



AIRPORT OPERATIONS POLICY

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SECTION - 1

SCOPE

The Slave Lake Airport is owned and operated by the Slave Lake Airport Services Commission. This Operations Policy shall govern all users, customers, and visitors of the airport. Administration of the terms of this *Operations Policy* shall be under the authority of the *Airport Manager*. Policy making activities resides with the Slave Lake Airport Services Commission.

This *Operations Policy* shall in no way supersede or abrogate regulations set forth in the Aeronautics Act or the Canadian Aviation Regulation. If any provisions of this Operations Policy are held invalid, the remainder of the document shall be valid.

Occupants, Operators, their employees and agents, and all other persons using any part of the Slave Lake Airport shall comply with the requirements of this *Operations Policy* and all federal, provincial and municipal regulations and by-laws. All persons are required to familiarize themselves with this *Operations Policy* before use and occupation of the Slave Lake Airport is undertaken.

The *Occupant* is responsible for providing a copy of the *Operations Policy* to any sub-contractor, co-owner, employee or others operating on or from the *Occupants* leased area.

SECTION - 2

DEFINITIONS

2.01 In this document unless the context otherwise requires:

- (a) "**Airport Manager**" means the person designated as the Manager of the Slave Lake Airport for the purpose of implementing this Policy, or the person appointed to act on his behalf.
- (b) "**Airside**" means those portions of the Slave Lake Airport intended for activities related to aircraft operations and to which public and *Vehicle* access is restricted.
- (c) "**Airside Vehicle Operator's Permit**" means a document issued by the *Airport Manager* authorizing the person named therein to operate a *Vehicle* within the *Maneuvering Areas* and *General Aviation Apron*.
- (d) "**Commission**", means the Slave Lake Airport Services Commission
- (e) "**General Aviation Apron**" means the public apron located south of the terminal building.
- (f) "**Groundside**" means the area of the Slave Lake Airport to which the public normally has unrestricted access.
- (g) "**Landing Fee**" means the fee assessed to aircraft for landing at the Slave Lake Airport.
- (h) "**Lessee**" means an Occupant of the Slave Lake Airport that has valid lease with the Commission for use of Commission property.
- (i) "**Maneuvering Area**" means that part of the Slave Lake Airport intended to be used for the taking-off and landing of aircraft and the movement of aircraft associated with taking-off and landing, excluding aprons.
- (j) "**Major Occupancy**" means the principal occupancy for which the building or part thereof was designed or intended to be used.
- (k) "**Occupant**" means any tenant or user of space on Slave Lake Airport premises or user of any Slave Lake Airport facilities.
- (l) "**Operations Policy**" means this operations policy for Slave Lake Airport together with all appendices and attachments and all amendments made thereto by the Slave Lake Airport Services Commission.
- (m) "**Restricted Area**" – means those areas that the public is normally, not allowed to enter unless permission has been obtained from the Airport Manager.
- (n) "**Operator**" means a person responsible for the operation and safety of *Vehicles*, aircraft or equipment.
- (o) "**Park**" means the standing of any *Vehicle* or aircraft, whether occupied or unoccupied.
- (p) "**Passengers**" mean all persons aboard an aircraft with the exception of the aircraft crew who are on duty and necessary to facilitate or conduct that flight.
- (q) "**Vehicle**" means an automobile, bicycle, all terrain *vehicle*, truck, bus, or any self-propelled *vehicle* or device in, on or by which a person or thing is or may be transported, carried, or conveyed on land, but does not include an aircraft.

SECTION - 3

USE OF SLAVE LAKE AIRPORT PREMISES

3.01 LIABILITY:

Slave Lake Airport Services Commission shall not be liable for any loss, detriment, damage, accident or injury of any nature whatsoever or however caused to any person or property including, without limitation, any structure, aircraft, equipment, materials, supplies, *Vehicles* or fixtures and articles erected, brought, placed, made or being on or about the land or in the buildings on the Slave Lake Airport, unless such loss, damage or injury is due to the negligence of the *Commission* or its employees while acting within the scope of their employment.

3.02 ADVERTISING AND SOLICITING:

No person shall, without written permission from the *Airport Manager*, or by contract with the Slave Lake Airport Services Commission, do or cause any advertising or soliciting upon or in Slave Lake Airport controlled land or buildings.

3.03 SLAVE LAKE AIRPORT OCCUPANTS:

- a) An *Occupant* shall be liable for any damage, which is caused to Slave Lake Airport facilities by the *Occupant*, its employees, agents, invitees, or any other person or entity for which the *Occupant* is responsible at law, ordinary wear and tear excepted. No *Occupant* shall cause or suffer any waste or damage to the Slave Lake Airport premises or fixtures or equipment thereon, or permit to be used any part of the premises for any dangerous, noxious or offensive trade or business; nor cause or maintain any nuisance or anything which shall be a disturbance to other *Occupants*.
- b) The *Occupant* shall, at all reasonable times, permit entry to Slave Lake Airport employees to any Slave Lake Airport space for the purpose of inspection, servicing, repair, maintenance and construction.
- c) *Occupants* shall obtain and keep in full force and effect at all times, such policies of insurance that a prudent party under similar circumstances would reasonably be expected to carry. Without limiting the generality of the foregoing, the Slave Lake Airport Services Commission may from time to time, reasonably require the *Occupant* to obtain and keep in full force and effect, specific insurance coverage's in form, and amounts, and against such risks as are associated with all of the *Occupant's* operations including, but not limited to, liability insurance for *Vehicles* and temporary services or operations. All policies of liability insurance shall contain a cross liability and severability of interest clause, as well as a clause whereby the Insurers agree to provide no less than thirty (30) days written notice of material change in policy coverage or cancellation in favor of the *Commission*, and shall name the Slave Lake Airport Services Commission as Additional Insured but only with respect to any liability arising from the *Occupant's* activities at, or in any way associated with, Slave Lake Airport. A Certificate of Liability Insurance shall be submitted annually to the *Airport Manager*. The *Occupant* shall immediately take steps to obtain any required insurance coverage if so directed by the *Airport Manager*, acting reasonably.
- d) The *Commission* reserves the right to terminate any *Occupant's* use of Slave Lake Airport facilities for any of the following reasons
 - Non-payment of any rate, rent or charge when due;
 - Insolvency;

- Breach of any lease or license agreement;
 - Use of Slave Lake Airport facilities contrary to this *Operations Policy*; - or use contrary to Federal airport requirements.
- e) The *Occupant* shall not permit lands or premises to become untidy, unsightly or hazardous or permit rubbish to accumulate therein. Should such conditions occur and the *Occupant* fails to respond to instructions to remove, clean up or restore the lands or premises, the *Airport Manager* may undertake the clean-up or removal and assess all costs thereby incurred to the *Occupant*.
 - f) The *Occupant* shall not allow any area of the premises to become a habitat attractive to birds or wildlife.
 - g) The *Occupant* shall be responsible for snow removal and grass mowing on the leased property. The *Occupant* may enter into an agreement with the *Commission* to have snow removal and grass mowing done by airport staff in accordance with Section 3.05. The *Airport Manager* will establish the priority for such work.
 - h) Where the *Occupant* pays the *Commission* any rent, charge or fee based on the *Occupant's* revenues received from operations at the Slave Lake Airport. The *Commission* reserves the right to conduct compliance audits of the books and records of any *Occupant*, by accredited officers of or by duly appointed officers of the *Commission*, when and if the *Commission* determines that an audit is necessary to ascertain that fees and remittances are being correctly calculated, reported and remitted. The *Occupant* shall make available to the *Commission* its records and systems used, to enable the *Commission* to determine the accuracy of the information provided. The *Commission* shall provide to the *Occupant*, fifteen (15) days' notice of the Authority's intention to conduct such audits. The cost of any audit shall be borne by *Commission* unless the result of such audit reveals a discrepancy of more than five per cent (5%) between the revenue as determined by such audit and that provided by the *Occupant*, then the full cost of such audit shall be borne by the *Occupant*.

3.04 STORAGE, DEBRIS AND WASTE:

- a) No person, *Vehicle* or aircraft shall leave deposits of rocks, stones, mud or other debris on any paved area within the *Airside* area except in extreme or unusual circumstances as specifically and individually permitted by the *Airport Manager*.
- b) No person shall leave any offensive matter; trash or waste materials in or upon any Slave Lake Airport property except in refuse containers that may be provided for that purpose.
- c) Trash containers located on the premises shall be constructed so as to prevent access by wildlife.
- d) No aviation fuel shall be stored on airport property without the approval of the *Airport Manager*.
- e) The *Major Occupancy* of hangars shall be for the purpose of storing aircraft and those aviation and maintenance items incidental to the operation of aircraft, unless written permission has been received from the *Commission*.
- f) The leased property shall be used solely for the storage of aircraft and those aviation and maintenance items incidental to the operation of aircraft unless written permission has been received from the *Commission*.
- g) No oil, waste oil, or other hazardous materials shall be stored outdoors on any building site except as approved by the *Airport Manager*.
- h) Snow which has been removed from leased property shall be stored on the leased property or in an area designated by the *Airport Manager*

3.05 FEE SCHEDULE:

All persons using Slave Lake Airport equipment, premises or facilities shall pay the rates set out in the Fees and Charges By-Law (Attachment 10.01 or as amended).

SECTION - 4

SECURITY OF AIRSIDE FACILITIES

4.01 ACCESS TO RESTRICTED AREAS:

Restricted areas are established for safety and security of the airport. Except for enplaning and deplaning the general public is prohibited from *Restricted Areas*. These areas are indicated on the Airport layout drawing. (Attachment 10.02)

- a) Every person who has been given access to a *restricted area* shall close any door, gate or other device immediately after it has been used.
- b) Every *Occupant* whose premises have direct access to the *General Aviation Apron* shall prevent access to the apron by persons not authorized to have such access.
- c) Every person to whom a permit, key, code or access device has been issued by the Airport Manager shall use the permit, key, code or access device to enter a restricted area only in accordance with any conditions of issuance and only at *restricted area* access points.
- d) Except where authorized by the *Airport Manager* and subject to any conditions of issuance, no person shall:
 - (i) loan or give to another person a permit, key, code or access device issued to him or
 - (ii) have possession of, or use for any purpose, a permit, key, code or access device that was issued to him by a person not having authority to do so.
- e) Every person to whom a permit, key, code or access device has been issued shall immediately surrender it to the *Airport Manager* upon the person's termination of employment at the Slave Lake Airport, or on the breach of any conditions of issuance or upon the demand of the Airport Manager.

SECTION – 5

AERONAUTICAL USE OF AIRPORT

5.01 EXCLUDED AVIATION ACTIVITIES:

Unless specifically authorized by the *Airport Manager*, the following operations are not permitted:

- Parachute or Powered Parachute Activities
- Balloon landings and take-offs.
- Formation take-offs and landings.
- Air shows, aerobatics, and fly-pasts.

5.02 AERIAL SPRAYING OPERATIONS

Chemicals used by aerial applicators shall not be stored or dispensed on the Airport without the consent of the *Airport Manager*. All chemicals shall be stored and dispensed in accordance with Federal, Provincial, and Municipal regulations.

5.03 PARKING AND STORAGE:

- a) All local aircraft shall *park* in the tie down areas, on leased property, or in areas designated by the *Airport Manager*.
- b) Aircraft parked in aircraft tie down areas are required to have a valid aircraft tie down permit. (Attachment 10.04)
- c) Itinerant aircraft, aircraft requiring fuel, aircraft unloading passengers or aircraft, which have received prior approval of the Airport Manager, may *park* on the *General Aviation Apron*.
- d) Rotary wing aircraft shall *park* on leased property or in areas designated by the *Airport Manager*. Designated parking areas are described in Attachment 10.03.
- e) No person shall *Park* any aircraft or parts thereof in such a position that they obstruct any *maneuvering area* or apron of the Slave Lake Airport.
- f) No person shall *Park* or store aircraft or parts thereof on or in any leased area of the Slave Lake Airport without permission of the lessee, or in a position that obstructs normal access to leased areas, nor in any area not designated by the *Airport Manager*.
- g) No person shall leave any aircraft or parts thereof *Parked* or stored at the Slave Lake Airport unless properly secured. It is the responsibility of the aircraft owner or *Operator* to ensure that the device used to secure the aircraft is appropriate. The Slave Lake Airport Services Commission will assume no liability for the parking or securing of aircraft on airport property.
- h) No disabled aircraft may be parked on the public areas of the Slave Lake Airport without permission of the *Airport Manager*.

5.04 OBSTRUCTIONS TO AIR COMMERCE:

- a) The *Airport Manager* may move or cause to be moved an object, *Vehicle*, trailer or aircraft or parts thereof by reason of it blocking passage on the Slave Lake Airport or interfering in any manner with the use or operation of the Slave Lake Airport, and the *Commission* shall not be liable for any damage thereby caused to such object, *vehicle*, trailer or aircraft or parts thereof.
- b) In the event any object, *Vehicle*, trailer or aircraft or parts thereof are removed under Section 5.04 (a) hereof, the owner or *Operator* of such object, *Vehicle*, trailer or aircraft,

in addition to any penalty specified by this Slave Lake Airport *Operations Policy*, shall be liable for the costs incidental to and consequent upon such movement. Incurred charges shall be paid to the *Airport Manager* prior to release of the object, *Vehicle*, trailer or aircraft or parts thereof.

5.05 AIRCRAFT LANDING AND PARKING FEES:

All landing and Parking fees shall be paid to the Slave Lake Airport Services Commission in accordance with the fees set forth in Attachment 10.01(or as amended).

5.06 AIRCRAFT RUN UP

No aircraft shall run up for test or for any other purpose in any area where the prop wash, rotor wash or jet blast may cause harm to people, damage to property, structures or other aircraft. Taxiway "B" is the designated area for maintenance engine run-ups. All aircraft *operators* are responsible for damage caused by prop wash, jet blast or rotor wash.

5.07 DISABLED AIRCRAFT:

- a) No person shall displace, move or interfere with an aircraft or its contents involved in an accident without first having obtained permission to do so from the duly authorized representative of the Transportation Safety Board, except that the aircraft or any part or contents thereof may be displaced or moved as may be necessary to extricate any person, to prevent destruction by fire or other cause or to avoid danger to any person or property.
- b) No person unless duly authorized by a representative of the Transportation Safety Board shall disturb an aircraft accident site.
- c) Where an aircraft is to be displaced or moved pursuant to Section 5.07 (a), the person directing, supervising or arranging the action shall record by means of diagrams, photographs and notes, the condition of the aircraft, aircraft contents and aircraft accident site.
- d) After the accident investigation, the aircraft shall be removed by the owner/*Operator* without delay from the Slave Lake Airport. When the owner/*Operator* does not remove the aircraft promptly, the *Airport Manager* may have the aircraft moved and the owner shall be liable for the costs incidental to and consequent upon such movement. The *Commission* assumes no liability or financial responsibility for removal of the aircraft or any damage or loss caused by the removal.

SECTION - 6

MOTOR VEHICLE USE ON AIRPORT

6.01 GENERAL:

No person shall operate a *Vehicle* on the *Maneuvering Areas* unless:

- a) The person holds a valid Operator's license and an *Airside Vehicle Operator's Permit*, or is escorted by a person who holds an *Airside Vehicle Operators Permit*.
- b) The *Vehicle* is registered, equipped and operated pursuant to the laws of the Province of Alberta and this *Operations Policy*.
- c) The *vehicle* is equipped with an operating flashing amber beacon, when on *Maneuvering Areas*.
- d) The *vehicle* is equipped with a two-way radio with the local air traffic frequency (123.200), or is escorted by a *vehicle* with a radio while operating on *Maneuvering Areas*.
- e) The *Vehicle* has sufficient liability insurance (Sec 6.04).

6.02 VEHICLE ACCESS TO TIEDOWN AREA

Vehicle access to aircraft parked in the established tie down areas or hanger areas is permitted provided that the *vehicle* is operated and parked in such a manner that does not interfere with aircraft operations or access to other hangers or parked aircraft.

6.03 REPORTING OF ACCIDENTS:

Every driver or *Operator* of any *Vehicle* who is directly or indirectly involved in an accident on the *Aircraft Maneuvering areas* or General Aviation Apron of the Slave Lake Airport shall report the accident forthwith to the *Airport Manager*.

6.04 INSURANCE REQUIREMENTS:

Occupants shall obtain and keep in full force and effect at all times for all license-plated *Vehicles* used on the *Airside*, Automobile Liability insurance for a combined single limit of not less than Two Million Dollars (\$2,000,000.00) per occurrence, to cover the *Occupant's* Legal Liability for property damage and bodily injury, including death. The *Occupant* shall formally advise its Insurers that the *Vehicle* are intended to be operated on that portion of the Slave Lake Airport premises known as *Airside*, and should those Insurers exclude, limit, or otherwise restrict coverage while the *Vehicle* is on *Airside*, the *Occupant* shall obtain and keep in full force and effect at all times, a policy of Aviation Liability insurance covering both license-plated and unlicensed-plated *Vehicles* while on *Airside*. Such policy shall provide a combined single limit not less than Two Million Dollars (\$2,000,000.00) per occurrence, to cover the *Occupants* Legal Liability for property damage and bodily injury, including death, arising out of the use, ownership, or operation of motor *Vehicles* on *Airside*. Nothing contained herein or in any other documents, licenses, or agreements shall be construed so as to prevent an *Occupant*, at its sole cost and expense, from taking out insurance for greater amounts or against additional perils than may be described in this *Operations Policy*.

6.05 RIGHT OF ACCESS:

- a) The *Airport Manager* has the right at any time to close, relocate or modify any means or location of access provided for Slave Lake Airport users, either temporarily or permanently. Reasonable and adequate means of ingress and egress shall, if not already in existence, be provided in lieu thereof.
- b) The right and privilege of ingress and egress is allowed only in accordance with this *Operations Policy*.

6.06 AIRSIDE PARKING OF VEHICLES:

No person shall *park* a vehicle on the *airside* unless authorized by the *Airport Manager*. Unauthorized *vehicles* may be towed at the owner's expense.

SECTION - 7

CONSTRUCTION AND IMPROVEMENTS

7.01 DEVELOPMENT CRITERIA:

All construction and development occurring at the Slave Lake Airport shall be in compliance with the policies and by-laws of the Commission, and the Town of Slave Lake. No work is to begin until approvals required by the Town of Slave Lake, Transport Canada, Nav Canada, and the Commission have been obtained.

All construction and development shall be in compliance with the Airport Area Structure Plan unless otherwise approved in writing by the Commission.

7.02 REQUIRED ACTIONS:

In addition to meeting the requirements in section 7.01, the Occupant shall provide to the Commission:

- Letter of Intent
- Site Plan (including elevations).
- Type of Construction
- Drainage and Landscaping Plan, if applicable
- Construction Schedule

The Commission will review the proposal at the next scheduled Commission Board meeting and respond to the Occupant within 7 days of the meeting date.

SECTION - 8

SAFETY

8.01 SMOKING:

- a) No person shall smoke or operate a spark or flame producing device or appliance:
 - (i) On any *Maneuvering Area* of the Slave Lake Airport.
 - (ii) On any apron or ramp area ordinarily used for the fuelling of aircraft.
 - (iii) On any leased area ordinarily used for the fuelling of aircraft.
 - (iv) In any area or building posted with "No Smoking" signs by the *Airport Manager*, the building owner or *Occupant*.
 - (v) In any area, within buildings or within fifteen (15) meters from the buildings used for the storage, handling or use of flammable materials.

- b) In all areas within buildings where smoking is permitted, ashtrays or other suitable receptacles shall be provided.

8.02 FIRE REGULATIONS:

All users of the Slave Lake Airport shall comply with the requirements of the Alberta Fire Code and other appropriate provincial, municipal or federal laws and regulations pertaining to matters of fire safety and fire prevention.

8.03 AIRCRAFT FUEL HANDLING & DISPENSING:

- a) Written permission from the Commission is required before any fuel is stored, handled, or dispensed on the airport
- b) Aircraft fuel storage, handling and dispensing on the Slave Lake Airport shall be in accordance with CSA Standard B836-05 – Storage, Handling, and Dispensing of Aviation Fuels on Aerodromes, the Alberta Fire Code, and all other applicable Federal, Provincial, and Municipal regulations.
- c) Fuel shall only be dispensed on asphalt or concrete surfaces to facilitate spill cleanup, or when filling portable containers, in a device designed to recover accidental spills.
- d) Materials to control and cleanup minor spills must be kept on site.

8.04 FUEL SPILLAGE:

Any *Airside* fuel spillage shall be immediately reported to the *Airport Manager* and the Fire Department if a fire hazard exists. Fuel spills shall be cleaned up and properly disposed of by the *Occupant* responsible for the spill. A written report verifying cleanup and disposal shall be provided to the *Airport Manager*. If the *Occupant* responsible fails to complete the cleanup in a reasonable time, the commission may have the spill cleaned up. The *Occupant* responsible shall be liable for all costs incidental to and consequent upon the clean up.

8.05 APRON SAFETY:

The *Occupant* shall be responsible for the safety of passengers while on the *General Aviation Apron* for purposes of their operation. The *Occupant* shall ensure that passengers are enplaned and deplaned under safe conditions and are escorted by qualified personnel.

SECTION – 9

GENERAL

9.01 PENALTIES:

If an *Occupant* contravenes any provisions of this *Operations Policy*, in addition to any other available remedy, Slave Lake Airport Services Commission may restrict or terminate:

- (a) the *Occupant's* access to or use of the Slave Lake Airport facilities; and
- (b) any lease, license or agreement with the *Occupant*.

9.02 REVISIONS

The Slave Lake Airport Services Commission reserves the right to at any time with reasonable notice, revise, modify, change or waive any or all of the foregoing *Operations Policy*.

9.02 REQUEST FOR REVISIONS

Any person may request a revision to this *Operations Policy*. The following procedures shall be followed:

- (a) The request shall be presented in writing to the *Airport Manager*.
- (b) The request shall include the reason for the change and how the change would improve the airport.
- (c) The *Airport Manager* will present the requested change to the *Commission*.
- (d) The person requesting the change will receive notice of the *Commission's* decision in writing within 15 days of the *Commission* meeting date.
- (e) All effective airport users and *Occupants* shall be notified of any changes.

SECTION – 10

ATTACHMENTS

10.01 Fees and Charges Bylaw

10.02 Airport Layout – Restricted Areas

10.03 Airport Layout – Aircraft Parking Areas

10.04 Aircraft Tie Down Permit