



**Mountain View**  
COUNTY

# AIRPORT SUMMER OPERATIONS

CFN7 + CEA3

Prepared and executed by:

KS2 Management Ltd.

## Amendment Procedures

The Director, Airports of KS2 Management (KS2) is responsible for the development, issuance, and control of amendments to this document. All amendments will be properly inserted by the person in the position indicated on the distribution list. All manual holders will be responsible for the safe custody, control, and maintenance of their manual.

Within 10 days of issuing an amendment, all manual holders must provide confirmation to the Airport Manager that the required amendment action has been accomplished by the return of the amendment control page, signed, and dated by the individual amending the manual.

### MANUAL HOLDERS

Manual #	Holder	Address	Contact
Master	Director, Airports	KS2	(403) 829-8105

### RECORD OF AMENDMENTS

No.	Date Issued	Date Entered	Entered By	Organization

### RECORD OF CHANGES

Page	Amendment	Date	Reasoning:

# Summer Operations Manual

## 1. General Information

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### 1.1 Periodic Review

The Airport Manager and Director – Airports KS2 will review and amended accordingly the Summer Operations Manual as follows.

- Prior to April 1<sup>st</sup> of each year
- When implementing new processes or procedural changes
- Upon issuance of an Advisory Circular by Transport Canada in relation to unpaved Runway Surfaces or summer maintenance activities
- After each incident, or near miss on an unpaved runway surface at Sundre and / or Olds / Didsbury Airports
- Upon request of Mountain View County
- Upon reasonable request by a key airport stakeholder

### 1.2 Introduction

This manual outlines KS2 Management Ltd. (KS2) summer maintenance at the Sundre and Olds / Didsbury Airports to ensure safe aircraft operation on unpaved runway surfaces.

Sundre and Olds / Didsbury Airports are owned by Mountain View County.

### 1.3 Standards

KS2 Summer Operations Program have been designed around the following standards:

- CARs – Canadian Aviation Regulations
- TP 312 – Aerodrome Standards and Recommended Practices, 5<sup>th</sup> edition
- Transport Canada – Advisory Circular (AC) N0. 300-004 – Unpaved Runway Surfaces

## 1.4 Contacts

Name and Title	Phone
Mountain View County	403-335-3311
Kent Milley – KS2 Director Airports	403-829-8105
KS2 Airport Manager	825-994-4815

## 1.5 Definitions

**Equipment:** any motor vehicle or mobile device, either self-propelled or towed, or of a specialized nature, used for runway and airfield maintenance or in the maintenance, repair, and servicing of aircraft, including test equipment and cargo and passenger-handling equipment.

**Restricted Operator Certificate Aeronautical Qualification (ROC-A):** a document issued by Industry Canada certifying that the holder may act as an operator on any aeronautical-land radio station fitted with radiotelephone equipment only, transmitting on fixed frequencies and not open to the public.

**Runway:** a rectangular area of the manoeuvring area used for aircraft takeoff and landing. It where aircraft land and takeoff of and are numbered to the direction they face based on a compass heading.

**Unpaved Runway Surface:** a runway surface comprised of gravel, turf, clay, or hard packed soil mixtures. Unpaved runway surfaces can be manually constructed pavements or naturally occurring unprepared surfaces.

## 2. 0 Responsibilities:

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Director, Airports: Has responsibility for the overall management of the summer operations program.

Airport Manager: Has responsibility for ensuring the safe operation of airside activities including the implementation of the Summer Operations Program. This includes the regular monitoring and reporting of runway conditions and performing regular maintenance.

## 3.0 Resources

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### 3.1 Equipment:

The use of all equipment by KS2 must follow Standard Operating Procedures

### 3.2 Personnel:

Sufficient Airport Personnel will be provided to perform the tasks as outlined in this document.

## 4.0 Maintenance and repair of turf landing strips

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**4.1** To maintain a grass airstrip in good operational condition, a good growth and a uniform grass cover should be maintained to minimize potential damage by erosion. The following preventive maintenance activities will be performed to ensure that these requirements are met:

- Fertilizing the soil annually
- Maintaining the grass height in a range of 5 to 10 cm (2 to 4 inches)
- Keeping the grass free of noxious weeds
- Weed-eat along runway identification markers and signage

### Spring Maintenance:

- a) Turf airstrips will be rolled as determined by the Airport Manager. If required, the work will typically be performed in the Spring while the soil is still moist. The Airport Manager will make the determination to ensure the appropriate soil moisture conditions are prevalent prior to performing the work since over compaction may reduce the ability of the soil to drain water. Additionally, if the soil is too dry, rolling may have little or no effect.
- b) A longitudinal rolling pattern will be used, starting at one end of the strip, and proceeding towards the opposite end with successive passes being made parallel to the centerline of the strip.
- c) Best efforts will be applied to ensure all stones and / or rocks greater than 4mm (0.2 inches) in size will be raked and removed each spring and during continuous runway monitoring. However, rocks initially below the surface may raise to the surface by frost action, and / or displaced due to various other factors.

- d) Areas in which there is winter kill, wheel ruts or other irregularities in the grade will be brought to a loose and friable condition as they are identified. Topsoil will be added to bring these areas to grade and will be mixed with existing soil before rolling, seeding or sod placement activities are carried out wherever possible. In areas where large quantities of material are required – potentially due to erosion for example – the replacement of subsoil may be necessary before adding topsoil.

### Seeding

- a) Seeding and over-seeding are sometimes required to repair damaged areas or to reinforce the grass. The grass mixture employed will be selected under the guidance of an agricultural representative to determine the most appropriate mixture to use wherever feasible. Typical base seed mixtures include the following:
- i. Creeping Red Fescue: 60 to 70%
  - ii. Kentucky Blue Grass: 20 to 30%
  - iii. Perennial Rye Grass: 10%

### Drainage:

To provide effective drainage, a definite uniform grade will be maintained as it is able. A strip with a centerline crown and transverse slope of 2 to 2.5% is preferred where such can be maintained. In areas of ponding or wet spots, the longitudinal or transverse grade will be re-established where it is effective do so. Water from areas adjacent to the strip will be prevented from reaching and / or crossing the stripe, primarily achieved through maintain a good ditching system.

Open drainage ditches will be maintained by removing weeds, brush, soils, and debris. Additional inspections will be conducted in late winter and early spring to ensure proper drainage is occurring.

### Wildlife habitat management near runways:

Mountain View County approved insecticides and herbicides will be sprayed next to runways to eliminate seeds and insects as required. KS2 will work with MVC Agricultural department as required for the treatment of noxious weeds, and pest control, but will remain accountable to ensure all applicable regulations are adhered to.

## **5.0 Maintenance of paved movement areas**

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### **5.1 Pavement sweeping, rubber removal, and runway friction measurements**

#### Pavement Sweeping:

Annually during early spring, a dedicated inspection of all movement areas will occur to identify areas which require sweeping to remove rocks, and debris from winter operations on movement areas. The work will then be planned and executed by the Airport Manager. Regular inspections of paved movement areas occur as part of the airfield inspection program.

#### Rubber Removal and Runway Friction Measurements:

It is our understanding that rubber removal and runway friction measurements are not required at either the Olds / Didsbury or Sundre Airports and as such do not form part of this program.

## **6.0 Maintenance of unpaved movement areas, tie-down areas, and grass fields**

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### **6.1 Unpaved movement areas and tie-down areas**

Unpaved movement areas, including turf taxiways and designated tie down locations, will have the grass height maintained in a range of 5 to 10 cm (2 to 4 inches).

Areas along runways will be maintained to minimum-width short grass to minimize wildlife food sources.

All other grass fields will be maintained in a range of 10 to 15 cm (4 to 6 inches) to reduce loafing and wildlife feeding activity. This is to include areas in the immediate vicinity of the apron, terminal, and County owned hanger lots.

### **6.2 Permitter Fence:**

Weed-eating around the permitter fencing will occur at minimum twice per season

### **6.3 Airfield Lighting, Signage, and other visual aids (PAPI, windsock posts, etc.)**

Grass around runway edge lighting, strobes, PAPI, signage, and other visual aids will be maintained through weed-eating to ensure there are no obstructions and visibility is always maintained.

#### **6.4 Leased Lots and Private Hangers:**

KS2 is not responsible for maintaining the grounds and buildings on privately owned or leased areas of the airport.

#### **6.5 Site constraints and Delineation of Lands**

Prior to commencing summer operations, KS2 will meet with the Agricultural Department Lead of MVC annually to review any site specific constraints and to understand the delineation of what is considered airport land and to be managed by KS2 vs. what is leased land and managed by the land lessor.

## **7.0 Communication**

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### **7.1 Communication Procedures**

All vehicles operating airside will monitor and operate on 123.2 MHz while on maneuvering areas and will broadcast their maintenance intentions (location, activities, duration). All radio operators will have a valid Restricted Operators Certificate - Aeronautical.

### **7.2 Aircraft Manoeuvring Area Closure and Opening**

Pilots will determine if the runway and other surfaces on the manoeuvring area are acceptable for their operation and their operating procedures. However, should conditions deteriorate to such an extent that the Airport Manager believes it is in the best interest to close the runway and / or taxiway they shall make such determination. A NOTAM describing the closure must be issued. Once the Airport Manager determines that surfaces may be returned to service a NOTAM will be issued cancelling the closure notification.

*When active grass cutting activities are being performed a NOTAM will be issued advising that grassing cutting is in progress, pilots to make a low pass prior to landing.*



## **8.0 Routine Inspections**

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### **8.1 Regular inspection of unpaved runway surfaces**

Unpaved runway surfaces will be inspected as part of the regular airfield inspection program to identify ruts, erosion, soft or uneven areas and at minimum three (3) times weekly.

## **9.0 Obstacle Limitation Surfaces**

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The maintenance of Obstacle Limitation Surfaces (OLS) are outside of the scope of this document as they are to be maintained year-round.