

PELLSTON REGIONAL AIRPORT EMERGENCY CONTINGENCY PLAN

Pellston Regional Airport 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 Mr. Kelley Atkins at katkins@emmetcounty.org. Pellston Regional Airport is filing this plan with the Department of Transportation because (1) it is a commercial airport and (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, Pellston Regional 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).

Pellston Regional Airport has facility constraints that limit our ability to accommodate diverted flights or maintain the airport's safe operation and strongly encourages aircraft operators to contact the airport at 231-539-8442 or 231-420-3857 after hours for prior coordination of diverted flights, except in the case of a declared in-flight emergency.

Specific facility constraints include the following:

- Lack of international passenger processing facilities
- Inability to accommodate park or service certain types of aircraft
- Limited hours of operation

Airport Information:

Name of Airport: Pellston Regional Airport

Name and title of person preparing the plan: Mr. Kelley Atkins, Airport Manager

Preparer contact number: 231-539-8441

Preparer contact e-mail: katkins@emmetcounty.org

Date of submission of plan: 14 May 2012

Airport Category: Non Hub

Contact Information

In the event of diversion or other irregular operations events, aircraft operators should contact the Airfield Supervisor at 231-539-8442 during regular hours of operations or 231-420-3857 after hours for assistance.

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

The airport currently provides ground handling services and is the fixed based operator for the airport. However, Pellston Regional Airport has limited equipment and personnel needed to safely deplane passengers from air carrier aircraft. We will utilize this equipment to deplane passengers as soon as practicable after receiving requests from such airlines at the contact number listed above. We will also provide contact information for Delta Airlines 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.

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

The gates at Pellston Regional Airport are under common use gate agreements to air carriers and are controlled by the airport.

We will direct our common use air carrier users to make gates and other facilities available to an air carrier seeking to deplane at a gate to the maximum extent practicable.

Pellston Regional Airport is unable to accommodate some aircraft at our main gates due to the size limitations of our gate equipment. In the event we are unable to accommodate an aircraft at the main boarding gates, we will assign a parking location on the main apron. After deplaning, passengers will use a ground boarding procedure to access the terminal building. We will assist with the deplaning of passengers to the maximum extent practicable.

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

Pellston Regional Airport does not have international passenger processing facilities. See Appendix 1 for Customs and Border Patrol Plan

Public Access to the Emergency Contingency Plan

Pellston Regional 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 (<http://www.pellstonairport.com>)
- Copies available, upon request, from the Airport Director's office.

Important Phone Numbers

Airport Director: 231-539-8441

After Hours: 231-420-3857

Custom and Border Protection: 906-632-7221

Transportation Security Administration: 231-539-7301

Airline: Delta 231-539-8423

Appendix 1: KPLN- Pellston Regional Airport Contingency Plan (*Pellston, MI*)

1. **CBP Procedure for Processing Diverted Flights:** (*This would only be in the most exigent of circumstances for KPLN, as there is NO FIS*)
 - 1.1. CBP-Sault Ste. Marie Port of Entry shall 'VET' passengers through enforcement databases as applicable. There are no CBP databases available at KPLN.
 - 1.2. CBP-Sault Ste. Marie shall assist with any complex immigration issues that responding officers are not able to address.
 - 1.3. There are no dedicated CBP phone lines in proximity to any areas where passengers would be cleared. CBP-Sault Ste. Marie shall maintain communications via cellular phones with the officers clearing the flight to provide assistance in addressing those items in number 1.1 and 1.2 of this contingency plan.
 - 1.4. Responding officers shall obtain all contact information, as required for the log sheet for the diverted flight.
 - 1.5. Responding officers shall notify CBP-Sault Ste. Marie upon completion of clearing diverted flight(s).
2. **CBP Procedures When the Air Carrier Elects Not to Disembark its Passengers Due to Imminent Flight Departure Within Four (4) Hours of Arrival:**
 - 2.1. Responding/notified CBP Officers will notify the Sault Ste. Marie Watch Commander that the carrier is electing to not disembark the passengers and the flight is departing within four hours of arrival.
 - 2.2. CBP Officers will obtain required contact information, as required for the log sheet for the diverted flight.
3. **CBP / Joint Operating Procedures for Deplaning of Passengers to Secure Areas While Passengers Await Re-boarding In Lieu of CBP Processing:**
 - 3.1. **Location of the secure area:** Pellston Regional Airport is small with only two gates and limited seating. Delta Airlines/ Mesaba Airlines operate 2 to 4 domestic commercial flights daily. The only secure area Pellston Regional Airport currently has available to secure international passengers and crew is a small sterile area immediately before boarding one of the gates and it will hold approximately 50 people. The building has several exits which can be locked and could be controlled with minimal effort allowing more passengers to be held securely. This would also allow for restrooms and vending machines in the main lobby to be available for passengers.
 - 3.2. **How security of the area will be maintained:** Pellston Regional Airport will provide Emmet County Sheriff Department support to assist in securing the area should the need arise to allow the passengers and crew to deplane. TSA may provide employees to assist with a diversion should the need arise and if there are TSA staff on site during the event. Pellston Regional Airport is approximately a 1½ hour drive from Sault Ste. Marie. Due to the airports distance

from the POE local or state law enforcement may have to secure the scene prior to CBP Officers arriving.

3.3. **How passengers will have access to restrooms, if the secure area does not have restrooms:**

The public restrooms and vending machines are outside of the secure area in the Pellston Regional Airport. Use of these restrooms by passengers and crew will be monitored by the security personnel present, unless the whole building was being controlled.

3.4. **How the airport/air carrier will provide food and water to passengers while maintaining the sterility of the secure area:** Pellston Regional Airport or air carrier will provide food and water to affected passengers and crew, as needed, under the supervision of the security personnel, and CBP if present.

3.5. **Phone numbers: Kelley Atkins- Manager**

Agency	Contact #	Secondary #	24/7 Ops Center
KPLN Manager	231-539-8441 Work	231-330-1837 Cell	231-348-7597 Home
Jeff Mallory	231-539-8442 Work	231-420-3857 Cell	231-537-0013 Home
EC Sheriff Dept	231-347-2036	231-439-3500	231-439-3500
TSA	231-539-7301	906-286-2323 Craig Lafoille	231-929-5341 Wally Schroeder
Delta/ Mesaba	231-539-8442	231-539-8675 Neil Plagens Home	
SSM-CBP	906-632-8822	906-632-2631	1-800-973-2867
CBP SSM APDs	313-559-6741 Pat	313-318-0563 Ryan	1-800-973-2867
Border Patrol	906-632-3383		1-800-973-2867

3.6. Responding CBPOs will obtain all pertinent contact information for the diverted aircraft log sheet.

4. **CBP Procedures for Handling Garbage and De-catering Partially Cleared Diverted Flights.**

4.1. Responding CBP officers shall determine if there is regulated garbage onboard the aircraft for a partially cleared diverted aircraft.

4.2. CBP Officers will, in coordination with the destination airport, initiate a CBP Form AI 250 to control the movement of regulated garbage to the destination airport for a partially cleared diverted flight.

