



1 Background

Ardmore Airport Limited is required under the Civil Aviation Act 1990 and Civil Aviation Authority rule part 139 to establish and implement procedures for limiting and controlling access of ground vehicles to the operational area of the aerodrome.

CAA require controls by aerodrome operators to minimise and control motor vehicle use within the aerodromes operational area. Control and minimising motor vehicles airside enhances both safety and security.

For Ardmore Airport the procedures need to be effective while practical to ensure the day to day activities of the many tenanted facilities can operate without undue restriction while satisfying the Part 139 requirements.

Ardmore Airport Limited has produced the following procedures to ensure the Part 139 requirements are met by all users of the Ardmore Airport Operational Area with the focus on maximising safety and reducing the possibility of accidents between motor vehicles and aircraft.

The procedures are based on:

1. All airside drivers and vehicles MUST be approved and all drivers all drivers MUST have undertaken an airside driving familiarisation training assessment for operating within the airside operational area.
2. All motor vehicles being operated within the airport operational area must have an official Ardmore Airport Limited decal affixed to the windscreen.

2 Definitions

AAL	Ardmore Airport Limited.
Airport Authority	Ardmore Airport Limited, as owner and operator.
ADP	Airside Driving Permit.
Approved Motor Vehicle	Confirmed motor vehicle listed on AAL database as submitted by the tenant. The tenant takes the responsibility of ensuring the motor vehicle is used for the appropriate purpose.
Ardmore Airport Operational Area	The movement area at an aerodrome and its associated strips and safety areas; and (2) Any ground installation or facility provided at an aerodrome for the safety of aircraft operations.
AVSS	Airside Driving and Security System.
FOD	Foreign Object Debris.
Permit	Approved and meeting AAL's standard.

<p>Document No: AAL-MS-PROCEDURE—019-A Issued: June 2018 Approved: CEO Owner/Author: FACILITIES MANAGER</p>	<h2>Airside Driving and Security System</h2>	
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Tenant (Lessee)	A leased or owner occupied facility / building within the Ardmore Airport Operational Area.
TLOF	Touch Down and Lift Off area.
UNICOM	Universal Communications A service for passing on general information to pilots, and other persons on the surface, in the locality of an aerodrome.
Yellow Zone	Yellow Zone encompasses the airside boundary fence along Harvard Lane, including to any building boundaries to the southern edge of Taxiway's Echo, Sierra and Romeo. The zone is delineated by a painted (line or circle). Marked by yellow on the Airside Driver Zone map.
<p>NOTE: The Yellow Zone marked on the plan DOES NOT include tenants parking or property where access is direct from the public road.</p>	
Red Zone	Red Zone encompasses everything within the airside operational area beyond the BLUE delineation line that includes Taxiways Echo, Sierra, Delta, Charlie, Bravo, Alpha Romeo, Oscar, Golf, Hotel and Juliet. All areas are HIGH RISK due to aircraft manoeuvring, take-off and landing and helicopter operating. Marked by red on the Airside Driver Zone map.

3 Airside Driving and Security System Implementation

The airport is a community therefore all members of the community need to be actively involved to ensure the highest standards of safety and security are maintained. It will be a feature of Civil Aviation audits so the airport community is the master of its success.

The training and operation of the Airside Driving and Security System for Red Zone drivers, AAL will schedule training sessions and provide the venue, instructor and documentation.

Once a driver has attended and successfully passed the Airside Driving and Security System training session for the relevant Zone, the tenant will submit the record to AAL who will record the details on a database.

Tenants are to please ensure the YELLOW or RED AAL decal is affixed (displayed) to the windscreen or prominent location to enable confirmation that the vehicle has a legitimate reason for being in a particular zone.

Where tenants require access to Red Zone, they must first apply to AAL and undertake the familiarisation test administered by AAL.

Periodically the NZ Civil Aviation Authority may audit Ardmore Airport so we hope that the community accept and assist to make this a success.

3.1 Airside Driving Permits

Tenants who have staff requiring training for a Red Zone Airside Driver Permit please advise Ardmore Airport Limited on Ph 298 9544 with the staff members name and contact number.

AAL will then arrange the next available date for the training, contact the tenant by mail and message the concerned staff member and advise accordingly.

3.2 Airside Vehicle Red Zone Stickers

Very limited numbers of Airside Vehicle Red Zone Stickers will be issued, they are predominantly for AAL Airfield Operations, AAL Maintenance vehicles or critical Airside vehicles.

Examples of the permit stickers.



Airside vehicles accessing Red Zone MUST possess the following items of safety equipment:

- A flashing orange rotating beacon
- Airband radio tuned to the frequency of Ardmore UNICOM 118.1MHz

Note: During aircraft or other emergency's escorts a discretionary waiver of the requirement may be implemented.

4 Airside Speed Limitations

- 8 KPH maximum speed limit within 15 metres of an aircraft (eg. Walking speed)
- 15 KPH maximum speed limit while towing an aircraft or trailer
- 20 KPH maximum speed limit on Aprons and all driveways, aircraft crossing points or roadways (not towing)



- d) 40 KPH on the runway
- e) 40 KPH maximum speed limit on all public roadways within the Ardmore Airport boundary (non- airside roads)

5 Aerodrome Hazards

Many significant hazards exist within the Ardmore Airport Operational Area and constantly change. Drivers MUST maintain a high level of awareness to enable a more rapid reaction time to take the necessary action to reduce a possible accident. Hazards include but not limited to:

- a) Aircraft operating potentially at any airside location.
- b) Helicopter hovering and taxiing at a variety of airside locations.
- c) Aircraft and helicopters with propellers and blades operating.
- d) Jet blast from turbine engines.
- e) Motor vehicles within the Airside Operational Area.
- f) Potential to track FOD on to the aircraft manoeuvring area.
- g) Drainage trenches.
- h) Airport infrastructure airside.
- i) Dogs and wildlife within the Airside Operational Area.

6 Airside Driver Permit

This section describes the requirements for the issuance of a permit for the purpose of operating an approved motor vehicle within the Ardmore Airport Operational Area. An Airside Vehicle Driver Permit is a requirement to ensure compliance with Ardmore Airport Certification requirements under the Civil Aviation Act 1990 and Civil Aviation Authority Rule Part 139 and to ensure the safe operation of motor vehicles and aircraft at all times within the Ardmore Airport operational area.

Important Note: *Drivers of motor vehicles operating within Ardmore Airport operational areas must not be intoxicated or under the influence of alcohol or illicit drugs, or prescription drugs which may impair their ability to operate the motor vehicle safely.*

Two Stages of Airside Driving Permit are available:

NOTE: *Ardmore Airport Limited recommend that all Airside Driver Permit Holders only drive vehicles with sufficient Insurance to cover potential damage to aircraft and infrastructure should an accident occur within the Ardmore Airport Operational Area.*

The permit issue will have an expiry two years after confirmation of the assessment / test and issue.

6.1 Yellow Zone Permit

A Yellow Zone Permit authorises the driver of an a motor vehicle to drive the vehicle within the Yellow Zone (see attached chart) of the Airport Operational Area for the purpose of direct access



to/from the operator's premises (hangar/flight school) to/from the nearest exit point on the airport.

Ardmore Airport Ltd will supply the training material and train specific tenant's staff to undertake that particular tenants training. eg. Train the Trainer.

Yellow Zone Permits are issued by the tenant or owner to approved drivers only providing the following terms and conditions are complied with:

- Have completed a training awareness program, delivered by the tenant's trainer and approved by Ardmore Airport Ltd, regarding the hazards of operating a motor vehicle within the operational areas of the airport.
- The motor vehicle remains within Yellow Zone at all times (Yellow Zone Permit does NOT authorise the holder to access Red Zone of the airport operational area, refer chart attached)
- Motor Vehicle Hazard lights must be flashing and/or flashing beacon must be operating if fitted (i.e. on tractors, tugs, fork hoists etc.)
- Drivers must proceed with extreme caution and give way to all aircraft at all times. This includes stationary aircraft which have any of their beacon/strobes/navigation lights switched on or if aircraft engines are running.
- If in any doubt as to whether it is safe to proceed the driver shall telephone Ardmore UNICOM Ph 09 296 4512, or Ardmore Airport office Ph 09 298 9544 for assistance/advice.
- All motor vehicles that operate on normal roads and also driven within the airport operational area must have a valid motor vehicle warrant of fitness issued by NZ Land Transport and at least 3rd party insurance cover.
- All other vehicles, tractors, fork hoists, tugs etc. must be reliable and road worthy and not in such a condition to damage pavement from leaking oils or other matter.
- Operators of other vehicles, tractors, fork hoists, tugs etc. must provide proof of satisfactory indemnity insurance prior to being issued a permit.
- All motor vehicles must have a YELLOW permit decal issued by the Ardmore Airport Ltd prominently displayed i.e. in the windscreen of cars. By arrangement the sticker may be laminated or affixed to a removable material but MUST be displayed while within the Yellow Zone.
- If the tower crash alarm is sounded you must vacate the operational area immediately.



Failure to comply with these requirements may result in one or more of the following actions being taken against the driver and/or their operator/organisation/company by Ardmore Airport Ltd:

1. A warning letter may be issued
2. Civil Aviation Authority may be notified
3. NZ Police may be notified
4. In serious or repeat incidents a trespass notice may be issued

6.2 Red Zone Permit

A Red Zone Permit may be issued to the driver of an approved motor vehicle if the individual or their company/organization/operator satisfies Ardmore Airport Ltd that they have a bona fide reason for accessing the Red Zone of the airport operational area (i.e. Red Zone includes, crossing any runway, taxiway or helicopter aiming point and or helicopter TLOF, refer to attached plan). Red Zone permits are issued to drivers only providing the following terms and conditions are complied with:

- Have completed a specific training program, delivered by Ardmore Airport Ltd, regarding the hazards of operating a motor vehicle within the operational areas of the airport and have satisfactorily completed and passed an airport driving hazard questionnaire.
- Have received training and instruction on the correct use of aviation radios and the pertinent radio calls when driving within the operational area of the airport.
- The driver has a fully functioning two-way radio tuned correctly to the Ardmore Airport frequency 118.1MHz
- Prior to entering Red Zone the driver contacts Ardmore UNICOM on 118.1 MHz for a radio check (note the radio check from UNICOM must be readability 3 or better before you may proceed)
- Motor Vehicle Hazard lights must be flashing and a flashing rotating beacon must be fitted and switched on, including tractors, mowers, tugs, fork hoists, or any other moving vehicle.
- Drivers must proceed with extreme caution and give way to all aircraft at all times. This includes stationary aircraft which have any of their beacon/strobes/navigation lights switched on or if aircraft engines are running.
- If in any doubt as to whether it is safe to proceed the driver shall telephone Ardmore UNICOM Ph 09 296 4512, or Ardmore Airport office Ph 09 298 9544 for assistance.



- All motor vehicles that operate on normal roads and also driven within the airport operational area must have a valid motor vehicle warrant of fitness issued by NZ Land Transport and at least 3rd party insurance cover.
- All other vehicles, tractors, fork hoists, tugs etc. must be reliable and road worthy and not in such a condition to damage pavement from leaking oils or other matter.
- Operators of other vehicles, tractors, fork hoists, tugs etc. must provide proof of satisfactory indemnity insurance prior to being issued a permit.
- All motor vehicles operating within Red Zone of the operational area must have a RED Airport permit label issued by AAL, prominently displayed i.e. in the windscreen of cars.

7 Security

The Civil Aviation Authority require all aerodromes to meet established standards for both safety and security. By default a number of security enhancements will be implemented to compliment the enhanced Airside Driving requirements.

The enhanced security also further protects the tenant's property, assets and aircraft.

At Ardmore Airport the implementation of the Airside Driving and Security System will mean some areas will change in aerodrome security.

- The addition of fencing, gates and barrier arms
- CCTV installed and recorded
- Daily inspections by airport staff
- Restrictions on numbers of vehicles being allowed to the Airside Operational Area
- Permits must be displayed on the approved vehicles
- Controlled access points to the Airside Operational Area by means of three access controlled barrier arms
- Persons that do not have an access card or driving permit will not be permitted to drive on the Airside Operational Area

The safety and security for Ardmore Airport meet the requirements for CAA NZ and will enable the aerodrome to be certified giving all users confidence in being part of a safer airport environment.

8 Approved Vehicles

Approved vehicles only are allowed to operate within the Yellow and Red Zones that form the Ardmore Airport Operational Area.

1. Only Ardmore Airport Limited approved motor vehicles may operate / drive on any part of Red Zone.
2. All motor vehicles approved to operate / drive on any part of Red Zone MUST display the AAL issued RED decal.
3. Escorts may be arranged for other vehicles needing to operate / drive within the Red Zone.



4. Tenants wishing company or staff motor vehicle access within Yellow Zone must ensure the following:
 - That all staff members have undertaken the tenant administered familiarization training.
 - The tenant has submitted the ADP form to Ardmore Airport Ltd who will enter the information on the database.
5. Ardmore Airport Limited will issue a YELLOW decal to tenants for issue to their staff who have attended the familiarization training.
6. The tenant MUST ensure that any motor vehicles are not used for any other purpose other than the transportation of staff or product used in that tenants operation.
7. The tenant MUST ensure that any motor vehicles are roadworthy and to the standard required or the tenant may advise AAL the particular motor vehicle is no longer being approved.
8. Only Approved Driver Permit Holders are to drive motor vehicles within the relevant Zone.
9. Only specific motor vehicles that are pre-approved by AAL may enter Zone and they must display the red sticker issued by AAL.

9 Non- Approved Vehicles

Any non-approved motor vehicle (eg. Truck delivering items), MUST be escorted by an approved vehicle and permitted driver.

Any visitor to a tenanted area or on AAL business must be escorted by an approved vehicle and driver.

10 Amendments and Updates

Ardmore Airport Limited will periodically update the Airside Driving and Security System, usually after a CAA audit or stakeholders consultation forums.

All correspondence regarding the Airside Driving and Security System should be addressed to:

Email: reception@ardmoreairport.co.nz

Mail: Ardmore Airport Limited
511 Harvard Lane
Ardmore Airport
PO Box 72253
Papakura 2244



Airside Operational Area Driving Checklist

Hazard		Tick off
Vehicle hazard lights or flasher operating.		
Radio set to 118.1 MHz if requiring access to Red Zone.	Listen- Call UNICOM for radio check prior to movement	
Observe speed limits airside.	a) 8 KPH maximum speed limit within 15 metres of an aircraft (eg. Walking speed) b) 15 KPH maximum speed limit while towing an aircraft or trailer c) 20 KPH maximum speed limit on Aprons and all driveways, aircraft crossing points or roadways (not towing) d) 40 KPH on the runway e) 40 KPH maximum speed limit on all public roadways within the Ardmore Airport boundary	
Aircraft operating potentially at any airside location.		
Helicopter hovering and taxiing at a variety of airside locations.		
Aircraft and helicopters with propellers and blades operating.		
Jet blast from turbine engines.		
Motor vehicles within the Airside Operational Area.		
Potential to track FOD on to the aircraft manoeuvring area.		
Drainage trenches.		
Airport infrastructure airside.		
Dogs and wildlife within the Airside Operational Area.		
People walking in various areas eg. Aprons, adjacent to hangars etc.	Must wear hi-viz vest or clothing within Yellow and Red zones	