

# After-Hours Program

## Frequently Asked Questions (FAQ) and Example Scenarios

### FAQ:

1. **Q - Does this apply to aircraft with fewer than 31 passenger seats that do not require Part 139 services?**

*A - Yes, if services are requested by the aircraft operator.*

2. **Q – How will the end time of an operation be calculated?**

*A – For an operation requiring ARFF coverage the end time of the operation shall be 15 minutes after the final departure or arrival of the permitted aircraft to accommodate the mandatory ARFF standby time. For an operation not requiring ARFF coverage the end time of the operation would be the final departure or arrival of the permitted aircraft.*

3. **Q – How does this program relate to the required 15 minutes of ARFF standby after an aircraft departs or arrives?**

*A – For an operation requiring ARFF coverage the end time of the operation will include the mandatory 15 minutes of ARFF standby.*

4. **Q – Are we required to approve after-hours requests?**

*A – The airport Manager or designee has the authority to approve or deny the requests; however, as a general rule if the airport can safely accommodate the request then it should be approved. Possible reasons to deny the request would be staff shortages or excessive length of shifts that prevented the airport from safely accommodating the request, overwhelming winter storms that exceed the airports resources, a shortage of commodities that prevent the airport from being able to meet existing duty day schedules if the after-hours request were approved, etc.*

5. **Q – Do medevac companies have to have after-hours requests approved?**

*A – No. Medevac companies are exempt. Obviously due to the emergency nature all possible efforts to accommodate medevac aircraft should be made, however safety of the operation must still come first and if the airport truly cannot safely fulfill the request it should be denied.*

*\* NOTE – we will be instituting a tracking system to record details of medevac flights outside of duty hours and will be looking for ways to manage the overtime that goes along with those operations.*

6. **Q – Who can operate after-hours without an approved After-Hours Request?**

*A – Any carrier or aircraft can operate after hours if they so choose, with the exception of large air carrier aircraft (certificated by the FAA for more than 30 passenger seats). However, should any other aircraft desire to have airport services (condition reporting, runway inspections, snow removal, ARFF, wildlife control, etc.) outside of duty hours (excluding medevac aircraft) then they must have an approved After-Hours Request. Again, if the aircraft is not a large air carrier aircraft certificated for more than 30 passenger seats, then they can operate without an After-Hours Request if they do not want airport services.*

*\*NOTE that those over 30 seat aircraft must always have an approved aircraft operating permit because our Part 139 airports are closed to all aircraft with more than 30 passenger seats without prior written permission.*

**7. Q – Are military aircraft required to have an approved After-Hours Request?**

*A – No, not at this time. However, if US military aircraft should request airport services after-hours, the decision of whether or not to support the request should be made by the Airport Manager in conjunction with the District Superintendent and other chain of command personnel as appropriate.*

**8. Q – Do we bill to the closest 15 minutes, 30 minutes, 1 hour?**

*A – We bill by the whole hour. This shall be calculated from the end of the normal airport operating hours to the end time of the response request. See question 3 and 4 for clarification on end times.*

**Example Scenarios:**

1. The airport's duty day ends at 1700 and a regularly scheduled Alaska Airlines 737 that is supposed to depart at 1630 doesn't depart until 1650. Does this operation require an approved After-Hours Request? No, because even with the 15 minutes of mandatory ARFF standby after the departure the operation does not extend beyond 15 minutes past the end of the airport duty day. (flight departs at 1650, duty day ends at 1700, operation concludes at 1705 only five minutes past the end of the duty day.)
2. The airport's duty day ends at 1700 and a regularly scheduled PenAir SAAB2000 that is supposed to depart at 1630 is delayed and will now depart at 1730. The carrier submits an After-Hours Request which is approved by the airport. The flight departs at 1730, meaning the operation completes at 1745. This operation was met by extending the shift of airport staff and would be billed as one (1) unit of \$250 per man-hour for a total of \$250 billed to the carrier.
3. The airport's duty day ends at 1700 and a regularly scheduled flight that is supposed to depart at 1630 is delayed and will now depart at 1730. The carrier submits an After-Hours Request which is approved by the airport. The flight does not actually depart until 1755, meaning the operation completes at 1810. This operation was met by extending the shift of airport staff and should be billed as two (2) units of \$250 per man-hour for a total of \$500 billed to the carrier.
4. The airport's duty day ends at 1700 and a regularly scheduled flight that is supposed to depart at 1630 is delayed and will now depart at 1730. The carrier submits an After-Hours Request. The airport has two people on leave and one person out sick and the two people remaining have already worked 14 hours that day in a snow storm and are fatigued and unable to safely work the additional time required. The After-Hours request is denied and the District Superintendent

is notified of the situation. The superintendent then notifies the region and SWA so everyone is aware of the safety reasons why the request had to be denied.

5. The airport's duty day ends at 1700 and a regularly scheduled flight that is supposed to depart at 1630 is delayed and will now depart at 1730. The carrier submits an After-Hours Request. In the previous months the airport has used two thirds of the deicing chemical on hand and is only halfway through the winter. The runway conditions and continued precipitation would require substantial and repeated chemical applications just for this one operation and if approved the airport would not have enough chemical left to get through the rest of the winter. The After-Hours request is denied and the District Superintendent is notified of the situation. The superintendent then notifies the region and SWA so everyone is aware of the safety reasons why the request had to be denied.

\*Other factors that could be considered might relate to the urgency of the requested flight operation. For example, if it was a medical emergency or some other extremely urgent flight the decision could still be made to approve the request. Suggestions would be to discuss this with your chain of command as well as the requesting carrier and attempt to balance the various factors.

6. A carrier submits a schedule for the next two months with a flight that occurs daily 30 minutes after the end of the airport's duty day. The Airport Manager should coordinate with the District Superintendent and SWA Airport Operations Superintendent to help the carrier understand that After-Hours Requests are not intended to be routine schedule tools. Careful analysis and discussions with the requesting carrier will need to occur to see what if any possible solutions exist.