



# **LANCASTER AIRPORT**

## **AIRPORT UTILIZATION BY VEHICLE OPERATORS**

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## TABLE OF CONTENTS

Airport Utilization by Vehicle Operators.....	Page 1
Communications Ideas and Practices.....	Page 2
Phonetic Alphabet.....	Page 4
Glossary of Airport Terminology .....	Page 5
Guide to Airfield Signage.....	Page 8
Guide to Airfield Marking and Lighting .....	Page 10
Ground Vehicles .....	Page 11
Control of Ground Vehicles .....	Page 13
Non-towered Vehicle Procedures on Runways and Taxiways.....	Page 17
Lancaster Airport Pilot-Controlled Lighting (PCL) .....	Page 19
Lancaster Airport Schematic .....	Page 20

# **AIRPORT UTILIZATION BY VEHICLE OPERATORS**

## **Introduction:**

These rules and regulations apply to all persons operating a motor vehicle on the movement and non-movement areas of Lancaster Airport and includes instructions for vehicle operations during towered as well as non-towered conditions.

## COMMUNICATIONS IDEAS AND PRACTICES

Although the emphasis in this section is on ground vehicle communications at towered airports, much of the information is applicable to non-towered airports.

- ◆ Use accepted terminology when communicating with the control tower.
- ◆ Communicate on and continuously monitor the designated frequency (usually ground control) whenever the vehicle is on the movement area; i.e., areas of the airport which require authorization from air traffic control to enter or operate on.
- ◆ Include, in order, the following items when requesting a clearance to operate on the movement areas.
  - Name of facility being called
  - Your vehicle identity
  - Your present location
  - Your request

**Note:** If your request is lengthy or frequency is busy, use only the first two items to establish initial contact. Also, if it is obvious that you expect a response, the last item may be omitted. For subsequent contacts during the same conversation, the name of the facility called may be eliminated.

- ◆ Read back instructions to tower for confirmation before acting. (During peak traffic periods, the frequency may be congested and it may be necessary to forego a read back of the entire message. However, at Lancaster Airport it is mandatory to read back all “hold short” instructions.)
- ◆ Regardless of traffic volume or frequency congestion, **NEVER** hesitate to ask for clarification if uncertain of the tower’s instruction.
- ◆ Acknowledge all instructions received from the control tower. (Be sure to include vehicle identity in your acknowledgment.)
- ◆ Be cognizant of other ongoing radio conversations so as not to interrupt another transmission.

- ◆ Turn vehicle toward control tower and flash headlights if radio should be inoperative while on movement area.
- ◆ Know the meaning of the tower light gun signals (See Ground Vehicles).

## PHONETIC ALPHABET

The following is the alphabet used by the aviation community to communicate. Use this alphabet to communicate on any airport/aviation frequency.

A - Alpha	S - Sierra
B - Bravo	T - Tango
C - Charlie	U - Uniform
D - Delta	V - Victor
E - Echo	W - Whiskey
F - Foxtrot	Y - Yankee
G - Golf	Z - Zulu
H - Hotel	0 - Zee-ro
I - India	1 - Wun
J - Juliett	2 - Too
K - Kilo	3 - Tree
L - Lima	4 - Fow-er
M - Mike	5 - Fife
N - November	6 - Six
O - Oscar	7 - Sev-en
P - Papa	8 - Ait
Q - Quebec	9 - Nin-er
R - Romeo	

## **GLOSSARY OF AIRPORT TERMINOLOGY**

The following glossary of terms and phrases are used by the tower, airport tenants, and any aviation related activities.

**Acknowledge:**

Let me know that you have received my message.

**Advise Intentions:**

Tell me what you plan to do.

**Affirmative:**

Yes

**Final:**

Commonly used to mean that an aircraft is on the final approach course or is aligned with a landing area.

**Hold/Holding Procedure:**

Stay in place; where you are currently located. Used during ground operations to keep vehicles within a specified area or at a specified point while awaiting further clearance from ground control

**How Do You Hear Me?:**

A questions relating to the quality of the transmission or to determine how well the transmission is being received.

**Immediately:**

Used by Air Traffic Control when such action compliance is required to avoid imminent situation.

**Movement Area:**

The runways, taxiways, and other areas of an airport which are used for taxiing or hover taxiing, air taxiing, takeoff, and landing of aircraft, exclusive of loading ramps and aircraft parking areas.

**Negative:**

“No” or “permission not granted,” or “that is not correct.”

**Non-Movement Area:**

Areas other than runways, taxiways, and other areas of an airport used for taxiing or hover taxiing, air taxiing, takeoff, and landing of aircraft, to include ramps and aircraft parking areas. Tower instructions furnished to aircraft or vehicles in a non-movement area are advisory in nature and do not imply control responsibilities. The operator of the aircraft or vehicle is wholly responsible for operating in a safe manner within the non-movement area.

**Proceed:**

Authorization to begin/continue on authorized routes.

**Read Back:**

Repeat my message back to me.

**Roger:**

I have received all of our last transmission. IT should not be used to answer a question requiring a yes or no answer. (See Affirmative, Negative)

**Safety Area:**

A designated area abutting the edges of a runway or taxiway intended to reduce the risk of damage to an aircraft inadvertently leaving the runway or taxiway. The width of the safety areas on all runways is five hundred (500'), except where depicted otherwise. Note the exceptions of these dimensions on the Lancaster Airport schematic.

**Say Again:**

Used to request a repeat of the last transmission. Usually specifies transmission of portion thereof not understood or received; e.g.: “Say again all after hold short of.”

**Stand By:**

Means the controller or pilot must pause for a few seconds, usually to attend to other duties of a higher priority. Also means to wait as in “stand by for clearance.” If a delay is lengthy, the caller should re-establish contact.

**That Is Correct:**

The understanding you have is correct.

**Unable:**

Indicates inability to comply with a specific instruction/ request, or clearance.

**Verify:**

Request confirmation of information; e.g.: “verify clear of runway.”

**Without Delay:**

With a sense of urgency, proceed with approved instruction in a rapid manner.

**Wilco:**

I have received your message, understand it, and will comply with it.

## **GUIDE TO AIRFIELD SIGNAGE**

The following list describes signs located on the Lancaster Airport grounds that must be followed:

### **Hold:**

- ◆ White numerals and/or lettering over red background
- ◆ Located on taxiways at intersection with a runway, or on a runway at a runway intersection

### **Towered Airport:**

- **HOLD** unless ground control clearance has been received

### **Non-Towered Airport:**

- Proceed when **NO** traffic conflict exists.

**NOTE:** ILS Critical Hold Sign is used to protect the critical area for an ILS approach. The critical area includes the areas around the glide slope and localizer antennas necessary to protect the electronic signal as well as any area where a vehicle would penetrate the airspace required by TERPS for an ILS approach.

### **Identification/Location**

- ◆ Yellow numerals and/or lettering with directional arrow providing direction to runway, taxiway, or identified destination.

### **Directional**

- ◆ Black numerals and/or lettering with directional arrow providing direction to runway, taxiway, or identified destination.

### **Distance-To-Go**

- ◆ White numerals over black background provides remaining runway length in 1000' increments.

## GUIDE TO AIRFIELD MARKING AND LIGHTING

- ◆ **HOLD LINES** consist of two solid yellow lines parallel to two yellow lines with a dashed or broken pattern.
- ◆ The standard color for runway marking is **white**.
- ◆ The standard color for taxiway marking is **yellow**.
- ◆ The standard color of runway edge lighting is **white** except that on instrument runways yellow replaces white on the last 2,000' or half the runway length, whichever is less, to form a caution zone for landings.
- ◆ The standard color of taxiway edge lighting is **blue**.

## GROUND VEHICLES

Movement and safety areas shall be restricted to vehicles required for airport operations.

1. Lancaster Airport Authority
2. Federal Aviation Administration Vehicles

All vehicles authorized to operate on movement areas are equipped with two-way radios capable of transmitting and receiving 121.8 Mhz and 120.9 Mhz. These are the only vehicles permitted to enter aircraft movement areas. Before entering aircraft movement areas, these vehicles will maintain contact with the Control Tower, who will have control of their movements, or make their intentions know to CTAF when the Tower is unattended. If the need arises to have a vehicle enter the aircraft movement area which is not radio equipped, a vehicle with a radio will act as an escort and remain with that vehicle until it has left the aircraft movement area.

If communications should happen to fail while a vehicle is in the aircraft movement area while the Tower is operational, the Control Tower will have two methods of contacting the vehicle.

### **Method One:**

The tower will raise and lower the runway and/or taxiway lighting to get the attention of the vehicle.

### **Method Two:**

The Tower will use light gun signals to give instructions. Drivers will be fully familiar with the following light signals:

### **AIR TRAFFIC CONTROL LIGHT SIGNALS**

<b><u>Color &amp; Type of Signal</u></b>	<b><u>Movement of Vehicles Equipment &amp; Personnel</u></b>
Steady Green	Cleared to cross, proceed, or go
Steady Red	<b>STOP</b>
Flashing Red	Clear the taxiway/runway
Flashing White	Return to starting point on airport
Alternating Red & Green	Exercise extreme caution

Managers and supervisors are responsible for briefing current and all new employees. All tenants employees are invited and encouraged to participate in airfield tours and inspections.

Accident reports of all vehicular accidents are recorded and are retained for inspection by Federal Aviation Administration personnel on request.

## CONTROL OF GROUND VEHICLES

1. Purpose:

The purpose of this directive is to control ground vehicles at Lancaster Airport.

2. Specific Instructions:

- a. Vehicles, other than those used by Lancaster Airport Authority and Federal Aviation Administration vehicles, with the exception of emergency vehicles in an emergency situation, are not permitted on movement (AOA) areas of the airport unless specifically approved by the Facilities Administrator.
- b. Drivers of vehicles authorized to enter movement areas must be in possession of a valid driver's license to operate such vehicle.
- c. No "over-the-road" vehicle shall be permitted on the airport unless it meets all safety requirements as prescribed by the Commonwealth of Pennsylvania Motor Vehicle Code.
- d. The exception to the above ruling will be ground-support equipment such as tugs and ramp equipment. Said equipment is restricted to movement to Terminal Ramp and Air Cargo Area, or other designated areas. These vehicles will be maintained in sound mechanical condition.

3. Right-of-Way and Safety:

- a. Ground vehicles shall not maneuver between the Air Terminal Building and an aircraft enplaning or deplaning passengers.
- b. Aircraft shall have the right-of-way over ground vehicles, except for emergency vehicles responding to an emergency.
- c. Fuel vehicles must be parked **no less than ten (10) feet** from another parked fuel vehicle and **no closer than fifty (50) feet** from any building.

- d. Speed limits:
  - 1. On the Terminal Ramp, in close proximity to parked or taxiing aircraft, adjacent to building or obscured areas **not to exceed ten (10) m.p.h.**
  - 2. Lancaster Airport Authority personnel may operate in other areas **not to exceed thirty-five (35) m.p.h.**
  - 3. Specified speed limits shall not relieve the operator of exercising caution and positive control at all times, particularly during other than normal weather and surface conditions and hours of darkness.
- e. Lancaster Airport Authority rules and regulations shall take precedence over other agency operating interests.

4. Vehicle Lights:

All vehicles authorized to enter the airport shall be equipped with rotating amber flasher lights mounted on the cab roof.

5. Accident Notification:

Operators of vehicle(s) involved in any accident or mishap shall immediately report the incident to the Facilities Administrator or the Administrative Assistant.

6. Violations:

Failure to comply with this Directive may result in suspension of driver's privileges, and/or vehicle removal from airport.

- a. All vehicles must travel in a single lane of traffic only (in each direction) when crossing taxiways and when in the terminal area.
- b. Vehicles must stay on paved surfaces and within designated lanes and adhere to all traffic signals and signs.
- c. All vehicles must use the authorized service roads whenever possible. At all times, the vehicle must be operated in an area closest to the outside edge of the paved area, or in designated vehicle lanes.
- d. No privately owned vehicles will be permitted on the AOA without the specific authorization of the Airport Authority. Only corporate and t-hangar tenants may house their vehicle in the building specifically leased to or owned by them.

- e. No vehicle will be permitted to cross a passenger traveled route between an aircraft and the terminal except those vehicles servicing the aircraft. All other vehicles must travel behind the aircraft at a safe distance.
- f. Vehicle operators must meet OSHA and Commonwealth of Pennsylvania requirements in driving vehicles.
- g. No person shall operate a vehicle or any other equipment in the vicinity of a fuel spill other than authorized emergency vehicles.
- h. Whenever possible, vehicles parked in the immediate vicinity of an aircraft must be parked in such a way as to be facing away from the aircraft, and the handbrake must be set.
- I. Motorized equipment **may not be positioned within ten (10) feet** of the aircraft fuel vents during the refueling operation.
- j. Do not drive, push, or place any equipment under any part of the aircraft unless necessary to perform the special services for which the equipment is designed. Position equipment so that adequate clearances are maintained in case of aircraft settlement or movement of flight control surfaces, such as flaps, etc.

7. Speed Limits:

- a. No person shall operate any vehicle, other than an emergency vehicle proceeding in response to an alarm within the security perimeter, at a speed in excess of thirty-five (35) miles per hour except as otherwise posted.
- b. No person shall drive a motor vehicle in the terminal baggage areas or within twenty-five (25) feet of a parked or taxiing aircraft at a speed that is greater than ten (10) miles per hour, or in a manner which is considered unsafe or unreasonable.
- c. No person shall operate a motor vehicle within the security perimeter in a careless manner, which is other than in a careful and prudent manner, having regard for the width, grade, curves, corners, traffic, and use of roadways, weather conditions, and all other attendant circumstances, so as not to endanger the life, limb or property of any person.
- d. Extreme caution and very low speeds must be observed when entering or leaving a hangar, any building, or area of restricted visibility.

8. Reckless Driving

No person shall operate a motor vehicle within the security perimeter in a reckless manner so as to indicate a willful or want disregard for the safety of other persons or property.

9. Smoking

No person shall smoke at any time either in vehicles or out of vehicles on the Air Operations Area, including all ramp areas, taxiways, or runways.

10. Emergency Vehicles

No person shall operate a motor vehicle within the security perimeter unless he immediately yields the right-of-way to police, ambulance, fire department, or other emergency vehicles giving an audible or visual signal, or is otherwise directed by Operations personnel.

## NON-TOWERED VEHICLE PROCEDURES ON RUNWAYS AND TAXIWAYS

At Lancaster Airport, the LNS Air Traffic Control Tower (ATCT) is closed from 2300 hours local until 0600 local daily. However, before proceeding onto the runways or taxiways during this period, confirm ATCT closure is in effect by contacting the Facilities Administrator, since the possibility exists that the ATCT closure period may vary due to late arriving air carrier aircraft. Upon ATCT closure, all communications with local aircraft traffic is conducted via the Common Traffic Advisory Frequency (CTAF) 120.9, at which time the following procedures must be adhered to when operating any vehicle on the runways or taxiways.

- ◆ All unescorted vehicles operating on the runways and taxiways must be radio-equipped with CTAF 120.9.
- ◆ Radio test all vehicle radios on CTAF 120.9 with Operations personnel before proceeding onto runways and taxiways.
- ◆ Monitor CTAF 120.9 continuously while operating or standing by vehicles on the runways and taxiways.
- ◆ If an aircraft incident or accident occurs, or an emergency landing is declared, immediately clear the area to be utilized by the aircraft and notify ARFF and Operations personnel.
- ◆ **IMPORTANT:** Be advised that under VFR conditions, aircraft are not required to have a transceiver or state their position and/or intentions over CTAF 120.9 during non-towered operational periods. **YOU MUST KEEP YOUR EYES AND EARS ATTUNED** to the airfield environment at all times while operating a vehicle or working on the runways and taxiways!
- ◆ Before proceeding on airport runways and taxiways, monitor CTAF 120.9 for local traffic and be aware of aircraft that may not be radio-equipped. When you are certain you will not be proceeding onto an area being utilized by aircraft, call "Harrisburg Traffic," over CTAF 120.9 and state your intentions. Especially critical is to have all local traffic aware of your location while driving and/or crossing runways and when you are clear of these areas. If pilot announces intention to land or takeoff on runway, or taxi via taxiway routes, you must remain clear of that runway and give way to aircraft taxiing on taxiways. Announce over CTAF 120.9 when you are clear of all runways and taxiways.

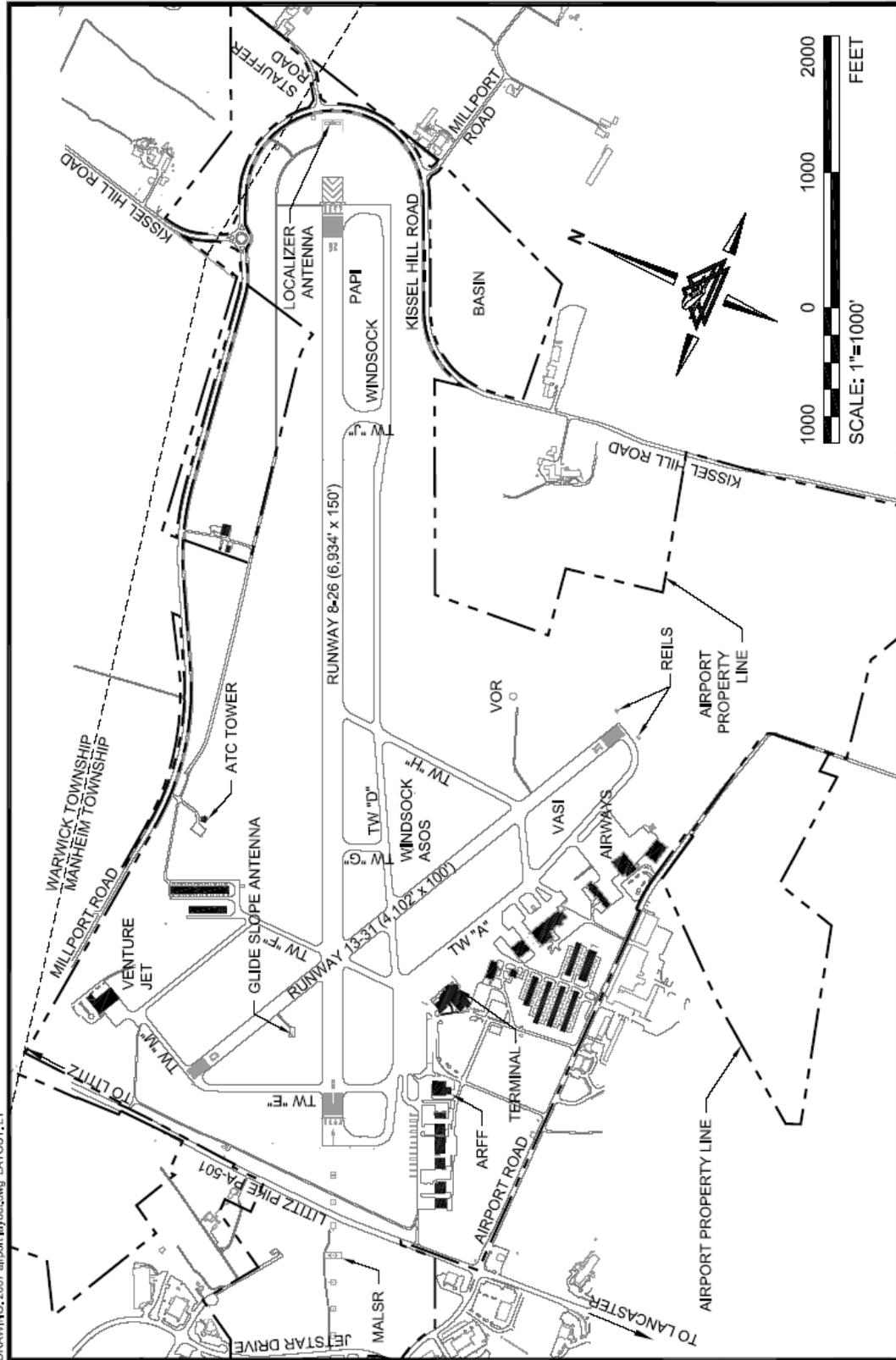
- ◆ Coordinate runway closure with the Facility Administrator well in advance. During the tower closure period, take necessary steps to secure edge lighting on a closed runway or taxiway.
- ◆ Make frequent announcements over CTAF 120.9 that men and equipment are operating on the runway and state if that runway is closed, if an extended period of time is required on that runway.
- ◆ When the ATCT opens, switch vehicle radios to Ground Control frequency 121.8.
- ◆ **NOTE:** During ATCT closure period, pilot-controlled lighting (PCL) is on-line. Refer to the PCL chart in this manual for specifics.

## LANCASTER AIRPORT PILOT-CONTROLLED LIGHTING (PCL)

- ◆ PCL is in effect from 2300 - 0600 hours local or during LNS ATCT closure.
- ◆ PCL time activated at 2245 hours local to 0615 hours local.
- ◆ To activate PCL:
  1. Key mike on CTAF (120.9) the following sequences respectively for Runway 8/26 and Runway 13/31 edge lighting, MALS, Runway 31 REILS:
    - 3 times- low frequency
    - 5 times - medium frequency
    - 7 times - high frequency
  2. All preceding lighting is activated by PCL
  3. When on medium or high intensity, key mike 3 times to lower intensity.
- ◆ Runway 26 and Runway 31 VASI's remain on throughout the ATCT closure period and are not activated by PCL.
- ◆ PCL lighting remains on for 15 minutes. However, if PCL is reactivated before 15 minutes expires, lighting will be recycled for an additional 15 minutes.

## **LANCASTER AIRPORT SCHEMATIC**

The following drawing represents the schematic for the Lancaster Airport. All runways and taxiways are named by number and letter respectively. All additional references are identified, such as VASI and REIL. The buildings have been shaded black for reference purposes.





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## AIRPORT LAYOUT LANCASTER AIRPORT

**EXHIBIT  
1**

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DRAWN BY:	CHECKED BY:	SCALE:	DATE:
JWA	JWA	1"=1000'	MAY 2007