



# MANCHESTER-BOSTON REGIONAL AIRPORT

## EMERGENCY PROCEDURES

**EMERGENCY CONTINGENCY PLAN  
TARMAC DELAY CONTINGENCY PLAN**

**REVISED  
MARCH 2023**

*Manchester-Boston Regional Airport has prepared this Emergency Contingency Plan pursuant to §42301 of the FAA Modernization and Reform Act of 2012. Questions regarding this plan can be directed to Assistant Airport Director Luis Elguezabal, A.A.E. at 603-624-6539 ([l.elguezabal@flymanchester.com](mailto:l.elguezabal@flymanchester.com)) or Facilities and Operations Manager Andre Garcia, C.M. at 603-624-6539 ([agarcia@flymanchester.com](mailto:agarcia@flymanchester.com)).*

## MANCHESTER-BOSTON REGIONAL AIRPORT EMERGENCY CONTINGENCY PLAN

Manchester-Boston Regional Airport is filing this plan with the Department of Transportation because it is a commercial airport. This plan describes how, following excessive tarmac delays and to the extent practicable, Manchester-Boston Regional Airport will:

- Provide for the deplanement of passengers;
- Provide for the sharing of facilities and make gates available at the airport; and
- Provide a sterile area following excessive tarmac delays for passengers who have not yet cleared United States Customs & Border Protection (CBP).

Manchester-Boston Regional Airport has facility constraints that limit our ability to accommodate diverted flights or maintain the airport's safe operation, and strongly encourages aircraft operators to contact the Airport Communications Center at 603-624-6349 for prior notification of diverted flights, except in the case of a declared in-flight emergency. We have noted these limited constraints in Manchester-Boston Regional Airport's Airport/Facility Directory record. During diversion events Manchester-Boston Regional Airport may issue NOTAMs regarding its ability to accommodate diverted flights to ensure the safe and efficient operation of the airport and its ability to serve the civil aviation needs of the public during irregular operations events.

### AIRPORT INFORMATION

**Name of Airport:** Manchester-Boston Regional Airport

**Name and Title of Person Preparing the Plan:** Luis Elguezabal, A.A.E., Assistant Airport Director, Operations & Facilities

**Preparer Contact Number:** 603-624-6539 x306

**Preparer Contact E-mail:** [lelquezabal@flymanchester.com](mailto:lelquezabal@flymanchester.com)

**Date of Submission of Plan:** 6/10/2022

**Airport Category:** Small Hub

### CONTACT INFORMATION

In the event of diversion or other irregular operations events, aircraft operators should contact the Airport Communications Center at 603-624-6349 or Emergency #603-628-6222 for assistance.

### PLAN TO PROVIDE FOR THE DEPLANEMENT OF PASSENGERS FOLLOWING EXCESSIVE TARMAC DELAYS

## MANCHESTER-BOSTON REGIONAL AIRPORT EMERGENCY CONTINGENCY PLAN

*Manchester-Boston Regional Airport does not own or operate any of the equipment needed to safely deplane passengers from air carrier aircraft and is, therefore, unable on its own to provide for the deplanement of passengers. Additionally, airport personnel are not trained to assist in the deplanement of passengers using equipment owned or operated by air carriers or contract service providers. However, we have requested that each airline, ground handler, cargo carrier, and FBO operation on the airport provide contact information and a list of equipment and resources available for deplaning passengers. Manchester-Boston Regional Airport will provide this inventory and contact information to airlines as soon as practicable after receiving requests from such airlines experiencing excessive tarmac delays at the Airport Communications Center number listed above.*

### **PLAN TO PROVIDE FOR THE SHARING OF FACILITIES AND MAKE GATES AVAILABLE IN AN EMERGENCY**

*Currently five (5) Jetway gates at Manchester-Boston Regional Airport are controlled by the airport and are available as common use gates for air carrier operations. Ten (10) Jetway gates at Manchester-Boston Regional Airport are under preferential leases to air carriers and are not controlled by the airport. Additionally, there are Jetways on two of these gates which are independently owned and operated by an air carrier. Manchester-Boston Regional Airport will direct our tenants and/or air carriers using common use gates to make these gates available to an air carrier seeking to deplane at a gate to the maximum extent practicable. If additional gates are needed, Airport Operations will direct tenant air carriers to make preferential and/or exclusive use gates and other facilities available to an air carrier seeking to deplane at a Jetway gate to the maximum extent practicable, during those time periods when the tenant airline is not using or scheduled to use those gates. If this is not possible, Manchester-Boston Regional Airport has multiple remote parking aprons available for the parking of aircraft and deplanement of passengers. Shuttle buses can be made available to transport passengers to the terminal facility or to other locations as determined by airport operations. Manchester-Boston Regional Airport's terminal ramp, adjacent taxiways, and Jetway gates have limitations for aircraft exceeding a certain size. Aircraft exceeding this size limit will be directed to a remote parking area and passengers shuttled to terminal facilities as necessary.*

### **PLAN TO PROVIDE A STERILE AREA FOR PASSENGERS WHO HAVE NOT CLEARED UNITED STATES CUSTOMS AND BORDER PROTECTION**

*Manchester-Boston Regional Airport has defined sterile areas capable of accommodating limited numbers of international passengers. We will coordinate with local CBP officials to utilize existing procedures found in the*

MANCHESTER-BOSTON REGIONAL AIRPORT  
EMERGENCY CONTINGENCY PLAN

airports international diversion plan documentation which will allow international passengers who have not yet cleared United States Customs and Border Protection to be deplaned into these sterile areas as directed by CBP officials and to the extent practicable.

**PUBLIC ACCESS TO THE EMERGENCY CONTINGENCY PLAN**

Manchester-Boston Regional Airport will provide public access to its emergency contingency plan by posting in a conspicuous location on the airport website: <http://www.flymanchester.com>.

<b>TARMAC DELAY CONTINGENCY PLAN FILING SYSTEM</b>
<b>Action:</b>
<b>Plan:</b> 2023 Manchester Tarmac Delay Contingency Plan
<b>Airline/Airport:</b> Manchester
<b>Action By:</b>