

AERONAUTICAL INFORMATION CIRCULAR 27/20

AIRPORT RESERVATION OFFICE PROCESS AT TORONTO/LESTER B. PEARSON INTERNATIONAL AIRPORT

1.0 Date of Applicability

To support the implementation of airport collaborative decision making (A-CDM) and the most efficient use of Toronto/Lester B. Pearson International (CYYZ) runway capacity, the Airport Reservation Office (ARO) has been re-instated as of 18 February 2019.

General Aviation (GA) and Business Aviation (BA) aircraft will be subject to the following departure and arrival reservation process during the normal operating hours of 06:30-00:29 local time CYYZ as well as during night flight restricted hours (00:30-06:29 local time), with additional requirements as published in the *Canada Air Pilot (CAP)* or *Canada Flight Supplement (CFS)*.

2.0 Purpose of the Circular

This aeronautical information circular (AIC) outlines the ARO process to be followed by GA and BA operators at CYYZ.

3.0 Airport Reservation Office Process

The ARO processes reservation requests for GA/BA operations at CYYZ and allocates reservations on a first-come, first-served basis. The ARO will utilize the Online Coordination System (OCS) to make all reservations.

Requests for reservations will be accepted beginning 72 hours prior to the proposed time of the operation. YYZ-based GA/BA Tenant Carriers may book up to 30 days prior to departure or arrival.

Reservations can be obtained by going to: <<https://yyzaro.com/ocs/>>. When requesting a reservation, the following information is required:

1. Date and hour in Coordinated Universal Time (UTC) of proposed operation.
2. Aircraft identifier and flight number or aircraft tail number used for air traffic control (ATC) communication.
3. Aircraft type designator (International Civil Aviation Organization [ICAO] approved).
4. Origin/destination airport.

If the requested reservation time is not available, OCS will offer the closest time before and after the requested time. If your requested reservation time becomes available, the system will send an email to the user email address on file. If you still require the original reservation time accept or reject as required. Once a reservation is completed, OCS will produce a reservation number.

The ARO must be advised whenever reservation information changes. Changes and cancellations must be made via the OCS online tool. If there is a requirement or change to your existing reservation as per the above parameters, log into the system and review your reservation and amend accordingly. If you require a date / time change, cancel the existing reservation and obtain a new reservation and number.

If weather and capacity conditions are not favourable, the ARO may coordinate with the appropriate Operator to amend or cancel their reservation due to unforeseen conditions. This will be done via the email address or phone number provided by the Operator on the application form. The ARO reserves the right to approve or deny a request considering the circumstances and the impact.

Additional information can be found at: <<https://www.torontopearson.com/en/operators-at-pearson/getting-started/aro>>.

4.0 ARO Exemptions

ARO procedures are mandatory for all flights operated as general aviation operations at CYYZ. Helicopters and flights identified by any one of the following designators in Item 18 of their flight plan, or by any other agreed means that may be applicable, are exempt from adhering to the A-CDM procedures:

STS/FFR	Fire fighting
STS/HEAD	Flight with Head of State status
STS/HOSP	Flight on an actual medical mission
STS/MEDEVAC	Flight operated for life critical medical emergency evacuation
STS/SAR	Flight engaged in a search and rescue mission
STS/STATE	Flight engaged in military, customs or police services
STS/FLTCK	Aircraft performing NAVAID flight check

Exemptions are granted based on the type of mission an aircraft is engaged in and not the identity of the operator.

Flights operating from 00:30-06:29 local time will be required to follow the night flight program published in the CAP. MEDEVAC operations of any priority are permitted during the restricted hours. Contact the Integrated Operations Control Centre (IOCC) at 416-776-7568.

There are no changes to the night flight restriction program as published in the CAP or CFS.

5.0 Contact Information

You can contact the ARO at 416-776-7568 (all callers) or 1-800-267-7568 (Canada, USA only), if you have an issue making a reservation using the automated interfaces or have a general question concerning procedures. The inability to obtain a reservation because all of the reservations have been allocated is not a basis for telephoning the ARO.



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