

**DUBUQUE REGIONAL AIRPORT
DUBUQUE, IOWA**

**PEDESTRIAN & VEHICLE OPERATORS
NON-MOVEMENT AREA TRAINING
MANUAL**

**AIRPORT CERTIFICATION MANUAL
APPENDIX F**

**PEDESTRIAN & VEHICLE OPERATORS NON-MOVEMENT AREA
TRAINING MANUAL TABLE OF CONTENTS**

<u>SECTION</u>	<u>TITLE</u>
1	Preface
2	Definitions and General Information Definitions Authorized Ground vehicles Authorized Vehicle Operators Pedestrian and Vehicle Access Liability and Training for Ground Vehicle Operations Accidents Speed Limits Permit Fee Carrying of Permits Consequences of Non-Compliance
3	Operating in Airport Non-Movement Areas The Non-Movement Area
4	General Airport & Aircraft Operations General Tower Controlled Airports - ATCT

Exhibit A: Non-Movement Area Map

Exhibit B: Access Gates

PREFACE

DEVIATION TO THE VEHICLE OPERATORS TRAINING MANUAL

A. DEVIATION

In an emergency requiring immediate action for the protection of life or property, deviation from this manual to the extent required to meet the emergency, is authorized.

B. REPORT

In the event of a deviation, the deviator must submit a report, in writing, stating the nature, extent, and duration of the deviation.

DEFINITIONS AND GENERAL INFORMATION

A. DEFINITIONS

1. Air Operation Area (AOA) - Those areas which encompass the runways, taxiways and other areas of the airport utilized for taxing, takeoff, and landing of aircraft including ramps and parking areas. See map Section 7.
2. Aircraft Movement Area - All areas under positive control of the Dubuque Air Traffic Control Tower, requiring communication with ATC personnel. All vehicles operating on a designated movement area must be identified and equipped with an amber beacon, a two-way radio and in contact with Ground Control or be escorted by a vehicle with a two-way radio in contact with the tower. See Map Section 7.
3. Aircraft Non-Movement Area - Those areas in the AOA not under control by Ground Control. Vehicles operating in these areas are not required to be radio equipped or have special vehicle markings. Aircraft have the right of way in these areas and pedestrians and vehicles operating in the non-movement area are required to give way to all aircraft while in these areas. The non-movement areas are designated by a dashed and solid yellow line.
4. Aircraft Support Vehicle - Those vehicles routinely used on the aircraft ramps or parking areas in support of aircraft operations and services.
5. Airfield Service Vehicles - Those vehicles operated by airport management routinely used for services, maintenance, and construction on the Air Operations Area.
6. Air Traffic Control Tower (ATCT) – A facility that uses primarily air to air/ground communications to provide air traffic control services to aircraft and vehicles operating in the vicinity of an airport or on the movement area. Authorizes all vehicles and aircraft in and out of the Movement Area.
7. Common Traffic Advisory Frequency (CTAF) – A designated air band radio frequency used for coordination of air and ground vehicle operations in an environment that is not under the control of an Air Traffic Control Tower. The CTAF frequency at DBQ is 119.5.
8. Pedestrians – Any person located on the airfield that is not in an aircraft or ground vehicle. Vehicle operators away from their vehicle for any amount of time are also considered pedestrians.
9. Vehicle - All conveyances, except aircraft, used on the ground to transport persons, cargo or equipment.
10. Runway Incursion – Any occurrence at an airport, with an operating control tower, involving: an aircraft, vehicle, person, or object – on the ground creates a collision hazard

or results in loss of separation with an aircraft taking off, intending to take off, landing, or intending to land.

11. Surface Incident – Any event where unauthorized movement by an aircraft, vehicle, or pedestrian occurs on the Movement Area that affects or could affect the safety of flight.

B. AUTHORIZED GROUND VEHICLES

Ground vehicles, authorized by the Airport Director or designated representative to operate on movement areas and safety areas at the Dubuque Regional Airport are limited only to those vehicles necessary for Airport Operations and include, but are not limited to the following types of vehicles:

1. Dubuque Regional Airport and City of Dubuque owned vehicles equipped with a rotating beacon or strobe light and radio for communication with Air Traffic Control Tower (ATCT) and aircraft after ATCT hours.
2. FAA Tech OPS vehicles.
3. Fixed Base Operator vehicles (FBO), to include mobile fuel trucks (**limited to Ramp Areas and Taxiway Alfa**), tractors and other support vehicles as needed.
4. Airline tugs, tractors, and other motorized vehicles. These vehicles are limited to the ramp areas unless an operational duty (i.e., deicing, towing, etc...) requires use of a Movement Area. Escorts will be given to these vehicles on Movement Areas to provide communication with ATCT.
5. Construction vehicles operating under airport procedures for construction purposes.
6. Any other vehicle requiring access to movement areas and safety areas when escorted by a properly equipped airport vehicle.
7. All other vehicles are limited to the ramp areas only. No entry into the Movement Area is allowed except with an authorized escort.

C. AUTHORIZED VEHICLE OPERATORS

1. Any person with a need to operate a ground vehicle in the Air Operations Area (AOA) must obtain a valid state driver's license from any of the United States and complete the Dubuque Regional Airport Drivers Training Program.
2. Only persons that have completed the Dubuque Regional Airport ID Media process and holds a current DBQ ID have access to work in or pass through the Airport Restricted Area located on the terminal ramp. If Operator does not possess a DBQ ID, they must be escorted by approved airport staff.

D. PEDESTRIAN & VEHICLE ACCESS CONTROL

1. There are two gates located on either side of the Airline terminal. An electronic gate on the west side of the Terminal, accessed by personnel with Movement and Non-movement privileges. On the east side of the terminal is a padlocked gate for emergency and construction purposes.
2. There are eight gates at which entrance into the air operations area (AOA) can be gained from the GA Airport access road. (**See Exhibit B**)

Red Circle (Main Gate): Electronic operated gate located adjacent and southeast of the ARFF and Maintenance Facility.

Gate 6: Swinging gate with padlock located at east of the Fuel Farm. This gate is primarily used by the University of Dubuque during normal business activities and hours.

Gate 7: Swinging gate with padlock.

Gate 8: Swinging gate with padlock located between Hangar 99 and Blue Skies and is used by the FBO.

Gate 9: Swinging gate with padlock.

Gate 10: Swinging gate with padlock.

Gate 11: Pedestrian gate. Not used.

Gate 12: Electronic operated gate, located near the corporate hangars and steel T - Hangars. This gate is used by corporate and T - Hangar tenants. Personnel needing access through this gate are issued gate cards by Airport Operations.

3. In addition to the 9 main access gates, there are 15 locked gates around the rest of the airfield. They will not be used for normal access, instead only in cases of emergency and/or construction.
4. Guests of an airport tenant may be escorted or provided limited access to their respective aircraft parking area. Responsibility rests with the sponsor tenant.
5. If electronic gate #12 is inoperative Corporate and T-Hangars Tenants must contact Airport Operations for further instruction or escort at (563) 589-4136.
6. Construction and special projects will be required to obtain a driver's permit, either for non-movement or both movement and non-movement areas. Once permit has been acquired, gate access will be made by Airport Operations and card/keys/remotes may be issued for unescorted access onto the airfield. Most construction equipment will be using the main gate unless construction location dictates another gate.

E. LIABILITY AND TRAINING FOR GROUND VEHICLE OPERATIONS

1. Ground vehicles at the Dubuque Regional Airport are required to operate under the procedures established by the FAA and Dubuque Regional Airport. The Airport Director or his/her designated representative is responsible for training city airport employees. Employees of other agencies, authorized to operate ground vehicles, will receive training by their respective employers.
2. Employers will be required to sign a form at the Airport Operations Office assuming full responsibility for their employee's actions, or failure to act. Consequently, the employee will be responsible for any fines levied by the FAA, Dubuque Regional Airport, or other organizations relating to the operation of ground vehicles on the Airport Operations Area (AOA).
3. Employees, Tenants, Contractors, and others must sign verifying they have received a copy of this manual, successfully pass the appropriate test, and will abide by the rules and regulations of the Dubuque Regional Airport. When the above has been completed, a driver's permit for the areas on the AOA in which they are authorized will be issued upon receipt of the permit fee. The drivers permit will be valid certification that the individual can drive on the specified locations on the AOA. The drivers' permits will depict each location the driver can go, and be color coded for easy identification.
 - M – Entire AOA Access
 - NM – Non-Movement Area access to all ramps (Escort required onto airfield)
4. **All vehicles operating in the movement area, (runways and taxiways) must be equipped with a rotating amber beacon or aviation checkered flag and should be identified by company logo / name on the exterior of the vehicle; or escorted by airport staff in a properly equipped vehicle.**
5. Moving aircraft shall have the right-of-way over vehicular traffic. Vehicular traffic should not operate between parked aircraft and loading gates, or other buildings.
6. Access to the AOA will be controlled by the Airport Operations Department. Pedestrians and vehicle operators will be allowed access to the airfield via gate cards or keys. Each employee, tenant, and contractor will be supplied a key/gate card as needed. These will be issued upon an initial deposit and logged for future reference. Upon termination of employment or hangar tenant at the airport, the access card/key must be returned to Airport Operations in good working order, in which time the deposit will be fully refunded.
7. All vehicles entering the AOA must meet current city vehicle insurance requirements in case of accident or injury. The Dubuque Regional Airport will not be held responsible for any damage to you or other property due to driver/pedestrian negligence.

F. ACCIDENTS

Any accident or incident on the AOA, involving aircraft and/or ground vehicles, will be reported to the Airport Director and the Airport Operations Department immediately after the accident or incident.

G. SPEED LIMITS

All vehicles operating in the aircraft Non-Movement Areas are restricted to 15 MPH except when towing equipment, then the speed is restricted to 5 MPH or as safe operations will permit. The speed limit for Movement Areas is restricted to the safe driving speed of the vehicle.

H. FOD

FOD is foreign objects or debris on the runways, taxiways, or ramps. FOD may cause hazards to aircraft especially those with jet engines. Precautions should be taken to make sure you don't add to the problem of FOD. Make sure that no trash is blown from the vehicle that you are driving. If you see FOD, please pick it up or call Airport Operations to remove.

I. RIGHT-OF-WAY

1. Moving aircraft shall always have the right-of-way over vehicular traffic. Vehicular traffic should not operate between parked aircraft and loading gates or any other building.
2. Emergency equipment shall always have the right-of-way over vehicle traffic. Vehicles will remain clear of any emergency unless authorized to so by response personnel.
3. Aircraft being towed also always have the right-of-way over vehicular traffic. These tugs however must yield to moving aircraft using the taxiway.

J. PERMIT FEE

The associated fee is a one-time non-transferable requirement. Permits are \$10.00. Access cards are \$25.00.

K. CARRYING OF PERMITS

Tenants are encouraged to carry their drivers permit card; however, it is not mandatory. In the unlikely event of an incident or accident, affected tenants will need to demonstrate positive identification, such as a driver's license and be able to produce a Dubuque Regional Airport drivers permit within a reasonable amount of time of the incident/accident, if requested by Airport Operations or the Airport Director.

L. CONSEQUENCES OF NON-COMPLIANCE

1. The primary concern of Airport Management is the safe and efficient operation of ground vehicles in the AOA. The intent of these consequences is not to punish the violator, but to encourage future compliance with safety regulations.
2. Enforcement of the ground vehicle regulations applicable to the airport employees, tenants, and contractors, shall be handled by the Airport Director or his designee. The Airport Director shall take appropriate enforcement action depending on the nature and severity of the offense. The following enforcement actions are available at the discretion of the Airport Director:
 - a. Oral reprimand
 - b. Written reprimand or warning letter
 - c. Recurrent/Remedial Training
 - d. Suspension of driver's license for no less than 1 week
 - e. Revocation of driver's privileges
 - f. Fines

OPERATING IN AIRPORT NON-MOVEMENT AREAS

A. THE NON-MOVEMENT AREA

1. Non-Movement Area Boundary Markings consist of two yellow lines (one solid and one dashed). The solid line is located on the non-movement area side, while the dashed yellow line is located on the movement area side. A vehicle operator is not to cross from the solid-line side without first contacting the ATCT and obtaining a clearance to operate on the movement area.

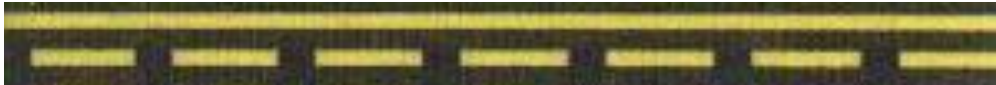


Figure 2 Non-Movement Area Boundary Marking

2. Non-Movement areas are those areas that are not under control by ATCT. Areas located at the Dubuque Jet Center ramp, terminal ramp, University of Dubuque ramp, and T-Hangar ramps are all examples of Non-Movement Areas. You do not have to contact ATCT while operating in these areas. Pedestrians and vehicles operating in the Non-Movement Areas are not required to be radio equipped or have special vehicle markings. Aircraft however still have the right of way in these areas, and you are required to give way to all aircraft while operating in these areas. The Non-Movement Areas are designated by a dashed and solid yellow line. The dashed area begins the Movement Area which you are not authorized to drive in. Example of this marking is shown in figure 2.
2. Know where you are always; be wary of entering the Movement Area. Taxiway markings are yellow and runway markings are white. If you find yourself on you must clear immediately. **Always remember that the same rules apply to vehicles as aircraft. If you won't do it in an aircraft, don't do it with a vehicle.**

GENERAL AIRPORT & AIRCRAFT OPERATIONS

A. GENERAL

This section is provided as general information to familiarize those employees who have no pilot training. It contains only minimum general information pilots use while flying.

B. TOWER CONTROLLED AIRPORTS - AIR TRAFFIC CONTROL TOWER (ATCT)

1. When operating in Dubuque, traffic control is being exercised by the control tower from 6 a.m. until 10 p.m. During hours that the control tower is in operation pilots and vehicles are required to maintain two-way radio contact with the tower while operating within the airport traffic area unless the tower authorizes otherwise. During hours when the control tower is not in operation (10 p.m. until 6 a.m.) pilots will make self announcements of their location in the traffic pattern on CTAF.
2. The following terminology for the various components of a traffic pattern has been adopted as standard for use by control towers and pilots:
 - a. Upwind leg- A flight path parallel to the landing runway in the direction of landing.
 - b. Crosswind leg- A flight path at right angles to the landing runway off its takeoff end.
 - c. Downwind leg- A flight path parallel to the landing runway in the opposite direction of landing.
 - d. Base leg- A flight path at right angles to the landing runway off its approach end and extending from the downwind leg to the intersection of the extended runway centerline.
 - e. Final approach- A flight path in the direction of landing along the extended runway centerline from the base leg of the runway. Aircraft take off and land into the wind.