



Terms of Reference

Review of Air Traffic Service Requirements

Prince Albert, Saskatchewan

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

October 2020

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

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1.0 Purpose

The purpose of this Terms of Reference document is to initiate an Aeronautical Study to review the Air Traffic Service (ATS) and aviation weather requirements at Prince Albert, SK.

2.0 Scope of the study

The Aeronautical Study will determine the Air Traffic Service (ATS) and aviation weather requirements at the Prince Albert (Glass Field) Airport. This study will include formal stakeholder consultation to determine if any issues exist, and what mitigations may be required in the event that changes are recommended to the provision of air traffic and aviation weather services.

3.0 Background

NAV CANADA provides an Airport Advisory Service (AAS), Vehicle Control Service (VCS) and a surface weather observation program (METAR/SPECI) 24 hours per day from the Prince Albert Flight Service Station (FSS). The surface weather observation program supports a 24-hour Aerodrome Forecast (TAF).

Aircraft movements at Prince Albert Airport have declined 30 per cent from 21,946 movements in 2016 to 14,208 in 2019. Aircraft movements between 0700 - 2100 local time average approximately three aircraft movements per hour. During the overnight hours between 2100 - 0700 local time the average is less than one aircraft movement per hour.

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 ATS and weather services;
- Analyze the concerns and issues raised by the stakeholders;
- Develop possible solutions and/or options;
- Conduct a HIRA as required;
- Present recommendations for Executive Management approval and Board of Directors review;
- 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 as needed.

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 study team will be multi-disciplined with representation as required from key technical, operational and support areas.

Team Leader: Manager, Level of Service and Aeronautical Studies

Advisor: Senior Manager, Stakeholder and Industry Relations

Contributors:

Manager, Level of Service,
Managers/Staff YWG FIR
Aim and Engineering,
Corporate Performance, Customer and Commercial Services and others as required.

7.0 Work Management Plan

TOR approval: October 2020

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

1. Develop Communication and Consultation Plan – October 2020
2. Study commencement – October 2020
3. Consultation – October/November 2020
4. Assess consultation input – December 2020
5. Conduct HIRA – December/January 2020
6. Finalize Aeronautical Study Report – January/February 2021
7. Executive Management approval and Board of Directors review – February 2021
8. Circulate to Transport Canada for safety 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 responsible 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 in support of initiating project planning for implementation of 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 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.