



AIRPORT DRIVING MANUAL

MARCH 2021

CLARK COUNTY
DEPARTMENT OF AVIATION



www.hnd.aero

AIRPORT DRIVING MANUAL

Introduction

Your assistance is needed to maintain a safe operating environment at Henderson Executive Airport. Please take time to review this Airport Driving Manual for the use of motor vehicles on the airport. If you have any questions or comments, please feel free to contact the Administration Office at 702-261-4804 during normal business hours.

Definitions

The portion of the airport dedicated to aircraft operations is the “**Airport Operations Area**” or AOA. The AOA is subdivided into “**Movement**” and “**Non-Movement**” areas.

The **Movement Area (MA)** includes runways, taxiways, and associated safety areas. The diagram at the back of this brochure depicts the Movement Area. Access to the Movement Area is controlled by the Air Traffic Control Tower. Operation of vehicles in this area is restricted to authorized Department of Aviation airport employees and requires the completion of a special training program. Procedures for driving in the Movement Area are not covered here.

The **Non-Movement Area (NMA)** includes the aprons, ramps, and parking areas on the airfield as well as perimeter and access roads. These are typically the areas adjacent to hangars, shade hangars, tie down spaces and self-service fuel islands.

Personnel Requirements

Any person operating a motor vehicle in the Non-Movement area of the AOA at Henderson Executive Airport must comply with all General Aviation Rules and Regulations, Operating Directives, signs, posted restrictions and speed limits.

Vehicle Requirements

Only motor vehicles with a demonstrated need will be allowed to operate in the NMA. These vehicles include tenant vehicles, police vehicles, fire vehicles, fueling equipment, fixed base operator service vehicles, vendors, catering vehicles, Department of Aviation (DOA) vehicles, and others.

All motor vehicles operated by authorized tenants that enter the NMA must display current airport-issued identification in the form of an airport decal on the driver’s side rear window

or bumper. All motor vehicles that operate in the NMA shall have in force the insurance required by the Department of Aviation and current registration. Most-current vehicle registration and insurance information must be submitted on an annual basis to the Airport Administration Office. Contact the Henderson Executive Airport Administrative Office at 702-261-4804 for further information.

All motor vehicles must meet the applicable safety regulations for operating on public streets. If the vehicle was not designed for operation on public roadways, it must meet the safety requirements in place at the time of its manufacture to operate in the NMA.

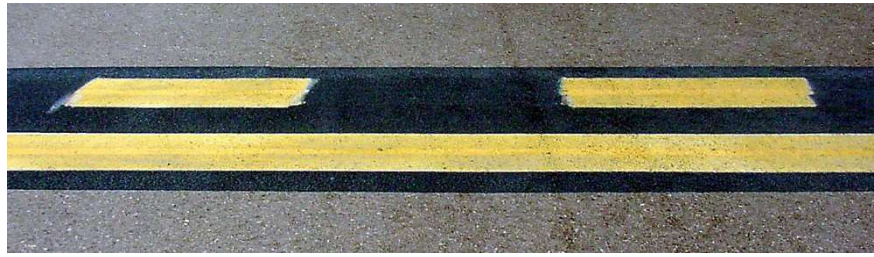
Security Gates

There are numerous gates which vehicles may use to access the NMA. To use any gate you must approach the gate and tap your gate card against the reader. After the gate opens you may proceed. Once through the gate, you are required to stop and wait for it to close. Do not allow another vehicle to drive through the gate behind you, a practice known as “piggybacking”. Remember, you are responsible and liable for anyone you allow in. If the gate does not close completely, please notify Airport Customer Service at 702-261-4800 during normal business hours or the DOA Airport Control Center at 702-261-5125 at all other times. Upon exiting the gate, you are required to approach the gate and the gate will open automatically. Once you are through the gate proceed straight and wait until the gate closes completely behind you. If multiple vehicles are exiting through the gate, the last vehicle is required to stop and wait until the gate is closed before proceeding.

Driving on the Airport

You are prohibited from driving on runways and taxiways in the Movement Area. The diagram at the back of this brochure depicts the Movement Area. Runways have white markings, and taxiways have yellow markings. If you realize you are on a runway or taxiway in the MA, immediately proceed back to the ramp. To assist in identifying the boundary between the Non-Movement and the Movement Areas, there is a limit line at the outer edge of the ramp consisting of a yellow single dashed and single solid line. The dashed line is on the taxiway side and the solid line is on the ramp side. Always stay behind the solid line.

MOVEMENT AREA



NON-MOVEMENT AREA

When driving in the NMA, you must remember that aircraft *always* have the right-of-way. You must yield to them at all times.

Never drive directly in front of an aircraft that is moving or is about to move. If the engine is running, it may move at any time. Never cause an aircraft to stop, slow down or alter its course. Do not pass taxiing aircraft.

Never operate in close proximity to an operating engine (propeller or jet), either in a vehicle or on foot. If you are in front of an operating engine, you or loose objects could get drawn in, causing possible damage, injury or death. If you are behind an operating engine, you or your vehicle may be hit with debris, causing damage or injury.

Never drive a vehicle under any part of an aircraft or allow any part of a moving aircraft to pass over your vehicle. Keep as far away from moving aircraft as possible.

When giving way to an aircraft, remember that the pilot has a limited field of vision. They cannot see you as well as you can see them, and cannot see to the rear at all. Always assume that the pilot cannot see you. Keep your eyes moving constantly. Maintain situational awareness at all times. Monitor all surrounding traffic.

Never drive in a manner that would endanger an aircraft, a vehicle or a person.

Remember, safety is always our primary concern for aircraft, vehicles and pedestrians. To prevent accidents, always drive to the right of and close to the painted centerlines. If there are no painted lines, drive slightly to the right of center as if there were. Do not drive close to aircraft because it is difficult to see a turning propeller or that a jet engine that is running and an aircraft may inadvertently taxi into you. The closer you drive to an aircraft, the more difficult it is to see a turning prop – especially in bright sun. Roll your vehicle window down slightly to help you hear a running aircraft.

When you make turns in the hangar areas, please do not “cut the corners” – stay to the right of the centerlines. Remember, you cannot see around the corner and do not know what aircraft, vehicles or pedestrians may be there. This will help make us all safer. Please stay

alert, be careful, cautious and courteous at all times.

Foreign Object Debris (FOD) is the term used for trash on the airfield. Rocks, pieces of asphalt, and metal are of particular concern as they may damage an aircraft engine or propeller. If you see FOD, please pick it up or call the Department of Aviation's Customer Service at 702-261-4800 for assistance.

Vehicle speed should be consistent with what is necessary to ensure safe operation, especially in close proximity to aircraft, vehicles, or people. Please pass other moving vehicles, such as tugs or golf carts, with care.

Aircraft and pedestrians have the right-of-way over vehicles.

Vehicle operators are responsible for the control of their passengers and ensuring their safety.

Never wear entertainment earpieces (earbuds, etc.) or any type of headset except noise protectors when driving on the AOA. Similarly, do not have your vehicle entertainment system on while driving on the airfield.

Please do not leave your vehicle unattended with the engine running.

Please park your vehicle in your enclosed hangar or a designated parking area. Personal vehicles may be parked within the Shade Hangar Space only at such times as the Shade Hangar Space is not occupied by the Aircraft and shall be centered so as not to obstruct aircraft operations in any way. Vehicles should not be plugged in to DOA Shade Hangar outlets for charging purposes. Vehicles may not be parked on the open ramp. Parking spaces inside the perimeter fence are not to be used for long-term parking.

If there is an emergency on the airfield, remain clear unless it is your job to respond. Provide any helpful information you may have and be ready to respond, but do so only if requested.

If you are involved in an accident on the airport, please notify the Airport Customer Service desk at 702-261-4800 during normal operating hours or the DOA Airport Control Center at 702-261-5125 at other times; they will call appropriate emergency responders. Do not leave the scene of the accident until emergency personnel arrive unless your injuries require that you do so. If you are not involved in the accident, do not approach the scene unless you are specifically asked to do so.

Only DOA authorized and emergency personnel are allowed to drive on the

Service/Perimeter Access Road.

The Airport at Night

Driving at night requires special attention. Aircraft, vehicle, airfield and surrounding city lights can seem to blend together.

Runways are marked with white edge lights. Taxiways are marked with blue edge lights. The outer edges of some ramp areas are also marked by blue edge lights. Please remain clear of the runways and taxiways!

Aircraft are lighted at night with the following:

A. Position lights as viewed from inside the aircraft, facing forward

1. Red light - left wing tip.
2. Green light - right wing tip.
3. White light - tail

B. Anti-collision light

This may consist of a flashing red beacon on the top and/or bottom of the aircraft or a pair of white strobes on the wing tips. In some cases both types are used.

C. Landing lights

One or more headlight type lights. However, these are not required to be on. If any of these lights are on, the aircraft is moving or may be about to move.

All vehicles must have operational headlights and taillights. Never use the high beam headlights of your vehicle when driving on the ramp as they may cause so much glare that the pilot of an aircraft may be unable to see.

Enforcement and Control

Non-compliance with the provisions of this Manual and the General Aviation Rules and Regulations, and Operating Directives may result in a verbal warning. Subsequent non-compliance may result in remedial training or loss of vehicle access privileges. The types of violations subject to possible penalties include but are not limited to: speeding, driving outside of designated roadways, failure to yield to pedestrians, vehicles or aircraft, erratic or reckless driving, failure to obey traffic control signs, other moving infractions, parking

infractions, failure to display current airport issued vehicle identification, and piggybacking.

Conclusion

Remember, the Henderson Executive Airport is a busy facility where your safety is a top priority. Your efforts are needed to ensure a safe environment for all of us. Please be alert, cautious, and courteous at all times. Thank you for your assistance

PHONE NUMBERS:

AIRPORT CONTROL CENTER

EMERGENCY 911
NON EMERGENCY 702-261-5125

CUSTOMER SERVICE

702-261-4800
5:30 am – 10:00 pm

ADMINISTRATION

702-261-4804
8:00 am – 4:30 pm

For more information visit: www.hnd.aero