



Cold Lake Regional Aerodrome Users Policy

POLICY NUMBER: 144-OP-12

Approval Date: November 13, 2012

Revise Date:

Motion Number: CM20121113.1006

Repeal Date:

Supersedes:

Review Date:

1.0 Policy Intent

The role of the Cold Lake Regional Aerodrome is to provide a safe and efficient operation of a public aerodrome, for general aviation purposes, which supports the recreational and commercial aviation to the communities in the region.

2.0 Purpose

The purpose of the Cold Lake Regional Aerodrome Users Policy is to:

- 2.1 Establish equitable, not unreasonable discriminatory guidelines for using the aerodrome land and facilities.
- 2.2 Ensure the use of the aerodrome is managed in a consistent, orderly and efficient manner.
- 2.3 Ensure the interests of the user(s) and the owner (City) are protected.
- 2.4 Ensure all users are treated equally and subject to the same terms and conditions.
- 2.5 For all purposes of administering or enforcing the provisions of authority of this Policy, the Council delegates their authority to the Chief Administrative Officer who may delegate to one or more employees of the City of Cold Lake.

3.0 Policy Statement

- 3.1 This policy shall govern all users, customers and visitors of the Cold Lake Regional Aerodrome. This policy shall in no way supersede or abrogate regulations in the Aeronautics Act or the Canadian Aviation Regulations. If any provisions of this policy are held invalid, the remainder of this document shall be valid.

4.0 Managerial Guidelines

4.1 Definitions:

- 4.1.1 **“Aircraft”** a machine or device such as an airplane, helicopter, or glider that is capable of atmospheric flight.
- 4.1.2 **“Airport Authority/ Manager”** means an entity designated by the Chief Administrative Officer as delegated by the City who is charged with the operation and oversight of the Cold Lake Regional Aerodrome
- 4.1.3 **“Airside”** means those portions of the Cold Lake Regional Aerodrome intended for activities related to aircraft operations and to which public and vehicle access is restricted.
- 4.1.4 **“City”** means the City of Cold Lake, and the City shall be represented by the Chief Administrative Officer or as otherwise designated by the Chief Administrative Officer.
- 4.1.5 **“General Aviation Apron”** means the public apron located to the north of the terminal building
- 4.1.6 **“Groundside”** means the area of the Cold Lake Aerodrome that the public has unrestricted access.
- 4.1.7 **“User”** means any person, firm, general or limited partnership, corporation, company, organization, trust or association leasing or using any land or facility at the aerodrome either temporarily or permanently.
- 4.1.8 **“Maneuvering Area”** means any part of the Cold Lake Aerodrome intended to be used for the taking off and landing of aircraft and the movement of aircraft associated with taking off and landing, excluding the apron.
- 4.1.9 **“Restricted Area”** means those areas the public is normally not allowed to enter unless permission has been obtained from the Airport Manager. “Restricted Area” Map, Schedule “A”, attached for reference.
- 4.1.10 **“Operator”** means a person responsible for the operation and safety of vehicles, aircraft or equipment.
- 4.1.11 **“Park”** means the standing of any vehicle or aircraft whether occupied or unoccupied.
- 4.1.12 **“Passengers”** mean all persons aboard an aircraft with the exception of the aircraft crew who are on duty and necessary to facilitate and conduct that flight.

- 4.1.13 **“Public Area”** means those areas the public is normally allowed to enter without the permission obtained from the Airport Manager. Reference the attached “Restricted Area” Map for clarity.
- 4.1.14 **“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.

4.2 **Aerodrome Users Use of Cold Lake Aerodrome Premises:**

4.2.1 Liability

Cold Lake Regional Aerodrome 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 of the Cold Lake Regional Aerodrome, unless such loss, damage or injury is due to the negligence of the City or its employees while acting within the scope of their employment

4.2.2 Advertising

No person shall, without written permission from the Airport Manager, or by contract with the City, do or cause any advertising or soliciting upon or in the Cold Lake Regional Aerodrome controlled land or buildings.

4.2.3 User Obligations and Understandings to Use the Cold Lake Regional Aerodrome

4.2.3.1 Any Aircraft Owner and/or Operator arriving or taking off in an Aircraft from the Cold Lake Regional Aerodrome must use the NOTAM system. (Reference to CARS 602.71)

4.2.3.2 Any Aircraft Owner and/ or operator immediately upon commencing use of the Cold Lake Regional Aerodrome, including landing and take-off, or any use of the Cold Lake Regional Aerodrome land or facilities shall be responsible for payment of all accounts for the use and services provided.

4.2.3.3 Any Aircraft Owner and/ or Operator arriving at the Cold Lake Regional Aerodrome and wishing to base their aircraft and/ or to operate from the Cold Lake Regional Aerodrome shall report to the Airport Manager to arrange for any services they may require.

- 4.2.3.4 The User shall be liable for any damage, which is caused to the Cold Lake Regional Aerodrome facilities by the User, its employees, agents, invitees, or any person or entity the User is responsible for by law, ordinary wear and tear is accepted. No User shall cause or suffer any waste or damage to the Cold Lake Regional Aerodrome premises or fixtures or equipment thereon, or permit to be used any part of the premises for any dangerous, noxious or offensive trade business; nor cause or maintain any nuisance or anything which shall be a disturbance to other Users.
- 4.2.3.5 The User shall at all reasonable times, permit entry by the City to any Cold Lake Regional Aerodrome space for the purpose of inspection, servicing, repair, maintenance and construction.
- 4.2.3.6 The Users 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 City may from time to time, reasonably require the Users to obtain and keep in full force and effect, specific insurance coverage in the form, and amounts, and against such risks associate with all the Users operations including but not limited to: liability insurance for vehicles and temporary services or operations. A certificate of Liability Insurance shall be submitted annually to the Airport Manager. The User shall obtain any required insurance coverage if so directed by the Airport Manager, acting reasonably.
- 4.2.3.7 The City reserves the right to terminate any Users use of the Cold Lake Regional Aerodrome facilities for any of the following reasons:
- 4.2.3.7.1 non- payment of any rate, rent or charge when due;
 - 4.2.3.7.2 insolvency;
 - 4.2.3.7.3 breach of any lease or other agreement and
 - 4.2.3.7.4 use of the Cold Lake Regional Aerodrome facilities contrary to this Cold Lake Regional Aerodrome Users Policy, agreement, lease or use contrary to Federal Aerodrome Requirements.
- 4.2.3.8 The User shall not permit the lands or premises to become untidy, unsightly or hazardous or permit rubbish to accumulate herein. Should such conditions occur and the User fails to respond to instruction to remove, clean up or restore the lands or the premises, the Airport Manager may undertake the clean-up or removal and assess all costs thereby incurred to the User.

4.2.3.9 The User shall be responsible for snow removal and grass mowing on the leased property.

4.2.4 Access to Restricted Areas

4.2.4.1 Every person who has access to a restricted area shall close and lock the door, gate or other device immediately after it has been used unless it is under the surveillance of a person who is responsible for controlling entry at that access point.

4.2.4.2 The Airport Manager is authorized to close and lock any door gate or other device permitting access to a restricted area that is found to be open, unlocked or unattended

4.2.4.3 Every User whose premises have total or limited access to a restricted area shall prevent access to the restricted area by persons not authorized such access.

4.2.4.4 Every person to whom a key, code or access device has been issued by the Airport Manager shall use the 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.

4.2.4.5 Except where authorized by the Airport Manager and subject to any conditions of issuance, no person shall:

4.2.4.5.1 loan or give to another person a key, code or access device issued to him; or

4.2.4.5.2 have possession of, or use for any purpose, a key, code or access device that was issued to him by a person not having authority to do so.

4.2.4.6 Every person to whom a key, code or access device has been issued shall immediately surrender the same to the Airport Manager upon termination of employment or breach of any condition of issuance or upon demand by the issuing authority.

4.2.5 Restricted Access Pass to Airside

4.2.5.1 No person shall enter upon or remain Airside, except:

4.2.5.1.1 persons in possession of a valid pilot, navigator, flight engineer or aircraft maintenance engineer license

4.2.5.1.2 person in possession of a Restricted Access Pass to Airside which is to be worn on outer clothing to ensure visibility

- 4.2.5.1.3 persons under the escort of a person wearing a Restricted Access Pass to Airside
- 4.2.5.1.4 Except where authorized by the Airport Manager and subject to any conditions of that authorization, no person shall:
 - 4.2.5.1.4.1 loan or give to another person a restricted access Pass to Airside issued to him; or
 - 4.2.5.1.4.2 have possession of, or use for any purpose, a Restricted Access Pass to Airside that was issued to him by a person not having authority to do so.
- 4.2.5.2 Any person found on Airside without a Restricted Access Pass to Airside may be removed by the Airport Manager.
- 4.2.5.3 Any person in possession of a Restricted Access Pass to Airside shall immediately surrender to the Airport Manager upon the pass holder's termination of employment or upon demand by the issuing authority.
- 4.2.6 Storage, Debris and Waste
 - 4.2.6.1 No person, vehicle or aircraft shall knowingly leave deposits or 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.
 - 4.2.6.2 No person shall leave any offensive matter, trash or waste materials in or upon any Cold Lake Regional Aerodrome property except in the refuse containers that may be provided for that purpose.
 - 4.2.6.3 No aviation fuel shall be stored on Cold Lake Regional Aerodrome property without the approval of the Airport Manager.
 - 4.2.6.4 The leased property shall be used solely for the storage of the aircraft and those aviation and maintenance items incidental to the operations of aircraft unless written permission has been received from the City.
 - 4.2.6.5 No oil, waste oil or other hazardous materials shall be stored outdoors on a building site except as approved by the Airport Manager.

4.2.6.6 Snow which has been cleared from the leased property shall be stored on the leased property or in an area designated by the Airport Manager.

4.2.7 Fees

All persons using Cold Lake Aerodrome equipment, premises or facilities shall pay the rates set out in the Cold Lake Regional Aerodrome Fees and Charges Schedule found on the Aerodrome Lease Policy.

4.3 **Aeronautical Use of the Cold Lake Regional Aerodrome**

4.3.1 Aviation Uses Requiring Airport Manager Authorization

Unless specifically coordinated with and authorized by the Airport Manager, the following operations are not permitted to ensure the safety of the aerodrome users:

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

4.3.2 Aerial Spraying Operations

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

4.3.3 Parking and Storage

4.3.3.1 All local aircraft shall park in the tie down areas, on leased property or in areas designated by the Airport Manager.

4.3.3.2 Itinerant aircraft, aircraft refueling, aircraft unloading passengers or aircraft which have received prior approval of the Airport Manager may park on the General Aviation Apron

4.3.3.3 No person shall Park any aircraft or parts thereof in such a position that they obstruct any maneuvering area or apron of the Cold Lake Regional Aerodrome.

4.3.3.4 No person shall leave any aircraft or parts thereof Parked or stored at the Cold Lake Regional Aerodrome 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 Cold Lake Regional Aerodrome will assume no liability for the parking or securing of aircraft on aerodrome property.

4.3.3.5 No disabled aircraft may be parked on the Cold Lake Regional Aerodrome without permission of the Airport Manager.

4.3.4 Obstructions to Air Commerce

4.3.4.1 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 Cold Lake Regional Aerodrome or interfering in any manner to the use or operation of the Cold Lake Regional Aerodrome and the City shall not be liable for any damage thereby caused to such object, vehicle, trailer or aircraft or parts thereof.

4.3.4.2 In the event any object, vehicle, trailer, or aircraft or parts thereof are removed under section 4.3.4.1 hereof, the owner or operator of such object, vehicle, trailer, or aircraft or parts shall be liable for the costs incidental to and consequent upon such movement. Incurred charges shall be paid to the Airport Manager prior to the release of the object, vehicle, trailer, aircraft or parts, thereof.

4.3.5 Aircraft Parking Fees

All parking fees shall be paid in accordance with the Cold Lake Regional Aerodrome Fees and Charges Schedule.

4.3.6 Disabled Aircraft

4.3.6.1 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 appointed representative of the Transportation Safety Board, except if it is necessary to extricate any person, prevent destruction by fire or other cause or to avoid danger to any person or property.

4.3.6.2 No person unless duly authorized by a representative of the Transportation Safety Board shall disturb an aircraft accident site.

4.3.6.3 Where an aircraft is to be displaced or moved pursuant to Section 4.3.6.1, 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.

4.3.6.4 After the accident investigation, the aircraft shall be removed by the Owner/Operator without delay from the Cold Lake Regional Aerodrome. 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 City assumes no liability or financial responsibility for removal of the aircraft or any damage or loss caused by the removal.

4.4 Motor Vehicle Use on Cold Lake Regional Aerodrome

4.4.1 General

No person shall operate a Vehicle on the Maneuvering Areas or the General Aviation Apron unless:

- 4.4.1.1 The person holds a valid Operator's license, has a Restricted Access Pass to Airside or is escorted by a person who holds a Restricted Access Pass to Airside.
- 4.4.1.2 The Vehicle is registered, equipped and operated pursuant to the laws of the Province of Alberta, Bylaws of the MD of Bonnyville and City of Cold Lake and the Cold Lake Regional Aerodrome Users Policy.
- 4.4.1.3 The vehicle is equipped with an operating flashing amber beacon, when on the Maneuvering Areas.
- 4.4.1.4 The vehicle is equipped with a two way radio with the local air traffic frequency (122.8) or is escorted by a vehicle with a radio while operating on the Maneuvering Areas.
- 4.4.1.5 The vehicle has sufficient liability insurance.

The Airport Manager may allow access to the General Aviation Apron by persons without a Restricted Access Pass to Airside if the access is only required on an occasional basis and approval is obtained prior to each required access.

4.4.2 Vehicle Access to Tie Down Area

Vehicle access to aircraft parked in the established tie down areas or hangar area is permitted provided that the vehicle is operated in a manner that does not interfere with aircraft operations or access to other hangars or parked aircraft and the general requirements of section 4.4.1 have been met.

4.4.3 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 Cold Lake Regional Aerodrome shall report the accident forthwith to the Airport Manager.

4.4.4 Insurance Requirements

Users of the Cold Lake Regional Aerodrome shall formally advise its Insurers that the vehicle is intended to be operated on that portion of the Cold Lake Regional Aerodrome premises known as Airside, and should those Insurers exclude, limit or otherwise restrict coverage while the Vehicle is on the Airside, the User shall obtain and keep in full force and effect at all times, a policy of Aviation Liability Insurance covering both the license- plated and unlicensed plated Vehicles on Airside. Nothing contained herein or in any other documents, licenses, or agreements shall be construed so as to prevent the user, at its sole cost and expense, from taking out insurance for greater amounts or against additional perils than may be described in this Cold Lake Regional Aerodrome Users Policy, Cold Lake Regional Aerodrome Lease Policy, agreements, leases or licenses.

4.4.5 Right of Access

4.4.5.1 The Airport Manager has the right at any time to close, relocate or modify any means or location of access provided for Cold Lake Regional Aerodrome Users, either temporarily or permanently. Reasonable and adequate means of ingress and egress shall, if not already in existence, be provided in lieu thereof.

4.4.5.2 The right and privilege of ingress and egress is allowed only in accordance with this Cold Lake Aerodrome Users Policy.

4.4.6 Airside Parking of Vehicles

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

4.4.7 Signs

The City may mark, erect, remove or change traffic signs or devices on the Cold Lake Regional Aerodrome for directing and controlling traffic in any manner.

4.4.8 Speed Limits

4.4.8.1 Unless otherwise authorized by the Airport Manager, the speed limit shall be forty (40) km per hour for perimeter roads, twenty-five (25) km per hour for apron areas, and twenty (20) km per hour on the terminal building and hangar access roads.

4.4.8.2 No person shall drive a vehicle on an apron or maneuvering area at a speed or in a manner that is dangerous to person, aircraft, vehicles, or equipment, having regard to all the circumstances, including the amount of traffic thereon or reasonable expected to be thereon.

4.5 Safety

4.5.1 Smoking

4.5.1.1 No person shall smoke or operate a spark of flame producing device or appliance:

- 4.5.1.1.1 on any Maneuvering Area of Cold Lake Regional Aerodrome;
- 4.5.1.1.2 on any apron or ramp area ordinarily used for the fuelling of aircraft;
- 4.5.1.1.3 in any area or building posted with “ No Smoking” signs by the Airport Manager, the building owner or Occupant.
- 4.5.1.1.4 In any area within building or within fifteen (15) meters from the building used for the storage or handling or use of flammable materials.

4.5.1.2 In areas of the Cold Lake Regional Aerodrome where smoking is permitted will comply with provincial regulations and ashtrays or other suitable receptacles shall be provided.

4.5.2 Fire Regulations

All users of the Cold Lake Regional Aerodrome 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

4.5.3 Aircraft Fuel Handling, Dispensing and Spillage

4.5.3.1 Fuelling will be conducted in a safe manner to minimize loss to facilities and environment. Safe fueling practices can be found on the receipt from the fueling card lock.

- 4.5.3.2 Fuel is available 24 hours a day and can be paid at the pump.
- 4.5.3.3 Parking at or near the fuel tanks other than for fuelling is prohibited
- 4.5.3.4 Aircraft fuel storage, handling and dispensing on the Cold Lake Regional Aerodrome shall be in accordance with the Alberta Fire Code, and all other applicable Federal, Provincial and Municipal Regulations.
- 4.5.3.5 Fuel shall only be dispensed on asphalt or concrete surfaces to facilitate spill clean-up, or when filling portable containers, in a device designed to recover accidental spills.
- 4.5.3.6 Materials to control and clean up minor spills must be kept on site
- 4.5.3.7 Any airside fuel spillage shall be immediately reported to the Airport manager and the Fire Department. Fuel spills shall be cleaned up and properly disposed of by the User responsible for the spill. A written report verifying clean up and disposal shall be provided to the Airport Manager. If the User responsible fails to complete the cleanup in a reasonable time, the City may have the spill cleaned up. The User responsible shall be liable for all costs incidental to and consequent upon the cleanup.
- 4.5.3.8 Written permission from the City is required before any fuel is stored, handled or dispensed at the Cold Lake Regional Aerodrome in a location other than the fuelling tanks provided by the City of Cold Lake.

4.5.4 Apron Safety

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

4.6 General

4.6.1 Results of Contravention

If the User contravenes the provisions of this Cold Lake Regional Users Policy, in addition to any other available remedy, the City may restrict or terminate:

4.6.1.1 the User's access to or use of the Cold Lake Regional Aerodrome facilities and

4.6.1.2 any lease, license or agreement with the User.

4.6.2 Revisions

The City reserves the right to at any time with reasonable notice revise, modify, change or waive any or all foregoing Cold Lake Regional Aerodrome Users Policy.

4.6.3 Request for Revisions

Any person may request a revision to this Cold Lake Regional Aerodrome User Policy. The following procedures shall be followed:

4.6.3.1 the request shall be presented in writing to the Airport Manager;

4.6.3.2 the request shall include the reason for the change and how the change would improve the Cold Lake Regional Aerodrome;

4.6.3.3 the Airport Manager will present the requested change to the City;

4.6.3.4 the person requesting the change will receive notice of the City; decision in writing within fifteen (15) business days after the City meeting date and

4.6.3.5 all effective Cold Lake Regional Aerodrome Users shall be notified of any changes.

5.0 References

- Cold Lake Regional Aerodrome Lot Plan
- Cold Lake Regional Airport Business Plan
- Cold Lake Regional Aerodrome Lease Policy
- Cold Lake Regional Aerodrome Operations Manual

6.0 Persons Affected

- Infrastructure Services Department
- Current Cold Lake Regional Aerodrome Users
- Future Cold Lake Regional Aerodrome Users

7.0 Revision/Review History

November 20, 2012
Date

November 20, 2012
Date

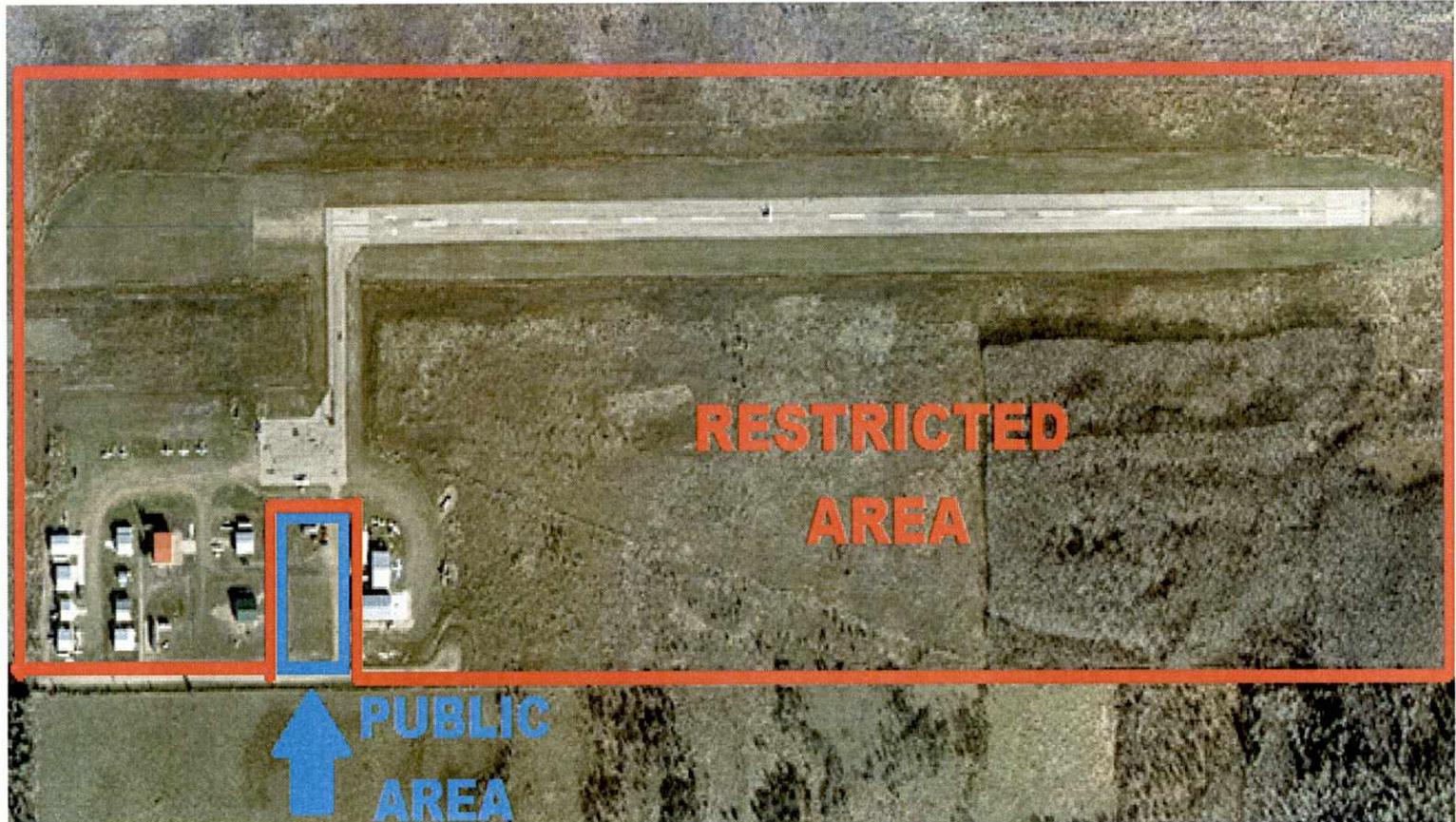


Chief Administrative Officer



Mayor

144-OP-12 Cold Lake Regional Aerodrome Users Policy
“Restricted Area” Map Schedule “A”



The only “Public Area” at the Cold Lake Regional Aerodrome and is outlined in Blue ■

The remaining areas at the Cold Lake Regional Aerodrome are “Restricted Areas” and are outlined in Red ■ and classified as the “Airside”.