

# City of Melfort Policy Manual

<i>POLICY TITLE:</i> <b>Airport Baggage</b>	<i>POLICY NUMBER:</i> <b>3.35</b>	<i>EFFECTIVE DATE:</i> <b>March 14, 2011</b>
<i>ORIGIN:</i> <b>Director of Works &amp; Utilities</b>		<i>DATE APPROVED/AMENDED:</i> <b>March 14, 2011</b>

## 1. PURPOSE

To establish a higher level of safety to aircraft on the apron at the Melfort Aircraft.

## 2. POLICY

### **Beneficiaries**

- 2.1 All commercial and non-commercial flights arriving to and departing from the Melfort apron.

### **Program Rationale and Benefits**

- 2.2 To provide a higher level of safety to aircraft and vehicular traffic.

## 3. PROCEDURE

- 3.1 All vehicular traffic is restricted from entering onto the apron, with the exception of emergency vehicles and snow removal equipment. This will eliminate the gate being left unlocked.
- 3.2 All couriers must remain parked in the parking area and off of the apron.
- 3.3 The City of Melfort will provide a baggage cart to be used for proper handling of baggage and mail from delivery planes.
- 3.4 Once the plane has parked, with engines shut off, courier attendants can proceed to aircraft to begin loading or unloading.
- 3.5 It is the responsibility of Hangar and Plane owners:
- (a) To limit vehicular traffic on the apron.
  - (b) To ensure the gate is closed and locked.