

HELENA REGIONAL AIRPORT

IRREGULAR OPERATIONS CONTINGENCY PLAN

Airport Information

Name of Airport:	Helena Regional Airport Authority
Name and title of person preparing the plan:	Ross Marty, Business & Compliance Mgr.
Preparer contact number:	(406)-442-2821
Preparer contact e-mail:	rmarty@helenairport.com
Airport Category:	Non-Hub

The Helena Regional Airport has prepared this Irregular Operations Contingency Plan pursuant to §42301 of the FAA Modernization and Reform Act of 2012. Questions regarding this plan can be directed to Ross Marty, Business & Compliance Manager (rmarty@helenairport.com). Helena 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 USC 42301(a)(1) for diversions.

This plan describes how, following excessive tarmac delays and to the extent practicable, Helena 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).

Contact Information

In the event of diversion or other irregular operations events, aircraft operators should contact the Airport Administration Office between the hours of 8 am and 4:30 pm Monday-Friday at **406-442-2821**, and the Airport Operations Department at **406-439-2821** at all other times for assistance. Other contact numbers are: Jeff Wadekamper, Airport Director – **406-439-7365** and Ross Marty, Business & Compliance Manager – **406-475-0936**.

Facility Constraints

Helena Regional Airport has some facility constraints that may limit our ability to accommodate diverted flights. Aircraft operators must contact the Airport at the numbers listed above for prior coordination of diverted flights, except in the case of a declared in-flight emergency.

Specific facility constraints include the following:

1. Boarding Gates & Jet Bridges – The Helena Airport has two ground level boarding gate doors and two jet bridges.
2. Air Carrier Ramp – the Air Carrier Ramp at the terminal is 200 feet deep and 500 feet wide, which is already strained during certain hours to handle the regularly-scheduled air carrier flight operations.

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

The Helena Regional Airport owns two jet bridges and one Turbo-Way loading ramp and rents them to the airlines on a per use basis for enplaning and deplaning passengers. The Helena Regional Airport does not own or operate any other types equipment needed to safely deplane passengers from air carrier aircraft and is, therefore, unable on its own to provide for the deplanement of passengers. Airport personnel are not trained to assist in the deplanement of passengers using equipment owned or operated by air carriers or contract service providers. The following is a list of airlines, ground handlers, and fixed base operators who may have the necessary equipment and trained personnel to safely deplane passengers as soon as practicable after receiving a request from an airline experiencing excessive tarmac delays.

<i>SkyWest Airlines (handles Delta, United Flights)</i>	<i>(406)-495-1100</i>
<i>Alaska Airlines</i>	<i>(406)-442-0930</i>
<i>Exec Air Montana (FBO)</i>	<i>(406)-442-2190</i>

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

The gates at Helena Regional Airport are under common-use gate lease permits or agreements to air carriers and are controlled by the Helena Regional Airport. The Airport directs 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 & Border Protection

The Helena Regional Airport does not have international passenger processing facilities. The Airport is serviced by a Landing Rights Customs facility. We will coordinate with local CBP 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 & Border Protection can be deplaned. The Airport will coordinate with local CBP officials to develop procedures that will allow international passengers who have not yet cleared United States Customs & Border Protection to be deplaned into these sterile areas to the extent practicable.

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| <i>1. US Customs - Helena Office</i> | <i>M-F 0900/1700</i> | <i>406-449-5506</i> |
| <i>2. Great Falls Customs (7 days/week)</i> | <i>0800/1600</i> | <i>406-453-0861</i> |
| <i>3. Emergency Ops Center</i> | <i>24/7</i> | <i>406-335-9610 X 313</i> |

Public Access to the Irregular Operations Contingency Plan

The Helena Regional Airport will provide public access to its emergency contingency plan through the following means:

- Posting it in a conspicuous location on the Airport website (helenaairport.com)