

# Alexandria International Airport Emergency Contingency Plan for Excessive Tarmac Delays

## Introduction

Alexandria International Airport (AEX) has prepared this Emergency Contingency Plan pursuant to §42301 of the FAA Modernization and Reform Act of 2012. Questions regarding this plan can be directed to Scott Gammel, Airport Manager, at [sgammel@englandairpark.org](mailto:sgammel@englandairpark.org). Alexandria 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, Alexandria 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).

Alexandria International Airport has some facility constraints that limit our ability to accommodate large numbers of diverted flights and strongly encourage aircraft operators to contact the airport for prior coordination of diverted flights.

## Part I: Airport Information

Name of Airport: **Alexandria International Airport**  
Name and title of person preparing the plan: **Scott Gammel, Airport Manager**  
Preparer contact number: **318-427-6419**  
Preparer contact e-mail: **sgammel@englandairpark.org**  
Date of submission of plan: **May 10, 2012**  
Airport Category: Large Hub  Medium Hub  Small Hub  Non Hub

## Part II: Contact Information

In the event of diversion or other irregular operations events, aircraft operators should contact the Airport Manager at 318-427-6419 for assistance.

After hours please call 318-767-1473 (24-hour Emergency Contact Phone Number)

### **Part III: Plan to Provide for the Deplanement of Passengers Following Excessive Tarmac Delays - Ground Support Equipment (GSE)**

Alexandria International Airport does not own or operate any of the equipment needed to safely deplane passengers from air carrier aircraft 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. We will provide a list of airlines, ground handlers, fixed base operators 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.

### **Part IV: Plan to Provide for the Sharing of Facilities and Make Gates Available in an Emergency**

The gates at Alexandria International Airport are under common use per airport agreement to air carriers and are controlled by the airport. We will direct our common use tenant air carriers to make gates and other facilities available to an air carrier seeking to deplane at a gate to the extent practicable.

### **Part V: Plan to Provide a Sterile Area for Passengers Who Have Not Cleared United States Customs and Border Protection**

Alexandria International Airport has defined sterile area 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 United States Customs and Border Protection to be deplaned into these sterile areas to the extent practicable.

### **Part VI: Public Access to the Emergency Contingency Plan**

Alexandria International Airport 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.aexairport.com](http://www.aexairport.com)
- Providing notice of the availability of the plan on the airport's social media accounts.

## Part VII: Contact Numbers of all Responsible Parties

### Airport Operator

Name/Title	Office	24 Hour Emergency
Scott Gammel Airport Manager	318-427-6419	318-792-4620
Jon Grafton Executive Director	318-427-6400	318-792-6063
Ronnie Hair Director of Operations	318-427-6415	318-419-5040
David White Terminal Superintendent	318-427-6442	318-715-6768
Kurt Ryder Airfield Maintenance Supervisor	318-427-6434	318-419-5041
Bob Helton Airport Security	318-427-6424	318-452-0289
Airport Fire Department	318-448-5321	(24 hour)

### Air Carriers

American Eagle	318-448-8124
Delta	318-445-0018
United	318-448-8124

### Other Agencies

Million Air (FBO)	318-443-5566
Airport Security (24 hours)	318-427-6424
	318-445-5360
TSA 24 Hour Coordination Center Hotline	225-355-3460
CBP	985-632-8182
M-F    0800 – 2200 hrs	
S-S    0800 – 1600 hrs	
Afterhours	800-973-2867

## Appendix A

### AEX Supplemental Information

#### Airport Operator Support

In support of Alexandria International Airport Aircraft Operators, and their mandatory compliance with US DOTD Three-Hour Tarmac Delay Rule legislation, the following information is provided:

1. **Deplaning of Passengers into Terminal:**
  - a. Deplaning of passengers into the sterile area will be coordinated by the respective airlines. Entry into the sterile area from the tarmac is available through:
    - 1) Jet bridge(s)
    - 2) Airside doors into sterile area.
  
2. **Terminal Building Sterile Area:**
  - a. Occupant Load Capacity is: **480 individuals**
  - b. During hours when the TSA screening checkpoint is not operating, deplaned passenger movement will be limited to the Sterile Area.
    - 1) Upon notification of possible multiple diversions, with the possibility of reaching the 3-hour tarmac delay rule, aircraft operator should coordinate with TSA to support re-opening the screening checkpoint. This will provide an expanded area for passengers to maneuver, in the event the 480 sterile area occupant capacities are exceeded.
  - c. Restroom facilities are available
  - d. Snack and beverage options available
  - e. Water fountain
  - f. Comfortable Seating
  - g. Computer charging station
  - h. Public pay-phones
  - i. Wireless Internet
  - j. 24 hour televised news broadcast
  
3. **Terminal Building Common Area**
  - a. Occupant Load Capacity for 1<sup>st</sup> and 2<sup>nd</sup> floor common area:
    - 1) Ground Floor: 600
    - 2) 2<sup>nd</sup> Floor: 500 (does not include sterile area seating)