

# PETALUMA MUNICIPAL AIRPORT MOTOR VEHICLE SAFETY MANUAL

Welcome to Petaluma Municipal Airport! This manual provides site- specific information needed to safely drive a motor vehicle on the Airport. Please take a moment to review the procedures outlined below, and feel free to direct any questions or comments to City Staff via email at [airport@cityofpetaluma.org](mailto:airport@cityofpetaluma.org) or during normal business hours at 707.778.4404. Thank you for your assistance in maintaining a safe operating environment at the Airport.

## Definitions

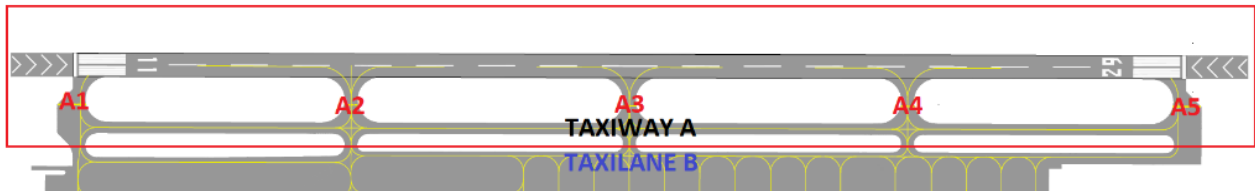
The portion of the airport dedicated to aircraft operations is the *Airport Operations Area* or AOA, in essence, all parts of the airport located within the perimeter fence. The AOA is subdivided into movement and non-movement areas.

The *movement area* includes runways, taxiways and associated safety areas used for aircraft takeoff and landing. The diagram at the back of this manual depicts the movement area at Petaluma Municipal Airport. Access to the movement area is restricted to aircraft and authorized individuals only. Procedures for driving in the movement area are not covered here.

The *non-movement area* includes the aprons, ramps, and parking areas on the airfield as well as perimeter and access roads.

## Movement Area Boundary

Since there no markings between movement and non-movement areas, vehicle operators should be aware that the movement area begins at Taxiway A. The movement area is the region inside the red box of the illustration below:



Vehicle operators should not enter Taxiway A without permission from City Staff. Unauthorized persons in the movement area may be cited for a vehicular/pedestrian deviation and may be subject to further action.

## Vehicle Access to the Non-Movement Area

Authorized vehicles may be driven in the non-movement area, including those operated by individual tenants, commercial tenants, fire department personnel and police officers. Any visitor to the Airport who has not been provided access by the airport office, must be escorted when in the non-movement area. All drivers and motor vehicles must meet the applicable

regulations governing operation on public streets.

### **Vehicle Gates**

There are 3 motorized vehicle gates that vehicles may use to enter the non-movement area. To gain access you must approach the gate and place your airport-issued gate card within two inches of the card reader. You may proceed once the gate completely opens. Once through the gate, please stop and wait for it to close. Do not allow another vehicle to drive through the gate behind you, a practice known as *piggybacking*. If the gate does not close completely, or you observe someone attempting to piggyback, please notify the airport office at 707.778.4404. If you are a tenant, escorting other vehicles is permitted, however you are responsible for their actions until they leave the Airport. A vehicle gate procedures guide is provided on page 4.

### **General Requirements**

Any person operating a motor vehicle in the non-movement area of the AOA at Petaluma Municipal Airport shall comply with all published rules and regulations, posted restrictions, speed limits and direction given by Airport Staff.

### **Safe Driving Procedures**

Please note the following basic procedures for driving in the non-movement area of the airport:

- Vehicles are required yield to all pedestrians, emergency vehicles and taxiing aircraft.
- Please do not exceed the posted speed limit of **15** miles per hour in the non-movement area.
- Never drive near an operating aircraft engine.
- Avoid jet blast or prop wash, which can blow debris or overturn vehicles.
- Never drive a vehicle under any part of an aircraft or allow any part of a moving aircraft to pass over your vehicle.
- A vehicle guide person should be used whenever the vision of the vehicle operator is restricted.
- Do not attempt to pass other vehicles or taxiing aircraft.
- Never drive in a manner that would endanger an aircraft, vehicle or person.
- Do not use the high beam headlights of your vehicle when driving on the AOA as they may cause glare, impairing the ability of pilots or other drivers to see properly.

- Exercise caution when approaching a blind intersection near hangars to avoid striking a moving aircraft, vehicle or pedestrian that may suddenly appear.
- Foreign Object Debris (FOD) is loose material such as gravel, asphalt or pieces of metal that can cause damage to aircraft engines, tires or skin. If you see FOD on the ramp, please pick it up or report it to the airport administration office.
- Never wear entertainment earpieces or any type of headset except noise protectors when driving on the AOA.
- Please do not leave your vehicle unattended with the engine running.
- Please park your vehicle in areas designated by the airport manager, lessees or sublessees. Vehicles may not be parked within 15 feet of a fire hydrant or within a fire lane, or in such a manner as to obstruct access to a parking lot, driveway, runway, taxiway, taxi lane or hangar.
- Vehicles that are disabled, abandoned, or illegally parked may be removed from the airport at the owner's expense with proper warning.
- If you are involved in an accident on the airport resulting in any injury to persons or damage to property, Airport Code requires that you stop the vehicle at the scene or as close to the scene as possible without obstructing traffic or creating a safety hazard, and immediately call 911. You are also required to notify the Airport Manager at 707.778.4404 between 8:00 am and 5:00 pm, Monday – Thursday, or 707.753.1166 after normal business hours and on the weekend. The vehicle operator and the vehicle must remain at the scene until the airport manager, or a law enforcement officer arrive and gather the necessary information.

### **Enforcement Procedures**

Persons found in violation of the Petaluma Municipal Code will be notified in writing and may be subject to progressive penalties if a violation is not corrected. Complete details, including appeal procedures can be found in Title 16 of the Petaluma Municipal Code. A copy of Petaluma Municipal Code can be reviewed online at <https://petaluma.municipal.codes/Code/16> or at the Airport Office, 601 Sky Ranch Drive, Petaluma, CA between 8:00 am and 5:00 pm, Monday - Thursday.

### **Safety First**

The active participation of pilots, tenants, and employees is essential in minimizing risk. Please remain alert at all times on airport property and immediately report any potential safety issues to City staff at 707.778.4404, [airport@cityofpetaluma.org](mailto:airport@cityofpetaluma.org) or in person during normal business hours. After normal business hours, please call 707.753.1166. Thank you for your assistance.

## VEHICLE GATE PROCEDURES GUIDE

This guide has been provided to assist Airport users in maintaining best practices for the Vehicle Access Gates

### ENTERING THE AIRPORT

1. Approach the Card Reader and Present the Gate Card



If the vehicle gate is open, allow it to close. **DO NOT PROCEED THROUGH UNLESS INSTRUCTED TO DO SO BY THE PREVIOUS VEHICLE/AIRPORT USER.**

2. Drive Though the Gate and Stop Beyond the Painted White Line



3. Wait for the Gate to Close Before Proceeding



## EXITING THE AIRPORT

1. Approach the Access Gate and Stop Beyond the Painted White Line



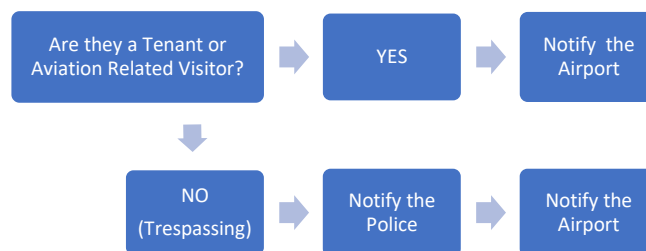
2. Drive Through the Gate and Wait for the Gate to Close



If a vehicle is exiting behind you, drive forward. The vehicle that exits last must wait for the gate to close.

### Unauthorized Users

Individuals who enter the Airport by bypassing the access control system or without permission from an Airport User are violating the Gate Card Policy. If this occurs: **DO NOT MAKE PHYSICAL CONTACT WITH THE INDIVIDUAL**. Any attempt to make physical contact or physically detain a vehicle or individual is extremely dangerous and should not be attempted under any circumstances. If vehicle attempts follow you through the gate or enter the airfield without your authorization, wave off the driver, have them back up their vehicle and allow the gate to close. If the unauthorized driver gains access to the airfield and/or disregards your instructions, use the following chart to determine your action:



If safe to do so, please monitor trespassers until law enforcement arrives.

# Petaluma Municipal Airport

