


**TOWN OF CARLYLE
POLICY MANUAL**

Policy Description: Airport Runway Operations	TOWN OF CARLYLE	
Policy Number: AIR 0010	Original Date: Jan. 7, 2009 Revised: Oct. 12, 2011 Mar. 4, 2020 Res. #2020-051 Reviewed: Dec. 7, 2016	

Purpose of Policy: To establish protocol for runway maintenance.

In case of inclement weather, a Town employee should go daily to the airport and check the condition of the runway. If the runway is not usable for any reason, the employee needs to file a NOTAM (Notice to Airman). The NOTAM is filed by calling Winnipeg Flight Services at **1-866-541-4103**, and telling them that you are calling on behalf of Carlyle Airport **#CJQ3**, and that you are filing a NOTAM that the runway is closed. Generally, the runway is closed for two reasons:

1. Weather, i.e., snow or flooding
2. Maintenance on or near the runway

You will need to provide information on how long you expect the runway to be closed. If you do not notify Winnipeg Flight Services, the NOTAM will be lifted at the end of the period of time designated. Should the runway become useable before then, call Winnipeg Flight Services at the same number and notify them that the runway is open.

Snow Removal and Mowing Procedures:

Care must be taken around the lights while mowing or clearing snow. Town employees should know that when a pilot sees someone working on or near the runway, the pilot typically makes a low pass. That is the worker's notice to discontinue their work and move off the runway to a distance of fifty feet. Once the aircraft has landed, and taxied away from the maintenance vehicle(s), the worker may resume his/her activity.