

IRREGULAR OPERATIONS PLAN



St. Joseph County Airport Authority
South Bend International Airport (KSNB)

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*Annotates internal document

AIRPORT INFORMATION

Name of Airport: South Bend International Airport

Name & title of person preparing the plan: Alexander Ashby, Airfield Operations Specialist

Preparer contact number: (574) 282-4590 x 0

Preparer contact e-mail: airsideops@sbnair.com

Airport Category: Non-Hub

Record of Revisions		
1	2012	Original Document
2	2/2017	All pages; updated airline information, contact information, exhibits.

INTRODUCTION

This document provides measures that may be employed to respond to situations expected to lead to excessive Tarmac Delays at South Bend International Airport. This plan has been prepared pursuant to §42301 of the FAA Modernization and Reform Act of 2012. Questions regarding this plan can be directed to Timothy O'Donnell at todonnell@sbnair.com. The St. Joseph County Airport Authority (SJCAA) is filing this plan with the Department of Transportation because it is a commercial airport and may be used by an air carrier for diversions.

This plan describes how, following excessive tarmac delays and to the extent practicable, South Bend International Airport will:

- Provide for the de-planement of passengers;
- Provide for the sharing of facilities and make gates available at the airport; and
- Facility constraints;
- Provide a sterile area following excessive tarmac delays for passengers who have not yet cleared United States Customs & Border Protection (CBP).

South Bend 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 (574) 282-4590 Ext 0 for prior coordination of diverted flights, except in the case of a declared in-flight emergency.

The majority of the passenger boarding bridges are capable of handling up to a Boeing 737 series. Gates 3 and 9 can handle up to an Airbus 319/320. Larger aircraft may be handled on an emergency basis or with advance notice to the SJCAA.

South Bend International Airport does not have international processing facilities at this time, or local Customs and Border Protection personnel.

CONTACT INFORMATION

In the event of diversion or other irregular operations events, aircraft operators should contact SJCAA Airport Operations at (574) 340-7320 for coordination and assistance. It is imperative that notifications be made to SJCAA Operations in a timely manner. SJCAA requests initial notifications of possible Excessive Tarmac Delays as soon as possible in order to assist in gathering resources to facilitate the deplaning of the aircraft prior to the designated time limit specified by the Department of Transportation.

After initial contact is made, SJCAA also expects to be notified by the air carrier at any time that an aircraft with passengers on board has been on the ground for one (1) hour so that preparations may be made to deplane if necessary. It is also expected that the air carrier will have personnel on-site if the air carrier is represented at South Bend International Airport.

Upon notification of irregular operations events, SJCAA Operations personnel will advise the representatives of the following entities (as applicable):

St. Joseph County Airport Authority	(574) 282 – 4590 Ext. 0
GROUND SERVICE PROVIDERS	
United Ground Express	
Allegiant Air	
Atlantic Aviation	
Corporate Wings	
Delta Global Services	
GOVERNMENT AGENCIES	
Federal Aviation Administration (FAA)	
Transportation Security Administration (TSA)	
Customs and Border Patrol (CBP)(International ONLY)	
TENANTS	
South Bend Chocolate Company	

PLAN TO PROVIDE FOR THE DEPLANEMENT OF PASSENGERS FOLLOWING EXCESSIVE TARMAC DELAYS

SJCAA does not operate any of the ground service 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. Airport operations 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 of airlines as soon as practicable after receiving requests from such airlines experiencing excessive tarmac delays at the contact number listed above.

SJCAA will assist air carriers with the timely deplaning of passengers to the extent practicable. This assistance may be in the form of coordinating gate and ramp usage, authorizing use of SJCAA owned equipment by airline personnel, coordinating transportation of passengers from remote parking locations to the terminal, notifying other affected entities, etc.

PLAN TO PROVIDE FOR THE SHARING OF FACILITIES AND MAKE GATES AVAILABLE IN AN EMERGENCY

All gates at South Bend International Airport are owned by the SJCAA and provided for use by the air carriers on a “per use” basis. These gates are available on a “first come, first served” basis. South Bend International Airport directs air carriers to make gates (and other facilities normally used by them) available to an air carrier seeking to deplane at a gate, to the maximum extent practicable. Priority use of gates and passenger boarding bridges shall be given to aircraft approaching the end of the designated time limit in order to facilitate the passengers not being forced to remain on the aircraft for an unreasonable period of time or aircraft involved in a medical or other emergency.

SJCAA owns but does not operate the passenger boarding bridges. SJCAA owns one mobile ramp capable of deplaning aircraft up to and including up to the B737 (and similar sized aircraft) and several parking ramps other than the air carrier ramp that may be used for ground loading/unloading. SJCAA personnel are unable on their own to provide for the removal of passengers from aircraft. Additionally SJCAA personnel are not trained to assist in the removal of passengers using equipment owned or operated by air carriers or contract service providers. Airlines experiencing or anticipating excessive tarmac delays should contact SJCAA Operations personnel as soon as the condition is identified by their personnel. SJCAA personnel will then provide a list of airlines, ground handlers, fixed base operators and others who may have the necessary equipment and personnel to safely remove passengers of airlines.

TSA and South Bend Chocolate Company have agreed that, upon notification of activation of the IROPS plan, they will hold personnel over if the activity extends beyond their normal closing time.

The location of deplaning activities will be coordinated with all affected parties (SJCAA, air carrier, FAA, TSA, etc.) in order to ensure a safe operation.

PLAN TO PROVIDE A STERILE AREA FOR PASSENGERS WHO HAVE NOT CLEARED UNITED STATES CUSTOMS and BORDER PROTECTION

South Bend International has one defined sterile area capable of accommodating limited numbers of international passengers. SJCAA will coordinate with local CBP officials to develop procedures that will allow international passengers who have not yet cleared United States Customs and Boarder Protection to be deplaned into the designated sterile area to the extent practicable.

PUBLIC ACCESS TO THE PLAN

SJCAA 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://flysbn.com>)
- Providing notice of the availability of the plan on the airport's social media accounts.

PREFERRED GATE USAGE

The following table depicts preferred gate usage at South Bend International Airport.

GATE	AIR CARRIER PREFERENCE	JETBRIDGE	AIRCRAFT TYPE
1	n/a	NO	Regional Jet, B-717
2	n/a	NO	Regional Jet, B-717
3	Allegiant Air	YES	MD88; B737, A319/A320B-717
4	n/a	NO	Regional Jet, B-717
5	Delta Global Services (Delta)	YES	Regional Jet, B-717
6	Delta Global Services (Delta)	YES	Regional Jet, B-717
7	United Ground Express (United)	YES	Regional Jet, B-717
8	United Ground Express (United)	YES	Regional Jet, B-717
9	Allegiant Air	YES	MD88; B737, A319/A320, B-717

Tow bar availability:

United Ground Express- EMB 170, CRJ 200, CRJ 700

DGS- CRJ 200, CRJ 700/900, MD88/90, B717, B737-800/900, A319/320

Skywest- CRJ 200/700/900

Allegiant- MD-80, Airbus 319/320

Atlantic Aviation air stair height ranges:

North stair set: 17'5" – 8'6"

South stair set: 13' – 8'

Exhibit 1: SBN IROPS Functional Annex

Exhibit 2: Passenger Boarding Bridge Maximum Heights

Exhibit 3: Overflow Parking Part 77 Limits

Exhibit 4: United IROPS

Exhibit 5: Allegiant IROPS

Exhibit 6: Delta IROPS