

SANTA FE MUNICIPAL AIRPORT (SAF)
AIRPORT TARMAC DELAY CONTINGENCY PLAN

MAY 16, 2017

1. Introduction and assumptions.

A. The Santa Fe Municipal Airport (SAF) is a small non-hub commercial service airport located in Santa Fe, NM. The airport currently averages approximately 85,000 enplanements per year. SAF does not have U.S. Customs and Border Protection services.

B. Airline service is provided by American Airlines (AA) and United Airlines (UA), via third-party contract carriers, operating 50 and 70-seat regional jets. The airlines operates between Four (year-round) and six flights (seasonal) a day. Unscheduled commercial charter service is provided by a number of carriers on a very occasional basis.

C. Although commercial passenger aircraft diverts into SAF may occur, it is a very infrequent occurrence due to the proximity and services of Albuquerque International Airport (ABQ).

D. The SAF Terminal Building has one TSA and airline-operated sterile area capable of seating 150 passengers. There are restrooms in the sterile area. The area outside the sterile area contains a total of 100 additional seats (terminal seating and restaurant seating) available for passengers and others.

E. There are two gates for enplaning and deplaning passengers, and three designated commercial aircraft parking spots available and secured by airline personnel.

F. There is two FBO's on the airport. Signature Flight Support is adjacent and south of the passenger Terminal Building, and has a maximum of 18 additional seats available, however they would be available only on a case by case basis, and use would require pre-coordination with FBO Management at 505-471-2525. Santa Fe Jet Center is adjacent and north of the passenger Terminal Building, and has a maximum of 10 additional seats available, however they would be available only on a case by case basis, and use would require pre-coordination with FBO Management at 505-780-4455.

G. There are no U.S. Customs and Border Protection offices at SAF. The nearest available are located in Albuquerque, NM, (505-346-6992 or Field Office Operations Center in El Paso at 915-633-7351)

H. Airport Staff is available at the airport Monday-Friday from 8:00AM until 5:00 PM. An Airport Staff member is on-call 24/7 at 505-690-2974.

I. This plan will: (1) provide for deplanement of passengers following excessive tarmac delays, (2) provide for the sharing of facilities and make gates available at the airport in an emergency; and (3) provide a sterile area following excessive tarmac delays for passengers who have not yet cleared U.S. Customs and Border Protection.

J. The Santa Fe Municipal Airport does not have stairs or boarding ramps designed for use with other than regional 50 to 70-seat aircraft. Therefore, safe passenger and crew deplanement from other aircraft may not be possible without unavoidable and extensive additional delay. The nearest available boarding ramps or stairs are located at ABQ (505-842-4366).

2. Passenger deplanement following excessive tarmac delays.

A. We have requested that each airline, ground handler, and FBO operation on the airport provide us with a list of the equipment and resources they have for deplaning passengers and contact information. We will provide this inventory and contact information to airlines as soon as practicable after receiving requests from such airlines experiencing excessive tarmac delays at the contact information in paragraph H. of this plan above.

B. The Santa Fe Municipal Airport does not have stairs or boarding ramps designed for use with other than regional 50 to 70-seat aircraft. Therefore, safe passenger and crew deplanement from other aircraft may not be possible without unavoidable and extensive additional delay. The nearest available boarding ramps or stairs are located at ABQ (505-842-4366).

C. In coordination with the affected airline and local TSA officials, passengers will be deplaned into the sterile area, or into the terminal area as determined by the airline and TSA. Passengers deplaned into non-sterile portions of the terminal area will be required to re-screen upon re-entry to the sterile area. Passengers will be notified by when re-screening is required and available.

D. During normal operating hours, the restaurant will be open and food and drink will be available to deplaned passengers. After normal operating hours, the restaurant area (20 seats) may not be available until restaurant or airport on-call staff members are notified of the requirement to open the facility. Basic refreshments such as candy and other pre-packaged snacks, and soft drinks will be available following coordination with restaurant personnel.

E. Restrooms and vending machines are available at all times in the sterile area.

F. In the event of a commercial aircraft divert, the flight crew and the company operating the flight will make arrangements with the local airline and TSA for deplaning passengers into sterile or non-sterile parts of the Terminal Building. In the event local airline and/or TSA personnel are not available, the on-call airport staff member will respond to open the Terminal Building. Passengers will be deplaned into non-sterile

areas of the Terminal Building. Passengers may also be deplaned into the FBO facility if available. It is the responsibility of the flight crew to account for all passengers deplaning and re-enplaning. Re-enplanement including recall of airline and TSA employees if deemed necessary, will be coordinated with TSA and airline personnel by the flight crew or the company operating the flight. Airport staff will assist as required.

G. In the event that aircraft parking is not available in the normal secure area, aircraft will be directed to park in areas adjacent to the Terminal Building and will be marshaled by FBO personnel if available. Passengers will not be deplaned until deemed necessary by the flight crew, and required facilities are confirmed as available for accepting deplaned passengers. Every effort will be made to deplane passengers into the sterile area if required, but there may be cases where deplanement into non-sterile areas is the only option available. Local scheduled airline service takes precedence over unscheduled or diverted airline operations. Therefore deplanement decisions must be made with sufficient lead time to ensure coordination with Airport Staff, airline personnel, and TSA can be completed.

3. Provide for the sharing of facilities and make gates available in an emergency.

A. SAF has two gates in the Terminal Building. Priority of use of the gates in an emergency will be determined by the Airport Manager or his representative.

B. Emergencies requiring sharing of facilities typically occur when a commercial airliner diverts to SAF while other airline operations are occurring, or after hours. The procedures in Paragraphs 2 B-E above cover these situations.

4. Provide a sterile area following excessive tarmac delays for passengers who have not yet cleared U.S. Customs and Border Protection.

A. There is no U.S. Customs and Border Protection presence at SAF. The only time SAF would have passengers requiring U.S. Customs and Border Protection service would be after an aircraft requiring this service diverted to SAF.

B. SAF has very limited capability to provide a sterile area under these conditions. The Terminal Building has one sterile area large enough to handle 150 passengers in crowded conditions. If needed, and in close coordination with the local airline, U.S. Customs and Border Protection in Albuquerque, NM, and TSA, the Airport Manager will direct utilization of the sterile area. Note: Tying up this area in this manner essentially stops all other airline departures until the area is available to normal use.

5. Public access to this plan will be provided through a link on the City of Santa Fe website, Santa Fe Municipal Airport page.