
COVID-19
Restricted Access
Operations Plan
Greater Sudbury Airport



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Introduction

The Greater Sudbury Airport is committed to the health and safety of our employees, the employees of our business partners and the traveling public. The protection of the citizens in our City and in our region remains paramount. Accordingly, the Greater Sudbury Airport is implementing restricted hours of operation for commercial passenger flights.

Restricted access shall apply to commercial passenger flights and any other related use of the Air Terminal Building (ATB) and public areas.

The Restricted Access Operations Plan shall outline the changes excepted in the following areas:

- Communication
- Airside/Groundside Operations
- Air Terminal Building Operations
- Facility Closures

Communication

Commercial air carriers shall be advised no less than 72 hours prior to implementation of this plan via email, and a follow up phone call, to the station manager. Notification shall include the permitted hours of access and operational services available. Air Carriers may request access outside the permitted hours of operation. The request should be in writing, addressed to the CEO, and made no less than 4 hours prior to the proposed arrival time.

All tenants and staff will be notified via phone or email prior to the implementation of restricted access and reduced hours of operations when required. A full communications list, with contact information is maintained in the Airport Administration Office.

All senior management will be available to staff and tenants 7 days a week at the following contact numbers:

Tim Norwood,	(705) 677 - 5678
Philip Rocca	(705) 919 - 2019
Robert Tyrer	(705) 690 - 0509
JM Chenier	(705) 919 - 0461
Todd Tripp	(705) 665 - 4884

Specific requests from media and social media, please contact Dawn Larsen (705) 919 - 2740

Should members of the public have any questions regarding this plan they may contact the airport via telephone at 705-693-2514 or via email at info@flysubury.com.

Airside/Groundside Operations

The posted hours of operations shall be set at the discretion of the CEO, or his designate.

The Senior Manager, Airfield Operations/Fire Chief will adjust levels of service giving consideration to the following:

- Minimum staff needed to meet regulatory requirements.
- Minimum staff needed to provide essential customer services.
- Maneuvering areas needed to preserve operations in all weather events.
- Minimum maintenance requirements needed to provide the safe movement of aircraft and people.
- A runway surface condition report is required every eight hours, as per Transport Canada Advisory Circularly 302-013, Section 4.12 (1)(a).

The Director, Airport Operations, Planning & Security, in collaboration with the Senior Manager, Airfield Operations/Fire Chief will ensure that Transport Canada is notified of the reduced hours of operation.

The Director, Airport Operations, Planning & Security, or his designate, shall be responsible for ensuring the appropriate Notice to Airmen (NOTAMS) are issued for both the reduced operating hours and the reduced ARFF services.

The access and operational restrictions identified in this plan shall only apply to commercial passenger flights. All other aircraft will be permitted to move in accordance with normal operations protocols.

Air Terminal Building Operations

The Air Terminal Building hours of operation shall be set at the discretion of the CEO, or his designate. The Manager, Terminal Operations and Security, or his designate, will adjust levels of service giving consideration to the following:

- Minimum staff needed to meet regulatory requirements.
- Minimum staff needed to provide essential customer services.

The restaurant and associated seating area in the Terminal will remain closed until further notice.

Janitorial staff will be on-site. Regular cleaning will be done during operational hours with one final round of cleaning completed after the terminal has closed. A pre-start check of the key passenger touch points will be completed prior to terminal start up.

The security phone will be monitored and answered 24/7 to help with inquiries.

Facility Closures

The Air Terminal Building (ATB) will be open during posted hours. After the scheduled hours of operations, the ATB will be closed to the public. Tenants will be allowed to access their specific lease spaces upon providing notification the terminal security staff.

All commercial air carriers requiring use of the ATB will be responsible for ensuring their flights are scheduled to arrive and depart within the restricted access hours. Tenants and staff will not be permitted in the ATB outside the posted hours of operation unless first giving notification to Airport Security. The air carriers will also be required to provide flight information including arrival and departure times for all flights at least 4 hours prior to arrival.

The hours of operation for the ATB shall be posted at the arrivals and departures doors.