



Comox Valley Airport Operations Manager Directive

Directive number: 2010-007

Date: 29 Nov 2010

To: All Tenants

Subject: Winter Preparedness- Airside Aircraft Parking Protocol

1. As part of the preparations for CVAC winter operations several members of the CVAC staff have performed a safety case/assessment to identify the hazards and risks associated with winter operations. This directive outlines the main hazards associated with airside operations under poor weather conditions with aircraft delays/diversions and the mitigation measures to reduce the risks.
2. Two major hazards and risks were identified when there are aircraft weather delays, diversions, or mechanical problems which result in more than one B – 737 aircraft on the ramp at one time. The largest risks identified are:
 - a. B -737 Aircraft incursion on taxi out with another B -737 Aircraft on lower numbered parking spot. Although the ramp has been designed to permit B-737 ac on adjacent spots to taxi freely without incursion (60 degree turn follow taxi out line), there is minimal clearance between the wings. Even under good conditions the margin for error is small given the variables associated: exact position of both parked aircraft, aircrew turn rate and power, and direction to aircrew from ground crew. This hazard/risk is exponentially higher when there is snow on the ramp making it difficult to place the ac on the “T” spots, difficult to follow the taxi out lines, and the possibility of aircraft sliding during taxi-out; and
 - b. With a B-737 ac on spot #2 or spot#3 and a fuel truck in place refuelling on the starboard side wing, there is no clearance for a B-737 to safely taxi into spot #1 or spot #2 respectively. The left wing of aircraft arriving into the lower numbered spot would taxi over top of the fuelling vehicle and this is unacceptable. If this situation were to occur the immediate solution might be to have the incoming aircraft wait at idle behind another B-737, or the fueller would have to stop fuelling and remove the truck in order to allow the aircraft to park. Neither of these practices is acceptable.



3. To mitigate these hazards/risks the following protocols are now in place:
- a. **To nullify Wingtip Incursion Hazard/Risks.** Under **good** ramp and atmospheric conditions. When there is the possibility of two (2) B-737 aircraft parked at the same time (i.e. inbound 1-30 minutes of each other), always park the first inbound aircraft on the lower spot number. Preference is **Spot #2** for the first ac and then **Spot #3** for the second. Parking on spot #2 first allows for easier taxi out, and a safe fuelling vehicle routing in/out. This is with the understanding that the first aircraft arriving will be the first aircraft departing. If CMA is on spot #3, then use spots #2 and #4;
 - b. **To nullify Wingtip Incursion Hazard/Risks.** Under **poor** ramp (snow and ice) and atmospheric (fog, snow) conditions. When there is the possibility of two (2) B-737 aircraft parked at the same time (i.e. inbound 1-30 minutes of each other), always park the first inbound aircraft on the lower spot number and then skip a spot and place the second aircraft on the following spot. Preference is **Spot #2** for the first ac and then **Spot #4** for the second. Parking on spot #2 first allows for easier taxi out, and a safe fuelling vehicle routing in/out. This is with the understanding that the first aircraft arriving will be the first aircraft departing. This measure provides additional safety due to poor conditions should the second aircraft depart before the first aircraft. The extent of parking spot availability due to snow build up/removal will need to be taken into account when making final decisions;
 - c. **To nullify Fuel Vehicle Clearance Hazard/Risk:** When there is the possibility of two (2) B-737 aircraft arriving at the same time (i.e. inbound 1-30 minutes of each other). Well ahead of aircraft arrival time, move the fuel vehicle to **spot #5** (safe area). If there is >5 minutes between ac, once the first aircraft is in place, then move truck to fuel the first ac. Only fuel second ac if it can be completed prior to planned taxi of 1st ac, and only if the second aircraft can be fuelled safely, otherwise move to safe spot and fuel second ac after the first departs. Note, a spotter will be needed and must be used whenever there is a need to back the truck on the ramp- this should only be done.
4. For questions or clarification do not hesitate to contact the undersigned.

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