

ALPENA COUNTY REGIONAL AIRPORT

TARMAC DELAY CONTINGENCY PLAN

Alpena County Regional Airport (APN) has prepared this Emergency Contingency Plan pursuant to §42301 of the FAA Modernization and Reform Act of 2012. Question regarding this plan can be directed to Billi McRoberts at billimcroberts@alpenacounty.org. Alpena County Regional Airport is filing this plan with the Department of Transportation because (1) it is a commercial airport with scheduled passenger service using an aircraft with a design capacity of 30 or more seats and (2) 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, Alpena County Regional 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).

Alpena County Regional 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 989-354-2907 or 989-255-8715 after hours for prior coordination of diverted flights, except in the case of a declared in-flight emergency.

Specific facility constraints include the following:

- Lack of international passenger processing facilities
- Limited hours of operation

Airport Information:

Name of Airport: Alpena County Regional Airport

Name and title of person preparing the plan: Billi McRoberts, Airport Manager

Preparer contact number: 989-354-2907

Preparer contact email: billimcroberts@alpenacounty.org

Date of submission of Plan: 30 July 2012

Airport Category: Non Hub

Contact Information

In the event of a diversion or other irregular operations event, aircraft operators should contact the Airport Manager at 989-354-2907 Ex 221 during regular hours of operation or 989-255-8715 after hours or billimcroberts@alpenacounty.org for assistance.

Plan to Provide for the deplanement of Passengers Following Excessive Tarmac Delays

Ground handling services at APN are provided by Regional Elite Airline Services. Regional Elite and APN have limited equipment and personnel needed to safely deplane passengers from air carrier aircraft. We will utilize the equipment to deplane passengers as soon as practicable after receiving requests from such airlines at the contact number listed above. We will also provide contact information for Delta Airlines and others who may have the necessary equipment and personnel to safely deplane passengers to airlines as soon as practicable after receiving requests from such airlines experiencing excessive tarmac delays at the contact number listed above.

Plan to Provide for the sharing of Facilities and Make Gates Available in an Emergency.

KAPN has one gate, which is controlled by the airport.

We will direct our common use air carrier users to make gate and other facilities available to an air carrier seeking to deplane at a gate to the maximum extent practicable.

APN is unable to accommodate some aircraft at our main gates due to the size limitations of our gate equipment. In the event we are unable to accommodate an aircraft at the main boarding gate, we will assign a parking location on the airport or coordinate with the Air National Guard base, located on the airport, to assist in a parking location. After deplaning, passengers will use a ground boarding procedure to access the terminal building. We will assist with the deplaning of passengers to the maximum extent practicable.

Plan to Provide a Sterile Area for Passengers Who Have Not Cleared United States Customs and Border Protection.

APN does not have international passenger processing facilities. In the event deplaning passengers from an international flight into a sterile area becomes necessary, we will coordinate with local Customs and Boarder Protection (CBP), local law enforcement officials and TSA employees as outlined in CBP's contingency plan. See Appendix 4: KAPN Alpena County Regional Contingency Plan.

Public Access to the Emergency Contingency Plan

APN will provide public access to its emergency contingency plan through one or more of the following means:

- Posting in a conspicuous location on the airport website (www.alpenairport.com)
- Copies available, upon request from the Airport Manager's office.

Important Phone Numbers

Airport Manager: 989-354-2907 Ex 221

After Hours: 989-255-8715

Custom and Border Protection: 989-734-3160 Head Quarters: 1-800-973-2867

Transportation Security Administration: 989-340-0039

Regional Elite Airline Services: 989-358-9179

Appendix 1: KAPN – Alpena County Regional Airport Contingency Plan (Alpena, MI)

1. **CBP Procedure for Processing Diverted Flights:** (This would only be in the most exigent of circumstances for KPAN, as there is NO FIS)