TOWN POLICY NAME: Rocky Mountain House Airport Maintenance Policy		**POLICY NO:** 008/2023
RESOLUTION:	**ADOPTED BY:** Town Council	**SUPERSEDES:** **RESCINDS:** 007/2021
PREPARED BY: Administration		**EFFECTIVE DATE:** July 4, 2023

Rocky Mountain House Airport Maintenance Policy

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1. POLICY STATEMENT

This plan is established to set guidelines for the safe and efficient operation of the Rocky Mountain House Airport. It is a general outline of seasonal activities that take place to ensure that infrastructure is maintained to a high standard and is transparent to all who use this facility.

2. RECORD OF AMENDMENTS

Amendment No.	Subject	Effective Date

3. POLICY DISTRIBUTION

Updates to the Airport Winter Maintenance Policy will be circulated to this list.

- Airport Manager's Office
- CAO's Office
- Director of Operation's Office
- Airport Maintenance Garage
- Town of Rocky Mountain House website
- Clearwater County

4. INTRODUCTION

The following documents were used, in conjunction with historical experiences at the Rocky Mountain House Airport, to develop this plan.

- TP 312, 4th and 5th editions
- Canadian Aviation Regulations
- Transport Canada Advisory Circulars
- RMH Aerodrome (CYRM) Winter Maintenance Policy 007-2021

Rocky Mountain House Airport is jointly owned by the Town of Rocky Mountain House, and Clearwater County. The Town of Rocky Mountain House is the current managing partner. Policy decisions are managed through the Intermunicipal Collaboration Committee and approved by both Town and County Councils.

The Rocky Mountain House Airport consists of one runway, 3 taxiways, 1 common GA Apron, and a large Air Tanker base with its own taxiways.

The Town of Rocky Mountain House, as the managing partner, has the duty of keeping the airport safe and operational to the maximum extent practical, and to preserve its infrastructure with effective, pertinent maintenance, given available resources.

5. MAINTENANCE ACTIVITIES

5.1. SUMMER MAINTENANCE

Summer maintenance activities include the following:

A. Airside • Crack sealing • Line painting • Grass cutting • Tree trimming • Building maintenance	B. Groundside • Crack sealing • Line painting • Grass cutting • Gravel areas maintenance • Building maintenance

5.2. WINTER MAINTENANCE

Winter maintenance activities include the following:

C. Airside • Snow removal • Ice control • OLS maintenance • Inspections • NOTAMS	D. Groundside • Snow removal • Ice control • Building maintenance • Inspections

6. PRE-EVENT/SEASON ACTIONS

Prior to a season change, the pertinent operations equipment is serviced, repaired, inspected, and made ready for the upcoming season's use.

The Canadian NOTAM procedures are reviewed, and the Airport management makes necessary amendments to comply.

This Maintenance Plan is reviewed and updated and made available to all tenants at the airport.

All Tenants are welcome to provide their input or questions, prior to an update, and/or following a weather event.

6.1. TRAINING

All airport operations staff shall receive training in the operation of equipment and procedures required to complete their assigned duties, including the contents of this plan.

Management will keep a record of staff training.

6.2. POST SEASON

A Seasonal Review will be done to assess strengths and weaknesses to show areas to improve.

7. DECLARED DISTANCES

The following chart shows distances available for an airplane's take-off run, takeoff distance accelerate/stop distance, and landing distance requirements.

These distances may be used in conjunction with aircraft design limits and operating manuals to compute take off and landing distances for a given aircraft at the Rocky Mountain House Airport.

Runway 13/31: 5513' X 100', Paved – Lighted, Runway Code 3C

Declared Runway Distances:

Runway	**TORA**	**TODA**	**ASDA**	**LDA**
Rwy 13	5500'	6290'	5500'	5500'
Rwy 31	5500'	6200'	5500'	5500'

8. CLIMATE

The Rocky Mountain House Airport enjoys a moderate Climate with warm summers, and average temperature winters. There are many warm days through the winter months.

8.1. PRECIPITATION

A *wet day* is one with at least *1 millimetre* of liquid or liquid-equivalent precipitation. The chance of wet days at Rocky Mountain House Airport varies significantly throughout the year.

The *wetter season* lasts *4.2 months*, from *May 8* to *September 15*, with a greater than 22% chance of a given day being a wet day. The month with the most wet days at Rocky Mountain House Airport is *June*, with an average of *10.9 days* with at least *1 millimetre* of precipitation.

The *drier season* lasts *7.8 months*, from *September 15* to *May 8*. The month with the fewest wet days at Rocky Mountain House Airport is *February*, with an average of *1.9 days* with at least *1 millimetre* of precipitation.

Among wet days, we distinguish between those that experience *rain alone, snow alone,* or a *mixture* of the two. Based on this categorization, the most common form of precipitation at Rocky Mountain House Airport changes throughout the year.

Rain alone is the most common for *7.2 months*, from *March 30* to *November 3*. The month with the most days of *rain alone* at Rocky Mountain House Airport is *June*, with an average of *10.9 days*.

Snow alone is the most common for *4.8 months*, from *November 3* to *March 30*. The month with the most days of *snow alone* at Rocky Mountain House Airport is *January*, with an average of *2.1 days*.

8.2. TEMPERATURE

The *warm season* lasts for *3.9 months*, from *May 21* to *September 17*, with an average daily high temperature above *17 °C*. The hottest month of the year at Rocky Mountain House Airport is *July*, with an average high of *22 °C* and low of *9 °C*.

The *cold season* lasts for *3.5 months*, from *November 18* to *March 1*, with an average daily high temperature below *0 °C*. The coldest month of the year at Rocky Mountain House Airport is *January*, with an average low of *-16 °C* and high of *-4 °C*.

9. LIGHTING, MARKINGS, SIGNAGE AND NAVAIDS

Keeping lighting, signs, markings, and navaids clear is critical for safe operations at the airport.

TP 312 states that all lights must be clear of snow. Lights should be kept clear of ice as well because they can give false readings if covered in ice. Navaids and light couplings should be regularly checked after a snow removal operation to ensure they weren't damaged and are operating correctly. This diligence is equally important for the Windsocks (3) to ensure they are operational, rotate freely and not full of snow or water.

The Rocky Mountain House Airport has 2 RNAV GPS approaches; one for each runway. These are maintained and amended by an outside contractor to Transport Canada, and Nav Canada Standards.

10. INSPECTIONS

Daily inspections are performed each morning during published hours. This inspection is a general overview of all airport infrastructure, noting any abnormalities, or possible criminal activity.

Daily pre-trip inspections of vehicles and equipment are undertaken to ensure the safe and legal state of each unit. Any shortcomings are noted and recorded for the mechanic to remedy.

The Town of Rocky Mountain House also conducts quarterly Facility formal inspections. This is part of the Quality Assurance program and is auditable.

During the winter months, daily "Airside Movement Surface Condition Reports" (AMSCR) are conducted and disseminated on Nav Canadas NES system to be available to all pilots. When conditions warrant, a "Canadian Runway Friction Index" (CRFI) is provided as well.

11. SUMMER MAINTENANCE

Summer operations are to focus on Facilities maintenance and repair, as well as off season equipment maintenance and repair.

11.1. FACILITIES MAINTENANCE AND REPAIR

This includes any Capital projects to repair or re-life assets such as buildings, Paved surfaces and electrical installations. Activities include annual crack sealing of paved surfaces, Painting of surface markings, Grading of gravel surfaces, and maintaining turf areas.

Crack sealing of paved surfaces occurs each year, to help protect subgrades from water infiltration that could weaken the bearing strengths of these areas. Paved surfaces are evaluated on an ongoing basis to assess their condition, and plan for any remediation that may arise.

Painting of surface markings takes place as required, but typically, every two years. These markings need to be visible in all seasons.as they represent critical information to maneuvering aircraft on approach and on the ground.

Grading of Gravel surfaces maintains the groundside roadways and maintenance garage area to a standard that promotes water drainage, and a firm smooth surface.

Turf Grass maintenance includes all grassed areas, both airside and groundside. Grass areas are kept cut and neat, not only for appearance, but to control noxious weeds and minimize bird nesting and loitering.

Off season Equipment maintenance is done year-round to ensure that seasonal equipment is ready prior to the start of the intended season.

Airfield visual aids are also inspected and repaired year-round, and major repairs and inspections are done in the summer months.

11.2. SUMMER MAINTENANCE STANDARDS

- Crack sealing is to be done annually, and any large cracks are to be repaired at this time as well. Existing Cracks are to be sealed with either an asphalt emulsion cold pour style or a hot tar style. In either case, a vigilant lookout is performed to identify any new cracking or failures and remediate those as well.

- Painting of Surface markings takes place every two years to ensure all markings are visible to aviators using this facility. Alberta Transportation highway paint

standards are a minimum standard to be used. Glass beads are not used, as they typically don't last long with runway sweeping, and they also reduce friction measurements in adverse weather conditions.

- Grading of gravel surfaces is done on an as needed basis. The main hangar access road is typically graded with Clearwater County staff and equipment. Other gravel areas are done less frequently, and with Town of Rocky Mountain House staff and equipment as needed.

- Turf Grass areas are broken into two categories. Facility Lawns, and Airside Infield areas. Facility lawns are maintained to a fine cut standard using high quality cutting equipment and is done mainly for appearance. Airside infield areas are cut to maintain visibility of aviation visual aids, and to a length that deters the nesting and/or loitering of birds and other wildlife. There is a hay lease that surrounds about 1/3 of the airside infield areas that is leased. This crop is to be such that it deters wildlife and birds as well.

- Aviation Visual aids such as lighting, and signs are inspected annually. All fixtures are inspected for condition, alignment, and state of repair. Connections of the primary and secondary wiring are also evaluated, and any repairs to this are undertaken.

- Building maintenance and repairs, while done year-round, is typically undertaken in the warmer months for larger projects. These facilities are maintained to standards set by the Town of Rocky Mountain House.

12. WINTER MAINTENANCE PRIORITIES

Priorities may be adjusted, occasionally, depending on airport activities at the time. All maintenance is to coincide with published hours of operation unless prior approval is received.

Airside Priority 1	Groundside Priority 1
• Runway 13/31 Cleared and windrows removed • Any obstructed edge lighting or nav aids • Taxiway Alpha, and a significant [portion of the main apron to facilitate aircraft movement • Airside sidewalks and doorways	• Main access road • Portion of parking lot to facilitate passenger movement • Portion of sidewalk and steps to terminal
Airside Priority 2	**Groundside Priority 2**
• Remainder of main apron • Taxiway Bravo full length • Removal of all windrows or snow piles	• Remainder of parking lot • Remainder of sidewalks • Portion of maintenance shop to facilitate equipment movement and fueling
Airside Priority 3	**Groundside Priority 3**
• Hangar access taxiways • Taxiway Charlie	• All other groundside areas

• Areas outside edge lights to maintain OLS clearances	

13. WINTER MAINTENANCE STANDARDS

13.1. AIRSIDE

Runways, Taxiways, and Aprons must be cleared so that aircraft can land, taxi, park, and take off safely. This means that the pavements must be cleared of contaminants as effectively as possible. The airside must also be kept free of all windrows and snow piles as expeditiously as possible as represented in the priority areas.

The allowable snow accumulations for airside priority areas are as follows

- Priority 1 Areas: 5 cm (2 inches)
- Priority 2 Areas: 7.5 cm (3 Inches)
- Priority 3 Areas: Storm accumulation.

Snow should be removed from around and behind the Runway and taxiway edge lights when the depth reaches the bottom of the glass lens to ensure adequate visibility for aircraft operations.

Maintain a minimum width clearance behind the edge lights of 5 meters or 2 snowblower widths with no windrows

Snow should be removed from pre-threshold areas as time permits to maintain a permissible slope of 1.25%.

Note: Priorities may be adjusted based on staffing and activities at the airport.

13.2. GROUNDSIDE

The allowable snow accumulations for groundside priority areas are as follows:

- Priority 1 Areas: 5 cm (2 inches)
- Priority 2 Areas: 7.5 cm (3 Inches)
- Priority 3 Areas: Storm accumulation.

Note: Priorities may be adjusted based on staffing and activities at the airport. All maintenance to coincide with operational hours unless prior approval received.

13.3. WINTER MAINTENANCE OPERATIONS PROCEDURES

- When back cutting-edge lights, do not cut so close as to strike the fixture or deposit snow upon it. Any damage must be reported immediately.

- When "Bunching" windrow for the snow blower, maintain a minimum distance of 3 feet on the pavement to avoid crowding the lights.

- When blowing windrows, make sure to be aware of the discharge of snow to avoid damaging nearby objects. NEVER blow snow towards any aircraft, vehicles, buildings, or people!

- When clearing snow from non-paved surfaces, keep your blade a couple inches off the surface to avoid damaging any turf. As the winter goes on, a harder snow surface will form.

- Always check wind direction before beginning snow removal operations to determine best method to use. Be prepared to adjust plans.

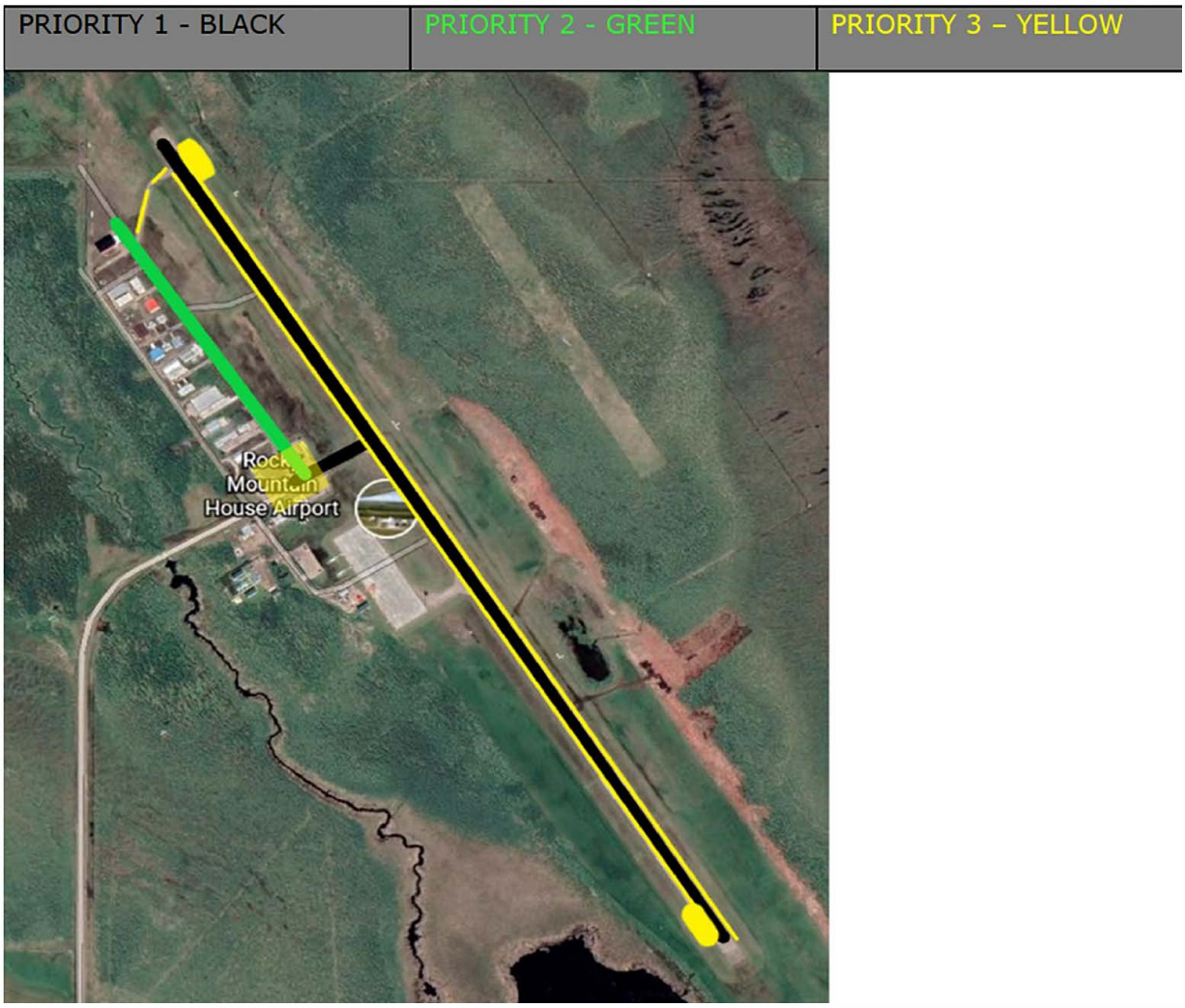
- When called out beyond published hours, only clear priority one areas. Priority 2, and 3 areas will be maintained only upon request by tenant.

- All windrows must be removed from runway and taxiways before departing at the end of the day. Any not removed must be NOTAM'd. Never leave windrows across taxiways or thresholds.

- All vehicles and equipment must be inspected at the beginning of shift and fueled at the end of shift. Any damage is to be reported to the Airport manager as soon as possible. It is very important to report any unserviceable equipment or vehicles immediately.

- When blowing snow anywhere near the VASIS, use extreme caution as to not blow snow onto these units. Their alignment is critical, and even a small amount of snow can alter this.

14. SNOW REMOVAL PRIORITIES MAP



15. AIRPORT TENANT RESPONSIBILITIES

It is the responsibility of all tenants at the Rocky Mountain House Airport to maintain and care for their leased areas in accordance with their individual lease documents, and to adhere to all CARs Regulations and pertinent Policies.

The Rocky Mountain House Airport staff can assist with snow removal or grass cutting if requested, as time permits. Fees for this service will be based on the approved Rates and Fees bylaw of the Town of Rocky Mountain House as approved by the Intermunicipal Collaboration Committee.

16. AIRPORT OPERATIONS RESPONSIBILITIES

The Airport Manager or their designate is responsible for the following:

WINTER OPS

- Daily Facility checks and inspections during published hours of operation
- Ensuring operators are current with training
- Ensuring Equipment is serviceable and ready for operation
- Determining when snow/Ice control activities will commence/cease based upon evaluation of current and forecast conditions
- Issuing any pertinent Notams
- During weather events, maintaining a continuous check of priority areas for depth of snow, presence of ice/slush, monitor braking conditions
- Disseminating information about Airside conditions through Nav Canada's NES system online
- Update these NOTAMs as necessary.

SUMMER OPS

- Daily Facility checks and inspections during published hours of operation
- Ensuring Operators are current with training
- Determine workload activities based upon staff available, regulated activities, and current conditions
- Ensuring Equipment is serviceable and ready for operation.

This Policy rescinds 007/2021.

Redacted under Section 17 of the FOIP Act.

Mayor, Debbie Baich

Redacted under Section 17 of the FOIP Act.

CAO. Dean Krause

07/05/23

Date