Terms of Reference

Review of Airspace Requirements

Abbotsford, British Columbia

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

February 2021

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1.0 Purpose

The purpose of this Terms of Reference (TOR) document is to initiate an Aeronautical Study to review the airspace requirements in the vicinity of the Abbotsford Airport (CYXX).

2.0 Scope of the study

The Aeronautical Study will assess the airspace requirements for the provision of Air Traffic Control service and to facilitate the needs for flight training outside of the Abbotsford Control Zone (CZ) and the needs of pilots operating under Visual Flight Rules (VFR) outside of the Abbotsford CZ. 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 the airspace design and classification.

3.0 Background

The Abbotsford International Airport (CYXX) is only 1.3 NM north of the Canada/USA border, the Control Zone (CZ) extends into American airspace. The irregular-shaped Class C CZ to 4,500 feet ASL north to the Canada/USA border becomes American Class D to 2,500 feet ASL south of the border. NAV CANADA operates an Air Traffic Control (ATC) Tower, the staff of which provide a 16-hour per day Airport Control Service from 1500 to 0700Z‡ (0700 to 2300 local). Remote Aerodrome Advisory Service (RAAS) is provided by the staff of the Cranbrook Flight Service Station (FSS) between the hours of 0700 to 1500Z‡ (2300 to 0700 local) via a remote communication outlet (RCO). The RAAS is provided on the inner Tower frequency 119.4 MHz which becomes the Mandatory Frequency (MF). The MF and RAAS are only provided in the Canadian portion of the CZ which becomes Class E. The 24-hour aviation weather observations (METAR and SPECI) are conducted by the staff of a NAV CANADA Contract Weather Office (CWO) which supports a 24-hour Aerodrome Forecast (TAF). The local METAR and SPECI are broadcast 16 hours per day (1500Z to 0700Z‡) on the Automatic Terminal Information Service (ATIS).

Total annual aircraft movements have increased from 145,117 in 2016 to 182,398 in 2019, which is comprised of 10 per cent IFR and 90 per cent VFR.

The airspace surrounding Abbotsford is an area of concern, with pilots flying in accordance with Visual Flight Rules (VFR) aircraft potentially conflicting with pilots of aircraft operating under Instrument Flight Rules (IFR) while conducting approaches to the Abbotsford Airport.

There are several areas of Class F airspace in Fraser Valley in the vicinity of the Abbotsford Airport for use by pilots for flight training. Pilots operating in the airspace outside of the Abbotsford CZ and the Class C Vancouver TCA monitor and communicate on a variety of frequencies.

4.0 Methodology

An Aeronautical Study identifies, assesses and analyzes information gathered through data collection and customer/stakeholder consultation.

The Aeronautical Study Team will:

- Confirm stakeholder requirements for the services under review;

- Analyze the concerns and issues raised by the stakeholders;
- Develop possible solutions and/or options;
- Conduct a Hazard Identification and Risk Assessment on issues as required;
- Present recommendations for Executive Management and Board of Directors 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 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 a 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

Advisor: Director, Stakeholder and Industry Relations

Contributors:

Specialist, Level of Service,
Managers/Staff Vancouver Flight Information Region,
Aeronautical Information Management,
Engineering, Corporate Performance,
Stakeholder Relations and Communications and,
Others as required.

7.0 Work Management Plan

TOR approval: March 2021

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

1. Develop Communication and Consultation Plan – Spring 2021
2. Study commencement – Spring 2021
3. Consultation – Spring 2021
4. Assess consultation input – Summer 2021
5. Conduct Issues Hazard Identification and Risk Assessment – Summer 2021
6. Finalize Aeronautical Study Report – Summer 2021
7. Executive Management and Board of Directors approval – Summer/Fall 2021
8. Issue Notice of Proposal (if required)
9. Circulate to Transport Canada for safety review – Summer/Fall 2021

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 (conducted 90 days after implementation and if required after one year)

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

8.0 Finance Resources

Responsible managers are 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 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 to a significant group of users. 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:

NAV CANADA
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77 Metcalfe St
Ottawa, ON K1P 5L6

11.0 Authority

Assistant Vice President, Stakeholder Relations and Communications.