



# **Airside Safe Operating Procedures**

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## KEY AIRSIDE SAFETY REQUIREMENTS

- ➔ **Always be aware of your surroundings.**
- ➔ **Always wear high visibility clothing and your airside credentials.**
- ➔ **Never approach a jet aircraft while its engines are operating.**
- ➔ **Never approach a propeller driven aircraft while its engines are operating.**
- ➔ **Never approach an operating aircraft from the rear while it is operating unless this is approved.**
- ➔ **Never park or stand within 3 meters of any aircraft unless you are directly involved in the servicing of that aircraft.**
- ➔ **Never park or stand within 15 meters of an aircraft being refuelled.**
- ➔ **Aircraft always have the right of way over vehicles, equipment, and passengers.**
- ➔ **No person is permitted within 30 meters of a helicopter, other than persons essential to the helicopter operation.**
- ➔ **Foreign Object Debris damages engines and aircraft. If you see a foreign object airside, pick it up, relocate it to a safe place, and report it.**
- ➔ **All vehicles, except those under authorized escort, should have an operating rotating beacon mounted on the top of the vehicle; in the absence of a beacon, four-way hazard lights must be used at all times in manoeuvring areas.**
- ➔ **All incidents/accidents must be reported immediately to the Airport Director, Airport Operations at 403-318-7842.**
- ➔ **No person is permitted to allow media personnel airside access at any time.**
- ➔ **Smoking is not permitted airside.**
- ➔ **Alcohol, marijuana products, and any banned substances are not permitted to be consumed airside; persons who are intoxicated or affected by medication or illicit drugs are not permitted airside.**
- ➔ **Report suspicious events, persons, and articles immediately (be security aware).**
- ➔ **All persons on airside are responsible for security and shall question anyone that appears unfamiliar with airside operations as to their NEED to be there. This information should also be passed on to their supervisor.**

## 2.0 GENERAL

This document, entitled Airside Safe Operating Procedures for Red Deer Regional Airport (RDRA), establishes the guidelines for all persons entering airside at Red Deer Regional Airport.

These requirements have been developed as part of Red Deer Regional Airport's Safety Management System, and endeavour to maintain a safe environment for the protection of aircraft, aerodrome infrastructure, personnel, contractors, and members of the public involved in aerodrome operations.

The Director, Airport Operations will enforce these procedures. Failure to comply with a direction of the Director, Airport Operations will be referred to the Red Deer Regional Airport's CEO for consideration.

**The Director, Airport Operations (DAO)** shall develop and implement the apron traffic procedures, designation of aircraft lead-in lines, operational stand positions, pedestrian walkways, vehicle corridors, vehicle parking and aircraft parking as traffic movements require.

**Deviations** from any of the procedures contained in this directive are not authorized without the written consent by the DAO.

**Air Carriers, Charter Operators** (referred in this manual as Operators) and agents shall provide schedule information to the DAO or the designated representative in sufficient time before each schedule change to review operational adjustments if necessary. An Operator or agent shall immediately report any hazardous conditions on the apron to the DAO or the designated representative.

## 3.0 AIRSIDE SAFETY

### 3.1 Personal Protective Equipment

The need to wear Personal Protective Equipment (PPE) on airside must remain the ultimate responsibility of individual employers. However, Red Deer Regional Airport's overall responsibility as the Authority will require the mandatory wearing of specific PPE in certain areas.

High-visibility clothing **MUST** always be worn while on airside areas such as the movement and manoeuvring areas, airside roads, and ATB/FBO. The requirement to wear high-visibility clothing does not apply to any passenger moving directly to or from an aircraft for operational purposes. Garments must be kept clean, checked regularly, and replaced if necessary.

Certain activities on airside areas present a significant opportunity for foot injury (e.g., baggage loading, working with, or close to, heavy machinery). Since these activities are part of the wider airside work environment, it is recommended that all personnel on airside areas (runways, taxiways, ramps/aprons, and ATB/FBO) wear protective footwear. Footwear must be kept clean, checked regularly, and replaced if necessary.

Safety glasses, hand protection, and hearing protection should be worn in accordance with individual company policies and in areas specified by RDRA. RDRA recommends all personnel wear hearing protection in the vicinity of operating aircraft.

### 3.2 Airport Operations

Airport Operations staff are trained and qualified in all aspects of aerodrome operations, including safety, emergency, and security procedures. Any direct instructions given by Airport Operations or Management staff **must** be complied with immediately. The Director, Airport Operations can be contacted for any enquiries relating to the airside safety and security of the airport at 403-318-7842.

### 3.3 Safety Near/Around Aircraft

Red Deer Regional Airport is home to a range of aircraft types. There are jet aircraft, both large and small, aircraft powered by propeller driven engines, a variety of helicopters and the occasional experimental aircraft. Each of these aircraft requires different safety precautions to ensure the safety of all personnel and equipment. An aerodrome is a complex and busy environment. While an aircraft is on the ground, there are often several different procedures being undertaken simultaneously. Passengers are embarking and disembarking, baggage and freight is loaded and unloaded, the aircraft is refuelled, and personnel are performing maintenance inspections and general aircraft servicing. All this activity creates an environment which can be susceptible to incidents and accidents. Therefore, a high level of personal diligence and appropriate procedures are required to ensure aircraft operations can be conducted safely.

### 3.3.1 General Aircraft Safety Rules

- It is the responsibility of aircraft owners to ensure their aircraft are tied down or chocked to prevent uncontrolled movement.
- Operators and agents shall ensure that aircraft are parked at agreed-upon locations as to not interfere with other aircraft(s) movement.
- If in strong winds, pilots choose to park in such a manner that it will not weather cock the aircraft, then extra safety precautions must be taken to ensure the extended safety of passengers and/or aircraft operating on the same apron.
- No unauthorized person is to approach any aircraft without the direct permission of the aircraft owner or Pilot-In-Command.
- Never park or stand within 3 meters of any aircraft unless you are directly involved in the servicing of that aircraft.
- Never park or stand within 15 meters of a refuelling aircraft as fuel overflow vents may discharge fuel at any time.
- No equipment should be so parked that it would block another vehicle gaining access or egress to or from an aircraft in the event of an emergency.
- Aircraft always have right of way over vehicles, equipment, and passengers.
- Mobile phones should not be used within 15 metres of an aircraft that is being refuelled.
- Each employer is responsible for relating their company policy and procedures regarding thunderstorms and associated weather phenomena to their employees.

**Always be aware of your surroundings.**

### 3.3.2 Jet Blast and Jet Engine Ingestion

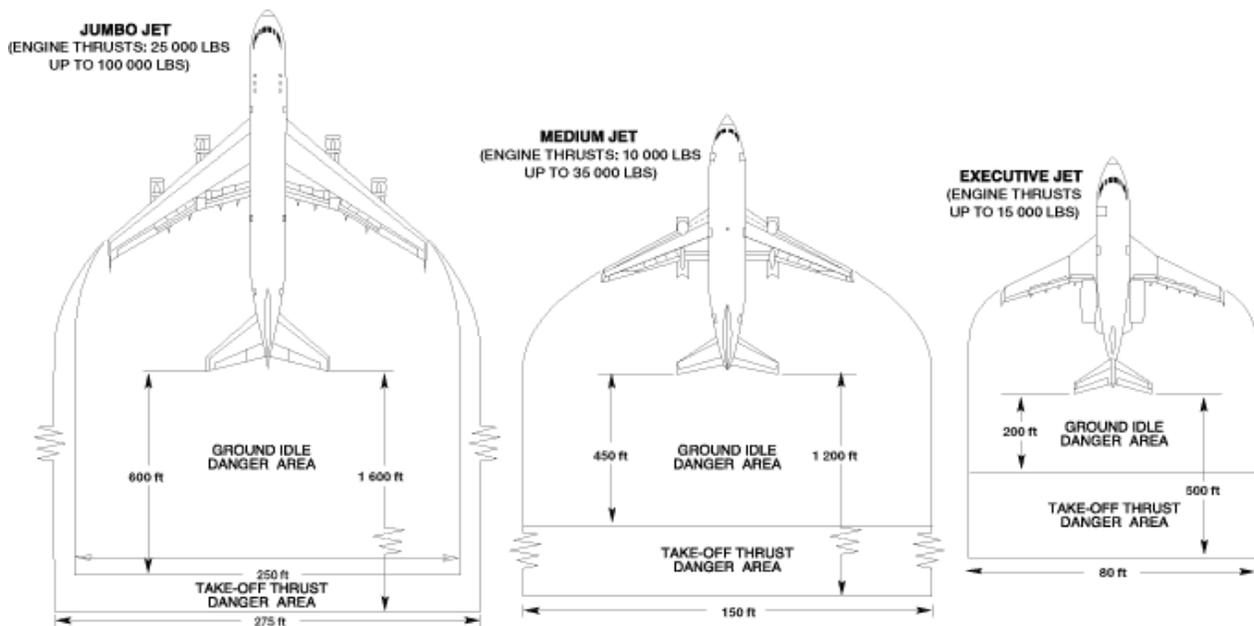
Pilots should exercise caution when operating near active runways and taxiways. With the use of intersecting runways, there is an increased possibility of jet blast or propeller wash affecting other aircraft at the aerodrome. This can occur while both aircraft are on the ground or about to take off or land. Pilots taxiing near active runways should be careful when their jet blast or propeller wash is directed towards an active runway. Pilots operating behind a large aircraft, whether on the ground or in the take-off or landing phase, should be aware of the possibility of encountering localized high wind velocities.

- Jet engines operate by consumption of large amounts of air into the intake at the front of the engine.
- This air is then compressed to a high pressure, injected with fuel, and ignited.
- The high energy of combustion is used to drive the turbines which power the engine.
- The air and exhaust are expanded in the turbines and then expelled through the rear of the engine travelling at very high speeds and at very high temperatures, thus propelling the aircraft.
- Both engine ingestion and jet blast can be fatal to people and can cause a great deal of damage to other aircraft, vehicles, and equipment.
- A jet engine is very powerful even when taxiing or just starting up or shutting down.

- Light aircraft with high wings and narrow-track undercarriages are more susceptible to jet blast and propeller wash related hazards than heavier aircraft with low wings and wide-track undercarriages.

The following is a table showing the expected speed of the blast created by large turbo-prop aero planes. As newer aircraft are designed to handle more weight, larger engines are being used. Executive jets may have thrusts of up to 15,000 lbs., medium jets may have thrusts of up to 35,000 lbs., and some jumbo jets now have thrusts greater than 100,000 lbs. Therefore, caution should be used when interpreting the danger areas for ground idle and take-off thrust settings, as some of the distances shown may need to be increased significantly.

DISTANCE BEHIND PROPELLERS (ft)	LEAVING PARKED AREA (kt)	TAXIING (kt)	TAKING OFF (kt)
60	59	45	-
80	47	36	60-70
100	47	36	50-60
120	36	28	40-50
140	36	28	35-45
180	-	-	20-30



Jet Blast Danger Areas (Not to scale)

**Never approach a jet aircraft while its engines are operating.**

### 3.3.3 Propeller Driven Aircraft

- Propeller driven aircraft operate differently to jet engines because they use one or more spinning propellers to drive the aircraft forward.
- A propeller spins at a high velocity around a propeller shaft and generates lift, which acts in the forward direction, thus propelling the aircraft.
- In doing so, the air ahead of the propeller is sucked in and expelled through the propeller at a higher velocity, which also aids the propulsion.
- Propellers are particularly dangerous because they spin at high velocity that it is difficult to see.
- It may also be difficult to hear a propeller engine operating due to the high ambient noise levels at an aerodrome. Accidentally walking into an operating propeller has seriously injured many people.
- The exhaust gases of some propeller driven aircraft may be hot and may travel with the same force as jet engine exhaust, so similar precautions should be taken as would be taken for a jet aircraft to avoid jet blast around prop aircraft.
- Always walk around the wing of a propeller driven aircraft and even if the aircraft appears to be shut down, never walk within the arc of a propeller.

**Never approach a propeller driven aircraft while its engines are operating.**

### 3.3.4 Helicopter Operations

Helicopter operations can be particularly dangerous as the propeller or rotor, even when at idle power, has enough force to cause fatal or serious injuries. The following procedures apply to all helicopter operations.

- Never approach the rear of a helicopter; persons in this location are at risk of injury or death from engine exhaust gases and/or contact with the tail rotor.
- Approach a helicopter from the front or side and ensure you are in the pilot's line of vision.
- Approach the helicopter up the slope if possible, and depart on the downward slope, to avoid the main rotor blade.
- Crouch low before going under the main rotor.
- Secure loose articles such as hats and do not give chase if they are blown away.
- Eyes should be protected from any dust or blowing objects.
- If eyes become blinded by foreign debris, crouch or sit down and wait for assistance. Do not continue to approach the helicopter.
- Never drive or park any vehicle or large equipment under the main or tail rotor blades.

**No person is permitted within 30 meters of an operational helicopter, other than persons essential to the helicopter operation.**

### 3.3.5 How to Know if an Aircraft Engine is Operating

An anti-collision beacon is a flashing red light located on the top and/or bottom of every aircraft. The pilot will activate this light when the engines are operating or about to be started. This is the primary indication that the aircraft engines are operating, and that the aircraft is about to manoeuvre. Other indications that an aircraft may be about to pushback, taxi, or in the case of a helicopter, take-off include:

- All servicing equipment, including fueling vehicles and baggage loaders, are clear of the aircraft.
- All personnel are clear of the aircraft.
- The aircraft doors are closed.

Those persons with access to the Red Deer Ground Radio frequency should maintain a listening watch to assist in ascertaining information regarding aircraft movements.

### 3.4 Foreign Object Debris (FOD)

Foreign Object Debris, known as FOD, is any loose item on an aerodrome which could be a danger to aircraft operations if sucked into an engine. It is essential that the airside is a clean and FOD free environment.

The following procedures should be followed to prevent FOD damage to any aircraft or person.

- All rubbish should be collected and put into secure rubbish bins before being disposed of in an off-airside location.
- Any rubbish bin located airside must have a secure lid to prevent any material escaping.
- Building sites and cargo operations are specifically prone to producing FOD and these sites must have specific procedures to contain their debris from affecting any aircraft operation.
- Offending items often include nuts & bolts, washers, rivets, stones, loose baggage hardware, sand and dirt, and empty food and drink containers.
- Designated storage areas should be designed to house any work-related tools.
- Vehicles and equipment utilizing airside should undergo regular maintenance to ensure no loose objects could cause FOD.
- All airside operators should practice good housekeeping rules by cleaning their designated areas regularly throughout each day.

**Foreign Object Debris causes Foreign Object Damage  
IF YOU SEE IT – PICK IT UP AND RELOCATE TO A SAFE PLACE**

### 3.5 No Smoking, Alcohol, Marijuana Products, Banned Substances or Firearms

- The consumption of alcohol, marijuana products, or any banned substances is not permitted airside.
- Any person(s) who observe anyone smoking airside shall inform them that smoking is strictly prohibited airside.
- Any person found smoking or using any form of smoking paraphernalia airside may be escorted off airside immediately.
- Only licenced and approved RDRA staff, RCMP/Law Enforcement, and Wildlife Officers are permitted to carry firearms airside.

**Persons who are intoxicated or affected by medication or illicit drugs are not permitted airside.**

### 3.6 Low Visibility Operations

During low visibility operations, it can be very difficult to see aircraft movements. Only RDRA-approved vehicles may enter or move airside during low visibility operations. These vehicles will be in close contact with ATC for instructions.

The following procedures should be followed during low visibility operations.

- Only aircraft and vehicles that have been approved by ATC may drive on the manoeuvring area.
- Aircraft owners must ensure their aircraft are tied down or chocked to prevent uncontrolled movement.
- Care must be exercised when moving around all apron areas if permitted to do so by ATC.
- Any unnecessary persons, such as contractors, should be removed from the manoeuvring area.

## 4.0 AERODROME SECURITY

Red Deer Regional Airport is classified as a Class 3 Airport under the Canadian Aviation Security Regulations 2012. This means that the airport is gazetted as a restricted area and is afforded additional powers than would otherwise occur outside an airport environment. Red Deer Regional Airport manages a Safety & Security Committee, which includes members from various airport operators. In addition to safety matters, this Committee is responsible for ensuring the Airport Security Plan (ASP) of the airport is suitable for the current security climate. Aircraft operators are responsible for ensuring that their aircraft are secured at all times.

A perimeter fence encloses the airside area of Red Deer Regional Airport and the boundary is clearly marked with signage. In addition, a CCTV system monitors activity inside the charter terminal/FBO building 24 hours a day.

Airside access through Red Deer Regional Airport gates is controlled through a security access system. Access through these gates is via an access card, issued and controlled by Red Deer Regional Airport Authority (RDRAA).

The control of airside access, and all other security matters, through a facility which adjoins airside and landside, is the responsibility of the leaseholder of the building or site. Under the Regulations, all airside facility operators must prevent unauthorized access to airside through their leased area.

It is a condition of your access to airside that all security incidents or suspicions are reported to RDRAA immediately, in addition to contacting the relevant authorities if necessary.

All persons on airside are responsible for security and shall question anyone that appears unfamiliar with airside operations as to their NEED to be there. This information should also be passed on to their supervisor.

### 4.1 Restricted Area Pass (RAP)/Identification Pass (IP) Requirements

A Restricted Area Pass (RAP) or Identification Pass (IP) must be worn and prominently displayed at all times while airside. Anyone not in possession of a RAP or IP must be escorted accordingly. The requirement to display a RAP or IP does not apply to passengers being escorted to or from an aircraft that is just about to land or depart.

Uniformed emergency personnel (ambulance, police, fire) may enter airside without a RAP or IP if they have reason to be there. Canadian Military Defence Personnel may also access airside without a RAP or IP, provided they have a valid reason for being there. Media personnel are not exempt from the requirement to wear a RAP or IP or be escorted.

## 4.2 Vehicle Access

Red Deer Regional Airport has five vehicle access gates, at different locations, which provide manual and automated methods for vehicle access to authorized persons. Access through these gates is via a Red Deer Regional Airport approved access card system or tenant control.

Under Canadian Aviation Regulations, all operators of vehicles airside must have an “Airside Vehicle Operators Permit”. Furthermore, all vehicles driven airside must contain a rotating beacon or have their 4-way flashers activated.

It is forbidden for any access cardholder to provide vehicle access to an unauthorized vehicle without the consent of RDRA Management.

For more information regarding vehicle control, please refer to the Red Deer Regional Airport Traffic Directives.

## 4.3 Pedestrian Access

To gain access to airside on foot, an access card is required. Red Deer Regional Airport has one area where pedestrians can access airside – through the FBO.

It is forbidden for any access cardholder to provide access to an unauthorized person. An unauthorized person is any person who does not have a legitimate reason to be airside.

## 4.4 Access Cards

To apply for an access card, the following procedures must be followed.

- The applicant must complete an application form, which is available from the Airport Administration Office.
- A successful application must provide enough evidence to satisfy the RDRA pass office that the applicant has a valid reason for accessing airside.
- The RDRA pass office determines the location of the access gates and doors the applicant is approved to access.
- Once the RDRA pass office approves the application, the applicant is given an access card that is programmed to open the specific access doors and gates that have been approved.
- The decision of the RDRA pass office is final regarding the approval process of accessing airside and landside security zones.

## 5.0 AIRSIDE VEHICLE OPERATIONS

### 5.1 Vehicles Under Escort

Where an unauthorized driver and vehicle have been granted access to the airside area under the supervision of an authorized RDRA employee, they must comply with the following procedures.

- Stay behind the escorting vehicle no more than 10 metres and no less than 5 metres.
- Never veer from the course taken by your escort.
- Do not take your eyes off the escort vehicle and be prepared to stop frequently to give way to aircraft movements.
- Never drive airside without the escort vehicle, even if it is only a few metres.
- If necessary, get the attention of the escort vehicle driver by activating the vehicle horn or flashing the vehicle headlights.
- RDRA may withdraw, at any time, its consent for supervision.

### 5.2 Airside Vehicle Registration and Insurance

Vehicles are not required to be fitted with an Airside Vehicle Registration Sticker at Red Deer Regional Airport. All vehicles driven airside must be roadworthy and registered.

Vehicles accessing manoeuvring areas must provide proof of \$2 million coverage in Automobile Liability insurance with no airport or aviation exclusions. In most cases these are additional endorsements on a standard policy.

**All vehicles must always have an operating amber beacon mounted on the top of the vehicle or 4-way hazard lights when operating airside.**

### 5.3 Airside Vehicle Operators Permit

No person, unless under authorized escort, is permitted to drive airside without an Airside Vehicle Operators Permit. To obtain an Airside Vehicle Operators Permit, an application must be submitted to RDRA. This application can be obtained from the Airport Management Office.

Three categories of Airside Vehicle Operators Permit are available at Red Deer Regional Airport and are dependent upon the location in which the Airside Vehicle Operators Permit holder is permitted to drive.

These categories are:

Category A: Aprons only

Category D: Aprons, Taxiways, and Runways

Category D/A: Aprons and Taxiways

Holders of all Airside Vehicle Operators Permit categories must abide by the following procedures.

- An orange flashing beacon or 4-way hazard lights must always be fitted and operating on the vehicle while operating airside.
- Drivers must not operate a vehicle airside while under the influence of alcohol or drugs.
- All drivers and passengers must wear seatbelts, where fitted.
- At night, the vehicle headlights and taillights must be operating.
- Drivers must ensure that all loads are safely secured to the vehicle. Any lost materials must be picked up immediately.
- An Airside Vehicle Operators Permit holder must always carry his/her Airside Vehicle Operators Permit and provincial or territorial licence while driving on airside and must present it to any employee of RDRA when requested.
- RAP/IP must always be displayed while airside.
- An Airside Vehicle Operators Permit holder is responsible for ensuring that the vehicle being driven has a valid Vehicle Registration and must present it to any employee of RDRA when requested.
- No Seat – No Ride
- Always give way to aircraft and passengers.
- Never drive or park within 3 metres of an aircraft unless directly involved in servicing the aircraft
- Never drive or park within 15 meters of an aircraft being refueled
- Unless otherwise stated by a sign, the following speed limit must be adhered to: 25kph on aprons.
- Further information on the conditions of an Airside Vehicle Operators Permit is sited within the Airport Traffic Directives which can be found on the Red Deer Regional Airport's website. [Red Deer Airport, AB | Official Website \(flyreddeer.com\)](http://RedDeerAirportAB.com)

## 6.0 AERODROME MARKINGS, MARKERS, SIGNALS AND SIGNS

The following markings, markers, signals, and signs must be complied with while on airside.

### 6.1 Taxiway Centerline

Aircraft place the nose wheel on the taxiway guideline to ensure that the aircraft is safely within the taxiway limits. Vehicles on a taxiway should always travel along the right side of the taxiway guideline to ensure that other aircraft and vehicles can observe the vehicle's movements.

### 6.2 Taxiway Edge line

The taxiway edge line defines the edge of a taxiway surface. Unauthorized persons should not travel off a designated taxiway, as soft surfaces may be present.

### 6.3 Manoeuvring Area Delimitation Marking

The Manoeuvring Area Delimitation Marking separates the manoeuvring area (only accessible to persons holding a Category D or D/A Airside Vehicle Operators Permit) and the apron. This limit line must not be traversed without an RDRA approved escort.

### 6.4 Equipment Storage Line

The equipment storage line defines an area specifically for the storage of operational equipment.

### 6.5 Equipment Clearance Line

The equipment clearance line defines an area which must remain clear under all circumstances. Parking vehicles or equipment in this area may result in the item being permanently removed from airside.

### 6.6 Apron Service Road

All vehicles must follow the apron service road until the point where that vehicle must leave the roadway to approach their specific destination. For example, the most direct possible route from the roadway to the aircraft or hanger must be followed. All drivers must use the landside roads to minimize airside traffic where appropriate.

### 6.7 Movement Area Guidance Signs

Movement area guidance signs are signs which identify the location of a specific runway or taxiway or advise mandatory instructions.

### 6.8 Unserviceability Marker

Unserviceability markers designate areas which are closed to any aircraft operations. Vehicles should also take particular care in areas where these markers are displayed.

### 6.9 Works Limit Marker

A works limit marker defines the area surrounding a work site. No person is to access any work site without prior permission from RDRA.

### 6.10 Taxiway and Apron edge markers

Taxiway and apron edge markers define the edge of the apron or taxiway surface where line marking is not present.

## 7.0 AIRSIDE WORK

Airside works of various magnitudes are undertaken regularly at Red Deer Regional Airport and can be particularly dangerous to aircraft operations. All airport operators and contractors are required to comply with the following procedures.

- No works are to be undertaken airside without the direct permission from the RDRA Director, Airport Operations.
- Works must be undertaken in a way to ensure that aircraft operational safety is not compromised.
- Airside deliveries must be escorted to and from the worksite by authorized RDRA personnel.
- No contractor is permitted to leave a worksite by foot or in a vehicle without the permission of RDRA personnel.
- Contractors must comply with all aerodrome FOD procedures outlined in section 3.4 of this document.
- Airside access must only be through those access gates designated for the works.
- Any direction given by RDRA personnel must be followed.
- All Incidents and accidents must be reported to RDRA personnel immediately.
- Ensure that any person entering the worksite is inducted into all airport safety and security procedures, as well as any additional site-specific requirements.
- Ensure compliance with all environmental protection regulations.
- Ensure equipment is contained within worksites and that the worksite is returned to those standards specified by RDRA.
- Works must be carried out in accordance with any Method of Working Plan, local works plan, or any other contractual agreement pertaining to the specific works.
- Contractors are not permitted to smoke or be under the influence of alcohol or drugs while airside.
- Works that pose a bushfire risk must not be undertaken when the fire danger rating would preclude such activities from being undertaken. On “Code Red” fire days, no airside works are permitted that have a risk of starting a fire.

## 7.1 Apron Operations

1. All Operators, users and their agents shall ensure:
  - a. That aircraft are positioned on the apron to avoid hazardous conditions and to ensure other aircraft, passengers and other apron users are not exposed to hazards from their aircraft operations, including prop-wash or jet blast.
  - b. All passengers are enplaned and deplaned under safe conditions and are escorted by qualified personnel by the shortest, safest route between their aircraft and the Airport Charter Terminal Building/Fixed Base Operations (FBO).
  - c. Pedestrian walkways and other approved routes are kept free and clear of any obstructions and hazardous substances.
  - d. Passengers in their care and custody are not allowed to transit to any area of the apron unless safe to do so.

- e. Appropriate cautionary announcements concerning current apron conditions and hazards that will be encountered are issued to enplaning and deplaning passengers prior to the passengers accessing the apron.
2. The Operator and their agents shall ensure all vehicles and equipment:
  - a. Are operated on the apron in accordance with the terms and conditions of the Airside Vehicle Operators Permit (AVOP) and applicable regulations within the approved designated areas.
  - b. While on the apron, give right-of-way to enplaning and deplaning passengers and other apron pedestrians.
  - c. Ensure all gates and doors are closed and locked after vehicles and equipment are removed from the apron operating areas.
3. The Operator and agents shall ensure that use of an aircraft ground power:
  - a. Is in accordance with the terms and conditions of current, ground power unit licenses.
  - b. Will not create a hazard to other apron users without posting adequate warning, installing safety devices, or stationing personnel at the hazard point.
  - c. Will not cause enplaning or deplaning passengers of another aircraft to cross over any cords on the ground without prior knowledge and consent of the other operator.
4. The Operator and agents shall ensure that when an aircraft engine is running during loading/unloading operation:
  - a. That the aircraft is in a position authorized for that purpose.
  - b. The running engine is on the side of the aircraft opposite from the designated or other approved pedestrian walkways.
  - c. A qualified crewmember remains at the controls of the aircraft and a safety observer is properly stationed to ensure the safety of the entire apron, its users, and employees.
5. The Operator and agent shall ensure that their personnel wear only proper CSA approved ear protection devices while on the ramp area.

## 8.0 AERODROME EMERGENCIES

An aerodrome emergency is an actual or imminent occurrence which may endanger the safety or health of any person or may destroy or damage property. There are many possible emergency situations at an airport; however, those emergencies specifically involving aircraft are defined by two categories which determines the level of response required. These categories are as follows.

- **Full emergency:** A situation declared by either the Pilot-in-Command or Air Traffic Control, when it is known that an aircraft approaching the airport is, or is suspected to be, in such trouble that there is danger of an accident requiring the response from off-airport agencies. An Airport Emergency Plan activation is required for response to this situation and will involve participation from all agencies.
- **Local Standby:** A situation declared by either the Pilot-in-Command or Air Traffic Control to be initiated when an aircraft approaching the airport is known, or is suspected, to have developed some defect, but the trouble is not such as would normally involve any serious difficulty in affecting a safe landing. An Airport Emergency Plan activation is required for response to this situation; however, it usually only involves airport-based agencies. During a local standby, all operators and contractors may continue their business as normal.

When a full emergency is declared, all unnecessary contractors must be removed from airside.

Operators may continue their business as normal unless otherwise advised by RDRA, ATC, or the RCMP.

If an aircraft crash occurs on the airport, all operators and contractors should expect the airport to be closed until further notice.

Operators are responsible for ensuring all personnel and contractors are within lease boundaries during an emergency. Operators are requested to use caution when speaking to media. All media enquiries should be forwarded to the RCMP or the RDRA Chief Executive Officer.

**No person is permitted to allow media personnel airside access at any time without the express approval of the Red Deer Regional Airport's Chief Executive Officer.**

### 8.1 Incident, Accident and Hazard Reporting

All airport emergencies must be reported immediately to the Director, Airport Operations at 403-318-7842.

Airport emergencies include the following events.

- ➔ Personal injuries
- ➔ Damage to aircraft
- ➔ Vehicle accidents
- ➔ Damage to airport infrastructure
- ➔ Fuel, oil, or hazardous material spills

All airport incidents, accidents and hazards must be reported to the Director, Airport Operations by submitting the confidential Safety Occurrence/Hazard Reporting Form. This form is located on the Red Deer Regional Airport's website at <https://www.flyreddeer.com/196/Safety-Concern>.

Would you like to submit your safety or security concern anonymously? \*

Receive a call/email back ▼

First Name \*

Last Name \*

Email Address \*

Phone Number \*

Postal Code \*

Preferred Method of Contact

Email

Phone

Date of Potential Hazard \*

Time of Potential Hazard \*

Description of Occurrence/Hazard \*

## 9.0 ENVIRONMENTAL PROTECTION

All operators, contractors, and visitors must comply with the following procedures.

- An occupier of a site has a duty to prevent contamination of the land upon which they occupy, and any pollution that results from their activities is their responsibility to manage and clean up. The occupier of a premises must also prevent contamination when they are storing or handling chemical substances or waste that has the potential to contaminate land.
- Spray painting should be undertaken within a sealed booth or covered area to prevent particle release into the atmosphere and use water-based paint.
- Vehicle emissions should be reduced by ensuring regular vehicle maintenance and use of noise suppression devices to the manufacturer's specifications.
- Chemicals must be stored in bunded areas.
- The Operator and agent will immediately notify the DAO and take proper actions:
  - a) To clean up fuel spills and escape of other dangerous products or pollutants.
  - b) To ensure the safety of all apron users until the apron is returned to a safe operating condition.

If, in the opinion of the DAO, or designate, the Operator or agent is not addressing the situation promptly and/or correctly, the DAO will cause the spill (including de-icing fluids) to be cleaned up and the cost will be the responsibility of the party creating/causing the spill

- All staff must be trained to undertake a spill response.
- Spill cleanup kits for minor spills should be supplied by the tenant/contractor.
- All liquid waste must be stored in appropriate containers, in hardstand, kerbed or channelled areas to collect runoff.
- Machinery must be maintained regularly to reduce potential to leak.
- Maintenance and regular cleaning of triple interceptor traps must be performed to prevent overflow or spills.
- Fueling must be performed in designated areas, with precautions in place to prevent spill onto the soil or into drainage systems. Aircraft, vehicles, or component washing must be performed in designated areas, where run off can be collected and diverted from spillage or leakage onto soil.
- Incident reports of any environmental incident must be reported to RDRA immediately.
- Washing activities must be performed in a designated area, where run off can be collected and diverted from storm water or leakage into soil.
- All waste oils, fuels, chemicals, and hazardous waste must be disposed in accordance with regulatory requirements.
- Excess paint, solvents and paint wastewater must be disposed according to regulatory requirements.
- De-icing procedures:
  - The Operator and agent shall ensure that de-icing fluids are applied to aircraft on Apron 1 only.

## AIRSIDE SAFE OPERATING PROCEDURES

- Clean-up of the area is promptly accomplished in accordance with applicable environmental legislation.
- No enplaning or deplaning passengers will be required to walk across an area with de-icing fluid present. If circumstances dictate otherwise, then other Operators and passengers affected will be directly notified.
- If anti-icing fluids are stored on airport property, the Operator and agent will ensure that the fluids are stored according to environmental regulations and meet all airport safety requirements.

## 10.0 DEFINITIONS

### **Accident – Category A:**

An occurrence associated with the operation of an aircraft which takes place between the time any person boards the aircraft with the intention of flight and until such time as all such persons have disembarked, including an aircraft accident within the airport boundaries and within a critical rescue and fire-fighting access area that extends 1,000 m beyond the ends of a runway and 150 m at 90° outwards from the centreline of the runway, including any part of that area outside the airport boundaries.

Aviation accidents include occurrences resulting directly from the operation of an aircraft in which

- a. a person is killed or sustains a serious injury because of:
  - i. being on board the aircraft,
  - ii. coming into direct contact with any part of the aircraft, including parts that have become detached from the aircraft, or
  - iii. being directly exposed to jet blast, rotor down wash or propeller wash.
- b. the aircraft sustains structural failure or damage that adversely affects the aircraft's structural strength, performance or flight characteristics and would normally require major repair or replacement of any affected component, except for:
  - i. engine failure or damage, when the damage is limited to the engine, its cowlings, or accessories, or
  - ii. damage limited to propellers, wing tips, antennae, tires, brakes, fairings or small dents or puncture holes in the aircraft's skin.
- c. the aircraft is missing or inaccessible.

### **Aerodrome/Airport:**

A defined area on land or water (including any buildings, installations, and equipment) intended to be used either wholly or in part for the arrival, departure, and surface movement of aircraft.

### **Aeroplane:**

A power driven, heavier-than air aircraft deriving its lift in flight chiefly from aerodynamic reactions on fixed surfaces, which remain fixed under given conditions of flight.

### **Aircraft:**

Any machine or craft that can derive support in the atmosphere from the reactions of the air, other than the reactions of the air against the earth's surface.

### **Aircraft stand:**

A designated area on an apron intended to be used for parking an aircraft.

### **Air-ground communications:**

Two-way communication between aircraft and stations or locations (fixed or mobile) on the surface of the earth.

**Air navigation aid (navaid)**

A ground based or airborne facility or equipment relying primarily on the transmission/reception of radio or radar signals to provide information used to determine the location of an aircraft. Nav aids are designed to be used either for en route navigation or to assist in approach and landing in reduced visibility conditions.

**Airport Director, Airport Operations:**

A trained officer appointed by RDRA charged with the responsibility of daily airside safety.

**Airport operator:**

Any owner, licensee, Authority, Corporation, or any other body, which has a legal responsibility for a particular aerodrome.

**Airport works:**

Any construction or maintenance works carried out on or adjacent to the movement area that may create obstacles or restrict the normal takeoff and landing of aircraft.

**Airside:**

The movement area of an aerodrome, adjacent terrain and buildings or portions thereof, access to which is controlled.

**Air taxiing:**

Airborne movement of a helicopter at low ground speed and at heights normally associated with ground effect.

**Air traffic:**

All aircraft in flight or operating on the manoeuvring area of an airport.

**Air Traffic Control (ATC):**

ATC functions are chiefly to prevent collisions between aircraft (and on the manoeuvring area, between aircraft and obstructions), and to expedite and maintain an orderly flow of air traffic. A service provided by ATC, which includes a traffic advisory service, traffic avoidance advice or airport control service.

**Air Transit:**

The airborne movement of a helicopter:

- a) for the expeditious transit from one place to another within an aerodrome,
- b) at or below 100 feet above the surface; and
- c) at speeds greater than those used to air taxi.

**Apron:**

A defined area on a land aerodrome intended to accommodate aircraft for the purposes of loading and unloading passengers, mail or cargo, fuelling, parking, or maintenance.

**Aviation security:**

A combination of measures and human and material resources intended to safeguard aviation against unlawful interference.

**Commercial operation:**

An air operation other than a private operation.

**Controlled aerodrome:**

An aerodrome at which ATC service is provided to aerodrome traffic.

**Emergency/disaster:**

An emergency due to an actual or imminent occurrence which:

- (a) endangers, or threatens to endanger, the safety or health of persons; and
- (b) destroyed or damaged, or threatens to destroy or damage, property.

**Emergency Response Plan (ERP):**

A plan developed by the airport operator to coordinate all agencies and their individual aerodrome emergency procedures, and State or supporting area plans for dealing with an aerodrome emergency.

**Flying school:**

A school for which there is an Air Operator's Certificate that authorizes the school to conduct flying training.

**Fuelling installation:**

A fixed facility for the reception, storage, and distribution of liquid fuels for the fuelling of aircraft or ground vehicles.

**Fuel tanker:**

A mobile fuel dispenser fitted out in accordance with CAO 20.9

**Full emergency:**

A situation in which the response of all agencies involved in the ERP will be activated. A full emergency will be declared when an aircraft approaching the airport is known or suspected to be in such trouble that there is danger of an accident. The level of emergency declared depends on the category of aircraft.

- Level I up to 18 seats.
- Level II up to 150 seats.
- Level III up to 450 seats.

**General Aviation (GA):**

All civil aviation operations other than RPT operations.

**Ground effect area:**

A specified area (in relation to an HLS), which provides ground effect for a helicopter rotor system.

**Ground equipment:**

Articles of a specified nature for use in the maintenance, repair, and servicing of an aircraft on the ground, including testing equipment and cargo and passenger handling equipment.

**Ground taxiing:**

Movement of a helicopter under its own power and on its own undercarriage wheels.

**Ground-to-air communication:**

One-way communication from stations or locations on the surface of the earth to aircraft.

**Ground visibility:**

The visibility at an airport, as reported by an accredited observer.

**Hard surface:**

A surface comprised of asphalt, bitumen, tar stone covered, tar bound pavements, compacted gravel. It does not include grass or natural surface.

**Hazardous materials:**

Articles or substances which may pose significant risk to health, safety, or property.

**Helicopter:**

A heavier-than-air aircraft supported in flight by the reaction of air on one or more normally power-driven rotors on substantially vertical axes.

**Helicopter landing site (HLS):**

An aerodrome for use by helicopters.

**Hover:**

Flight at zero ground speed.

**Incident – Category B:**

An occurrence other than an accident associated with the operation of an aircraft, which affects or could affect the safety of operations, including an aircraft incident within the airport boundaries and within a critical rescue and fire-fighting access area that extends 1,000 m beyond the ends of a runway and 150 m at 90° outwards from the centreline of the runway, including any part of that area outside the airport boundaries.

Aviation incidents include occurrences resulting directly from the operation of an aircraft having a maximum certificated take-off weight greater than 2250 kg or of an aircraft being operated under an air operator certificate issued under Part VII of the Canadian Aviation Regulations in which:

- a. an engine fails or is shut down as a precautionary measure.
- b. a power train transmission gearbox malfunction occurs.
- c. smoke is detected or a fire occurs on board.
- d. difficulties in controlling the aircraft are encountered owing to any aircraft system malfunction, weather phenomena, wake turbulence, uncontrolled vibrations, or operations outside the flight envelope.
- e. the aircraft fails to remain within the intended landing or take-off area, lands with all or part of the landing gear retracted or drags a wing tip, an engine pod, or any other part of the aircraft.
- f. a crew member whose duties are directly related to the safe operation of the aircraft is unable to perform their duties because of a physical incapacitation which poses a threat to the safety of persons, property, or the environment.
- g. depressurization of the aircraft occurs that requires an emergency descent.
- h. a fuel shortage occurs that requires a diversion or requires approach and landing priority at the destination of the aircraft.
- i. the aircraft is refuelled with the incorrect type of fuel or contaminated fuel.
- j. a minor collision, a risk of collision or a loss of separation occurs.
- k. a crew member declares an emergency or indicates an emergency that requires priority handling by air traffic services or the standing by of emergency response services.
- l. a slung load is released unintentionally or as a precautionary or emergency measure from the aircraft.
- m. any dangerous goods are released in or from the aircraft.

**Jet propelled aircraft:**

Includes an aircraft that is propelled by one or more turbofan engines, turbojet engines, unducted engines or rocket engines but does not include an aircraft that is propelled solely by conventional propeller engines.

**Landside:**

The portion of an aerodrome not designated as airside and to which the public normally has free access.

**Local standby:**

A situation in which activation of only the airport-based agencies involved in the ERP is warranted. A local standby is the usual response when an aircraft approaching an airport is known or is suspected to have developed some defect, but the trouble is not such as would normally involve any serious difficulty in effecting a safe landing.

**Manoeuvring area:**

The part of an aerodrome to be used for the take-off, landing and taxiing of aircraft, excluding aprons.

**Marker:**

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

**Marking:**

A symbol or group of symbols displayed on the surface of the movement area to convey aeronautical information.

**Standard Operating Procedures (SOP):**

A document which provides formal advice to the aviation industry and other involved parties, of the planned arrangements for the conduct of scheduled aerodrome works including restrictions to aircraft operations and to the works organisation, which are necessary for the continued safe operation of the airport during those works.

**Movement:**

Either a take-off or a landing by an aircraft.

**Movement area:**

That part of an aerodrome to be used for the take-off, landing, and taxiing (e.g., surface movement) of aircraft, including manoeuvring areas and apron(s).

**Movement area lighting:**

Runway, taxiway, and apron lighting provided at an airport intended to be used at night to assist a pilot in locating the airport, and in landing, takeoff, taxiing and parking.

**Operator:**

In relation to aircraft, a person, organisation, or enterprise engaged in, or offering to engage in, an aircraft operation.

**Pavement:**

A prepared surface of a given depth providing added bearing capacity to an existing ground surface.

**Pilot:**

A person licensed by CASA to manipulate the flight controls of an aircraft during flight.

**Private aircraft:**

An aircraft employed in private operations as specified in Part XIII of the CAR.

**Regular Public Transport (RPT):**

The transport of persons generally, or cargo for persons generally, for hire or reward in from fixed terminals over specific routes.

**Restricted area:** Any part of an airport upon or in relation to which is posted a notice to the effect that access is restricted to persons holding an authorized identification card valid for that part of the airport.

**Runway (RWY):** A defined rectangular area on a land aerodrome, prepared for the landing and take-off of aeroplanes long its length.

**Runway strip (RWS):** A defined area including the runway and stop way, if provided, intended:

- (a) to reduce the risk of damage to aircraft running off a runway; and
- (b) to protect aircraft flying over it during take-off or landing operations.

**Security program:**

Measures adopted to safeguard civil aviation against acts of unlawful interference.

**Shoulder:**

An area adjacent to the edge of a runway, taxiway, or apron pavement so prepared as to provide a transition between the pavement and the adjacent surface.

**Taxiing:**

The surface movement of an aircraft under its own power, excluding takeoff and landing but including, in the case of helicopters, operation over the surface of an airport within a height band associated with 23 ground effect and at speeds associated with taxiing, e.g., air taxiing.

**Taxi holding point:** A designated position at which taxiing aircraft and vehicles may be required to hold to provide adequate clearance from a runway.

**Taxiway:** A defined path on a land aerodrome established for the taxiing of aircraft and intended to provide a link between one part of the airport and another, including:

- (a) **aircraft stand taxi lane** - a portion of an apron designated as a taxiway and intended to provide access to aircraft stands only.
- (b) **apron taxiway** - a portion of a taxiway system located on an apron and intended to provide through taxi routes across the apron.
- (c) **rapid exit taxiway (RET)** - a taxiway connected to a runway at an acute angle designed to allow landing aeroplanes to turn off the runway at higher speeds than on other exit taxiways, thereby minimising runway occupancy times.

**Taxiway strip:**

An area including a taxiway and intended to protect an aeroplane operating on the taxiway and to reduce the risk of damage to an aeroplane accidentally running off the taxiway.

**Unserviceable area:**

A portion of the movement area not available for use by aircraft because of the physical condition of the area or because of obstacles affecting it.

**Visibility:**

The ability, as determined by atmospheric conditions and expressed in units of distance, to see and identify prominent unlit objects by day and prominent lighted objects by night.

**Safety & Security Director:**

The person appointed by the airport operator to ensure that the conduct of airport works, insofar as they affect the safe operations of aircraft, is in accordance with the relevant part of the CARs and, if applicable the SOPs, and otherwise to maintain the safety of aircraft operations in relation to such works.