



AIRSIDE VEHICLE USE

Standard Operating Procedure (SOP #)

Rev 3.0:

UNCONTROLLED WHEN PRINTED

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1. Standard Operating Procedure Information

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Document Owner	Masterton District Council (MDC) Hood Aerodrome
Contact Details	Hood Aerodrome Manager, David.Hayes@mstn.govt.nz Phone/Text 0276 060 190

2. Revision history and approval

Review #	Changes Made	Reviewed by	Date
1.0	First draft	Jacinda Johnston	April 2021
2.0	Updated	Mike and Karen Groome	Sept 2023
3.0	Reformatted and updated Figure 1 and Figure 2	Lisa Neill	2 Feb 2024

3. Document purpose

This SOP outlines the procedure for Drivers operating a vehicle 'Airside' at Masterton Aerodrome.

The Operator defines 'Airside' as that part of the aerodrome where aircraft can normally manoeuvre. 'Groundside' is the area behind the hangars and on public roads where vehicles and pedestrians can safely navigate. In the context of operating vehicles at Masterton Aerodrome, the Airside is anything outward of the red line in Figure 1 (fence line), or the dashed line in Figure 2.

FIGURE 1- AIRSIDE AND GROUNDSIDE ON WESTEN APRON



FIGURE 2- AIRSIDE AND EXEMPTED AREA ON EASTERN APRON



4. Scope

Runway safety remains one of the most serious threats to Aviation Safety in New Zealand. The CAA currently records up to 10 vehicle/runway incursions per month. This SOP contains safety instructions to reduce the likelihood of harm to persons and aircraft from vehicle movements.

This SOP applies to all drivers operating a vehicle on 'Airside', excluding those in an "Exempted Area" or in the immediate vicinity of Hangars and private lease sites. The term vehicle includes, but is not limited to: automobiles, machinery, golf carts, quads, tractors, ride-on lawn mowers and tugs.

5. Access to airside

For access to airside through locked security gates a PIN code is required. If you have not been inducted please contact the Hood Safety Officer on 027 944 0122 for induction. You will then be provided with the required PIN code.

6. Key requirements for drives airside

Prior to operating any vehicle or machinery 'Airside' the Driver or Organisation must ensure:

1.	The vehicle is operated by a suitably licensed driver, driver under supervised training, or qualified operator	
2.	Vehicles must display hazard lights. Vehicles that do not have flashing lights such as private mowers near the lease sites must be easily visible	
3.	Drivers should proceed with caution and always maintain a vigilant lookout	
4.	Driver should follow predictable paths (roads/taxiways) and not above 30km/hr	
5.	Drivers should be contactable at all times when airside, either via cell or aviation radio	
6.	Drivers should not park on or congregate, or block a taxiway or runway	
7.	Drivers should not enter or cross a runway vector, sealed taxiway, or threshold without coming to a full stop , conducting a thorough lookout, and notifying local traffic on the correct frequency	
8.	Drivers and passengers should wear a Hi-Vis vest if vacating the vehicle on Airside.	
9.	Drivers should comply with the Safety Plan /SOPs of their relevant organisation	
10.	WARNING: VEHICLES MUST GIVE WAY TO AIRCRAFT AT ALL TIMES!	

7. Considerations when operating a vehicle

- All drivers are to be aware of the risk they present to others when navigating Airside.
- This includes ensuring that any equipment carried (or loads under tow) are properly secured to prevent foreign object damage (FOD).
- Drivers are to be aware of the fire risk created by hot exhausts in areas of long grass during dry seasons. For this reason, Drivers are to conform to the published taxiways and roadways in the first instance.
- Crossing of hard taxiways and runways to be avoided due to FOD risks.
- Where it is necessary to transit alongside a runway vector, drivers are to adhere to the mown strip edges where possible. If they encounter an aircraft, they should immediately give way and come to a complete stop. Vehicles must clear the runway strip when aircraft are landing and taking off.

8. Vehicle use near runways

Vehicles may be required to operate in close proximity to an active runway for purposes such as Flying Competitions, Gliding, Mowing, Maintenance Works etc. In such cases, the driver must ensure that:

1.	A radio is actively monitored by a trained operator, and appropriate broadcasts made to ensure situational awareness and traffic deconfliction	<input type="checkbox"/>
2.	Activities are limited to a maximum of 5 vehicles on Airside per group	<input type="checkbox"/>
3.	Vehicles and trailers must be parked >30m displaced from any active grass runway vector >85 meters from the main sealed runway	<input type="checkbox"/>
4.	Drivers are responsible for briefing their passengers on all safety requirements	<input type="checkbox"/>
5.	A beacon or hazard lights are to be operating	<input type="checkbox"/>
6.	Mowers to comply with AC139-5 (c12) Advisory Circular	<input type="checkbox"/>

9. Driver safety responsibilities

- Drivers have an obligation to uphold safety standards when operating Airside. This includes removing FOD, securing gates and ensuring any hazards are reported to the Operator or the relevant organisation.
- Drivers agree to notify any safety incursions to the Operator at the earliest opportunity.

10. Operators agreement

- For resident operators at Hood Aerodrome (NZMS), a standing agreement for vehicle use may be reached with the Operator. This agreement will be on a case-by-case basis subject to parameters of the activity.
- Aerodrome operators and leaseholders are responsible for all visitors and ensuring they follow these procedures.