

# AIRPORT TARMAC DELAY CONTINGENCY PLAN TEMPLATE

## Version 5.0, May 16, 2022

The provisions of [49 U.S.C. § 42301](#) (the Statute) require airport operators to submit Tarmac Delay Contingency Plans (Plans) to the U.S. Department of Transportation (DOT). These plans describe how, “following excessive tarmac delays” and “to the maximum extent practicable,” airport operators 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).

The Statute states that the following airport operators—referred to by the U.S. DOT as “covered airports”—must submit Plans:

- Operators of commercial airports, further defined as large hub, medium hub, small hub and nonhub airports.
- Operators of airports used for diversions by air carriers that provide “covered air transportation”. Covered air transportation is further defined as scheduled or public charter passenger air transportation provided by an air carrier that operates an aircraft that as originally designed has a passenger capacity of 30 or more seats.

According to the Statute, Plans need to be updated by the operators of covered airports and resubmitted for DOT approval every five years—meaning this year, 2022. **The U.S. DOT has established a deadline of June 24, 2022 for the operators of covered airports to resubmit their Plan for U.S. DOT review and acceptance.**

The legislation and associated regulations regarding the Plans have not changed for airport operators since their initial promulgation in 2012 and major changes to your existing Plan will not be necessary. However, you should review your existing Plan to verify it remains relevant and consistent in light of physical, operational, and staffing changes at the airport and among the airport’s tenants and stakeholders. Also, it is especially important to ensure that airport contact information is updated to reflect the individual(s) currently accountable for the Plan.

Covered airports should submit their plans at <http://filingtarmacdelayplan.dot.gov>. Most covered airports already have an account created, but for any questions (e.g., forgotten usernames or passwords), please contact one of the Department contacts noted above at [TarmacDelayEmailAccount@dot.gov](mailto:TarmacDelayEmailAccount@dot.gov).

If an airport needs to register for the first time and create an account, go to <http://filingtarmacdelayplan.dot.gov> and click the hyperlink titled “Create Account to Submit Tarmac Delay Contingency Plan” in the blue sign-in box on the home page of the established website. Select “Airport,” locate your airport in the drop-down menu, and click “submit” to be taken to the registration screen. For further reference, more detailed instructions regarding

creating an account and submitting plans can be found at [www.dot.gov/airconsumer/flight-delays](http://www.dot.gov/airconsumer/flight-delays).

Additional information about the U.S. DOT's tarmac delay rules, answers to frequently asked questions about them, and other resource materials are available at <https://www.transportation.gov/airconsumer/flight-delays>.

In the event an airport operator needs to develop an entirely new Plan, we have reattached a template that was developed in collaboration with the U.S. DOT. Because of unique differences in the physical characteristics and capabilities of airports as well as differences in the terms of their leases with air carriers and other tenants, the template will provide several versions of suggested text for the various sections required in the plan. Airport operators are encouraged to model their plan after an option that best matches their individual circumstances.

Because airport operators may be subject to significant penalties—up to \$37,377 per violation as of March 21, 2022<sup>1</sup>—for failing to comply with the provisions contained in the Plan, we urge members to limit the content of their Plans only to those elements that are required by the legislation. Additional details beyond those required should be included in separate internal airport documents or standard operating procedures.

We recommend that covered airport operators document the events and actions related to irregular operations, especially if these events and actions are directly related to their Plans. Examples include times and manner in which airports are notified about diverting aircraft, the times and manner in which diverting aircraft operators contact the airport for assistance, any proactive efforts made by airport operators to contact or assist diverting aircraft operators, and any conditions or circumstances that prevented airport operators from providing requested assistance. Such documentation is essential to establishing the timelines of events during diversion events and illustrating that the airport operators assisted diverting aircraft “to the maximum extent practicable.”

We also recommend that airport operators request and review the airline tarmac delay contingency plans adopted by the air carriers that provide covered air transportation at their airports. This will enable airport operators to understand the commitments these carriers have made in the event of extended tarmac delay events as well as areas where air carrier and airport plan coordination may be needed.

Please contact Chris Oswald ([coswald@airportsCouncil.org](mailto:coswald@airportsCouncil.org)) or Justin Barkowski ([justin.barkowski@aaae.org](mailto:justin.barkowski@aaae.org)) if you have questions or comments.

# **Northeast Wyoming Regional Airport TARMAC DELAY CONTINGENCY PLAN**

Northeast Wyoming Regional Airport has prepared this Tarmac Delay Contingency Plan pursuant to 49 U.S.C. § 42301. Questions regarding this plan can be directed to Todd Chatfield at [Todd.Chatfield@campbellcountywy.gov](mailto:Todd.Chatfield@campbellcountywy.gov). Northeast Wyoming Regional Airport is filing this plan with the Department of Transportation because (1) it is a commercial airport or (2) this airport may be used by an air carrier described in 49 U.S.C. § 42301(a)(1) for diversions.

This plan describes how, following excessive tarmac delays and to the extent practicable, <Airport Name> 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).

## **Airport Information**

Name of Airport: Northeast Wyoming Regional Airport

Name and title of person preparing the plan: Todd Chatfield

Preparer contact number: (307) 686-1042 ext.8

Preparer contact e-mail: [Todd.Chatfield@campbellcountywy.gov](mailto:Todd.Chatfield@campbellcountywy.gov)

Date of submission of plan: June 21, 2022

Airport Category: Large Hub \* Medium Hub \* Small Hub \* Non Hub X

## **Contact Information<sup>1</sup>**

In the event of diversion or other irregular operations events, aircraft operators should contact the Airport Duty Manager at (307) 257-3137 or [Todd.Chatfield@campbellcountywy.gov](mailto:Todd.Chatfield@campbellcountywy.gov) for assistance.

## **Plan to Provide for the Deplanement of Passengers Following Excessive Tarmac Delays<sup>2</sup>**

Northeast Wyoming Regional airport does not own or operate any of the equipment needed to safely deplane passengers from air carrier aircraft and is, therefore, unable on its own to provide for the deplanement of passengers. 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. We 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 to

airlines as soon as practicable after receiving requests from such airlines experiencing excessive tarmac delays at the contact number listed above.

**Option 3 (applies in cases where airports operate GSE):** <Airport Name> 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 a list of airlines, ground handlers, fixed base operators 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 Northeast Wyoming Regional Airport are under common use gate leases, permits, or agreements to air carriers and are controlled by the airport. We 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.

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

Northeast Wyoming Regional Airport does not have international passenger processing facilities. We will coordinate with local CBP and 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 and Border Protection can be deplaned. Once these efforts are complete, we will coordinate with local CBP officials to develop procedures that will allow international passengers who have not yet cleared United States Customs and Border Protection to be deplaned into these sterile areas to the extent practicable.

### **Public Access to the Tarmac Delay Contingency Plan**

Northeast Wyoming Regional Airport will provide public access to its Tarmac Delay Contingency plan by posting in a conspicuous location on the Airport's website [www.iflygillette.com](http://www.iflygillette.com).