

TARMAC DELAY CONTINGENCY PLAN



Commonwealth Ports Authority Francisco C. Ada/Saipan International Airport

Office of the Executive Director
Commonwealth Ports Authority
Francisco C. Ada/Saipan International Airport
P.O. Box 501055
Saipan, MP 96950

A handwritten signature in blue ink, appearing to read "C. Tenorio", is positioned above a horizontal line.

Christopher S. Tenorio
Executive Director

7/21/17

Date

Francisco C. Ada/Saipan International Airport

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The United States Department of Transportation (DOT) Docket No. DOT-OST-2012-0028 provides information for U.S. Carrier and Airport Tarmac Delay Plans (TDP). On February 14, 2012, President Obama signed the FAA Modernization and Reform Act of 2012 (the "ACT") into law.

Among other things, the Act requires U.S. Carriers that operate scheduled passenger service or public charter service using any aircraft with a design capacity of 30 or more seats, and operators of large hub, medium hub, small hub or non-hub U.S. airports, to submit contingency plans for lengthy tarmac delays to the Secretary of Transportation.

The Airport TARMAC DELAY PLAN has been developed and designed for the Airport Operator to assist and coordinate in the best of their ability for carrying out the affected Air Carrier's Tarmac Delay Plan.

In this plan, the Airport Authority has listed the procedures for deplanement of passengers as a result of Diverted Flights or of a Tarmac Delay situation. It also contains the Division Roles and Responsibilities to help provide assistance to the Air Carrier's Tarmac Delay Plan.

It is recognized that not all Tarmac Delay conditions and situations can be anticipated; therefore, should a Tarmac Delay condition or situation arise and the roles and responsibilities are not covered by this plan, the Executive Director or designee shall have the authority to direct such actions as deemed necessary to cope with these situations.

Executive Director
Commonwealth Ports Authority
Francisco C. Ada/Saipan International Airport
P.O. Box 501055
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Christopher S. Tenorio
Executive Director



Date

FRANCISCO C. ADA/SAIPAN INTERNATIONAL AIRPORT TARMAC DELAY CONTINGENCY PLAN

Francisco C. Ada/Saipan International Airport has prepared this Tarmac Delay Contingency Plan pursuant to §42301 of the FAA Modernization and Reform Act of 2012. Questions regarding this plan can be directed to William C. Camacho, Airport Manager, at bcamacho@cpa.gov.mp. Francisco C. Ada/Saipan International Airport is filing this plan with the Department of Transportation because (1) it is a commercial airport or (2) this airport may be used by an air carrier described in USC 42301(a)(1) for diversions.

This plan describes how, following excessive tarmac delays and to the extent practicable, Francisco C. Ada/Saipan International Airport will:

- Provide for the deplanement of passengers;
- Provide for the sharing of facilities and make gates available at the airport; and
- Provide a sterile area following excessive tarmac delays for passengers who have not yet cleared United States Customs & Border Protection (CBP).

DIVERTED FLIGHTS: Francisco C. Ada/Saipan International Airport has facility constraints that limit our ability to accommodate diverted flights or maintain the airport's safe operation and strongly encourages aircraft operators to contact the airport at 670-237-6500 for prior coordination of diverted flights, except in the case of a declared in-flight emergency. Specific facility constraints include the following: 1. Limited holding space for deplaned passengers during operational hours; 2. Limited boarding bridges (only 6) to accommodate diverted flight during peak operational hours. The airport authority, however, has control of gate assignments and may direct other aircraft to vacate a boarding bridge for the purpose of accommodating a diverted flight resulting in a tarmac delay situation.

Airport Information

Name of Airport: Francisco C. Ada/Saipan International Airport

Name and title of person preparing the plan: Edward B. Mendiola – Deputy Exec. Director

Preparer contact number: 670-237-6500

Preparer contact e-mail: edmendiola@pticom.com and ebmendiola@cpa.gov.mp

Date of submission of plan: July 24, 2017

Airport Category: Large Hub Medium Hub Small Hub X Non Hub

Contact Information

In the event of diversion or other irregular operations events, aircraft operators should contact the Airport Manager at 670-483-3542 or bcamacho@cpa.gov.mp or the Operations Department at 670-237-6535 or aoa.saipan@cpa.gov.mp for assistance.

Deplanement of Passengers Following Excessive Tarmac Delays

Francisco C. Ada/Saipan International Airport has six (6) loading bridges that could be used for passenger deplanement, depending on their availability. The airport, however, does not own or operate any of the ground service equipment needed to safely deplane passengers from air carrier aircraft should the bridges become unavailable, and is, therefore, unable on its own to provide for the deplanement of passengers. Additionally airport personnel are not trained to assist in the deplanement of passengers using equipment owned or operated by air carriers or contract service providers. However, we have requested that each airline, ground handler and FBO operation on the airport provide us with a list of the equipment and resources they have for deplaning passengers and contact information. We will provide this inventory and contact information to airlines as soon as practicable after receiving requests from such airlines experiencing excessive tarmac delays at the contact number listed above.

In cases where there are no available bridges and the aircraft is parked in a designated remote parking location, the airport authority and the airline will coordinate busing services of the passengers to the designated holding area of the terminal. The United States Customs and Border Protection (CBP) will have advance notification of the airline's plan of deplaning its passengers to ensure there are no immigration violation issues.

Sharing of Facilities and Make Gates Available in an Emergency

The gates at the Francisco C. Ada/Saipan International Airport are under common use gate leases, permits, or agreements to air carriers and are controlled by the airport. We direct our common use air carrier users to make gates and other facilities available to an air carrier seeking to deplane at a gate, to the maximum extent practicable. Gates 1 and 2 have been designated as the holding area for tarmac delay deplaned passengers (see attached Exhibit A). In cases of a tarmac delay, all other aircraft will be assigned to gates other than gates 1 and 2.

Sterile Area for Passengers Who Have Not Cleared United States Customs and Border Protection

Francisco C. Ada/Saipan International Airport has defined sterile areas capable of accommodating limited numbers of international passengers. We will coordinate with local CBP officials to develop procedures that will allow international passengers who have not yet cleared U.S. CBP to be deplaned into these sterile areas to the extent practicable. See attached Exhibit A for the designated holding area of deplaned passengers

Deplanement and Passenger Control Procedures

Upon receipt of notification for Tarmac Delay, and upon notification from the airlines that they will disembark their passengers, the airport authority shall coordinate with the airlines and the U.S. CBP in accommodating the passengers in the sterile area of the terminal designated for such an event. The designated area(s) are at the holding area of gates 1 and 2 (see attached exhibit A). Partitions and/or portable dividers will be in place, as well as a police officer and airline personnel to ensure there are no co-mingling issues. Access and movement routes will be provided for passengers to utilize restroom facilities and other needed amenities. The use of the designated area(s) will be strictly prohibited to other airline operations until such time that the tarmac delay has been resolved and the passengers have re-boarded the aircraft for departure.

Public Access to the Tarmac Delay Contingency Plan

The Francisco C. Ada/Saipan International Airport will provide public access to its Tarmac Delay Contingency plan by posting in a conspicuous location on the Airport's website (<http://www.cpa.gov.mp>). Also, copies will be provided upon request.

I. Situation and Assumptions:

A. Situations

1. As a small hub international airport, the Francisco C. Ada/Saipan International Airport (SIA) faces the potential of experiencing a Tarmac Delay due to unforeseen problems or circumstances that may occur locally or abroad.
2. The SIA functions on a continuous basis. Consequently, operational activities take place at all hours, raising the potential for experiencing a Tarmac Delay.
3. Possible natural disasters include but not limited to the following:
 - a. Earthquakes
 - b. tsunamis
 - c. tropical cyclone formations
 - d. fires
 - e. Pandemics
4. Potential technological hazards included but not limited to the following:
 - a. Transportation accidents (Passenger, radiological, chemical)
 - b. Bomb threats
 - c. Air Piracy (Hijack)
 - d. Acts of Terrorism
 - e. Conventional, nuclear, biological and chemical attacks
 - f. Facility, equipment and/or mechanical failure
 - g. Other emergencies that might induce a Tarmac Delay
 - h. Weather
 - i. Air Diversion, Air Turn Back (ATB)

B. Assumptions

1. Emergencies may induce a Tarmac Delay and occur at any time with little or no advance warning, or following the receipt of early notification when advance preparation may be taken.
2. The proper execution of the Tarmac Delay Plan will ensure the traveling public's safety and provide assistance to the Air Carrier in carrying out their Tarmac Delay Plan, it will also establish an efficient line of communication between Airport Operations, airport Police, TSA, USCBP and CNMI Customs and Quarantine and possibly other stakeholders required by the incident.
3. Division Roles and Responsibilities are listed but may not meet the requirements for effectively coping with any Tarmac Delay, depending on the resources needed to deal with the Tarmac Delay. It might be necessary to seek assistance from the private enterprise, local or federal government for additional resources that might be needed.

II. Division Roles and Responsibilities

A. SIA Operations division:

1. Receive and immediately disseminate information for the cause of Tarmac Delay to the Airport Police (AP), Federal Aviation Administration (FAA), Air Traffic Control Tower (ATCT), CNMI Customs and Quarantine (C&Q), U.S. Customs & Border Protection (CBP) and the Transportation Security Administration (TSA).
2. Notify all concerned of all flight activity that will affect the dis-embarkation of passengers regarding Sterile and unsterile passengers.
3. Conduct Aircraft Operations for re-assignment of parking spot/gate.
4. Coordinate with Ground Handling agent for aircraft services needed (e.g fuel, catering, etc.)
5. Establish contact with an Airline Official(s) involved and obtain an open line of communication for all pertinent information regarding the status of the Tarmac Delayed Flight(s).
6. Notify the SIA ARFF Station for stand-by assistance.
7. Notify all division heads or representatives involved for the implementation of the Tarmac Delay Plan (TDP), to include the Executive Director, Airport Manager and PIO and continue to update with available information in a timely manner.
8. Initiate and continue documentation of all pertinent information in chronological order.
9. Provide update on flight schedules.
10. Activate the Emergency Operations Center (EOC) at the ARFF Station (if/as needed).
11. Conduct all announcements utilizing the SIA Public Address System.
12. Close out Chronological Report and submit to Airport Manager and Executive Director.

B. Property Management Office (PMO):

1. Upon receipt of Notification for Tarmac Delay, the Enforcement and Lease Compliance Officer (ELCO) or designee will ensure that all necessary Food Court and public side vendors will be available for Food and Beverage (F&B) service.
2. Facilitate and coordinate for alternate source of providing F&B for the affected Air Carrier for the duration of the Tarmac Delay.
3. Coordinate or communicate with Operations Division for any other related Tarmac Delay Plan(s) to be executed.

C. Airport Police (AP) Division:

1. Upon Receipt of notification for Tarmac Delay, Airport Police will communicate directly with the Operations Division regarding gate assignment for returning aircraft.
2. Set-up partitions or portable dividers strategically and ensure that personnel is provided and in place prior to releasing passengers in the concourse area to avoid any co-mingling issues.
3. Isolate passengers in a holding area specifically for the tarmac delayed passengers should dis-embarkation be executed.

4. Provide access and movement routes for passengers to obtain F&B, utilize rest room facilities, escort to CBP or CNMI C&Q for processing (if/as needed).
5. Coordinate and communicate with the Operations Division for any other related responsibilities outlined in the Tarmac Delay Plan(s) to be executed.

D. Aircraft Rescue Fire Fighting (ARFF):

1. ARFF will provide immediate emergency medical attention along with the CNMI Fire Department for passenger care.
2. Coordinate and communicate with the operations division for any other related SIA responsibilities outlined in the Tarmac Delay Plan(s) to be executed.

E. Administration Division:

1. The Public Information Officer will accommodate and ensure all media inquiries through the approval of the Executive Director or his designee are addressed.
2. Provide personnel support for the EOC and for other areas.
3. Direct Emergency procurement authorized by the Executive Director or his designee.

F. Engineering Division:

1. Evaluate the nature of the Tarmac Delay and mitigate any problems that may have contributed to the Tarmac Delay within the responsibility of the SIA.
2. Provide a plan of action to mitigate or immediately resolve any discrepancy should it be the Authority's responsibility.
3. Coordinate or communicate with operations division for any other related SIA outlined responsibilities in the Tarmac Delay Plan(s) to be executed.
4. Provide personnel support for the EOC or for other critical areas.

G. Accounting Division:

1. Comptroller will provide financial support as needed by direction of the Executive Director.
2. Provide personnel support at the EOC or other critical areas

H. Properties & Facilities Division:

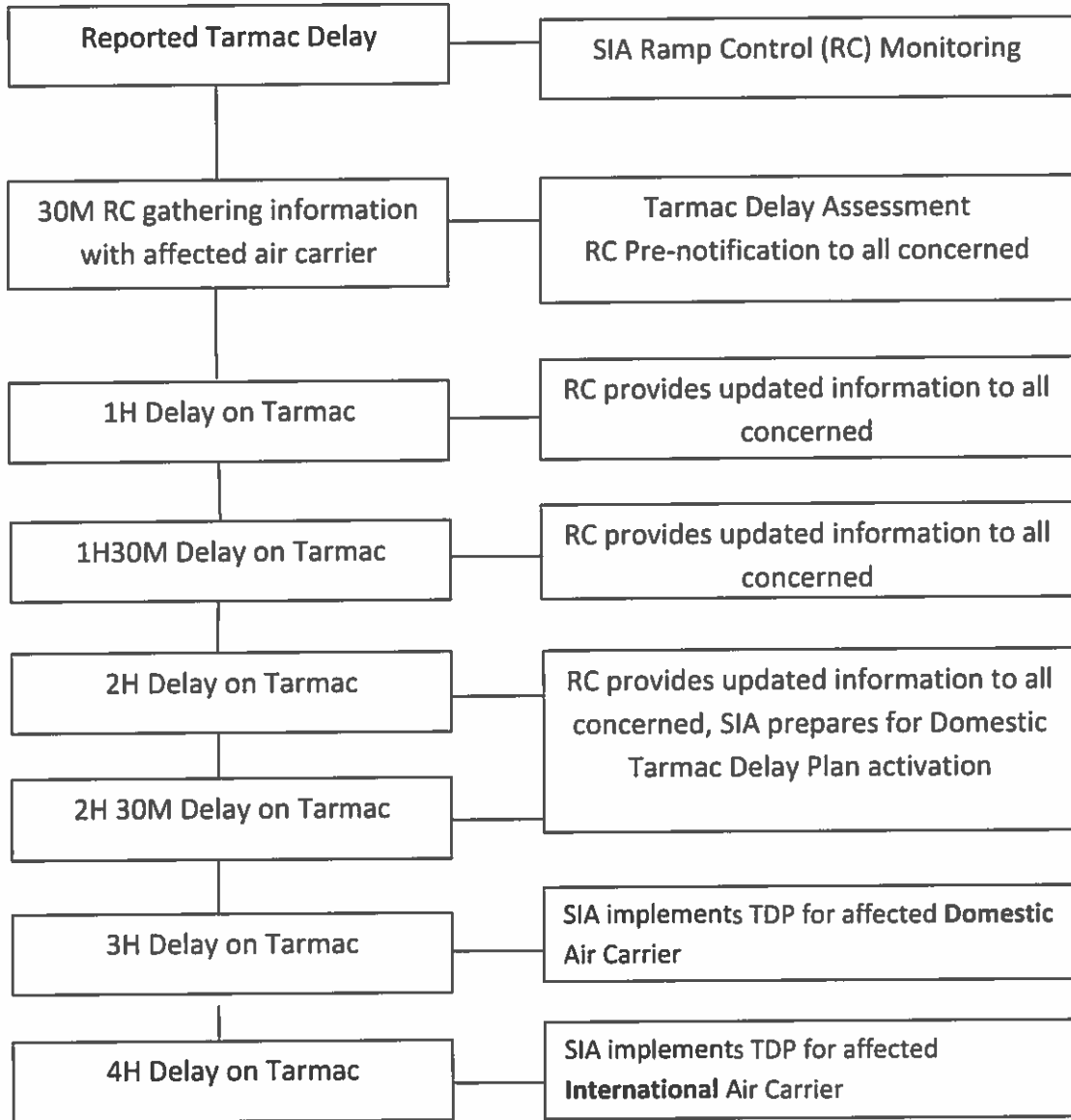
1. Evaluate with the Engineering Division, the nature of the Tarmac Delay and mitigate any problems that may have contributed to the Tarmac Delay within the responsibility of the Airport Authority.
2. Provide personnel support at EOC or other critical areas.
3. Coordinate or communicate with operations division for any other related SIA outlined responsibilities in the Tarmac Delay Plan(s) to be executed.

All Divisions involved with the Implementation of this Plan shall report all pertinent information to the operations division or directly to the EOC, should it be activated.

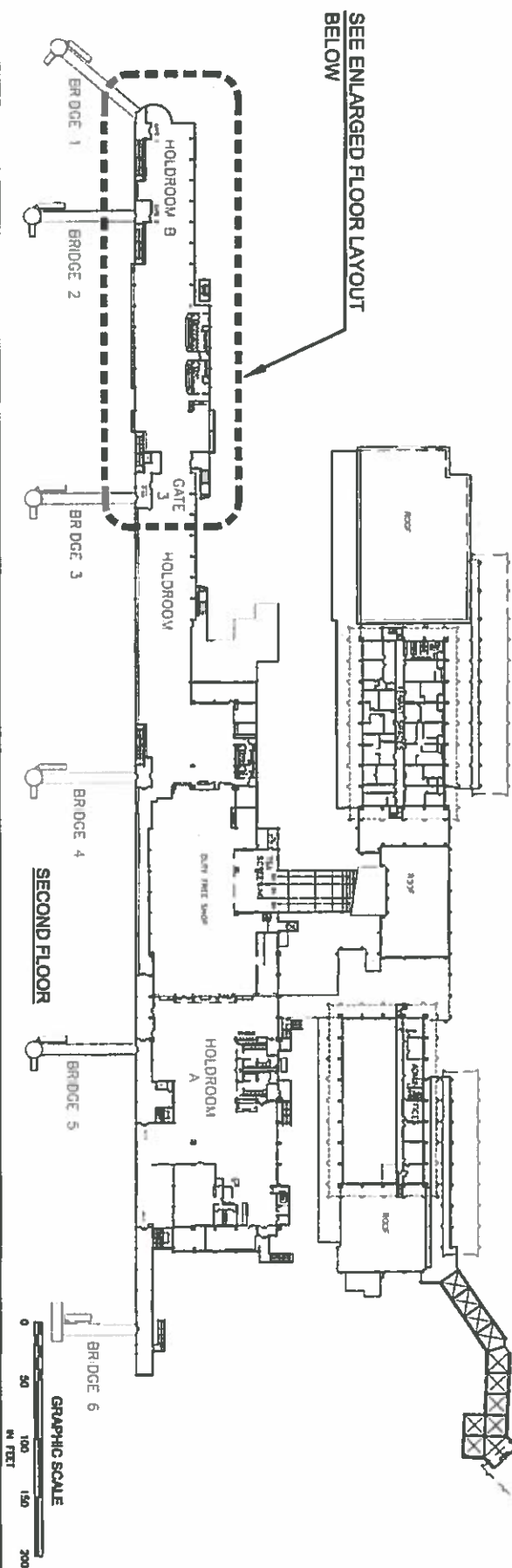
III.**Contact Numbers**

Name	Number	Fax Number	Remarks
SIA Ops AOA Office	670-237-6535	670-664-3502	24 Hour
SIA Airport Police	670-237-6529	670-234-5962	24 Hour
SIA (ARFF)	670-237-6551	670-664-3568	24 Hour
FAA Air Traffic Control Tower	670-288-5563	N/A	24 Hour
SIA Ops Supervisor	670-287-6535	N/A	24 Hour
Executive Director	670-237-6500	670-234-5962	24 Hour
Airport Manager	670-483-3542	670-234-5962	24 Hour
U.S. CBP	670-288-0025	670-288-0029	24 Hour
CNMI Customs	670-285-1610	670-664-1615	24 Hour
CNMI Quarantine	670-288-1045	670-288-1047	24 Hour
TSA	670-285-4055	670-322-6003	24 Hour

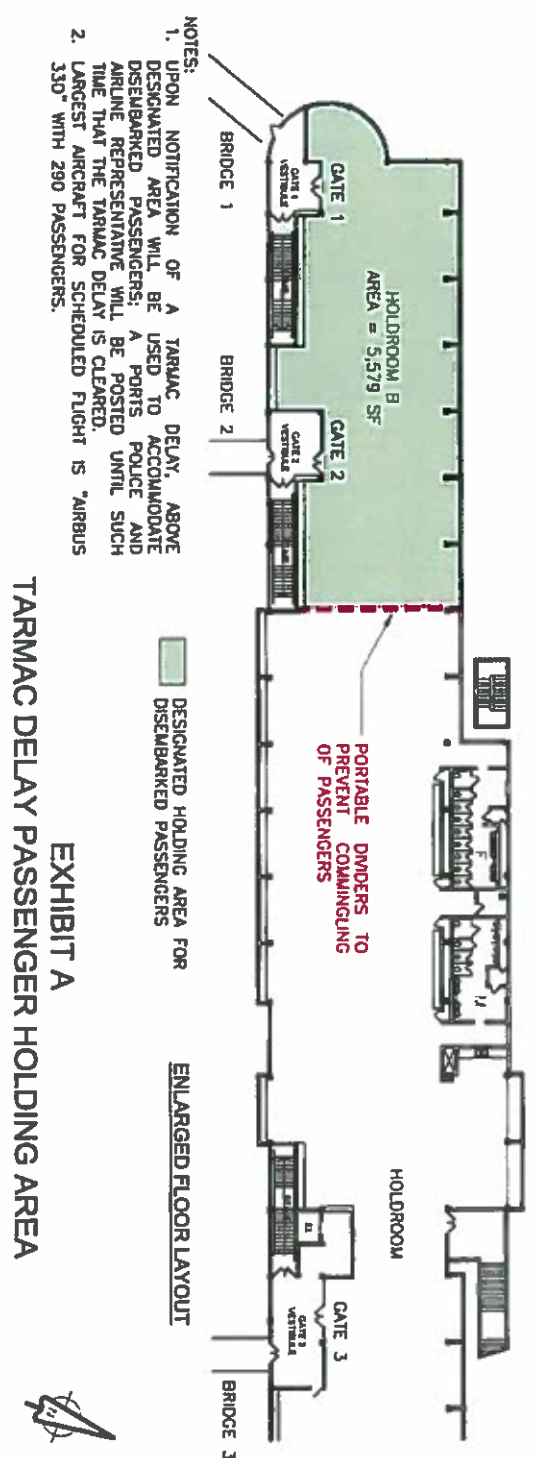
IV. Tarmac Delay Plan – Timeline Matrix



Note: The above matrix is contingent upon the airlines' decision to deplane its passengers. The role of SIA is to provide assistance and to accommodate the deplaned passengers in conjunction with other government agencies responsible with the processing of passengers such as CBP, C&Q, TSA, etc.



SEE ENLARGED FLOOR LAYOUT BELOW



- NOTES:
- UPON NOTIFICATION OF A TARMAC DELAY, ABOVE DESIGNATED AREA WILL BE USED TO ACCOMMODATE DISEMBARKED PASSENGERS; A PORTS POLICE AND AIRLINE REPRESENTATIVE WILL BE POSTED UNTIL SUCH TIME THAT THE TARMAC DELAY IS CLEARED.
 - LARGEST AIRCRAFT FOR SCHEDULED FLIGHT IS "AIRBUS 330" WITH 280 PASSENGERS.

EXHIBIT A
TARMAC DELAY PASSENGER HOLDING AREA

<p>FRANCISCO C. ADY SARAPAN INTERNATIONAL AIRPORT COMMONWEALTH OF THE NORTHERN MARSHAN ISLANDS</p>	
<p>STATE AIRPORT SECURITY ACT TARMAC DELAY PASSENGERS NORTHERN ISLANDS Terminal 1, Station 11 Honolulu, Hawaii 96813 Last Modified: 08/08/2008</p>	
<p>EXHIBIT A</p>	