



## **PORTLAND INTERNATIONAL JETPORT IRREGULAR OPERATIONS CONTINGENCY PLAN**

The Portland International Jetport 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 [zrs@portlandmaine.gov](mailto:zrs@portlandmaine.gov). The Portland International Jetport is filing this plan with the Department of Transportation because it is a commercial airport and 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, the Portland International Jetport will:

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

The Portland International Jetport has facility constraints that limit its ability to accommodate diverted flights while maintaining the airport's safe operation. For this reason, the Jetport strongly encourages aircraft operators to contact the airport at (207)-756-8310 for prior coordination of diverted flights, except in the case of a declared in-flight emergency. Specific facility constraints include the following:

- The inability to accommodate, park, or service certain types of aircraft over a specific weight or size;
- A lack of international passenger processing facilities;
- Limited space available for use as a sterile area for passengers who have not yet cleared United States Customs & Border Protection (CBP);
- A limited number of aircraft gates (14 total) and/or parking positions (3 RON); and
- Limited fueling capacity available.

The part-time nature of United States Customs & Border Protection representation on airport, as well as the physical aircraft weight and size constraints, has been noted in the FAA's Airport/Facility Directory record.

During events involving an air carrier diversion, the Portland International Jetport will issue Notices to Airmen (NOTAMs) to address the Jetport's ability to accommodate diverted flights. The NOTAMs will be issued as necessary to maintain the safe and efficient operation of the airport and to maintain its ability to serve the civil aviation needs of the public during irregular operations events.

## **Airport Information:**

Name of Airport: Portland International Jetport

Name and title of person preparing the plan: Aaron Keller, Assistant Operations Manager

Preparer contact number: (207) 756-8033

Contact e-mail: aek@portlandmaine.gov

Date of submission of plan: May 11, 2017

Airport Category: Small Hub

In the event of a diversion or other irregular operations event, aircraft operators should contact the Jetport Operations Center at (207) 756-8310 or jetportopscenter@portlandmaine.gov for assistance.

## **Plan to Provide for the Deplanement of Passengers Following Excessive Tarmac Delays:**

The Portland International Jetport owns 9 jet bridges, 2 regional jet boarding ramps, and 1 Z-bridge that will be made available to the best extent possible for an emergency situation. Jet bridge availability will be contingent upon the type of aircraft needing to be off-loaded, the presence of an open gate/jet bridge, and the availability of properly trained equipment operators. Jet bridges are not universal to all air carrier aircraft and may not be suitable for off-loading passengers.

The Jetport does not own or operate any of the ground equipment needed to deplane passengers from air carrier aircraft and is therefore unable to provide for the deplanement of passengers on its own. 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.

Airlines experiencing excessive tarmac delays may request contact information for locally based entities that might be able to provide assistance, through the Jetport's Operations Center at: 207-756-8310. As soon as practicable after receiving an information request, the Jetport 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.

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

Aircraft gates at The Portland International Jetport have aircraft size restrictions. Gates 2-10 can accommodate the A320 / B737 family of aircraft. Gates 1a, 1b, 1c, 11, 12, and 14 are limited to regional jet aircraft. Larger aircraft will need to deplane passengers from the ramp or remote parking positions as circumstances dictate.

Gates 1b, 1c, 4, 5, 11, 12, and 14 at the Portland International Jetport are not currently under lease with an air carrier and are controlled by the airport. These gates are available for use by any carrier on a first come first serve basis, with prior Jetport approval. Additionally, eight gates (numbered 1a, 2-3, and 6-10) at the Portland International Jetport are under preferential leases to air carriers and are not fully controlled by the airport. We will direct our common use gate lessees, permittees, or users to make gates available to an air carrier seeking to deplane at a gate to the maximum extent practicable. If additional gates are needed, we will direct tenant air

carriers to make preferential gates and other facilities available to an air carrier seeking to deplane at a gate, during those time periods when the tenant airline is not using, or not scheduled to use, the gates to the maximum extent practicable.

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

The Portland International Jetport does not have full-time international passenger processing facilities. The facilities that are available are staffed by local U.S. Customs and Border Protection officials on an “as needed” basis and currently require at least 24-hours prior notification before an international arrival. Furthermore, the space that is currently utilized by U.S. Customs and Border Protection is not located at the Jetport’s Terminal Building and is intended for use by General Aviation (GA) traffic. The physical limitations of this facility will make its use prohibitive for aircraft with passenger carrying capabilities of 30 passengers or more, as prescribed by the FAA Modernization and Reform Act of 2012.

The Portland International Jetport will coordinate with local U.S. Customs and Border Protection or law enforcement officials to identify suitable areas and procedures for establishing a temporary sterile area into which international passengers on diverted aircraft who have not yet cleared United States Customs can be deplaned. Once these efforts are complete, the Jetport will coordinate with local Customs and Border Protection officials to develop procedures that will allow international passengers who have not yet cleared United States Customs to be deplaned into these sterile areas to the extent practicable.

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

The Portland International Jetport 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 (<http://www.Portlandjetport.org>)
- Providing notice of the availability of the plan on the airport’s social media accounts.
- Disseminating this plan to all airlines currently providing service to The Portland International Jetport.