1.8 FAILURE, RE-WRITES, RECURRENT TRAINING AND SUSPENSIONS

Failure: Any exam failure will result in re-taking the exam and have a 7-day waiting period. Booking an appointment for a re-write can be done immediately.
Re-write: An applicant who fails the examination more than two times in a 30-day period should take a minimum of 30 days to further prepare before the 3rd exam is written.

Recurrent Training: Recurrent training or testing may be required or requested by the airport operator to maintain operator competency, or due to alterations at the airport site, operations, procedures, traffic directives or rules. Other circumstances such as repeated infractions will also require re-training of the AVOP.

It is recommended that the AVOP holders who have been absent from driving airside for extended periods of time are retrained. It is the employers' responsibility to ensure drivers are competent to perform the tasks that they are required to do for their employment.

Suspension: A suspension issued by the ENWIA Manager or designate, will require a re-write of the written and re-examination of the practical when directed. The Industry Canada issued Restricted Operator Certificate will not have to be re-written.

AIRSIDE VEHICLE OPERATION RULES & TRAFFIC DIRECTIVES

2.1 AIRSIDE SAFETY FOR VEHICLE OPERATORS

High Visibility Safety Apparel

At all times while on airside movement areas all personnel are to wear high visibility, reflective safety clothing. This applies to all persons on foot, and all drivers or passengers in vehicles open to the elements, such as tractors and belt loaders.

ENWIA shall exempt this requirement when it is proven that the safety vests may specifically interfere with the performance of duties.

Seat Belts

Drivers and passengers shall wear seat belts, where provided, while vehicles are in operation airside.

Personal Mobile Devices

The use of cellular phones and/or other mobile media devices is prohibited on airside while operating a vehicle airside. It is recommended that vehicle operators safely position and park outside of the maneuvering area before using a mobile device.

Smoking and Drugs

Smoking on airside is strictly prohibited, this includes all buildings, vehicles and equipment interiors, all baggage rooms, all aprons, roads and airside areas. This directive applies to persons both inside and outside of vehicles and equipment.

Operation of equipment on airside while consuming or under the influence of drugs or alcohol, including prescription and/or over-the-counter drugs that may cause drowsiness or reduce decision making skills, is prohibited. Operating a vehicle while under the influence of illegal drugs or alcohol is an offence under the *Criminal Code of Canada*, enforced by the RCMP, and will result in the revocation of all airside driving privileges.

2.2 FOREIGN OBJECT DEBRIS

Foreign Object Debris (FOD) is any debris that may be ingested into an aircraft engine or that may damage other vehicles and equipment on the airfield. This debris may be natural or man-made and includes, but is not limited to, mud or gravel, glass, nails, tacks, bolts, screws, tools, luggage, paper, chemical substances, or other trash, garbage or other material.

No person shall throw, deposit or knowingly leave on a road, apron or manoeuvering area any FOD. Vehicle operators will ensure that manoeuvering area surfaces are kept clean by checking that wheels and tires are clean before they enter these areas. If FOD is deposited on these surfaces, operators must clean FOD up and/or notify the Security Operations Centre.

All operators must do their best to remove any FOD they encounter. If they cannot remove the FOD, they must report it to the Security Operations Centre.

2.3 INCIDENT AND ACCIDENT REPORTING

ENWIA has a non-punitive policy in place, protecting employees who report incidents and accidents at the airport. ENWIA also has an Airport Safety Management System (SMS), which is relevant to all who work at or with ENWIA.

Any and all incidents, accidents, hazards, operational failures or near misses that impact the safe and efficient operation of the airport must be reported to the Security Operations Centre immediately. This also includes any clients and customers that could impact the safe operation of aircraft, the public or the airport's operating certificate.

It may also be necessary to complete an incident report and/or report the situation to the vehicle operator's supervisor. This includes:

- Accidents you are involved in or witness that resulted in:
    - Injury to a person
    - Damage to aircraft vehicles equipment or property
    - Chemical or fuel spills/leaks
- Near-miss incidents you are involved in or witness
- Any other emergency situation that could cause an airside incident or accident.

If the issue is a chemical or fuel spill, the operator of the vehicle that caused a spill or leak shall remain with the equipment until ENWIA is assured the product is cleaned up in accordance with the ENWIA Airport Emergency Plan.

Report all incidents to Security Operations Centre. Any obstruction or potentially hazardous condition on airside must be reported to the Security Operations Centre at 867 667 8451, so that corrective action may be taken.

VEHICLE REQUIREMENTS

3.1 VEHICLE SAFETY INSPECTIONS

It is the responsibility of the vehicle operator to ensure that the vehicle is operating satisfactorily and has the required safety equipment, lights, reflectors and markings before driving the vehicle on the airside. In order that every effort is made to mitigate the introduction of FOD through vehicle operation on airside, all vehicles must be kept clean and in good working condition.

All vehicle operators are ultimately responsible for the condition of their vehicle and shall notify their immediate supervisor of any equipment malfunction or deficiency.

3.2 VEHICLE LIGHTS AND REFLECTORS

All vehicles and equipment that operate airside must be equipped with the appropriate safety lights and/or reflector as designated in these directives.

Safety lights and reflectors must be kept clean, operational, in good working condition, and free from snow and ice at all times. The presence of unlit and/or improperly or inadequately marked equipment on airside can be a significant hazard to aircraft and other operators.

Occasional use of vehicles or equipment not equipped with standard safety markings may be permitted as long as a fully equipped vehicle (with beacons) that is being operated by an AVOP holder (with "DR" or "D" permit) is escorting it.

Front lights must be turned on whenever a vehicle is operating in the airport's manoeuvering areas.

Front lights and non-flashing rear lights and parking lamps must be operated during hours of darkness and reduced visibility and shall be left on as required while engaged in service to parked aircraft.

All vehicle lamps should be turned off when the vehicle is parked in approved parking locations.

3.3 WARNING BEACONS

All vehicles that will be operated or driven on airport manoeuvering areas must be equipped with an operating beacon. The beacon (newer models are strobes; older models are rotating) shall be mounted on the vehicle in a location that will permit the beam to be seen by aircraft or ground traffic from any position with 360-degree visibility. The enclosing globe of the beacon shall be "aviation yellow" for all vehicles, except Airport Rescue Fire Fighting (ARFF) and other emergency vehicles, which are also equipped with red warning lights.

Note: Aircraft fuelling vehicles which have an overall height in excess of 3.5 m are permitted to mount the beacon lamp on the vehicle cab provided that rear signal lamps are operated in conjunction with the 360-degree rotating beacon lamp to provide adequate indication to the rear of the vehicle.

3.4 SELF-PROPELLED VEHICLES

All self-propelled vehicles must be equipped with operational front, rear and parking lights. Front running lights must be on whenever driving airside, and both front and rear lights must be capable of flashing on and off in unison.

Vehicles with a cab (roof over the driver) must also be equipped with a rotating or flashing beacon lamp mounted on top of the vehicle. It is recommended that non-cabbed self-propelled vehicles have an aviation yellow, rotating, flashing, or strobe-type beacon on a pole inside the vehicle and visible 360-degrees, and operating all times when driving on airside areas.

For all vehicles, the rotating, flashing, or strobe-type beacon lamp must be operational and functioning at all times while moving about in airside areas.

3.5 NON-SELF PROPELLED EQUIPMENT

Non-self-propelled equipment is pushed, towed, or dragged. Examples include baggage carts, cargo dollies, cargo containers, and air stairs.

All non-self-propelled equipment are required to be equipped with strips of reflective material along the full length of the equipment and diagonal yellow and black reflective panels on the front and rear lower corners. The reflective material on all equipment must be kept clean, visible and in good condition at all times.

3.6 VEHICLE VISIBILITY

Whenever a self-propelled vehicle is moving from one place to another on the airport apron it must be equipped with operational and functioning lights in accordance with these directives. This indicates to taxiing aircraft that the vehicle is being operated in the active apron area.

Improper use of flashing lamps and beacons can be distracting to taxing aircraft and limits their value as a warning indicator that the vehicles are in motion. Vehicle operators must use their lights in accordance with these directives.

Figure 1 – Equipment Markings



Cabbed self-propelled vehicle



Non-cabbed self-propelled vehicle

Non-self-propelled vehicle

AIRSIDE LOCATIONS, MARKINGS, LIGHTING AND SIGNS

Vehicle and aircraft movement on the ground is guided by pavement markings, lights and signs on airside, which are different from those used on roads and highways. Vehicle operators must know the apron and airside layout, the location of operational parking stands and understand the pavement marking system and the colour code for airside lighting equipment.

4.1 AIRFIELD LOCATIONS AND LOCATION-SPECIFIC TRAFFIC DIRECTIVES

4.1.1 Aprons

An apron is that part of an aerodrome other than the manoeuvering area, that accommodates: the loading and unloading of passengers and cargo; the refuelling, servicing, maintenance, and parking of aircraft; and movement of aircraft and pedestrians necessary for such purposes.

Aprons are numbered using Roman numerals. ENWIA has two aprons, numbered Apron I and Apron II. Access to Apron I is controlled by Security personnel; however, the apron itself is an uncontrolled surface. Vehicle operators driving on the apron must maintain acute situational awareness at all times, adhere to the Apron Safety Management Plan and in accordance to the traffic directives in this manual.

4.1.2 Restricted Area

A Restricted Area (RA) is any area of an aerodrome that is identified as an area to which access is restricted to authorized persons. The RA at ENWIA is a designated area on Apron I where commercial air-carrier operations take place. Anyone who enters the RA must have security clearance and/or be screened prior to entry.

All personnel working in the RA at ENWIA shall wear their RAIC on outer clothing, ensuring its visibility, when working in the RA. Any visitors to the RA must be screened by Security, shall wear their visitor pass on outer clothing, and remain under escort of someone with a valid RAIC.

Persons not displaying a valid RAIC are considered unauthorized and shall be reported to the Security Operations Center.

4.1.3 Controlled Movement Areas

The controlled movement areas are any surfaces of the airfield requiring aircraft, vehicles and pedestrians to obtain specific Air Traffic Control approval for access.

An incursion occurs any time an aircraft, vehicle or pedestrian enters a controlled surface without specific approval from air traffic control. Incursions are subject to penalty.

4.1.4 Runways and Taxiways

A runway is the portion of the manoeuvering area used for aircraft takeoff and landing. Only AVOP "D" holders may operate a vehicle on the runways at ENWIA and only for the purpose of their operational duties.

A taxiway is the part of an aerodrome used for manoeuvering aircraft and by vehicles and equipment transiting airside. A taxiway is considered to be the actual paved surface plus an additional protected area on either side of the surface edge, intended for wing-tip clearance.

Runways and taxiways are controlled surfaces at ENWIA. Vehicle operators must always request permission through the ground controller before entering and immediately after leaving the controlled areas.

4.1.5 Perimeter Road

An airfield Perimeter Road is a security roadway system whereby airport support vehicles access all reaches of the airfield without the need to cross open taxiways and runways or travel on public roadways or pathways.

Access to the ENWIA Perimeter Road is unrestricted to D AVOP holders and vehicles under their escort. Vehicle operators exiting the Perimeter Road are responsible for ensuring their vehicle or equipment is clean prior to leaving the Perimeter Road. Any FOD generated must be immediately removed or reported to the Security Operations Centre.

D AVOP holders shall use the Perimeter Road, instead of controlled surfaces, to reach field locations whenever possible and when time permits.

4.1.6 Instrument Landing System

An Instrument Landing System (ILS) enables pilots to conduct an instrument approach to landing if they are unable to establish visual contact with the runway. The location of sensitive air navigation equipment and related zones of restricted vehicle operations are indicated on the airport site plan.

Vehicles can seriously interfere with electronic equipment; therefore, no vehicle should proceed closer than 150 m (500 ft.) from an ILS transmitter building expect with permission from ATC or FIC.

4.2 AIRSIDE PAVEMENT MARKINGS

Airside pavement markings serve to control both aircraft and vehicles. All vehicle operators must know the meaning of and comply with these markings. Compliance is subject to enforcement.

Where paint has faded or is obscured by snow or ice on the surface, vehicle operators shall conform as near as possible to the location of the markings.

4.2.1 Vehicle Service Road (VSR) Markings

VSR markings are white. The VSR is delineated by two solid lines centered with a single broken line. Vehicle operators shall operate in the VSR.

4.2.2 Runway Markings

Runway surface markings are white. Runways are identified with a number that corresponds to the compass bearing in which a runway is oriented.

Threshold Markings

Threshold markings commence 6 m from the threshold and consist of a pattern of stripes of uniform dimension disposed along the centre line of the runway.

Displaced Threshold Markings

A runway threshold may be displaced for various reasons. A displaced threshold indicates a point farther down the runway, rather than at the physical beginning of the runway, that may be used by pilots to position the aircraft accordingly for landing.

The displaced threshold markings are arrows located before the displaced threshold to indicate the location of a permanently displaced threshold.

4.2.3 Taxiway Markings

Taxiway surface markings are yellow. Taxiways are identified with a letter.

Taxiway Centerline Marking

Taxiway centerline markings are yellow. A continuous line along the centre of the taxiway provides guidance to aircraft leading to/from a runway and ensures adequate wings space for safe taxiing.

Hold Short Position Markings

Hold Short Position Markings yellow. Two solid and two broken lines across the width of a taxiway with the broken lines closest to the runway behind which a vehicle or an aircraft must stop and receive clearance before proceeding onto or across any runway.

4.2.4 Apron Markings

White lines on the apron pertain to vehicle and pedestrian movement and control. Yellow lines on the apron pertain to aircraft movement and control.

Restricted Area Lines

Restricted Area Lines are yellow. A single line is used to indicate the Restricted Area of Apron I.

Aircraft Lead-in Lines

Aircraft Lead-in Lines are yellow. Aircraft lead-in lines are solid lines that guide the flight crew to the gate stop position. Vehicles and equipment must not be left in the vicinity of aircraft lead-in lines.

Operational Stand Lines

Operational Stand Lines are yellow. Should be provided for designated parking positions on a paved Apron. These may include stand identification e.g. a triangle and a number (visible from the cockpit of an aircraft), the stand markings, lead-in lines, turn bar, turning lines, stop lines, and lead-out lines.

Passenger Walkways

Passenger Walkways are white. Passenger walkways are designated pathways for pedestrians to follow to and from an aircraft. Passenger walkways may be delineated by two solid white lines or by a sign or system of pylons or other non-permanent markers.

Drivers must always yield to pedestrians and never drive between pedestrians as they traverse the apron between the aircraft and the ATB.

Apron Safety Lines

Apron Safety Lines are red or white. Apron Safety Lines are used to indicate the boundary beyond which equipment must not cross during arrival and departure of aircraft from the gates. The Apron Safety Lines provide safe separation between aircraft and vehicles or equipment not servicing the aircraft.

Aircraft must remain behind the red apron safety lines at the operation stands.

Ground service equipment must remain behind the white apron safety lines and in designated parking areas when not in operation

Parking Area Boundary Lines

Parking Area Boundary Lines are white.

4.2.5 Rotary Areas Markings

The paved surface areas designated for the parking of helicopters is designated by two yellow concentric circles with a large yellow "H" in the centre.

Figure 2 – Designated Helicopter Parking

All vehicle operations must remain outside the perimeter markings of helicopter arrival/departure areas and parking locations except when engaged in servicing these aircraft.

NOTE: Approach helicopters with extreme caution and obey all safety procedures for those aircrafts.

4.3 AIRSIDE LIGHTING

All vehicle operators must know the meaning of and comply with the various lights on airside. There are many different kinds of lights on airside, including flashing white or yellow, steady amber, red or green, and even blue.

Airport lighting is important for aircraft operations at night and all the different lights are used to communicate with and provide guidance to aircraft.

4.3.1 Taxiway Lights

Taxiway edge lights are blue and line the taxiways. Intersections between taxiways and runways are indicated by two solid blue lights. Intersections between taxiways and aprons are indicated by two solid amber lights.

Wig-Wags

Guard lights, also known as wig-wags, are two alternating yellow lights that signal to vehicle operators and pilots that they are about to enter an active runway.

4.3.2 Runway Lights

Runway Edge Lights

White lights are used along the edge of runways. Intersections of runways and taxiways are indicated by two solid blue lights.

Threshold Lights

Solid red lights face the runway and mark the end of the runway. Solid green lights face the approach to the runway and mark the beginning of the runway.

4.3.3 Other Airport Lighting

Aerodrome Beacon

The aerodrome beacon is a flashing white light mounted adjacent to or located at the airport, typically on top of the Control Tower. This beacon provides visual identification of the airport by aircraft, but is also a good reference point for vehicles on the airfield.

Obstruction airport lighting usually also includes small steady red lights on top of towers, buildings or construction equipment to aid in collision avoidance for low-flying aircraft at night.

Aircraft Anti-Collision Beacon

The anti-collision beacon may be red or white and is usually mounted on the tail or fuselage, or in accordance with the requirements set out in the aircraft's airworthiness manual.

The pilot-in-command activates this flashing beacon to enhance the see-and-avoid concept. Prop wash and jet blast forces generated by large aircraft pose a serious hazard to smaller aircraft and vehicles or equipment operating behind them. To mitigate this hazard, the anti-collision beacon is used any time aircraft engines are in operation.

Any personnel on the apron or in a vehicle on the apron should always stay clear of aircraft with anti-collision beacons on, whether the engines are running or not, as the beacon is also used to indicate that the aircraft is ready to be moved, just before pushback or tow.

4.4 AIRSIDE SIGNS

Used on the manoeuvring area, signs are designed and intended for the use and guidance of aircraft. They are also of value to vehicle operators to identify areas that should not be entered or as guides to vehicle operation while on these areas.

Signs are normally mounted on the left side of a runway or taxiway according to standards but can be on both sides of the runway or taxiway.

They are located between 3 m to 21 m from the edge of the taxiway surface.

ENWIA has both light emitting diode (LED) and fibre optic mandatory and information signs on the airfield.

Runway Designator Signs *(Figure 3)*

White letters/numbers on a red background and indicates:

- The runway you are approaching; the runway on your left is listed first (on the left side) and the runway on your right is listed second (on the right side).

- You are approaching a runway and must hold short and request permission before proceeding.

Figure 3– "Runway Designator" Sign

Runway Designator Signs and Taxiway *(Figure 5)*

Runway Designator signs may also indicate which taxiway the driver is on. The example below *(Figure 5)* indicates that you are on Taxiway Alpha, approaching Runway 14-32.

Vehicle operators must hold short and shall not proceed beyond Runway Designator signs without the permission of Whitehorse Ground or Whitehorse Radio.

Figure 5– "Runway Designator and Taxiway" Sign

Information Signs

Information signs provide information of interest primarily to aircraft but may be helpful to vehicle operators as reference points.

- Black letters/numbers on a yellow background include direction, destination and runway exit signs. Yellow letters/numbers on a black background indicate location.

- Location/Directional signs normally have an arrow indicating the direction of travel to exits, aprons, terminal buildings, or other facilities named on the sign.

Figure 4– "Information" Sign

AIRSIDE VEHICLE OPERATION RULES & TRAFFIC DIRECTIVES

5.1 OPERATOR'S DUTIES

Before operating a vehicle on the airside the operator must have a valid, appropriate Airside Vehicle Operator's Permit (AVOP) and, if required, a Restricted Operator's Certificate with Aeronautical Qualifications (ROC-A).

The AVOP holder must have and carry a valid and current Yukon driver's license (or equivalent) and their AVOP while operating at the airport.

A valid Restricted Area Identification Card (RAIC) and/or document of entitlement must always be visible when entering and operating in a Restricted Area (RA). A person who is not in possession of a valid RAIC shall not enter or remain in any area of an airport that is designated by a sign as a Restricted Area, unless accompanied by an authorized escort. Persons not displaying a valid RAIC are considered unauthorized and must be reported immediately to the Security Operations Centre at 867 667 8451.

The vehicle operator must be competent in all vehicle operations, as well as having all required safety equipment prior to proceeding onto the airside.

5.2 DRIVING RULES

Vehicles and pedestrians are permitted on the apron surface with authorization from ENWIA. All vehicles and equipment on the apron must be operated by persons holding a valid AVOP issued by ENWIA. In addition to meeting all requirements stated in this manual, every operator of a vehicle on an apron shall acknowledge and obey any instruction received from the Apron Management Unit specified in the Apron Management Safety Plan. The instructions may be made in person or in writing.

Aircraft have the right-of-way at all times. Every vehicle operator must yield to aircraft. Before entering an airport manoeuvering area, the vehicle operator must ensure that aircraft are not approaching or departing.

Every vehicle operator on the airside must yield the right-of-way to an emergency vehicle when warning devices are operating.

No person shall operate a vehicle on the airside in a manner that is dangerous to aircraft, equipment, persons, or vehicles. No person shall operate a vehicle at an airport in a manner considered unsafe as defined in the *Yukon Motor Vehicles Act and Regulations*.

5.3 SPEED LIMITS

AREA	SPEED LIMIT
Vehicle Service Road, Aprons and Service Areas	25 km/h
Baggage make up areas inside the ATB	10 km/h
Within 25 ft (7.5 m) of a parked aircraft	10 km/h
Taxiways	50 km/h

During reduced visibility, vehicle traffic on taxiways and runways will be restricted to essential operations requirements only. Airside vehicle operators must use the airfield roadways as much as possible and remain off the taxiways and reduce their requirement to cross runways. All drivers shall operate at reduced speeds during poor weather and visibility, and/or poor road conditions.

Note: except for trained airport staff doing Runway Surface Condition Inspections or emergency vehicles responding to an emergency, no person shall operate a vehicle on the airside at a rate of speed that exceeds the speed limit posted or where no speed limit is posted 50 km/h (30 mph). Maximum speed on all aprons is 25 km/h (15 mph).

Exemptions: Airport Managers, emergency rescue vehicles, maintenance vehicles, and other vehicles under the request of NavCanada may be exempt from these speed limits during the course of their duties.

5.4 RIGHT-OF-WAY

Every vehicle operator on any airside area, except emergency vehicles with warning devices operating, shall yield the right-of-way according to the following order of priority:

- Aircraft taxiing or in pushback mode from an operational stand
- Emergency vehicles with warning devices activated
- Pedestrians
- Vehicles and equipment engaged in snow removal, pavement ice control activities, or other maintenance activities
- Vehicles towing aircraft

5.5 TOWING & OTHER HAZARDS

Towing increases risk. Practicing safe towing procedures mitigates the increase in risk.

The maximum number of units that can be towed on airside is:

- Four baggage carts or containers/dollies
- Four cargo pallet dollies
- Any combination of the above not exceeding 4 units
- Six units for the purpose of moving the units to or from company hangar

Operators are responsible to ensure their loads are fastened or covered to prevent the load from coming loose or falling onto the surface.

Snow windrows, gopher holes, large rocks and other such hazards are sometimes impossible to see from the air and pose a hazard to aircraft. Vehicle operators are encouraged to take time to eliminate any such hazard. If at any time a vehicle operator becomes aware that a hazard exists that cannot be mitigated, the operator must immediately report the condition to the Security Operations Centre.

5.6 PARKING

Parking is permitted in designated parking areas only.

Unattended vehicles and equipment are a hazard. Vehicles and equipment shall not be left unattended on vehicular routes or aircraft manoeuvering areas. Vehicles and equipment must be parked only in approved areas when not in immediate use.

Once parked, all vehicle lights must be turned off unless servicing an aircraft.

Vehicles and equipment must be properly chocked or secured from movement when not in use. Any vehicles and ground support equipment that is left idling and unattended shall be chocked. Failure to chock idling and unattended vehicles could lead to an AVOP violation.

Vehicles and equipment must be backed into parking areas wherever possible. This is particularly important around the ATB, loading areas, bridges and other heavy traffic areas.

It is the responsibility of the vehicle operator to ensure that parked vehicles or equipment is not an obstruct to aircraft, emergency or maintenance vehicles or vehicles servicing aircraft. Unimpeded access to fire hydrants, wheeled extinguishers, and/or spill kits must be maintained at all times.

Exception: Vehicles parked in areas not identified for parking, such as may be needed for operational requirements or construction activities on runways and taxiways, shall be parked with lights and beacons on in conditions of reduced visibility or darkness.

Note: no person shall park an aircraft fuel servicing vehicle within 15 m (50 ft.) of any Airport Terminal Building, aircraft cargo building, aircraft hangar or any other airport structure designed to house the public that has windows or doors in any exposed walls.

Vehicles found to be improperly parked may be towed and the registered owner notified.

5.7 REDUCED VISIBILITY OPERATIONS PROCEDURES (RVOP)

The RVOP is a standalone document managed by Airport Management.

5.8 VEHICLE SERVICE ROAD

The Vehicle Service Road (VSR) is a vehicle corridor intended for all vehicles and must be used whenever possible. If the VSR is obscured for any reason, such as faded paint or snow cover, operators should conform to the designated roadway as nearly as possible and exercise increased caution.

The speed limit in the VSR is 25 km/h (15 mph), except when conditions of reduced visibility exist during which times vehicle operators shall operate at reduced speeds.

Reversing backwards is not permitted on the VSR, unless existing conditions make it impossible to drive forward.

At locations other than a painted VSR entry point, vehicle operators must enter or exit the VSR at a right angle (90-degrees) and use directional signals if the vehicle is so equipped. If a vehicle is not equipped with turn signals, the operator shall signal directional intent with hand signals. Vehicles shall exit the VSR only at established points (see diagram p. 26).

All vehicle operators must comply with signage, markings, marshallers' and/or wing walkers' directions.

The VSR is a corridor for vehicles, but is not controlled. The VSR is not a "guaranteed safe route;" it is the driver's responsibility to maintain situational awareness at all times. Before traversing any aircraft movement area, vehicle operators must always check for aircraft or other vehicles. Vehicles operating in the VSR should monitor the ground frequency 121.9 if equipped with the appropriate radio.

All vehicle operators shall stop and hold at the assessment positions on the VSR in accordance with these directives.

5.8.1 Situational Assessment Procedures in the VSR

Vehicle operators shall stop and hold at the indicated position on the VSR when any of the following conditions are present:

- Aircraft anti-collision beacon is on
- Passenger stairs or boarding bridge is pulled away from the aircraft
- The nose-wheel of the aircraft is unchocked
- Wing walkers and/or marshallers are in position
- VSR is blocked by aircraft being towed or other vehicles having right-of-way are present

The presence of any of the following at a gate indicates the imminent arrival of an aircraft and is cause for a vehicle operating in the VSR to stop and perform a situational assessment:

- Marshallers are in position
- Wing walkers are in position
- Service equipment is staged

Prior to pushback of an aircraft, drivers may not proceed behind aircraft unless the marshaller or wing walker signals permission to pass. Indicators that an aircraft is prepared for pushback include:

- Service equipment is away from the aircraft
- Bridge is retracted
- Secured tug is attached to the aircraft
- Wing walkers are in position
- Chocks are removed
- Aircraft engines are running or being started
- Aircraft anti-collision beacon is illuminated

Upon completion of a situational assessment and safe driving conditions have been established, the vehicle operator may proceed at their own discretion. Extra care must be exercised on aprons where vehicle corridors have not been designated.

5.8.2 Right-Of-Way in the VSR

Vehicles operating in the VSR have right-of-way over vehicles entering the VSR, except in the case of emergency response vehicles.

The VSR is a two-way corridor and vehicle drivers must drive in the right-hand lane. Passing in the VSR is strictly prohibited.

Aircraft always have the right-of-way and priority shall be given to vehicles or equipment freeing an aircraft corridor.

Vehicle operators are expected to use the VSR. Only the following exemptions apply and in such cases all other operators must yield right-of-way:

- ENWIA Operations vehicles traversing the airside in the course of their duties
- TAB Safety and Security vehicles
- TAB Maintenance vehicles and equipment performing maintenance on airside surfaces
- Emergency response vehicles with emergency warning devices, including flashing lights, activated

Note: when an emergency vehicle with red flashing lights is approaching, all other vehicle operators shall stop and hold position to yield right of way, regardless of position in the VSR. Do not attempt to "pull over" or make any other movements. Vehicle operators in the VSR must be aware that a responding emergency vehicle may make unexpected turns.

5.9 AIRSIDE SECURITY FOR VEHILCE OPERATORS

Vehicle access to ENWIA airside areas is controlled by a system of perimeter fences, unmanned security gates, traffic signs, roadway markings, vehicle identification and operator permit checks.

Access to other areas of the airfield is provided at various airside access locations, including unmanned and remote-monitored gates. Vehicle operators are responsible for ensuring that gates are fully closed before continuing on. Driving away before gates are fully closed is a security violation.

All designated gates must be kept closed and locked to prevent unauthorized access to the airside.

An AVOP is issued for a specific area of operation. Vehicle operators shall not operate a vehicle beyond that area. All vehicles are subject to checks by security personnel and security may deny access or remove anyone not following the conditions of the type of AVOP issued.

5.9.1 Security Identification

All persons accessing the airside must have a valid RAIC or other ENWIA approved document of entitlement. Other documents include a temporary pass, visitor, or 'escort required' passes. When using these passes you must be escorted by a RAIC holder and be in possession of government issued photo identification. Passengers in the Restricted Area must have an airline boarding pass and be under escort of airline personnel.

When requested to do so by the Safety and Security Unit, AVOP holders must immediately present the following documents:

- A valid RAIC
- The required AVOP for the area being accessed
- A valid driver's license (Yukon minimum Class 5 or equivalent) appropriate to the vehicle or equipment being operated
- ROC-A, as required

Security staff will conduct security checks of all vehicles, including inspection of AVOP, RAIC, and vehicle registration. Vehicle contents may also be subject to inspection for safety and security purposes.

Non-AVOP holding persons accessing the airfield with a vehicle must be escorted by another AVOP holder, see *Escorting Visitors, this manual*.

In general aviation areas, a valid pilot's license is considered valid identification. Passengers boarding or deplaning in these areas do not require boarding passes, but must be escorted to and from the aircraft by the pilot.

Loss or theft of any of the above documentation must be immediately reported to the Security Operations Centre.

Any attempt to by-pass or circumvent a security inspection will be considered a breach of the terms and conditions of the Canadian Aviation Security Regulations and may result in a revocation of your RAIC, AVOP, and access privileges.

5.9.2 Access to Apron I and the Restricted Area

Access to Apron I is controlled by the Safety and Security Unit. Driving on Apron I is permitted only with appropriate AVOP and vehicles must be properly equipped according to these directives.

Pedestrians on the apron present a unique hazard. Every person operating a vehicle on an apron shall yield the right-of-way to pedestrians being escorted between an aircraft and the air terminal building between an aircraft and the air terminal building (ATB) or between two aircraft.

Restricted area entry is prohibited unless access is granted by security staff prior to entrance or in the event of emergency vehicles responding to an incident.

5.10 PROXIMITY TO AIRCRAFT AND PASSENGER BOARDING BRIDGES

5.10.1 Proximity to Aircraft

Areas within operational stands provide free movement for vehicles performing their duties. It is the employers' and the employees' responsibility to ensure that the employee operating vehicles or equipment is qualified and licensed for the specific vehicle or equipment for which they have been assigned in the course of performing their duties and in accordance with the *Yukon Motor Vehicles Act and Regulations*.

The airside is a unique operating environment and situational awareness must be maintained at all times. Aircraft always have right-of-way. Vehicle operators must always visually confirm that aircraft are not approaching, departing, or pushing back. Vehicle operators must always yield to any aircraft.

Vehicle operators shall remain a safe distance from areas affected by jet blast or prop wash of maneuvering aircraft. Vehicle operators must not pass in front of or close behind aircraft with engines running unless the wheels of the aircraft are chocked or the marshaller has signaled permission. Vehicle operators are always responsible to ensure that is safe to proceed.

All vehicle operations within 15 m (50 ft.) of an aircraft being fueled or defueled are strictly prohibited, except for purpose of servicing that aircraft.

5.10.2 Proximity to Passenger Boarding Bridges

When operating a vehicle or equipment near a passenger boarding bridge, the operator must maintain situational awareness at all times. Height restrictions must be strictly observed. Parking under a bridge is prohibited at all times.

At no time are drivers to operate their vehicle or equipment under a passenger boarding bridge *while it is in motion.*

5.11 AIRSIDE ACCESS THROUGH APPROVED TENANT FACILITIES

In all tenant-occupied areas outside the ATB, the tenant is responsible for controlling pedestrian and vehicular access through their facilities. The tenant must ensure that unauthorized persons do not access Restricted Areas.

Unauthorized access to the airside must be prevented and all security gates must be re-secured before proceeding.

5.12 AIRSIDE INFIELD ACCESS

Only vehicles or equipment authorized by ENWIA may operate on the grassed infield areas.

Vehicles or equipment in the grassed infield areas must not be left unattended if closer than 61 m (200 ft.) from the runway edge or 36 m (120 ft.) from a taxiway edge. Vehicles must stay clear of Nav Canada equipment sites including, but not limited to the ILS localizer and Glide Path transmitters and buildings.

Vehicle operators are responsible for ensuring their vehicle or equipment is clean prior to exiting the grassed infield areas. Any FOD generated must be immediately removed or reported to the Security Operations Center prior to exiting the area.

5.13 CLOSED AREAS

ENWIA may close areas of the airfield for emergency, operational, or maintenance purposes. This can include emergency or incident scenes, spill response areas, and construction areas. ENWIA will erect safety cones, barriers, and signage to restrict aircraft, vehicle and pedestrian access to closed areas.

Vehicle operators must not enter a closed area without the prior authorization of ENWIA.

5.14 ESCORTING VISITORS

Escort provisions are provided for temporary airside operations only.

Drivers without an AVOP may operate their vehicle or equipment only when under direct escort and when they have an operational requirement to do so.

A RAIC holder providing an escort is held 100% responsible for the actions of the escorted visitor. A strict maximum of three vehicles are permitted to be escorted on airside and the escort must remain in a position to control all escorted vehicles at all times.

5.14.1 Escort Requirements

When escorting a visitor, the escort must:

- Possess a valid driver's license, RAIC and AVOP for the area they will be providing an escort;
- Assume total responsibility for the vehicles under escort; including removal of any FOD generated or that could fall off or out of the vehicles under escort;
- Assume full responsibility for the actions of drivers under escort; including any violations committed by an escorted driver;
- Ensure the escorted vehicle has the required lights activated;
- Ensure that the driver of the escorted vehicle has a valid driver's license;
- Formally brief the driver of the escorted vehicle regarding the rules, procedures and standards for operating on the airside and that the driver fully understands and agrees to these instructions;
- Ensure that a close proximity is maintained at all times and the VSR is used in accordance with these directives.

5.14.2 Airside Vehicle Instructions

The following instructions must be communicated to and understood by every person being escorted, including passengers in an escorted vehicle, and the person(s) being escorted must agree to adhere to the following:

- You will be driving on an active airfield and not all traffic will be visible to you; maintain situational awareness at all times.
- Your vehicle headlights, 4-way flashers and/or beacon light must be on, unless otherwise directed.
- You must inspect your vehicle for FOD.
- You must remain under escort at all times while driving on the airside.
- Your escort driver is in radio contact with Whitehorse Ground and may make unexpected stops, turns or speed up without warning; maintain situational awareness at all times.
- You are prohibited from using radios, cell phones, or other devices that cause distracted driving.
- You must remain directly behind the escort vehicle at all times. Maintain situational awareness at all times and maintain a safe following distance driving at the same speed as the escort vehicle.
- You must follow escort's directions and instructions at all times. Never stop following the escort vehicle until you are signaled or told to do so.
- Failure to follow instructions will result in being removed from the airfield.

5.15 LIGHTNING HAZARD CONDITIONS

Lightning creates situations that are impossible to anticipate regardless of the sophistication of weather monitoring devices and predictions.

ENWIA has a THOR GUARD lightning detection system designed to detect the possibility of lightning in the local area before lightning strikes, allowing decisions regarding dangerous situations to be proactive, not reactive. The Lightning Hazard Level Range (LLHL) is set for 7.5 km.

In the event of dangerous and imminent threat of lightning when detected within 8 km alert horns will sound for a period of 15 seconds. If lightning is detected within 5 km amber strobe warning lights will engage warning ramp teams of a Red Alert and all persons on the airside should seek immediate shelter.

Vehicle operators shall use caution when operating in the movement areas during lightning hazard conditions and follow their companies' lightning safety procedures.

ALL CLEAR will be signaled by three five-second soundings of the alert horns. The ***ALL CLEAR*** indicates that conditions are safe to resume normal operations.

5.16 EMERGENCY RESPONSE

Vehicle operators must not interfere with an emergency in progress and shall yield right of way to responding emergency vehicles.

Vehicle operators shall ensure that they and their vehicles remain clear of emergency vehicles, responding personnel and emergency scenes.

Drivers may not drive in front of staged emergency vehicles with warning lights activated. Airport Security or ARFF will direct drivers to position behind the incident scene or attending emergency vehicles.

5.17 DRIVING ON MANOEUVERING AREAS

Manoeuvering areas at ENWIA include the movement areas (that part of the aerodrome used for takeoff, landing, and taxiing of aircraft) and the aprons. However, only the movement areas are controlled areas.

Driving in the controlled movement areas is restricted to vehicle operators with a specific operational need and requirement. Vehicles required to operate in controlled movement areas and communicate with Whitehorse Ground and Whitehorse Radio must have a call sign to identify the vehicle, not the driver. Only vehicle call signs assigned by ENWIA are to be used. These radio call signs must be used in full, in every transmission. Vehicle driving on the airside under escort do not require call signs.

Vehicles operating in the controlled movement areas must be equipped with authorized multi-frequency radio equipment capable of operations on all published radio frequencies used at ENWIA. Vehicle operators must hold a valid ROC-A.

5.17.1 Air to Ground Radio Requirements - 121.9 MHz

- All vehicles and equipment on **all manoeuvring** areas shall have a functioning two-way radio operated by a person with a valid radio-telephone operator's restricted certificate, or be escorted by a vehicle so equipped and staffed. Each operator shall ensure that the two-way radio is working before the vehicle enters the airport manoeuvring area. The radio frequency to be used is **121.9 MHz.**

- Whenever non-radio equipped vehicle or equipment are operating in groups or fleets with a radio-equipped vehicle, they shall be under the control of a qualified employee responsible for requesting and acknowledging all ground control instructions.

- All traffic on the airport manoeuvring area **must always obey the ATC/FIC instructions**.

- Before proceeding onto manoeuvring areas the vehicle operator shall contact the ground controller for permission to proceed to a specific location by a specified route.
  The vehicle operator shall acknowledge all instructions as understood, or request that the instructions be repeated if not understood.
  The operator shall proceed, only along the specified route to the specified location unless alternate instructions are received from the ground controller.

- Aircraft being towed or vehicles towing an aircraft must always be in radio contact with ground control before entering and while within the manoeuvring area.

  Requests for permission to proceed into the manoeuvring area include:

  - Vehicle identification;
  - Current location;
  - Specific destination and intended route (otherwise, the ground controller will normally specify the route to be followed).

- When instructed to hold short of a runway, or awaiting permission to cross or to proceed onto a runway, the operator shall hold the vehicle 61 m (200 ft.) from the nearest edge of the runway, behind the Hold Line on taxiways or roadways. Taxiway holding positions are marked with two solid and two broken yellow lines, with the broken lines closest to the runway however exceptions to this occur.

Figure 6 – Hold Lines

NOTE: It is critical that the vehicle operator acknowledge this instruction by repeating the Hold Short order exactly as originally stated.

Example:

- ATC: **"***Loader 154, Hold short of taxiway Golf on Echo*"

- Equipment Operator: "*Whitehorse Ground, Loader 154, hold short of taxiway Golf on Echo*"

- This procedure also applies to the area extending from each end of the runway. The purpose is to permit an unobstructed aircraft approach to the runway for landing or to gain altitude after take-off.

NOTE: The roadways on the approaches on 14R/32L and 14L/32R are far enough away from the runway, however the crossing of the approach of 20/02 has to be permitted by ATC/FIC.

- When instructed to leave the runway, vehicle operators shall acknowledge instructions and proceed to a taxi holding position or safe position off to the side of the runway at least 61 m (200 ft.) from the nearest edge of the runway. Once in a holding position, vehicle operators shall inform the ground controller that they are off the runway (Holding Short) and give their exact position.

NOTE: Vehicles and equipment may sometimes have to operate within 61 m (200 ft.) of the runway. When this happens, the operator must inform the ATC/FIC of the approximate distance of the vehicle or equipment from the nearest runway edge.

- In the course of moving from the manoeuvring area, the vehicle operator must hold short of each intervening runway and receive permission to proceed before crossing the runway, unless permission to proceed has been already given.

- Equipment break downs shall be immediately reported to ground control, specifying the location and the issue and asking for assistance.

- While on the manoeuvring areas, vehicle operators shall always monitor the ground control frequency (**121.9**) and comply with any instructions from ATC/FIC.

- The blinking on and off of runway lights is a warning signal for all vehicles to leave the runway immediately.

- **Flight Service Specialists** provide advisories according to "***reported***".

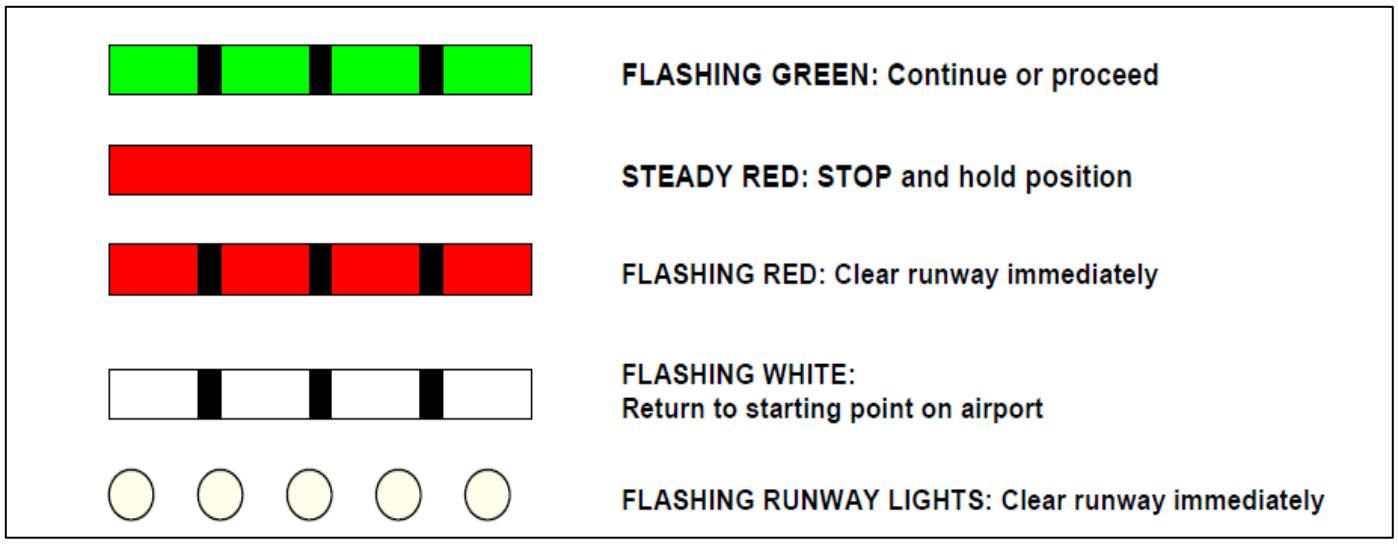
NOTE: Vehicle Operators must understand the term "reported". Aircraft are not required to be radio-equipped and therefore, may arrive and depart without contacting the FIC. The phrase "no reported" traffic does not necessarily mean "no traffic". It only means that no aircraft have made their presence or intentions known to the Flight Service Specialist. Thus Vehicle Operators must always visually check and ensure that aircraft are not approaching or departing.

5.17.2 Radio or Vehicle Failure

- If the radio fails while the vehicle is in the manoeuvring areas, turn the vehicle to face the control tower and flash the headlights off and on.

  The ground controller will respond using the following light signals:

Figure 7 – Ground Control Light Signals



- Do not leave vehicles unattended on manoeuvring areas.

- If vehicles or equipment break down, the vehicle operator shall immediately notify ground control or FIC of the location of the disabled vehicle or equipment and request assistance.

NOTE: When you are not able to move your vehicle at least 61 m (200 ft.) from the runway edge, you must inform the ground control or Flight Information Centre of your approximate distance from the edge of the runway.

- Vehicle operators shall immediately leave the runway when:

    - an aircraft makes a low pass, or
    - the runway lights are blinked on and off, or
    - there is a flashing red light from ground control or FIC.

- Operators on uncontrolled airports, who have a need to work on airside areas but do not have radio communications with ATC, FIC or aircraft radio frequency monitoring capabilities, should be mindful of the following:

    - Prior to entering the strip, visually inspect the approach ends of the runway to ensure that no aircraft are about to use the runway,

    - Keep a "heads-up" awareness for any aircraft that may need the strip while working on it; clear the runway immediately if an aircraft approaches to land or take off,

    - Be aware of the importance of runway and field conditions to a pilot, who may be using the runway in conditions of poor visibility. Aids such as threshold markers, cones, and windsocks become very important.

5.18 RESTRICTED OPERATOR RADIO PROCEDURES

5.18.1 Voice Techniques

- Hold noise-cancelling microphones as close to lips as possible. Hold most other microphones approximately 6.6 cm (2-3 inches) in front of the mouth.

- Listen first to ensure that you will not interrupt another transmission, then depress the "press to talk" (PTT) switch before beginning to speak and keep it depressed for the entire transmission. Avoid clicking on and off. When the transmission is finished, release the PTT switch immediately.

- To prevent running consecutive words together speak plainly and distinctly. Do not shout, accentuate syllables artificially, or speak too rapidly.

- Use standard procedure words and phrases and standard airport terminology. Standard phraseology has been developed through years of practice to transmit instruction, and messages most efficiently and without misunderstanding, using the fewest words.

- There may be some areas on the airport where signals are not received due to obstructions (i.e. metal buildings, hill, etc.). These areas are referred to as blind spots and are indicated on the airport site plan. At ENWIA there is a blind spot at the southern end of taxiway "E" between the Land Treatment Facility road and threshold of 32L.

Always:

- Repeat "Hold Short" instructions and the vehicle's call sign.

- Obtain permission before approaching closer than 61 m (200 ft.) to the side of a runway, taxiway or end of a runway and including any portion of an apron which is identified with a sign and/or pavement marking as being part of the manoeuvring area.

- Monitor the radio at all times when in the manoeuvring area.

- Do not leave vehicles or vehicle radios unattended while in the manoeuvring area except with permission of the ground controller.

- Advise ground control or FIC when your vehicle has left the manoeuvring area.

- Report completion of an activity only *after* it has been completed, i.e. report being off of a runway only *after* your vehicle is at least 61 m (200 ft.) away from the runway edge, not while you are still in the process of leaving.

- Ensure that you fully understand all instructions given by the ground controller or Flight Service Specialist before entering within 61 m (200 ft.) of an aircraft manoeuvring area or crossing an active runway.

- In addition to any permission given by radio to proceed onto or within the manoeuvring area, check visually to ensure that you will not interfere with any aircraft on or approaching the path you have been given permission to follow.

- Always use the correct radio call sign for the vehicle you are operating in every radio transmission.

5.18.2 ICAO Phonetic Alphabet and Pronunciation of Numbers

Use the ICAO Phonetic Alphabet when phonetics is required for clarity in radiotelephone communications.

For example, Taxiways are referred to when speaking by using the phonetic alphabet so that taxiway "*A*" is spoken as "*Taxiway Alpha*".

Letter	Word	Spoken as
A	ALFA	Al fah
B	BRAVO	BRAH VOH
C	CHARLIE	CHAR lee
D	DELTA	DELL tah
E	ECHO	ECK oh
F	FOXTROT	FOKS trot
G	GOLF	GOLF
H	HOTEL	Hoh TELL
I	INDIA	IN dee ah
J	JULIET	JEW Lee ETT
K	KILO	KEY loh
L	LIMA	LEE mah
M	MIKE	MIKE
N	NOVEMBER	No VEM ber
O	OSCAR	OSS cah
P	PAPA	Pah PAH
Q	QUEBEC	Keh BECK
R	ROMEO	ROW me oh
S	SIERRA	See AIR rah
T	TANGO	TANG go
U	UNIFORM	YOU nee form
V	VICTOR	VIK tah
W	WHISKEY	WISS key
X	X-RAY	ECKS ray
Y	YANKEE	YANG key
Z	ZULU	ZOO loo

Pronounce numbers as

0	ZERO
1	WUN
2	TOO
3	TREE
4	FOW-er

5	FIFE
6	SIX
7	SEV-en
8	AIT
9	NIN-er

NOTE: Stress the syllables printed in CAPITAL letters. i.e. give the two syllables in ZE-RO equal emphasis, but give the first syllable for FOW-er primary emphasis.

- Transmit all numbers, except whole thousands, by pronouncing each digit separately.
- Transmit whole thousands by pronouncing each digit in the number of thousands followed by the word "*thousand*".

Number	Spoken as
10	ONE ZERO
75	SEVEN FIVE
100	ONE ZERO ZERO
583	FIVE EIGHT THREE
12000	ONE TWO THOUSAND
38143	THREE EIGHT ONE FOUR THREE
118.1	ONE ONE EIGHT DECIMAL ONE
465.2125	FOUR SIX FIVE DECIMAL TWO ONE TWO FIVE

5.18.3 Standard Procedures and Words

While it is not practical to lay down a precise phraseology for all radiotelephone procedures, the following words and phrases should be used where applicable.

Do not use words and phrases such as "*OK*", "*REPEAT*","*HOW IS THAT*", "*CLEAR*", "*CLEARING*", and "*CLEAREANCE*", or slang expressions.

Word/Phrase	Meaning
ACKNOWLEDGE	*Let me know that you have received and understood this message*
AFFIRMATIVE	*Yes, or permission granted*
BREAK	*Changing contact (new conversation with another party)*
CONFIRM	*My version is…is that correct?*
CORRECTION	*An error has been made in this transmission (or the message indicated). My correct version is…*
HOLD SHORT	*Stop 61 m (200 ft.) from the runway edge and wait for permission to proceed* (Typically this is behind a hold line or sign)
HOW DO YOU READ	*Can you hear and understand me?*
I SAY AGAIN	*I will now repeat my last word (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 specified part, of this message back to me exactly as received*
ROGER	*I have received all of your last transmission*
SAY AGAIN	*Repeat all, or the following part, of your last transmission* (Do not use the word "Repeat" by itself)
SPEAK SLOWER	Self-explanatory
STAND-BY	*Wait and listen, I will call you again*
THAT IS CORRECT	Self-explanatory
VERIFY	*Check text with originator and send correct version*
WILCO	*Will comply*

- Ground operators should use the terminology "*Off*", "*Proceeding*", or "*Proceed*" when entering or exiting runways.

- The terminology "*Clear*", "*Clearing*", and "*Clearance*" are for the use of air operators (e.g. pilots) only.

5.18.4 Call-Up Procedures

A "*call-up*" is a procedure used to establish two-way communication between an airport vehicle and ground control or FIC.

Before making a call-up, listen to avoid cutting into a transmission from other users.

Proceed only when the frequency is not being used by others.

A call-up consists of:

- calling sign of the station called,
- identification of the station from which the call is made.

On call-up, always use the call sign of the station called:

- "*Whitehorse GROUND, STAFF FOUR SIX*"
- "*Whitehorse RADIO, BLOWER ONE FOUR TWO*"

If you do not receive a response to your call-up, wait for a reasonable time and then call again.

5.18.5 Acknowledgements

An acknowledgement means a transmission has been received and understood.
Never acknowledge until the transmission is fully understood.

- "*Whitehorse RADIO, STAFF TWO NINER, ROGER*"; or
- "*Whitehorse RADIO, STAFF TWO NINER, SAY AGAIN*"

5.18.6 Standard Phraseology

Examples:

1- Maintenance is needed to do an inspection of the main runway

SV: "*Whitehorse Ground, this is Staff 21 on Apron I, requesting permission to proceed Taxiway Foxtrot, onto Runway 14R, full length across runway 02/20*"

ATC: "*Staff 21, Whitehorse Ground, proceed Taxiway Foxtrot onto Runway 14R, crossing Runway 02/20 until further advised*"

SV: "*Staff 21, proceeding as requested*"

↳ After Staff 21 has finished that inspection:

SV: "*Whitehorse Ground, Staff 21, requesting permission to proceed Taxiway Echo, across Runway 02/20 back to the Apron I*"

ATC: "*Proceed Taxiway Echo across 02/20 to Apron 1"*

↳ SV after exciting 14R:

SV: "*Whitehorse ground, Staff 21 is off 14R on E"*

NOTE: Call off is needed since you were operating on an active runway!

↳ While Staff 21 is proceeding along taxiway Echo an Aircraft has landed on 14R and wants to exit to the Apron1 via Runway 20 and ATC advises Staff 21:

ATC: "*Staff 21, Whitehorse Ground, hold short Runway 02/20*"

SV: "*Whitehorse ground, Staff 21 holding short Runway 02/20"*

After the aircraft is on Apron I, ATC will advise Staff 21:

ATC: "*Staff 21, Whitehorse Ground, proceed across Runway 02/20 to Apron I*"

SV: "*Staff 21, proceeding*"

NOTE: No Call off needed when you cross the threshold of Runway 02/20.

2 - Maintenance is needed to do an inspection of the main runway

The airport electricians are tasked to check the temporary lighting on the secondary runway at 23:00 hrs:

SV: "*Whitehorse Radio, this is Staff 26 on Apron I, requesting permission to proceed Taxiway Alpha, across Runway 14R onto Runway 14L full length, crossing Runway 02/20*"

ATC: "*Staff 26, proceed Taxiway Alpha, across Runway 14R onto Runway 14L, full lengths, crossing 02/20 until further advised*"

SV: "Staff 26, proceeding as requested"

After finishing their task, they want to return by the shortest possible route:

SV: "*Whitehorse Radio, Staff 26, on Runway 14L, requesting permission to proceed Runway 32R onto Runway 20, crossing Runway 14R/32L, back to Apron I*"

ATC: "*Staff 26, Whitehorse Radio, proceed 32R, onto Runway 20, across runway 14R/32L back to Apron I*"

SV: "*Staff 26, proceeding as requested*"

After Arrival at Apron 1:

SV: "*Whitehorse Radio, Staff 26 is off all Runways, back on Apron 1"*

NOTE: Call off is needed since they were operating on active Runways**.**

ATC: " *Staff 26 Roger*"

NOTE: Designation for Whitehorse Ground will change to Whitehorse Radio at 21:00 hrs local time and change back to Whitehorse Ground at 07:00 hrs local time.

a) Authorization request and response:

Vehicle Operator: "*Whitehorse Ground*, (*vehicle identification*)".

Vehicle Operator: "*Whitehorse Ground, (Vehicle identification) requesting (location) via (route*)".

Ground Controller: "(*vehicle identification) Negative! Hold your position*".

Vehicle Operator: "*Whitehorse Ground, (Vehicle identification) holding position*"

b) Authorization Request when Accompanying a Non-radio-equipped Vehicle

Use the term "plus one" or "plus two" because it indicates to the ground controller the number of vehicles in the group.

Vehicle Operator: "*Whitehorse Ground*, (*vehicle identification) Plus One, request to (location*)…etc.

c) Typical Ground Control Instructions

"*Proceed onto runway 14R for inspection, advise when off the runway*".

"*Hold short runway 14R*".

"*Truck Eight Three, Ground, Leave runway ### at (location) and report when off the runway*".

d) Request to Flight Service Station and Response

Vehicle Operator: "*Whitehorse Radio, staff Two Seven*".

Flight Service Station: "*Staff Two Seven, Whitehorse Radio*."

Vehicle Operator: "*Whitehorse Radio, staff Two Seven, request inspection of threshold light runway 32L*".

Flight Service Station: "*Staff Two Seven, Whitehorse Radio*, proceed to threshold runway, *advise when off the runway"*.

5.18.7 Radio check Procedures

"On-the-air radio checks", when necessary, should be short (not more than 10 seconds). The radio check should not interfere with other communications.

The readability of signals may be reported in plain language, but most often is reported according to the following scale:

1	**Unreadable**
2	**Readable now and then**
3	**Readable but with difficulty**
4	**Readable**
5	**Perfectly readable**

Examples of radio check communications:

Vehicle Operator: "Whitehorse Ground, Staff Two Seven, Radio Check"

Short response may be:

Ground Controller: "*Staff Two Seven, Whitehorse Ground, Radio Check*"
or
Ground Controller: "*Staff Two Seven, Whitehorse Ground*, *Commence Exam Count*"

Vehicle Operator: "*Exam Count, One, Two, Three, Three, Two, One*"

Ground Controller: "*Read you Five*"

5.19 RADIO REGULATIONS

Radio communications between aeronautical stations should be restricted to those relating to safety and flight operations.

In accordance with section 32 (1) of the Federal Radio Communication Regulation Act, superfluous communication as well as profane and obscene language is strictly prohibited and can result in fines.

Section 9 (1)*(a)* of the Radio Communication Act clearly states that no person shall knowingly send, transmit, or cause to be sent or transmitted any false or fraudulent distress signal, message, call or radiogram of any kind.

Penalties for these offences, in the case of an individual, on summary conviction, can include a fine not exceeding $5,000.00 or imprisonment for a term not exceeding one year, or to both, or, in the case of a corporation, to a fine not exceeding $25,000.00.

Further information on radio communication regulation can be found in the Industry Canada document **Study Guide for the Restricted Operator, Certificate with Aeronautical, Qualification (ROC-A) RIC-21**.

DEFINITIONS & MAPS

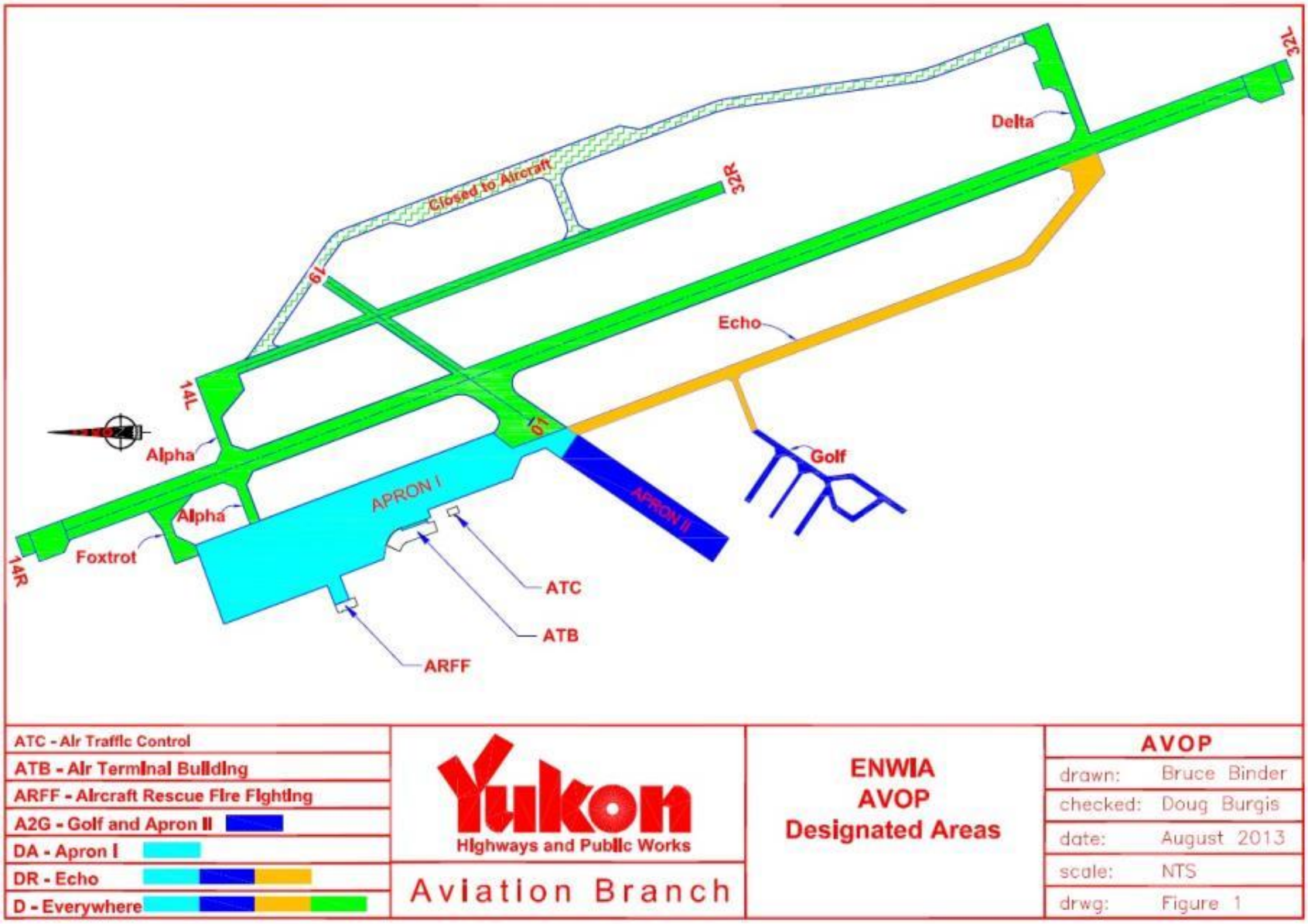
A2G AVOP	A permit issued by the Airport Authority that allows the holder to operate a vehicle on Apron II and Taxiway Golf in the performance of their duties.
Accident	An occurrence associated with the operation of an airport in which a person is injured or killed, or there is property damage.
Aerodrome	Any area of land, water (including frozen surface thereof), or other supporting surface used or designed, prepared, equipped, or set apart for use, either in whole or in part, for the arrival and departure, movement, or servicing of aircraft. This includes any buildings, installations, and equipment in connection therewith.
Aerodrome Beacon	A flashing white light mounted on the control tower that is used only during official night for visual identification of the airport by aircraft, and is also a good reference point for vehicles on the airfield.
Aircraft	A machine or device, such as an airplane, helicopter, glider or dirigible, capable of atmospheric flight.
Aircraft Lead-in Lines	Lines providing guidance for the flight crew to the parking position. These lines also provide a means for the servicing crews to monitor the arriving and departing aircraft's path to and from the parking position.
Airport Operations	Yukon Airports personnel assigned the responsibility of the overall management of the airfield, aircraft, and vehicle operational surfaces, security, and other matters pertaining to airport operations and safety.
Airport	An aerodrome certified by Transport Canada.
Airport Operator	The holder of an airport certificate, or the person in charge of such airport, whether an employee, agent, or representative.
Airport Traffic	All traffic on the maneuvering area of an airport, and all aircraft flying in the vicinity of an airport.
Airport Traffic Directives	Airport-specific rules and procedures used to govern vehicle and pedestrian movement at an airport.
Airside	That area of an airport intended to be used for activities related to aircraft operation and to which public access is normally restricted.
Airside Vehicle Operator's Permit (AVOP)	A document issued on behalf of the Airport Authority certifying that the person named therein is authorized to operate motor vehicles in the airside area.
Anti-Collision Light	A red warning light on an aircraft indicating that it is about to start, or the engine is running and the aircraft is about to move, or is moving.
Apron	That part of an aerodrome, other than the maneuvering area, intended to accommodate the loading and unloading of passengers and cargo, refueling, maintenance, repair and servicing, and parking of aircraft, and any movement of aircraft, vehicles, and pedestrians to allow execution of those functions. All aprons at ENWIA are uncontrolled.
Apron Safety Lines	Lines used to indicate the boundary that aircraft must not cross (red lines) and the boundary beyond which vehicles and equipment must not cross (white lines) during aircraft arrival and departure from the gates.

Apron Taxi Lines	Lines reserved to provide for the taxiing of aircraft on continuous marked routes through and around the apron.
Apron Traffic	All aircraft, vehicles, equipment, and pedestrians using the apron of an airport.
ARFF	Airport Rescue Fire Fighting.
AVOP Enforcement Officer	Aviation Branch staff with the responsibility oversee the AVOP program. This includes the Security Officer, Airport Rescue Fire Fighters, and personnel working in the Airside Management Unit at ENWIA.
Beacon	A flashing yellow light on a vehicle, or other airfield equipment, used as a guiding or warning signal.
Blind Transmission	A transmission from one station to another when two-way communication cannot be established and it is believed that the called station can hear transmissions but is unable to transmit.
Controlled Airport	An airport at which an air traffic control (ATC) unit is located.
D AVOP	A permit issued by the Airport Authority that gives the holder permission to operate a vehicle on all airside surfaces (aprons, taxiways, and runways) in the performance of their duties.
DA AVOP	A permit issued by the Airport Authority that allows the holder to operate a vehicle on Apron I in the performance of their duties.
DR AVOP	A permit issued by the Airport Authority that allows the holder to operate a vehicle on Aprons I and II, and Taxiways Echo and Golf in the performance of their duties.
Document of Entitlement	A document providing authorization to enter and remain in a Restricted Area of the airport.
Emergency	A serious, unexpected, and often dangerous situation requiring immediate action.
Emergency Response Services (ERS)	Aviation Branch staff with the responsibility oversee the AVOP program at ENWIA. This includes, Security Officers, Airport Rescue Fire Fighters, and personnel working in the Airside Management Unit at ENWIA.
Erik Nielsen Whitehorse International Airport (ENWIA)	An airport owned and operated by the Government of Yukon and referred to by Airport Code CYXY.
Equipment	Any motor vehicle or mobile device, either self-propelled or towed, or of a specialized nature, used for runway and airfield maintenance, or in the maintenance, repair, and servicing of aircraft.
Equipment Staging Area	Designated areas on Apron I where it is safe to place equipment prior to the arrival or departure of an aircraft.
Escort	A person holding an AVOP who may accompany another person or people who are without an AVOP or an appropriately equipped vehicle.
Expedite (No Delays)	An instruction issued by Whitehorse Ground or Radio to proceed without delay.
Flight Information Centre (FIC)	Also known as Whitehorse Radio, this is a 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)	Any material, which if left on the road, apron, or manoeuvring areas, may cause an incident or accident to aircraft, vehicles, and/or pedestrians.
Glide Path	The vertical guidance portion of the instrument landing system (ILS), which provides the correct descent angle to the designated touchdown zone for aircraft on approach.

Ground Control	Also known as Whitehorse Ground, this is the operating position in the control tower that provides clearances and instructions for the movement of airport traffic, and information to all vehicular traffic within the airport perimeter. On other portions of the airport, vehicles and aircraft are instructed to operate at their discretion.
Ground Loading Position	Area where passengers and/or crew enplane or deplane an aircraft and have to walk on (a portion of) the apron between the aircraft and the Terminal Building or vice versa.
Groundside	The part of an airport used for operations unrelated to the departure and arrival of aircraft.
Guard Lights	A light system consisting of two alternating flashing amber lights, mounted on the Hold Short line. It is intended to caution aircraft and vehicles that they are about to enter an active runway.
Hazard	A hazard is a situation that poses a level of threat to life, health, property, or environment.
High Visibility Clothing	Clothing that is reflective and is easily seen in any setting and that complies with the Canadian Standards Association (CSA) standards.
Hold Line	Two solid and two broken yellow lines across the width of a taxiway with the broken lines closest to the runway, behind which a vehicle or an aircraft must hold while awaiting permission to cross or proceed.
Hold Short	An instruction issued by Whitehorse Ground or Radio to stop at least 61 meters (200 feet) to the side of the nearest edge of the runway while awaiting permission to cross or proceed onto a runway. A "Hold Short" order must be repeated exactly as originally stated.
Incident	An event or sequence of events that may endanger human lives, threaten injury, or compromise the safe operation of an airport. This includes emergencies and non-emergencies.
Incursion	See Runway/Taxiway Incursion.
Instrument Landing System (ILS)	ILS provides lateral (localizer antenna) guidance and vertical (glide slope) guidance to aircraft. Drivers must stay 92 meters (300 feet) away from the ILS, unless authorized by Whitehorse Ground or Radio.
Light Gun	A signaling light used by the tower to control airport traffic when there is no radio communication, or traditional communication systems have failed.
Localizer	The horizontal guidance portion of the instrument landing system (ILS), which is used to guide aircraft to the centerline of the runway.
Mandatory Read Back	A requirement that vehicle operators repeat the directions given by Whitehorse Ground or Radio when the instruction is to hold or hold short of a runway or taxiway, or if there is a change in the direction previously given.
Maneuvering Area	That part of an aerodrome intended to be used for the takeoff, landing, and taxiing of aircraft, excluding aprons and areas designed for maintenance of an aircraft.
Marshaler	The individual responsible for directing aircraft and vehicle traffic on an apron.
Movement Area	The part of an aerodrome to be used for the takeoff, landing, and taxiing of aircraft, consisting of the maneuvering area and the apron(s). It may consist of controlled and uncontrolled surfaces.
Near Miss	A near miss is an unplanned event that did not result in injury, illness, or damage but had the potential to do so
No Delays (Expedite)	An instruction issued by Whitehorse Ground or Radio to proceed without delay.

Occurrence	Any event that is irregular, unplanned, or non-routine in nature, including any incident, accident, or other situation that involves aircraft, employees, or facilitates any ATS system deficiency.
Off the Runway	Indicates the vehicles and/or aircraft are at least 61 metres (200 feet) to the side of the nearest edge of the runway.
Operational Stand	An area of an apron designated for aircraft to park, load, unload, or be serviced.
Operator	The person responsible for the operation and safety of a vehicle and/or equipment usually referred to as the driver.
Pass Office	The office responsible for issuing Restricted Area Identity Cards (RAICs), gate keys, and combination codes on behalf of the Airport Authority.
Push Back	Moving an aircraft backward with a tug.
Reduced Visibility Operations Plan (RVOP)	A plan that calls for specific procedures established by the aerodrome operator and/or Air Traffic Control (ATC) when aerodrome visibility is below Runway Visibility Range (RVR) 2600 (½ SM) down to and including (RVR) 1200 (¼ SM). The Whitehorse Airport does not support Low Visibility Operations that are less than RVR 1200 (1/4 sm).
Restricted Area	An area of an airport identified by signs as restricted to authorized personnel only. You must have a Restricted Area Identity Card (RAIC) to enter or remain this area.
Restricted Area Identity Card (RAIC)	A security badge issued by the Pass Office which is required to work within the Restricted Areas at ENWIA.
Restricted Area Sign	A sign that marks the security barrier of the airport restricting an area to authorized personnel only.
Restricted Operator Certificate with Aeronautical Qualifications (ROC-A)	A document issued by Industry Canada certifying that the holder may act as an operator on any aeronautical radio station fitted with radio-telephone equipment only, transmitting on fixed frequencies and not open to public correspondence.
Runway	The portion of the maneuvering area used for aircraft takeoff and landing.
Runway Threshold	The physical beginning or end of the runway.
Runway/Taxiway Incursion	A runway incursion is an incident where an unauthorized aircraft, vehicle or person is on a runway or Taxiway.
Security Gate	Any gate, door, or other barrier that limits or restricts public access to or from the Airport property.
Security Operations Centre (SOC)	ENWIA Security Operations Center (SOC) is a centralized communication hub for security personnel conducting daily operations at the airport. The SOC is available 24/7 at 867-667-8451.
Taxiway	A taxiway is a path for aircraft and vehicles at an airport connecting runways with aprons, hangars, terminals and other facilities.
Uncontrolled Taxiway	Drivers on Uncontrolled Taxiways are in radio contact with the control tower. However, no control service is provided. Vehicles and aircraft are instructed to proceed at their own discretion.

Vehicle	Any self-propelled vehicle or device in, on, or by which a person or object may be transported, carried, or conveyed on land, but not including an aircraft.
Vehicle Access Corridor	The location at which vehicles enter the Restricted Area. Security requests proof of a RAIC, Driver's License, an ENWIA AVOP, and/or a RORC prior to entering the Restricted Area.
Vehicle Operator	A person responsible for the operation and safety of a vehicle and equipment.
Visitor Pass	A pass issued by the Airport Authority that allows a person to be on the airside of the airport, always with an escort holding a valid RAIC, and only if they have a clear need to be there.
Warning Device	A red or yellow rotating warning beacon, flashing light, or siren indicating a vehicle's location.
Whitehorse Ground	The operating position in the control tower that provides clearances and instructions for the movement of airport traffic, and information to all vehicular traffic within the airport perimeter. Whitehorse Ground operates between 0700-2100 (local time) and can be reached on radio frequency 121.9.
Whitehorse Radio	The operating position in the control tower that provides clearances and instructions for the movement of airport traffic, and information to all vehicular traffic within the airport perimeter. Whitehorse Radio operates between 2100-0700 (local time) and can be reached on radio frequency 121.9.
Wig Wags	See Guard Lights.
YXY (or CYXY)	Erik Nielsen Whitehorse International Airport, which is owned and operated by the Government of Yukon and referred to by Airport Code CYXY.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32R
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Golf
APRON I
APRON II
Alpha
Foxtrot
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ATC
ATB
ARFF
ATC - Air Traffic Control
ATB - Air Terminal Building
ARFF - Aircraft Rescue Fire Fighting
A2G - Golf and Apron II
DA - Apron I
DR - Echo
D - Everywhere
Yukon
Highways and Public Works
Aviation Branch
ENWIA
AVOP
Designated Areas
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checked: Doug Burgis
date: August 2013
scale: NTS
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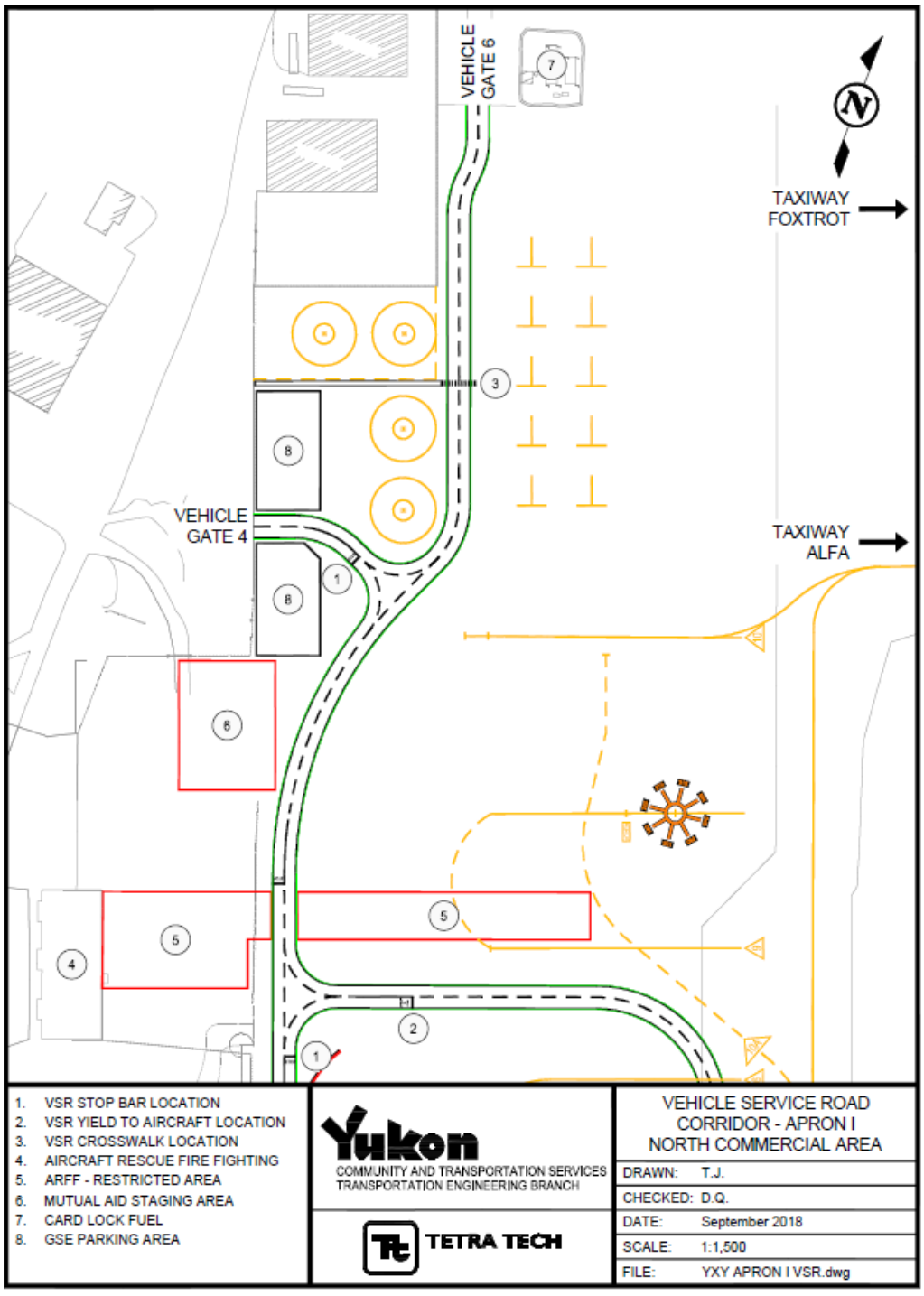
VEHICLE GATE 6
VEHICLE GATE 4
TAXIWAY FOXTROT
TAXIWAY ALFA
1. VSR STOP BAR LOCATION
2. VSR YIELD TO AIRCRAFT LOCATION
3. VSR CROSSWALK LOCATION
4. AIRCRAFT RESCUE FIRE FIGHTING
5. ARFF - RESTRICTED AREA
6. MUTUAL AID STAGING AREA
7. CARD LOCK FUEL
8. GSE PARKING AREA
Yukon
COMMUNITY AND TRANSPORTATION SERVICES
TRANSPORTATION ENGINEERING BRANCH
TETRA TECH
VEHICLE SERVICE ROAD
CORRIDOR - APRON I
NORTH COMMERCIAL AREA
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DATE: September 2018
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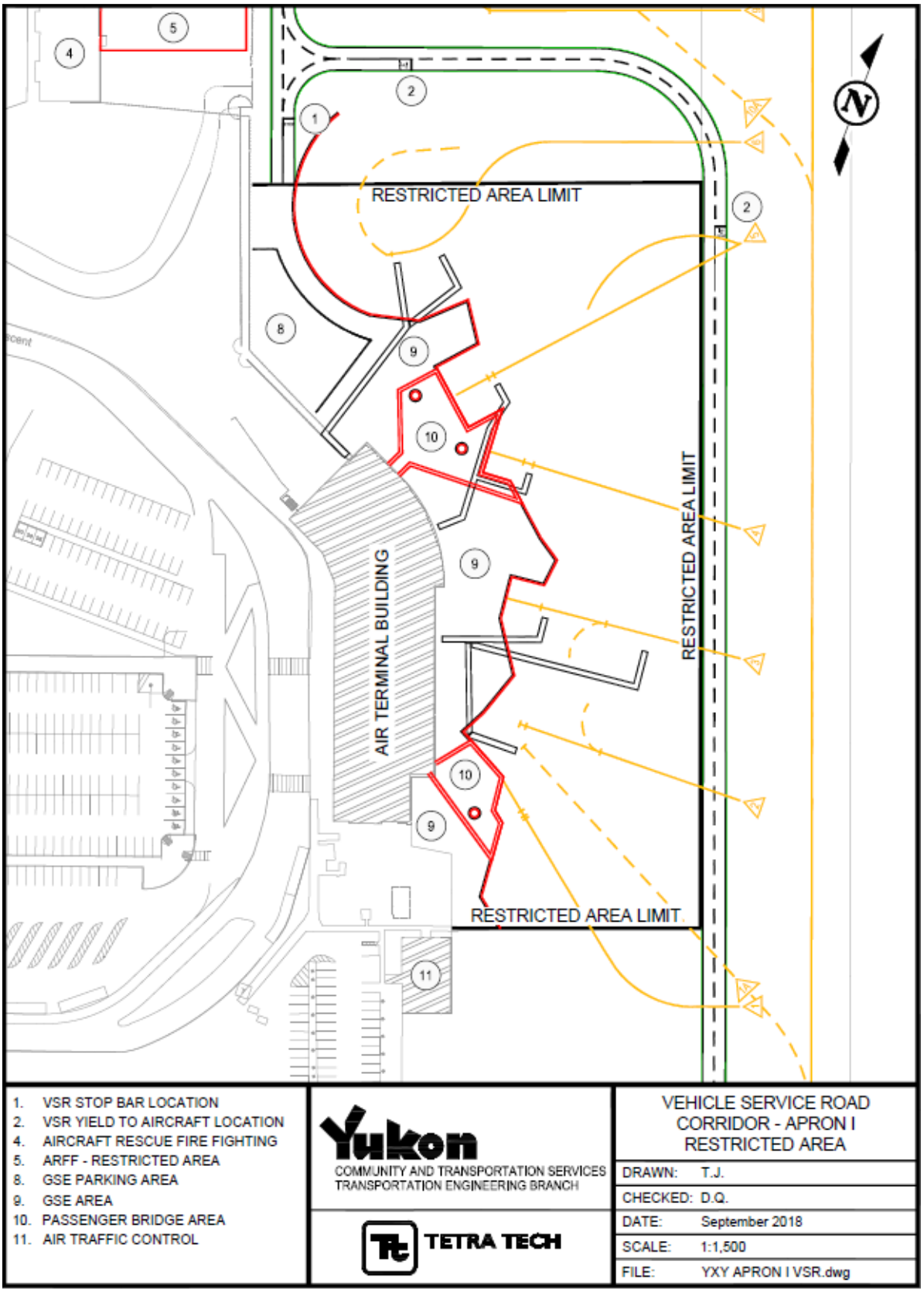
RESTRICTED AREA LIMIT
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AIR TERMINAL BUILDING
1. VSR STOP BAR LOCATION
2. VSR YIELD TO AIRCRAFT LOCATION
4. AIRCRAFT RESCUE FIRE FIGHTING
5. ARFF - RESTRICTED AREA
8. GSE PARKING AREA
9. GSE AREA
10. PASSENGER BRIDGE AREA
11. AIR TRAFFIC CONTROL
Yukon
COMMUNITY AND TRANSPORTATION SERVICES
TRANSPORTATION ENGINEERING BRANCH
TETRA TECH
VEHICLE SERVICE ROAD
CORRIDOR - APRON I
RESTRICTED AREA
DRAWN: T.J.
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