WILLISTON BASIN
INTERNATIONAL AIRPORT

Airport Ground Vehicle Procedures



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Chapter 1: Airport Driving Rules and Regulations

Definitions:

A comprehensive list of definitions is available in *Operating Instructions (O.I.) 01-02, XWA Airport Violations*

A company's Authorized Signatory has copies of O.I. 01-02, or it can be found online under the resources section on the following webpage: https://flywilliston.net/airport_information/badging_and_security/

Vehicle Operator Requirements:

- Prior to operating a vehicle:
  - Pass the required background checks based on badge type
  - Obtain approval from Authorized Signatory and/or Airport Director
  - Receive driver's training from an XWA Operations Employee
  - Pass a written and practical driving test
- While operating a vehicle, always carry the following:
  - Valid and Current Driver's License
  - Airport ID Badge

Vehicle Requirements:

- Beacon or hazard lights on at all times
- Company logo displayed on both sides of vehicle

Vehicle Accidents:

- Individuals involved in an accident shall:
  - Stop and remain at the scene
  - Call 911 if there are injuries
  - Render assistance to any injured person if able
  - Notify Airport Operations and your supervisors as soon as time permits and before leaving the scene
  - Provide all requested information to the Williston Police Officer and Airport Operations

Airfield Driving Regulations:

- Do not drive between safety cones or across electrical cables/cords
- Aircraft, passengers, and emergency vehicles ALWAYS have the right of way
- Smoking is not permitted in the AOA
- Do not enter closed and restricted areas for any reason
- Avoid driving directly behind, or in front of, an aircraft while the engines are running to avoid possible damage or personal injury
- Look for indications that an aircraft may be ready to move - red flashing beacon, passenger and baggage doors closed, wheel chocks removed, engines running, etc.
- Be aware of flight deck blind spots – ensure pilots can see you

Speed Limits:

- Aprons, Taxilanes, and Perimeter Road: 15 mph
- In the Vicinity of Aircraft: 5 mph
- In Poor Weather: 5 mph
- Tug Tunnel: 5 mph

Perimeter Road Speed Limit Sign:



Tug Tunnel Speed Limit Sign:



Parking Vehicles:

- If available, park in designated areas
- No parking in front of a fire hydrant or gate
- No parking in a location that would prevent use of the facility by others
- No parking in a location that would prevent movement of aircraft or emergency vehicles
- Fuel trucks must be parked 10 feet apart from other vehicles and 50 feet from buildings

Examples of No Parking Locations:





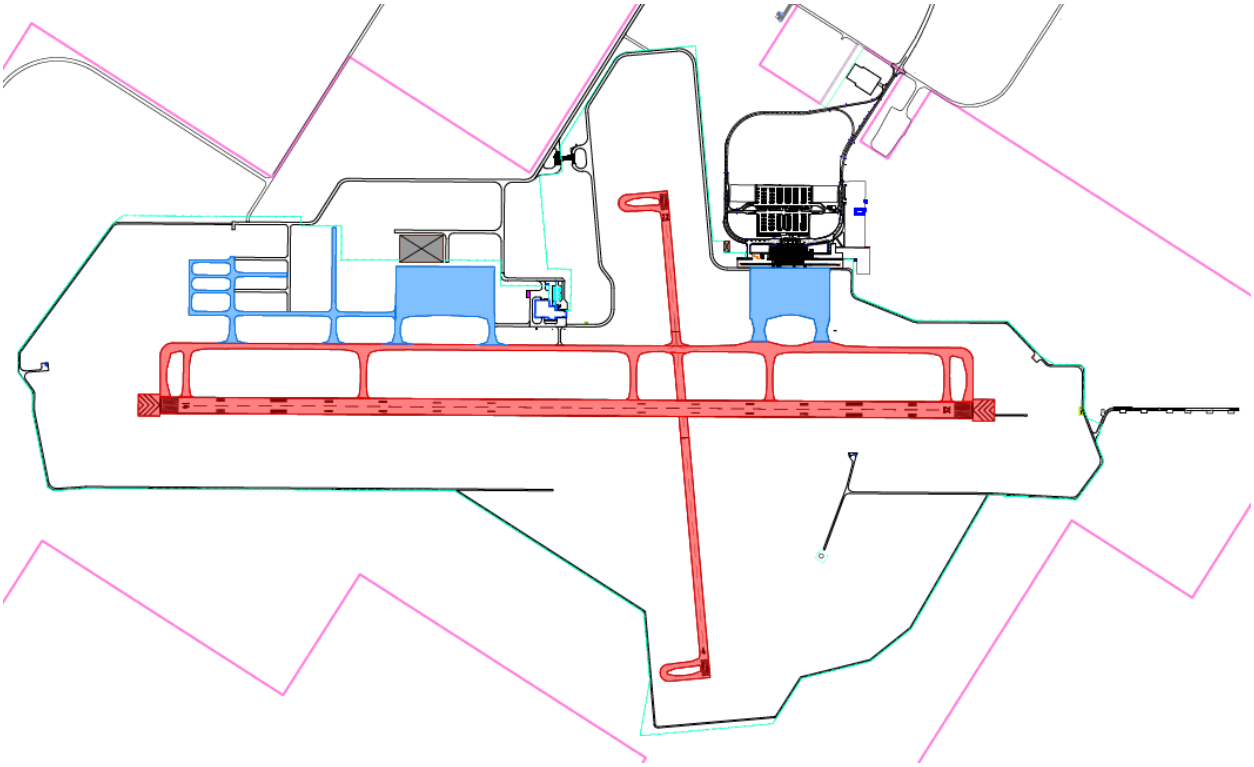
Violations:

Any individual who does not comply with rules and regulations set forth by the Airport, FAA, or lawful order, will be subject to progressive penalties.

- Class I Violation: Minor violation
  - (3) violations in 365 days will result in loss of badge privileges
  - (1) warning can be issued at the discretion of Airport Operations
    - (2) warnings in 365 days will automatically result in a Class I violation
- Class II Violation: Major violation
  - Immediate loss of badge privileges

A comprehensive list of violations is available in O.I. 01-02, *XWA Airport Violations*

Chapter 2: XWA Airfield Layout



LEGEND

MOVEMENT AREA

NON-MOVEMENT AREA

Chapter 3: Non-Movement Area Driving

Who Has Access to the Non-Movement Area:

Personnel must have "Non-Movement" OR "Movement" stamped on their XWA Airport-Issued ID Badge to access the Non-Movement Area. Renewal training will occur once every 24 calendar months to maintain valid Non-Movement Area driving privileges.

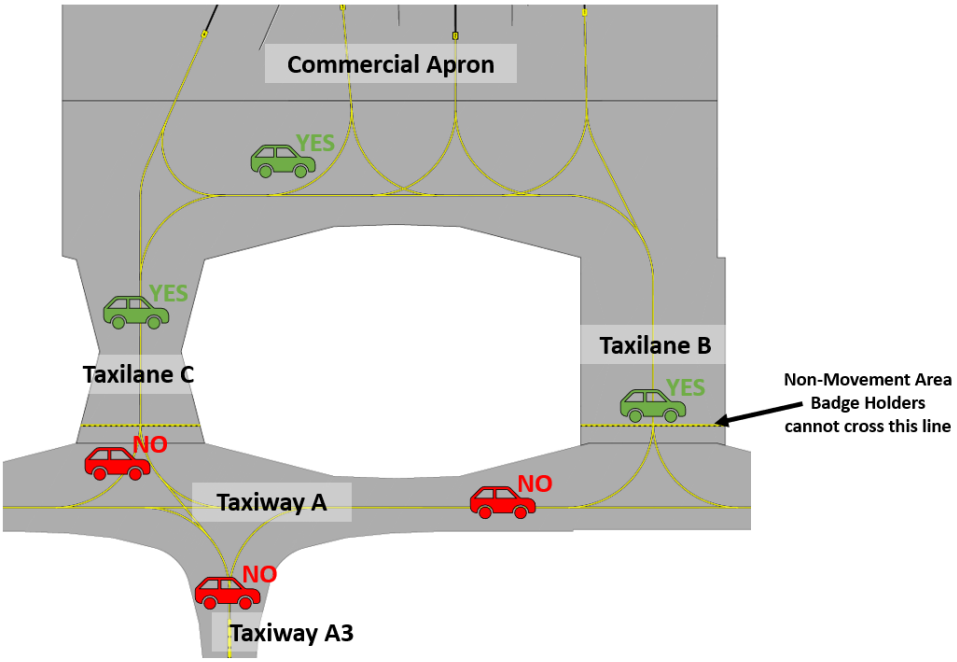
Non-Movement Areas at XWA:

- Commercial Apron
- General Aviation (GA) Apron
- Perimeter Road
- Taxilanes

Taxiway and Taxilane Information:

- Taxiways are a Movement Area and therefore for authorized personnel only. In Movement Areas vehicles must have a two-way radio capable of communicating on the common traffic advisory frequency (CTAF).
- Taxilanes are Non-Movement Areas and therefore two-way radios are not required in this area. Non-Movement Area badge holders can drive up to the Non-Movement Area Boundary Marking on a Taxilane.

Example of Taxiways and Taxilanes and
Approved and Unapproved Driving Locations for Non-Movement Area Badge Holders



- Taxiways and Taxilanes are designed by letters or letter/number
    - Taxiway A, A1, A2, etc.
    - Taxilane B, C, etc.
- Taxiway and Taxilane markings are yellow in color
- Taxiway and Taxilane edge lights are blue

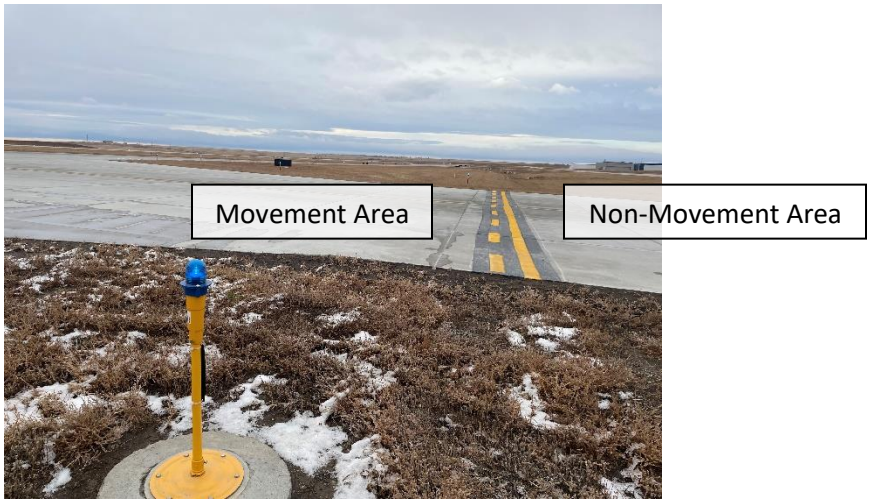
Non-Movement Area Markings:

- Non-Movement Area Boundary Marking
    - This marking is painted at each paved entrance to a taxiway from an apron or taxilane to visually establish the boundary between the Non-Movement and Movement Area. The marking is yellow and consists of two lines, one solid and one dashed.
    - **Non-Movement Area badge holders are prohibited from crossing this marking**

Non-Movement Area Boundary Marking:



XWA Example of Non-Movement Area Marking



- Vehicle Access Road Markings
    - Vehicle access roads are surfaces not used by aircraft and therefore do not have Non-Movement Area Boundary Markings. Instead, a Stop Sign with a sign stating “Do Not Proceed Announce to CTAF” along with a reflective airfield directional sign will be present.
    - **Non-Movement Area badge holders are prohibited from crossing this Stop Sign.** Once a vehicle crosses the Stop Sign, the vehicle is on a Movement Area surface.

XWA Vehicle Access Road Stop Sign:



Non-Movement Area Signage:

- Direction and Destination Signs
    - This sign indicates the direction of a specific location. The sign has a black inscription on a yellow background.

XWA Runway 32 and 14 Destination Sign:



XWA Taxiway Alpha Directional Sign:

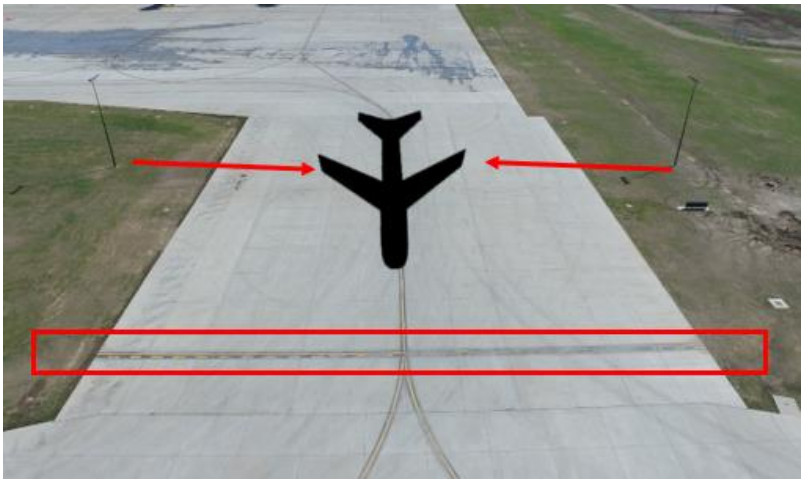


- Location Sign
    - This sign indicates your present location. The sign has a yellow inscription on a black background.
    - The image above shows an XWA Taxilane Echo Location Sign.

Aircraft De-Icing Information:

- The designated de-icing pad is Taxilane Bravo. There is a reservoir located below the ground to collect all glycol runoff and collect it for environmental purposes. Therefore, all de-icing should take place on Taxilane Bravo.
- Aircraft can be pointed in any direction, as long as the aircraft is positioned on Taxilane B.
- Operations suggests having the wingtips aligned with the overhead lighting poles to ensure being fulling on the De-icing Pad
- **Aircraft and vehicles are required to remain behind the Non-Movement Area Boundary Marking while de-icing.**

Aircraft De-Icing Position:



Chapter 4: Movement Area Driving

Who Has Access to the Movement Area:

The Movement Area is limited to authorized personnel only. Personnel must have "Movement" stamped on their XWA Airport-Issued ID Badge to access the Movement Area. Renewal training will occur once every 12 calendar months to maintain valid Movement Area driving privileges.

Movement Areas at XWA:

- Runways
- Taxiways
- Safety Areas

Vehicle Requirements for Movement Areas:

- Beacon light on at all times
- Functioning headlights, brake lights, and parking lights
- Two-way radio capable of transmitting and receiving communications on the common traffic advisory frequency (CTAF)

Radio Communication:

- Know what you are going to say
    - Who you are talking to (Williston Traffic)
    - Who you are (Operations 99)
    - What your intentions are (Entering Runway 14/32)
    - Where you are (at Taxiway Alpha One)
    - Who you are talking to (Williston)
- Utilize natural phrases and the phonetic alphabet
- Hold mic down before and after speaking to ensure entire transmission is heard
- Speak distinctly, calmly, and clearly
- Do not cut anyone off

Radio Frequencies:

- CTAF/Unicom: 122.8
- Grand Forks: 122.5
- Unifi: 129.8
- FBO – Overland: 130.425

Runway Information:

- Authorized Personnel Only
- Designated by numbers
    - Runway 14/32
    - Runway 04/22
- Runway markings are white in color
- Runway edge lights are mostly white

Movement Area Markings:

- Runway Hold Position Marking
    - This marking is located across each taxiway that leads directly onto a runway. This marking is made up of two solid lines and two dashed yellow lines. This marking is always co-located with a Runway Holding Position Sign. A vehicle operator must not cross from the solid-line side of the marking without first announcing on CTAF with their position and intentions.

Runway Hold Position Marking:

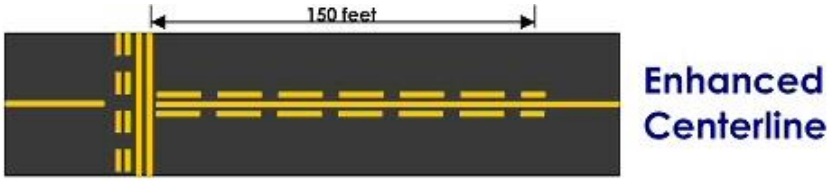


XWA Example of Runway Hold Position Marking:

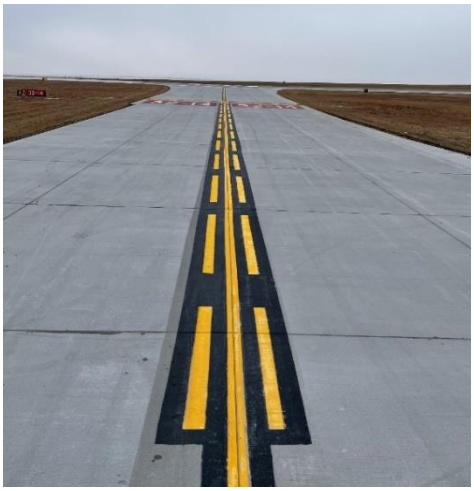


- Enhanced Taxiway Centerline
    - This marking provides a supplemental visual cue to alert pilots of an upcoming Runway Hold Position Marking. This marking is dashed lines added to either side of the taxiway centerline. It extends 150 feet away from the Runway Hold Position Marking.

Enhanced Taxiway Centerline:

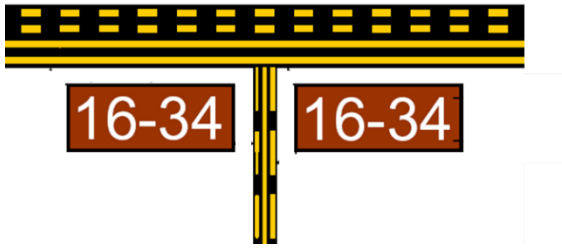


XWA Example of Enhanced Taxiway Centerline:



- Surface Painted Hold Position Marking
    - This marking provides a supplemental visual cue to alert pilots of an upcoming Runway Hold Position Marking and the associated runway(s).

Surface Painted Hold Position Marking:



XWA Example of Surface Painted Hold Position Marking:



Movement Area Signage:

- Mandatory Hold Position Sign
    - This sign is located at each entrance to a runway and co-located with runway hold position markings. The sign has a white numbering/letters inscription on a red background. A vehicle operator must announce their position and intentions on CTAF before crossing this sign.

Examples of XWA Mandatory Hold Position Signs:





- Direction and Destination Signs
    - This sign indicates the direction of a specific location. The sign has a black inscription on a yellow background.

XWA Runway 32 and 14 Destination Sign:



XWA Taxiway Alpha Directional Sign:



- Location Sign
    - This sign indicates your present location. The sign has a yellow inscription on a black background.

XWA Taxiway A2 Location Sign:

