



Grant W. Sussey  
Airport Manager

## County of Jefferson Airport Department

### WATERTOWN INTERNATIONAL AIRPORT

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Dexter, New York 13634  
www.watertownairport.com  
(315) 786-6000

## Watertown International Airport (ART) EMERGENCY CONTINGENCY PLAN

Watertown International Airport (ART) 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 Grant W. Sussey, Airport Manager at [gsussey@co.jefferson.ny.us](mailto:gsussey@co.jefferson.ny.us) or 315-786-6002. Watertown International Airport (ART) is filing this plan with the Department of Transportation because it is a Non-Hub commercial service airport with over 10,000 enplanements.

This plan describes how, following excessive tarmac delays and to the extent practicable, Watertown International Airport (ART) 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).

Watertown International Airport (ART) has facility constraints that limit our ability to accommodate diverted flights and/or maintain the airport's safe operation and strongly encourages aircraft operators to contact the airport at 315-786-6001 for prior coordination of diverted flights, except in the case of a declared in-flight emergency. Specific facility constraints include the following: limited qualified and trained staff, lack of international passenger processing facilities, limited numbers of aircraft parking positions, limited fueling capacity, limited ground service equipment and limited terminal space. We have noted these constraints in Watertown International Airport's Airport/Facility Directory record. During diversion events Watertown International Airport issues 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: **WATERTOWN INTERNATIONAL AIRPORT**

Name and title of person preparing the plan: **GRANT W. SUSSEY**

Preparer contact number: **(315) 786-6002**

Preparer contact e-mail: **GSUSSEY@CO.JEFFERSON.NY.US**

Date of submission of plan: **June 3, 2022**

Airport Category: Large Hub  Medium Hub  Small Hub  Non Hub

## **Contact Information**

In the event of diversion or other irregular operations events, aircraft operators should contact the Airport Duty Manager at (315) 786-6001, (315) 447-6405 or [airport@co.jefferson.ny.us](mailto:airport@co.jefferson.ny.us) for assistance.

## **Plan to Provide for the Deplanement of Passengers Following Excessive Tarmac Delays**

Watertown International Airport (ART) has limited equipment and personnel needed to safely deplane passengers from air carrier aircraft. We will utilize this equipment to deplane passengers as soon as practicable after receiving requests from such airlines at the contact number listed above. We will also 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.

## **Plan to Provide for the Sharing of Facilities and Make Gates Available in an Emergency**

The gates at Watertown International Airport (ART) are under preferential lease to air carriers and are not fully controlled by the airport during those time periods when the tenant's usage of that gate meets the usage specified in the preferential use lease. We may be able to direct a tenant airline to accommodate another air carrier aircraft at its preferentially leased gate during those time periods when the tenant airline is not using, or not scheduled to use, the gates. We will direct our tenant air carriers to make gates and other facilities available to an air carrier seeking to deplane at a gate during those time periods the gates are not in use or not scheduled to be in use, to the maximum extent practicable.

## **Plan to Provide a Sterile Area for Passengers Who Have Not Cleared United States Customs and Border Protection**

Watertown International Airport (ART) does not have international passenger processing facilities. We will coordinate with local CBP and law enforcement officials to identify suitable areas and procedures for establishing a temporary sterile area into which international passengers on diverted aircraft who have not yet cleared United States Customs and Border Protection can be deplaned. Once these efforts are complete, 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.

## **Public Access to the Emergency Contingency Plan**

Watertown International Airport (ART) will provide public access to its emergency contingency plan by posting in a conspicuous location on its website [www.watertownairport.com](http://www.watertownairport.com).