



Ernest A. Love Field
Prescott Municipal Airport
City of Prescott

6546 Crystal Lane
Phone: (928) 777-1114

Prescott, AZ 86301
Fax: (928) 771-5861

TDD: (928) 778-5680

Public Notice (revised)

The City of Prescott owns and operates Prescott Municipal Airport (Ernest A. Love Field) for the benefit of the local communities and the state and national air transportation system. In furtherance of ensuring a continuing benefit to the communities, the City has drafted the following documents for the Airport:

Draft City Code Revision Title Two-twelve “Airport Department” Draft Airport Rules and Regulations Draft Ground Vehicles Operations Plan

The City has established the Airport Department, under the supervision of the Airport Manager, to meet the air transportation needs of the public. The City of Prescott has drafted a Revision to **City Code Title Two-twelve “Airport Department”** to ensure these needs are met through the continuous operation, development and maintenance of the airport facilities at Ernest A. Love Field, Prescott Municipal Airport in compliance with applicable federal and state guidelines.

The City of Prescott under the authority of City Code 2-12 has drafted **Rules and Regulations** for the Prescott Municipal Airport, in accordance with applicable federal, state and local guidelines, to protect the public health, safety, interest, and general welfare on the Airport, and to restrict (or prevent) any activity or action which would interfere with the safe, orderly and efficient use of the Prescott Municipal Airport.

The City is required by Federal Aviation Regulation (FAR) Part 139 subsection 329 “Ground Vehicles” to “Establish and implement procedures for the safe and orderly access to, and operation on, the movement and safety areas by ground vehicles...” In furtherance of these requirements, the City of Prescott under the authority of City Code 2-12 has drafted a **Ground Vehicle Operations Plan** to maintain control of vehicle movement on the Prescott Municipal Airport in accordance with applicable federal, state and local guidelines.

These documents may be viewed starting August 1, 2008 via the City website at <http://www.cityofprescott.net/services/airport/admin.php> or are available for review at the Airport Administration office during regular business hours.

On Monday, August 18, 2008 at 2:00 p.m., an informational meeting will be held at the City of Prescott Airport Administration Building upstairs conference room, 6546 Crystal Lane, Prescott.

Public comment relating to this document may be submitted in writing prior to September 5, 2008 to the City of Prescott, Airport Administration, 6546 Crystal Lane, Prescott, AZ 86301.



**Ground Vehicle Operations Plan
City of Prescott Airport
Ernest A. Love Field**

**City of Prescott Airport
6546 Crystal Lane
Prescott, AZ 86301
(928)-777-1114**

DRAFT

Approved:

**Benjamin Vardiman
Airport Manager**

Date

REVISION LOG

#	DATE	REMOVE PAGES	INSERT PAGES	BY

Table of Contents

Section One ~ Purpose and Applicability 1
Section Two ~ Definitions..... 2
Section Three ~ Driver Registration and Authorization..... 5
Section Four ~ Vehicle Registration and Licensing..... 6
Section Five ~ Rules and Regulations 7
 Vehicle Operations..... 7
 Parking (or Stopping)..... 8
 Ramp Access..... 9
 Vehicle Maintenance..... 9
 Disabled, Abandoned, or Illegally Parked Vehicles and Equipment..... 9
 Movement Area Operations..... 9
Section Six ~ Enforcement/ Penalties and Control 11
Section Seven ~ Airfield Marking and Lighting 12
Section Eight ~ Airfield Hazards..... 13
Section Nine ~ Accidents and Emergencies 14
Section Ten ~ Security 15
Section Eleven ~ Wildlife Hazard Management Program 16
Appendix A ~ The Phonetic Alphabet..... A
Appendix B ~ Radio Communications..... B
Appendix C ~ Common Radio Terminology..... C

Section One ~ Purpose and Applicability

Purpose

The purpose of this plan is to maintain control of vehicle movement on the airfield in conformance with Federal Aviation Regulation (FAR) Part 139 subsection 329 *Ground Vehicles*. FAR Part 139.329(b) requires the airport to “*Establish and implement procedures for the safe and orderly access to, and operation on, the movement and safety areas by ground vehicles, including provisions identifying consequences of noncompliance with procedures by an employee, tenant, or contractor.*” Vehicles operating on the airfield are required to meet certain liability insurance requirements, register with the airport and display vehicle identification acceptable to the City of Prescott. All personnel having a need to operate on the airfield will be required to undergo training conducted by the Airport Manager in order to be authorized to drive on the airfield, although access may be limited due to security measures.

Applicability

This plan applies to any and all persons operating ground vehicles on the City of Prescott Airport. Persons operating vehicles on the airfield are obligated to obey the procedures outlined herein as well as applicable federal, state and local laws, as presently exist or as may be amended in the future. This plan meets the safety requirements of 14 CFR Part 139.

Responsible Party

Any person accessing or using the Airport shall be responsible for their actions and all actions of any person to whom they provide or facilitate access, directly or indirectly.

Civil Rights

No person shall, in the use of the Airport, discriminate or permit discrimination against any other person or group of persons on the basis of race, color, religion, sex, age, disability, or national origin.

Enforcement

The Airport Manager has the authority to take such action as may be necessary to enforce this plan. The Airport Manager may update this plan as necessary and in any contingencies not specifically covered by this plan, the Airport Manager is authorized to make such rules and render such decisions as may seem proper.

Exemptions/ Deviations

All exemptions and/or deviations from this plan must be requested in writing in advance, when able, and approved by the Airport Manager.

Section Two ~ Definitions

A Access Road: Any road which provides access from a public landside area directly to a movement area.

Air Cargo: Any cargo carried by means of air transportation.

Air Carrier: An aircraft operator granted operating authority by the FAA under FAR Part 121 providing scheduled service with aircraft having 30 or more seats.

Air Operations Area (AOA): The portion of the Airport, specified in the airport security program, in which specific security measures are carried out.

Air Traffic Control Tower (ATCT): A service to promote safe, orderly, and expeditious movement of air traffic.

Aircraft: A device intended for flight through the air.

Airfield: The area inside the airport perimeter fencing consisting of runways, taxiways, and safety areas.

Airfield Driver: Local term identifying a person properly trained by Airport Manager and authorized to operate motor vehicles on the airfield.

Airfield Driver Authorization: An annotation on an airport issued security credential identifying the holder as authorized to drive on the airfield. Airfield drivers are authorized to operate vehicles in areas where their driver training and security credentials are valid.

Airfield Driver Training Course: A course of instruction conducted by the Airport Manager that is designed to train airfield driver applicants in the rules and regulations for safe driving on the airfield.

Airport: All of the city-owned or leased real or personal property comprising Prescott Airport as

now exists or as may hereafter be expanded and developed. "Airport" includes all of its facilities as shown on the most current airport layout plan.

Airport Department: City of Prescott Airport

Airport Manager: Duly appointed Airport Manager or his/her designee or representative.

Airport Operations: City of Prescott Airport Operations Staff

Apron: A defined non-movement area on an airport.

ATIS: Automated terminal information service.

B Baggage Cart: A non-motorized vehicle used to transport baggage.

Baggage Tug: A small tractor used for towing baggage carts.

C

Controlled Airport: An airport that has an Air Traffic Control Tower.

CTAF: Common traffic advisory frequency, used for communication during the hours when the FAA control tower is closed.

D Driver: Any person responsible for the direct control of a vehicle while the vehicle is in operation.

E Emergency Vehicle: Vehicles of the Police, Fire Department, Ambulances and Airport vehicles responding to an emergency.

Escort: An individual meeting the driving requirements, taking responsibility for another individual(s) or vehicle(s) that does not meet the requirements while on the Airfield.

F Federal Aviation Administration (FAA): A division of the Department of Transportation charged with regulating air commerce to

promote safety and development in the aviation industry.

Federal Aviation Regulation (FAR): Administrative regulations promulgated by the FAA. Includes, regulations on airmen, aircraft, airspace, air carriers, and airports.

Fixed Base Operator (FBO): An on-airport business providing general aviation services usually including aircraft parking/storage, aircraft fueling, aircraft maintenance, aircraft rental, flight instruction, and charter services.

Foreign Object Debris (FOD): Any loose object or debris on the ground.

Fuel Truck: A specialized vehicle used for dispensing jet fuel or aviation gasoline.

G General Aviation: All non-scheduled air operations, with the exception of military operations.

Government Vehicle: A vehicle owned by a federal, state or local government agency, bearing a recognizable logo or marking including government tags, being operated on the airfield pursuant to official duties.

Ground Support Equipment: Equipment used to supply auxiliary needs to parked aircraft.

Guidance Sign: Black letters on yellow background airfield directional or identification sign for taxiways, ramps, and terminals.

H Hangar: Building used to house aircraft.

Hold Short Lines: A pair of solid and a pair of dashed yellow lines painted on a taxiway designating a stopping point.

I ILS Critical Area: Area where ILS signal interference may occur from either a surface vehicle, aircraft or both (looks similar to train tracks).

J Jet Blast: High velocity exhaust from engines.

Jet way: A passenger loading bridge used between the aircraft and the terminal building.

L Loop Road: Any road on the airport that provides access from one movement or non-movement area to another.

M Movement Area: The Airport runways, taxiways, and safety areas. Approval from the FAA Control Tower must be obtained prior to operating in this area.

N Non-Movement Area: Aprons and parking areas. No FAA clearance is required for operation in this area.

P Piggy-backing: Access to the Airport gained by more than one person and/or vehicle (not under escort) under the initial person and/or vehicle's authorized access.

Privately Owned Vehicle: A vehicle operated by an individual not acting as a representative of the City of Prescott, and other authorized government vehicles, an airport tenant company, contractor or agency.

Prop Wash: See jet blast

R Runway: A defined rectangular paved area for aircraft takeoff and landing.

Runway 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, or intending to take off, landing, or intending to land.

S Safety Area: A defined rectangular area extending beyond runways and taxiways. Objects placed in the safety area must be necessary for aircraft operations and be on frangible mountings.

Secured Area: The area around the air carrier ramp where commercial passengers enplane and deplane and commercial baggage is handled. By definition, a Secured Area is also a SIDA.

SIDA: (Security Identification Display Area) Any area identified in the Airport Security Program, requiring each person to undergo a criminal history records check and continuously display airport issued or airport approved identification, unless the person is under airport-approved escort.

T Taxiway: Paved area for aircraft movement between the runway and parking area.

Tenant Vehicle: A vehicle being utilized to conduct official business for a tenant leasing space on the airport. Tenant vehicles also include contractors performing work for the airport. For control and identification purposes, government vehicles are treated as tenant vehicles.

Terminal: A building for the efficient movement of passengers in transit between ground and air transportation.

Tow: The movement of an aircraft on the airport surface by ground vehicle.

TSA: Transportation Security Administration.

V Vehicle: The terms vehicle and motorized ground vehicle are synonymous and refer to any self-propelled motor driven ground vehicle. It includes, but is not limited to automobiles, tugs and trucks of all types and sizes. This term also includes all ground support equipment, cycles, carts and scooters.

Vehicle Escort: Any vehicle or driver that does not have the appropriate training, insurance, registered vehicle, or current vehicle hangtag must be accompanied onto the airfield by a person and vehicle with valid airfield driver authorization.

Vehicle Operations Coordinator: A person with security responsibilities for a specific vehicle access gate(s) to the AOA. This individual is authorized to sign the application requesting driving privileges.

Vehicle Pass/Permit/Hangtag: An airport issued pass identifying a vehicle as being properly registered and authorized to operate on specific portions of the airfield.

Section Three ~ Driver Registration and Authorization

In order to obtain Airport Driver authorization, the applicant must comply with the following requirements:

1. Maintain a valid state driver's license.
2. Have the Vehicle Operations Coordinator sign the application for driver authorization.
3. Read the City of Prescott Airport Ground Vehicle Operations Plan.
4. Register their vehicle with the Airport.
5. Authorize the Airport Manager to check the current status of the applicant's state driver license.

For persons requesting Movement Area Driver Authorization:

1. Employers are required to familiarize personnel on driving procedures specific to their working environment prior to attending driver training class.
2. Attend an initial driver training class and obtain an Airfield Driver Training Certificate:
 - a. Applicants must satisfactorily complete the driver's training class given by the Airport Manager with a test score of at least 90 percent. Applicants who do not pass the written test may retake the test after additional study.
 - b. Upon completion of training, the applicant will receive an Airfield Driver Training Certificate indicating successful completion of the driver-training program.
3. Attend recurrent training class.
 - a. Applicants are required to attend recurrent training at least every 12 months, recurrent training must be completed for driving privileges to be maintained.
4. Authorize Airport Manager to check the current status of the applicant's state driver license:
 - a. It is the applicant's responsibility if they lose state driving license privileges to immediately surrender their Airfield Driver Training Certificate to the Airport Administration Office. The City of Prescott will not assume any liability for a driver's criminal behavior.

Section Four ~ Vehicle Registration and Licensing

Registration

1. Vehicles operating or parking on the Airport, except for emergency vehicles and vehicles under escort, must be registered with the Airport Manager and must display a current vehicle permit, unless prior authorization from the Airport Manager has been received in writing.
2. All persons applying for a vehicle permit must:
 - a. Complete the vehicle Registration Application and return it to the Airport Manager.
 - b. Show evidence of insurance (as required by state law) and maintain the appropriate insurance requirements.
 - c. Inform the Airport Manager within 24hrs of any changes in insurance coverage.
3. The vehicle permit is valid under the following conditions:
 - a. The expiration date listed on the permit is current.
 - b. The vehicle license plate number must match that listed on the hang tag.
 - c. All vehicle permits are area specific and no vehicle may operate in an area for which it does not have an appropriate permit.
4. Vehicle permits shall be clearly displayed in the vehicle's front windshield.
5. Stickers shall be issued instead of permits for all ground service equipment and shall be displayed on the front driver side bumper of the vehicle.
6. No person may loan his or her vehicle permit to any other person or knowingly allow the use of the permit by another person.
7. It is the responsibility of the vehicle operator to return the permit to the Airport Manager once the applicant no longer operates the registered vehicle or no longer has an operational need to drive on the airport.
8. Failure to return the permit may result in enforcement actions as defined in Section 6.

Licensing

1. Except for vehicles that are exclusively used on the Airport, all vehicles shall meet proper state licensing, registration, and inspection requirements.
2. Vehicles shall not be operated on the Airport unless the vehicle is in sound mechanical order; has adequate lights, horn and brakes as appropriate; and permits clear visibility from the driver's position.
3. Trailers and semi-trailers are not permitted on the Airport unless equipped with lights and proper brakes/braking systems as may be required. Trailers and Semi-trailers shall not be disengaged from the towing vehicle except in designated areas.

Section Five ~ Rules and Regulations

Vehicle Operations

1. Vehicles may not be operated on the Airport in a careless, negligent, unsafe, or reckless manner; in disregard of the rights and safety of others; and without due caution and care; or at a speed or in a manner which endangers, or is likely to endanger, persons or property.
2. No person under the influence of an intoxicant, legal or illegal, may operate a vehicle on the Airport. Persons determined, at the discretion of the Airport Manager, to be under the influence of an intoxicant, will have his or her airport driving privileges immediately revoked and may be reported to the Prescott Police Department.
3. Vehicles may not be operated on the Airport if constructed, equipped, loaded, or maintained (or any attached object or equipment which drags, swings, or projects) that may endanger, or be likely to endanger, a person or property.
4. Vehicle access will be granted only after meeting all requirements as laid out in the Ground Vehicle Operations Plan.
5. No vehicle shall be operated on the Airport unless:
 - a. Vehicle operator has a valid state driver's license
 - b. Vehicle permit is valid and clearly displayed.
6. Access onto a movement area is prohibited unless the operator has completed an authorized movement area training program.
7. Airside Speed Limits
 - a. Vehicles, except authorized Airport and Emergency vehicles, shall not operate on the airport at speed in excess of:
 - i. Five (5) mph within 10 feet of parked aircraft,
 - ii. Fifteen (15) mph on all aircraft parking ramps,
 - iii. Twenty-five (25) mph on all other areas of the airport.
8. Vehicle operators shall yield the right of way to pedestrians, emergency vehicles (or equipment), snow plows, and aircraft.
9. Vehicle operators shall comply with any order, signal, sign or directive of the Airport, Airport Manager or ATCT.
10. Vehicle operators shall not, after receiving a visual or audible signal from the Airport Manager or ATCT, fail to stop the vehicle being operated, operate the vehicle in disregard of the signal, or interfere with or endanger the operation of the Airport representative, increase the speed or extinguish the lights of the vehicle, or attempt to flee from or elude an Airport representative.
11. Vehicle operators shall provide proper signals and obey all traffic lights, signs, mechanical or electrical signals, and pavement markings unless otherwise directed by the Airport Manager or ATCT.
12. Airport roadways may be used for vehicle operations as means of ingress and egress to and from the roadways serving the Airport and between various land areas on the Airport abutting Airport roadways.
13. Perimeter roads shall be used only by authorized vehicles including but not limited to Airport vehicles, City of Prescott ARFF vehicles, FAA and authorized construction vehicles.

14. All vehicles authorized to use the perimeter roads shall clearly display an appropriate company logo minimum 12” diameter or company name minimum of 3” in height, on the sides of the vehicle.
15. Vehicles may not be overloaded or carrying more passengers or cargo than the amount that the vehicle is designed to carry.
16. Drivers of escort vehicles are responsible for maintaining control of any escorted vehicle, the activities of each occupant of the escorted vehicle(s), and must remain within 100 feet of the escorted vehicle(s).
17. Vehicle escort ratio may not exceed 3:1 unless otherwise authorized by the Airport Manager.
18. Vehicle shall not be operated in such a manner or within such proximity of an aircraft as to create a hazard or interfere with the safe operation of the aircraft.
19. Vehicles shall not overtake or pass in front of a moving aircraft.
20. Vehicles shall not pass between boarding gates and aircraft while enplaning, deplaning, fueling, or baggage-handling operations are in progress.
21. Vehicles used for hauling trash, dirt or any loose material shall be operated in such a fashion as to prevent the contents of the vehicle from dropping, sifting, leaking, or otherwise escaping.
22. Trailers and all towed equipment must be secured to the towing vehicle by a positive locking device while on the Airport.

Parking (or Stopping)

1. Vehicles shall be parked only in designated areas.
2. Vehicles and equipment shall not be parked, stopped, or left unattended:
 - a. In such a manner that obstructs or interferes with the use and/or access of a facility, parking lot lane, driveway, roadway, walkway, crosswalk, fire lane, runway, taxiway, or taxilane by aircraft, emergency vehicles, or others;
 - b. On the left side of a road;
 - c. On the roadway side of any stopped or parked vehicle (double parking);
 - d. Within 10 feet of a fire hydrant or within a fire lane or restricting the access to or from the fire lane;
 - e. On unpaved or grassed areas unless specifically designated for parking;
 - f. Within 6 feet of the perimeter fence line;
 - g. Other than in accordance with restrictions posted on authorized signs.
3. Vehicles, other than those loading and unloading aircraft, shall not stop for loading, unloading, or any other purpose on the Airport other than in the areas specifically established for loading, unloading, and/or parking and only in the manner prescribed by signs, lines or other means.
4. Tenants shall park inside their hangar or shade, or on their assigned tie down or in a designated parking lot.
 - a. When present, a hangar tenant may park a vehicle outside of the Hangar, or adjacent to their assigned tie down on a temporary basis.
5. Boats, Recreational vehicles, and trailers may only be stored on the airport in designated areas under the following conditions:
 - a. Owner of the vehicle must be a registered hangar tenant;
 - b. The vehicle must be registered with the airport and have a current vehicle permit;

- c. The vehicle may only be parked in assigned spot;
- d. The vehicle must be in sound mechanical condition.

Ramp Access

1. The Airport Manager may restrict vehicles to a certain portion(s) or segment(s) of the non-movement area. Such restrictions shall prohibit vehicle operations outside of the designated area(s) except by authorized vehicles.
2. Manually controlled gates that provide access to the Airport shall be kept closed and locked at all times except when actually in use.
3. When automatic gates are used, vehicle operators must stop the vehicle and allow the gate to fully close before proceeding. The vehicle operator must also ensure that no other vehicles or persons gain access to the airport while the gate is in the process of closing and/or not fully closed.
 - a. If the vehicle operator cannot prevent such access, the vehicle operator must immediately notify the Airport Manager.

Vehicle Maintenance

1. Private vehicles shall not be cleaned and/or maintained anywhere on the Airport, except for minor repairs that are necessary to remove the vehicle(s) from the Airport.
2. Vehicles operated by commercial operators or lessees shall be cleaned and/or maintained in areas approved by the Airport Manager.

Disabled, Abandoned, or Illegally Parked Vehicles and Equipment

1. Vehicles and equipment shall not be abandoned on the Airport.
2. The Airport Manager may tow or otherwise remove from the Airport any vehicle or piece of equipment that is disabled, abandoned, and/or parked in violation of this plan, or any other applicable rule or regulation (or if the vehicle creates a safety hazard or interferes with Airport Operations) at the vehicle operator's risk and expense and without liability for damage that may result from such removal.

Movement Area Operations

1. No vehicles will be permitted to operate on the movement area without specific authorization by Airport Manager.
2. No vehicle shall be operated on the Airport Movement Areas unless:
 - a. Operator has a valid state driver's license, Airfield Driver Training Certificate, and an operational need to drive on the airport;
 - b. The Vehicle properly displays an approved vehicle permit;
 - c. The vehicle is properly marked or lighted;
 - d. The vehicle is equipped with a functioning two-way aviation band radio.
3. Vehicles are to be appropriately marked or lighted at all times while operating on the movement area, to include times when the control tower is not in operation. Specifications for vehicle marking and lighting are contained in FAA Advisory Circular 150/5210-5 (current issue).
4. The Prescott Control Tower (ATCT) is open from 0600 to 2200 hours local. During the hours that ATCT is open, vehicles entering onto the movement area shall obtain clearance from ATCT prior to operating on the movement area and be in radio contact

with ATCT at all times. Vehicles not equipped with a radio will require an escort by a vehicle properly equipped with a two-way radio. All operators will repeat all “Hold short” communications in their entirety:

- a. Prescott Tower Frequency: 125.3 MHz;
 - b. Prescott Ground Frequency: 121.7 MHz;
 - c. ATIS (Weather and runway information): 127.20
5. All vehicles are to remain clear of the movement area while the control tower is closed. Authorized airport or FAA vehicles are excepted from this requirement. These vehicles that occasionally need to operate on the movement area at night while the control tower is closed to:
- a. Monitor CTAF on frequency 125.3 MHz, and announce intentions before entering the movement area. Ensure their vehicle headlights and hazard/warning beacon are on;
 - b. Use extreme caution before and while operating a vehicle on the movement area. Look in all directions on the ground and in the air to detect aircraft movement.
6. If a vehicle is already on the movement area and loses radio contact with the ATCT, the vehicle operator is to ensure the vehicle is clear of an active runway, turn the vehicle in the direction of the control tower, and flash the headlights on and off continuously until the ATCT acknowledges. The ATCT will signal instructions to the vehicle operator via light gun signals.

Standard Light Signals:

- | | |
|---------------------------|--------------------------------------|
| i. Steady Green: | Cleared to cross, proceed or go. |
| ii. Steady Red: | Stop. |
| iii. Flashing Red: | Clear the Taxiway/Runway. |
| iv. Flashing White: | Return to starting point on airport. |
| v. Alternating Red/Green: | Exercise Extreme Caution |

Section Six ~ Enforcement/ Penalties and Control

The Airport Manager may enforce these rules. Possible enforcement actions include, but are not limited to the following: retrain and retest, revocation of airfield access privileges, suspension of airport driving privileges, escorting offenders off of the airfield, towing vehicles off the airfield, issuing a Notice of Violation (NOV), detaining persons for arrests, citing offenders to court and/or citing offenders on Airport Incident Reports as warranted by the situation. Action taken against violators cited on Airport Incident Reports will be determined by the Airport Manager. Violations involving Airport security may result in the loss of access privileges and/or fines. Drivers who violate the procedures outlined in this document will be subject to the penalties outlined in the Airport Rules and Regulations document.

Section Seven ~ Airfield Marking and Lighting

1. Movement/ Non-movement Boundary Line

- a. This marking is a set of parallel yellow lines, one solid and one broken.
- b. This marking separates the movement area from the non- movement area.



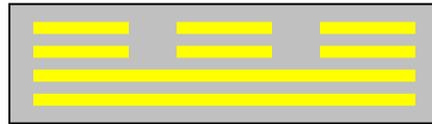
2. Taxiway Edge Line

- a. This marking is a set of broken or solid yellow parallel lines.
- b. This marking separates the taxiway or taxi lane from adjacent pavement available or aircraft use..



3. Runway Hold Short

- a. This marking is a set of four parallel yellow lines, two solid and two broken.
- b. This marking separates the taxiway from the runway or runway from a runway.



4. ILS Hold Short

- a. This marking is yellow and consists of a set of two parallel lines. In between these two lines and perpendicular to them, there are sets of two lines spaced one foot apart.



5. Taxiway Lighting

- a. Taxiway edge lights are blue
- b. Taxiways are labeled with letters
 - i. Location signs: Yellow letter on a black background;
 - ii. Directional signs: Black letter on a yellow background;
 - iii. Pavement markings are yellow.



6. Runway Lighting

- a. Runway edge lights are white
- b. Runways are labeled with numbers
 - i. Hold Short signs: White numbers on a red background;
 - ii. Distance Remaining signs: White numbers on a Black background;
 - iii. Pavement markings are white.



Section Eight ~ Airfield Hazards

1. Jet Blast/Prop-wash: Beware of the possibility of jet-blast/prop-wash when positioned behind or downwind from an aircraft with engines running. An aircraft just beginning to move will generate considerably more jet-blast/prop-wash than one that is idling. Consequently, a vehicle that may be in a safe position for idle thrust may be subject to a mishap when movement thrust is applied.
2. Rotating propellers are difficult if not impossible to see.
3. Vehicle operators are to be aware that during darkness, poor lighting conditions, inclement weather and/or reduced visibility:
 - a. A high degree of alertness and caution is required when driving on the airfield;
 - b. Distance estimation and depth perception may be distorted;
 - c. Vehicle headlight and hazard warning beacons are to be turned on. Be cautious not to point headlights directly at aircraft. Bright lights can blind a pilot or disrupt a pilot's night vision;
 - d. During darkness, poor lighting conditions and inclement weather the danger of becoming lost or disoriented increases. Know your position on the airfield at all times.
4. Baggage carts/tugs are exceptionally prone to accidents around aircraft. Personnel are not to be transported on baggage carts/tugs except in seats so designed. Riding on the beds of baggage carts and/or on the sides of baggage tugs is not permitted.
5. Foreign Object Debris/ Damage (FOD): Anything that can be blown into people and aircraft or sucked into an aircraft engine, and possibly causing damage. Vehicle operators are to remove any objects observed on the paved areas, and report objects which they find and/or cannot remove to the Airport.
6. Fuel and Lavatory Spills: If you witness or find a fuel or lavatory spill you should be aware of the appropriate clean-up procedures:
 - a. Contain the spill with absorbent pads to prevent drainage into storm water;
 - b. Clean by applying an absorbent material (i.e. cat litter) to the spill;
 - c. Dispose of the used absorbent material in an appropriately marked container;
 - d. Notification to your supervisor and Airport Operations.

Section Nine ~ Accidents and Emergencies

Vehicle operators involved in any accident with an aircraft, another vehicle or property shall:

1. Notify Airport Operations by the quickest means.
2. Remain at the scene and render aid as needed.
3. Ensure the vehicles are not moved until arrival of police, except to save a life or prevent personal injury.
4. Accident scenes involving aircraft should not be disturbed, except to save a life or property.
5. Make all reports required by local, state, and federal law.

For all emergencies contact Airport Operations at 777-1150. **If there is no answer contact 911.**

Section Ten ~ Security

1. Security Breach
 - a. If you notice any suspicious activity or witness a breach in Airport security, notify Airport Operations immediately.
2. Challenging: Ask to see someone's ID
 - a. Check to see that it is valid:
 - i. Does the picture match the person?
 - ii. Is the badge expired?
 - iii. Does their company have an operational need to be in that location?
 - b. If the individual's ID is in question, you should notify Airport Operations as soon as possible, and escort them outside of the perimeter fence if they will cooperate.
3. Gate Codes and Keys:
 - a. Gate codes and keys are issued to individuals with an operational need to access the airfield. Do not share keys or gate codes with anyone.

Section Eleven ~ Wildlife Hazard Management Program

It is the intent of the Airport Wildlife Hazard Management Program to make Prescott Airport as least attractive to wildlife as possible and provide a safe environment for aircraft operations. In order to maintain a more accurate idea of the wildlife present on the airfield, please report all animals seen in or near the perimeter fence to Airport Operations.

Appendix A ~ The Phonetic Alphabet

The following is a listing of the International Civil Aviation Organization phonetic alphabet.

A - Alpha	(Al-fah)	N - November	(No-vem-ber)
B - Bravo	(Brah-voh)	O - Oscar	(Oss-cah)
C - Charlie	(Char-lee)	P - Papa	(Pah-pah)
D - Delta	(Dell-tah)	Q - Quebec	(Keh-beck)
E - Echo	(Eck-oh)	R - Romeo	(Row-me-oh)
F - Foxtrot	(Foks-trot)	S - Sierra	(See-air-rah)
G - Golf	(Golf)	T - Tango	(Tang-go)
H - Hotel	(Hoh-tell)	U - Uniform	(You-nee-form)
I - India	(In-dee-ah)	V - Victor	(Vik-tah)
J - Juliet	(Jew-lee-ett)	W - Whiskey	(Wiss-key)
K - Kilo	(Key-loh)	X - X-ray	(Ecks-ray)
L - Lima	(Lee-mah)	Y - Yankee	(Yang-key)
M - Mike	(Mike)	Z - Zulu	(Zoo-loo)

0	1	2	3	4
Zero	One	Two	Three	Four
(Zee-ro)	(Wun)	(Too)	(Tree)	(Fow-er)

5	6	7	8	9
Five	Six	Seven	Eight	Nine
(Fife)	(Six)	(Sev-en)	(Ait)	(Nin-er)

Appendix B ~ Radio Communications

At a controlled airport you must get permission from the air traffic controller to go onto the runway or taxiway. To get permission you must use the same procedures and terminology that pilots use. These are the steps you should follow:

- A. Use the Prescott Ground Control frequency, 121.7 MHZ. Make sure the radio is tuned to the proper frequency. Each vehicle or aircraft should have a call sign identifying the vehicle or aircraft. This call sign may be displayed on the exterior of the vehicle. You should know and listen for your call sign.
- B. Know the proper phrases that controllers and pilots use. (Note: Controllers do not use the "ten" codes such as "ten-four." See the appendix C for common radio terminology.)
- C. Know what you are going to say before you call the controller. If you are uncomfortable talking on the radio, practice a few times before calling the controller.
- D. Use the proper sequence in calling the controller. Before you start talking on the radio listen, make sure that no one else is already talking on that frequency. Then, if the radio is clear, you should:
 1. Say who you are calling (the airport's name and facility), then who you are: "Prescott Ground, this is (your vehicle call sign)."
 2. Wait for the controller to respond. It may take the controller a little while to call you back if they are very busy.
 3. When the controller calls back: "(Your vehicle call sign), this is Prescott Ground", tell the controller who you are again, where you are, what you want to do, and how you want to do it. "(Your vehicle call sign) is on the North ramp, holding short at taxiway Bravo 3, I would like to proceed on runway 21L-3R." Then wait for the controller to answer you.
 4. The controller will either approve or deny your request, or issue special instructions. "(Your vehicle call sign), proceed as requested." Acknowledge that you have heard the controller's instructions. "(Your vehicle call sign), roger." If the controller gives you special instructions (such as hold short), repeat the instructions to the controller to show that you have heard and understood the order (this is **mandatory**, not optional) "(Your vehicle call sign), Roger, hold short of runway 21L-3R". Before crossing any runway, be certain you have heard the words "cross runway _____" from the controller. If you cross a runway, always call clear of the runway after crossing the hold short line onto the taxiway "(Your vehicle call sign), clear of runway 21L-3R".
 5. Once you have acknowledged the controller, follow the instructions he just gave you.
 7. If you are ever unsure what the controller said, or you do not understand an instruction, **STOP**, ask the controller to repeat it. "(Your vehicle call sign), Say again, please." The controller would much rather repeat something to you than to have you go some place you should not have gone.

Appendix C ~ Common Radio Terminology

WHAT IS SAID

WHAT IS MEANT

Acknowledge

Let me know you have received and understood this message.

Advise intentions

Tell me what you plan to do.

Affirmative

Yes

Confirm

My understanding...is that correct?

Correction

I made a mistake. This is what I should have said.

Expedite

Prompt compliance is required.

Go ahead

Proceed with your message.

Hold

Stay where you are.

Hold short

Stop at the hold line at the intersection of the taxiway and the runway. DO NOT proceed on the runway.

How do you hear me?

How well is the radio working?

Immediately

RIGHT NOW

Negative

No, or permission not granted, or that is not correct.

Over

My radio transmission is ended and I expect a response.

Proceed

You are authorized to begin or continue moving.

Read back

Repeat my message back to me.

Roger

I have received all of your last transmission.

Say again

Repeat what you just said.

Stand by

Wait a moment, I will call back.

That is correct

The understanding you have is correct.

Unable

I can not do that.

Verify

Request confirmation of information. Also, check and transmit correct information.

Wilco

I have received your message, understand it and will comply.