



## **Airside Access Permit Manual**

Alpha Aviation Inc.

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## AIRSIDE ACCESS PERMIT MANUAL

### 1. Definitions

- (a) **AAP or Airside Access Permit means** a permit issued by Alpha under section 2.
- (b) **Airport** means the Boundary Bay Airport.
- (c) **Airport Rules and Regulations** means the Airport Rules and Regulations for the Airport published by Alpha from time to time.
- (d) **Airport President** means the President of Alpha or any other person designated by Alpha as Airport President.
- (e) **Airside** means the movement area of the Airport, adjacent terrain and buildings or portions thereof, access to which is controlled.
- (f) **Alpha** means Alpha Aviation Inc., operator of the Airport.
- (g) **ATC** means air traffic control at the Airport.
- (h) **AVOP or Airside Vehicle Operator Permit** means a permit issued by Alpha under section 2.
- (i) **Controlled Surface** means the area at the Airport which is controlled by ATC, including all taxiways and runways.
- (j) **Enforcement Personnel** means all persons entitled to enforce the Airport Rules and Regulations and any additional rules set out in this manual.
- (k) **FOD** means foreign object debris.
- (l) **Maneuvering Area** means the part of the Airport intended to be used for taking off and landing of aircraft and the movement of aircraft associated with taking off and landing, excluding aprons.
- (m) **Movement Area** means the part of the Airport intended to be used for the surface movement of aircraft, including the Maneuvering Area and the aprons.
- (n) **Operator** means any tenant (or a subtenant or licensee of a tenant) at the Airport and anyone entitled to carry out a Permitted Service (as defined in the Airport Rules and Regulations) at the Airport.
- (o) **Restricted Radiotelephone Operator's Certificate** means a document issued by the Department of Communications certifying that the holder may act as an operator on any aeronautical-land radio station fitted with radiotelephone equipment only, transmitting on fixed frequencies and not open to public correspondence.
- (p) **Vehicle** includes an automobile, truck, aircraft tug, tractor, boom lift and heavy construction equipment.

### 2. AAP and AVOP Application Process



- (a) Issuance of AAPs and AVOPs is at Alpha's discretion. Once issued, AAPs or AVOPs remain the property of Alpha and may be revoked at any time.
- (b) An individual who wishes to obtain an AAP, with or without an AVOP, must complete a request form found at [WWW.CZBB.COM](http://WWW.CZBB.COM) and submit it to Alpha at [avop@alpha-aviation.ca](mailto:avop@alpha-aviation.ca).
- (c) Upon approval of the request, the applicant must successfully complete the applicable test(s) described in section 5.
- (d) Upon successful completion of the applicable tests and payment of Alpha's current processing fee, the applicant will receive his or her AAP and AVOP (if applicable) by mail or may arrange to pick it up.

### **3. Airside Vehicle Operator Permit (AVOP)**

- (a) The AVOP is combined with the AAP and is visibly indicated by a D or D/A on the AAP.
- (b) No person must operate a Vehicle Airside unless:
  - (i) the Airport President or his or her designate authorizes that person to operate a Vehicle Airside;
  - (ii) the person has signed and submitted to Alpha a statement acknowledging that they understand and will comply with the rules and requirements set out in this manual; and
  - (iii) the person holds a valid AVOP and AAP and has the correct apron restriction for the area in which they wish to operate.

### **4. Apron Restrictions and Ratings**

- (a) Restrictions: The following restrictions identify which aprons an AAP holder may operate on:
  - (i) Restriction 1: This permits the holder to operate on Apron 1 and is indicated by a number 1 on the bottom of the AAP.
  - (ii) Restriction 2: This permits the holder to operate on Apron 2 and is indicated by a number 2 on the bottom of the AAP.
  - (iii) Restriction 3: This permits the holder to operate on Apron 3 and is indicated by a number 3 on the bottom of the AAP.
- (b) Rating (AVOP): The AAP has a rating section adjacent to the holder's picture. The section indicates whether the AAP holder is authorized to operate Vehicles or not, and if they are authorized to operate in the Maneuvering Area of the airport.
  - (i) R Rating: This rating indicates the AAP holder does not have an AVOP and is only authorized to access Airside as a pedestrian or passenger. The AAP holder



may not operate a Vehicle Airside unless accompanied at all times by the holder of an AVOP.

- (i) D/A Rating: This rating indicates that the AAP holder also holds a valid AVOP and is authorized to operate approved Vehicles on the aprons shown in the Restrictions section. The D/A rating does not permit the holder to operate in the Maneuvering Area.
- (ii) D Rating: This rating indicates that the AAP holder also holds a valid AVOP and is authorized to operate approved Vehicles on the aprons shown in the Restrictions section. The D rating allows the holder to operate approved Vehicles in the Maneuvering Area.

## 5. Testing

### (a) Knowledge Test

The knowledge test consists of two parts:

- (i) Part one consists of questions based on this manual. No study aids or notes are permitted during the test. Applicants must achieve a grade of 90% or greater on this part of the test. Upon successful completion, any questions that were answered incorrectly must be reviewed.
- (ii) Part two consists of an exercise in which the applicant must correctly label the Airport runways, taxiways, aprons, roadways and frequencies, etc., with zero errors.

### (b) Practical Driving Test

If the applicant is applying for a D rated AVOP, is employed/contracted by Alpha Aviation or has had an AVOP suspension, the applicant must also pass a practical driving test administered by an examiner designated by Alpha.

### (c) Retesting

Applicants who fail either the knowledge test or driving test may be required to wait up to 14 days before applying to retake the test.

## 6. General Rules

- (a) Each Operator must ensure that its employees are qualified to operate Vehicles and equipment that they are required to operate while performing their duties Airside.
- (b) Before operating a motor Vehicle Airside, the Vehicle operator must become familiar with the rules and requirements set out in this manual.
- (c) The Vehicle operator must confirm that the Vehicle is operating satisfactorily and has the required safety equipment. All Operator staff must notify their immediate supervisor of any equipment malfunction.



- (d) If a Vehicle operator encounters any obstruction or potentially hazardous condition on any aircraft movement surfaces, including FOD, he or she must remove it to a designated disposal unit and report its nature and location to Alpha. Failure to dispose of or report FOD, or negligence resulting in FOD being deposited on the movement surfaces, will result in the suspension of the Vehicle operator's AAP.
- (e) Access gates must be closed immediately after AAP holders proceed through them and the AAP holder is responsible for ensuring no Vehicles or pedestrians enter through the access gate while it is being opened or closed.
- (f) Smoking and vaping of any kind are not permitted Airside.
- (g) Bicycles, scooters, skateboards and other human-powered forms of transportation are not permitted Airside.
- (h) Domestic pets and animals must be kept on a leash or secured in a travel carrier when airside, except for service animals or law enforcement dogs.

#### **7. Airside Vehicle Operating Rules**

- (a) The speed limit on aprons, access roads, common areas is 25 km/h. If a Vehicle is operating in excess of this speed, they are to be stopped by Enforcement Personnel and issued an infraction.
- (b) All Vehicles must be registered with Alpha, hold valid insurance, have a yellow rotating beacon or operational four-way blinkers, and be marked.
- (c) An AVOP holder may escort a maximum of three Vehicles at one time.
- (d) The AVOP holder is responsible for guests at all times and guests must always be with the AVOP holder when Airside.
- (e) To operate on a Controlled Surface, an AVOP holder must have a D rating, ATC clearance, two-way radio and a radio license.
- (f) Vehicles must remain 25 feet from an aircraft except when servicing the aircraft.
- (g) AVOP holders must only operate on surfaces that their AAP permits. Failure to adhere to this requirement will result in an AAP infraction and potentially suspension of the AAP and/or AVOP.
- (h) A Vehicle must not drive over hoses, cables, ground wires, tie down spots or any other ground support equipment.
- (i) When operating on Controlled Surfaces, ATC instructions must always be obeyed unless it will put the operator in danger. Failure to comply may result in a CADORs and/or losing AVOP privileges.
- (j) When operating Airside, the operator of a radio-equipped Vehicle must maintain a continuous listening watch on the appropriate frequency.
- (k) Vehicle operators cannot overtake aircraft, whether powered or under tow, unless instructed to do so by ATC and it is safe to do so.



- (l) Vehicle operators must never park behind a Vehicle servicing an aircraft.

## **8. Pedestrian Airside Operating Rules**

- (a) Pedestrians must at all times clearly display a valid AAP or be accompanied by someone with a valid AAP.
- (b) Pedestrians must wear a high visibility vest or some form of high visibility clothing.
- (c) Whenever possible, individuals must use marked pedestrian corridors when walking on the apron.
- (d) Individuals walking Airside must use the most direct route to their destination available.
- (e) Pedestrians must only walk on an apron if it is directly to or from an aircraft.

## **9. Right of Way Rules**

The following rules govern rights of way at the Airport:

- (a) Aircraft always have right of way over all traffic.
- (b) Emergency Vehicles responding to an emergency with warning devices activated have right of way over all traffic excluding aircraft.
- (c) Aircraft under tow have right of way over traffic excluding aircraft and emergency vehicles responding to an emergency.
- (d) All other vehicles have right of way over pedestrians but yield to aircraft, emergency vehicles responding to an emergency, and aircraft under tow.
- (e) Pedestrians yield to all other traffic.

## **10. Operation of Vehicles in Maneuvering Area**

- (a) Unless otherwise instructed by ATC and it is safe to do so, the speed limit in the Maneuvering Area is 80 km/h.
- (b) All Vehicles operating in the Maneuvering Area must have a functioning two-way radio operated way a person with a valid restricted radio-telephone operator's certificate and a valid D rated AVOP, or be escorted by a Vehicle operator so equipped and manned.
- (c) When air traffic services are provided, the driver of a radio-equipped Vehicle must establish satisfactory two-way radio communication with the unit on 124.30 Mhz before entering the Maneuvering Area. The driver of a radio-equipped Vehicle must also maintain a continuous listening watch on the designated frequency throughout the duration of their task.
- (d) When air traffic services are unavailable, the driver of a radio-equipped Vehicle must:
  - (i) prior to entering or changing location in the Maneuvering Area, broadcast position and intentions on the mandatory frequency 118.10 Mhz;
  - (ii) when in the Maneuvering Area, advise pilots of their position and intentions;



- (iii) maintain a continuous listening watch on the mandatory frequency throughout the duration of their task;
  - (iv) when requested, provide runway condition reports and the location of other known ground traffic in the Maneuvering Area; and
  - (v) give way to aircraft at all times.
- (e) Before operating a Vehicle in the Maneuvering Area, the operator must have a valid AVOP with a D rating and a Restricted Radiotelephone Operators Certificate.
- (f) Whenever non-radio-equipped Vehicles and equipment are operating in groups or fleets with a radio-equipped Vehicle, they must be under control of a qualified employee responsible for requesting and acknowledging all ground control instructions.
- (g) ATC directs all traffic in the Maneuvering Area and drivers and pedestrians must always obey its instruction, unless it puts the operator in danger.
- (h) Before proceeding into the Maneuvering Area, a Vehicle operator must contact ground control for permission to proceed to a specific location by a specific route. The Vehicle operator must acknowledge all instructions from the ground controller as understood or request that the instructions be repeated if not understood. The operator must proceed only along the specified route to the specified location unless they receive alternate instructions.
- (i) Requests for permission to proceed into the Maneuvering Area must include:
- (i) the Vehicle identification;
  - (ii) its current location;
  - (iii) the intended activity/work to be performed while in the Maneuvering Area and/or specific destination and intended route (otherwise, the ground controller will normally specify the route to be followed) and;
  - (iv) the time the Vehicle and/or person will be in the Maneuvering Area.
- (j) Whenever an operator is instructed to hold short of a runway, or is awaiting permission to cross or to proceed onto a runway, the operator must hold the Vehicle 75 meters from the nearest edge of the runway, or behind the hold lines. An instruction from ATC to hold short must be repeated back in acknowledgement.
- (k) Hold lines are marked with two solid and two broken yellow lines, with the broken lines closest to the runway. They are also depicted by a red backed sign with white numbers to indicate the hold lines for a runway.
- (l) When instructed to leave the runway, Vehicle operators must acknowledge instructions and proceed to a taxi holding position or to a safe position off to the side of the runway at least 75 meters from the nearest edge of the runway. Once in a holding position, Vehicle



operators must inform ground control that they are off the runway and provide their exact position.

- (m) All Vehicles must be marked and lighted when operating in the Maneuvering Area.
- (n) If radio fails while the Vehicle is in the Maneuvering Area, an operator must turn the Vehicle to face the control tower and flash the headlights off and on. The ground controller will respond using the following light signals:
  - (v) Flashing green light – proceed;
  - (vi) Steady red light – stop and hold your position;
  - (vii) Flashing red light – vacate the runway; and
  - (viii) Flashing white light – return to starting position.

Note: In the course of moving from the Maneuvering Area (see section 10 above), the Vehicle operator must hold short of each intervening runway and receive permission to proceed (flashing green light signal) before crossing the runway.

- (o) If the radio and Vehicle both fail in the Maneuvering Area, the operator must light and place red road flares approximately 30 meters ahead of and behind the Vehicle in a line parallel to the nearest runway or taxiway as a warning.
- (p) The blinking on and off of runway lights is a warning signal for all Vehicles to leave the runway immediately.
- (q) Runway and taxiway lights are depicted as follows;
  - (i) White Lights – Runway edge lighting;
  - (ii) Blue Lights – Taxiway and apron edge lighting ;
  - (iii) Orange Lights – Taxiway entrance lighting;
  - (iv) Amber Lights – Runway Approach lighting; and
  - (v) Red/Green Lights – Threshold lighting.

## **11. Operator Cooperation and Compliance**

- (a) Enforcement personnel may set up Airside checkpoints to stop Vehicle operators and pedestrians Airside and inspect motor Vehicles and operator credentials to ensure compliance with the rules set out in this manual.
- (b) Verbal abuse, threatening behavior or assaults toward or against Enforcement Personnel will not be tolerated. Such behavior will result in an immediate suspension or revocation of the offending holder's AAP and is potentially conduct contrary to the Criminal Code of Canada, which may be reported to the Delta Police.



- (c) Other AAP holders may also request an individual to produce his or her AAP. Such requests must be made when an AAP holder who proceeds through an access gate and is followed by another individual claiming to also be a valid AAP holder.

## **12. Enforcement and Violations**

- (a) Not following the rules and regulations outlined in this manual will result in an AAP infraction and the accrual of corresponding demerit points or suspension (up to revocation) of the operator's AAP, depending on the severity of the infraction. A list of infractions is attached at the end of this manual.
- (b) Infractions and Violations
  - (i) A Minor infraction will cause the operator to accrue 1 demerit point.
  - (ii) A Major infraction will cause the operator to accrue 3 demerit points.
  - (iii) A Gross Violation will result in the immediate suspension of the operator's AAP.
- (c) Demerit Points
  - (i) Demerit points are gained from committing infractions.
  - (ii) Accruing five or more demerit points in one year will result in the suspension of the holder's AAP.
  - (iii) Demerit points expire after one year from the date of issuance but the record of receiving the infraction and associated demerit point is permanent.
- (d) Fines
  - (i) A Minor infraction will result in an initial warning. Any subsequent offences of the same infraction will result in a fine of \$50.00 for the operator.
  - (ii) A Major infraction will result in a fine of \$75.00 for the operator.
  - (iii) A Gross Violation will result in a fine of \$125.00 for the operator
- (e) Infractions can be appealed by submitting an infraction appeal form to the Airport President or his or her designate. Appeals must be submitted within 30 days of receiving an infraction.
- (f) An AAP suspension will result in the immediate deactivation of the holder's AAP and AVOP Rating. The holder will then be required to surrender their AAP to Alpha. For access, the operator can contact Alpha at 604-946-5361 and arrange an escort or the operator may be escorted by a holder of a valid AAP with a D or D/A AVOP rating.
- (g) If an operator's AAP is suspended, the operator may be required to be retested and will be emailed instructions along with notice of suspension. The operator will also be required to undergo a practical driving exam with a designated Alpha examiner prior to reinstatement of their AAP.



### 13. Enforcement Personnel

- (a) Enforcement of the rules and other requirements set out in this document is carried out with safety as the primary goal.
- (b) Enforcement personnel include:
  - (i) Airport Authority;
  - (ii) Airport Security;
  - (iii) Other personnel designated by the Airport President.
- (c) Enforcement Personnel have the authority to:
  - (i) Suspend or revoke an AVOP Pass at any time;
  - (ii) issue directions or commands that must be followed to ensure compliance with the rules and regulations outlined in the document;
  - (iii) inspect motor Vehicles to ensure compliance and request to inspect AAPs and AVOPs for validity;
  - (iv) issue infraction notices to operators of motor Vehicles or pedestrians found in non-compliance with the rules and other requirements set out in this document; and
  - (v) members of the RCMP and Delta Police have the authority to stop and investigate drivers for *Motor Vehicle Act* (British Columbia) and *Criminal Code* (Canada) violations that occur while driving Airside.



<b>Infraction</b>	<b>Minor/Major/ Gross Violation</b>	<b>Demerit Points</b>	<b>Fine Amount</b>
Unauthorized entry to aprons	Minor	1	\$50.00
Speeding (Over 25 Km/h) except when on runways and told to do otherwise by ATC	Minor	1	\$50.00
Failure to comply with Enforcement Personnel direction	Gross Violation	5	\$125.00
Verbal abuse, threatening behavior or assaults to Enforcement Personnel	Gross Violation	5	\$125.00
Entering a Controlled Surface without authorization (Runway or Taxiway incursion)	Gross Violation	5	\$125.00
Failure to wait for a gate to close before driving/walking away	Gross Violation	5	\$125.00
Operating a Vehicle without a valid AVOP or without valid authorization from the airport authority	Major	3	\$75.00
Operating a Vehicle with an expired AVOP	Major	3	\$75.00
Failure to produce a valid AVOP upon request	Major	3	\$75.00
Failure to remove FOD upon discovery	Gross Violation	5	\$125.00
Failure to check Vehicle for potential FOD resulting in the depositing of FOD on airfield	Major	3	\$75.00
Smoking Airside	Minor	1	\$50.00
Operating bicycles, scooters, skateboards, and other unauthorized human powered Vehicles Airside	Minor	1	\$50.00
Operating a Vehicle without working four-way blinkers or a rotating yellow beacon.	Minor	1	\$50.00
Escorting more than three Vehicles at a time	Minor	1	\$50.00
Leaving guests unaccompanied Airside	Major	3	\$75.00
Operating a Vehicle within 25 feet of an aircraft (not to service it)	Minor	1	\$50.00
Driving over hoses, cables, ground wires, tie downs.	Minor	1	\$50.00
Failure to comply with ATC instructions	Gross Violation	5	\$125.00
Overtaking an aircraft under-power or under-tow	Major	3	\$75.00
Parking a Vehicle behind a Vehicle servicing an aircraft	Major	3	\$75.00
Failure to clearly display a valid AAP	Minor	1	\$50.00



Failure to wear a hi-visibility vest or form of hi-vis clothing when walking Airside	Minor	1	\$50.00
Driving or parking under an aircraft not being serviced	Minor	1	\$50.00
Failure to report or remain at the scene of an accident	Minor	1	\$50.00
Failure to yield to or impede the progress of emergency Vehicles with activated emergency lights	Major	3	\$75.00
Knowingly allowing an AVOP trainee to drive Airside without supervision	Major	3	\$75.00
Leaving a fueling Vehicle unattended	Minor	1	\$50.00
Operating an unsafe Vehicle Airside	Minor	1	\$50.00
Failure to yield to an aircraft under-power or under-tow	Minor	1	\$50.00
Operating a Vehicle Airside while impaired by drugs or alcohol	Gross Violation	5	\$125.00
Operating a Vehicle Airside while in a manner dangerous to the public	Gross Violation	5	\$125.00
Granting airside access to a vehicle/pedestrian that does not hold a valid AAP without an escort	Gross Violation	5	\$125.00

Map of Airfield

