



Terms of Reference

Review of Control Zone at Terrace

Northwest Regional Airport (CYXT)

NAV CANADA
Navigation and airspace
Level of Service
77 Metcalfe Street, 7th Floor
Ottawa, Ontario
K1P 5L6

February 2020

The information and diagrams contained in this Terms of Reference are for illustrative purposes only and are not to be used for navigation.

TABLE OF CONTENTS

1.0	Purpose	2
2.0	Scope of the study	2
3.0	Background	2
4.0	Methodology	2
5.0	Safety Management Plan	2
6.0	Human Resources	3
7.0	Work Management Plan	3
8.0	Finance Resources	3
9.0	Materiality of the changes	4
10.0	Consultation	4
11.0	Authority	4

1.0 Purpose

The purpose of this Terms of Reference (TOR) document is to initiate an aeronautical study to review the proposal to exclude part of the control zone (CZ) at Northwest Regional Airport, Terrace, BC (CYXT).

2.0 Scope of the study

The aeronautical study will assess the requirement for changes to the Terrace CZ and will identify information related to customer needs, issues and concerns regarding any potential airspace change.

This study will include formal stakeholder and customer consultation to determine if any customer impacts exist, and what mitigations may be required in the event that it is recommended to make changes to the airspace surrounding Terrace.

3.0 Background

The Northwest Regional Airport is located 3 nautical miles (NM) south of Terrace, British Columbia. The airport is served by an onsite flight service station (FSS) that provides an advisory service 24 hours a day. The airport has scheduled service from Vancouver, Calgary, Edmonton and Prince George. The airport has both a mandatory frequency (MF) and Class E CZ with a 5 NM radius from the ground to 3,700 ft above sea level (ASL). The airport elevation is 713 ft ASL and the Skeena River is as low as approximately 150 ft ASL within the CZ. Helicopters operating in the valley and IFR aircraft operating to and from the airport may cause each other to be delayed when the weather is below visual flight rules (VFR) minimums.

4.0 Methodology

An aeronautical study assesses and analyzes information gathered through data collection and customer/stakeholder consultation.

The aeronautical study team will:

- Confirm stakeholder requirements for the exclusion of part of the Terrace CZ;
- Analyze the concerns and issues raised by the stakeholders;
- Develop possible solutions and/or options;
- Conduct a HIRA as required;
- Present recommendations to senior management for approval;
- Coordinate with the appropriate managers who would be involved with the technical and operational implementation of the proposed service change; and
- Coordinate with Transport Canada.

The study team will ensure that consultation with customers and affected or interested stakeholders is sufficient prior to making any recommendations to senior management.

A business case will be developed to validate the recommendations.

The Study team will conduct the risk analysis and may call upon stakeholders to contribute to the assessment of some risk scenarios.

5.0 Safety Management Plan

The manager responsible for implementing any decisions resulting from this aeronautical study will prepare a project safety management plan. The plan will include mitigation and monitoring actions that are required to implement the change in service.

6.0 Human Resources

The team will be multi-disciplined with representation as required from key technical, operational and support areas. Where significant resources are required, this will be negotiated between the respective managers.

Team Leader: Manager, Level of Service and Aeronautical Studies

Other Team Members:

Advisor - Manager, Level of Service & Aeronautical Studies
Specialist, Level of Service
AIM (TBD)
Managers/Staff Vancouver ACC (TBD)

7.0 Work Management Plan

TOR approval: August/2020

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

1. Develop Communication and Consultation Plan – Fall, 2020
2. Study commencement – Fall, 2020
3. Consultation – Fall/Winter, 2020
4. Assess consultation input – Winter, 2021
5. Conduct HIRA – Winter, 2021
6. Finalize Aeronautical Study Report – February, 2021
7. Management Approvals – February, 2021
8. Circulate to Transport Canada for safety oversight review – February, 2021

Following Transport Canada review

9. Coordinate implementation plan and dates with appropriate departments – TBD
10. Prepare AIM Submission – TBD
11. Prepare and publish AIC – TBD
12. Prepare and publish Notice – TBD
13. Implement – TBD
14. Monitoring – Post implementation Reviews (conducted at post 90 days and if required after 1 year)

**Aeronautical Study timelines may be subject to adjustment.*

8.0 Finance Resources

Each responsibility manager is accountable for any travel and related expenses of the study team including the management of overtime.

Service design changes may generate an engineering support requirement. These requirements will be identified as the study progresses and an Opportunity Proposal (OP) generated to initiate project planning for implementing the engineering related recommendations from the study.

9.0 Materiality of the changes

There is the potential that some of the service delivery options may represent a material change. If this is the case formal notifications as per the Civil Air Navigation Services Commercialization Act will apply.

10.0 Consultation

An appropriate communications plan incorporating a full consultation plan will be prepared.

Aviation organizations representing airport, general aviation, business aviation and others as appropriate will be consulted during the Aeronautical Study.

A complete list of customers and stakeholders consulted will be attached to the aeronautical study.

Should you have any questions or wish to provide input in to the Aeronautical Study, you may do so by emailing studies.etudes@navcanada.ca or by writing to: Level of Service 77 Metcalfe St
Ottawa, ON K1P 5L6

11.0 Authority

Assistant Vice President, Stakeholder Relations and Communications.