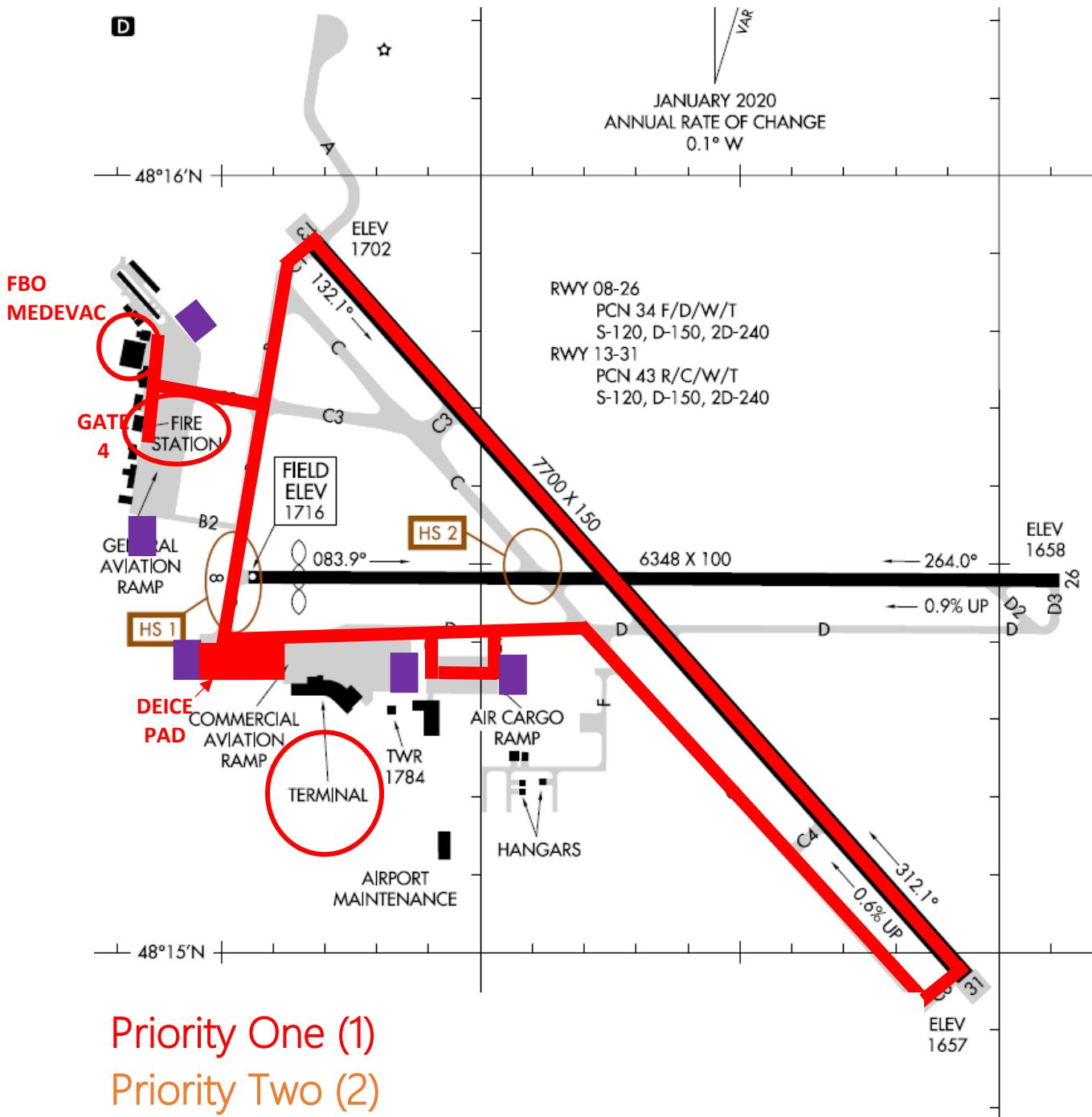


# AIRPORT OPERATIONS SNOW REMOVAL PRIORITY AREAS

## PRIORITY 1



Priority One (1)

Priority Two (2)

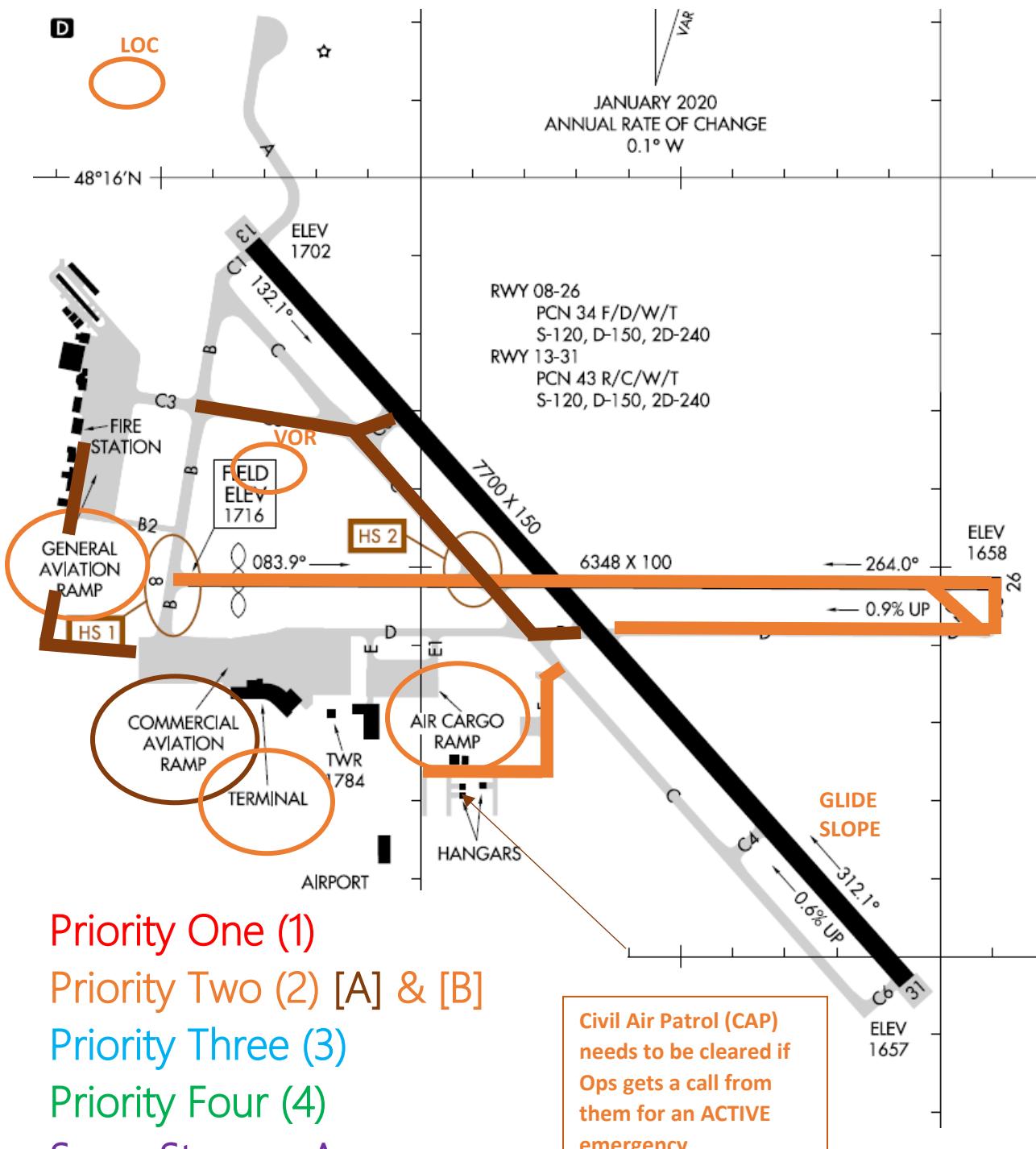
Priority Three (3)

Priority Four (4)

Snow Storage Areas

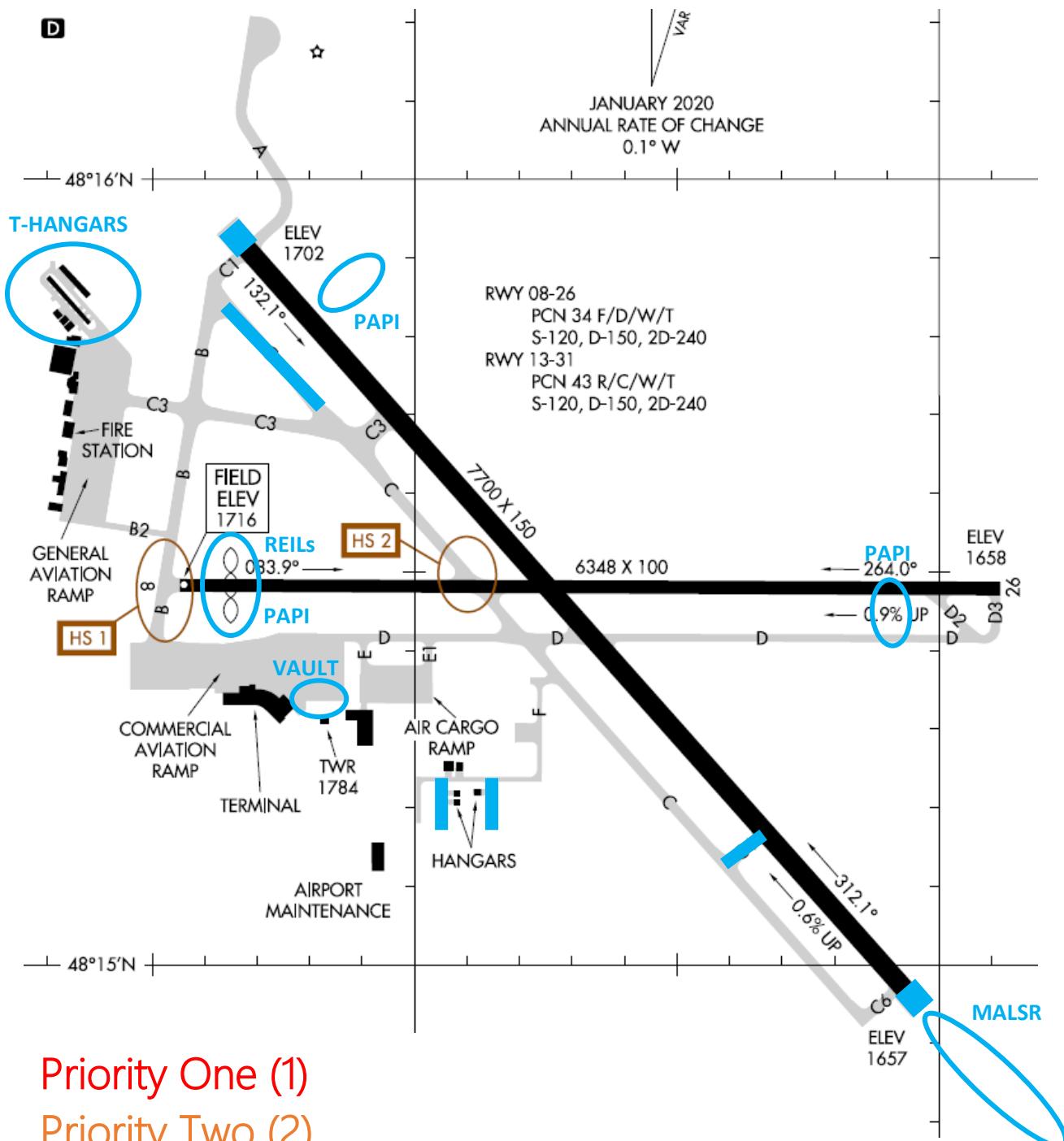
# AIRPORT OPERATIONS SNOW REMOVAL PRIORITY AREAS

## PRIORITY 2



# AIRPORT OPERATIONS SNOW REMOVAL PRIORITY AREAS

## PRIORITY 3



Priority One (1)

Priority Two (2)

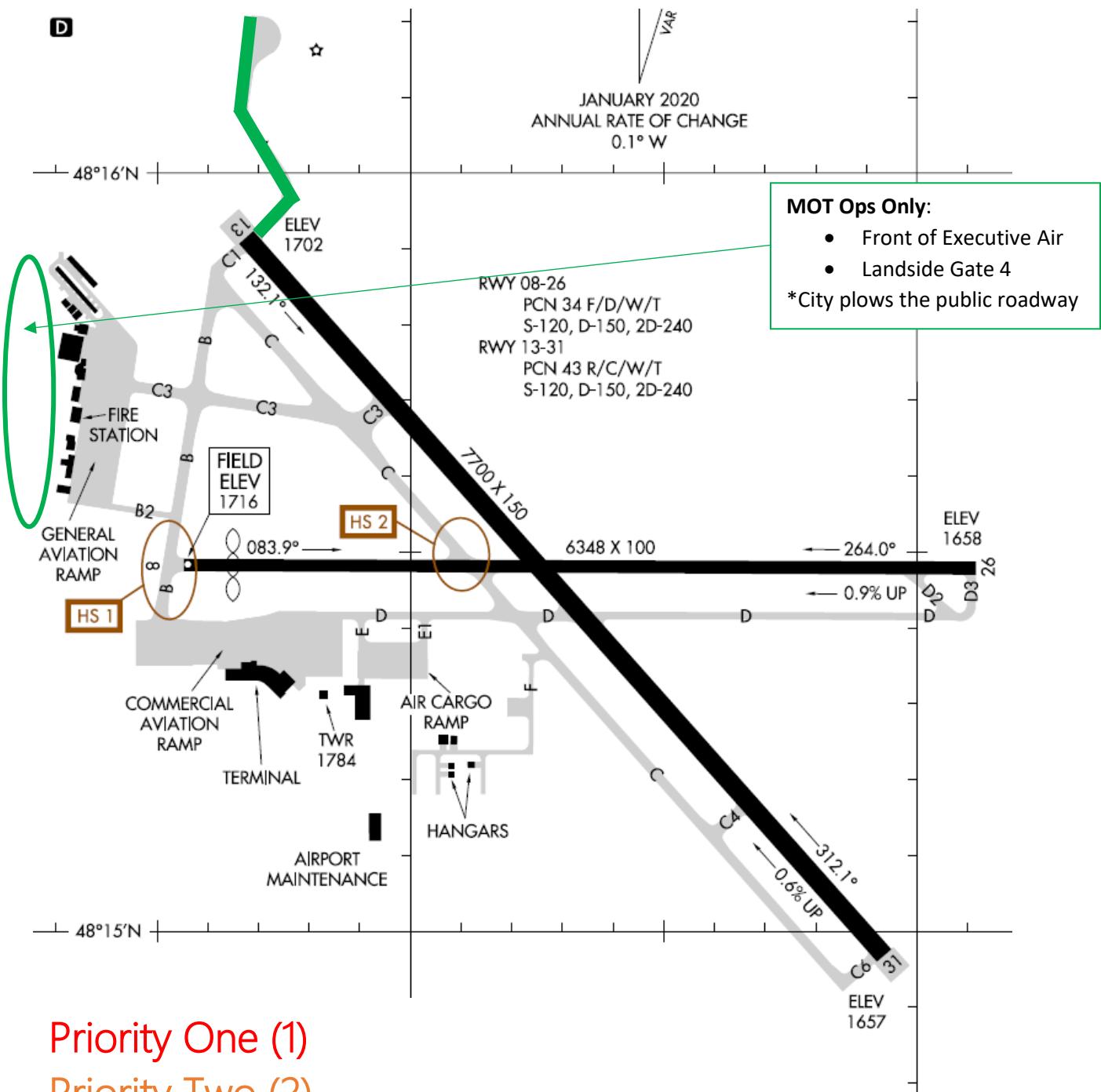
Priority Three (3)

Priority Four (4)

Snow Storage Areas

# AIRPORT OPERATIONS SNOW REMOVAL PRIORITY AREAS

## PRIORITY 4



Priority One (1)

Priority Two (2)

Priority Three (3)

Priority Four (4)

Snow Storage Areas

# General Aviation Ramp Area

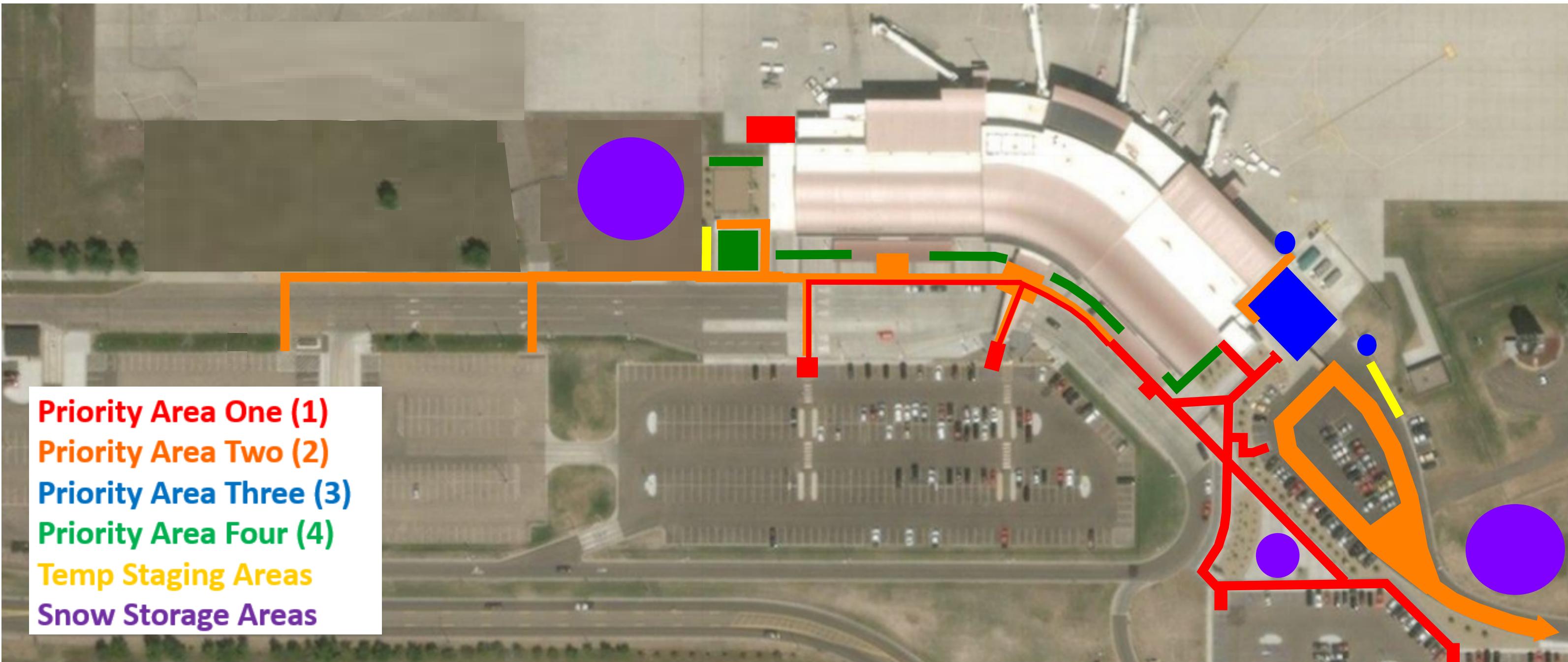
PURPLE BOX – SNOW STAGING AREA

RED BOX – NO SNOW

BLUE BOX – TEMPORARY SNOW STAGING AREA FOR TENANTS. INDIVIDUAL MOVING THE SNOW MUST NOTIFY MOT OPS TEAM PRIOR TO AND IT CAN NOT BE HIGHER THAN 24 INCHES).



## SNOW REMOVAL PRIORITY AREAS AND RESPONSIBILITIES



## SNOW AND ICE CONTROL COMMITTEE MEETING 2024

October 1, 2024

**Purpose:** Provides feedback and makes recommendations to Snow and Ice Removal Operations at Minot International Airport.

**Members:** Airport Director (Chair), Airport Operations & Maintenance Manager, Airport Operations & Maintenance Foreman, Airport Facilities Foreman, Aircraft Rescue and Fire Fighting Management, Air Traffic Control, Airline Facilities Management, Local Air Carrier Management, Parking Lot Management, Rental Car companies, Snow Removal Contractor, FBOs, and tenants.

### Topics to Discuss:

#### 1. Airside Snow Removal Priorities:

Priority 1: Consists of the primary runway, taxiways needed to gain access from ramps (GA, Commercial, Cargo) to each runway end, ARFF Station and vehicle gate 4, de-ice pad and portions of both the commercial, GA and Cargo ramps as needed and influenced by carrier schedules. The intent is to ensure there is a safe runway and taxi route to get aircraft to and from their parking spots safely.

Priority 2: Opening of crosswind runway and associated taxiways along with some other taxiways not included in Priority 1. It also includes airfield signage, essential landside roadways and finishing snow removal on the ramps. The intent of this priority is to open the secondary runway and required taxiways along with providing access for passengers and employees to reach the terminal.

Priority 3: Remainder of taxiways like C-4 and B2. It also includes T-hangars, the electric vault, and NAVAIDS. The intent is to ensure all movement areas on the airfield are back to normal operations and that all NAVAIDS are operational and accessible.

Priority 4: Remainder of landside roadways, parking lots, airfield signs, and lights left over from Priority 2 along with general cleanup of the AOA and TWY A. The intent is to bring all areas back to normal operations and to begin preparations for the next snow event.

#### 2. FICON's: All FICON's will be disseminated as a Notice to Airmission (NOTAM). There is a link on the airport's web page for access to NOTAMs (HOME PAGE à AIRPORT à PILOT INFORMATION). Just a reminder, runway friction readings (MU's) have been replaced with runway condition codes. These codes are assigned by NOTAM Manager when required and are based on contaminates present on each third of the runway using a Runway Condition Code Assessment Matrix (RCAM). You

must look at the airport NOTAMs to get these runway condition codes. PLEASE DO NOT CALL OPERATIONS FOR THEM.

### **3. Commercial Aviation Ramp:**

**Airport Operations** will be responsible for clearing snow no closer than 6 feet from the terminal or piece of equipment, to include aircraft and jet bridges. Snow within 6 feet of the terminal, equipment, aircraft, or jet bridges is the responsibility of the airlines. During periods of heavy snow removal, Airport Operations personnel will focus mainly on areas of the ramp that must be cleared to ensure aircraft have a path to their designated gates and parking areas. As time permits, Operations will ensure the rest of the ramp is cleared. Airport Operations will make every effort to respond to emergency or operational requests from airline staff as they arise. Extra care will not be taken to accommodate any items left behind including cones, wheel chocks, and extension cords during snow removal operations.

**Airline Staff** will be responsible for ensuring their exit and entrance doors are free from snow and ice. Special emphasis needs to be placed on the roll up doors to the Triturator and Glycol rooms. Snow and ice buildup must be removed from under these doors to ensure they properly seal. If a door will not close fully, please contact the Facilities team immediately. **DO NOT leave roll up doors open and unattended.**

Airline staff will also be responsible for ensuring their J-lines are clear for incoming flights and snow is removed from under and around jet bridge wheels before moving the jet bridge. If a jet bridge is driven over snow, it will compact it and turn it into ice. The jet bridge cannot climb over compacted snow berms. This remains a huge issue every year. This will help prevent ice buildup and also aid in melting new falling snow.

Prior to a snow event it is the airline's responsibility to ensure all equipment, cones, wheel chocks, and extension cords are removed from the ramp and that jet bridges are stowed for smoother snow removal operations. This means less areas for airline staff to remove snow.

Additionally, all equipment must be removed from aircraft parking positions as aircraft depart and jet bridges are put back into their stowed position to accommodate the operation of snow removal. The airport will not stop their snow removal operations to move your equipment. In the event ground boarding is required, the airlines will be responsible for ensuring a clear path for passengers is maintained to the aircraft.

Airline staff involved in snow removal operations shall ensure snow is not pushed out onto the ramp or up against the building. Under no circumstance will snow berms or snow piles be left on ramps where aircraft will taxi or park. Snow may be pushed to the eastern or western portions of the ramp or in-between jet bridges, as long as it does not inhibit the taxiing or parking of aircraft.

- Unifi has made arrangements to have the sand tote filled upon request and will be billed at the applicable rate. Trego- Dugan will need to come up with another option for sand.
- If sand is needed for your tugs and pushbacks, Operations will provide the sand in the sand cart upon request. It will be logged in the tenant tracking with the appropriate pricing. Please let us know before it gets empty that you need more sand, as we may not be able to get it to you right away. **The use of salt or ice melt is prohibited anywhere on the airside, to include inside jet bridges.** Additionally, sand is prohibited on any part of the jet bridges. If you have extra GSE that is not being used, please remove it from the ramp. Please coordinate with Operations if there is a need to park it elsewhere.

#### 4. Aircraft Deicing:

It is the airline's responsibility to ensure their aircraft receive proper deicing and that they have the required fluid and equipment needed. Under normal operations, all deicing operations must take place on the west side of the commercial ramp. Please ensure that no part of the aircraft being deiced is over the red SIDA/vehicle control line. If, out of necessity, an aircraft cannot be deiced on the western portion of the ramp, the aircraft shall be pushed back to the east of Gate 1 on the new ramp for deicing. Extra care must be used in this area as the potential exists that deice fluid/fog could obstruct Tower's view or blow onto their windows. Deicing in this area should only be used as a last resort. At no time will it be permitted to deice on taxiway Delta located on the north edge of the ramp or will it be permitted to block entrances or exit lanes to the ramp or taxiway.

Permission has been granted to perform FROST SPRAY at gates 3, 4 and 5 on RON A/C only with the following restrictions:

- Actual wind speed at the time of application must be <5kts, wind direction cannot be 315-045 degrees magnetic
- Jetbridge must be in its stowed position parking box and doors closed
- Care must be taken not to allow overspray on the passenger terminal. In the event the terminal gets sprayed with glycol, airline ground handler will be responsible for the cost of clean-up
- Care must be taken not to allow overspray into the fresh-air intakes at gate 3. Any damage repair or cleaning required will be billed to airline ground handler.
- In the event of rapid snow melt, or other condition that requires the airport to divert ramp runoff away from the city sewer system, permission to frost spray at the gates may be suspended.

- \* Note: If employees are not following the above guidelines, or there is some other unanticipated negative consequence, we will revert back to not allowing any deicing at the jetbridges.
  - If assistance is required with unloading glycol tote deliveries, please communicate with Operations in advance so they have as much notice as possible.
- 5. General Aviation Ramp:** Airport Operations is responsible for clearing all snow on the GA ramp that is not within six feet of a facility or piece of equipment. As with the commercial ramp, during periods of heavy snow removal, Airport Operations will focus mainly on areas of the ramp that must be cleared to ensure aircraft have a clear path to their designated parking areas. This is typically just the north end of the ramp in front of the FBO and Executive Air hangar. Once all Priority 1 areas are done, the airport will clean up the south end of the ramp. Please coordinate with Ops whenever you move snow from around your hangars and buildings so that Ops can do the south part of the ramp at the same time, or shortly after you are done. The intent is to not have to do twice the work in clearing snow. Last year's efforts by the FBO and tenants helped prevent this tremendously. Let's continue to work together!! Note: Please try to remove aircraft tie down ropes, tires, chains from empty aircraft parking spots during inclement weather. The airport will not be held liable for any items left behind to include aircraft tie down ropes, tires, chains during snow removal operations.
- 6. Cargo Ramp:** Airport Operations is responsible for clearing all snow on the cargo ramp that is not within six feet of a facility or piece of equipment. As with the commercial ramp, during periods of heavy snow removal, Airport Operations will focus mainly on areas of the ramp that must be cleared to ensure aircraft have a clear path to their designated parking areas. As time permits, Operations will ensure the rest of the ramp is cleared. The airport is not responsible for moving aircraft tie down ropes, tires, chains, or cones from aircraft parking spots. The airport will not be held liable for any items left behind to include aircraft tie down ropes, tires, chains during snow removal operations.
- 7. Hangar Owners:** The airport is not responsible for snow removal for private hangars. The airport is only responsible for taxilanes. The driveway leading up to the hangar is owner's responsibility. Snow removal upon request will be considered and billed at the applicable rate so long as a signed current waiver is on file. Snow removal will be done no closer than six feet of the building. It is understood that the airport will not be liable for any mishaps that may occur including pavement damage. Airfield priorities will be the top priority.

8. **T-Hangar Renters:** Ops will remove all snow from in front of your hangar up to a six feet buffer of your door. Snow removal upon request will be considered and billed at the applicable rate so long as a signed current waiver is on file. Snow removal will be done no closer than six feet of the building and the tenant is there to spot Operations.
9. **Airport Roadways:** Operations and the City Street department will work in coordination to ensure terminal roadways are accessible to customers and employees. There may come a time when the need to close the slip road. When the slip road is closed, all vehicles must access the short-term lot using the north entrance. All other airport roadways will be handled during priority 4 operations. If you get complaints or notice the roads to the terminal are getting bad, please notify Ops .
10. **Short-Term and Long-Term Parking Lots:** Snow removal in these lots, including the entrances and exits, will be the responsibility of contractor, as overseen by the airport. Sanding of these lots will remain the responsibility of Airport Operations unless otherwise directed. Every effort will be made to keep pedestrian openings clear of snow and to limit snow berms behind passenger vehicles. LAZ Parking will assist vehicles that appear to be in duress.
11. **Rental Car Return:** See item 9. Rental Car staff will be responsible for clearing snow in vacant leased spaces and in-between cars for customers' access to their vehicles. Parking along the Airport curb is prohibited. There have been several instances where plow operators had to either go around a parked car or stop and go inside the terminal to ask someone to move their vehicle. **This is unacceptable!**
12. **Employee Parking Lot:** Airport Operations and Facilities will do their best to ensure employees can get in and out of the parking lot, including those arriving early for the first departure. If there is noticeable ice build-up, please call Operations. Ops will sand as soon as able. Communication is key; let the airport know if you are having issues and we will get there as quickly as able.
13. **Terminal Area:** Airport Facilities team will be responsible for clearing snow and applying deicing methods around the terminal area. This area includes walkways leading from all parking lots (long-term, short-term, rental return, and employee lot); the pathways in front of the terminal including the three entrances and smoking shelter area; the loading dock area; and the grease trap enclosure used by the restaurant.
14. **Side note:** Airline staff must ensure that trash is not allowed to sit on the jet bridge or around the terminal building. It should be removed regularly throughout the day. Trash should be taken out through the personnel gate from the ramp to the dumpster. If the

personnel gate is not accessible due to snow, trash can be loaded into the wheeled garbage tote dedicated to the airlines and taken through the terminal building to the dumpster. Please put the wheeled tote back in place when finished and please be mindful of the doors and walls when pushing the tote through the building.

Rental car employees must ensure that they park their vehicle at their designated parking area (employee parking lot). Front of the terminal is not designated parking space.

- 15.** If anyone needs help with snow removal or you notice areas around the airport that need snow removal, please call the following numbers and we will do our best to get to it as soon as possible:

**Operations Lead (24 hours, Airside/Landside):** 701-857-4795

**Facilities Lead (Landside):** 701-818-0137

**Operations & Maintenance Manager:** 701-833-2018

Open Discussion: If you have any comments or thoughts, please fill in below.

# SNOW & ICE CONTROL PLAN

## OCTOBER 1, 2024

	Name	
	Print	Sign
1	Maria Ponowode - MOT	<i>Maria</i>
2	Alex Choi - MOT	<i>Alex</i>
3	Judy Norby - MOT	<i>Judy</i>
4	MICHAEL PAFALA - MOT	<i>Michael</i>
5	Dakota Urban - trego	<i>Dakota Urban</i>
6	Jay Bless - MAC	<i>Jay Blessum</i>
7	Mary Joy - Unifi	<i>Mary Joy</i>
8	Derek Smith - Executive Air Taxi	<i>Derek</i>
9	Brittany Schriock - MOT	<i>Brittany Schriock</i>
10	Jennifer Eckman - MOT	<i>Jen</i>
11	Chris Howley - LAZ	Online
12	Dave Parks - Av Flight	Online
13	Chad Graynor - LAZ	Online
14	Steve Martinson - LAZ	Online
15	Stuart Vaith - LAZ	Online
16	Tom Joyce, ACM, City of Minot	<i>Tom Joyce</i>
17	William Kay - CAP	Online
18		



### **Minot International Airport Waiver and Release**

I, \_\_\_\_\_ hereby confirm that I am over eighteen and that by signing this Waiver and Release, I am knowingly waiving and releasing the City of Minot, from any and all liability pertaining to the Activity described in this Waiver and Release. I understand that by signing this Waiver and Release, I expressly and willingly agree to assume complete responsibility for any risk of injury and/or damage or death that may arise from the following activity (hereinafter "Activity"):

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I understand that the aforementioned Activity will be subject to applicable MOT Rates and Charges approved by the City Council annually and I agree to pay any invoices received for the Activity within 30 days of receipt.

On behalf of myself and employer, I waive all claims for damages, injuries, and death sustained by me or my property, that I may have against the City of Minot relating to such activity. I understand that the Activity that I will participate in may be inherently dangerous and may cause serious injuries, including bodily injury, damage to personal property and/or death. By executing this waiver, I assume any and all risk, and take full responsibility and waive any and all claims of personal injury, including severe bodily injury, damage to personal property, and death relating to all activities associated with the City of Minot, including, but not limited to, any activity involving the use of equipment to lift, push, or pull. If I, or any employee of my company are injured from said Activity, I will not hold the City of Minot, or any other party affiliated with the City of Minot responsible for such injuries.

I HAVE READ AND FULLY AGREE TO THE TERMS OF THIS WAIVER AND RELEASE. I UNDERSTAND AND CONFIRM THAT BY SIGNING THIS WAIVER AND RELEASE, THAT I HAVE GIVEN UP CONSIDERABLE FUTURE LEGAL RIGHTS. I HAVE SIGNED THIS WAIVER FREELY, VOLUNTARILY, UNDER NO DURESS OR THREAT OF DURESS, WITHOUT INDUCEMENT, PROMISE OR GUARANTEE BEING COMMUNICATED TO ME. MY SIGNATURE IS PROOF OF MY INTENTION TO EXECUTE A COMPLETE AND UNCONDITIONAL WAIVER AND RELEASE OF ALL LIABILITY TO THE FULL EXTENT OF THE LAW. I AM 18 YEARS OF AGE OR OLDER AND MENTALLY COMPENENT TO ENTER GRANT THIS WAIVER.

I declare that the foregoing is true and correct. Signed on this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, in the county of Ward, State of North Dakota.

This waiver shall remain in effect until: the signature's lease is no longer current or valid and all taxes, fees, insurance, and other lease obligations are up to date. This waiver is not transferable with any lease assignments.

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**Name of Individual/Company**

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(signature)

Address: \_\_\_\_\_

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Phone: \_\_\_\_\_

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**Company Representative**

Title: