

**Montgomery Airport Authority  
Montgomery Regional Airport  
(Dannelly Field), [KMGM]  
Montgomery, Alabama**

**EXTENDED TARMAC DELAY PROTOCOL**

**Section 1**

**Objective**

It is the objective of Montgomery Regional Airport to minimize passenger inconvenience during tarmac delays by supporting scheduled air carriers (or their affiliated airline partners) that operate at Montgomery Regional Airport and by working with the air crew for diverted non-scheduled air carriers to minimize passenger inconvenience and ensure full compliance with DOT Regulations.

**Regulatory Guidance**

**112<sup>th</sup> Congress**

- US House of Representatives – Committee Reports
- US House of Representatives – Report 112-381

US DOT – Tarmac Delay Contingency Plan, December 2009

**Policy**

Montgomery Regional Airport, a non-hub commercial airport, hereby adopts the following protocols to assist scheduled air carriers (and their associated carriers) and diverted non-scheduled air carrier aircraft that experience an extended tarmac delay.

**Section 2**

**Scheduled Air Carriers**

Montgomery Regional Airport is served by signatory air carriers operating 19 flights each day into and out of Montgomery, Alabama. It is the responsibility of the air carrier to handle tarmac delays in accordance with their corporate policies. The Montgomery Airport Authority will assist the air carriers when notified that an excessive tarmac delay is imminent. All gates are common-use and may be used by any carrier. The airport owns four (4) jetbridges (boarding gates 1, 4, 5 and 6), but, even if an aircraft is parked on the air carrier ramp near taxiway Alpha, the passengers are within walking distance of the terminal building. Bathrooms are available in the sterile and non-sterile areas. The airport enjoys two food vendors, Subway

and Montgomery Muggs (in addition there are several vending machines throughout the terminal building). Food vendors may be closed after normal business hours and/or on weekends/holidays.

The airport has a full time police department that is available, as needed to help ensure passenger safety and security. In the event of a medical emergency a mutual aid plan is in place with the Air National Guard, the city fire department and ambulance services.

There are six (6) joint use boarding gates that are available for the airlines. It is the station manager's (or their representative's) responsibility to park all aircraft, and, if needed, service these aircraft with baggage loading, unloading, fueling, deplaning and boarding.

The terminal tarmac is designed for use with regional jets, primarily, but can accommodate a very limited number of larger commercial aircraft. It should be noted that NO boarding gate is designed to accommodate any aircraft larger than a regional jet for jet-bridge loading or unloading (without at least 48 hours advance notice). In the event an aircraft larger than a regional jet diverts into Montgomery, there is a designated parking ramp away from the main terminal to accommodate large aircraft (parking apron Charlie). The station manager on duty for the affected airline will coordinate with Montgomery Airport Authority personnel before this parking area is used to ensure continuous operations for other aircraft that may have to transit this parking ramp. If needed the airline may work with the Fixed Base Operator (FBO) to obtain the use of stairs, tugs, etc. for ground servicing of the aircraft parked on this ramp. Any cost for these items will be the sole responsibility of the airline.

In the event that a decision is made by the aircrew and airline to de-plane on the ramp away from the terminal the Montgomery Airport Authority has in place a method of transportation to get passengers to the main terminal. The airline will contact the airport police dispatch desk to arrange for this service. However, it should be noted that walking from the aircraft (even when parked on Charlie parking apron) may be a viable option, depending on weather, daylight conditions, and passengers' able and willing to walk.

If passengers are brought into the terminal it is the responsibility of the airline to ensure that all passengers remain in the sterile area or to coordinate with local TSA to ensure screening is possible for anyone that leaves the sterile area. It should be noted that although the runway and the terminal building never close TSA is NOT manned 24 hours a day. Airline station managers should coordinate with TSA before allowing any passengers to leave the sterile portion of the terminal. If a problem arises after hours the Airport Police Department maintains a telephone list to put the airlines in touch with local TSA.

### **Section 3**

#### **International Flights**

Although no international flights depart or arrive at Montgomery Regional Airport the possibility of one diverting to Montgomery exists. In the event this occurs the airport will make available an area (it may be a cordoned-off boarding gate area or even a hangar) for passengers to wait for US Customs Officials in a sterile, secure environment. It remains the airline's responsibility to keep these passengers separate from other passengers until they re-board or until US Customs Officials can clear the passengers. The nearest US Customs Office is approximately 110 miles from Montgomery. All airlines should consider having international aircraft divert to an airport with US Customs on-site.

## **Section 4**

### **Non-Scheduled Air Carriers**

In the event a non-scheduled air carrier diverts to Montgomery Regional Airport the Air Traffic Control Tower (ATCT) will notify the Airport Police and the Fixed Base Operator (FBO) of the arriving aircraft and the aircraft will be directed to Charlie parking apron. The FBO will park the aircraft and, if asked by the crew, service the aircraft as needed (all costs are to the airline). The Airport Police Department will notify the Airport Executive Director (or his designee) of the diversion.

If the aircrew of the diverted flight determines that passengers need to be deplaned then the aircrew will alert either the ATCT or the FBO who will then notify Airport Police Department. Passengers will remain within the sterile concourse until the aircrew determines the best course of action.

The Airport Police Department, in conjunction with the airline, will ensure passengers remain on the sterile side of the terminal until TSA has been contacted and approves these passengers to be re-screened. Should a passenger demand to be allowed to leave the sterile side of the terminal **it is the policy of the Montgomery Airport Authority to NOT interfere or deny this request.** However, if a passenger chooses to leave the sterile side of the terminal, the passenger will be informed that they might not be able to re-enter the sterile side of the terminal and they will be informed that it is the passenger's responsibility to talk with the airline in order to arrange for rescreening.

The Montgomery Airport Authority maintains a current list (Airport Police Dispatch Desk) of local hotels, motels, charter bus service, etc. that can be used by the airlines to help accommodate passengers in the event the airlines determine it is needed. Any and all costs/expenses associated with this event remain with the airline.

In the event of a medical emergency mutual aid plans are in place for medical response from the Air National Guard (ANG), city fire department and ambulance services.

## **Section 5**

### **Aircraft Emergency Diversions**

If an aircraft with an emergency diverts to Montgomery Regional Airport as soon as the emergency is terminated and the area is safe and secure then the normal extended tarmac delay protocols will apply either for scheduled or non-scheduled air carrier operations.

The Airport Emergency Plan will be the guiding authority regardless of the aircraft and those procedures over ride all other plans.

## Section 6

### Closed Air Traffic Control Tower (ATCT) Operations

The ATCT is operational daily from 0600(L)-2300 (L). [KMGH is located in the CENTRAL time zone (UTC -6) and KMGH recognizes Daylight Savings Time (UTC -5).] The ATCT is closed daily from 2300(L) – 0600(L). Should an aircraft be diverted to Montgomery when the ATCT is not operational aircrews must use the Common Traffic Advisory Frequency (CTAF) (119.7 MHz). This frequency is monitored by both the Airport Police Department and the Fixed Base Operator. Of course the aircrew may also contact the FBO via UNICOM on 122.95 MHz.

The Airport Police will notify the Airport Executive Director/Deputy Director/Executive Assistant and they will in-turn decide if other Montgomery Airport Authority staff will respond to the airport should the extended tarmac delay protocol be executed.

## Section 7

### Summary

In summary; for any tarmac delay for scheduled flights or diverted flights the local station manager for that airline or affiliate airline is the Office of Primary Responsibility (OPR) and the Montgomery Airport Authority/Montgomery Regional Airport will act in a supporting role.

In the event a diverted flight lands that is handled by a scheduled air carrier after that air carrier has closed for business the Airport Police Department will notify the station manager for that airline immediately so that they may make preparations if needed to recall airline personnel in the event an extended tarmac delay protocol is implemented.

If a scheduled airline makes an emergency landing after hours the Airport Police Department will ensure the aircrew's needs/passenger's needs and the aircraft's needs are met by working with the aircrew and the FBO until airline personnel arrive. The airport emergency plan addresses the Airport Police Department's responsibilities after hours.

**There are NO stairs available to accommodate an aircraft larger than a 757 at Montgomery Regional Airport. The nearest airport that might have stairs is approximately 110 miles away. If an aircraft makes an emergency landing and the fire department must get on board, they may do so by use of fire department ladders.**

## Section 8

### Contact Information

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  - Telephone: 334-288-7334
- FAA Air Traffic Control Tower (ATCT) [KMGM]
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