

**Lake Charles Regional Airport
Emergency Contingency Plan for
Excessive Tarmac Delays**

Introduction

Lake Charles 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 Chad Primeaux, Director of Public Safety, at cprimeaux@flylakecharles.com. Lake Charles Regional Airport is filing this plan with the Department of Transportation because (1) it is a commercial airport or (2) this airport may be used by an air carrier described in USC 42301(a)(1) for diversions.

This plan describes how, following excessive tarmac delays and to the extent practicable, Lake Charles 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).

Lake Charles Regional Airport terminal building consists of four airline gates, two gates with passenger boarding bridges attached and two gates with stairwell access to the terminal ramp. The building has a total occupancy of 864 individuals, with an estimated occupancy of 150 individuals in the sterile area. These facility constraints limit our ability to accommodate large numbers of diverted flights and strongly encourage aircraft operators to contact the airport for prior coordination of diverted flights.

Part I: Airport Information

Name of Airport: **Lake Charles Regional Airport**
Name and title of person preparing the plan: **Chad Primeaux, Director of Public Safety**
Preparer contact number: **337-477-6051**
Preparer contact e-mail: **cprimeaux@flylakecharles.com**
Date of submission of plan: **May 12, 2012**
Airport Category: Large Hub Medium Hub Small Hub Non Hub

Part II: Contact Information

In the event of diversion or other irregular operations events, aircraft operators should contact the Director of Public Safety at 337-477-6051 for assistance.

After hours please call 337-912-0391 (24-hour Emergency Contact Phone Number)

Part III: Plan to Provide for the Deplanement of Passengers Following Excessive Tarmac Delays - Ground Support Equipment (GSE)

Lake Charles Regional Airport (with exception to the passenger boarding bridges which are under use agreements with individual airlines) 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. We will provide a list of airlines, ground handlers, fixed base operators and others who may have the necessary equipment and personnel to safely deplane passengers to airlines as soon as practicable after receiving requests from such airlines experiencing excessive tarmac delays at the contact number listed above.

Part IV: Plan to Provide for the Sharing of Facilities and Make Gates Available in an Emergency

Lake Charles Regional Airport terminal building consists of four airline gates, two gates with passenger boarding bridges attached and two gates with stairwell access to the terminal ramp. The building has a total occupancy of 864 individuals, with an estimated occupancy of 150 individuals in the sterile area. Two gates (Gate 1 & Gate 4) at Lake Charles Regional Airport are controlled by the airport which provides access to and from aircraft via stairwells. Additionally, two gates (Gate 2 & Gate 3) at Lake Charles Regional Airport are under preferential and/or exclusive leases to air carriers and are not fully controlled by the airport. We will direct our common use gate lessees, permittees or users to make gates available to an air carrier seeking to deplane at a gate, to the maximum extent practicable. If additional gates are needed, we 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 gate, during those time periods when the tenant airline is not using, or not scheduled to use, the gate to the maximum extent practicable.

Part V: Plan to Provide a Sterile Area for Passengers Who Have Not Cleared United States Customs and Border Protection

Lake Charles Regional Airport has defined sterile area capable of accommodating limited numbers of international passengers. We will coordinate with local CBP officials to develop procedures that will allow international passengers who have not yet cleared United States Customs and Border Protection to be deplaned into these sterile areas to the extent practicable. Lake Charles Regional Airport has an existing Contingency Plan for Diverted International / Pre-Cleared Flights with the CBP, and attached hereto.

Part VI: Public Access to the Emergency Contingency Plan

Lake Charles Regional Airport will provide public access to its emergency contingency plan through one or more of the following means:

- Posting in a conspicuous location on the airport website www.flylakecharles.com
Providing notice of the availability of the plan on the airport's social media accounts.

Part VII: Contact Numbers of all Responsible Parties

Airport Operator

Name/Title	Contact #	24 Hour Emergency
Heath Allen, C.M. Executive Director	337-477-6051	
Chad Primeaux Director of Public Safety	337-477-6051	337-274-2613
Jimmy Grigus Director of Operations	337-477-6051	337-842-2212
Troy Benton Director of Properties & Facilities	337-477-6051	337-990-1146
Airport Security	337-912-0391	(24 hour)
Airport Fire Department	337-912-0380	(0500-2200)

Air Carriers

American Eagle	337-478-0372
United	337-474-0166

Other Agencies

Freeman Holdings (FBO)	337-478-7722
Airport Security (24 hours)	337-912-0391
TSA 24 Hour Coordination Center Hotline	225-355-3460
CBP M-F 0800 – 1700 hrs	337-439-5512
Afterhours	800-973-2867

Appendix A

LCH Supplemental Information

Airport Operator Support

In support of Lake Charles Regional Airport Aircraft Operators, and their mandatory compliance with US DOTD Three-Hour Tarmac Delay Rule legislation, the following information is provided:

1. Deplaning of Passengers into Terminal:
 - A. Deplaning of passengers into the sterile area will be coordinated by the respective airlines. Entry into the sterile area from the tarmac is available through:
 1. Jet bridge(s)
 2. Airside doors into stairwell to 2nd floor sterile area.
 3. Elevator to 2nd floor sterile area.
2. Terminal Building Sterile Area:
 - A. Occupant Load Capacity is: 150 individuals
 - B. During hours when the TSA screening checkpoint is not operating, deplaned passenger movement will be limited to the Sterile Area.
 1. Upon notification of possible multiple diversions, with the possibility of reaching the 3-hour tarmac delay rule, aircraft operator should coordinate with TSA to support re-opening the screening checkpoint. This will provide an expanded area for passengers to maneuver, in the event the 150 sterile area occupant capacities are exceeded.
 - C. Restroom facilities are available
 - D. Snack and beverage options available
 - E. Water fountain
 - F. Comfortable Seating
 - G. Wireless Internet
 - H. 24 hour televised news broadcast
3. Terminal Building Common Area
 - A. Occupant Load Capacity for 1st and 2nd floor common area:
 1. Ground Floor: 638
 2. 2nd Floor: 76 (does not include sterile area seating)

Appendix B

Lake Charles, LA.

CONTINGENCY PLAN FOR DIVERTED INTERNATIONAL / PRE-CLEARED FLIGHTS

In the event of an international flight diversion to the Lake Charles Regional Airport, CBP office located at the Port of Lake Charles, LA., will coordinate with the diverted airline and airport partners to permit deplaning of passengers in the event of extended delays. All such flight diversions will be conducted in accordance with the CBP memorandum "Technical Fuel Stops" dated August 10, 2007 and the procedures outlined herein.

Contacts

Aircraft Operator will provide initial notification of all international diverted and technical fuel stop flights to the Port Director / CBP Lake Charles, Donna Dedeaux during regular port operating hours (0800 – 1700 hours. Monday – Friday, via telephone 337-439-5512, or via Port Directors cell phone 337-304-7669.

After hours, or in the event that CBP cannot be reached at the above telephone numbers, airlines are provided with CBP Sector Communications 24 hour phone number 1-800-973-2867. When calling, the airline representative should identify themselves to the Sector Communications Operator and request to be connected to the Port Director.

Facilities

Deplaning of passengers will take place at a sterile area which will be identified and cordoned off by the aircraft operator personnel. The airport has restrooms and vending machines available for use. Lake Charles Regional Airport will provide support to the aircraft operator upon notification, to include security, operations and logistics.

Security CBP in coordination with airline personnel, and the Transportation Security Administration (TSA) will ensure that passengers remain secure in a sterile area preventing association with other passengers, domestic or foreign. Should need arise, Homeland Security Investigations will provide additional assistance. Airport Security (Calcasieu Parish Sheriff Office – Aviation Division), will support the aircraft operator. Lake Charles Regional Airport will also provide support to the aircraft operator upon notification.