



Yakima Air Terminal-McAllister Field

NON-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 ATCT. 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 Yakima's FCT.

Non-movement Area– taxi lanes, aprons, and other areas not under the control of Yakima's FCT.

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.

YAT– 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.



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.



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 airside 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 the ATCT to enter the movement area;
 2. Unless equipped with an operable two-way radio in communication with the ATCT 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 areas. These vehicles must display a company logo on the passenger and operator's doors.
- c. No vehicle shall be permitted on the non-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 airside.

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:

- a. Immediately stop and remain at the scene of the accident.
- b. Render reasonable assistance, if capable, to any person injured in the accident.
- c. Report the accident immediately to YAT administration before leaving the scene, if possible.
- d. 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.

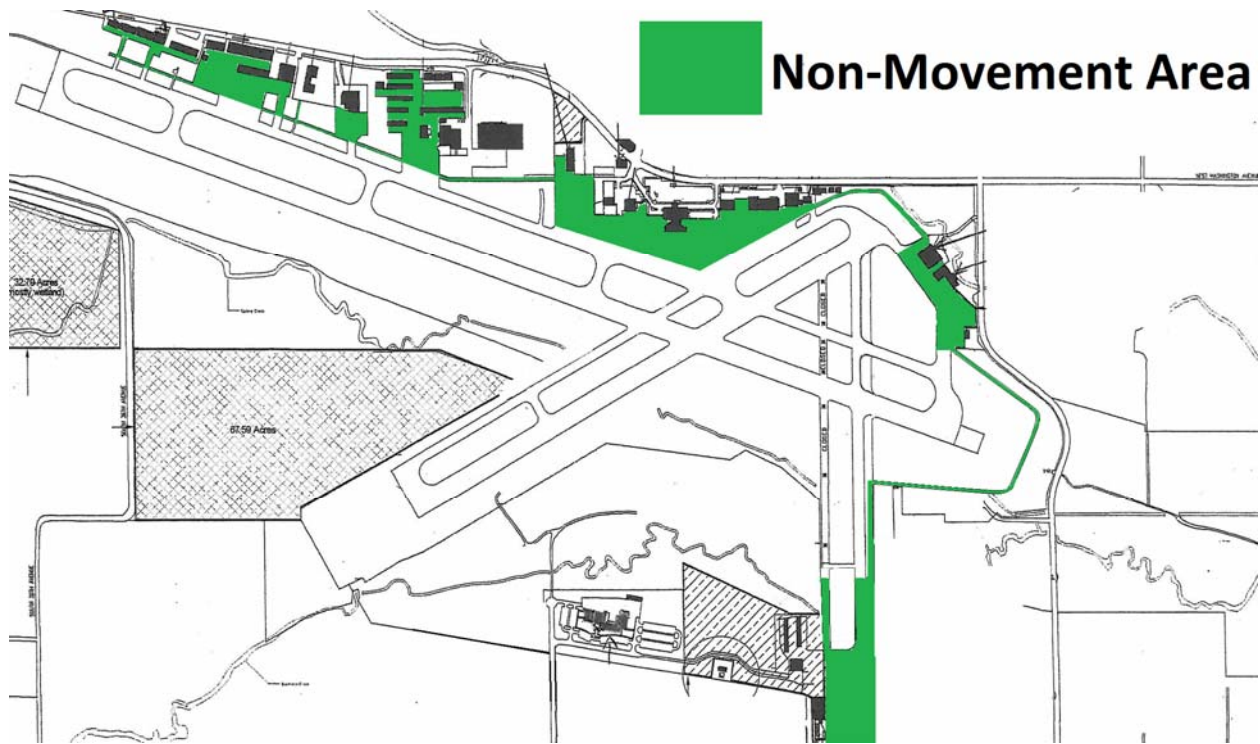


Section 3: Driving on the Non-Movement Area

Non-movement areas include taxi lanes, aprons, ramps, service roads and other areas **not** under the control of Yakima's FCT. Anyone authorized to operate a ground vehicle on the airside may do so on the non-movement areas as long as they remain on paved surfaces and designated service roads. These areas include:

- Service roads
- Ramps
- Aprons
- Air Carrier Apron(s). **However, a permit to operate ground vehicles does not allow access to the Security Identification Display Area. Access to this area is covered under separate Resolutions and Ordinances, as governed by TSA Regulations, Parts 1540 and 1542, and the Airport Security Plan (restricted access document). Please see figure 1 for details.**

Below is a diagram illustrating the non-movement area locations are at Yakima airport.



Driving: Operating within the ramp areas requires the vehicle driver to exercise extreme caution as aircraft may be 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.



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.

One or more of the following may be indicators that an aircraft is about to push back, or power back, from a terminal gate position:

- Aircraft rotating beacon is on.
- Wing walkers are in position.
- Wheels are not chocked.
- Ground equipment has been moved away from aircraft.



Nighttime and Poor Weather Driving Conditions:

Darkness and 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.

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 into the movement area. Only authorized and properly trained personnel may operate ground vehicles on the aircraft movement area under radio contact with Yakima's FCT. Various locations for these markings can be found in figures 1, 2 and 3.



Non-Movement Area Boundary Marking

Ground vehicles found to be operating in the movement area that are not authorized and not in contact with the FCT pose a serious risk to air traffic. The operators of such vehicles are subject to substantial penalty up to and including revocation of airside driving privileges.

NON-MOVEMENT AREA BOUNDARY MARKING



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 from the FCT.

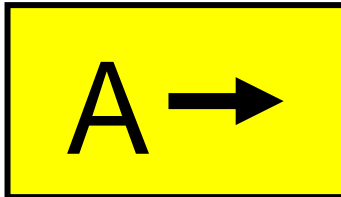


Runway Holding Position Marking

Vehicle operators must use caution while driving on the non-movement area by Cub Crafters as they may encounter close proximity to the runway environment. Below is an illustration where the non-movement area is joined by the **runway hold position marking**.



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. These signs can be viewed from various locations from the ramp area at YKM.



Taxiway Directional Sign

Main Ramp Areas of Yakima Air Terminal

Terminal Ramp

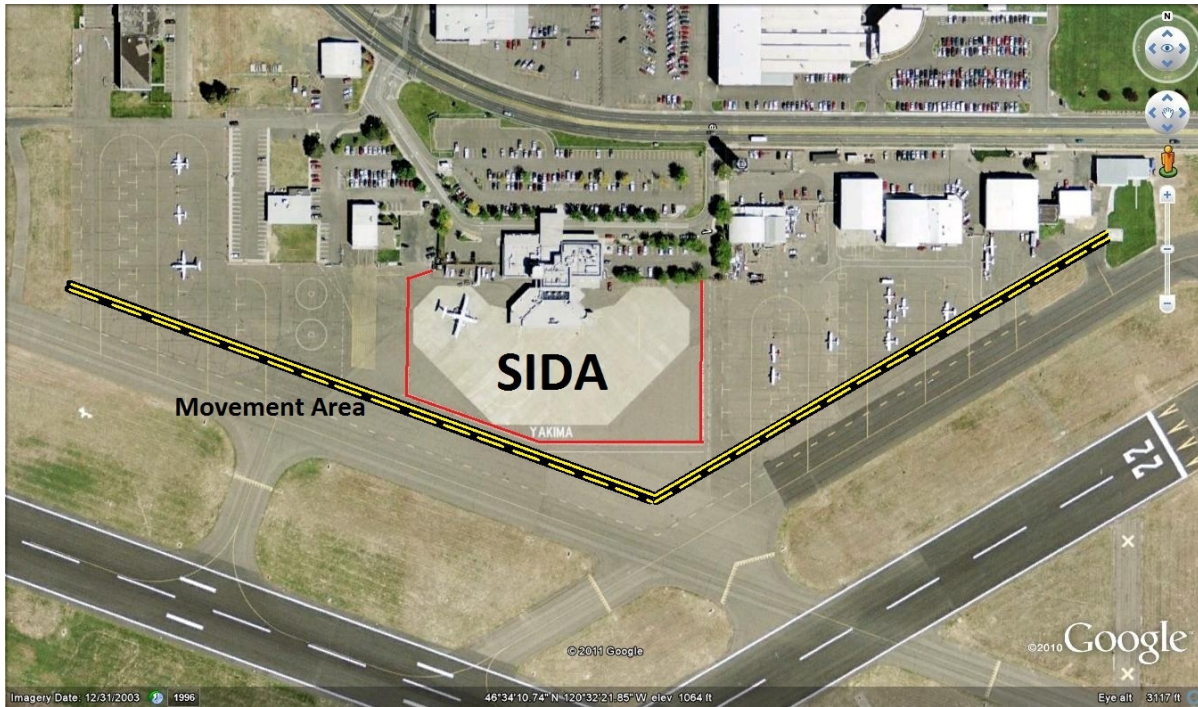


Figure 1

Cub Crafters



Figure 2

McCormick FBO



Figure 3