

22. Vehicle Management and Airside Driving at Wānaka Airport

Version 2
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1. Airside Driving at Wānaka Airport

Owner: Head of Safety, Compliance & Operations

Purpose: Safe airside operation at Wānaka Airport

2. Definitions and References

The following definitions (aligned with CAA definitions) are used to refer to different areas at Wānaka Airport:

Runway Area: the part of the airport used for the take-off and landing of aircraft but not including the surface movement of aircraft associated with take-off and landing: CAA's Zone 1: rectangular zone with sides at 45m from the runway centreline and ends at 60m beyond runway end.

Manoeuvring Area: Includes the Runway Area plus the area for the surface movement of aircraft associated with take-off and landing (for example, taxiways).

Movement Area: includes the Runway and Manoeuvring Areas plus the areas used for loading, unloading, fuelling and maintenance areas.

Airside: the part of the aerodrome inside current security fencing: this includes the Runway, Manoeuvring and Movement Areas plus all other areas (for example, aircraft parking and green spaces).

Landside: portion of the aerodrome between its boundary and the security fencing that can be accessed by the public. The major elements of landside are the airport's public buildings, hangars, roadways, and parking facilities.

Wānaka Airport is not a certificated airport as per CAA Rules. CAA Rule 139.119 has been used as a reference of industry standard / best practice.

3. Responsibilities

Head of Safety, Compliance & Operations: has overall responsibility for the development and implementation of procedures outlined in this section of the Airport Operations Manual (AOM). They are also responsible for any resources required to control vehicles entering and operating airside at Wānaka Airport.

Wānaka Airport Operations: have responsibility for ensuring that the movement of persons and vehicles airside are in accordance with this section of the AOM.

Organisations/Individuals: wishing to operate a vehicle airside at Wānaka Airport should register the vehicle with Wānaka Airport Operations. They are also responsible for training of drivers of airside vehicles including:

- Training to meet the requirements set out in this section of the AOM
- Training for specific type of vehicles: For example, forklifts, tugs etc
- Training for organisational or operational requirements: for example, specific hangar vehicle movement procedures

Airside Drivers: must have a current and valid drivers' license. Airside drivers are responsible for compliance with the requirements in this section of the AOM.

4. Procedures

4.1. Vehicle Entry Airside

All vehicles entering airside at Wānaka Airport must comply with the following conditions:

- Be necessary for airport or aircraft operations.
- Be in a state of good repair. This can be evidenced by a current Warrant of Fitness for applicable vehicles or a documented history of serviceability inspections.

4.2. Refuse Vehicle Entry or Operations Airside

Wānaka Airport Operations may refuse vehicle entry or driving airside at any time due to, but not limited to, the following conditions:

- heightened security
- airport emergency
- FOD risk

4.3. Speed Limits at Wānaka Airport

When driving airside at the airport, drivers must adhere to the following speed limits:

- Landside: 15km/hour
- Airside within 15m of an aircraft: 8 km/hour
- All other Airside: 30km/hour

Where there is an operational requirement for speeds greater than those indicated above, approval must be sought from the Wānaka Airport Operations. In general, approval to go over the speed limits above is only given to drivers involved in Airport Emergency Response or Airport Inspections.

The speed limits are not indicators of the speed drivers should operate vehicles. They indicate the maximum permitted speed. Drivers must operate vehicles at a safe speed suitable for the conditions below the maximum permitted speed.

4.4. Airside Right of Way

All aircraft, including those being towed, have right of way over all other vehicles.

4.5. Airside Overtaking

- The overtaking vehicle must not go faster than the speed limit.
- Overtaking must be conducted in a safe manner.
- Overtaking must not force another vehicle off its intended path.
- Overtaking is not permitted on any part of the Runway or Manoeuvring Areas.

4.6. Proximity to Aircraft

4.6.1 Operating Aircraft

- Drivers must not drive behind aircraft when their red/white anti-collision beacons and/or strobes are operating.
- Drivers must remain at least **5 metres** from the front and side of stationary aircraft that has its engine(s) running.

4.6.2 Parked Aircraft

Drivers must not drive a vehicle within **5 metres** of a parked aircraft (no engines running), except when required for the servicing, loading, or unloading of that aircraft. Vehicles can only be used to service, load or unload an aircraft if a representative of the aircraft operator or handling agent is present.



The **Circle of Safety** rule applies at Wānaka Aerodrome.

- Test the brakes at no less than **5 metres** from the aircraft; and
- Come to a complete stop at no less than **2 metres** from the aircraft, and then proceed at a slow walking pace.

When considering proximity to aircraft, drivers should consider multiple aircraft as a group rather than individual aircraft. For example:

if there are two “rows” of aircraft parked on an apron area, drivers should not drive between the rows even if this meets the distance requirements described above.

Instead, the driving perimeter should be based on the outer most aircraft of the groups.

Drivers must not operate a vehicle in reverse in the vicinity of any aircraft unless it has been established it is absolutely safe to do so.

4.7. Proximity to Refuelling Vehicles and Equipment

All non-fuelling vehicles and drivers are strictly prohibited to be within three metres of any refuelling vehicle or aircraft.

4.8. Vehicle Operating on a Manoeuvring Area

Drivers must not enter or operate on a Manoeuvring Area unless there is an operational requirement to do so. Drivers must:

- monitor the Wānaka Traffic frequency and give way to all aircraft movements when operating on a Manoeuvring area.

Vehicles operating on a Manoeuvring Area must have:

- an operating amber light affixed to the uppermost part of the body of the vehicle or display amber flashing lights visible 360 degrees around the vehicle (i.e. hazard lights).
- between sunset and sunrise, operating headlights (dipped) and operating taillights.
- a radio capable of receiving and transmitting on Wānaka Traffic frequency.

Vehicles that are not able to comply with the above requirements for operating on a Manoeuvring area must have a Vehicle Escort that meets these requirements.

4.9. Vehicle Operating on a Runway Area

Drivers must not enter or operate on a Runway Area unless there is an operational requirement to do so. Drivers must:

- make a broadcast on the Wānaka Traffic Frequency prior to entering the Runway area.
- monitor the Wānaka Traffic Frequency while operating on the Runway area.
- give way to all aircraft movements when operating on a Runway area.
- if possible, Drivers should face (drive towards) landing aircraft.

Vehicles operating on a Runway Area must have:

- an operating amber light affixed to the uppermost part of the body of the vehicle.
- a radio capable of receiving and transmitting on Wānaka Traffic Frequency.

Vehicles that are not able to comply with the above requirements for operating on a Runway Area must have a Vehicle Escort that meets these requirements.

4.10. Vehicle Escorts

Before escorting a vehicle, the escort must ensure that the driver of the vehicle is aware of the following requirements:

- The proposed route.
- Any specific rules for driving airside applicable to the proposed route.
- The supervised vehicle must follow the escort at a distance that will ensure adequate supervision at all times.

The maximum number of vehicles that may be escorted by a single escort is one large semi-trailer or two non-articulated vehicles. Any larger convoy must have a second escort located at the rear of the convoy.