February 21, 2025

Municipality of Kincardine
1475 Concession 5, RR #5,
Kincardine, ON N2Z 2X6

Attention: Corey Voisin – Manager of Operations

RE: Kincardine Municipal Airport
Commentary on Airport Operating Requirements

Dear Corey,

The Municipality of Kincardine (the "Municipality") is the owner of Kincardine Municipal Airport (the "Airport"). The operation of the Airport is completed by the Municipality's public works crews with select duties contracted to a third-party service provider. The Municipality has requested that HM Aero Aviation Consulting ("HM Aero") complete the following tasks:

1. Provide an overview of key characteristics of the Airport;
2. Identify the Municipality's federal aeronautical regulatory requirements; and
3. Provide commentary on the primary tasks associated with the operation of registered aerodromes comparable to the Airport in their size, operational complexity, and user mix.

This letter is being provided for general information for consideration by the Municipality's Administration and Council. Further due diligence is required prior to any decision-making regarding the operation of the Airport and how its regulatory requirements are met.

Airport Overview

The Airport is an aerodrome that is registered in the Canada Flight Supplement as a public-use facility. The movement area is comprised of:

- Runway 13-31, a 4,085 ft. x 75 ft. asphalt surfaced runway;
- Runway 05-23, a 2,083 ft. x 50 ft. asphalt surfaced runway;
- A network of three primary asphalt surfaced taxiways and additional hangar taxiways;
- An asphalt surfaced apron; and
- Edge, threshold, and end lighting for Runways 13-31 and 05-23; Precision Approach Path Indicators for Runways 13 and 31; three illuminated Wind Direction Indicators; and an aerodrome beacon. All airfield lighting is activated through an Aircraft Radio Control of Aerodrome Lighting system.

Supporting services available at the Airport include:

- A terminal building;
- Self-service jet fuel and avgas fuelling;
- Designation by the Canada Border Services Agency as an Airport of Entry / CANPASS;
- Weather camera and Automated Weather Observation System; and
- Instrument Flight Procedures published in the Canada Air Pilot.

Federal Aeronautical Regulatory Requirements

The Government of Canada has exclusive jurisdiction over aeronautics and has established a legal framework through the Aeronautics Act and Canadian Aviation Regulations (CARs). The Minister of Transport is responsible for the promotion of aeronautics and the Aeronautics Act provides authority to make regulations respecting activities at aerodromes. This discussion addresses the primary aeronautics-related regulatory requirements associated with operating the Airport. Other federal requirements may be incurred, such as compliance with the Canada Labour Code and Canada Occupational Health and Safety Regulations.

Canadian Aviation Regulations

Aerodromes are subject to the provisions of Part III, Subpart I – Aerodromes, the primary elements of which are summarized as follows[1]:

- **Inspection (CAR 301.02):** The Municipality is required to allow access to Transport Canada inspectors without charge.
- **Registration (CAR 301.03):** The Municipality shall notify the Minister immediately after any change is made to the location, marking, lighting, use, or operation of the Airport that affects the information published in the Canada Flight Supplement.
- **Markers and Markings (CAR 301.04):** Marking requirements are established for unserviceable movement areas; temporary runway, taxiway, and helicopter operating area closures; and permanent closures.
- **Warning Notices (CAR 301.05):** Warning notices are required to be posted where low-flying or taxiing aircraft are likely to be hazardous to pedestrians or vehicles.
- **Wind Direction Indicator (CAR 301.06):** Requirements are established for the provision and design of Wind Direction Indicators.
- **Lighting (CAR 301.07):** Minimum standards are identified for lighting runways, taxiways, and aircraft parking areas that are used at night; lighting closures; lighting unserviceable portions of the movement area; provisions for radio-control systems; and the use of retro-reflective edge markers and flare pots.
- **Prohibitions (CAR 301.08):** Prohibitions are established for a range of matters, including unauthorized movement area access and obstruction; interference with markers, markings, lights, and signals; unrestrained birds and animals; and firearm use.
- **Fire Prevention (CAR 301.09):** Prohibitions are established for smoking and displaying open flames.

Instrument Flight Procedures

As the Airport is supported by public Instrument Flight Procedures, the Municipality is required to attest to the compliance of its facility characteristics with requirements pertaining to the runway strip, Obstacle Limitation Surfaces, and runway holding position locations per *Advisory Circular No. 301-001 – Procedure to be followed in order to support Instrument Approach Procedures (IAP) at a non-certified aerodrome*. The design of the Airport's Instrument Flight Procedures is completed by the Municipality's External Design Organization per *TP308 – Criteria for the Development of Instrument Procedures*.

[1] This information is summarized for general reference; the Municipality must refer to the CARs when interpreting its regulatory requirements on an ongoing basis

Aircraft Fuelling System

Transport Canada recommends that the practices set out in *CSA B836-14 – Storage, handling, and dispensing of aviation fuels at aerodromes*, which are recognized as appropriate safety measures to take during the storage, handling and dispensing of aviation fuels at aerodromes, be adopted by aerodrome operators.

Primary Functions Associated with Airport Operations

Typical administrative and operational functions associated with maintaining a safe and available aerodrome are summarized in Table 1. Table 1 captures the primary functions associated with maintaining comparable aerodromes and does not represent an exhaustive list of all tasks associated with maintaining the Airport or similar facilities. Each function identified in Table 1 may be completed during normal hours of operation (e.g., Monday through Friday during business hours) or during evenings, weekends, and holidays on an as-required or call-out basis. Table 1 excludes the specialized requirements associated with incident reporting and responding to Airport emergencies, such as aircraft crashes, fires, and pilot-declared emergencies.

Table 1 - Primary Functions Associated with Airport Operations

Frequency	Administration	Operations
Daily / Weekly	• Responding to pilot inquiries (e.g., availability of services, parking, aerodrome conditions) • Responding to community inquiries (e.g., airport noise concerns) • Logging aircraft activity (e.g., landings, parking)	• Routine facility inspections to verify the safety of operating conditions for aircraft • Aircraft Movement Surface Condition Reports (seasonally) • Terminal building cleaning and upkeep • Resolving hazards (e.g., Foreign Object Debris) • Issuing Notices to Airmen (NOTAMs) • Winter maintenance (e.g., snow clearing, ice control) • Wildlife management processes • Aircraft marshalling and ground handling • Fuel quality control (e.g., clear & bright, water and density fuel testing)
Monthly / Annual	• Invoicing and collection of fees • Lease agreement approval and administration; tenant coordination • Processing of airport use requests • Reviewing aeronautical information publications and submitting updates (e.g., Canada Flight Supplement) • Coordination with Transport Canada and NAV CANADA • Reviewing and updating operating manuals and procedures • Reviewing land use proposals in the vicinity of the Airport to verify compatibility • Preparation of annual business plan, operating, and capital budgets	• Asset maintenance (e.g., pavement crack sealing; paint marking reapplication; clearing ditches and culverts; replacing windsocks; changing airfield lighting fixtures; and repairing gates and perimeter fencing) • Airfield grass-cutting • Aviation fuel orders and delivery coordination / acceptance • Monthly fuel system preventative maintenance (e.g., electrical conductivity testing, emergency shutoff testing)

Frequency	Administration	Operations
Periodic / As-Required	• Long-range strategic and master planning • Infrastructure condition assessments and asset management planning • Strategic initiatives such as business development, community outreach and relations, and advocacy	• Lifecycle asset rehabilitation and replacement projects, including engineering design, funding, tendering, construction, and commissioning • Instrument Flight Procedure flight checking and recertification • Maintenance equipment and asset repairs

Service Delivery

The Municipality, as the governing and administrative body for the Airport, has flexibility in its decision-making authority over how the facility is operated to meet the regulatory requirements noted above and satisfy routine functions. The service delivery model chosen by the Municipality is influenced by factors such as:

- The Municipality's strategic objectives for the Airport;
- Regulatory requirements;
- External conditions (e.g., wildlife activity, weather conditions);
- Available resources (e.g., finances, staff, equipment);
- The service level needs of its primary users; and
- The type, scale, and condition of the Airport's assets.

Further assessment will be required to determine how the factors identified above, and others, influence the Municipality's preferred service delivery model in the future. In all service delivery scenarios, it is recommended that consideration be given to supporting implementation with the following tools that are adapted to the operational scale and complexity of the Airport:

- Initial and recurrent staff training;
- The standardization of operating procedures through resources such as an Airport Operations Manual, subject-matter specific plans (e.g., Winter Maintenance Plan, Wildlife Management Plan, etc.), and Standard Operating Procedures; and
- Processes for the ongoing evaluation of service delivery effectiveness and efficiency.

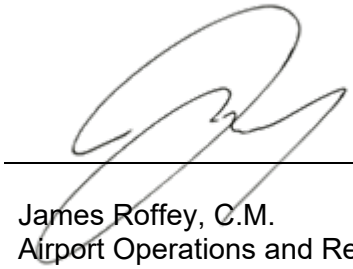
Closing

We trust that the information provided through this letter satisfies the Municipality's requirements. If you have any questions, please feel free to contact the undersigned.

Sincerely,

HM Aero Inc.

Ben Crooks, RPP, MCIP
Senior Planner – Aviation



James Roffey, C.M.
Airport Operations and Regulatory Compliance Specialist