Tenant Handbook

Muskoka Airport Inc.

Muskoka Airport

1011 Airport Road
Gravenhurst, Ontario
P1P 1R1

Phone: 705-687-2194

The purpose of this manual is to assist tenants in becoming familiar with the operational procedures and policies of the Muskoka Airport

It is the responsibility of tenants, landowners and those doing business at the Muskoka Airport to ensure all personnel become familiar with related rules and regulations. The Muskoka Airport reserves the right to amend this manual from time to time and as deemed necessary.

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Muskoka Airport (YQA) (the "Airport") is a full-service, customer friendly facility which supports commercial, corporate and general aviation. The Airport is home to approximately 20 hangars that collectively employ approximately 150 people, together contributing over 46 million dollars annually to Economic Impact. The Airport is owned by the District Municipality of Muskoka and is operated and managed by Muskoka Airport Inc. (the Corporation).

Our published Strategic Plan Mission, Vision and Values are as follows:

- Vision: To be the Transportation Gateway to and from the Muskoka experience for people and business.

- Mission:
  To operate safe and efficient air transportation facilities that serves the needs of Muskoka residents, businesses and tourists, in a way that:

  - Creates access to the Muskoka experience and the Canadian wilderness;
  - Supports the development of tourism, recreation and the overall economic success of the District of Muskoka and surrounding areas;
  - Demonstrates fiscal responsibility with a drive for continuous improvement;
  - Respects and develops our employees, environment, infrastructure and reputation;
  - Strategically manages our leased and owned real estate assets.

- Values:

  Environmental Sustainability – To operate in a manner that protects the District of Muskoka's natural assets and demonstrates leadership in sound environmental sustainability.

  Integrity – To conduct business in an honest, fair, open, and respectful manner and maintain credibility through timely communications with businesses and stakeholders.

  Teamwork - Work collaboratively to reach common goals and build strong relationships based on trust.

  Continuous improvement - Seek opportunities to improve service at the Muskoka Airport and foster a culture of continuous improvement, with a focus on overall organizational effectiveness.

With your support, the Muskoka Airport continues to be a key piece of transportation infrastructure and driver for economic growth, with business attraction and retention remaining our priority.

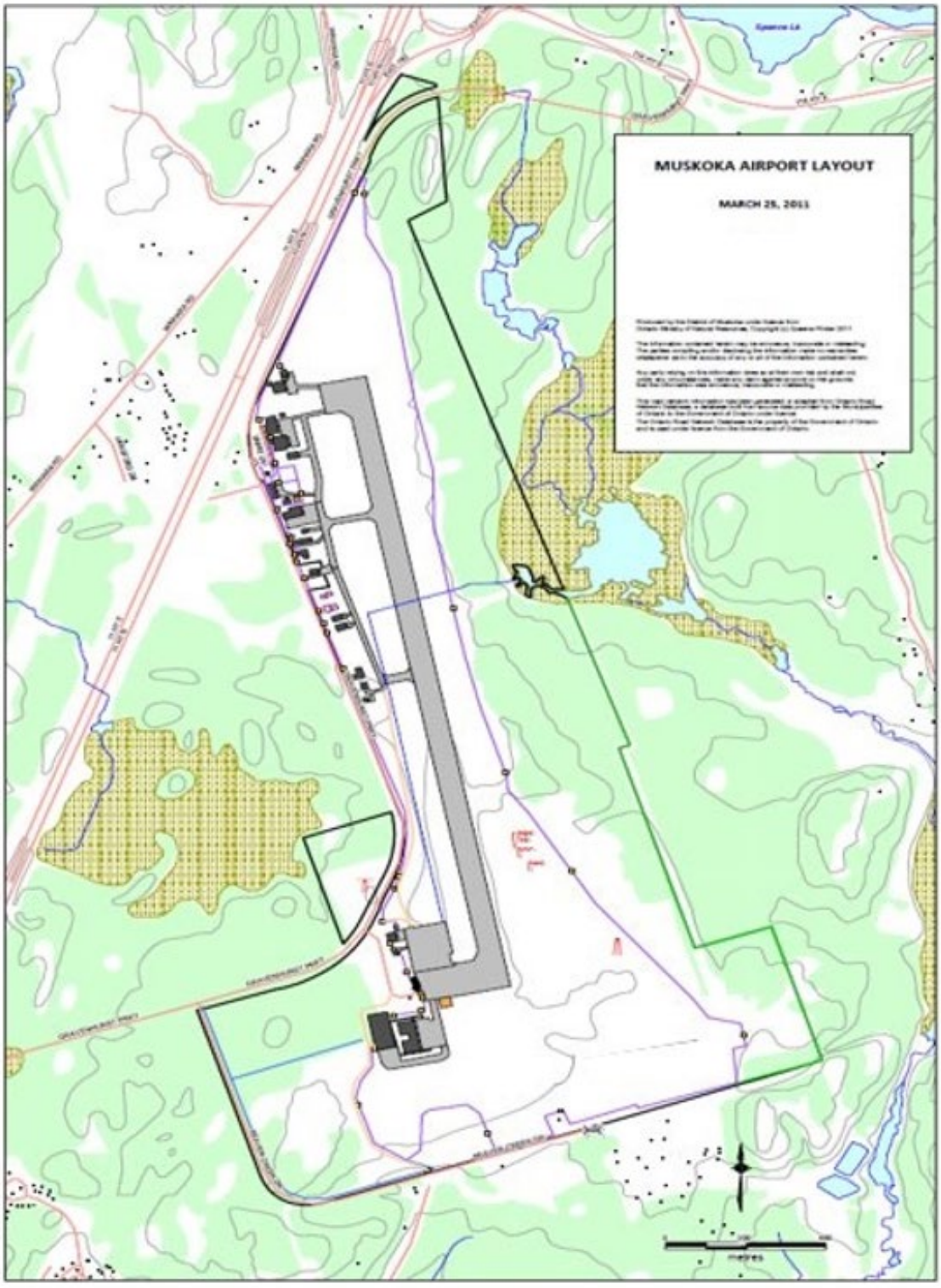
As a tenant there is a large amount of information about the Airport that you are required to know. This Tenant Handbook has been created to assist you in making the most of your location, offering comprehensive and relevant information that you will need to accomplish your daily activities efficiently, effectively and safely.

We thank you for being a part of the Muskoka Airport Community and look forward to working with you. We are dedicated in making your experience with us pleasurable and convenient, so please feel free to contact us with any questions, concerns, or comments you may have regarding Muskoka Airport.

Sincerely,

Steve Yeldon, Manager, Administration and Service, Muskoka Airport

1.0 THE MUSKOKA AIRPORT (YQA) SITE MAP



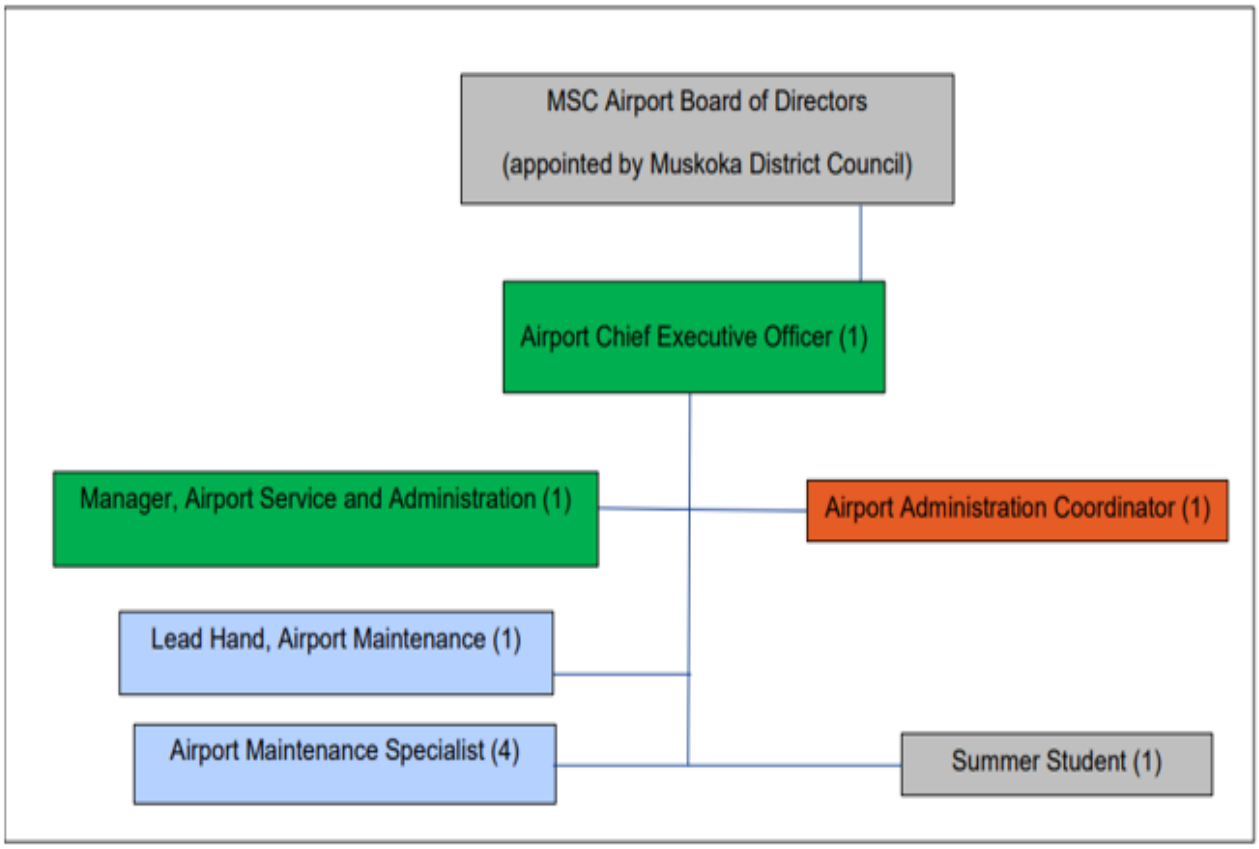
2.0 GENERAL INFORMATION

2.1 Muskoka Airport Role

The role of the Muskoka Airport is to be a fully equipped, certified airport facility to accommodate:

- Scheduled/charter passenger and air cargo facilities and services
- Business charter services
- Flight training
- Recreational flying
- Aviation related industrial/commercial business and service facilities

2.2 Muskoka Airport Organization



2.3 Muskoka Airport Contact Information

Muskoka Airport (YQA)
Muskoka Airport Inc.
1011 Airport Road, Gravenhurst, ON. P1P 1R1

Telephone: 705-687-2194
Facsimile: 705-687-1056

Email: airport@muskoka.on.ca, Website: www.muskoka.on.ca

Airport Administration Office Hours: 9.00 am – 5.00 pm - Monday to Friday

Airport Chief Executive Officer – Telephone: 705-687-2194
E-mail: CEO@muskoka.on.ca

Airport Management –Steve Yeldon, Telephone: 705-687-2194 ext. 4607
E-mail: steve.yeldon@muskoka.on.ca

Airport Operations –Scott Hartin, Telephone: 705-687-2194 E-mail: scott.hartin@muskoka.on.ca

Safety and Security – 705-687-2194 ext. 4607
E-mail: steve.yeldon@muskoka.on.ca

Airport Maintenance Specialist(s) - 705-687-2194 opt 4 during business hours
E-mail: airport@muskoka.on.ca

Communications & Advertising – 705- 687-2194 ext. 4607 or email airport@muskoka.on.ca

3.0 MUSKOKA AIRPORT COMMUNITY

The tenants located at the Muskoka Airport provide a wide range of aviation and travel related services. For up-to-date business directory information please refer to the Muskoka Airport website - https://www.muskoka.on.ca/en/airport/airport.aspx

3.1 Tenant Services

Company	Contact	Telephone	Website
Muskoka Airport	Admin. / Operations & Security	705-687-2194	www.muskoka.on.ca
AIRLINES			
FlyGTA	Reception	1-888-470-4595	www.flygta.com
Kovachik Aircraft Service	Chris Kovachik	705-938-4200	https://www.spectrumairways.ca/kas
FLIGHT SERVICE STATION			
Nav Canada	Stephen Surcon	705-264-0390	www.navcanada.com
AIRCRAFT MAINTENANCE			
Lake Central Air Service	Evan Hodgson	705-687-4343	www.lakecentral.comhttp://www.lakecentral.com/
SkyService (YQA)	Andrew Ouellette	705-7061519	www.skyservice.com
HDL Enterprises	Henry Longhurst	705-687-9090	

Muskoka Aircraft Refinishing Muskoka Mod. Centre	Mike Goudie	705-687-3300		www.muskokaaircraft.com
Icarus Aero Inc.	Ryan Hader	249-502-0966		www.iaero.cahttp://www.iaero.ca/
CUSTOMER SERVICE				
Muskoka Tourism	Pat Loureiro	1-800-267-9700		info@muskokatourism.ca
Driverseat Inc	Scott Taylor	249-502-5155		Muskoka@Driverseat.com
Cottage Air	Chris Hogue	705-706-1390		Chris@cottageair.com

4.0 RULES AND GUIDELINES

4.1 Definitions

AED	Automated External Defibrillator are portable electronic devices that automatically diagnose potential life-threatening cardiac arrhythmias of ventricular fibrillation and ventricular tachycardia in a patient, and is able to treat, with defibrillation, the application of electrical therapy, which stops the arrhythmia, allowing the heart to re-establish an effective rhythm.
Air Carrier	Airline company and its agents licensed by the Canadian Transportation Agency of Canada to transport persons, mail or goods by air for remuneration.
ATB	Air Terminal Building is a structure located within the Muskoka Airport and open to the public for the purpose of flight ticket purchase, public lobby waiting, baggage check-in, loading and unloading of commercial passengers to and from aircraft, and those other services related to commercial air travel by the public.
Aircraft	Any and all machines capable of deriving support in the atmosphere from reactions with the air.

Aircraft Operator	In respect to an aircraft, the person in charge of the aircraft, whether or not he or she is actually attending the controls of the aircraft.
Muskoka Airport	All land and improvements within the geographical boundaries of YQA and illustrated in section 1 of the Handbook.
Airside Restricted Area	The designated restricted areas of the Muskoka Airport which provides the means for the operations and maintenance of aircraft. It includes such facilities as runways, taxiways, gates, aprons. It is also known as the secure portion of the Muskoka Airport. Airfield areas and areas within Muskoka Airport buildings, after the Restricted area access point (security checkpoint).
Apron	That part of the airside area or airfield, other than the Maneuvering Area, intended to accommodate the loading and unloading of passengers and cargo, refueling, servicing, maintenance, and parking of aircraft, and any movement of aircraft, vehicles, and pedestrians necessary for such purposes.
Authorized Personnel	Any person who has a right and a need to work in the Restricted area.

AVOP	Airside Vehicle Operator Permit, issued by YQA. Required by anyone who operates vehicles on the Airside Area of the Muskoka Airport.
Canadian Aviation Regulations (CARs)	The rules that govern civil aviation in Canada.
EOC	Emergency Operations Centre is a fixed, designated area at the Muskoka Airport, normally located in the ATB, equipped to support and coordinate operations during airport emergency situations.
Environment	The components of the earth and includes: (a) air, land and water; (b) all layers of the atmosphere; (c) all organic and inorganic matter and living organisms; (d) both inside and outside of buildings and structures all sewer systems, wells, cables, vaults, and pipelines; and the interacting natural systems that include components referred to in subsections (a) to (d).

FAP	Facility Alteration Permit (previously a site alteration permit) issued by YQA. The permit process to approve, track, monitor and record Tenant Leasehold construction and ensure that it meets YQA standards.
Hazardous Substance	Any solid, liquid, gas, sound, vibration, ray, heat, radiation, odour, or any other substance or thing or mixture of them which alone, or in combination, or in certain concentrations, is or are flammable, corrosive, reactive or toxic or which might degrade or alter (or form part of the degradation or alteration process) the quality of the Environment or cause adverse effects or be deemed detrimental to living things or to the Environment or which is or are likely to affect the life, health, safety, welfare or comfort of human beings or animals or cause damage to or otherwise impair the quality of the air, atmosphere, soil, vegetation, water, wildlife or property.
Leased Land	Area of the land and/or a building that is subject to a lease agreement between the Tenant and The District Muskoka.
Maneuvering Area	Part of the airfield intended to be used for the takeoff and landing of aircraft and for the movement of aircraft associated with takeoff and landing. For clarity, the Maneuvering Area does not include the Apron.
Movement Area	Part of the airfield to be used for the surface movement of aircraft and includes the Maneuvering Area and Aprons.
RAP	Restricted Access Permit. An assigned card that verifies you have a transportation security clearance
Release	The discharge, addition, deposit, seepage, leak, escape, emission, spill, injection, flow, abandonment or release of a hazardous substance.
Restricted Area	An area of the Muskoka Airport that is identified and designated as an area to which access is restricted to authorized persons only. See Schedule ‘A’ Security Map.
Security Barrier	Physical structure or natural feature designed or used to prevent or deter access by unauthorized persons to a Restricted area of the Muskoka Airport.
Security Measures	Procedures aimed at preventing unlawful interference with civil aviation or actions which are contrary to these rules and regulations.

Safety Management System (SMS)	The District of Muskoka, Muskoka Airport's SMS program is an organized set of principles, processes and procedures for the allocation of resources to achieve the condition where risks are managed to acceptable levels. The intent of SMS is to proactively manage safety through the identification of control of hazards, and associated risks, before they lead to incidents and accidents.
Tenant	Lease holder, license holder, permit holders and their employees (if/as applicable), granted rights to operate within the boundaries of the Muskoka Airport, or who, by agreement have either a current and valid Lease, License or Permit in place with Muskoka Airport Inc.
Vehicle	Automobile, truck, bus, or any self-propelled vehicle or device in which any person or property can be transported, carried or conveyed on land, but does not include an aircraft.
Vehicle Operator	The person in charge of the vehicle, whether or not he or she is actually the driver.
Sterile Area	A Restricted area, that is used to segregate the following persons from other persons at an aerodrome: (a) passengers who have been screened; (b) passengers who are exempted from screening in accordance with an aviation security regulation, a security measure, an emergency direction or an interim order; and (c) other persons who are authorized to be in the area by the operator of the aerodrome. See Schedule 'A' Security Map

4.2 Welcome

Muskoka Airport is pleased to provide you with this Tenant Manual for the exclusive use of the tenants at Muskoka Airport. It will assist the tenants, permit holders and landowners in becoming familiar with the terminal building, land, features, security, facilities and operating policies and procedures, as well as the Muskoka Airport staff providing services.

The information provided in this guide is general in nature and could potentially differ from your individual lease or other individual agreement with the Muskoka Airport. In the event of a conflict the terms of the lease or agreement will generally take precedence. If you have inquiries regarding specific provisions or a concern regarding a conflict, please feel free to contact airport management to review the matter.
Please keep a copy of this handbook, the airport will provide updated versions as they are completed.

4.3 Conflict

In the event of a conflict or inconsistency between the Airport Rules, Regulations and policies set out herein and the *Aeronautics Act*, or any regulations pursuant thereto, or any other applicable Federal or Provincial Statute or Regulation, such law, regulation, rule or statute will prevail to the extent of the inconsistency or conflict. In the event of any conflict between these Rules and Regulations and policies and a specific clause contained in a Lease or other written agreement with any Tenant, the provision in the Lease or written agreement shall apply.

4.4 Notice of Operations & Plan of Construction

Notice of Operations and Plans of Construction issued by Muskoka Airport, from time to time, shall be considered as an addendum to these Rules and Regulations and shall form part hereof while in effect.

4.5 Permits

Permits issued by Muskoka Airport staff are the property of Muskoka Airport Inc. and are subject to revocation or amendment by the Muskoka Airport Administration and Services Manager.

4.6 Emergencies

Muskoka Airport Emergency Procedures Manual is issued under the authority of the Airport Administration and Services Manager. It is the obligation of the Tenants to ensure they are completely familiar with emergency procedures that are applicable to them.

4.7 Tenant Emergency Reporting

All Tenants shall immediately report life threatening emergencies by calling 911 and then the Muskoka Airport at: **705-687-2194**.

4.8 Muskoka Airport Construction and Obstruction Control

No construction or facility modifications are permitted to proceed at the Muskoka Airport without a Facility Alteration Permit (**FAP**) (Previously the site alteration permit). Inquiries regarding application requirements, processes and potential costs may be made by writing to the Airport Administration and Services Manager. The installation of any communications facilities or connections, any electric wires or gas pipes will be permitted only with the prior approval of the Airport and upon such terms and conditions as the District of Muskoka or township of Gravenhurst may deem appropriate.

4.9 Control of Foreign Object Debris

Foreign Object Debris Damage (**FOD**) is damage suffered by aircraft and equipment or injuries suffered by persons caused by foreign objects present on aircraft movement areas. Although aircraft movement surfaces are inspected a minimum of twice daily by Muskoka Airport staff, continuous surveillance shall be carried out by all landowners and tenants of the airport within their respective areas.
All vehicle operators shall ensure their vehicles do not deposit any FOD (such as mud or gravel, bolts, screws, luggage, paper, etc.) that may damage aircraft or vehicles. All operators must do their best to remove and dispose of any FOD they encounter. If the FOD cannot be removed and disposed of, it shall be reported to the Airport Administration and Services Manager as soon as possible, through One Call at 705-641-9224. If FOD is encountered in the Maneuvering Area, drivers shall advise the Muskoka Airport staff as to the type and location of the FOD. For clarity, drivers shall not drive on the Maneuvering Area without contacting Timmins Radio.
Airside construction projects will be closely monitored by Muskoka Airport staff to ensure that individual(s) who have undertaken any such construction are meeting the requirement of continuous clean-up of FOD and any other debris.

4.10 Hazards

Immediate hazards, where the health, safety or bodily injury to any person or property is reasonably foreseeable or imminent, such hazards must immediately be reported to the Muskoka Airport Administration and Services Manager at 705-687-2194. Potential hazards, which are likely to cause a risk to the health, safety or of a bodily injury to any person, or is reasonably foreseeable to cause damage to any property, must report to 705-641-9224. No flammable, dangerous or explosive materials shall be permitted to be kept in a Tenant's Leased Premises except without permission by YQA.

4.11 Airport Safety Management

The Muskoka Airport under operation certificate 5151-1-133 is required to provide a Safety Management System that includes the Safety Management Manual.
All tenants, landowners, clients, visitors and passengers are required to report any incidents, accidents, hazards, operational failures or near misses that impacts the safe and efficient operation of the Muskoka Airport. This also includes any clients and customers that would impact the safe operation of aircraft, the public or the Muskoka Airport’s operating certificate. Landowners and tenants are required to advise their clients, visitors or guests of this obligation.

5.0 AIRCRAFT & AIRSIDE OPERATIONS

5.1 Operation of Aircraft

All persons shall navigate, land, service, maintain and repair aircraft in conformity with all the rules and regulations issued by Transport Canada, NavCanada Inc. and the Muskoka Airport, as applicable.

5.2 Right of Muskoka Airport to Control the Airport

The Airport CEO is accountable for the efficient management and operations of the Muskoka Airport. The CEO is responsible for the maintenance, operation, planning, identification of facilities utilized in the provision of services, and for safe and efficient air travel by the public through control of the Muskoka Airport.

5.3 Disabled Aircraft

In the event an aircraft becomes disabled at the Muskoka Airport, the Airport Administration and Services Manager or delegate will issue the required NOTAM and/or Voice Advisory advising of the affected area.

The aircraft's owner or operator is responsible for its removal, which will be authorized only after the completion of the required investigation procedures by the Transportation Safety Board and Transport Canada. Removal will be carried out under the supervision of the Airport Administration and Services Manager or delegate.

5.4 Fees and Charges

Muskoka Airport has various user fees and charges which can be reviewed and the airport website. This fee Schedule outlines rates with respect to various, services and products that the airport offers to users.

The Fee schedule applies to tenants, landowners and other users of the Muskoka Airport and can be accessed via the Muskoka Airport website:
For clarity, fees related to the Muskoka Airport shall apply to aircraft based at the Muskoka Airport, unless otherwise specified. Aircraft based at the Muskoka Airport is defined as "**aircraft formally registered with Transport Canada as based at the Muskoka Airport**."

5.5 Damage to Parked Aircraft

Any damage to an aircraft parked at the Muskoka Airport shall be reported to ensure that the aircraft will not inadvertently be flown, or attempted to be flown, before the pilot or owner has been advised of the damage.
In minor incidents where damage may go unnoticed by the pilot or owner of the aircraft, the person noticing the damage or accident will notify the Muskoka Airport at 705-6872194.

5.6 Passenger Enplaning and Deplaning

The Muskoka Airport maintains apron areas and connecting walkways for the safe movement of passengers between aircraft and the ATB. It remains the responsibility of the Air Carrier to enplane or deplane passengers in accordance with the Canadian Aviation Regulation Part VII Commercial Air Service Standards, Section 725, Article 40 (1) of the Canadian Aviation Regulations, Safe Movement of Passengers to and from the Airplane. Unsafe conditions are to be reported to the Muskoka Airport at 705-687-2194.

5.7 Aircraft Movement Surface Condition Report

The District of Muskoka issues a Runway Condition Report every 8 hours in the winter months during the published hours of operations or when there is a significant change in runway surface conditions for the Muskoka Airport. The current runway information becomes immediately available to users under the NavCanada Web Site for collaborative flight planning services (CFPS) - https://plan.navcanada.ca/wxrecall/

5.8 Snow Removal – Tenant's Leased Premises

Landowners and lease holders are responsible for their own snow removal from their leased or owned premises, groundside or airside unless a signed agreement is in place for the Muskoka Airport to assist with snow removal. Landowners, tenants or their respective contractors will not at any time push or stockpile snow within 3 meters of the security fence on the groundside and within 1 meter on the airside. Damages to Airport property caused by snow removal operations by the landowner or tenant must be immediately reported to Muskoka Airport at 705-687-2194. All repairs and the cost thereof will be the responsibility of the Tenant.

If snow on a landowner's or Tenant's property poses an operational or safety risk to the Muskoka Airport and is not removed within a reasonable period of time after the airport provides notice, the snow may be cleared by Muskoka Airport personnel, and an invoice will be sent to the Landowner or Tenant.

6.0 TERMINAL & GROUNDSIDE OPERATIONS

6.1 Signage

All signs must meet Muskoka Airport standards and specifications. Signage exposed to public view shall only be installed at the Muskoka Airport with the prior written approval from the Muskoka Airport. Approval may be withheld if the signage does not meet Muskoka Airport signage requirements.

Use of handwritten signage is not permitted. The Muskoka Airport shall have the right to require the Tenant to remove, from the Muskoka Airport, any written or pictorial material which is offensive, harmful, not in the public interest or does not meet the signage requirements of the Airport."

6.2 Muskoka Airport Advertising

For information on advertising at the Muskoka Airport, such as availability, rates and specifications, please contact:

Manager, Administration and Service – Steve Yeldon – 705-687-2194 ext. 4607

Airport Administrative Coordinator – Emer Allen – 705 687 2194 Extn 4697
E-mail emer.allen@muskoka.on.ca

Current Advertising Rates, etc. can be accessed via the Airport Fee Schedule

6.3 Commercial Filming

Prior written permission must be obtained from the Muskoka Airport for any on-location commercial filming. Commercial filming includes feature films, documentaries, television series, commercials, still photographs, and general entertainment programs. All film company enquiries and requests are to be directed to both the CEO and the Airport Administration and Services Manager at the Muskoka Airport.

6.4 Muskoka Airport Parking

Muskoka Airport Tenants, landowners and their employees and/or visitors are expected to park on the tenant or landowner's property while at the Muskoka Airport. In the event that Tenants, landowners and their employees and/or visitors prefer to park vehicles on Muskoka Airport property, a parking permit must be obtained and displayed in the vehicle. Vehicle owners utilizing designated Tenant parking spaces available in Lot 'B' (see map in Appendix B) must register their vehicles with the Muskoka Airport office (located within the terminal), and provide the following information:

- Name;
- Make, Model, Colour;
- License plate number; and
- Telephone number and/or email address.

Parking permits are required for all long-term parking. Airport staff may review parking permits to confirm the permit is correctly associated with the registered vehicle. Failure to display a parking permit may result in ticketing and towing of the unregistered vehicle.

Parking permits are available through the Muskoka Airport office and the Airport reserves the right to charge for parking. The permit remains property of the
Airport and may be repatriated at any time. A permit must be returned to the Muskoka Airport Office upon request or when parking privileges at the Muskoka Airport are no

longer required. All license plate and vehicle information changes must be registered with Muskoka Airport Security immediately.

7.0 HEALTH, SAFETY & ENVIRONMENT

7.1 General

Any Tenant or Landowner with environmental, health or safety issues related to Muskoka Airport buildings, equipment or processes shall report such issues to the Airport Administration and Services Manager, at 705-687-2194 and Simcoe Muskoka District Health Unit at 705-721-7520.

7.2 Smoking Policy

Muskoka Airport complies with the Smoke Free Ontario Act, the CARs, and District of Muskoka by-law 2008-17. The use of cigarettes and electronic cigarettes are prohibited within all buildings and airside areas. Groundside smoking is permitted in designated locations only. Muskoka Airport will enforce compliance with this policy. Monetary penalties may apply.

7.3 Provision of First Aid Services

All injuries to the travelling public must be reported to the Muskoka Airport Administration and Services Manager: 705-687-2194. First aid and emergency medical response may be requested from the Muskoka Airport staff by calling 705-687-2194, for nonemergency responses. First aid kits are located in the Airport Terminal Building (ATB) and airport vehicles and buildings. An AED is located in the ATB.

7.4 Petroleum and Chemical Storage Tanks

The *Canadian Environmental Protection Act* ("**CEPA**") requires that all applicable petroleum storage tank systems on Muskoka Airport be registered with Environment Canada per the Storage Tank Systems for Petroleum Products and Allied Petroleum Products Regulations (SOR/2008-197). The National Fire Code of Canada also contains specifications for portable and stationary storage tanks. Tenants and landowners are responsible for complying with the Oil-water separator operation/maintenance requirements stipulated in the Storage Tanks Systems for Petroleum Products and Allied Petroleum Products Regulations (SOR/2008-197). Tenants and landowners shall register all storage tanks with the Muskoka Airport. Particulars regarding the storage tank type, location, size, contents and spill containment measures are to be provided to the Muskoka Airport Administration and Services Manager, at 705-687-2194.

7.4.1 Spill/Release of Hazardous Substance

In the event of any spill/release of a hazardous substance, the tenant or landowner shall immediately:

- Contact the Muskoka Airport, 705-687-2194, to report the spill;
- Contact **Canutec**, 613-996-6666, for product information; and
- Contain the spill and remain on scene until leak is stopped and cleaned up. The tenant or landowner shall IMMEDIATELY notify the following regulators in the event a spill of *any quantity* enters the land drainage system or creeks on the Muskoka Airport; or in the event of a hydrocarbon spill in excess of 100L. Applicable regulators may include Federal, Provincial, Municipal, etc.
- Transport Canada, at 204-932-2751

For any spills/releases, the Tenant shall complete a "Release of Hazardous Substance Report" and submit within 24-hours of the incident to: Airport Administration - 705-6872194, email: airport@muskoka.on.ca

It is the obligation of the Tenant or landowner to promptly and thoroughly clean-up all spills/releases. If the clean-up is delayed for any reason, or if there is a possibility that the substance may enter the land drainage system or the watershed on the Muskoka Airport; Airport staff may arrange for outside resources for assistance in containment and clean-up, for which the responsible tenant or landowner shall be invoiced for full cost of cleanup including any administrative and supervisory fees. A reference list outlining "Spill Response Basics" is available upon request from Muskoka Airport staff.

7.4.2 Spill Response Plan

The Muskoka Airport strongly recommends that all tenants and landowners prepare a comprehensive Spill Response Plan after consulting with appropriate experts and consultants. The Spill Response Plan may include the following:

- Spill/release notification and alerting procedures;
- Containment, recovery and clean-up procedures;
- List of on-site spill/release clean-up materials, equipment and locations;
- Names and telephone numbers of persons and organizations to be contacted in the event of a spill;
- Description of training procedures;
- Description of testing process including frequency; and
- Material Safety Data Sheets (MSDS) for hazardous substances for which the Tenant or landowner has direct or indirect responsibility. The Tenant or landowner will maintain a readily available supply of spill response material and equipment on site at all times. After a spill/release has been cleaned-up, the type and quantity of materials used shall be reported to the Muskoka Airport, at 705-687-2194. The

storage and proper disposal of the hazardous waste is the responsibility of the Tenant or landowner.

7.5 Wildlife Reporting

Known or suspected wildlife strikes or wildlife hazards shall be reported to the Muskoka Airport, at 705-687-2194, with the following information, if available: aircraft type, time, date, location, runway, aircraft phase (arrival, departure, taxi), aircraft damage description, wildlife species and numbers struck.

8.0 SECURITY

8.1 Identification of Authorized Persons

Only those with a valid Restricted Area Permit (RAP) are permitted to enter the Muskoka Airport Restricted Area or passengers who have been screened by CATSA and are enplaning or deplaning. The primary method of identifying persons who are authorized to enter the Muskoka Airport Restricted areas is through the Restricted Area Pass (RAP) System.

While inside the restricted area, every RAP holder is required to visibly display their pass with the picture side facing out.

A 'Visitor' pass system is used to facilitate the movement of people into the restricted area who only need periodic access.

A "Temporary" pass is used by persons awaiting the granting of their transportation security clearance from Transport Canada.

Any Muskoka Airport, employee intending to board an aircraft is required to undergo the same screening process as a passenger. Employees are not permitted to bypass passenger screening by using their RAP for the purpose of boarding an aircraft.

8.2 Pre-Board Screening (PBS)

Access to the sterile passenger restricted area is made through the Pre-Board Screening location (Domestic). The restricted area is primarily for use by passengers boarding aircraft, however, some employees may also be required to work in these areas. It is a sterile area, and no prohibited items are permitted within the area. RAP and Temporary pass holders are to go through the CATSA Security and Screening area to access the sterile passenger restricted area.

APPENDIX A – SECURITY MAP

Blue – Apron Restricted Area (Applicable during schedule service operations)
Green – Pre-Boarding Sterile Area (Secure Area)



APPENDIX B – PARKING MAP

