

Albury Airport

Airside Drivers Guide

2020



Content

ALBURY AIRPORT DRIVER GUIDE REVISION RECORD	3
INTRODUCTION.....	4
DEFINITIONS	5
CONTACT NUMBERS.....	8
CHECKLIST	8
AVIATION SECURITY	8
WHO CAN DRIVE AIRSIDE?	9
CATEGORIES OF ALBURY AIRPORT ADA.....	10
HOW TO OBTAIN AN ALBURY AIRPORT ADA.....	10
AIRSIDE SAFETY - WORKING AROUND AIRCRAFT.....	11
AIRCRAFT HAZARDS	12
DISTANCE FROM AIRCRAFT	12
PERSONAL PROTECTIVE EQUIPMENT (PPE).....	13
FIRE AND EXPLOSION HAZARDS	14
FOREIGN OBJECT DEBRIS (FOD).....	15
RULES FOR DRIVING AROUND THE AIRPORT	16
VEHICLES.....	17
Vehicle Operations on Manoeuvring Areas.....	19
Airside Vehicle Parking Restrictions.....	19
Immobilised vehicles	19
Emergency Vehicles.....	20
SPEED LIMITS	20
ATC FREQUENCIES	20
VISUAL AIDS FOR DRIVERS.....	21
Apron Markings.....	23
Airport Markers	25
RUNWAY AWARENESS.....	27
Runways.....	27
ATC Light Signals	29
ALBURY AIRPORT MAP SHOWING TAXIWAY AND RUNWAY DESIGNATORS	30

ALBURY AIRPORT DRIVER GUIDE REVISION RECORD

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1.0	<i>Release Version</i>	<i>07/05/2015</i>	<i>All</i>	<i>All</i>	<i>David Costello Airport Team Leader</i>	<i>07/05/2015</i>
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INTRODUCTION

As the operator of an aerodrome licensed under the Civil Aviation Safety Regulations (CASR Part 139) the airport operator is obligated to include procedures for the control of surface vehicles operating on or near the movement area in its Aerodrome Manual (Appendix 1 to CASR subparagraph 139.095 (a)(ii)).

This guide has been produced in the interest of Airside Safety and as a quick reference guide to explain the rules which apply to all drivers operating Airside. The Airside Drivers Guide forms part of the Aerodrome Manual Part 3 - 10 Airside Vehicle Control, for Albury Airport.

To be able to drive Airside you will need to pass the Albury Airport driving test, hold a current Aviation Security Identification Card (ASIC), and a current State or Territory Drivers Licence.

This booklet contains information that will enable you to complete the Authority to Drive Airside (ADA) test. It is recommended that you study the Airside Drivers Guide before attempting the Albury Airport Authority to Drive Airside (ADA) theory test.

Albury Airport reserves the right to withdraw an ADA for any driver if they have been seen to be disruptive, not complying with the terms of the Authority to Drive Airside, and/or if they do not hold a current State or Territory Drivers Licence.

Copies of the Airside Drivers Guide are available from the Albury Airport Management Office or by phoning: 02 6043 5867 to request a copy.

Nicholas Politis
Team Leader Airport Operations

DEFINITIONS

ACC

Albury City Council

Accident

An accident airside involving a vehicle or equipment which may result in personal injury and/or damage.

Airport

Albury Airport

Airside

The part of the airport designated as airside and to which the general public does not have free access.

Airside Drivers Guide (ADG)

This publication containing rules for driving airside, markings and markers, an Airport map etc.

Airside Road

A road within the Airside of the Airport.

Airside Security Zone

Any part of the Airport which is forbidden to anyone not having lawful authority or reason to enter the area.

AMS

Aviation and Maritime Security Division (Department of Home Affairs)

Anti-Collision Beacons (ACBs):

Lights fitted to aircraft on the underside and on the upper portion of an aircraft. These lights are usually red in colour and produce a flashing effect. The beacons are turned on just before the engines are started and they remain active until the last engine is shut down. The beacons help to serve as a safety warning to ground personnel that the engines are operational and the aircraft is possibly about to move.

Apron

A part of the Airport used for:

- the purpose of enabling passengers to board or disembark from aircraft;
- loading cargo on to, or unloading cargo from aircraft;
- refuelling, parking or carrying out maintenance on aircraft.

ASIC

Aviation Security Identification Card.

ATC

Air Traffic Control

Authority to Drive Airside (ADA)

An authority issued in accordance with Albury Airport's driving policy (Aerodrome Manual 2019 Section 3-10). ADA's are issued for different Categories depending on the driver's operational requirement.

CASA

Civil Aviation Safety Authority

Driver's License

A license to use a vehicle issued by a State or Territory Government in Australia.

Escort

A person who accompanies/supervises a vehicle/aircraft and who accepts responsibility for its control at all times. An escort may include one or more of the following:

- One vehicle 'leading' another vehicle/aircraft;
- A person sitting alongside the driver;
- A person walking alongside the supervised vehicle;
- Directing the supervised vehicle(s) from a vantage point as approved by Airport Management.

Landside

That portion of the airport not designated airside and to which the general public normally has free access.

Leased Area

An area where a tenant pays a fee for the use of a defined space. A person operating a vehicle on the leased area must have the lessee's consent.

Low Visibility

- the visibility reduces to 800m or less; or,
- cloud ceiling is 200ft or less; or,
- visibility on any part of the aerodrome is insufficient for ATC to exercise control over all traffic on the basis of visual surveillance.

Manoeuvring Area

That part of the airport used for the takeoff, landing and taxiing of aircraft, excluding aprons. (E.g. Taxiways and Runways).

Markers

An object displayed above ground level in order to indicate an obstacle, or to delineate a boundary.

Markings

A symbol or group of symbols displayed on the surface of the Movement Area in order to convey aeronautical information.

MOS 139

Manual of Standards Part 139 – Aerodromes. This is a CASA policy manual. It contains specifications (standards) prescribed by CASA.

Movement Area

That part of the airport that is used for the surface movement of aircraft including Manoeuvring Areas and Aprons.

Movement Area Guidance Signs (MAGS)

Movement Area Guidance Signs are used to provide mandatory instructions and / or information to pilots. They are also used to alert Vehicle drivers.

Perimeter Road

An Airside road which remains clear of the Manoeuvring Area except in areas where the road, marked as road, crosses a taxiway.

Restricted Area

Any part of the Airport which is restricted to persons holding a valid ASIC for that particular area.

Runway

A defined rectangular area on an aerodrome prepared for the landing and take-off of aircraft.

Runway / Taxiway Strip

A specified area on each side of a runway/taxiway designated to reduce the risk of damage to an aircraft should it run off the runway/taxiway. The runway strip is defined by white gable markers.

SOP

Standard Operating Procedure

Speed Limit

The maximum speed limit in a given area.

Supervised Vehicle

A vehicle driven under supervision in accordance with the ADG and the rules for driving airside.

Taxiway

A defined path on an aerodrome established for the taxiing of aircraft and intended to provide a link between one part of the aerodrome and another.

Vehicle

A motor vehicle or other specialized airside mobile equipment, other than bicycles or tricycles.

Vehicle Operator

A person, firm, body corporate or government department or agency controlling the operation of a vehicle whether as an owner, hirer or otherwise.

VIC

Visitor Identification Card

CONTACT NUMBERS

Aerodrome Reporting Officer / Works Safety Officer	0418 691 776
Team Leader Airport Operations	0439 655 976
Airport Compliance Supervisor	0448 549 001
Terminal Assistant	0455 838 680
Emergency	000

CHECKLIST

Before driving Airside you need to:

1. Have a valid reason to apply for an Authority to Drive Airside (operational requirement)
2. Hold a current Aviation Security Identification Card issued for the airport of operation
3. Hold a current State or Territory Driver's Licence
4. Hold a company issued certification for any vehicle or equipment used Airside
5. Read and understand the Airside Drivers Guide
6. Complete the appropriate training for the ADA category required
7. Correctly complete and endorse the Authority to Drive Airside application form
8. Successfully complete the theory test for a Category 1 or 2 Authority to Drive Airside and understand the limitations
9. Hold a current Authority to Drive Airside valid for your area of operations
10. Ensure that you are not under the influence of alcohol or drugs (must be below 0.02 Blood Alcohol Concentration)
11. Ensure the vehicle or equipment you are driving is in serviceable condition, is equipped with suitable lighting and communication equipment and has been approved for use by AlburyCity Council

AVIATION SECURITY

Albury Airport is a Security Controlled Airport and only persons holding a current ASIC or VIC may access the Airside areas. The Airside Security Zone (RPT Apron - Bays 1 to 5) is a Security Restricted Area (SRA) and only persons having a lawful reason are permitted to enter this area.

If you observe any person in this area without an ASIC or VIC, immediately notify an Aerodrome Reporting Officer or Airport Management.

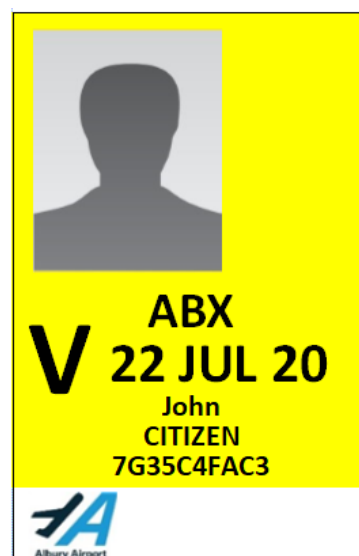
**PERIMETER GATES AND PEDESTRIAN ACCESS GATES ARE TO BE KEPT
CLOSED AT ALL TIMES**

WHO CAN DRIVE AIRSIDE?

No person shall drive a vehicle Airside at Albury Airport unless:

- The person holds a current Authority to Drive Airside (ADA) valid for the area of operation and understands the regulations and restrictions that apply to the license issued.
- The person is the holder of a current Aviation Security Identification Card (ASIC), or
- The driver is a VIC holder and under the control of an ASIC and ADA holder (you can only have a VIC for a maximum of 28 days in a 12-month period at Albury Airport).
- The person holds a current State or Territory Driver's Licence. If the drivers' licence is subject to a period of probation or has any restrictions, Albury Airport will require your employer to provide evidence of acceptance for liability incurred by your employer's insurance company. AlburyCity Council employees: please refer to the policy relating to the driving of vehicles (fleet).
- The driver must be trained and qualified to operate the vehicle, machinery, plant/equipment that they will be driving/operating Airside.

A driver may be permitted to drive a vehicle Airside without an ADA if they are under supervision (escort) of a compliant lead vehicle driven by an ADA qualified driver.



ASIC'S AND VIC's MUST BE DISPLAYED AT ALL TIMES

CATEGORIES OF ALBURY AIRPORT ADA

The following categories indicate where a driver is authorised to operate.

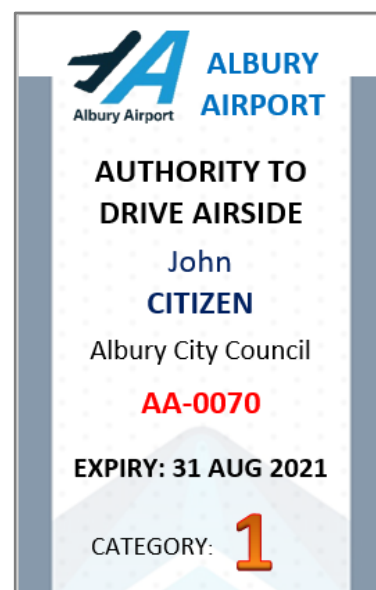
- Category 1: Can drive on the Southern Apron, South East Apron, North East Apron and RPT Apron areas (Bays 1 to 5 - Airline Handling Agents only) N.B. entry to the Southern, South East and North East Aprons is via landside access only. Cat 1 ADA holders are not permitted to drive on live taxiways to gain access from one apron to another.
- Category 2: Can drive on all Airside areas under direction from ATC (see note).
- Only those drivers who hold a specific approval from Albury Airport Management may enter or drive on the runway or manoeuvring areas at Albury Airport.
- Drivers of vehicles required to enter Airside and not holding an Albury Airport ADA will only be permitted to drive under escort of a Category 2 ADA (Aerodrome Reporting Officer).
- A permit holder may be asked to submit to a random Drug and Alcohol test as set out in the Albury City Council DAMP.

Note:

A Category 2 ADA is only issued to drivers who hold an Aeronautical Radio Operators Certificate (AROC) issued via CASA and must be produced at the time of application.

HOW TO OBTAIN AN ALBURY AIRPORT ADA

- Applicants must complete the Albury Airport ADA application form and theory test.
- Applicants for a Category 1 ADA must correctly answer 21 out of the 23 questions and attached runway and taxiway designation diagram to successfully complete the Albury Airport ADA theory test.
- Applicants for a Category 2 ADA must correctly answer 27 out of the 30 questions and the attached runway and taxiway designation diagram to successfully complete the Albury Airport ADA theory test.
- Applicants failing up to three (3) questions in the ADA theory test may immediately re-sit the test. Should they again be unsuccessful, they may re-sit the test after a mandatory study/training period of no less than 72 hours.
- The ADA expiry date is aligned with the expiry date of the applicant's ASIC. **ADA holders are responsible for the renewal of their ADA and must be aware of the expiry date.** ADA holders must re-sit the Albury Airport ADA theory test upon expiry of their existing ADA.



AIRSIDE SAFETY - WORKING AROUND AIRCRAFT

The aprons are the areas for parking and ground servicing of aircraft. It also is the area where passengers embark and disembark to/from aircraft.

The ground servicing of aircraft includes refuelling, baggage handling, provision of catering, cleaning services, aircraft engineering services and passenger movement between the terminal and aircraft.

Increased vigilance and special precautions must be taken when working around aircraft and operating vehicles on the apron and manoeuvring areas (if authorised).

There are strict regulations in place relating to the interference with aircraft. Unintentional damage of aircraft through contact with a vehicle or equipment may not be visually apparent. All incidents must be immediately reported to the operator of the aircraft and Albury Airport Management.

No access to, or contact with, aircraft or its contents is permitted unless approved by the ground agent, handling company, airline, or an approved representative.

The parking of vehicles and handling equipment outside the designated equipment area represents a safety hazard to both aircraft and other traffic. Vehicles or equipment must not be parked or left in areas where they can prevent other vehicles from moving forward and away in case of an emergency.

All vehicles and equipment left on the apron area must be able to be moved without delay.



Listed below are some of the most common airside situations that could result in an accident. Study them to identify common themes.

- Failure to give way to aircraft, including not looking around the vehicle. This may be caused by a lack of airside experience, poor training or poor situational awareness.
- Speeding, with a lack of attention or care for others through increased or inappropriate time pressures.
- Unsecure loads causing Foreign Object Debris (FOD). This is usually caused by speed, failure to properly inspect or secure loads, improper disposal of packing material, or poor equipment maintenance. Remember, if you are driving it or towing it, then you are responsible for it.
- Failure to obey traffic signs, from a lack of attention or due to time pressure.
- Incorrect parking or storage of equipment, from a lack of care or attention or from poor training.

AIRCRAFT HAZARDS

It is dangerous to be near Aircraft when the engines are running. Turbine and propeller driven aircraft pose one of the greatest hazards to workers when operating Airside and special care must be taken when working around aircraft. Turbo prop, jet engine and rotary wing aircraft operate at Albury Airport.

Look out for the aircraft's anti-collision beacon that will indicate that the aircraft may be about to start, the engines are running, or the aircraft is about to move. The location of these beacons varies on each aircraft type and are red in colour. (Regional Express SAAB 340 pictured - red strobe)



Propeller Wash is the force or wind generated behind a propeller, particularly on or before take-off when high/full power is set, but also when the aircraft is taxiing. As with jet blast, propeller wash can cause objects to be impacted by strong winds that are created. Propeller aircraft must be approached with extreme caution, whether the propellers are retaining or not. Propellers will turn and spin even with a light breeze and can become a hazard.

At night or during low visibility and under certain lighting conditions, propellers can appear to be stationary when they are actually rotating at high speed (stroboscopic effect). Other aircraft or machinery noise may mask the engine noise so caution should be taken when approaching any aircraft.

DISTANCE FROM AIRCRAFT

To prevent contact with aircraft, you as the driver of a vehicle should ensure that the following clearances are maintained:

- 3 metres from a parked aircraft except when servicing the aircraft
- 15 metres from refuelling vehicle when vehicles are being refuelled
- 15 metres when using mobile phones, cameras, electronic equipment (unless they are certified intrinsically safe and subject to exemption by CASA – refer to [AASC RIP No. 10 - THE USE OF PORTABLE ELECTRONIC DEVICES AIRSIDE](#)). For further guidance and information, refer to Civil Aviation Order 20.9 Air service operations - precautions in refuelling, engine and ground radar operations).
- No access to, or contact with, an aircraft or its contents is permitted unless approved by the ground handling company, pilot in command, airline or its representatives.

PERSONAL PROTECTIVE EQUIPMENT (PPE)

The minimum PPE required for working in any public area on airport land (landside) is High Visibility Clothing and enclosed footwear. For all Airside areas you must wear high visibility clothing so other people, pilots and drivers can see you.

High Visibility Garments

Albury Airport has a mandatory policy relating to the wearing of high visibility safety clothing (Airport High Visibility Safety Clothing/Vests Policy). Wearing of high visibility clothing is also a NSW Work Cover requirement due to the nature of operations on and around an airport.

High visibility clothing that complies with this procedure must be worn and properly fastened (so that the entire available area of high visibility material can be seen), at all times where there is a risk of injury resulting from the interface between people and aircraft.

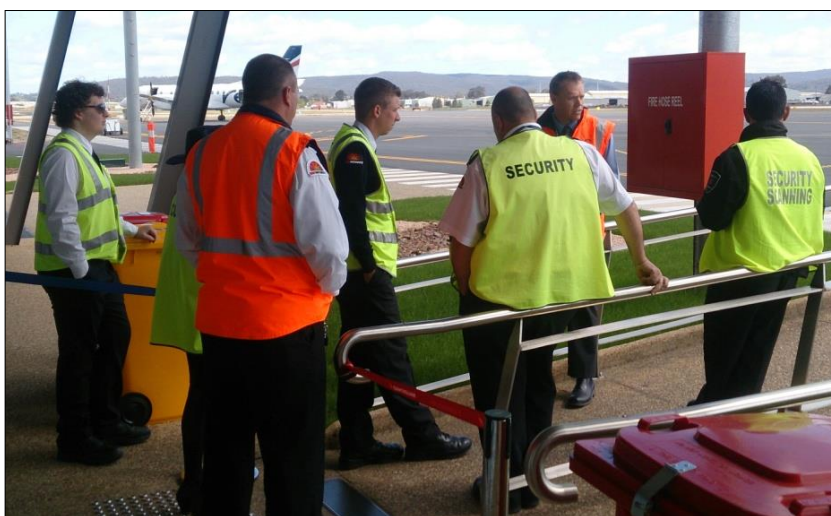
This includes:

- At all times when Airside or when there is moving machinery, plant or motor vehicles in the vicinity;
- Working on Landside road-related areas;
- In low light or at night.

High visibility clothing which has become dirty, damaged or has deteriorated, affecting its visibility or reflective qualities, must be replaced immediately.

Hearing Protection

The main aircraft apron and general aviation aprons are declared high occupational noise areas, and when aircraft activity is taking place personal protective equipment is required to reduce levels to appropriate exposures.



FIRE AND EXPLOSION HAZARDS

Anything that is a fire or explosion hazard is strictly not permitted Airside. Hazardous tasks such as welding and gas cutting need special approvals through Albury Airport Management.

During the refuelling of aircraft, a heavy concentration of fuel vapours can accumulate in an area around the aircraft. Conditions for operating motorised and electronic devices within 15 metres of a refuelling aircraft are contained within Civil Aviation Order 20.9 issued under the *Civil Aviation Regulations 1988*.

No motorised vehicle or equipment should operate within **15 metres** of the refuelling aircraft, aircraft filling points or vents during refuelling.

Fire extinguishers and hose reels

Fire extinguishers are provided on refuelling vehicles and are also located within the Baggage Makeup Area (BMU - Western end terminal building - Airside) and outside the arrivals baggage area (Eastern end terminal building - Airside) for the initial intervention of a fuel fire. Fire hose reels are provided adjacent to aircraft parking bays. Airside workers engaged in apron activities should ensure they have appropriate training for using this equipment.

Fuel and oil spills

If you see a hazard as a result of a fuel spill from aircraft refuelling operations, immediately notify the refuelling operator and aircrew. Vacate the area immediately and ensure all personnel in the vicinity (including passengers) also vacate the area. **Notify Airport Management/and or Aerodrome Reporting Officers immediately, even for small spills as damage to the apron surface can result.**

Spill kits are located within the Baggage Makeup Area. Larger spills may necessitate a Fire and Rescue NSW response via 000.

Ground Power Units

There are several Ground Power Units (GPU) situated on the edge of the RPT apron area. These units provide low voltage power to aircraft. The GPU is connected to AC mains power by a flexible power cable to a pillar or ground mounted socket. All GPU should be stored within Equipment Storage Areas.

Do not drive over the connecting cables as damage may occur and maintain a lookout when operating vehicles on the RPT apron near the power pillars.

If you observe a fault or hazard relating to this equipment, report it immediately to Airport Management or to your employer.



No Smoking

Smoking is not permitted Airside and Landside at Albury Airport. This includes the aprons, baggage handling areas and in the terminal building. These conditions apply to people in or on a vehicle in these areas. Albury City Council has a No Smoking Policy and State Legislation ([Smoke-free Environment Act 2000](#), [Smoke-free Environment Amendment Regulation 2009](#) and the [Smoke-free Environment Regulation 2007](#)) bans and regulates smoking in enclosed public places.

Staff should also be aware of Total Fire Ban regulations when in effect.

Designated smoking areas are provided outside near the Western and Eastern end of the terminal building or in areas designated by signage.

FOREIGN OBJECT DEBRIS (FOD)

In general terms, FOD is any loose object or item that is left in an area where it could possibly be ingested into an engine or blow in such a manner as to cause damage to aircraft or ground vehicles. Such debris includes, but is not restricted to, metal (e.g. tools, nuts, bolts, lock wire), wood, stones, pavement fragments, sand, plastic wrapping and paper.

FOD can cause damage to a number of aircraft components such as engines, auxiliary power units, tyres, flaps and the fuselage. Damage caused by natural occurrences such as lightning or hail is not included, nor is damage resulting from impact with birds or other wildlife.



Causes of FOD

FOD may result from:

- Failure to properly clean areas and account for removed objects, tools, nuts, bolts, plastic, paper, aircraft waste, pavement fragments, rocks, catering equipment etc., used during the performance of any task.
- Inadequate housekeeping and clean-up.
- Operations after high winds, heavy rainfall and other weather events.
- Aircraft operations: during taxi, jet blast and prop wash may cause FOD to move around.
- Items unaccounted for and left on aircraft following planned maintenance activities or during aircraft turnaround.
- Items that come loose from and dislodge from aircraft on take-off or landing.

Responsibilities relating to FOD

Airport Operator: Under the terms of their operating certificates, Airport Operators have the ultimate responsibility for ensuring that all movement and manoeuvring areas are kept free of debris, and should have procedures and processes in place to provide adequate control measures.

Airport Tenants: It is the responsibility of all Airport Tenants to implement their own FOD prevention programs, and to provide total support to Albury City Council in their endeavours to maintain a FOD-free environment.

RULES FOR DRIVING AROUND THE AIRPORT

Special precautions must be observed when working around aircraft due to the risk of injury to yourself, passengers, crew and ground operators. Damage to an aircraft can not only cause expensive repairs and delays to the airline, but can also lead to serious accidents.

Moving aircraft **ALWAYS** have priority over vehicles and other ground traffic. This applies whether the aircraft is moving under its own power or is being towed. You must always **GIVE WAY** to moving aircraft.

Certain conditions exist in relation to driving airside. The following rules apply:

- Drivers must not drive while affected by alcohol and/or drugs under any circumstances. This applies to all persons entering into all Airside areas (Council, Airline, Contractors etc).
- Seatbelts are to be worn AT ALL TIMES.
- Drivers are to drive in a safe and orderly manner that will not endanger aircraft or the safety of another person.
- Do not drive any vehicles or equipment UNLESS you have been trained and authorised to operate it.
- The driver must not answer or use a hand-held mobile phone whilst driving.
- When driving airside, you must obey all regulatory signs and speed limits.
- Do not drive in front of, or behind, an aircraft with its anti-collision beacons active.
- When driving vehicles Airside, drivers are to ensure all items being carried on or in a vehicle are adequately covered or secured to prevent spillage.
- Vehicle operators towing baggage/freight trolleys must ensure that their load is properly secured.
- Give way to pedestrians. Never drive across a pedestrian walkway when passengers are using the walkway unless there is a sufficient break in the pedestrian traffic and it is safe to do so. Even so, proceed at a slow speed and maintain a proper lookout for persons using the walkway. Otherwise, find an alternate route or wait until all passengers have cleared the walkway.
- Large vehicles when reversing will require a reversing guide.
- Vehicles are not permitted to overtake when operating on aprons.
- This requirement does not apply to the driver of a vehicle responding to the activation of the Aerodrome Emergency Plan (AEP).
- Bicycles must not be ridden on any Airside area at any time.
- **Drivers who are involved in an accident whilst driving Airside must immediately report the accident to their supervisor, the owner of the property or to Albury Airport Management however minor the circumstances may seem.**
- **A written incident report is to be provided to the Albury Airport Team Leader Airport Operations as soon as possible after the accident.**
- **All instructions issued by Albury ATC and Albury Airport Aerodrome Reporting Officers must be obeyed immediately.**

Albury City Council is responsible for ensuring all vehicles operating on the manoeuvring area are in radio contact with the Tower, or under direct escort of approved ACC radio-equipped vehicles.

For further information relating to vehicles operating airside, please consult the Albury Airport Aerodrome Manual - Part 3 Section 10 - AIRSIDE VEHICLE CONTROL.

REMEMBER TO GIVE WAY TO AIRCRAFT AT ALL TIMES AND MAINTAIN SITUATIONAL AWARENESS

VEHICLES

Drivers of all vehicles are to ensure that the vehicle they are driving Airside is fully serviceable. Drivers must immediately notify the vehicle operator as soon as they become aware of any defect in a vehicle. A vehicle must not operate with a passenger load in excess of its designated capacity. All occupants of vehicles **must wear a seatbelt** at all times.

Vehicles operating on the Manoeuvring Area shall carry an amber/orange/yellow flashing or rotating beacon mounted on the top of the vehicle, or vehicle hazard lights must be activated, so as to provide 360° visibility, unless an accompanying vehicle is so equipped. At night or during periods of low visibility, rotating beacon, headlights (dipped) and tail lights must be activated.

Only vehicles equipped with a radio capable of two-way communication with Albury ATC, or aircraft, are permitted to operate on the manoeuvring area and live taxiways, unless escorted by an appropriate radio equipped vehicle.

To operate on the manoeuvring area and live taxiways, drivers must hold an Aeronautical Radio Operators Certificate (AROC) and an Authority to Drive Airside - Category 2.

Drivers on the manoeuvring area must be familiar with the designations of the runways and taxiways, conversant with aviation radio procedures and phraseology and visual signals and signs.

Drivers on the manoeuvring area must obey all instructions given by Albury ATC or the Aerodrome Reporting Officers.

Drivers must maintain a "Listening Watch" i.e. Radio switched on and monitoring messages between Albury ATC and others and be aware of aircraft operating around the aerodrome by listening to the CTAF and radio traffic on the Surface Movement Control (SMC) frequency.

REMEMBER - NO SEATBELT, NO RIDE



Procedures for Vehicles on Movement Areas

- Aircraft and aircraft under tow have right of way at all times.
- Vehicles travelling on Airside Roads have right of way over vehicles entering or crossing roadways.
- No vehicle may enter an unserviceable area as outlined by a marking, marker or lighting unless there is an operational requirement to do so (Note: Unserviceable areas are marked by White and Red cones by day and red lights by night).
- In low visibility conditions, all non-essential vehicles operating Airside must cease operations. Any vehicles needing to operate on or near apron areas shall exercise extreme caution.
- It is mandatory that once you leave your vehicle, you wear high visibility clothing at all times.
- Drivers of all vehicles operating airside are to ensure all personnel around them are displaying an approved ASIC. Persons not in possession of an ASIC are to be instructed to move to the landside area immediately and the matter reported to the Security Contact Officer (Team Leader Airport Operations).
- Drivers of all vehicles are to monitor movement areas for FOD (Foreign Object Debris). Any FOD items should be removed immediately from aprons, taxiways and runways (including the runway and taxiway strips).
- Drivers of all vehicles are to guard against fuel/oil spills on the apron. Under no circumstances may a vehicle be driven through fuel/oil spills. Spills are a hazard to the operation of the airport, to the environment, airport personnel and passengers. All spills should be reported to the Aerodrome Reporting Officers and cleaned up appropriately.

DO NOT ENTER THE MANOEUVRING AREAS UNLESS YOU HAVE ATC CLEARANCE, HAVE A NEED TO DO SO AND HOLD A CATEGORY 2 ADA

Vehicle Operations on Manoeuvring Areas

Before going onto the Manoeuvring Area:

- Monitor the Albury Area radio frequency to make yourself aware of any traffic.
- Before proceeding onto the area, contact Albury ATC Surface Movement Control via radio and gain clearance and follow instructions.
- Know the communication procedures.
- Know your environment.
- Comply with instructions.
- Maintain a continuous listening and visual watch. Stay alert for conflicting aircraft.
- Plan your movements carefully and do not rush whilst Airside.
- Never leave anything (equipment, tools or waste) on Movement and Manoeuvring areas.

Airside Vehicle Parking Restrictions

Vehicles and equipment must not be parked within 3 metres 'Airside' and 2 metres 'Landside' of an Airside/Landside boundary fence.

Drivers must ensure vehicles, plant and equipment are parked in designated areas. Where designated areas are not provided, they are only to be stored within marked equipment storage lines on aprons.

They must not be parked where they will obstruct aircraft, other vehicles or pedestrians.

When a vehicle is left unattended during operational periods in other than designated parking areas, doors must be closed but unlocked, keys in the ignition and the handbrake on. This will enable the vehicle to be moved if impeding the safe movement of aircraft or other vehicles in an emergency.

Immobilised vehicles

If your vehicle becomes immobilised the following actions are to be taken:

- Notify Albury ATC and the Aerodrome Reporting Officers.
- Ensure rotating beacon is switched on.
- Activate the vehicle emergency hazard lights.
- Ensure that no items have spilled from the vehicle and that there is no debris on the area you have been driving. All debris is to be removed immediately (e.g. shredded tyre rubber).
- Make sure that any fuel/oil spills are reported and cleaned up appropriately.
- If the vehicle is left unattended, ensure the handbrake is on, the keys are left in the ignition (with engine running) and the vehicle is left unlocked.
- If the vehicle is on an active taxiway, runway or blocking an aircraft parking apron, every effort should be made to push the vehicle clear. If it is not possible to remove the vehicle, Albury ATC is to be notified immediately via radio or telephone.

Emergency Vehicles

Emergency vehicles may have to respond in relation to an aircraft emergency. Emergency vehicles have right of way when operating under emergency conditions. Emergency vehicles including Albury Airport Operations vehicle (Albury Airport - Car One), NSW Police, NSW Ambulance, Fire and Rescue NSW and other emergency services must be provided with unrestricted access to their destination when responding to an incident. Emergency vehicles will display red and blue emergency beacons when responding to an incident.

Vehicles not involved in the emergency response must remain well clear of the incident site unless requested by the Emergency Controller to approach. An emergency services vehicle staging area will be established near [Gate 1](#) below the Air Traffic Control tower.

SPEED LIMITS

Speed limits are in place for your safety, the safety of others and for the safety of aircraft. You should drive accordingly to the conditions and take into account things such as pedestrian and other vehicle traffic, other aircraft operating in the near vicinity, loading, restricted visibility (fog, darkness, bushfire smoke, heavy rain).

Aprons	10kph
Perimeter Roads	40kph
Within 15m of an aircraft	10kph
Baggage handling areas	10kph
Taxiways	40kph

The speed limits indicated above are the maximum for that area. Drivers are to decide the safest speed to drive to suit the existing circumstances, conditions and current environment.

APPROVAL TO VARY THESE SPEEDS IS ONLY GIVEN TO DRIVERS INVOLVED IN AN AIRPORT EMERGENCY WHO ARE CARRYING OUT RUNWAY INSPECTIONS

ATC FREQUENCIES

The following frequencies apply to Albury Airport:

Albury Tower	When vacating Runway 07/25, Helipads, Northern and Western grass	123.25MHz
Surface Movement Control (Albury Ground)	When requesting entry to Runway 07/25, Helipads, Northern and Western grass	121.80MHz
CTAF	Outside of Tower operating hours	123.25MHz

VISUAL AIDS FOR DRIVERS

Markings, markers, signals, lights, and signs are designed to assist you in navigating around an aerodrome. Different colours are used to identify the visual aids.

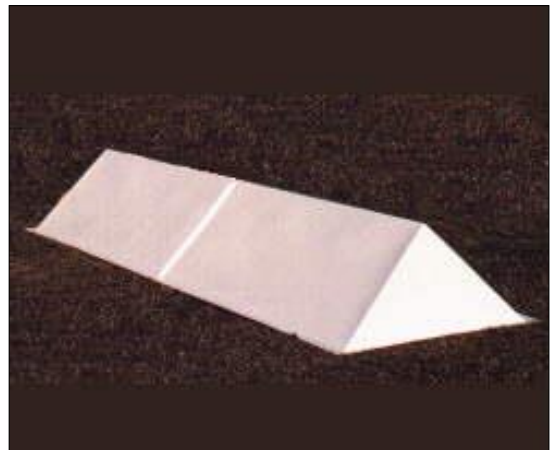
Markers must be lightweight and frangible; either cones or gables. Other forms of markers to identify extensive work areas may be used, subject to CASA agreement. Markers can include (with colour):

- Runway marker: white
- Taxiway marker: yellow
- Apron edge marker: yellow
- Runway strip marker: white
- Helicopter apron edge marker: blue
- Unserviceability marker: white, with central 25 cm red band
- Runway strip marker (displaced threshold): split white and suitable background colour
- Works Limits marker: fluorescent orange PVC cones or witches hats approximately 0.5 m high

Examples of markers:



Yellow: Taxiway and Apron markers
White with a Red band: Unserviceability



White Gable marker: Runway Strip

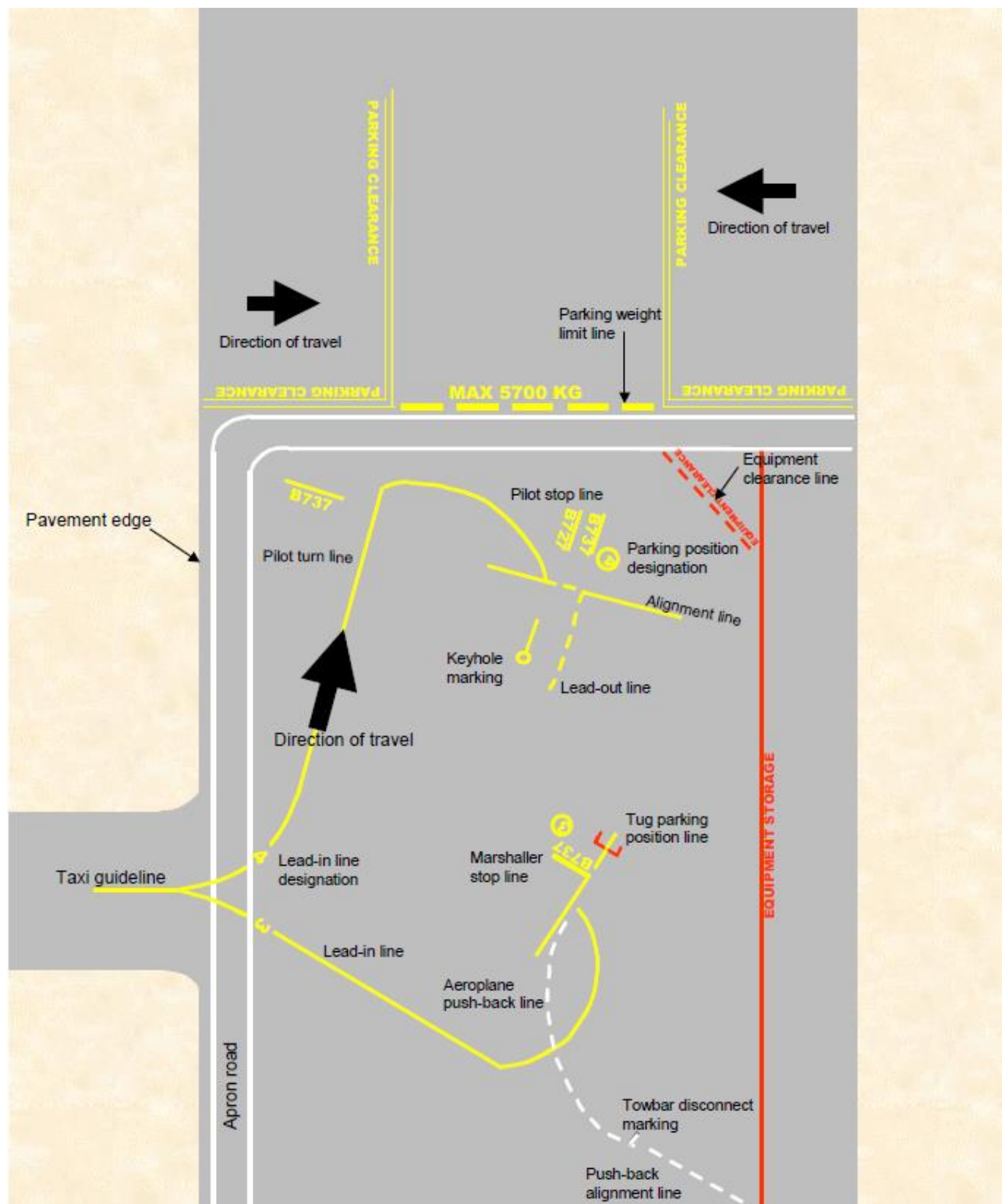


Orange: Works limit marker cone

The following diagram illustrates an apron with typical markings.

For a more detailed explanation on visual aids used at the airport, refer to the following document:

[Manual of Standards - Part 139](#) - Chapter 8: Visual Aids Provided by Aerodrome Markings, Markers, Signals and Signs.



Apron Markings

The following Apron markings are in use at Albury Airport.



Equipment Storage area
(equipment is stored behind the line on
the side with the writing)



Apron Edge marking



Aircraft Parking Clearance Line



Passenger Path markings

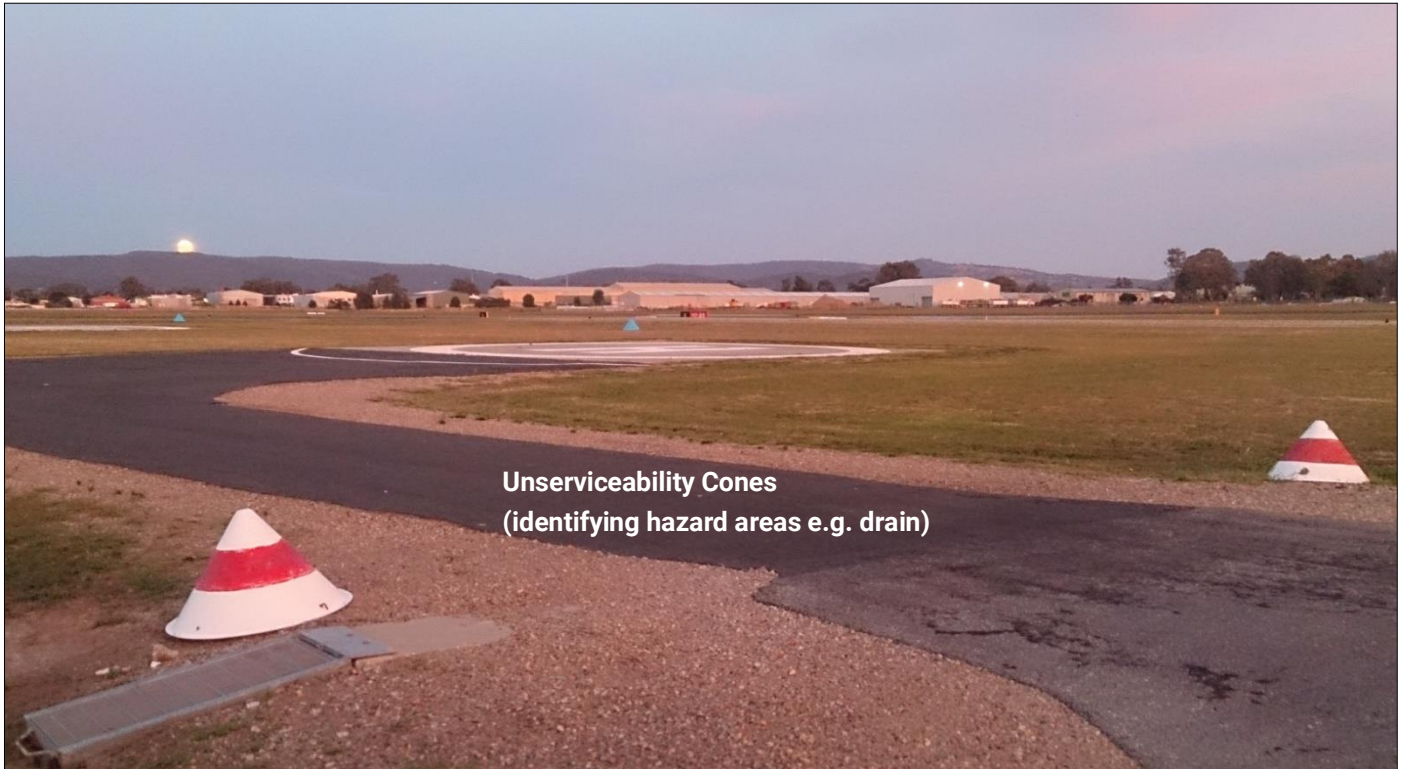


Lead In Line with Aircraft Parking Position Designation marker, Marshaller Stop Line and Lead Out Line (dashed).

Secondary Parking Position marking
(yellow dotted line)



Airport Markers



Helicopter Landing and Lift-Off Area markings: White circle and letter H and Blue cones



Taxiway Edge lights: Blue

Taxiway Edge marking: Double Yellow Lines



Aircraft Maximum Weight Limit marking



RUNWAY AWARENESS

As a Category 1 ADA driver, you are not authorised to operate on or near a runway unless under escort by a Category 2 ADA driver (e.g. Aerodrome Reporting Officer). It is important that you are aware of runway markings and lights should you become lost on the movement area.

Runways

Paint markings, signs and lights indicate the proximity of the runway.

When you see the following lines, lights and signs, **YOU ARE APPROACHING A RUNWAY**. Do not proceed past this point without a Category 2 ADA driver and Air Traffic Control approval.

Runway Holding Position is shown with double solid and double dashed yellow lines on the adjoining Taxiway. This is the entry to the runway. At night or during times of low visibility, a yellow light is illuminated at each side of the holding point (dashed line indicates runway side).



Movement Area Guidance Sign (MAGS) indicate entry to a Runway or Taxiway. These signs are illuminated at night or during times of low visibility.



If you hold a Category 1 ADA and you find yourself next to one of these signs **STOP**, you have gone too far. Call for assistance or just wait. An Albury Airport Operations Vehicle will assist.







White Gable markers show the edge of the Runway Strip. **Yellow Gable Markers** show the edge of a Taxiway.



ATC Light Signals

Light signals apply not only to aircraft, but to vehicles when operating airside. Light signals may be used if two-way communications have failed, or the ATC is unable to contact you directly.

If you receive light signals from the tower, respond to them promptly. Signals and their meanings are listed below:

Air Traffic Control Tower Light Gun Signals			
Aircraft on Ground		Vehicle and Personnel Movement	
Cleared for Takeoff		Cleared to Cross, Proceed or Go
Cleared for Taxi		Not Applicable
STOP		STOP
Taxi Clear of Runway		Clear the Taxiway/Runway
Return to Starting Point on Airport		Return to Starting Point on the Airport
Exercise Extreme Caution		Exercise Extreme Caution

ALBURY AIRPORT MAP SHOWING TAXIWAY AND RUNWAY DESIGNATORS



