

AERODROME MANUAL

(name) **AIRPORT**

(MM/YYYY)

(Modification number 2)

(FIRST PUBLISHED IN 1999)

Airport Certificate

The airport certificate will be found on the next page.

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AIRPORT OPERATION MANUAL

Airport's Name :	
<i>(name of the Airport)</i>	
Owner's Name :	
<i>(name of the owner of the Airport)</i>	
Operator's Name :	
<i>(name of the Airport Operator)</i>	
Airport Manager :	
<i>(name of the airport Manager)</i>	
Latitude:	Longitude :
<i>(in degrees, minutes and seconds) N</i>	<i>(in degrees, minutes and seconds) W</i>
Airport Certificate Number :	Issue Date :
<i>(airport certificate number)</i>	<i>(yyyy/mm/dd)</i>
STATEMENT : AIRPORT OPERATOR	
I hereby certify that the information in this Aerodrome Manual is correct and that no relevant information has been omitted. I accept an will comply with all the specifications contained herein. .	
_____ DATE (Y-M-D)	_____ Signature of airport owner/operator
APPROVAL	
This Aerodrome Manual is approved.	
_____ DATE (yyyy/mm/dd)	_____ CAA

FOREWORD

This Aerodrome Manual (AM) was prepared as it constitutes a requirement for certification and it is an integral part of the airport certificate. The manual establishes the standards that are respected, the operating procedures in force at the airport and the services that are provided by the (*name of the airport*) airport, as they existed at the time of delivery of the airport certificate or as modified from time to time, and it may be used as:

- 1 Legal source of reference, between the airport operator and the CAA relative to airport standards, conditions and levels of service to be respected in order to maintain the airport operating certificate valid ; ;
- 2 Reference document for airport inspections ;
- 3 Reference document for airport users ;
- 4 Legal registration document pertaining to any modification or approved deviation from airport standards and the conditions and levels of service pertaining to airside activities.

STANDARDS

The facilities, services and information contained in this manual are in accordance with standards contained in :

- Aerodromes – Standards and recommended practices: or
- As indicated, in a previous edition of the Aerodromes – Standards and recommended practices ; or
- As indicated, in an approved equivalent means of compliance to Aerodromes – Standards and recommended practices.

MODIFICATIONS TO THE AIRPORT

In cases where the airport, part of the airport or its facilities are upgraded, replaced, renovated or improved, pertinent specifications contained in the current edition of the "Aerodromes – Standards and recommended practices" will apply.

AMENDMENT CONTROL IN FORCE

It is incumbent upon the Manager of the Airport, Mr. *(name of the airport manager)* to ascertain that this manual is maintained up to date by making the pertinent amendments and publishing them. The operations officer is also responsible for maintaining an efficient control procedure for these amendments and to specify in this manual the manner in which this control will be maintained.

AMENDMENT PROCEDURE

The Aerodrome Manual will be reviewed annually by the airport manager, and amended as required in order to reflect actual airport conditions.

All amendments to this manual shall be sent to the certifying authority for approval and a copy will subsequently be sent to each holder of this manual. Each amendment will be identified by a serial number and the date, at the bottom of the page.

Temporary amendments will be published by NOTAMS.

Any major amendment shall be co-ordinated beforehand with the certifying authority at *(phone number)*

Periodic or cyclical amendments will be made through the *(appropriate Aeronautical Publications)* which is updated every *(number of days)* days.

Also, amendments will be properly recorded by the airport manager :

- 1 Each page shall identify the amendment number and the date at the bottom of the page;
- 2 When the manual is amended, two copies shall be sent to the CAA together with instructions pertaining to the modification;

After CAA approval, one copy of the amendment shall be kept in the CAA manual, and the other copy shall be signed and returned to the airport manager for distribution to holders of the manual. Modifications since the last amendment shall be identified by a black line or arrow in the right margin.

ERRATA

Minor changes, such as telephone numbers, typographical errors, etc., can be made with a ball-point pen without CAA approval. Dissemination of the amendments shall be made according to the above-mentioned procedure and these amendments shall be filed in a registry of a format similar to the one shown on the following page.

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RECORD OF AMENDMENTS

NUMBER	REGISTRY OF AMENDMENTS PUBLICATION DATE	DATE ENTERED :	BY :
NUMBER	ERRATA REGISTRY PUBLICATION DATE	DATE ENTERED :	BY :

HOLDERS OF THE AIRPORT OPERATION MANUAL

Number	Holder Title	Address	Telephone and fax numbers
1	Airport Manager (original)		
2	CAA, Aerodrome Safety		
3	ATS		
4	Operations Officer Airport Operations Airports Group		
5	Etc.		

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1 Part 1 – Administration

1.1 Introduction

The (name of the airport) Airport is located (to describe the geographical location)

The airport is classified as (regional, national, international, etc.).

(the text below can be used as a guide)

The airport consists of two (2) runways with one having an ILS category 1 approach (07) and a non precision approach (25). The other is a gravel runway with a non precision approach (13-31) as well as RNAV DME approaches for all runways.

Both runways are operational all year round.

The critical aircraft for runway 07-25 is the Boeing 727-200. The critical aircraft for runway 13-31 is the Dash-8.

All services are provided by (number) regular air carriers.

1.1.1 Airport Owner and Operator

(name of the owner) is the owner and (name of the airport operator) manages and operates the airport.

The airport certificate is held by the Airport Manager. A copy is kept in the airport manager's office at the (name of the airport) airport.

Any correspondence should be directed to:

(name of the airport manager)
Director
(organization and address).

1.1.2 Operating Conditions

(the text below can be used as a guide)

The (name of the airport) airport can accommodate aircraft 24 hours a day, 7 days a week. The airport can be used under VFR and IFR conditions. It is equipped with an NDB and a VOR/DME as well as RNAV DME approaches for all runways.

1.2 Operations

Airport operations come under the responsibility of (name of the airport operator). Day to day responsibility rests with the airport manager. Offices are opened (number of hours) hours a day, from (what day to what day) except for holidays.

The airport maintenance staff provides monitoring and regular inspections to ensure a safe operation of the airport.

Operating hours are from (0000 to 0000) LT.

Runway conditions reports are available during operating hours and upon request with a (to indicate number of hours) hour prior notice.

Runway condition reports are transmitted by voice facsimile to the (appropriate ATS)

In cases of emergency, the airport manager may be reached at (phone number).

Maintenance of facilities is carried out according to standards and procedures outlined in CAA technical manuals (see section 1.4, and local procedures issued by the airport manager.

Airside activities are governed by regulations, standards and directives.

In case of emergency, outside operating hours, the airport manager can be reached by contacting (phone number).

1.2.1 Organisation Chart

The (name of the airport) airport organisation chart is shown at Appendix A.

1.2.2 Duties and Responsibilities

(name of the airport operator)

The (name of the airport operator) is responsible for all aspects of airport management including the establishment and up-dating of the operating contract. This also includes operations, planning, monitoring the application of CAA standards, the implementation, follow-up and responsibilities towards administration and management of budget deficits.

Airport Manager

The airport manager reports to the *(name and job title of the Airport Manager Superior)*. Duties include the management of its maintenance employees. He is also responsible for all airport operational aspects. Safety is also the airport manager's responsibility.

The airport manager issued NOTAM's through the *(to state the appropriate routing for NOTAMs)*

(to describe the duties of the job title listed in the airport organization chart, (the text below can be used as a guide)

Airport Maintenance Supervisor

The airport maintenance supervisor is responsible for the day to day operations. He coordinates surface, electrical, mechanical and building maintenance activities. He is also on call 24 hours a day.

Mechanic

He is responsible for maintaining airport's vehicles.

Operators

Maintain runways, taxiways and adjacent surface areas at the airport.

1.3 Operational Policies

1.3.1 General Requirements

The *(name of the airport)* airport is operated in accordance with standards outline in manual Aerodromes – Standards and Recommended practices they exist at the time of delivery of the airport certificate and any conditions specified therein by the CAA.

1.3.2 Operator's Obligations

- I. The airport operator must :
 - a. Conform to standards outlined in aerodrome standards and recommended practices publications, as they exist at the time of delivery of the airport certificate, and such other conditions specified by the CAA on the airport certificate;
 - b. Free of charge, upon a CAA inspector, allow access to airport facilities and provide him with the equipment required to carry out the airport inspection;

- c. Check, upon receipt, each new edition of the Aeronautical Information Publications, and immediately inform the CAA after review, of any inaccuracies contained in the information relative to the airport in question;
 - d. Inform the CAA, in writing, at least 14 days before the occurrence at the airport, its facilities or services, of any change that would invalidate information contained in the Aeronautical Information Publications;
 - e. Whenever circumstances so indicate in order to maintain safety of operations inspect the airport :
 - i. As soon as feasibly possible after an aircraft incident as defined (*to identify appropriate law or regulations*);
 - ii. During such times that the airport or its designated facilities are under construction or repairs;
 - iii. As soon as any situation arises that could jeopardise air navigation safety.
 - f. Except as provided under item d), notify the CAA in writing of any change in airport operations within 14 days following the date that such change took place.
- II. The airport operator must immediately notify the CAA, and ensure that the pertinent (*ATS section*) is notified, as soon as he learns about the following occurrences taking place :
- a. Any object penetrating an obstacle limitation surface;
 - b. The presence of obstacles or the existence of a dangerous situation jeopardising aviation safety at the airport or adjacent to it;
 - c. A decrease in the level of services provided at the airport and specified in the Aeronautical Information publication;
 - d. Closure of part of the airport manoeuvring area;
 - e. Any other situation that could jeopardise airport safety and for which certain preventive measures should justifiably be taken.

The airport operator may remove from the surface any vehicle or obstacle that could potentially jeopardise aviation safety at the airport or adjacent to it.

1.3.3 NOTAM Requirements

The manager, Aerodrome Safety, CAA and the *(to name appropriate ATS section)* are advised as soon as the following occurrences are known:

- a) Penetration of an obstacle limitation surface by any object;
- b) The presence of an obstacle or the existence of a dangerous situation jeopardising aviation safety at the airport or adjacent to it;
- c) A decrease in the level of services provided at the airport and specified in the Aeronautical Information Publication;
- d) Closure of part of the airport manoeuvring area;
- e) The existence of any situation that could jeopardise aviation safety at the airport and for which certain preventive measures should be justifiably taken.

1.3.4 Notices to Pilots

When it is not possible to forward notices relative to the above-mentioned circumstances to the *(to mention appropriate ATS service)*, pilots who may be concerned by these circumstances must be notified immediately and directly.

1.3.5 Obstacles on Manoeuvring Area

Any vehicle or other object within the *(name of the airport)* airport perimeter which could jeopardise aviation safety at or near the airport must be removed.

1.3.6 Undertaking in Respect of Published Aeronautical Information

On behalf of the *(name of the airport)* airport, I will undertake to ensure that :

- Each issue of relevant Aeronautical Information Publications shall be reviewed upon receipt, and, immediately after such review, the CAA shall be notified of any inaccurate information contained herein that pertains to the airport; and

- The CAA Director of Aerodromes and Air Navigation shall be notified in writing at least 14 days before any change to the airport, the airport facilities, or the level of service at the airport that has been planned in advance and that is capable of affecting the accuracy of the information contained in the Aeronautical Information Publications.

For (name of the airport operator)

(name of the airport Manager)
(name of the airport) Airport Manager

1.4 Technical Documents and Drawings

Specific technical information and plans of airport facilities are available from the administration office at the (name of the airport operator) or from the CAA administration, (address), during working hours.

The official documents are in the (name of the airport operator) offices and are as follows:

- *Standards and Recommended Practices*
- *Emergency planning.*
- *Aviation Regulations*
- *Environmental Emergency Procedures at Airports.*
- *Wildlife Management Procedures manual.*
- *AVOP Directives Manual.*

1.5 Publications

- a) (????);
- b) (????);
- c) (????).

These publications are kept in the office of the airport manager.

1.6 Committee

Committee	Custodian	Frequency	Mandate
Users	Airport Manager	Once a year	Inform users and resolve operational matters with same

1.7 Registered Zoning

None.

2 Part 2 – Airport Facilities

2.1 Aerodrome Data

Reference point	00° 00' 00" N, 00° 00' " 00 W
Geometric centre	00° 00' 00" N, 00° 00' 00" W
Aerodrome elevation	00 (feet)
Magnetic variation	00" W
Reference temperature	00,0° C.
Windsock Location	See plan appendix B
Navigational aids	See Paragraph 3.1.5
1000-foot to go markers	See plan appendix B
Obstacles	N/A

2.2 Aerodrome Lighting

Aerodrome beacon	Type :	<i>(rotating or flashing)</i>		
	Location :	<i>(to indicate beacon location)</i>		
Hazard beacon	Type :	<i>(yes or no)</i>		
	Location	<i>(indicate location if any)</i>		
Windsock	Quantity : <i>(To indicate rwy heading and Y or N.)</i>	<i>(total number of windsocks)</i>	Lit: <i>(yes or no)</i>	Plan : see appendix B
ARCAL	Frequency : Type : Special operating conditions	<i>(indicate freq. if applicable) (indicate type if applicable) (if applicable)</i>		

2.3 Airside Guidance Signs

Sign (*runway*) is located on taxiway « (*to indicate twy id*) ».
Sign (*runway*) is located on taxiway « (*to indicate twy id*) ».
Ref. site map on last page for guidance signs.

2.4 Aerodrome Markings

N/A.

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2.5 Runway Data¹

Runway data – paved runways ²				
Runway heading	07	25	13	31
Lowest landing minima	200 ½	348 1 ½	431 1 ¼	429 1 ¼
Lowest authorised take-off minima	½	*	*	*
Physical characteristics				
Reference code	4 DP		2 CNP	
Magnetic North orientation	069	249	129	309
Runway dimensions	Width	150	150	
	Length	6000	5000	
Runway slope	Transversal	Nil	Nil	
	Longitudinal	1,05	1,05	
Surface type	Asphalt		Gravel	
Touchdown zone elevation	90	112	129	91
Thresholds	Co-ordinates	58°05'10" 58°05'83" 68°26'24" 68°24'99"	58°06'29" 58°06'12" 68°25'95" 68°24'43"	
	Elevation	73	106	129 161
Displaced thresholds	Length	N/A		N/A
	Co-ordinates	N/A		N/A
	Elevation	N/A		N/A
Runway strips	Width	6 400 x 1 000	5 400 x 300	
	Type of surface	Asphalt	Gravel	
	Width of graded area	2 x 90	2 x 23	
Stopways	Length	N/A		N/A
	Width	N/A		N/A
	Type of surface	N/A		N/A
Clearways	Length	1 000	700	
	Width	75 m.	45 m.	
	Ground profile	1,25%	1,25%	
Runway end safety areas	Length	N/A		N/A
	Width	N/A		N/A

¹ The data contained on this page and on the two next pages are for information purposes only.

² Measures are in feet except if the letter « m. » appears.

Obstacles Limitation Surfaces³					
Runway		07	25	13	31
Approach surface	Length of inner edge	2 x 150 m.		2 x 45 m.	
	Distance from threshold	60 m.		60 m.	
	Divergence	15%		15%	
	Length	07 – 15 000 25 – 3000 m.		3 000 m.	
	Slope	2%	2,25%	3,33%	3,33%
Transitional surface (slope)		14,3%		14,3%	
Outer surface	Elevation	129 + 150		129 + 150	
	Dimensions	4 000 m.		4 000 m.	
Runway Lighting					
Runway edge lights		HI		ME	
Approach lighting		07 AN		No	No
Visual approach slope indicator system		No	P2	No	P2
Runway lead-in lighting system		No	No	No	No
Runway Identification Lights (RILS)		No	Yes	No	AS
Runway Threshold Lights		TE	Yes	YE	Yes
Runway Wing Bar Lights		No	No	No	No
Runway End Lights		TE	Yes	TE	Yes
Runway Centre Line Lights		No	No	No	No
Runway Touchdown Zone Lights		No	No	No	No
Runway Exit Lights		No	No	No	No
Stopway Lights		No	No	No	No

³ Measures are in feet except if the letter « m. » appears

Runway Markings and Markers					
Runway Identification		07	25	13	31
Thresholds		Yes	Yes	No	No
Displaced Thresholds	Transversal stripe	No	No	No	No
	Chevrons/arrows	No	No	No	No
Centre line		Yes	Yes	No	No
Fixed distances		Yes	Yes	No	No
Aiming point		Yes	Yes	Yes	Yes
Touchdown zone		Yes	Yes	No	No
Runway side strip		No	No	No	No
Runway exit marking		Yes	Yes	No	No
1000-foot to go markers		Yes	Yes	Yes	Yes

2.5.1 Aerial Photo

See Appendix “D”.

2.5.2 Runway and Taxiway Location Plan

See appendix « B ».

2.5.3 Obstacle Runway 25

(the text below can be used as a guide)

A white antenna 12 meters high is located at 100 meters north of the runway 25 threshold and at 15 meters east of taxiway “Bravo”.

2.6 Declared Distances

Declared Distances⁴			
Runway	07	25	13
TORA			31
TODA			
ASDA			
LDA			

⁴ Measures are in feet except if the letter « m. » appears.

2.7 Taxiway Data

Taxiway Data⁵			
Taxiway identification		A	B
Physical Characteristics			
Type of surface		Asphalt	Gravel
Taxiway code		C	C
Pavement width		23 m.	20 m.
Strip width		2 x 26 m.	
Graded area		2 x 25 m.	
Taxiway Lighting			
Taxiway edge lights		Yes	Yes
Taxiway/runway intersection lights		Yes	Yes
Taxiway/taxiway intersection lights		No	No
Taxiway/apron intersection lights		Yes	Yes
Taxiway centre line lights		No	No
Stop bar lights		No	No
Runway guard lights		No	No
Taxiway Markings and Markers			
Markers	Taxiway edge	No	No
	Taxiway centre line	Yes	No
Markings	Runway exit	Yes	No
	Hold position	Yes	No
	Intersection	No	No

⁵ Measures are in feet except if the letter « m. » appears.

2.8 Apron Data

Apron Data⁶		
Apron		1
Physical Characteristics		
Dimensions		232 x 116 m.
Type of surface		Asphalt on 15 440 sq.m. Gravel on 12 620 sq.m.
Apron strip (obstacle-free from edge)		50
Apron Lighting		
Edge lights		M
Floodlighting		Yes
Apron Markings and Markers		
Lighting	Apron edge	No
Markings	Apron perimeter	Yes
	Aircraft stand taxilane	No
	Aircraft stand	No
	Apron safety line	No
	Passenger path lines	No
	Helicopter touchdown pad	No

⁶ Measures are in feet except if the letter « m. » appears.

2.9 Strength of Pavements

Physical Characteristics	
<p>Bearing strength – runway (<i>headings</i>) and stopways</p> <p>- Adequate to allow continuous operations by aircraft for which they are designed.</p>	<p><i>(the text below can be used as a guide)</i></p> <p style="text-align: center;"><i>PLR 11 (no tire pressure limit)</i> <i>PCN 89 / F / D / W / T</i></p>
<p>-Taxiway Bravo and holding bays</p> <p>- Same load bearing capacity as the associated runway.</p>	<p><i>(the text below can be used as a guide)</i></p> <p style="text-align: center;"><i>PLR 11</i> <i>PCN 89 / F / D / W / T</i></p>
<p>-Apron</p> <p>- Adequate to allow a continuous operation by the design aircraft.</p>	<p><i>(the text below can be used as a guide)</i></p> <p style="text-align: center;"><i>PLR 11</i> <i>PCN 89 / F / D / W / T</i></p>

2.10 Helicopter Operations

The runway axis is used for final approach and take-off operations. The apron can be used for parking.

3 Part 3 – Airside Services

3.1 Airside Services

More details will be found on airside services in the manual titled « Movement Area Maintenance Program ».

3.1.1 Airside Maintenance Service

Guidelines are contained in available manuals (see section 1.4) for consultation and their application is at the discretion of the airport manager consistent with a safe and efficient operation.

General maintenance is carried out by the *(name of the airport operator)*.

Sweeping of the movement area

- Sweeping of the movement area is done on a need basis to remove dust, sand and other FOD⁷.
- The airport manager or the airport maintenance supervisor are the persons responsible for initiating sweeping operations.

Grass Cutting

- Grass cutting is carried out to maintain a maximum height of 12 inches.

3.1.2 Airport Fire Fighting Service

(To describe the service that is provided at the airport, i.e. number and capacity of trucks, number of firefighters, etc.) The firehall is located *(to specify the location, to add a map if need be)*.

This fire protection service is available *(to specify number of hours)* hours a day and *(to specify number of days)* days a week.

An emergency response plan is in place and up to date at the *(name of the airport)* airport (see Appendix « C »).

⁷ FOD stands for Foreign Object Damage. The term is used to designate any foreign object.

3.1.3 Runway Condition Reporting

Airside maintenance is provided during operating hours from *(to specify from what time to what time)* local time, from *(to specify days of availability)*. On request, airside maintenance is provided outside these hours.

Runway condition reports including *(brake index under wet conditions)* are issued *(to specify how many times a day)* times a day, *(morning and evening)*, *(to specify how many days a week)* days a week and forwarded verbally and by *(to specify means of transmission and to whom it is transmitted)*. Additional reports are supplied, upon request, or when there is a significant change in the meteorological conditions.

Additional inspections may be obtained upon request by contacting *(to specify who is to be contacted)*

Nota : The airport manager may be contacted *(to specify how airport manager or airport operation staff can be reached)* outside operating hours *(phone number)*.

3.1.4 Air Navigation Services

<p>Flight Planning</p>	<p><i>(ref Aeronautical Publications for information to be written here).</i></p>
<p>MF (mandatory frequency)</p>	<p><i>(ref Aeronautical Publications for information to be written here).</i></p>

3.1.5 Air Navigation Facilities

Facilities available :

- VOT *(if applicable, indicate frequency)*
- VOR/DME *(if applicable, indicate frequency, geographical coordinates and position in relation with the aerodrome, could be at A/D or ?? km from A/D).*
- ILS *(to indicate ID and frequency, on which runways it is available and exact orientation in degree))*
- RVR *(if applicable)*
- NDB *(to indicate ID and frequency, power (L, M or H), geographical coordinates), position (distance) from the threshold).*

The maintenance is under the responsibility of *(to identify the service provider)*. Monitoring of the electronic equipment operation is performed from *(to indicate who is doing the monitoring)*.

3.1.6 Fuelling Services

(Name of the company) supply fuelling services. They may be reached at *(phone number)*. Their services are available from *(0000-0000Z⁺)* from *(to indicate the days of availability)*. Outside these hours, additional charges could applied. Available: *(to indicate type of fuel and oil available, bulk, barrels, limited quantity etc)*.

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4 Part 4 – Airside Operational Plans and Procedures

4.1 Emergency Response Plan

Emergency procedures are contained in the *(name of the airport)* airport emergency response plan, up-dated in *(year)*. This plan is available at the *(to indicate where, what office)*. For practical reasons, it can not be actually found at Appendix “C”. It may be consulted or, if needed, upon request, a copy can be obtained from the airport manager.

Regularly up-dated copies have been distributed to various pertinent parties such as users, the ATS, the municipal fire-fighters, the Police, the hospital and the airlines.

The *(name of the airport)* Fire Department is the primary responder to emergencies at the *(name of the airport)* Airport.

The emergency response plan covers the following situations :

- Building fire ;
- Fuel spills ;
- Dangerous goods ;
- On and off-airport aircraft crashes ;
- Natural catastrophe ;
- Emergency situation ;
- Environmental emergency situation ;
- Unlawful interference (hi-jacking) ;
- Bomb scare or acts of sabotage in buildings.

4.2 Airport Safety Program

An Airport policing site plan is under the responsibility of the airport manager.

Control inspections of airport facilities are conducted twice *(2) daily, seven (7) days a week*, by airport personnel or as required.

These airside inspections include the following checks :

- Grade and strip area condition :
- Pavement condition :
- Presence of contaminants ;
- Conditions of runway edge lighting system ;
- Condition of approach lighting system (once per week) ;
- Condition of RIL and PAPI (once per week) ;
- Presence of obstructions ;
- Wind direction indicator condition ;
- Wildlife activity ;
- Presence of foreign object debris ;
- Condition of drainage systems.

It is the airport manager's responsibility to monitor land utilisation in the vicinity of the airport to ascertain that zoning standards and compatibility with airport operations are maintained.

4.3 Movement Area Access and Control Procedures

(To describe the movement area access and control procedures. The text below can be used as a guide).

The airside is protected by a security fence and access to the operational area, located in the vicinity of the terminal building and the apron, is done through one (1) gate controlled with metal keys. The issuance of these keys is done by the airport manager. Users are employees of (name of the airport operator and service providers) and airlines.

Driving on the airside is regulated.

4.3.1 Access to the Movement Area

- Warning signs are adequate and are posted on the access gates and the perimeter fence. Warning signs have also been installed on the road from the (to indicate different roads such as Glide Path, the VOR and the NDB).
- *(if applicable indicate the height of the perimeter fence ;*
- *(To describe the gates and means of control of these gates giving access to the airside). The following text can be used as a guide. The two (2) main access points are controlled with metal keys. Other gates are key locked and are used only by (name of the airport operator) staff.)*

4.3.2 Traffic Control on the Movement Area

- *There is a manual of airport traffic directives for (name of the airport). It is under the responsibility of the airport manager and is available at the airport administration office. A copy is given to each airside vehicle operator's permit holder.*
- *The airport vehicle operators permit system (AVOP) is not yet in place at the airport but will be implemented in 2009 and will be under the responsibility of the airport manager.*
- *Holders of an airside vehicle operator's permit (manoeuvring area) possess a restricted radio operator's certificate.*
- *Each vehicle has its own distinct call sign.*
- *All vehicles are identified, on the outside, and equipped with a rotating beacon.*

- *Pedestrian traffic is controlled.*
- *The movement area is inspected daily in order to identify any anomalies.*

4.4 Apron Management Plan

The airport manager will allocate various apron spaces as required. Prior co-ordination may be exercised by contacting: *(phone number)*.

4.5 Disabled Aircraft Removal Plan

If an aircraft incident/accident occurs, the CAA is immediately notified at *(phone number)*, This notification is usually done by air traffic services. Appropriate NOTAM are issued by *(to indicate which service provider is issuing the NOTAM)*. Airport management is responsible to ensure that:

- The site is controlled ;
- The aircraft is not removed without CAA approval ;
- The appropriate NOTAM has been issued ;
- The pertinent manoeuvring area is closed/opened ;
- The manoeuvring area is inspected after aircraft removal.

The airport emergency response service is responsible for :

- The evacuation of passengers.

The aircraft owner is responsible for:

- Providing the pertinent technical data ;
- Making the necessary arrangement for aircraft removal;
- Fulfilling the necessary formalities.

Airlines presently at the airport are equipped for removing most aircraft types. If the aircraft turned out to be too big, private construction companies are available near the airport.

4.6 Wildlife Control Plan

Implementation of the policy is consistent with available resources. The airport manager is responsible for establishing the control plan and the airport maintenance supervisor is responsible for the day to day application of the plan. He performs regular patrols and bird scaring in co-ordination with the ATS and reports received from pilots and on-site visual observations.

A Wildlife Management Plan according with new regulations will be put in place at the end of 2009.

4.7 Construction and Maintenance Control Procedures

Control procedures are assessed on a case by case basis in collaboration with the ATS, always keeping aviation safety as a priority.

Regular airside maintenance activities are co-ordinated with the various pertinent parties and the ATS in order to minimise operational impacts and maintain aviation safety.

The ATS will be informed of the work schedule and the nature of work to be carried out.

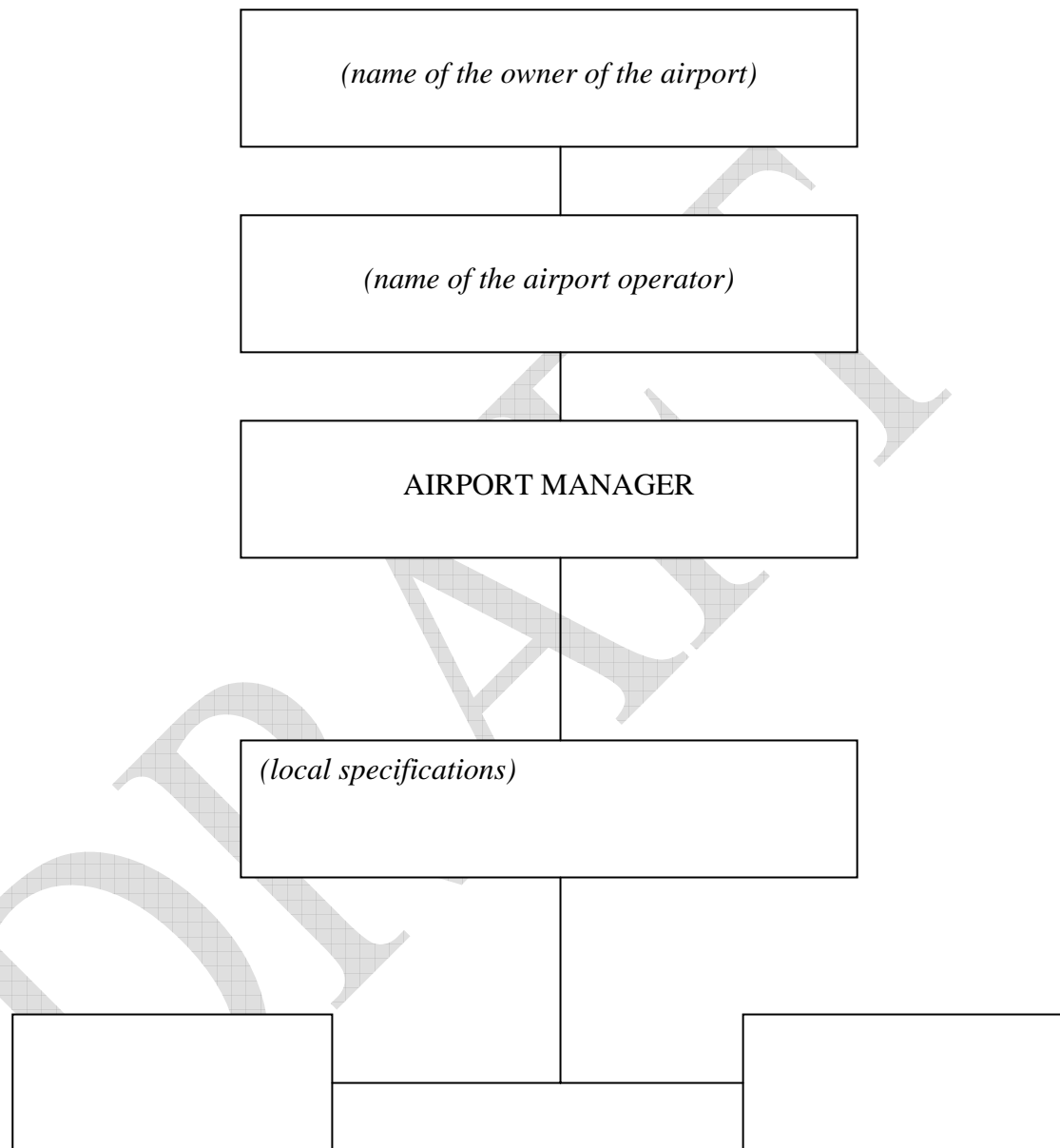
Work having a significant impact on the level of service or aviation safety will be advised in advance through an Aeronautical Publication.

For airside construction projects, a “Plan of Construction Operations (PCO)” must be done for each project. The following items, and others, are included in this plan:

- Airport management will provide escort services on a cost recovery basis. Escort must possess the necessary permits and authorizations such as the Airport Vehicle Operator Permit (AVOP), the national driver’s permit and the restricted radiotelephone operator’s licence.
- A meeting with the airport manager and/or the regional officer, the ATS manager and the project manager will be held prior to the start in order to co-ordinate the conduct of activities and establish operational procedures during the construction period.
- All details concerning the work to be done, preventive measures, signage, etc. must be included in the plan.
- Obstacles, zoning markers and markings as well as facility shutdowns will be identified and dealt with in accordance with appropriate applicable standards and assessed if necessary by the CAA Aerodrome Safety Division.
- Measures will be taken to segregate work areas with markers and markings of the operational zones affected as well as to be evaluated by the CAA Aerodrome Safety Division if necessary and by ATS.

5 Appendices

5.1 Appendix A – Organisation Chart



5.2 Appendix B – Plans⁸

5.2.1 Runways.

5.2.2 Taxiways.

5.2.3 Apron.

5.2.4 Windsocks.

5.2.5 Runway Identification Signs.

5.2.6 Taxiway Identification Signs.

5.2.7 Apron Identification Signs.

⁸ All these informations appear on the plan included at the end of this document.

5.3 Appendix C – Emergency Plan

Because of the volume of the document the manual is not included in the present one. It may however be consulted at the airport manager's office and if need be, he will supply a copy.

Most of the AM holders already have a copy of the Emergency Plan.

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5.4 Appendix D

Aerial Pictures, see next 2 pages.

(text below to be seen as an example)

(Exemption number 5151-Q121-01. « Exemption from Paragraph 1.3.3. of the Aerodrome Standards and Recommended Practices Made Pursuant to Subparagraphs 302.07(1)(a)(i) and (ii) of the AVIATION REGULATIONS.

See last 2 pages.)

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