

TARMAC DELAY CONTINGENCY PLAN



Commonwealth Ports Authority Francisco C. Ada/Saipan International Airport

Office of the Executive Director
Commonwealth Ports Authority
Francisco C. Ada/Saipan International Airport
P.O. Box 501055
Saipan, MP 96950

A handwritten signature in blue ink, appearing to read "Christopher S. Tenorio".

Christopher S. Tenorio
Executive Director

7/1/22

Date

FRANCISCO C. ADA/SAIPAN INTERNATIONAL AIRPORT

AIRPORT TARMAC DELAY CONTINGENCY PLAN

FRANCISCO C. ADA/SAIPAN INTERNATIONAL AIRPORT TARMAC DELAY CONTINGENCY PLAN

Francisco C. Ada/Saipan International Airport has prepared this Tarmac Delay Contingency Plan pursuant to §42301 of the FAA Modernization and Reform Act of 2012. Questions regarding this plan can be directed to William C. Camacho, Airport Manager, at bcamacho@cpa.gov.mp. Francisco C. Ada/Saipan International 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 USC 42301(a)(1) for diversions.

This plan describes how, following excessive tarmac delays and to the extent practicable, Francisco C. Ada/Saipan International 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).

DIVERTED FLIGHTS: Francisco C. Ada/Saipan International 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 670-237-6500 for prior coordination of diverted flights, except in the case of a declared in-flight emergency. Specific facility constraints include the following: 1. Limited holding space for deplaned passengers during operational hours; 2. Limited boarding bridges (only 3, the remaining 3 will be under a project to commence later this year) to accommodate diverted flight during peak operational hours. The airport authority, however, has control of gate assignments and may direct other aircraft to vacate a boarding bridge for the purpose of accommodating a diverted flight resulting in a tarmac delay situation. We also have stair carts for manual deplaning use.

Airport Information

Name of Airport: Francisco C. Ada/Saipan International Airport

Name and title of person preparing the plan: Edward B. Mendiola – Deputy Exec. Director

Preparer contact number: 670-237-6500

Preparer contact e-mail: edmendiola@cnmiports.com

Date of submission of plan: July 8, 2022

Airport Category: Large Hub Medium Hub Small Hub Non Hub

Contact Information

In the event of diversion or other irregular operations events, aircraft operators should contact the Deputy Director/Acting Airport Manager at telephone number 670-285-1512 or via email at edmendiola@cnmiports.com or the Operations Department at 670-237-6535 or aoa.saipan@cnmiports.com for assistance.

Deplanement of Passengers Following Excessive Tarmac Delays

Francisco C. Ada/Saipan International Airport used to have six (6) loading bridges, however, Super Typhoon Yutu in October of 2018 destroyed all six bridges. We have since installed three (3) loading bridges that could be used for passenger deplanement, depending on their availability. The other three loading bridges will be installed under a project that will commence later this year. The airport, however, does not own or operate any of the ground service equipment needed to safely deplane passengers from air carrier aircraft should the bridges become unavailable, 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. However, 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 number listed above.

In cases where there are no available bridges and the aircraft is parked in a designated remote parking location, the airport authority and the airline will coordinate busing services of the passengers to the designated holding area of the terminal. The United States Customs and Border Protection (CBP) will have advance notification of the airline's plan of deplaning its passengers to ensure there are no immigration violation issues.

Sharing of Facilities and Make Gates Available in an Emergency

The gates at the Francisco C. Ada/Saipan International 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. Gates 1 and 2 have been designated as the holding area for tarmac delay deplaned passengers (see attached Exhibit A). In cases of a tarmac delay, all other aircraft will be assigned to gates other than gates 1 and 2.

Sterile Area for Passengers Who Have Not Cleared United States Customs and Border Protection

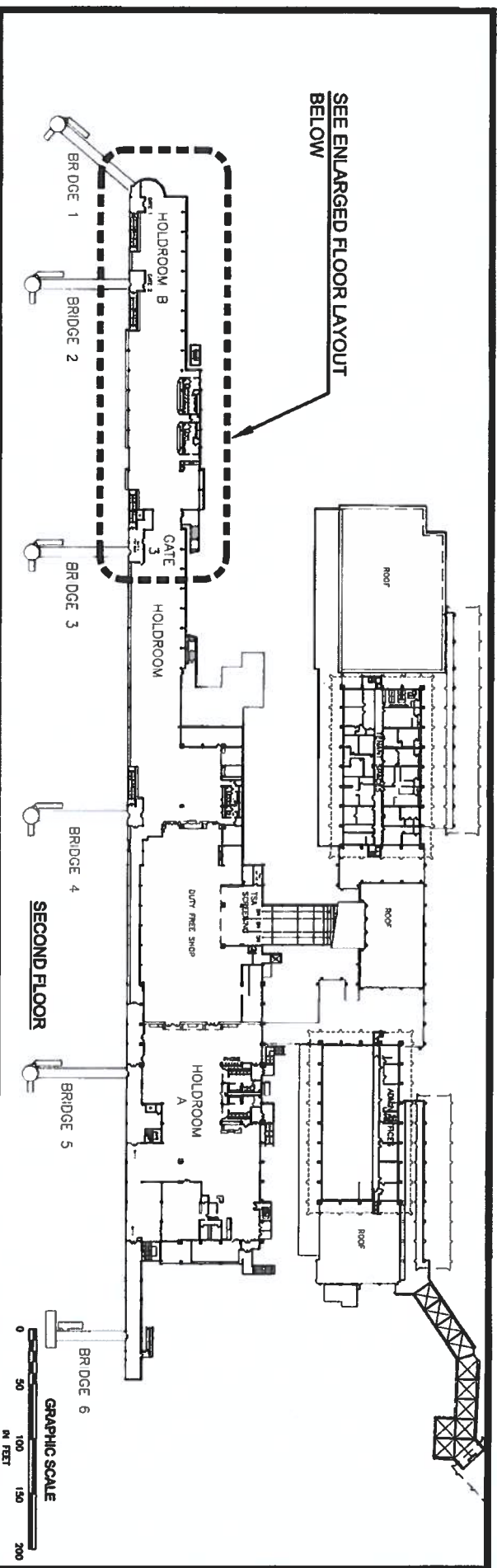
Francisco C. Ada/Saipan International Airport has defined sterile areas capable of accommodating limited numbers of international passengers. We will coordinate with local CBP officials to develop procedures that will allow international passengers who have not yet cleared U.S. CBP to be deplaned into these sterile areas to the extent practicable. See attached Exhibit A for the designated holding area of deplaned passengers

Deplanement and Passenger Control Procedures

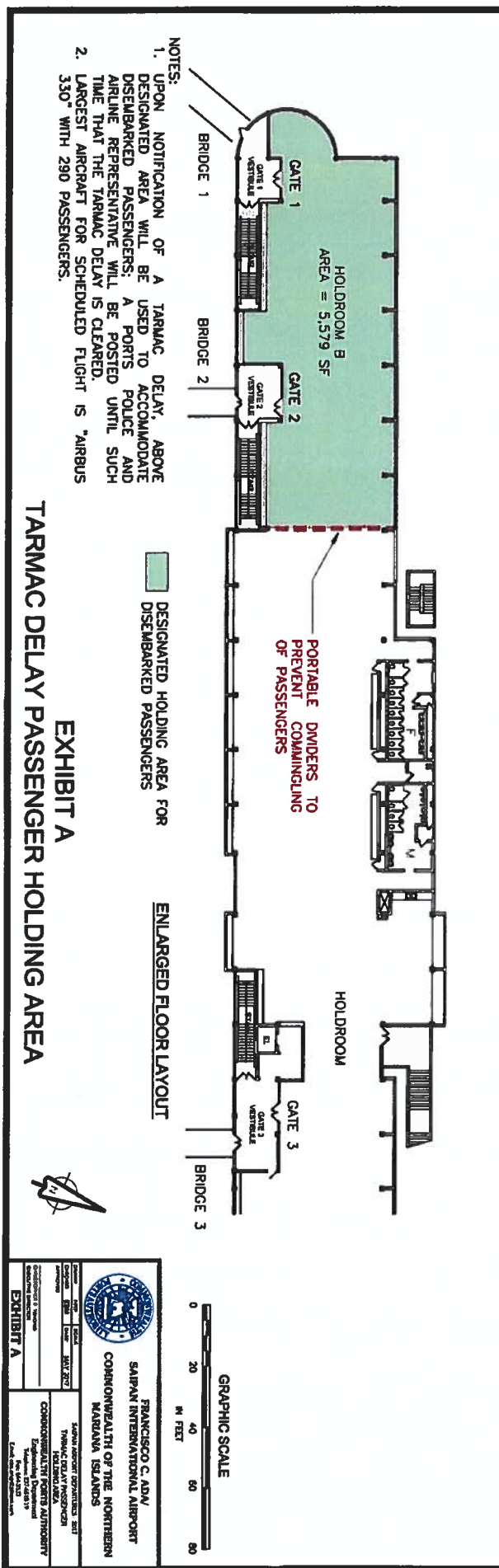
Upon receipt of notification for Tarmac Delay, and upon notification from the airlines that they will disembark their passengers, the airport authority shall coordinate with the airlines and the U.S. CBP in accommodating the passengers in the sterile area of the terminal designated for such an event. The designated area(s) are at the holding area of gates 1 and 2 (see attached exhibit A). Partitions and/or portable dividers will be in place, as well as a police officer and airline personnel to ensure there are no co-mingling issues. Access and movement routes will be provided for passengers to utilize restroom facilities and other needed amenities. The use of the designated area(s) will be strictly prohibited to other airline operations until such time that the tarmac delay has been resolved and the passengers have re-boarded the aircraft for departure.

Public Access to the Tarmac Delay Contingency Plan

The Francisco C. Ada/Saipan International Airport will provide public access to its Tarmac Delay Contingency plan by posting in a conspicuous location on the Airport's website (<http://www.cnmiports.com>). Also, copies will be provided upon request.



SEE ENLARGED FLOOR LAYOUT BELOW



DESIGNATED HOLDING AREA FOR DISSEMBARKED PASSENGERS

ENLARGED FLOOR LAYOUT



- NOTES:
- UPON NOTIFICATION OF A TARMAC DELAY, ABOVE DESIGNATED AREA WILL BE USED TO ACCOMMODATE DISSEMBARKED PASSENGERS: A PORTS POLICE AND AIRLINE REPRESENTATIVE WILL BE POSTED UNTIL SUCH TIME THAT THE TARMAC DELAY IS CLEARED.
 - LARGEST AIRCRAFT FOR SCHEDULED FLIGHT IS AIRBUS 330" WITH 290 PASSENGERS.

EXHIBIT A
TARMAC DELAY PASSENGER HOLDING AREA

		FRANCISCO C. ADU, SAIAPAN INTERNATIONAL AIRPORT COMMONWEALTH OF THE NORTHERN MARIANA ISLANDS	
PROJECT TITLE EXHIBIT A	DATE JUL 2012	DRAWN BY [Name]	CHECKED BY [Name]
SCALE AS SHOWN		PROJECT LOCATION SAIPAN AIRPORT, GUAM, NORTHERN MARIANA ISLANDS	
APPROVED BY [Signature]			



GROUND SUPPORT EQUIPMENT SECTION

EQUIPMENT MASTER LIST

- MOTORIZED AND NON-MOTORIZED EQUIPMENTS
AS OF JUNE 2022

ITEM #	DESCRIPTION	# OF UNITS
1	AIR CONDITIONER UNIT	1
2	AIR START UNIT	1
3	AIRCRAFT PUSHBACK TRACTOR	1
4	AIRCRAFT PUSHBACK TRACTOR	1
5	AIRCRAFT PUSHBACK TRACTOR	1
6	CONVEYOR TRUCK-BELT LOADER	1
7	CONVEYOR TRUCK-BELT LOADER	1
8	CONVEYOR TRUCK-BELT LOADER	1
9	CONVEYOR TRUCK-BELT LOADER	1
10	CONVEYOR TRUCK-BELT LOADER	1
11	FORKLIFT-DOOSAN	1
12	FORKLIFT-TOYOTA	1
13	GOLF CART	1
14	LAVATORY TRUCK	1
15	LAVATORY TRUCK	1
16	LOWER DECK CONT./ PALLET CARGO LOADER	1
17	LOWER DECK CONT./ PALLET CARGO LOADER	1
18	MAINTENANCE LIFT TRUCK	1
19	PASSENGER VAN	1
20	PICK UP TRUCK/TOYOTA TACOMA	1
21	PICK UP TRUCK/NISSAN FRONTIER	1
22	POTABLE WATER CART-TRAILER MTD	1
23	TUG TRACTOR	1
24	TUG TRACTOR	1
25	TUG TRACTOR	1
26	TUG TRACTOR	1
27	TUG TRACTOR	1
28	TUG TRACTOR	1
29	TUG TRACTOR	1
30	TUG TRACTOR	1
31	TUG TRACTOR	1
32	GROUND POWER UNIT	1
33	GROUND POWER UNIT	1
	NON-MOTORIZED	
34	AIRCRAFT TOW BAR -B727	
35	AIRCRAFT TOW BAR -B737	1
36	AIRCRAFT TOW BAR -B737	
37	AIRCRAFT TOW BAR -B747	1
38	AIRCRAFT TOW BAR-A300-600R-B757	1
39	AIRCRAFT TOW BAR-A318, A319, A320, A321	1
40	AIRCRAFT TOW BAR-B767, B777, A330, A340, L1011	1
41	AIRCRAFT TOW BAR-B767, B777, A330, A340, L1011	1
42	AIRCRAFT WHEEL LIFT INSTALLATION DOLLY	1

**EQUIPMENT MASTER LIST**

- MOTORIZED AND NON-MOTORIZED EQUIPMENTS

AS OF JUNE 2022

ITEM #	DESCRIPTION	# OF UNITS
43	AXLE JACK-65TON	1
44	AXLE JACK-95TON	1
45	BAGGAGE CART	1
46	BAGGAGE CART	1
47	BAGGAGE CART	1
48	BAGGAGE CART	1
49	BAGGAGE CART	1
50	BAGGAGE CART	1
51	BAGGAGE CART	1
52	BAGGAGE CART	1
53	BAGGAGE CART	1
54	BAGGAGE CART	1
55	BAGGAGE CART	1
56	BAGGAGE CART	1
57	CONTAINER DOLLY	1
58	CONTAINER DOLLY	1
59	CONTAINER DOLLY	1
60	CONTAINER DOLLY	1
61	CONTAINER DOLLY	1
62	CONTAINER DOLLY	1
63	CONTAINER DOLLY	1
64	CONTAINER DOLLY	1
65	CONTAINER DOLLY	1
66	CONTAINER DOLLY	1
67	CONTAINER DOLLY	1
68	CONTAINER DOLLY	1
69	CONTAINER DOLLY	1
70	CONTAINER DOLLY	1
71	CONTAINER DOLLY	1
72	CONTAINER DOLLY	1
73	CONTAINER DOLLY	1
74	CONTAINER DOLLY	1
75	CONTAINER DOLLY	1
76	CONTAINER DOLLY	1
77	CONTAINER DOLLY	1
78	CONTAINER DOLLY	1
79	CONTAINER DOLLY	1
80	CONTAINER DOLLY	1
81	CONTAINER DOLLY	1
82	CONTAINER DOLLY	1
83	CONTAINER DOLLY	1
84	CONTAINER DOLLY	1
85	CONTAINER DOLLY	1



GROUND SUPPORT EQUIPMENT SECTION

EQUIPMENT MASTER LIST

- MOTORIZED AND NON-MOTORIZED EQUIPMENTS
AS OF JUNE 2022

ITEM #	DESCRIPTION	# OF UNITS
86	CONTAINER DOLLY	1
87	CONTAINER DOLLY	1
88	CONTAINER DOLLY	1
89	CONTAINER/PALLET DOLLY	1
90	CONTAINER/PALLET DOLLY	1
91	CONTAINER/PALLET DOLLY	1
92	CONTAINER/PALLET DOLLY	1
93	CONTAINER/PALLET DOLLY	1
94	CONTAINER/PALLET DOLLY	1
95	CONTAINER/PALLET DOLLY	1
96	CONTAINER/PALLET DOLLY	1
97	CONTAINER/PALLET DOLLY	1
98	FOREIGN GARBAGE CART	1
99		1
100		1
101		1
102		1
103		1
104		1
105		1
106		1
107		1
108		1
109		1
110		1
111		1
112		1
113		1
114		1
115		1
116		1
117		1
118		1
119		1
120		1
121		1

PAS GSE EQUIPMENT

QUANTITY

	IN Service	Out of Service	
PUSHBACK	2		
BAGGAGE CART	8		
FMC	2		One Regular / One High & Wide
LIFT TRUCK	1		
DOLLIES	23		
LD 3	10	2	I will check the serviceable dollies
LD7	7	5	
BELT LOADER	3	1	
TUG	6	1	
GPU	1	1	
ACU	1	1	
LAVATORY TRUCK	1		
TOWBAR	6		
A320	1		These two towbars work on any of these aircraft models
747	1		
737	1		
767	2	1	
A330			
A340			
A350			
787			
777			
SPILL KIT	1		
STAIRS	1	1	
Golf Cart	1	1	
FORKLIFT	2	1	
AIRSTART UNIT	1		
WATER CART	1		