

North Bay Jack Garland Airport

## **NORTH BAY JACK GARLAND AIRPORT**

### **APRON MANAGEMENT PLAN**

Prepared by: AIRPORT OPERATIONS  
NORTH BAY JACK GARLAND AIRPORT  
May 2007

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16. Northern Heights Aviation
17. North Bay Airport Manager
18. North Bay Airport Operations Manager
19. North Bay Airport Operations
20. North Bay Airport Regulatory Compliance Manager
- 21.

## North Bay Jack Garland Airport

**TELEPHONE NUMBERS**

<b>COMPANY</b>	<b>TELEPHONE</b>	<b>FACSIMILE</b>
Bearskin Airlines	(705) 475-9540	
Sunwing	(416) 620-4955	
Air Canada/Jazz	(705) 476-2225	
Dynamex Courier	(705) 524-0400	(705) 560-3542
Federal Express Delivery	(705) 721-7598	(705) 497-0159
Purolater	(705) 476-7210	
Muskoka Delivery Services	(705) 497-7693	
Ministry of Natural Resources	(705) 475-5550	(705) 475-5500
NAVCANADA, IFSS Supervisor	(705) 472-3743	(705) 476-8326
NAVCANADA Tower	(705) 472-3270	(705) 472-5955
North Bay Ambulance Service	(705) 474-5750	(705) 474-7712
Helicopters Canada	(705) 494-4354	(705) 494-4758
Comsatec Aviation	(705) 752 4332	
Norther Heights Aviation	(705) 495-1561	
Canadore College	(705) 474-7600 5149	
Voyageur Aviation Corp	(705) 476-1750	(705) 476-6773
Weisflock Aviation	(705) 472-4910	(705) 472-5461
Executive Aviation	(705) 472-8876	
<b>NORTH BAY JACK GARLAND AIRPORT</b>	<b>TELEPHONE</b>	<b>FACSIMILE</b>
Airport Manager	(705) 474-3026 ext. 5304	(705) 474-3020
Operations Manager	(705) 474-3026 ext. 5306	(705) 474-3020
Regulatory Compliance Manager	(705) 474-3026 ext. 5305	(705) 474-3020
Airport Security/Commissionaires	(705) 474-3026 ext. 5301	

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## North Bay Jack Garland Airport

### **OBJECTIVE**

The objective of the Apron Management Plan is to create an environment where aircraft operations, vehicle operations, and air passenger movements on Apron(s) at the North Bay Jack Garland Airport are conducted in the safest possible manner.

The Airport Manager for the North Bay Jack Garland Airport (NBJGA) is responsible for the development, and enforcement of procedures for the safe and orderly movement of aircraft, vehicles and pedestrian traffic on the apron (s) of the Airport. This document augments the NBJGA Airside Traffic Directives which outlines regulations for the operation of vehicles on airport movement areas. Where clarification is required, the Airside Traffic Directives shall take precedence.

### **RESPONSIBILITIES**

Responsibilities contained in this Apron Management Plan are intended to serve as a **general guide** for operational considerations. They should not be construed as either excluding or including specific actions on behalf of any party. Common sense in the interest of safety must always prevail.

#### ***NBJGA Airport Manager:***

The Airport Manager is responsible for ensuring the effective application of the Apron Management Plan. This occurs through coordination with the Flight Service Specialists, Air carriers, Cargo Operators, Aircraft Ground Handlers, Aircraft Fuellers, Tenants and other apron users. Primary responsibilities include:

- Managing aircraft / vehicle movement on the various aprons;
- Aircraft parking and gate assignment;
- Parking of aircraft servicing equipment;
- Pedestrian movement (shared responsibility with aircraft operators);
- Apron snow removal and ice control;
- Aircraft emergencies and emergency vehicle parking locations;
- FOD (Foreign Object Damage) control and prevention;
- Pollution control and prevention (Fuel and Glycol spill clean-up procedures, etc.).

The Airport Manager shares apron management responsibilities with the Operations Manager and Regulatory Compliance Manager. Any of their on-duty personnel may implement airport policies such as the emergency plan as required.

## North Bay Jack Garland Airport

### ***Air Carriers (Passenger):***

Passenger Air Carriers are responsible for the following:

- Safe conduct of passengers while on the apron;
- Directing passengers along correct and safe routes between aircraft and terminal;
- Controlling passenger access to and from the Air Terminal Building (ATB) to ensure no unauthorized person enters the restricted area of the airport or cross contaminates unscreened passengers with screened passengers ;
- Reporting any incident concerning injury or possible injury of a member of the traveling public to the Airport manager. After normal working hours, reports may be made through the Security Staff.
- Marshaling Air Carriers aircraft to the correct aircraft parking position.
- Ensuring ground handling staff operate in a safe manner for the protection of passengers and aircraft;
- Operating air-stairs in accordance with correct procedures and in a safe manner to avoid damage to the stairs and aircraft, or injury to passengers;
- Providing adequate security for aircraft while parked on the apron;
- Reducing the danger of pollution resulting from aircraft operations on the apron;
- Advising the Airport Manager and/or Airport Operations Staff when conditions on the apron become hazardous;
- Providing the Airport Manager with information in sufficient time before each schedule change or unscheduled flight operation.
- Providing the Airport Manager with types of de-icing products used and total de-icing product used per winter season as per the Glycol Operation Management Plan.
- 
- Air carriers shall use the designated deicing location of Apron #2, or as prescribed in the airports Glycol Operations Management Plan.
- 
- No De-icing is permitted east of 18/36.



***Air Carriers (Cargo):***

Cargo Air Carriers are responsible for the following:

- Directing all pedestrian employees to walk only where required to carry out their assigned tasks when on the apron, normally between the aircraft and the cargo vehicle or facility. This practice will minimize the risk of vehicle/employee collisions on the apron;
- Ensuring ground service vehicles utilize the vehicle corridor as directed when transiting the apron;
- Ensuring all pedestrian employees wear reflective clothing at night and in conditions of poor visibility;
- Controlling groundside access to the aprons, ensuring no unauthorized persons or vehicles enter the restricted area of the airport;
- Marshaling aircraft to the correct parking location;
- Maintaining adequate security for aircraft while parked on aprons;
- Ensuring all ground handling equipment is operated in a safe manner, protecting pedestrians and aircraft at all times;
- Establishing measures to mitigate any pollution resulting from aircraft operations on the aprons (including FOD);
- Advising the Airport Manager and or Operations Staff when conditions on the apron become hazardous;
- Removing all equipment from the aprons to approved parking locations when not specifically in use to service aircraft;
- Ensuring all employees have the required Airport Vehicle Operators Permit (AVOP), and valid provincial drivers licences for the type of vehicle being driven;
- Reporting any incident including any personal injury to the Airport Manager, or Security Staff.
- 
- Providing the Airport Manager with types of de-icing products used and total de-icing product used per winter season as per the Glycol Operation Management Plan.

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- Air carriers shall use the designated deicing location of Apron #2, or as prescribed in the airports Glycol Operations Management Plan.
- 
- No De-icing is permitted east of 18/36.

### **Airport Security:**

- Ensure that all access points to the aprons possess signage;
- Control Access to Apron II to those who have a legitimate need during hours of coverage;
- Observe Apron Activities for any hazards or unsafe acts;
- Ensure apron lights are turned on as required;
- Monitor Apron II for winter conditions and advises Janitorial and Airport Operations of any conditions requiring attention prior to scheduled flights;
- Monitor aircraft parking on Apron II and advise pilots of designated areas as per the parking diagram;
- Monitor activity on all other Aprons for unauthorized access and for any hazards or unsafe acts.

### **Refuellers:**

On aprons, aircraft refuellers are responsible for the following:

- Operating vehicles and fueling equipment in a manner consistent with the highest degree of safety;
- Implementing measures to reduce the dangers of pollution resulting from fuelling operations on aprons, including sources such as those from petroleum, oils and lubricants (POL) as well as from emissions;
- Controlling or eliminating sources of potential fire ignition relating to their fuelling operations;
- Ensuring vehicles have all legally required licenses;
- Ensuring vehicle operators hold valid AVOP and provincial driver's license for the type of vehicle being operated;
- Providing a copy of refuellers training records to the Airport Manager on request;

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- Ensuring all fuelling vehicles and equipment are in safe working order, meeting all federal regulations and standards;
- Advising the Airport Manager or the Security Staff of any fuel spill (regardless of how small), or when conditions on aprons become otherwise hazardous.
- All Fuel trucks are parked in designated areas when not in use.
- Shall not park any Fuel truck closer than 15 meters to the Terminal building.

### *All Tenants & Apron(s) Users:*

- Airport Security is a shared responsibility amongst the Airport Operator and those having airside business activities. The following security measures must be adhered to by all:
- All access points to the apron are either locked or kept under surveillance and controlled to ensure no unauthorized access by persons or vehicles;
- Vehicles not normally permitted to operate on the apron must be escorted by a person with a current AVOP, either in the same vehicle, alongside the escorted vehicle, or in another escort vehicle which remains with the vehicle being escorted while airside in order to ensure direct control of the escorted;
- Observing apron activities and reporting security infractions, hazards, and/or unsafe acts to the Airport Manager or the Security Staff.
- Providing the Airport Manager with types of de-icing products used and total de-icing product used per winter season as per the Glycol Operation Management Plan.
- Ensuring that the designated deicing location of Apron #2 is used, or as prescribed in the airports Glycol Operations Management Plan.
- No De-icing is permitted east of 18/36.
- Establishing measures to mitigate any pollution resulting from aircraft or vehicle operations on the aprons (including FOD, noise pollution, and emission pollution);
- Advising the Airport Manager and or Operations Staff when conditions on the apron become hazardous;

## **AIRCRAFT MOVEMENT AND PARKING**

## North Bay Jack Garland Airport

Aircraft movements on aprons are undertaken at the discretion of the pilot-in-command in accordance with apron traffic management practices and good airmanship. Traffic management practices are established through the observance of signage, painted apron markings, lighting, airline operating procedures, local operating procedures, air traffic information and aircraft marshaling staff.

Aircraft operate on the aprons without any direct air traffic control. The Flight Service Specialist provides an advisory service with respect to aircraft pushback and general aircraft movement on aprons.

The Airport Manager is responsible to designate aircraft lead-in lines, apron passenger walkways, vehicle corridors, equipment staging areas, and operational stands. Passenger carrying air carriers must ensure passengers are not exposed to jet blast, prop wash, noise, power cords on aprons, or vehicles driving through lines of passengers moving between aircraft and the ATB.

Passenger air carriers shall ensure their aircraft are parked at assigned gates or operational stands unless otherwise approved by the Airport Manager. Scheduling of gates will be by mutual air carrier agreement. Where agreement cannot be reached, the Airport Manager will assign gate schedules.

If in strong winds, the pilot chooses to park the aircraft in such a manner to keep its nose into wind, and the aircraft is positioned across lead-in lines, the carrier shall undertake any additional safety procedures necessary to protect passengers, aircraft service workers, and other aircraft on the apron.

In order to ensure safe optimal utilization of apron space by the maximum number of air operators as possible at any one time aircraft operators are required to park their aircraft at the designated lead-in lines/stands where they're available (such as those on Apron II). Any other parking will be coordinated with the Airport Manager's office.

Pedestrian walkways and approved access routes shall be kept free and clear of any obstructions or hazardous substances.

### ***Parking on aprons will be designated as follows:***

#### **Apron I**

Parking is restricted to Voyageur Aviation Corp and their clients. Any other parking will be coordinated with the Airport Manager's office.

**No aircraft shall park closer than 43.5 meters from the centerline of Taxiway Lima.**

#### **Apron II**

##### ***Scheduled Passenger Air Carriers:***

Scheduled passenger carrying air carriers shall park on Stands 1, 2 and 3 on Apron II in front of the Air Terminal Building in accordance with the agreed/assigned schedule. Aircraft delayed more than fifteen minutes from scheduled arrival times shall park on any open gate subject to not interfering with another

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on-time scheduled aircraft. In such circumstances effective coordination will be the responsibility of the air carriers and the ground handlers in order to ensure continued operation of all operators.

### ***Non-scheduled Passenger Air Operators & General Aviation Aircraft:***

Non-scheduled , Chartered Aircraft and General Aviation Aircraft arriving without prior permission shall park on Stands 4, 5 and 6 on Apron II in front of the Administration building where space is available to disembark their passengers or cargo. Parking in this area is limited to two hours in order not to interfere with ongoing operations. All non-scheduled aircraft parking for a period greater than 2 hours shall park in designated areas along the rear and side of Apron II.

Additional parking, able to accommodate 2 Piper PA-31 Navajo or equivalent sized aircraft is available in the Northwest corner of the Apron II, not utilizing a numbered stand.

There is a “no parking” zone on Apron II adjacent to Twy “H” and Twy “G”. This area which is marked with yellow hash markings must be kept open at all times.

Aircraft with a wing span greater than 24 meter shall maintain a separation of 7.5 meters from any object, aircraft with a wing span lesser than 24 meters shall maintain a clearance of 4.5 meters from any object (i.e. building other aircraft).

Non-scheduled charter and general aviation aircraft may stop in front of the Air Terminal Building (Stands 1 and 2) to pick up or drop off passengers provided they do not interfere with scheduled passenger carrying aircraft and that the turnaround time is less than 30 minutes.

### ***Cargo Aircraft:***

Aircraft carrying freight, express, or small parcels shall be accommodated on Apron II in Stands 5 and 6. Cargo activities shall not infringe on Passenger Aircraft activity. Parking shall not exceed 8 hours.

The schedule, location, and operational procedures to be observed by the aircraft operator shall be established in advance and approved by the Airport Manager.

### **Stand/T-Line Coordinates**

Stand #1 : Easting 621,041.842	Northing = 5,135,000.212
Stand #2 : Easting 620,992.720	Northing = 5,135,015.565
Stand #3 : Easting 620,964.245	Northing = 5,135,029.034
Stand #4 : Easting 620,938.456	Northing = 5,135,041.193
Stand #5 : Easting 620,919.930	Northing = 5,135,049.943
Stand #6 : Easting 620,894.144	Northing = 5,135,062.081

### **Apron III**

Parking on Apron is limited as per the diagram and at no time is access to and from leased property to be blocked. At no time is circulation on the apron to be blocked.

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Parking may be modified during high levels of forest fire activity to accommodate these aircraft but at no time will access to and from tenants properties be affected.

Apron III west GA area no parking due to limited space. All parking is limited to tenants leased property. At no time is circulation on the apron to be blocked.

Apron III east pre-authorized parking only.

**No aircraft shall park closer than 43.5 meters from the centerline of Taxiway Lima.**

### **APRON IV**

There is no parking on Apron IV due to limited space. All parking is limited to tenants leased property. At no time is circulation on the apron to be blocked.

### **APRON V**

Parking is restricted to tenants located on this apron any other parking will be coordinated with the Airport Manager's office.

## **VEHICLE MOVEMENTS**

Vehicles operated on the apron proceed under the direction of the Airport Traffic Directives. All signage must be obeyed when transiting the apron. All vehicles moving on the apron must always travel in an orderly and safe manner within the designated corridors. Vehicles may not park in any area designated by yellow hash marks, or in an area designated "no parking" by sign posted for that purpose.

Vehicles must obey the speed limit of 25 km/hour and must display a 360 degree yellow/amber flashing or rotating beacon, or be escorted by a vehicle which has a 360 degree yellow/amber flashing or rotating beacon.

All vehicles requiring temporary access to airside must be escorted. Escort vehicles may be provided by the airport operator if sufficient notice has been provided and operational requirements permit. There may be a fee charged for this service.

No vehicle may be operated between an aircraft and the ATB while passenger loading or unloading is in progress. Extreme care is required at all other times to ensure there are no pedestrians on the apron between the aircraft and the ATB.

When not in use servicing aircraft, all aircraft ground servicing equipment shall be parked in space assigned by the Airport Manager.

## **PEDESTRIAN MOVEMENTS**

It is the responsibility of the Air Carrier to provide for the safe movement of their passengers between the aircraft and the ATB. Where appropriate, cautionary announcements concerning current apron conditions and potential hazards may be issued to enplaning or deplaning passengers prior to their

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accessing the apron. All Airline and GA passengers must be escorted by qualified personnel along defined pedestrian walkways or other approved routes between the aircraft and the ATB.

Air Carriers shall ensure the use of any ground power cord does not cross any pedestrian access route to be used by passengers, is not located to require passengers from another air carrier to cross it without adequate safety precautions, and is undamaged and in safe operating condition.

When an aircraft engine must be left running during passenger loading, unloading or aircraft refueling, the engine must be on the side of the aircraft opposite to passenger access/egress to the aircraft. A qualified crew member must be at the controls of the aircraft and a safety observer positioned to ensure passengers and other apron users do not proceed to the side of the aircraft where the engine is running. Any additional safety measures required such as employee hearing protectors shall be provided to ensure a completely safe operation.

Private pilots are responsible for their passengers, and must ensure passengers proceed directly to the aircraft, ATB or hangar. GA and private pilots will be requested to show their pilots license and picture ID in order to gain access to airport restricted areas.

### **AIRCRAFT FUELING**

All aircraft fuelling operations conducted on airport must comply with all applicable regulations and standards. All fuelling vehicles must be registered with the Airport Manager, operated in a safe manner and follow procedures contained in the Airport Traffic Directives. Personnel must hold a valid AVOP and provincial driver's license for the type of vehicle being driven.

Fuelling shall be suspended if lightning occurs within 8 km. of the airport.

When an aircraft must be refueled with an engine running (hot refueling); the aircraft must be parked at least 45 metres (150 ft.) from any building or other aircraft. All passengers and non-essential crew members must be deplaned. All vehicles and personnel not immediately required for the refueling operation must remain at least 15 metres (50ft) away from the aircraft. Airstairs shall be in place and a door opened on the opposite side of the aircraft from the refueling to facilitate emergency egress. Proper aircraft/fuel equipment bonding shall be in place. A qualified airline staff member or flight crew shall be in clear view of the aircrew and shall supervise the refueling operation.

Persons dispensing fuel to aircraft on the airport shall ensure they are properly trained and shall provide training records upon request to the Airport Manager.

**NOTE:** These aircraft fuelling operations are intended to supplement existing fueling company policies and procedures.

### **SNOW REMOVAL AND ICE CONTROL**

Snow removal and ice control shall be carried out in accordance with the airport's Winter Operations Plan issued annually by the Airport Manager.

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Sufficient apron area to conduct Air Terminal operations; runway in use and access taxiways, are considered ‘Priority 1’ airside areas for snow removal and ice control. Other areas are “Priority 2 and 3” areas and will be cleared in order depending on the severity of the storm.

Snow will not normally be cleared within 7 metres (25 ft.) of parked aircraft. It is the responsibility of the Air Carrier or Ground Handler to caution passengers and staff when apron conditions become hazardous due to snow or ice.

Requests for snow clearing or ice control on specific areas shall be directed as specified in the Winter Operations Plan.

### **GLYCOL MITIGATION**

This subject will be addressed in the Glycol Operations Management Plan developed by Passenger and Other Air Carriers in conjunction with the Airport Operator. Aircraft de-icing is only permitted on Apron II. De-icing at other locations other than the main apron, i.e. taxiways must have prior specific approval of the Airport Manager or their designate. Failure to comply could lead to suspension of permission to de-ice aircraft at the North Bay Jack Garland Airport.

### **APRON MARKINGS AND LIGHTING**

Apron markings and lighting are provided in accordance with Transport Canada Publication TP312, “Aerodrome Standards and Recommended Practices”. The airport operator is responsible for designating taxiway lines, aircraft lead-in lines, aircraft operational stands, aircraft parking positions, pedestrian walkways, and vehicle corridors on the aprons.

Apron markings are inspected annually and repainted as required. Requests for changes are to be directed to the Airport Manager for approval and possible implementation.

### **Aircraft run-up areas**

Aircraft run-ups for maintenance purposes need to be coordinated to not cause any damage to buildings, aircraft and equipment or endanger persons on the field.

Run-ups location should be coordinated to minimize the noise impact to others.

**Please see the attached drawing for run-up options.**

### **APRON MANAGEMENT MEETINGS**

Specific Apron Management Meetings will not be held. Apron related issues are to be tabled at the regular tenant and operations meetings. Safety issues that cannot be delayed until the meetings are to be directed to the Airport Manager, SMS drop boxes or by e-mail at [operations@yyb.ca](mailto:operations@yyb.ca).



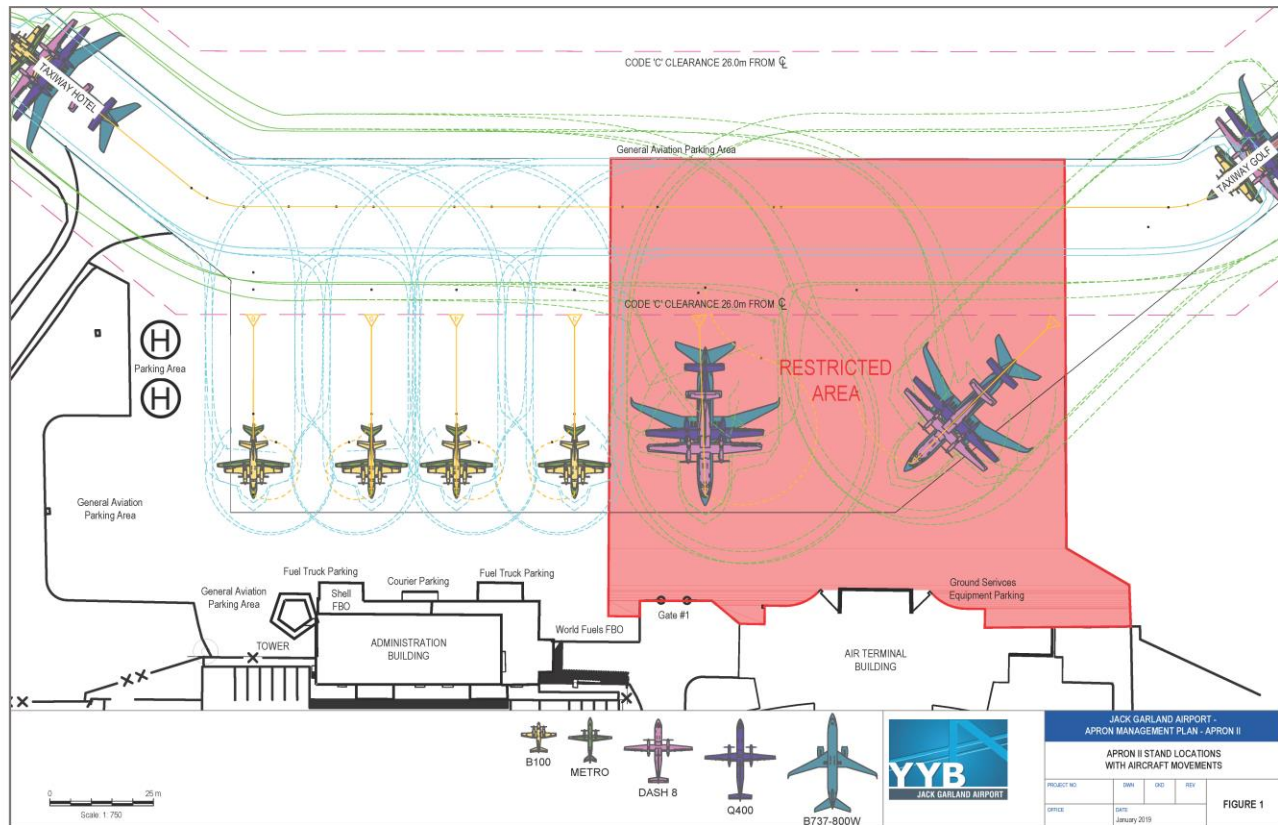
## APRON I

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Apron II

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**Stand/T-Line Coordinates**

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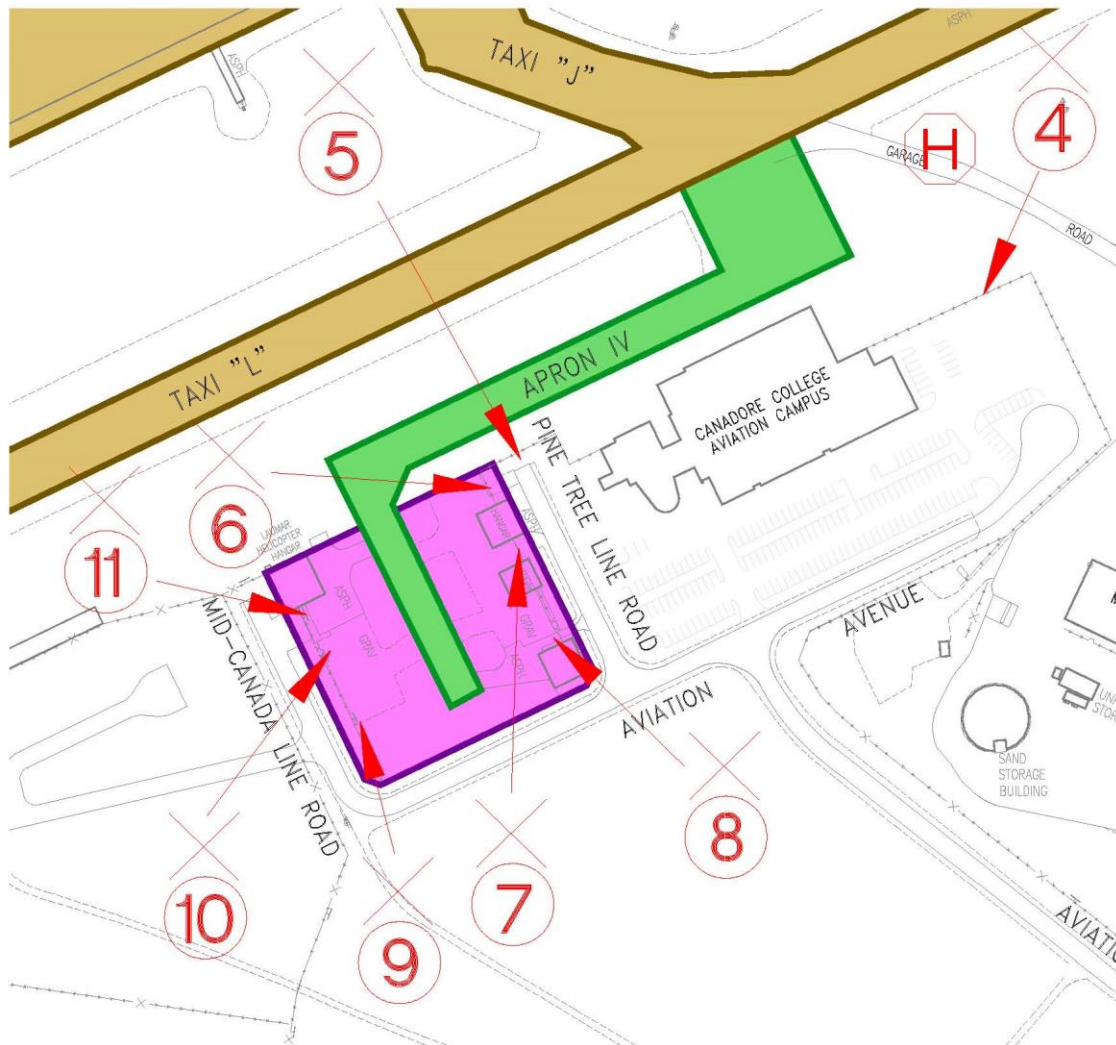
## Apron II





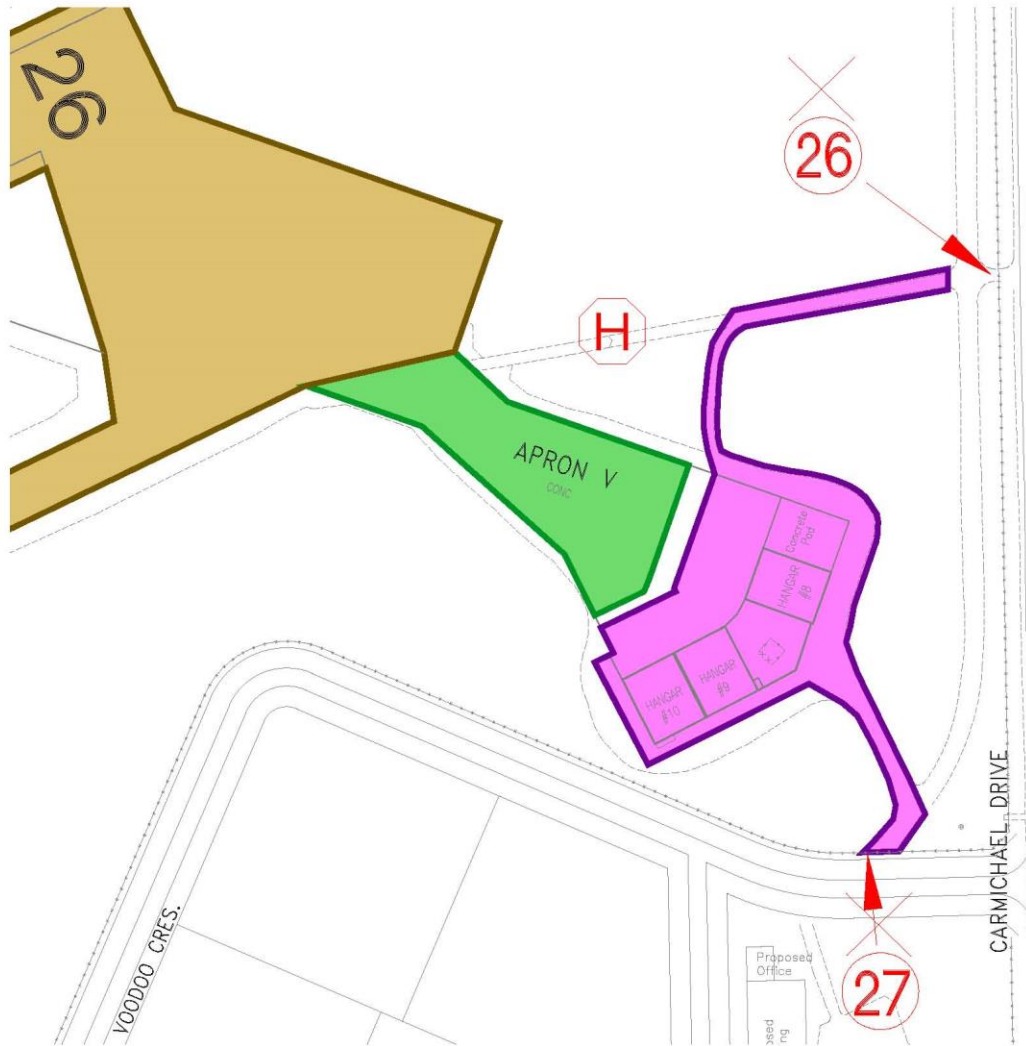


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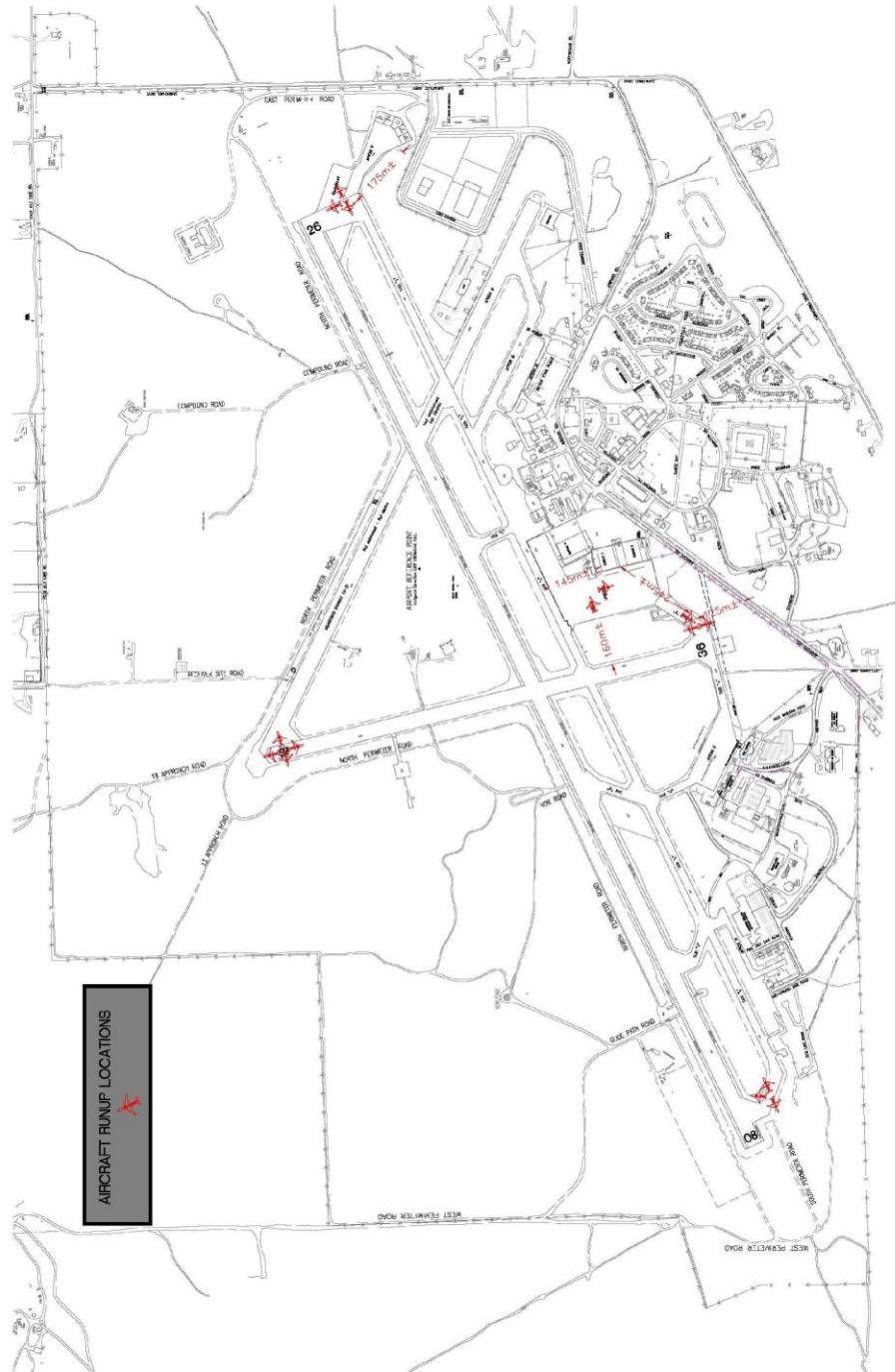
Apron V

## North Bay Jack Garland Airport



**Airport Run-up diagram**

# North Bay Jack Garland Airport



Airport General Layout



