

**Town of La Ronge
Barber Field Airport**



CYVC Apron Management Plan

This plan establishes the Apron Safety procedures for Apron 1 of the La Ronge Airport. The Apron Management Plan is a component of the Airport Safety Management System.

1. APRON SAFETY & GENERAL RESPONSIBILITIES

1.1 The Airport Manager (APM) is responsible for overall safe operations at the airport, including apron safety and the development and dissemination of apron operational safety procedures: assignment of aircraft operational stands, airside pedestrian walkways, as well as vehicle and aircraft parking.

1.2 Deviation from the procedures contained in this plan, are not authorized without prior approval from the APM.

1.3 All personnel that work or operate ground vehicles or aircraft on apron one must read and understand this Apron Management Plan prior to commencement of operations.

1.4 Air carriers or agents must provide notice of operational adjustments that deviate from this plan to the APM in sufficient time for approval of operational adjustments.

1.5 Air carriers or agents shall immediately report any hazardous conditions on the apron to the APM. All personnel are responsible to prevent Foreign Objects & Debris (FOD). During normal working hours, reports are to be made to the Airport Office (306-425-4530) or to the APM/APM designate (306-425-8289). After hours call 306-425-8289.

1.6 Smoking is not permitted at any time on the apron. Ensure staff and passengers are aware of this directive.

2. SECURITY & RESTRICTED AREAS

2.1 Only persons authorized by the APM or designate¹ may be present on airside. This includes air carrier staff and engineers, Nav Canada personnel, Refuellers. (Couriers, Taxis, Ambulances, RCMP may operate on Apron 1 under the restrictions stated below (11.1)).

2.2 Persons authorized to work on airside are responsible to close any and all access gates or doors after each use.

2.3 Only passengers that have been manifested or approved by air carrier personnel may be present on airside and only while under escort by air carrier personnel.

2.4 Airside security is under the authority of the APM or his designate and the La Ronge airport operations staff.

3. AIRCRAFT PARKING

** See Appendix B and Addendum B

3.1 Air carriers and agents must ensure that aircraft are parked at the designated operational stands unless otherwise authorized by the APM or designate.

3.2 Air carriers and agents shall ensure that aircraft which are parking overnight will be parked in areas designated for that purpose. (See Appendix A)

3.3 Air carriers shall relocate aircraft from an operational stand upon request from the APM or designate to a new location as required.

3.4 Air carriers shall comply with any established maximum time allowed on designated operational stands.

4. OVERNIGHT AIRCRAFT PARKING

4.1 Aircraft planning to park overnight on Apron 1 must park in designated overnight parking area. (See Appendix A)

4.2 It is the responsibility of the owner/operator of the parked aircraft to comply with all required safety markers and security standards for parked and unattended aircraft.

4.3 It is the responsibility of the owner/operator of the parked aircraft for clearing snow under and around the aircraft in order to facilitate ground handling operations and passenger movement. Airport snow removal equipment are not permitted to plow closer than 7.5 meters (25 ft) to a parked aircraft.

¹ Designate is any person that is assigned the authority of the APM in his/her absence (ie. Airport Accountable Executive or Airport Maintenance Operator)

5. APRON PROCEDURES

5.1 Air carriers and agents shall ensure that:

5.1.1 Aircraft are correctly marshalled and positioned into the designated operational stands.²

5.1.2 Aircraft are positioned on the apron to avoid hazardous conditions and to ensure other aircraft passengers and other apron users are not exposed to hazards from their aircraft jet blast or prop wash.

5.1.3 Apron passenger walkways and approved routes are kept free and clear of any obstructions and hazardous substances. Aircraft shall not park with wingtips or tails crossing the safe walk path (see Appendix B – the yellow line on the map indicates the location of the safe walk path).

5.1.4 Passengers are not allowed to transit any area of the apron other than by escort in direct routing between the aircraft and the air terminal building using pedestrian walkways. In the case of aircraft that are not parked at a pedestrian walkway passengers may be escorted in the most direct and safe route by air carrier personnel.

5.1.5 Appropriate cautionary announcements concerning current apron conditions and hazards that will be encountered are to be issued to enplaning and deplaning passengers prior to accessing the apron.

5.1.6 Pilots are aware of and respect designated parking areas and relative time restrictions as detailed in Appendix B (note Addendum B).

5.2 Air carriers and agents shall ensure that all aircraft support vehicles and equipment are:

5.2.1 Operated on the apron in accordance with the terms and conditions of the Airport Airside Traffic Directives and within the approved designated areas. (See AVOP Training Manual – www.cyvc.ca/training)

5.2.2 Operated on the apron area giving right of way to enplaning and deplaning passengers and other apron pedestrians.

² Itinerant aircraft that do not have marshalling personnel working in the air terminal building shall approach the parking stand area in front of the air terminal building with extreme caution and take position to park only when it is safe to do so and there are no pedestrians. Passengers shall be escorted to or from the aircraft by one of the flight crew. The flight crew shall inspect the area around the aircraft before starting engines to ensure that it is safe to do so, starting engines and maneuvering only when it will not create a hazard to other personnel, passengers and aircraft on the apron.

5.2.3 Placed on the apron and in their designated operational stand no more than fifteen (15) minutes before the scheduled arrival of their flight. (note Addendum B)

5.2.4 Not left unattended on the apron and are identified with an operating beacon and/or appropriate reflective and high visibility markings.

5.3 Air carriers and agents shall ensure that aircraft ground power cords:

5.3.1 Will not cross any designated or approved pedestrian walkway or create a hazard to apron users without posting adequate warnings or stationing personnel at the hazard point.

5.3.2 Will not cause enplaning and deplaning passengers of another air carrier to cross the cord without the prior knowledge and consent of the other carrier.

5.3.3 Will not be stored on the apron paved area.

5.3.4 Are inspected regularly for damage or wear.

5.4 Air carriers and agents shall ensure that if an aircraft engine is running during loading or unloading operations:

5.4.1 The running engine is on the side of the aircraft opposite from the designated or other approved pedestrian walkways.

5.4.2 A qualified crew member remains at the controls of the aircraft and a safety observer is properly stationed to ensure that passengers and other apron users do not proceed to the side of the aircraft with the engine running.

5.4.3 Additional safety measures are implemented as needed to ensure the safety of apron users and employees.

5.5 Personnel working in the main apron area shall ensure that proper safety approved ear protection; high visibility vests and other appropriate PPE are worn.

6. DE- ICING PROCEDURES

6.1 Air carriers and agents shall ensure when de-icing fluids are applied to aircraft on the apron that:

6.1.1 It is applied in a designated area approved by the Airport APM or designate. (See Appendix A)

6.1.2 No enplaning and deplaning passengers will be permitted to walk across an area with de-icing fluid present without first advising the passengers of the circumstances either directly or through another carrier if their passengers are so affected.

6.1.3 Appropriate measures are taken to remove fluids from the apron when required by the APM or designate.

6.2 Air carriers and agents will ensure that de-icing fluid is stored in an area that takes into account passengers and employee safety and protection of the environment. The storage and use of such products must comply with applicable federal and provincial environmental regulations.

7. AIRCRAFT REFUELLING

7.1 All vehicles used for the fueling of aircraft shall meet the applicable industry and/or Provincial/Federal standards and will be registered with the Airport.

7.2 All companies who handle fuel on the airport, whether the fuel is going into an aircraft or into dispensing vehicles shall ensure that all employees are trained and shall be prepared to provide the training records of any employee engaged in the handling of fuel or fuel vehicles or equipment to the Airport APM upon request.

7.3 Aircraft shall be fueled in accordance with specific procedures and instructions issued by the aircraft operator, air carrier or aircraft manufacturer.

7.4 No person operating an aircraft shall permit the fueling of the aircraft while an engine used for the propulsion of the aircraft is running and passengers are on board the Aircraft or are embarking or disembarking, unless CAR's subsection 704.33(4) or 705.40(3), as applicable, are complied with.

7.5 Aircraft shall never be refueled in the area directly in front of the ATB identified in red on the Appendix B map (below).

8. SPILLS AND RELEASE OF OTHER DANGEROUS SUBSTANCES

8.1 Airport users shall not disengage any deleterious materials into the airport drainage systems. All costs associated with the clean-up of the systems will be charged to the polluter.

8.2 Air carriers or agents will immediately notify the APM or designate of a spill or release of other dangerous substances and take proper actions to:

8.2.1 Clean up any fuel spills or release of other dangerous goods or other pollution.

8.2.2 Ensure the safety of all apron users until the apron is returned to a safe operating condition.

8.3 If in the opinion of the APM or designate the tenants, air carriers or agents are not addressing the situation promptly and/or correctly, the APM or designate will cause the spill to be cleaned up and the cost will be the responsibility of the party creating or causing the spill.

8.4 Air carriers and agents will ensure that any debris resulting from their operation and activity on the apron is immediately picked up and removed from the apron area.

9. VEHICLE / EQUIPMENT OPERATIONS AND PARKING

9.1 Equipment and vehicles must park in designated areas. (See Appendix – A)

9.2 Propelled and non-propelled equipment must have reflective markings and/or suitable lighting.

9.3 Equipment should not be parked in front of vehicle or pedestrian gates.

9.4 Vehicle operators on the apron must have training and authorization through the airport AVOP program.

9.5 For High Powered Run Protocol see Appendix C.

10. SNOW AND ICE CONTROL MEASURES

10.1 Airport personnel monitor environmental conditions. During winter months, (October 15 – April 15) airfield surface condition reports are communicated through the Flight Service Station. Winter reporting and clearing operations begin at 06:30 Monday to Friday.

10.2 Runway 18 36, Taxi Alpha and Apron 1 are given priority for snow removal. Airport operators will clear at least 75 feet centerline and 1/3 of Apron 1 in front of the terminal before moving to clearing operations on Apron 4 and Apron 5. Air Carriers may call (306-425-8289) to request the clearing of Apron 4 or Apron 5. Operators will respond as soon as they can once the above stated priority is met. To assist in the efficient clearing of Apron 1 aircraft should try to maneuver and perform run-ups in a manner that facilitates safe, efficient and timely surface maintenance by airport operators (ie. perform run-ups away from windrows). Cleared surfaces may be limited during contaminant removal operations. Aircraft should maneuver and park in a manner that allows the movement of other aircraft on cleared surface areas.

11. COURIER/TAXI/MEDIVAC/RCMP OPERATIONS

11.1 Courier/Taxi/Medivac/RCMP vehicles are required to use only designated areas of the Apron. (See Appendix - B)

11.2 Vehicles shall operate with four way flashers operating and wait on the maintenance/emergency lane near the entrance to Apron 1 until the aircraft they are servicing has parked and shut down its engines. They may proceed to the aircraft only when there are no other aircraft maneuvering and there is a direct, clear, safe path.

12. HAZARD REPORTING AND INCIDENT PREVENTION

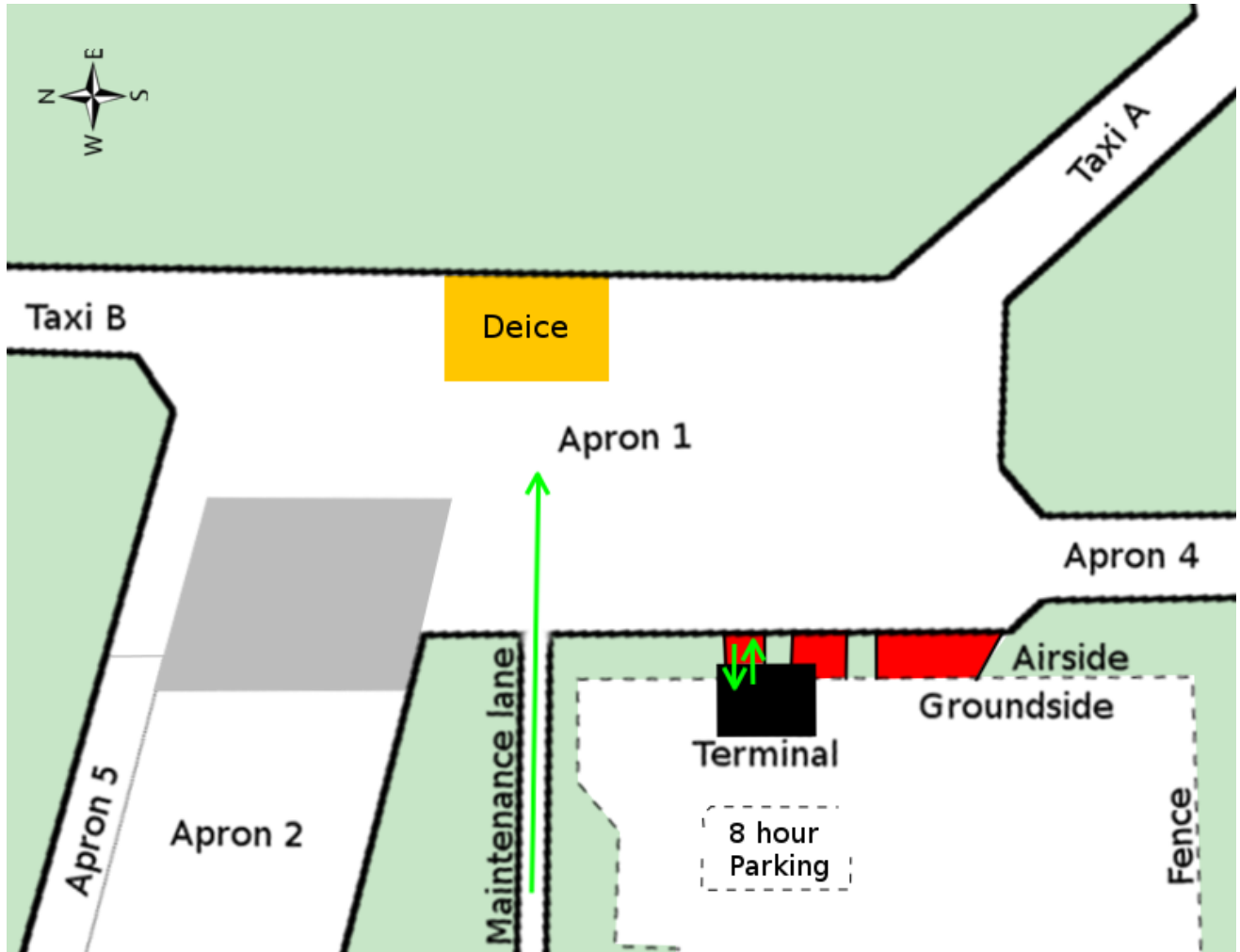
12.1 All hazards must be identified and reported. Immediate short term corrective action is required prior to the commencement of any Apron activity. Hazards will be assessed by the APM for long

term corrective action. Responsible hazard reporting will prevent incidents and increase safety to an operationally acceptable level.




Report all hazards to the APM or designate at 306-425-4530 or 306-425-8289.

APPENDICIES

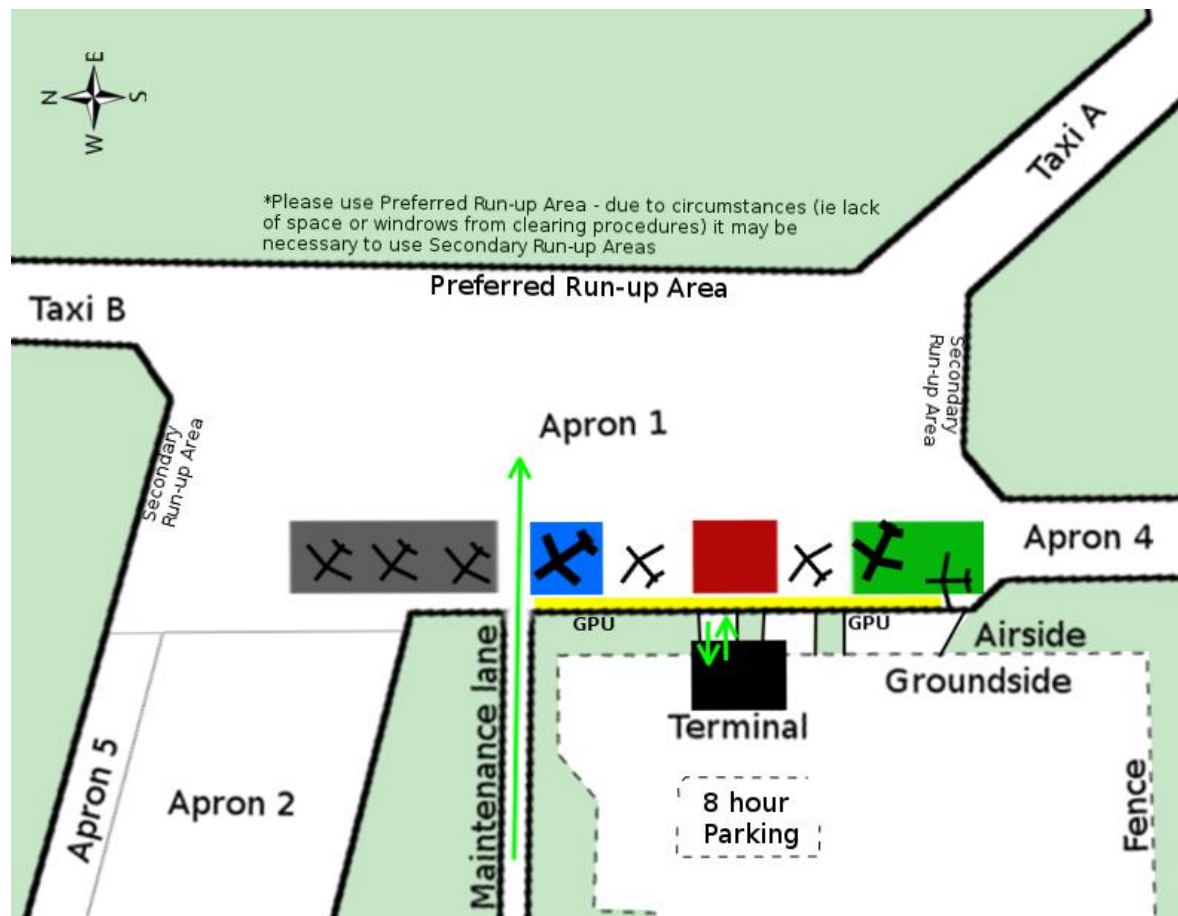
Appendix A – Deicing Locations and Parking Map



Legend:

-  - Orange areas – **please use these designated de-icing areas**
-  - Grey area is for overnight aircraft parking
-  - Red areas are for ground vehicle parking

Appendix B – General Ramp Procedures Map



Legend:

■ - Blue area is Rise Air GPU parking (park as close to maintenance lane as possible without blocking it) – if this space is available it may be used by other air carriers for quick deplaning/enplaning. (Rise Air parking only)

■ - Green area is for Rise Air GPU – if this space is available it may be used by other air carriers for quick deplaning/enplaning. (Rise Air parking only)

■ - Red area is directly in front of the ATB doors and is for deplaning/enplaning – 20 minutes maximum – white areas 45 minute maximum – for extended parking use Grey area.

- Aircraft shall never be refueled directly in front of the ATB.

■ - Grey area is for Couriers/Taxis/Medivacs/RCMP and for extended parking.

— - Yellow line is the safe walking path – Do not block this path with wings, tails, ground vehicles.

→ - Do not block the entrance to the maintenance lane.

Appendix C – Airfield High Power Run Protocol

Purpose:

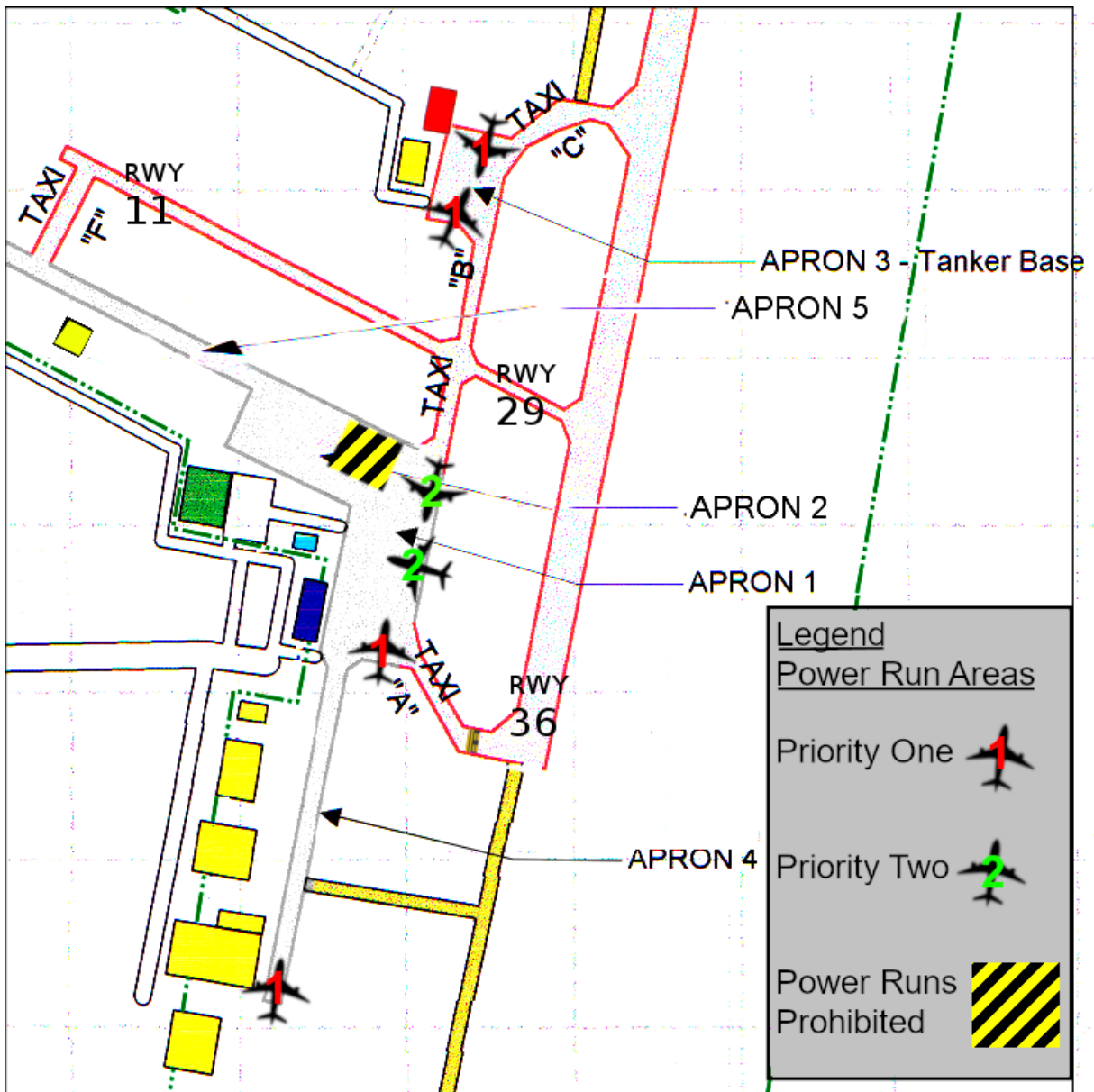
To define the safe operating procedures for conducting High Power Runs in order to prevent prop blast interference with air traffic or ground traffic and to prevent damage to airfield facilities, instruments and parked aircraft or other vehicles/equipment.

Procedure:

1. Contact FSS to schedule a High Power Run by phone – 306-425-2368.
2. In consultation with FSS determine the appropriate location for a High Power Run under the current weather conditions and air traffic. Use Priority One locations if possible. (See map below)
3. Contact FSS by radio (122.2) while on taxi to determined High Power Run location for confirmation and broadcast intentions.
4. At High Power Run location survey area that may be effected by prop blast.
5. Contact FSS to inform when High Power Run is complete.
6. Note: FSS may direct to abort High Power Run if deemed necessary by FSS.

Reporting:

If an incident occurs, it must be reported to the Airport Manager (306-425-8289) (airport.manager@laronge.ca).



Addendum October, 2020

Regarding Appendix A:

Until further notice, in light of the recent acquisition of a deicing truck and an obligation to minimize the impact deicing fluid can have on the environment, workers, and passengers, the *Deicing Locations and Parking Map* has been edited to reflect new deicing procedures. Deicing aircraft shall take place in the designated areas. The use of the designated deicing areas are located as such to minimize the possibility of operational hazards and deicing fluid getting into the airfield drainage system.

Regarding Appendix B:

Until further notice and in light of the recent changes in marshalling practices (i.e. all Transwest and all Westwind aircraft are marshalled by the same apron staff) marshallers may park aircraft from Transwest or Westwind anywhere in the blue, red and green zones (and in the white spaces between) at their discretion.

Jim Burr

APM

Addendum September, 2022

Regarding Appendix A:

Deicing map updated to reflect one deicing area.

Regarding Appendix B:

Both West Wind GPU and Transwest Air GPU are now designated as Rise Air GPU.

Jim Burr

APM