



TOWN OF CARLYLE

POLICY MANUAL

POLICY DESCRIPTION:	POLICY NUMBER: AIR 0010
Airport Runway Operations	DATE APPROVED: January 7, 2009
	DATE REVISED: October 12, 2011

Purpose of Policy: To establish protocol for runway maintenance.

Process:

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 Edmonton Flight Services at **1-866-992-7433**, and telling them that you are calling on behalf of Carlyle Airport **#JQ3**, 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 Edmonton Flight Services, the NOTAM will be lifted at the end of the period of time designated. Should the runway become useable before then, call Edmonton 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.