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Terms of Reference

Review of Digital Aerodrome Air Traffic Services

for

Kingston, Ontario

NAV CANADA
Level of Service
151 Slater Street
Ottawa, ON K1P 5H3

July 2024

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1.0 Purpose

The objective of this Terms of Reference (TOR) is to initiate an Aeronautical Study (the “Study”) to review the use of Digital Aerodrome Air Traffic Service (DAATS) to provide Airport Advisory Service (AAS), and associated weather requirements, at Kingston, Ontario.

2.0 Scope of Study

The Study will assess the impact of providing AAS via DAATS, and the associated weather requirements, at Kingston. This study will include formal stakeholder consultations to determine if any issues exist and what mitigations may be required in the event that changes are recommended to service delivery and weather requirements.

3.0 Background

The Kingston Airport (CYGK) is located on the northeast shore of Lake Ontario, on the southwest side of Kingston, ten nautical miles (NM) from the Canada/United States border and is owned and operated by the City of Kingston. There are two asphalt runways; Runway 01/19 (6,001 by 100 feet) and Runway 07/25 (3,909 by 100 feet). The airport lies within a 5 NM Class E Control Zone (CZ) from the surface to 3,300 feet Above Sea Level (ASL).

AAS is provided 16.75 hours per day by Kingston Flight Service Station (FSS) staff from 1115Z to 0400Z† (0615 to 2300 local time) on radio frequency 122.5 MHz. Flight Information Service Enroute (FISE) is available from London Radio via Remote Communications Outlet (RCO) frequency 123.55 MHz. An Aerodrome Routine Meteorological Report (METAR) is available 17 hours per day and promulgated 16.75 hours per day via Automatic Terminal Information Service (ATIS) frequency 135.55 MHz. Limited Weather Information System (LWIS) weather is available outside METAR hours. A 15-hour per day Aerodrome Forecast (TAF) is issued three times per day.

In 2022, NAV CANADA announced its digital facilities initiative to modernize and digitize Air Traffic Services (ATS) provision at Canadian airports over the next 15 to 20 years. In January 2023, NAV CANADA confirmed the selection of Kingston as the site for a digital facility, which is anticipated to initially provide AAS to the Kingston Airport via DAATS.

4.0 Methodology

The Study will identify, assess, and analyze information gathered through data collection and customer and stakeholder consultation. The Study will:

- 1) Confirm stakeholder requirements for the services under review;
- 2) Analyze the concerns and issues raised by the stakeholders;
- 3) Develop possible solutions and options;
- 4) Conduct a Hazard Identification and Risk Assessment on issues, as required;
- 5) Present recommendations for Executive Management and Board of Directors approval;
- 6) Coordinate with the appropriate managers who would be involved with the technical and operational implementation of any proposed service change; and,

- 7) Coordinate with Transport Canada.

5.0 Human Resources

The Study team will be multidisciplinary, with representation as required from crucial operational, technical and support areas.

The Study team will ensure that consultation with affected or interested stakeholders is sufficient before making recommendations to senior management.

The Study team will conduct a risk analysis and may call upon stakeholders to contribute to assessing some risk scenarios.

Team Leader: Manager, Level of Service

Advisor: Director, Stakeholder and Industry Relations

Contributors:

Specialist, Level of Service,
Managers/Staff in the Toronto Flight Information Region,
Aeronautical Information Management,
NAV CANADA Technology Group,
NAV CANADA Corporate Performance,
NAV CANADA Stakeholder and Industry Relations, and
Others as required.

6.0 Work Management Plan

TOR approval: May 2024

When conducting the Study*, the following will be undertaken:

1. Develop a Communication and Consultation Plan – Summer 2024
2. Study commencement – Summer 2024
3. Consultation – Summer 2024
4. Assess consultation input – Fall 2024
5. Conduct Issues Hazard Identification and Risk Assessment – Fall 2024
6. Finalize Aeronautical Study Report – Winter 2024
7. Executive Management and Board of Directors approval – Winter 2025
8. Issue a Notice of Proposal (if required) – Winter 2025
9. Circulate to Transport Canada for safety review – Spring 2025

Following Transport Canada review:

10. Coordinate implementation plan and dates with appropriate departments – TBD
11. Prepare Aeronautical Information Management Submission – TBD
12. Prepare and publish Aeronautical Information Circular – TBD
13. Prepare and publish Notice –TBD
14. Implement – TBD

15. Monitoring / Post-Implementation Reviews – TBD

** Study timelines may be subject to adjustment.*

7.0 Materiality of the changes

Some of the service delivery options may represent a material change to a significant group of users. If this is the case, formal notifications per the Civil Air Navigation Services Commercialization Act will apply.

8.0 Finance Resources

Service design changes may generate an engineering support requirement. These requirements will be identified as the study progresses in support of initiating project planning for implementing engineering-related recommendations from the study.

9.0 Consultation

An appropriate consultation plan will be prepared.

Aviation organizations representing airports, general aviation, business aviation and others, as appropriate, will be consulted during the Study. A complete list of customers and stakeholders consulted will be attached to the Study.

Should you have any questions or wish to provide input to the Study, you may do so by emailing studies.etudes@navcanada.ca or by writing to:

Courier/Civic Address	Mailing Address
NAV CANADA Level of Service 151 Slater Street Ottawa, ON K1P 5H3	NAV CANADA Level of Service PO Box 3411, Station T Ottawa, ON K1P 5L6

10.0 Safety Management Plan

A project safety management plan will include required mitigation and monitoring actions to implement any service change recommendation. NAV CANADA would be responsible for initiating the implementation of decisions resulting from the approved Study.

11.0 Authority

This document has been issued under the authority of the Assistant Vice President, Stakeholder and Industry Relations.