

Francisco C. Ada/Saipan International Airport (GSN)

TARMAC DELAY CONTINGENCY PLAN

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 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.

**Francisco C. Ada/Saipan International Airport
TARMAC DELAY CONTINGENCY PLAN
REVISION / AMENDMENT LOG**

Revision No.	Revision Date	Page (s)	R E M A R K S

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 disembarkation 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 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 disembarkation be executed.
4. Provide access and movement routes for passengers to obtain F&B, utilize rest room facilities, provide guidance 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. ARFF will provide a Fire Truck on stand-by in the event that “Hot Fueling” (fueling while engines are operating) is required.
3. 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 Staff Attorney and/or 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 as 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 for the EOC or for other critical areas

H. Properties & Facilities Division:

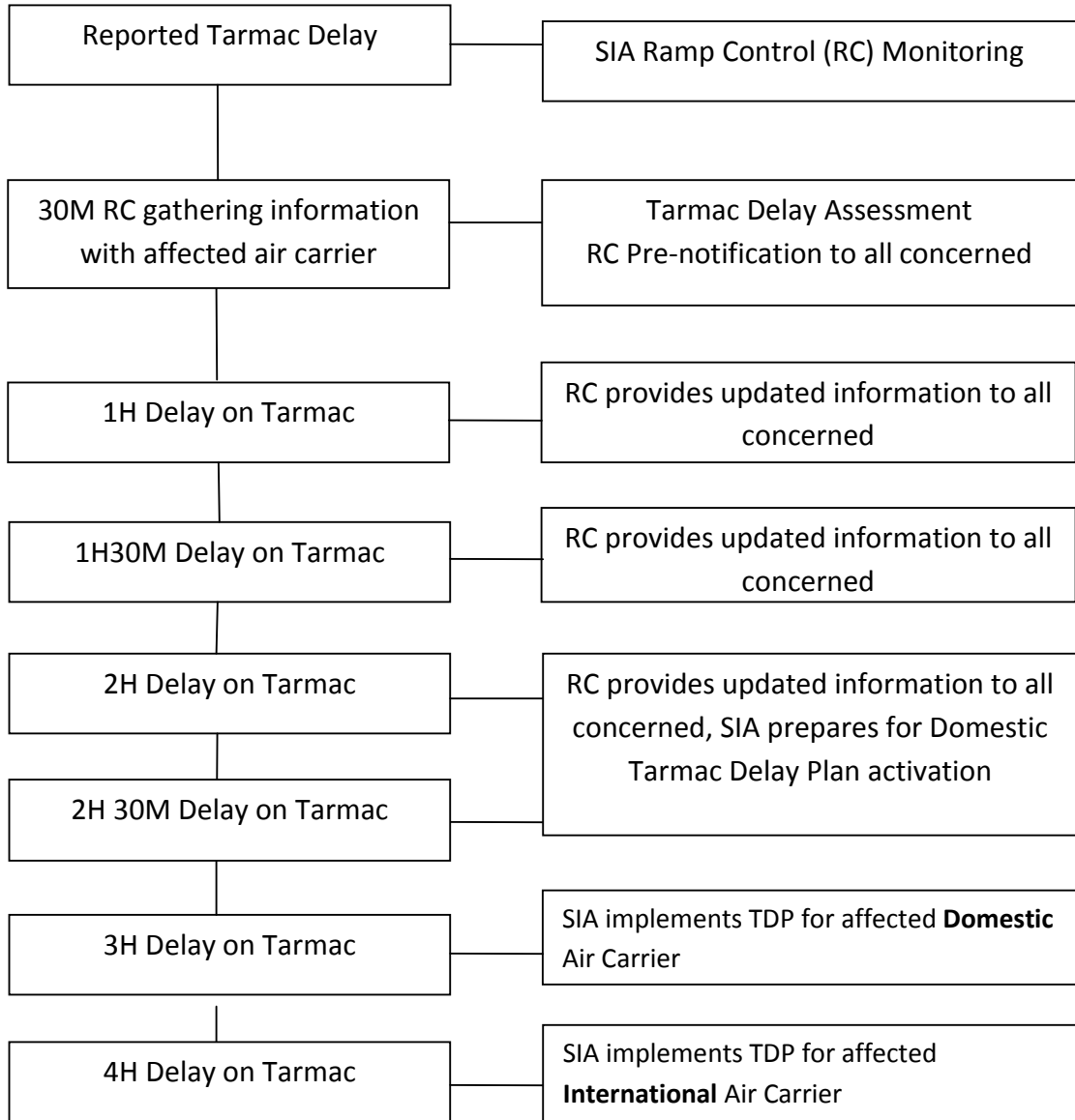
1. Evaluate with the Engineering Division, the nature of the Tarmac Delay and mitigate any problems that may have contributed to the Tarmac Delay within the responsibility of the Airport Authority.
2. Provide personnel support for the EOC or for other critical areas
3. Coordinate or communicate with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

All Divisions involved with the SIA's 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
Executive Director	670-237-6500	670-234-5962	24 Hour
SIA Airport Manager	670-285-1512	670-234-5962	24 Hour
Comptroller	670-483-8818	670-234-5962	24 Hour
ARFF Chief	670-483-4504	670-664-3568	24 Hour
SIA Operations AOA Office	670-237-6535	670-664-3502	24 Hour
SIA Airport Police Dispatch	670-237-6529	670-234-5962	24 Hour
SIA Aircraft Rescue Fire Fighting (ARFF)	670-237-6551	670-664-3568	24 Hour
FAA Air Traffic Control Tower	670-288-5563	N/A	24 Hour
SIA Operations Supervisor	670-285-4900	N/A	24 Hour
Airport Police Chief	670-483-4535	670-234-5962	24 Hour
LSG Sky Chefs	670-234-8258	670-234-8202	24 Hour

IV. TDP – 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 the facility to accommodate the deplaned passengers in conjunction with other government agencies responsible with the processing the passengers, such as CBP, Quarantine, etc.