Northwest Regional Airport
Terrace-Kitimat

TERRACE-KITIMAT AIRPORT SOCIETY
APRON MANAGEMENT PLAN

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Manual Distribution and Amendment Procedures

Apron Management Plan amendments will be issued as required. The Manager of Operations will be responsible to maintain the plan/manual, ensuring the contents is accurate, up to date and meets all regulatory requirements. Each amendment page shall record the appropriate amendment number and date in the footer. The Record of Amendments and List of Effective Pages (LEP) will be updated accordingly.

A controlled electronic copy will be updated in the Company Library. A copy of this plan will be distributed to applicable airport tenants. It is the responsibility of the individual manual holders to insert all amendments issued to them in a timely manner and ensure that all manual pages are consistent with the LEP. Any discrepancy between the LEP and the content of this manual must be brought to the attention of the Manager of Operations.

Record of Amendments

The below Record of Amendments log will be updated with all amendments. The log will include the amendment number and the date of amendment.

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Amendment #	Date of Amendment	Date Entered into Manual	Entered in Manual By
Original-2017	01-Sep-17	Incorporated	
#01-2018	24-Sep-18	Incorporated	
#01-2019	15-Sep-19	Incorporated	
#01-2020	16-Sep-20	Incorporated	
#01-2021	28-Sep-21	Incorporated	
#01-2022	20-Sep-22	Incorporated	
#01-2023	29-Sep-23	Incorporated	
#01-2024	18-Sep-24	Incorporated	
#01-2025	26-Sep-25	Incorporated	
#01-2026	30-Sep-26	Incorporated	

Apron Management Plan Reviews

The Northwest Regional Airport Terrace-Kitimat (NWRA) will do a review of our Apron Management Plan annually.

Record of Reviews

The below Record of Reviews log will be updated with all reviews. The log will include the date of review, who performed the review and whether an amendment is recommended. It will also include the date the next review is required.

Date of Review	Reviewed By	Recommended Amendment	Next Review Due By
01-Sep-17	Carman Hendry, Sonya Gill, Kevin Seaton	Original-2017	01-Oct-18
24-Sep-18	Carman Hendry, Dave Kumpolt, Sonya Gill	#01-2018	01-Oct-19
15-Sep-19	Sonya Gill, Jeff Hull	#01-2019	01-Oct-20
15-Sep-20	Sonya Gill, Dave Kumpolt, Carman Hendry, Jeff Hull	#01-2020	01-Oct-21
28-Sep-21	Sonya Gill, Carman Hendry, Jeff Hull	#01-2021	01-Oct-22
20-Sep-22	Sonya Gill	#01-2022	01-Oct-23
29-Sep-23	Sonya Gill	#01-2023	01-Oct-24
18-Sep-24	Sonya Gill, Ben Godden	#01-2024	01-Oct-25
26-Sep-24	Sonya Gill, Ben Godden, William Fisher	#01-2025	01-Oct-26
30-Sep-26	Sonya Gill, Ben Godden, William Fisher	#01-2026	01-Oct-27

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1.0 Objective

The objective of this Apron Management Plan is to ensure that aircraft, vehicle operations and passenger movements on aprons are conducted in the safest possible manner.

The Airport General Manager is responsible for the development, implementation and enforcement of procedures for the safe and orderly movement of aircraft, vehicles and pedestrian traffic on the apron of the Northwest Regional Airport Terrace-Kitimat**.** This plan augments the Airport Traffic Directives for the Operation of Vehicles on Airport Movement Areas in the NWRA AVOP Program.

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2.0 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.**

2.1 Airport General Manager

The Airport General Manager is responsible for ensuring the effective application of the Apron Management Plan. This is done through coordination with the Flight Service Station, Air Carriers, Ground Service Provider, the Fueling Agent and other Apron users. Primary responsibilities include:

- Managing aircraft and vehicle movements on the apron;
- Aircraft parking and gate assignments;
- 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; and
- Pollution and FOD (Foreign Object Damage) control and prevention.

2.2 Air Carriers (Passenger)

Air Carriers are responsible for the following:

- Safe conduct and movement of passengers while on the apron;
- Directing passengers along correct and safe routes between aircraft and the terminal;
- Controlling passenger access to and from the Air Terminal Building (ATB) and the apron to ensure no unauthorized person enters the restricted area of the airport;
- Access of airside walkway by ensuring all airside gate doors are switched off when not in use.
- Reporting any incident concerning injury or possible injury of a member of the travelling public to the Airport General Manager and through the airport SMS system. After normal working hours, reports may be made through the airport staff member on standby via email with the SMS report form provided, or through the NWRA website;
- Marshalling aircraft to the correct traffic lead-in line for the gate parking position;
- Ensuring ground handling staff operate in a safe manner for the protection of passengers and aircraft;
- 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 General Manager when conditions on the apron become hazardous;
- Providing the Airport General Manager with information in sufficient time before each schedule change or unscheduled flight operation; and
- Advising the Airport General Manager of any fuel or oil spill (regardless how large or small), or when conditions on the apron become otherwise hazardous.

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2.3 Air Carriers (Cargo)

Cargo Air Carriers are responsible for the following:

- Ensuring all pedestrian employees wear reflective clothing at night and in conditions of poor visibility;
- Ensure all staff have the correct airside security pass for the areas they require access to;
- Controlling groundside access to the apron and ensuring no unauthorized persons or vehicles enter the restricted area of the airport;
- Marshalling aircraft to the correct lead-in line and to the assigned parking position;
- Maintaining adequate security for aircraft while parked on the apron;
- 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 apron;
- Advising the Airport General Manager or appropriate maintenance staff person when conditions on the apron become hazardous;
- Removing all equipment from the apron to approved parking locations when their aircraft is not parked at the gate;
- Ensuring all employees have the necessary Airport Vehicle Operators Permit (AVOP), Airport Restricted Area Pass (RAP), and valid provincial driver's license for the type of vehicle being operated;
- Reporting any incident including any personal injury to the Airport General Manager; and
- Advising the Airport General Manager of any fuel spill (regardless how large or small), or when conditions on the apron become otherwise hazardous.

2.4 Fueling Agents

On Aprons, aircraft refueling agents are responsible for the following:

- Operating vehicles and overall fueling operations in a manner consistent with the highest degree of safety;
- Implementing measures to reduce the dangers of pollution resulting from fueling operations on aprons;
- Controlling or eliminating sources of potential fire ignition relating to their fueling operations;
- Ensuring vehicles have all necessary licenses required by law;
- Vehicle operators hold valid AVOP, Airport Restricted Area Pass (RAP) and valid provincial driver's license for the type of vehicle being operated;
- Providing a copy of refueler training records to the Airport General Manager, as requested;
- Ensuring all fuelling vehicles and equipment are in safe working order, meeting all municipal, provincial and federal regulations; and
- Advising the Airport General Manager of any fuel or oil spill (regardless how large or small), or when conditions on the apron become otherwise hazardous.

2.5 Ground Handling Staff

Ground handling staff play an important role at the airport. They marshal aircraft, perform de-icing duties, participate in the Airport Security Plan and transfer cargo and baggage.

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Ground handlers are often the persons responsible for staging the aircraft onto the aircraft stand adjacent the Air Terminal Building.

Aircraft will not be left on any aircraft stand in excess of the allotted times outlines in Section 3.0 or as specified by the airport operator. Winter is especially a dangerous time to leave aircraft on the stands. Aprons need to be cleaned during snow events and anti or de-icing materials need to be dispersed onto the stand and in the walkways for enplaning and deplaning. During the winter month's aircraft overnighting must be relocated off of the aircraft stand to a parking area.

2.6 Security (Everyone)

Airport Security is a shared responsibility amongst the Airport Operator and those having airside business activities. The following security measures must be observed 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 and Airport Restricted Area Pass (RAP), either in the properly equipped same vehicle or in another escort vehicle which remains with the vehicle being escorted while airside;
- All escorts must ensure the identity of all persons in the escorted vehicle and ensure there are no unauthorized persons in or on the vehicle; and
- Observing apron activities and reporting security infractions, hazards and or unsafe acts to the Airport General Manager.

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3.0 Aircraft Movement and Parking

Aircraft operate on the apron without any air traffic control; aircraft movement on aprons is therefore 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, air traffic information and aircraft marshalling staff.

The Airport General 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 take into account other apron users and ensure passengers are not exposed to jet blast, prop wash, noise or vehicles driving through lines of passengers moving between aircraft and the ATB.

Apron etiquette - In an attempt keep all airlines on time, the following procedures will be followed:

- When two airlines are operating simultaneously, and one aircraft is about to taxi off of their stand the other airline will halt their enplaning or deplaning process until the taxiing aircrafts stand is empty. When there is an aircraft enplaning or deplaning and another aircraft is taxiing onto the adjacent stand the enplaning or deplaning will stop until the other aircraft has begun its shutdown.
- The stand that has engines started - if boarding is in progress and one aircraft is ready to leave, the other must halt the boarding until the aircraft ready to leave, clears the stand. Communication between airlines when two aircraft are on the stand is imperative.

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

The Flight Service Station advises pilots of itinerant aircraft to park in the designated aircraft parking area at the southeast corner of the apron. There are two spots available to park aircraft in that area. (see Appendix A map) To accommodate more than one aircraft in the parking area, the first aircraft to park must park on the furthest southeast corner of the apron, allowing room for another aircraft. Due to limited parking availability, permission from YXT Operations is required for parking of all aircraft for more than 1 hour**. The airlines must either book in advance by emailing scheduling@yxt.ca or the pilot or agent must call the Operations Cell 250.615.7636 to request.**

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

Aircraft Stand Times:

Arrival Only	20 minutes on stand
Turnaround	40 minutes on stand **
Departure Only***	45 minutes on stand

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** Larger aircraft such as 737 will be allotted up to 60 minutes on stand (100 pax. Or more)
*** Departure only time on stand is subject to flight schedule and availability.

Any charter aircraft parked on stand that experience a mechanical issue that will cause a delay, must relocate aircraft off of Apron 1 to avoid congestion on apron. Scheduled aircraft experiencing any mechanical delay must relocate to parking area on the apron.

If airlines require their aircraft to remain on the stand overnight, it is the Airline/Ground Handlers responsibility to contact the NWRA Chargehand on the operations cell phone 250.615.7636 during operations hours and ask to keep the aircraft on the stand overnight. If there is no response from the Chargehand, aircraft must be relocated to the southeast corner apron parking. This decision is solely at the discretion of NWRA. Failure to move aircraft will result in the airline being charged $1000 and the cost of cleaning the apron after the aircraft has departed. (Ref: Winter Maintenance Plan). Although this policy is in place year-round, it is especially important during winter months, November 1 through March 31.

With increased traffic on the Apron, the use of stands and timelines will be monitored closely. Any aircraft remaining on the stand longer than the allotted times is subject to being charged $100/hr. or portion of hour and the cost of cleaning the apron after the aircraft has departed.

Any non-scheduled commercial flights, such as charters are required to request prior permission for stand use on the Apron, this included all stands.

3.1 Scheduled Air Carriers (Passenger)

Scheduled air carriers currently using the airport shall park on the aircraft gates assigned to them by Airport Operations. Aircraft delayed more than fifteen minutes from scheduled arrival times can park on any open gate on a first come - first served basis.

3.2 Non-Scheduled Air Carriers (Passenger)

Non-scheduled flights require prior permission from the Airport General Manager to use airport facilities.

Unscreened non-scheduled flights are required to use Ops Stands 4, 5 or 6. Screened non-scheduled flights may use stands 1, 2 and 3, if available. Stand 4 may be used if it is the only one available, extra screening security will have to be provided at the cost of the airline. Ops stand/gate assignment is made when the flight is approved by the Airport General Manager. Non-Scheduled or chartered aircraft arriving without prior notice will park on the main apron abiding by the aircraft stand timelines outlined in 3.0, without interfering with operations of regularly scheduled aircraft.

3.3 General Aviation Aircraft

General Aviation (GA) aircraft may, upon arrival, park Ops Stands 4, 5 or 6 for the purpose of deplaning passengers, provided they do not interfere with passenger carrying scheduled or charter aircraft, or with the loading or unloading operations of passenger aircraft. **Prior permission** for YXT Operations is

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required. GA pilots must then relocate their aircraft to the parking area at the southeast corner of the Apron, based on availability.

GA pilots are responsible for:

- the safety and security of their passengers while on the apron;
- to advise the Airport General Manager of any fuel or oil spill (regardless how large or small); or when conditions on the apron become otherwise hazardous.

3.4 Cargo Aircraft

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

Advising the Airport General Manager of any fuel or oil spill (regardless how large or small), or when conditions on the apron become otherwise hazardous.

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4.0 Vehicle Movements

Vehicles operating on the apron proceed under the direction of signage and Airport Traffic Directives.

All vehicles moving on the apron must travel in an orderly and safe manner in accordance with the Airport Traffic Directives. Vehicles may not park in any area designated by painted yellow hash marks, or in an area designated no parking by a sign posted for that purpose.

Vehicles must not be operated on the apron at speeds in excess of 25 kph and must have their headlights on at all times. Vehicles operating on movement areas must display a 360-degree yellow flashing or rotating beacon.

All vehicle operators must hold a valid AVOP, Airport Restricted Area Pass and BC provincial driver's license appropriate for the vehicle being operated.

All vehicles requiring temporary access to airside must be escorted. Escort vehicles may be provided by airport tenants in possession of a valid AVOP.

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

All aircraft ground servicing equipment, when not in use servicing aircraft, will be parked in areas designated by the Airport General Manager.

Vehicle operators are responsible for advising the Airport General Manager of any fuel or oil spill (regardless how large or small), or when conditions on the apron become otherwise hazardous.

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5.0 Pedestrian Movements

It is the responsibility of the Air Carriers 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 them accessing the apron. All Airline and GA passengers must be escorted by authorized personnel between the aircraft and ATB.

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 with the engine running. Any additional safety measures required, such as employees wearing hearing protectors, shall be implemented 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 may be requested to show their pilot's license and picture ID in order to gain access to airside areas.

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6.0 Aircraft Fueling

All aircraft fueling operations conducted on the airport must comply with applicable federal, provincial, airport, oil company and aircraft owner rules and regulations. All fueling vehicles must be registered with the Airport General Manager, operate 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.

No fueling will take place within 15m (50ft) of any building.

Fueling will be suspended if lightning occurs within 8km of the airport.

When an aircraft must be refueled with an engine running (hot refueling), the aircraft must be parked at least 45m (150ft) 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 15m (50ft) away from the aircraft. Airstairs will 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 will be in place. A qualified airline staff member will be in clear view of the aircrew and will supervise the refueling operation.

Companies dispensing fuel to aircraft on the airport will ensure their employees are properly trained and will provide training records of their employees upon request to the Airport General Manager.

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7.0 Snow Removal and Ice Control

Snow removal and ice control will be carried out in accordance with the Winter Maintenance Plan issued annually by the Airport General Manager.

An apron area sufficient to conduct Air Terminal operations, the runway in use and access taxiways are considered priority for snow removal and ice control. See the Winter Maintenance Plan for the Level 1, 2 and 3 priority lists. Areas not noted will be cleared as time allows.

Snow will not be cleared within 7m (25ft) 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 and/or ice.

Requests for snow clearing or ice control on specific areas can be directed to Airport Operations. The Airport General Manager or designate is responsible for setting the priorities for snow removal and ice control based on airport operations at the time of the request.

Aircraft overnighting for early daily departure will relocate from the aircraft stands adjacent the terminal building to the aircraft parking area located on the southeast corner of the main apron. This is to allow for the safe and complete removal of snow from the main apron. Aircraft may relocate onto the aircraft stands 45 minutes prior to scheduled departure.

7.1 Airline Equipment Storage

To prevent apron congestion and allow for proper snow removal and clean-up, it is required that no pieces of equipment be left on the apron. (i.e. aircraft ramps, stairs).

The airport will not be responsible for damage done by snow removal operations, to any equipment left on the apron.

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8.0 Apron Markings and Lighting

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

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

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9.0 Airport Safety & Operations Meetings

Airport Safety & Operations meetings take place to ensure operations on the apron are carried out in a safe and efficient manner. The committee can meet at any time but will meet at least once annually.

The committee is chaired by the Supervisor of Operations and includes representatives from the air carriers and ground handling company.

Subjects to be considered include (but are not restricted to) gate assignment, aircraft parking, equipment and vehicle parking, fueling procedures, de-icing/anti icing procedures, snow and ice control, vehicle and aircraft movement, passenger movement and safety practices.

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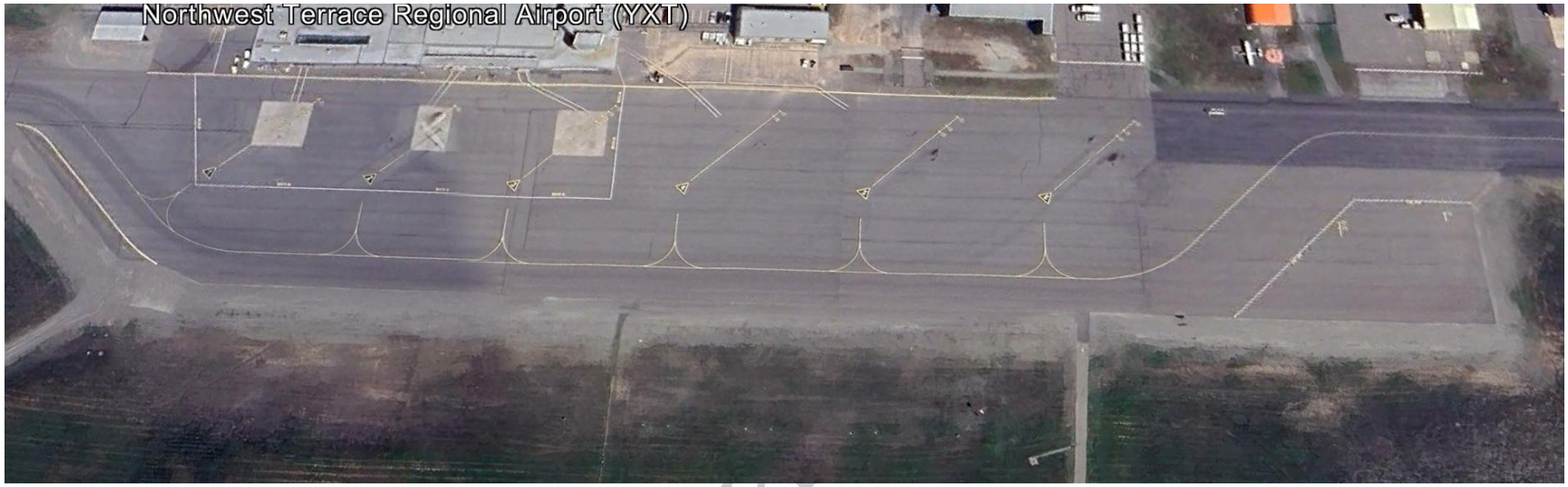
Appendix A Apron Map



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