

## Biddeford Municipal Airport



### Ground Vehicle Rules

The Biddeford Municipal Airport (B19) is a non-towered airport, meaning it does not have an air traffic control tower. The only vehicles allowed within the fenced in area of the airport are those who own a hangar, rent space in a hangar or tie down area, or are otherwise associated with the airport. If any tenant or hangar owner needs to get access for themselves or another person, please contact the Airport Manager. Anyone who requires vehicle access to the airport must provide the vehicle information for each vehicle they plan on driving, within the fenced-in area at the airport; failure to do so will result in gate access privileges being revoked.

#### ***Parking at the Airport:***

For those who have access to a privately owned hangar, you are allowed to park within the fenced-in area of the airport, but only at a designated parking area for the privately owned hangar. Vehicles shall not be stored outside of hangars. For all others that have vehicle access, you must park your vehicle in the parking lot outside the fenced-in area, if you will be leaving your vehicle unattended for any amount of time. If you will be leaving your vehicle at the airport overnight, then you will need to park in the long-term parking area. For anyone who parks in the long-term parking area, you will need to provide the Airport Manager with your contact information and vehicle information.

#### ***Gate Access:***

Anyone who requires gate access will need to see the Airport Manager, and complete the *Gate Access Card Application*, and pay the associated fee, before being given a gate access card. For those who require gate access just one time, they may see the Airport Manager, who can open the gate for them, if access to the airport is indeed required.



All vehicles are required to stop and wait for the gate to fully close upon entering and exiting the grounds. If a gate is malfunctioning or broken the Airport Manager will shut off the power and place a lock on the power source to prevent further damage, until such a time, when the gate can be properly fixed. If anyone should notice a gate that is not operating correctly, please notify the Airport Manager immediately.

If a gate access card is lost, stolen or damaged, it is the card holders responsibility to immediately report it to the Airport Manager, so that the card maybe disabled and a new card can be issued.

***Operating Vehicles within the Fenced-in Area at the Airport:***

Any vehicle authorized to operate on the airport Runways, Taxiway A, or Runway Safety Area (RSA) shall be equipped with a flashing amber light and a two way VHF radio, capable of transmitting and receiving on the airport's Universal Communication (UNICOM) frequency 123.00. Any vehicle not equipped with such a radio and operating in these areas shall carry with it, a hand-held portable radio with the same frequency capabilities. Prior to entering on to the runways or taxiway the vehicle operator shall notify aircraft in the local area of his/her destination & purpose over the radio, on the proper frequency. Upon clearing the movement areas he/she shall also notify the air traffic that they have cleared the area. Self-announcements shall be made frequently while operating and working in the movement area. If communication should happen to fail while a vehicle is in the movement area or safety area, the Airport Manager will turn the runway lights on to get the attention of the vehicle.

If you are operating a vehicle on the movement areas and safety areas, your vehicle must always have an operational flashing amber light mounted/displayed on the top of the vehicle and you must carry a radio tuned to the airports UNICOM frequency (123.00).

*Note: In the event that a vehicle does not have a flashing amber light, and/or radio tuned to 123.00, then that vehicle must be escorted by another vehicle so equipped.*



Whenever you are driving or walking in the movement area, you must monitor the UNICOM frequency for aircraft activity and you must make position and intention announcements over the radio, when applicable. The **Movement Area**, is defined as the runways, taxiways, and other areas of the airport, which are used for taxiing, takeoff and landing of aircraft.

Whenever you are driving or walking in the apron areas, you are not required to monitor the UNICOM frequency or have a flashing amber light on your vehicle. The **Apron Area**, is defined as the area where the aircraft park, load, unload or refuel. Accidents do occur in apron areas, there can be many pedestrians and aircrafts maneuvering around the area at the same time, so continuous vigilance is necessary.

If driving a vehicle on a movement area or apron area, the **speed limit is 10 mph.**

***Announcements are structured in the following way:***

Location, Identity, Specific Location, Intention, Location Again

*For example: "Biddeford Airport, Airport Maintenance Vehicle, Holding short runway six, Proceeding down runway six, Biddeford Airport"*

## Pedestrian, Ground Vehicle Rules & General Information

### ***Should violations of ground vehicle rules occur, the following consequences will result:***

1<sup>st</sup> Offense: The operator will receive a verbal warning and on-the-spot remedial training. If the operator refuses to receive remedial training, then their driving privileges will be suspended until remedial training is completed.

2<sup>nd</sup> Offense: The Airport Manager will suspend airport driving privileges of the offending driver for a period of not less than 5 days and the driver shall take remedial training.

3<sup>rd</sup> Offense: The driver's rights to operate a motor vehicle on the airport will be revoked for a period of time not less than 30 days, with the potential to become permanent. Within the first 30 days of a driver's 3<sup>rd</sup> offense, the Airport Manager will discuss the situation with the Airport Commission and both parties will cooperatively determine the length of time the operators driving privileges will be revoked.

*Note: If unsafe driving is observed that poses a serious hazard to aircrafts, the facility, or others operating at the Airport, the Airport Manager reserves the right to impose the penalties equal to the 3<sup>rd</sup> offense even if the driver has had no prior offenses.*

### **Pedestrian Rules**

This airport is open to the public and as a result we often have people not associated with the airport, come visit and watch planes take off, land and fly around. There is nothing wrong with showing people around the airport, but it is important to not allow people inside the fenced-in area unaccompanied, who do not have an operational need. Pedestrians must be accompanied by a pilot, the Airport Manager, or a member of the Airport Commission, for safety considerations.

Children under the age of 16 must be accompanied by an adult at all times on airport property.

### **General Information**

#### ***Aviation Fuel:***

Aviation Fuel is for AIRCRAFT USE ONLY! If anyone needs to use a portable container to get aviation fuel, they must see the Airport Manager to sign a form stating that they intend to use a portable container to get aviation fuel for aviation purposes only.



Due to the aviation fuel being highly flammable Smoking is Prohibited on Airport Property.

All fuel & oil spills must be cleaned up and immediately reported to the Airport Manager. A spill kit is located next to the Emergency Stop Button for fuel, outside next to the fuel pump. There are directions in the spill kit, which outline how to handle fuel & oil spills. Any fuel or oil spill requiring the use of speedy-dry, rags, or socks must be recorded according to EPA regulations.

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### ***Alcohol & Tabaco Products:***

Alcoholic beverages are strictly prohibited on airport property.

Smoking cigarettes is prohibited on airport property. The use of an E-Cigarette is prohibited inside any building on airport property.

### ***Aircraft Storage:***



All aircrafts stored outside must be located on an approved airport tie down spot and the aircrafts are required to be chocked and tied down using the standard three point tie down system. All aircrafts stored in either Terminal Hangar A, Terminal Hangar B, or Tiedown area on the Apron, are subject to the fees associated with that location.

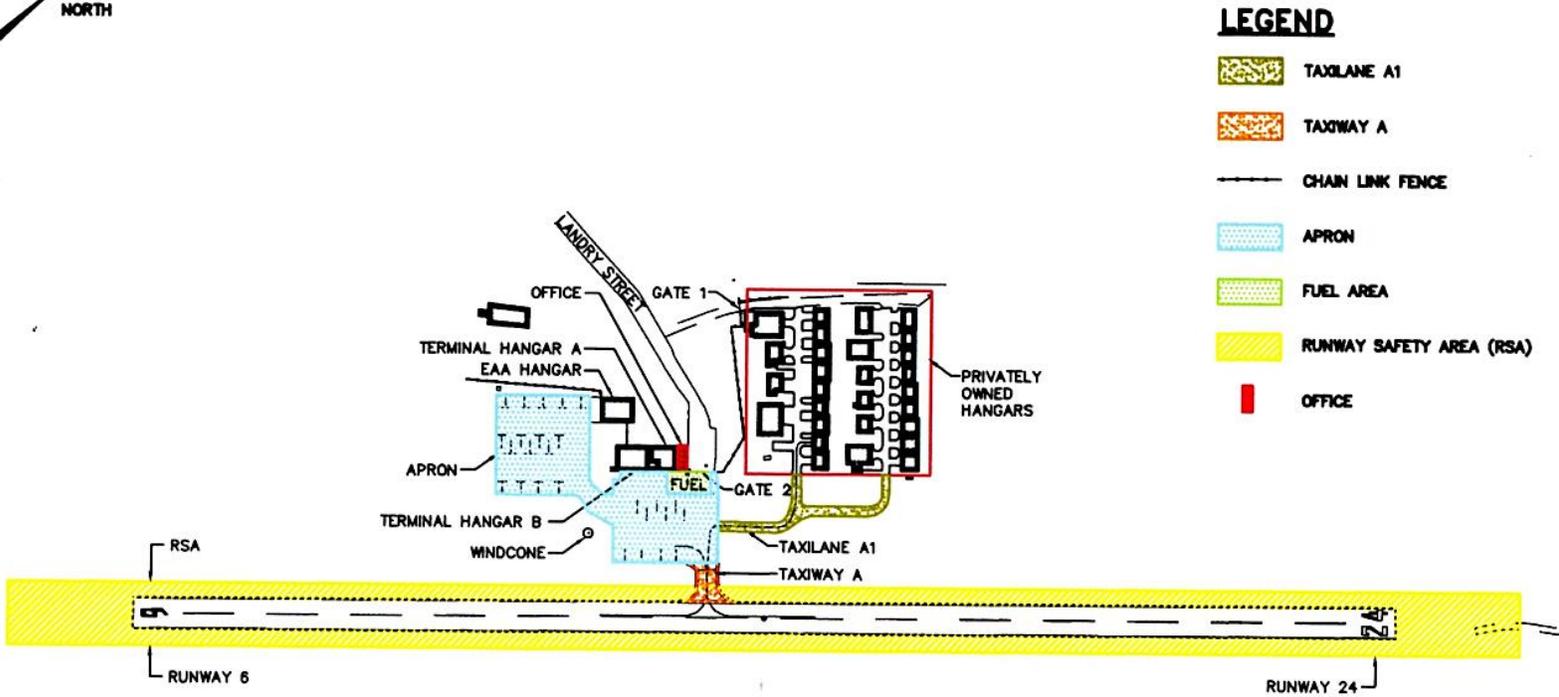
Terminal Hangar A & B are both community hangars. Terminal Hangar A is a heated hangar and Terminal Hangar B is a cold storage hangar. For information pertaining to the hangar rules, please contact the Airport Manager.

There are two tiedown areas located on the apron, where aircrafts may be tied down for extended periods of time. The tiedown area located in front of Terminal Hangar A & B and the fueling area, is primarily used for short term use, such as for the day, or overnight. The tiedown area located in the back lot of the apron, by the EAA Hangar, is primarily used for long term parking, but maybe used for short term parking, if the front lot is full or if the aircraft owner prefers to use it.



Please check the Airports website or with the Airport Manager for more information on current rates for Terminal Hangar A, Terminal Hangar B, and the Tiedown area.

**Airport Layout**



**Apron:**

Aircraft aprons are the area where the aircraft park, load, and unload. They vary in size, from areas that may hold five or ten small planes, to the very large areas that the major airports have. Unlike the runways or taxiways, aprons may be used by vehicles. If you are operating a motor vehicle on the apron watch out for pedestrians, parked aircrafts and aircrafts that are moving; ensure you yield the right of way to moving aircrafts. Do not assume the pilot will see you and stop, he or she may be busy with other things like radio communications or checking the aircrafts instruments. Accidents do occur involving vehicles and aircrafts, which may result in property damage, personal injury, and in some cases, death. The speed limit on the apron is 10 mph at B19.



**Taxiway A:**

This taxiway is an apron taxiway, this is designed for low speed and precise taxiing. Providing access from the runway, to aircraft parking positions and other terminal areas. Only vehicles

## Pedestrian, Ground Vehicle Rules & General Information

with an operational need should be driving on this taxiway and must be equipped with a flashing amber light and a radio capable of transmitting on the UNICOM frequency.

### ***Taxilane – A1:***



This taxilane provides access to the privately owned hangars at the airport. Only those that require access to the privately owned hangars are granted access to Taxilane – A1. Taxilanes are usually, but not always, located outside the movement area, providing access from taxiways to aircraft parking positions and other terminal areas. Vehicles are not required to have an amber flashing light or radio when driving on this area, but it is recommended.

### ***Runway 6 & 24:***

These are the only two runways, at the Biddeford Municipal Airport and are oriented Northeast and Southwest. Runway 6 is on the Southwest end and Runway 24 is on the Northeast end. Runway 6 is equipped with a VASI to help assist pilots in their approach. There is no taxiway at this airport, which allows pilots to taxi to the ends of the runway. From Taxiway A, pilots have to back-taxi down the runway to reach the end of the runway, in order for them to take off.



### ***Runway Safety Area (RSA):***

A defined surface surrounding the runway prepared or suitable for reducing the risk of damage to aircraft in the event of an undershoot, overshoot, or excursion from the runway. This airports RSA extends down both sides of the runways and past the ends of the runways, the approximate area of the RSA at the end of the runways is 150' x 300'. Vehicles in this area are required to have a flashing amber light and radio capable of transmitting on the UNICOM frequency and pedestrians are required to carry a radio with the same capabilities.

### **Foreign Objects and Debris (FOD)**

Items big and small, such as trash, rocks, branches, nuts & bolts, and other debris can be considered as FOD and these items can create a serious hazard for aircrafts. Something as simple as everyday trash, could potentially puncture a tire, dent or puncture wings and cause damage to other parts of an aircraft, making the aircraft unsafe. It is everyone's job to look for FOD and pick up any FOD they see.

## Pedestrian, Ground Vehicle Rules & General Information



There are a few things everyone can do to help make our airport a safer place and minimize FOD by following these basic principles:

- Put all your trash in a covered container. It is almost always breezy on the airfield, so wrappers and bags can blow away easily.
- Get in the habit of picking up any trash and rocks that may be a hazard.
- Keep an eye out for nails, bolts and other small metal pieces that can puncture tires easily. If you see any, pick them up.
- Avoid tracking mud and rocks onto the pavement surfaces.



### **Vehicle / Aircraft Accidents**

Everyone tries to prevent accidents occurring between vehicles & aircrafts, and to help prevent accidents from occurring at the airport, there are a few things everyone needs know. Aircrafts always have the right of way over vehicles. Never assume that the pilot sees you and will wait to let you go first. Vehicles need to give an aircraft plenty of room to pass by; the pilot may have a limited view from the cockpit. If you must work near or next to a parked aircraft, approach the aircraft slowly and remain far enough away from it, that you do not block its path or the path of other vehicles, especially around the fueling area. Additionally, ensure you never drive under an aircraft's wings, to prevent accidentally hitting an overhanging wingtip. If you do accidentally hit an aircraft, another vehicle, or other property, stop immediately and report the incident, in accordance with the airports rules and regulations.

#### **- How to Report a Vehicle / Aircraft Accident**

If you consider the situation an emergency, and require immediate medical attention, immediately dial 911. If you do not consider the situation an emergency please call one of the numbers below, beginning with the Airport Manager. The Airport Manager will be able to help locate the owner of the aircraft or vehicle and will be able to assist you in handling the situation. A list of emergency numbers is located below.

### **Aircraft Accidents & other Emergencies**

In the event that you witness an aircraft accident or are involved in one, for example an aircraft crashing on landing or takeoff, or witness any other emergency, there are a few things you need to immediately do. If you feel that the situation is in need of emergency services, such as medical personal, police, or if there is a fire, immediately dial 911 and report the location as 88 Landry Street, Biddeford, ME 04005. If you have a radio available, and the accident occurred on the runway and is/or could be affecting aircraft operations, make a radio call letting other pilots in the area know that a situation has occurred and they will not be able to land on the runway. You do not need to give details of the event and there is a radio available in the office building to use. Report the incident to the Airport Manager as soon as possible.

If you are in need of a first aid kit, one is located in the office building behind the counter. If you are in need of a fire extinguisher for an aircraft related fire, there is one located outside by the fuel pump station. Whether you witness an accident or another emergency occur, or if you are involved in one, make sure you report it by either dialing 911 or contacting the Airport Manager, immediately.

**Contact Information:**

**In Case of an Emergency – Dial 911 First**

**Report Location:** 88 Landry St., Biddeford, ME 04005

**UNICOM Frequency:** 123.00

**Airport Manager**

Kristopher Reynolds    Office: 207 – 282 – 2893    Cell: 207 – 608 – 7992

**Director of Facilities**

Philip Radding    Office: 207 – 571 – 1602

**City Manager**

James Bennett    Office: 207 – 284 - 9313

**Biddeford Fire Dept.**    207 – 282 – 6632

**Biddeford Police Dept.**    207 – 282 – 5127

**York County Sheriff Dept.**    207 – 324 – 1113

**Maine State Police**    1 – 800 – 228 – 0857

**U.S. Coast Guard, Search & Rescue**    1 – 800 – 410 – 9549