

**Operating Instruction**

<p>TITLE</p> <p><b>Vehicle Access and Operating Requirements</b></p>	<p><b>OI Category VI No. 95-03</b></p>
<p>Authorized Signature:           Thomas B. Bartlett, Deputy Director of Aviation</p>	<p>Date Original Approved: May 29, 1995</p> <p>Revised Date: December 10, 2008</p>

**I. PURPOSE**

To control personnel and vehicle access to the Air Operations Area (AOA) at Ellington Airport (EFD).

**II. POLICY BASIS**

This policy establishes airfield access and operating procedures for vehicles and personnel at EFD as required by Federal Aviation Regulations (FAR), Part 139 Certification of Airports and City of Houston Code of Ordinances (Code), chapter 9 Aviation.

**III. POLICY APPLICABILITY**

This policy applies to airport tenants, joint-users, Houston Airport System (HAS) and Federal Aviation Administration (FAA) employees and all other persons who have an established need to access the AOA.

**IV. DEFINITIONS**

- A. Air Operations Area (AOA): This area includes aircraft movement areas, aircraft parking areas, loadings ramps, and safety areas for use by aircraft.
- B. Corporate Base Operator (CBO): A person or company who operates non-commercial aircraft under FAR Part 91 General Operating and Flight Rules.
- C. Fixed Base Operator (FBO): A person, firm, or corporation providing a variety of services, such as aircraft fueling and repair, on a commercial basis.
- D. Movement Area: Any area at an airport where aircraft operate under direct control of the Air Traffic Control Tower (ATCT) such as runways and taxiways.
- E. Notice of Violation (NOV): Written notice on a form, or in a format, designated by HAS, officially charging an individual or entity with a violation of HAS policies and procedures. Receipt of an NOV may result in a penalty action.
- F. Ramp: Any area at an airport where aircraft operate or park without being under direct control of the ATCT.
- G. T-Hangar: Building leased by tenants of the airport to store aircraft.
- H. Vehicle Service Road: Visually marked road on the AOA specifically designated for use by authorized vehicles.

## V. PROCEDURES

Vehicles accessing the AOA are required to meet certain criteria established by the FAA and HAS. Vehicles on the AOA are restricted to those necessary to support the operation of aircraft, cargo, passengers, airport maintenance and emergency services. Access to and driving on ramp areas, T-Hangar areas, vehicle service roads, and the movement area is distinguished by a color coded identification badge worn by trained personnel. Badge holders are required to comply with the training and operating procedures specified in FAR 139 section 303 and HAS Operating Instruction I-05-02 Security Access Control System and ID Badging.

### A. Vehicle Requirements

1. Unmarked and/or private vehicles are not allowed on the AOA with the exception of Joint-use areas (NASA/Military) and FBO/CBO leased areas. With authorization from the leaseholder, vehicles on leased property must stay within the leased area. The leaseholder is responsible for all vehicles allowed on the AOA and is required to comply with airport security procedures at all times.
2. Vehicles must be identified on both sides with a placard visible from 200 feet and have a properly working flashing yellow beacon, yellow light bar on the roof of the vehicle, or interior digital lighting.
3. Drivers are required to have a valid driver's license (Code, section 9-95) and provide proof of insurance in the amounts specified in section 9-121 of the Code.

### B. Operating Procedures

1. Vehicles should use public roads whenever possible.
2. The speed limit on the AOA is 15 miles per hour.
3. Aircraft ALWAYS have the right of way.
4. Specific responsibilities and procedures are discussed in the driver training program.
5. Drivers requiring access to the movement area are granted access through escort by personnel possessing a yellow badge who are under positive control by ATCT.
6. Vehicles operating on the airside must have operating headlights and taillights which are required to be lighted between sunset and sunrise (Code, section 9-122).
7. Drivers operating vehicles improperly on the AOA are subject to being issued a NOV.

### C. Gate Access (Refer to OI No: I-05-02 for badging procedures)

1. **Yellow Badge:** Personnel possessing this badge have escort privileges and driving privileges on the movement area, non-movement area, ramp, and T-Hangar area and must meet the following criteria.
  - a. Must complete and pass initial driver training from HAS.

- b. Must attend and complete recurrent training every 12 calendar months from the initial training date.
  - c. Must comply with vehicle and driver requirements as addressed in section V. A. 2 and 3 above. Vehicle information must be provided prior to receiving an airport badge.
2. **Red Badge:** Red badges are issued to FBO's, National Aeronautics and Space Administration (NASA) personnel, military personnel and other tenants who require driving access on the ramp, vehicle service road, and Taxi-lane Juliet after EFD Operations has verified their need. Personnel possessing this badge have driving privileges on the ramp areas, vehicle service road, and the T-Hangar area and must meet the following criteria.
- a. Must complete and pass initial driver training from HAS.
  - b. Must attend and complete re-current training every 12 calendar months from the initial training date.
  - c. Must comply with vehicle and driver requirements as addressed in section V. A. 2 and 3 above. Vehicle information must be provided prior to receiving an airport badge.
3. **Blue Badge:** Blue badges are issued to T-Hangar tenants and have driving privileges in the T-Hangar area only. Blue badge holders will not be allowed to drive personal vehicles on Taxi-lane Juliet east of Gate W-09. Operation of a personal vehicle in unauthorized areas will result in the driver receiving an NOV. Personnel requesting a blue badge must meet the following requirements.
- a. Must complete and pass initial driver training from HAS.
  - b. Must attend and complete recurrent training every 24 calendar months from the initial training date.
4. **White Badge:** White badges are issued to personnel for identification purposes only. Driving privileges are prohibited.