



Yakima Air Terminal-McAllister Field

MOVEMENT AREA DRIVING GUIDE

Yakima Air Terminal-McAllister Field

Section 1: Definitions

The following terms are defined as indicated in this section for the purpose of this guide.

Accident—a collision between one aircraft or vehicle and another aircraft, vehicle, person, or object that results in property damage, personal injury, or death.

Air Operations Area (AOA)— the portion of the airport within the perimeter fence where aircraft operations and support services take place.

Airport Traffic Control Tower (ATCT)— a service operated by an appropriate authority to promote the safe, orderly, and expeditious flow of air traffic. YKM airport is serviced by a Federal Contract Tower which is explained in further detail later in this guide.

Aircraft— a device that is used or intended to be used for flight in the air.

Airport— Yakima Air Terminal-McAllister Field: Operated and managed by the Yakima Airport Board.

Airport Manager— the person appointed by the Airport Board to have immediate supervision of the administration and operation of the Airport. The Airport Manager may employ and designate staff to act in his behalf in the promulgation of Yakima Air Terminal's policy. Whenever in these rules and regulations where Airport Manager is designated, it shall mean Airport Manager or his staff.

Apron or Ramp— a defined area on an airport or heliport intended to accommodate aircraft for the purposes of parking, loading and unloading passengers or cargo, refueling, or maintenance.

Airport Rescue and Fire Fighting (ARFF)— a special category of firefighting that involves the response, hazard mitigation, evacuation and possible rescue of passengers and crew of an aircraft involved in (typically) an airport ground emergency.

Attended— when used in reference to any vehicle, means the operator is non-impaired, has an unobstructed view from the vehicle or is within 25 feet of the vehicle.

Authorized Emergency Vehicle— a vehicle permitted to depart from certain traffic regulations hereunder when equipped and operated in the manner provided by law; including Police, Fire and Maintenance vehicles operated in furtherance of YAT business and displaying amber lights or other appropriate international warning signs or signals.

Common Traffic Advisory Frequency (CTAF)— radio frequency designed for the purpose of carrying out airport advisory practices while operating to or from an airport without an operating ATCT or when the tower is closed. The CTAF is the tower frequency (133.25MHz) and is identified in appropriate aeronautical publications.

Escort— to accompany or monitor the activities of an individual who does NOT have unescorted access authority to the movement area.

FAA— Federal Aviation Administration.

Federal Control Tower (FCT)— a private organization under contract with the FAA to provide Airport Traffic Control Tower operations. Yakima's FCT is operated from 0600L-2200L daily.

Fixed-Based Operator (FBO)— a person, firm, or organization engaged in a business that provides a range of basic services to general aviation. Services may include the sale and dispensing of fuel, line services, aircraft parking and tie-down, pilot and passenger facilities, airframe and power plant maintenance, aircraft sales and rental, and pilot instruction.

Foreign Object Debris (FOD)— debris that can cause damage to aircraft engines, tires, or skin from rocks, trash, or debris found on ramps or aprons.

General Aviation (GA)– that portion of civil aviation that encompasses all facets of aviation except air carriers holding a certificate of public convenience and military entities.

Ground Support Equipment (GSE)– all conveyances (i.e., tugs, belt loaders, bag carts, de-icer trucks, fuel trucks, etc.) normally used in support of aircraft operations.

Incursion– any occurrence at an airport involving an aircraft, vehicle, person, or object on the ground that creates a collision hazard or results in loss of separation with an aircraft taking off, intending to take off, landing, or intending to land.

Jet Blast– jet engine exhaust or propeller wash that may cause bodily injury or property damage.

Law Enforcement Officer (LEO)– any person vested with police power of arrest under Federal, state, county, or city authority and identifiable by uniform, badge, and other indication of authority.

Mobile Fueler– a vehicle owned and/or operated by authorized agents to pump and dispense Jet A and 100 LL fuel.

Movement Area– the runways, taxiways, and other areas of an airport that aircraft use for taxiing, takeoff, and landing, not including loading ramps and parking areas, and that are under the control of an air traffic control tower.

Non-movement Area– taxi lanes, aprons, and other areas not under the control of the air traffic control tower.

Non-Movement Area Driving Permit– the privilege granted by Yakima Air Terminal, to operate a motor vehicle on the airport's Non-Movement Area. A separate permit and training are required to operate in the movement area.

Operator– any person who is in actual physical control of an aircraft or a motor vehicle.

Owner– a person who holds the legal title of an aircraft or a motor vehicle.

Pedestrian– any person or individual walking inside the Air Operations Area.

Permission or Permit– permission granted by the Airport Manager, unless otherwise indicated. Permission or permit, whenever required by the rules and regulations shall, be written permission, except that verbal permission in specific instances may be granted under special circumstances where the obtaining of written permission would not be practical.

Piggybacking– any authorized person allowing (intentionally or unintentionally) others to pass through a secured door or perimeter passenger/vehicle gate.

Restricted Areas– those portions of the Airport, or portion of any building on the Airport, to which access is restricted to authorized persons and is not accessible by the general public.

Right of Way– the right of one aircraft, vehicle or pedestrian to proceed in a lawful manner in preference to another aircraft, vehicle or pedestrian approaching under such circumstances of direction, speed, and proximity as to give rise to danger of collision unless one grants precedence to the other.

Runway– a defined rectangular area on a land airport prepared for the landing and takeoff run of aircraft along its length.

Runway Safety Area (RSA)– a defined surface surrounding the runway prepared or suitable for reducing the risk of damage to airplanes in the event of an undershoot, overshoot, or excursion from the runway.

Security Identification Display Area (SIDA)– any area identified in the airport security program as requiring each person to continuously display airport-approved identification unless under airport-approved escort. There are SIDA areas on the Commercial Air Carrier Ramp as well as portions of the sterile area inside the Main Terminal.

Service Road– a vehicular road located inside the AOA for use by Yakima Air Terminal (YAT) employees, FAA and airport tenants and contractors.

Stop– the complete cessation of movement.

Taxiways– those parts of the movement area designated for the surface maneuvering of aircraft to and from the runways and aircraft parking areas.

Taxilane– the portion of the non-movement area used for access between taxiways and aircraft parking positions. One example YKM has is Taxilane Charlie between Runway 9/27 and the Yakima Air Park.

Traffic Control Device– a sign, signal or marking placed within the AOA for the purpose of regulating, warning, or guiding traffic and pedestrians.

Uncontrolled Airport– an airport without an operating airport traffic control tower or when airport traffic control tower is not operating.

Vehicles– authorized company vehicles (i.e., pick up trucks, vans, etc.) that are, or could be licensed for operation on city streets and highways.

YKM– Yakima Air Terminal.

Section 2: Airport Driving Rules and Regulations

- 1. Authority for Implementation of Rules and Regulations.** The Yakima Air Terminal operates under the authority of Yakima Air Terminal Board, an agency of the City of Yakima and Yakima County, and has been granted authority to make rules and regulations necessary for the management and supervision of the airport affairs.
- 2. Applicability.** This regulation applies to all users of, and persons on any portion of, the property owned or controlled by the Yakima Air Terminal or property adjoining airport property which has direct and immediate access to airport property. No persons are exempt from airport operator training requirements for operating a vehicle on the airside of an airport. Tenant organizations shall be responsible for the dissemination of, accessibility to, and compliance with these rules and regulations by their employees.
- 3. Amendments.** These Rules and Regulations may be amended, changed, or modified by the Airport as necessary.
- 4. Severability.** If any section, subsection, subdivision, paragraph, sentence, clause, or phrase of these Rules and Regulations or any part thereof is for any reason held to be unconstitutional, invalid, or ineffective by any court of competent jurisdiction or other competent agency, such decision will not affect the validity or effectiveness of the remaining portions of these Rules and Regulations.
- 5. Violation of Rules—Penalties and Suspension of Driving Privileges.** Any person operating a ground vehicle on a movement area, safety area, or non movement area with direct access to the movement areas or safety areas of the Yakima Air Terminal in violation of these rules shall:

- a. First offense: His/her airport driving privilege will be immediately suspended for a period of 30 calendar days. After 30 calendar days, the person may re-apply for a Permit to Operate Ground Vehicles in the same fashion as the original application was made (certification/application/questionnaire/fee).

- b. For any consecutive offense, or first offense if committed with willful disregard to the rules and regulations of the Yakima Air Terminal, the airport may:

1. File a complaint with the City of Yakima Police Department charging the violator with criminal trespass accordance with RCW 9A.52.080. This Revised Code of Washington states: a person is guilty of criminal trespass in the second degree if he knowingly enters or remains unlawfully in or upon premises of another under circumstances not constituting criminal trespass in the first degree, or;
2. The violator's ground vehicle operations privileges will be permanently suspended, or both.

- c. The Airport shall require any individual involved in a runway incursion or other vehicle incident to complete remedial airfield driver training.

- d. Vehicle operators must demonstrate BIENNIALY that they are familiar with these rules and regulations and complete a supplemental questionnaire.

6. Vehicle Operator Requirements.

- a. All applicants must satisfactorily complete the applicable driver's training class before receiving an airside driver's license.
- b. All applicants must pass the written test with a grade of at least 80 percent. Applicants who do not pass the written test may retake the test after additional study and a 5 day waiting period.



c. No vehicle shall be operated on the airside unless the driver is authorized by the Airport to operate a class of vehicle as listed below:

1. **GROUND VEHICLES NECESSARY FOR AIRPORT OPERATIONS:** This category is reserved for airport, police, fire, FAA, TSA and National Weather Service employees whose job requires full access to all areas of the airport. It is designated as Unlimited AOA Access [A]. Anyone in this category can act as an escort vehicle.



2. **AIRCRAFT SERVICE VEHICLES:** This category is for persons whose job duties require them to move about the airport on taxilanes, service roads and ramps to fuel, tug, de-ice or otherwise maintain aircraft. Be aware, restrictions DO apply on runway crossings and they can only be done under very stringent conditions. It is designated as Limited AOA Access [L]. With limitations (runways/runway safety areas), anyone in this category can act as an escort if proper procedures are followed.



Note: Aircraft Fueling Vehicles are not authorized to cross or operate on runways. Fuel trucks needing access between the north and south ramps can use the fuel service road on the east side of the airport. If a fuel truck needs to cross, or operate on, the runway – an escort must be arranged through Yakima Airport or the YKM ARFF station.



3. **AIRCRAFT SUPPORT VEHICLES:** This category is for vehicle operations under very strict conditions such as vehicles used to pick up freight from aircraft, for persons driving to and from their hangar or aircraft, or delivery type vehicles that require access to the non-movement areas only. It is designated as Restricted AOA Access [R]. This category of vehicle is NOT allowed on service roads and

no escorting of other vehicles is authorized.

Note for Vehicles Towing Aircraft – Tow are not authorized to cross or operate on the runways. Tow vehicles that need to cross, or operate on, the runway, must be escorted by Yakima Airport or YKM ARFF personnel.

4. OTHER VEHICLES: are vehicles that on occasion are required to operate on movement areas, safety areas and non movement areas. In this case the vehicles will be escorted by authorized personnel in order to complete their work.

d. No person operating or driving a vehicle on any aircraft ramp shall exceed a speed greater than 20 miles per hour. Factors including, but not limited to, weather and visibility shall be taken into consideration when determining safe operating speed.

e. No vehicle shall pass another ground vehicle on a designated vehicle service road.

f. No vehicle shall pass between an aircraft and passenger terminal when the aircraft is parked at a gate position except those vehicles servicing the aircraft. All other vehicles must drive to the rear of the aircraft and shall pass no closer than 25 feet from any wing or tail section.

g. Moving aircraft and passengers enplaning or deplaning aircraft shall have the right-of-way at all times over vehicular traffic. Vehicle drivers must yield the right-of-way.

h. No vehicle operators in the OTHER VEHICLE class shall enter the AOA unless authorized by the airport or unless the vehicle is properly escorted.

i. No vehicle operator shall enter the movement area:

1. Without first obtaining permission of the Yakima Air Terminal and clearance from Yakima's FCT to enter the movement area;
2. Unless equipped with an **operable two-way** radio, be in communication with Yakima's FCT, and a **operational amber rotation beacon or strobe**; or
3. Escorted by an Airport authorized vehicle, and, as long as the vehicle remains under the control of the escort vehicle.

j. No person shall operate any motor vehicle that is in such physical or mechanical condition as to endanger persons or property or that the Yakima Airport considers an endangerment.

k. No person shall:

1. Operate any vehicle that is overloaded or carrying more passengers than for which the vehicle was designed.
2. Ride on the running board or stand up in the body of a moving vehicle.
3. Ride with arms or legs protruding from the body of a vehicle except when the vehicle was designed for such use.



l. A vehicle guide person is required whenever the vision of the vehicle operator is restricted.

m. No fuel truck shall be brought into, stored, or parked within 50 feet of a building. Fuel trucks must not be parked within 10 feet from other vehicles.

n. Tugs shall tow no more carts, pods, or containers than are practical, under control and can track properly.

o. When not serving aircraft or undertaking their intended functions, ramp vehicles and equipment shall be parked only in approved areas.

p. No person shall park a vehicle in an aircraft parking area, safety area, or grass area or in a manner that obstructs or interferes with operations in the aircraft movement area or apron area.

q. No person shall park, or leave unattended, vehicles or other equipment that interfere with the use of a facility by others or prevent movement or passage of aircraft, emergency vehicles, or other motor vehicles or equipment.

- r. No person shall park a vehicle or equipment within 25 feet of a fire hydrant or in a manner that prohibits a vehicle from accessing the fire hydrant.
- s. No person shall operate a vehicle or other equipment within the airside under the influence of alcohol or any drug that impairs, or may impair, the operator's abilities.

t. Each vehicle operator using an airport perimeter (security) gate shall ensure the gate closes behind the vehicle prior to leaving the vicinity of the gate. This will prevent any person or vehicle from piggybacking through Yakima's perimeter gates.

u. Vehicle operators shall not operate vehicles in a reckless or careless manner. A reckless or careless manner is one that intentionally or through negligence threatens the life or safety of any person or threatens damage or destruction to property.

v. Vehicles shall not enter the movement area or cross runways unless the operator of the vehicle has received required training and authorization from the Yakima Air Terminal to operate on the movement area. Whenever possible, all airport vehicles shall utilize the airport perimeter and service roads to transition between areas on the airport. Private vehicles and pedestrians are specifically prohibited from operation on perimeter and service roads.

w. Each vehicle operator is responsible for the activities of their passengers while on AOA.

x. Vehicle operators shall yield to emergency vehicles at all times. If unable to move to an area out of the way of emergency vehicles, hold your position and don't move until after the emergency has ended.



y. Pedestrians are NOT allowed on the service or ARFF roads.

7. Vehicle Regulations.

a. All vehicles operated on the airside must have vehicle liability insurance and produce proof of insurance when requested by airport personnel.

b. The Airport must approve tenant vehicles operated on the non-movement/movement areas. These vehicles must display a company logo on the passenger and operator's doors.

c. No vehicle shall be permitted on the movement area unless:

1. It is in sound mechanical condition with unobstructed forward and side vision from the driver's seat.

2. It has the appropriately rated and inspected fire extinguishers (service vehicles and fuel trucks).

3. It has operable headlamps and brake lights.

d. All aircraft refueling vehicles and any other vehicle 8-foot or more in width shall be equipped with a flashing amber beacon and flashing front, tail, and clearance lights that are activated at all times when operating on the AOA.



8. Vehicular Accidents.

An operator of a vehicle involved in an accident on the airport that results in injury to a person or damage to an aircraft, airport property, or another vehicle shall:

1. Immediately stop and remain at the scene of the accident.
2. Render reasonable assistance, if capable, to any person injured in the accident.
3. Report the accident immediately to YAT administration before leaving the scene, if possible.
4. Provide and surrender the following information to any responding Yakima Air Terminal, or City of Yakima Police or Fire personnel: name and address; airport identification card; driver's license; and, any information such personnel need to complete a motor vehicle accident report.



Section 3: Driving on the Movement Area

Operating within the ramp areas requires the vehicle driver to exercise extreme caution as aircraft are always moving, aircraft passengers may be walking from an aircraft to the gate, and noise levels are high.

Vehicle drivers should:

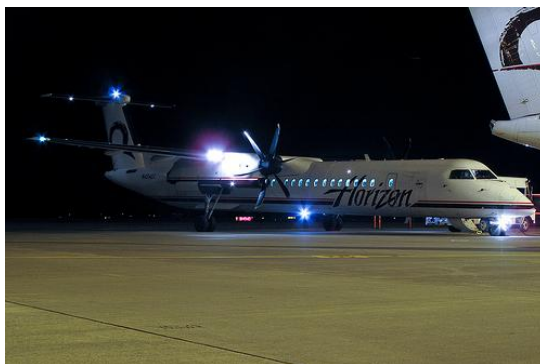


- Never drive between safety cones or across delineated passenger walkways.
- Watch cockpit blind spots—pilots typically cannot see behind or below the aircraft.
- Avoid jet blast or prop wash, which can blow debris or overturn vehicles.
- Be aware and avoid moving propellers that can cause damage, injury, or death.
- Be aware of other vehicle movements—you may not hear them approaching due to aircraft engine noise.
- Yield to aircraft, passengers, and emergency vehicles, which **ALWAYS** have the right-of-way on any portion of the airport.

When traveling on the apron, always use designated vehicle service roads. Driving close to buildings, around vehicles, or aircraft is prohibited. This policy helps to establish a predictable order to vehicle movements in congested areas and helps to ensure their visibility to aircraft and other vehicles.

Parked aircraft may have their engines running, so be aware of the hazards of jet blast or prop wash, which may overturn vehicles and cause bodily injury. Before an aircraft engine is started, the aircraft's red/white rotating beacon will be illuminated. Aircraft vary in size and shape which may affect the pilot's ability to see under the nose or behind the aircraft. This should be kept in mind while driving on the AOA to avoid potential accidents.

Nighttime and Poor Weather Driving Conditions: Poor weather conditions (snow, fog, rain, etc.) might obscure visual cues, roadway markings, and airport signs. Vehicle operators should remain vigilant of their surroundings and operating boundaries. Watch out for snow removal equipment and aircraft operating in the vicinity under low-visibility conditions. There are additional risks present under these conditions.



Drivers who are authorized to drive on the movement area require more training and vigilance since there are dangers associated with this area that are not present on non-movement areas. In addition to the principals for driving on the non-movement area, drivers who have access to the movement area must be cognizant of the meaning of airfield signs, markings, and lighting configurations. Additionally, they must be able to communicate with Federal Contract Tower (FCT) and be able to follow FCT directions. Please see *figure 1* for Yakima's movement area.

FCT Control. Movement areas are defined as the runways, taxiways, and other areas of the airport that are used for taxiing, hover taxiing, air taxiing, and takeoff and landing of aircraft, exclusive of loading ramps and aircraft parking areas. Movement areas are considered "positive control," meaning that all vehicle operators will need permission from FTC before entering the area.

Authorized Vehicles. Only those vehicles necessary for airport operations may enter a movement area. Therefore, fuel trucks, maintenance vehicles, tugs, catering trucks, and other nonessential vehicles should not be permitted to enter these areas. Exceptions may include YKM authorized vehicles with appropriately trained personnel. Airport Administration/Maintenance shall coordinate all other vehicle operations within the movement areas.

Taxiways

Designations. Aircraft use taxiways to move to and from the aprons and the runways.

Taxiways are designated by letters or by a letter/number combination such as A, A1, B, or B1.

Lighting. Taxiways are lighted with **blue** edge lighting and/or reflectors.

Signs. The signs used on taxiways are direction, destination, location, and taxiway ending marker signs.

Direction and Designation Signs have **black lettering** and a **directional arrow** or **arrows** on a **yellow background**. The arrow indicates the direction to that taxiway, runway, or destination.



Taxiway Directional Sign

Location Signs have **yellow lettering** on a **black background**. The location sign below indicates that the operator of the vehicle/equipment is located on the named taxiway or runway.



Taxiway Location Sign

Markings. Pavement markings on taxiways are always **yellow**. The taxiway centerline is painted on all taxiways. On the edges of some taxiways, there is a solid, double yellow line or double-dashed line. If pavements are usable on both sides of the line, the lines will be dashed; if not, the lines will be solid. Examples of these markings are located on Taxiway C, Cub Crafters, and the Commercial Ramp.



Solid double yellow line on Taxiway C



Double dashed yellow line by Cub Crafters



Taxiway Center Line

Runway Holding Position Markings are located across each taxiway that leads directly onto a runway. These markings are made up of **two solid lines** and **two broken yellow lines** and denote runway holding position markings. These markings are always co-located with a Runway Holding Position Sign. A vehicle operator must not cross from the solid-line side of the marking without first obtaining clearance.



Runway Holding Position Marking

Enhanced Taxiway Centerline Markings are present at YKM and appear before a runway hold line, as illustrated below. These markings are intended to serve as an additional warning to flight crews that they are approaching the runway.



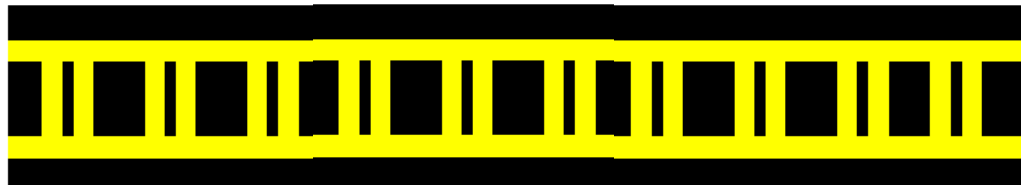
Enhanced Taxiway Centerline Markings

Non-Movement Area Boundary Markings consist of **two yellow lines** (one solid and one dashed). The solid line is located on the non-movement area side, while the dashed yellow line is located on the movement area side. A vehicle operator is not to cross from the solid-line side without first contacting the Yakima's FCT and obtaining a clearance to operate on the movement area.



Non-Movement Area Boundary Marking

Instrument Landing System (ILS) Critical Area Holding Position Markings are comprised of **two parallel yellow lines** with lines running perpendicular between the two parallel yellow lines. These markings identify the location on a taxiway where an aircraft or vehicle is to stop when it does not have clearance to enter ILS critical areas. The ILS critical area must remain clear, especially in inclement weather. If a vehicle proceeds past this ILS marking, it might cause a false signal to be transmitted to the landing aircraft. YKM has one of these markings located on Taxiway C just south of Runway 9/27.



ILS Hold Position Marking

Runways.

YKM has one main runway 9/27 and one intersecting runway 4/22.



Designations. Runways are areas where aircraft land and take off. Runways are always designated by a number such as 9 or 27. The number indicates the compass heading of the runway. An aircraft taking off on runway 27 is headed 270 degrees.

Lighting. Runways are lighted with a variety of colored lights.

Runway Edge-lights are **white**. If the runway has an **instrument approach**, the last 2,000 feet of the runway will be yellow in color.

Runway End/Threshold Lights are split lenses that are **red/green**.



Signs.

Mandatory Holding Position Signs for Runways have **white numbering/lettering** on a **red background with a white border**. These are located at each entrance to a runway and at the edge of the runway safety area/obstacle-free zone and are co-located with runway holding position markings. **Do not proceed beyond these signs until clearance is given by the ATCT to enter onto the runway.**



Runway Hold Sign

Instrument Landing System (ILS) Holding Position Signs have **white letters** on a **red background with a white border**. These signs tell pilots and vehicle operators where to stop to avoid interrupting a type of navigational signal used by landing aircraft. This is a critical area, and a vehicle/equipment operator must remain clear of it. If a vehicle proceeds past this ILS marking, it may cause a false signal to be transmitted to the landing aircraft. This sign is adjacent to the ILS Hold Position Marking on Taxiway C.



ILS Hold Sign

Runway Distance Remaining Signs provide distance remaining information to pilots during takeoff and landing operations. They have **white numbering** on a **black background**. The number on the sign provides the remaining runway length in 1,000-foot increments.



Runway Distance Remaining Signs

Runway Exit Sign is a destination sign located prior to the runway/taxiway intersection on the side and in the direction of the runway where the aircraft is expected to exit. This sign has **black lettering** and a **directional arrow** on a **yellow background**.



Runway Exit Sign

Markings

Pavement markings on a runway are white.



Section 3: Communications

Any vehicle driving on the **movement areas (runways and taxiways)** must be in contact with Yakima's FCT or capable of monitoring and transmitting on the CTAF. Vehicle operators must always monitor the appropriate radio frequency when in the movement areas on controlled airports. Permission must be requested and clearance given prior to driving on a movement area. A vehicle that is equipped with a radio may escort vehicles without radios. When a movement area is closed for construction, vehicles may traverse that area without FCT contact but must be escorted if their travels require them to cross an active movement area.

The FCT controller may use separate or common radio frequency to control all ground traffic, vehicle and aircraft, on the movement areas. The frequency is only to be used to get clearance onto and off the movement areas. When the FCT is closed, the CTAF should be used to announce a driver's intentions when operating within the movement area.

It is important for vehicle operators on the movement area to use clear and concise communication practices. When not using the appropriate terms and phraseology, controllers may become confused with your requests. According to FAA Order JO 7110.65T Air Traffic Control manual, it advises against controllers and vehicle operators from using the word "clear" or "cleared". Instead operators should use the words "proceed" or "off" to eliminate communication errors.

Phraseology

Vehicle operators must contact Yakima's FCT each and every time they proceed onto or leave the movement area. When proceeding onto a movement area, vehicle operators must tell the controller three things: **WHO you are; WHERE you are; and, WHAT your intentions are.** Vehicle operators must always acknowledge all communications so ground control and other persons know that the message was received. **Vehicle operators must always give aircraft and ground control transmissions priority unless an emergency exists.** Some typical transmissions are as follows:



Yakima ground, this is Airport 1 at the main terminal requesting permission to proceed onto taxiway Alpha.

Reply transmissions may be brief, such as:

- ATCT: "Airport 1, proceed onto taxiway Alpha holding short of runway 9/27."
- Driver: "Airport 1 proceeding on taxiway Alpha and will hold short of runway 9/27."

- Driver: "Yakima tower, Airport 1 would like to proceed onto runway 27."
- ATCT: "Airport 1 cleared onto runway 27."
- Driver: "Airport 1 cleared west on runway 27."

NOTE: If you are unsure what the FCT has said, or if you don't understand an instruction, you should ask the controller to say it again. Good communications only occur when each party knows and understands what the other is saying.

Common Use Phrases

What Is Said:

What It Means:

Acknowledge	Let me know you have received and understand this message.
Advise Intentions	Let me know what you plan to do.
Affirmative	Yes.
Correction	An error has been made in the transmission, and the correct version follows.
Expedite	Proceed without delay.
Go Ahead	Proceed with your message only.
Hold/Hold Short	Phrase used during ground operations to keep a vehicle or aircraft within a specified area or at a specified point while awaiting further clearance from air traffic control.
How do you hear me?	Question relating to the quality of the transmission or to determine how well the transmission is being received.
Immediately or without delay	Phrase used by ATC when such action compliance is required to avoid an imminent situation.
Negative	"No" or "permission not granted" or "that is not correct."
Out	The radio conversation is ended, and no response is expected.
Over	My radio transmission is ended, and I expect a response.
Read Back	Repeat my message to me.
Roger	I have received all of your last transmission.
Stand By	Means the controller or pilot must pause for a few seconds, usually to attend to other duties of a higher priority. Also means to wait as in "stand by for clearance." The caller should reestablish contact if a delay is lengthy.
Unable	Indicates inability to comply with a specific instruction, request, or clearance.
Verify	Request confirmation of information.
Wilco	I have received your message, understand it, and will comply with it.

FCT Light Gun Signals

Air traffic controllers have a backup system for communicating with aircraft or ground vehicles if their radios stop working. The controller has a light gun in the tower that can send out different colored lights to tell the pilot or driver what to do. If a vehicle operator experiences a radio failure on a runway or taxiway, the operator should vacate the runway as quickly and safely as possible and contact the FCT by other means, such as a cellular telephone, and advise the FCT of the situation. If this is not practical, then the driver, after vacating the runway, should turn the vehicle toward the tower and start flashing the vehicle headlights and wait for the controller to signal with the light gun.



Light gun signals, and their meaning, are as follows:

Steady Green	OK to cross runway or taxiway.
Steady Red	STOP!
Flashing Red	Move off the runway or taxiway.
Flashing White	Go back to where you started.
Alternating Red and Green	Use extreme caution.

Safety

The FAA defines runway incursion as “**Any occurrence at an airport involving the incorrect presence of an aircraft, vehicle or person on the protected area of a surface designated for the landing and take off of aircraft.**”

Runway incursions are primarily caused by error in one or more of the following areas:

- Pilot/ground vehicle/controller communications.
- Airport familiarity.
- Loss of situational awarenessAn example of an incursion is a vehicle at an airport with an operating ATCT straying onto a runway in front of an aircraft causing the pilot to take an action to avoid a collision.

When driving on the airfield, vehicle operators need to always be aware of their location and the meaning of all pavement markings, lights, and signs. When on the aprons and taxiways, stay away and steer clear of aircraft. ***Aircraft always have the right-of-way.***



March 2011

[illegible]