

# **Reno-Tahoe International Airport (KRNO)**

## **TARMAC DELAY CONTINGENCY PLAN**

The Reno-Tahoe International Airport (RTIA) has prepared this Tarmac Delay Contingency Plan pursuant to 49 U, S, C, §42301. Questions regarding this plan can be directed to the Manager of Airport Operations, Carrie Guedea, [cguedea@renoairport.com](mailto:cguedea@renoairport.com). The Reno-Tahoe International 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, the Reno-Tahoe International Airport will:

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

The Reno-Tahoe International 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 Airport Operations at 775-328-6490 for prior coordination of diverted flights, except in the case of a declared in-flight emergency. Specific facility constraints include the following:

- Limited ability to safely maneuver, park, and de-plane passengers from wide-body aircraft (B767 and larger) at jet bridge gates; one gate is suitable for wide-body aircraft without closing adjacent gates.
- Passenger shelter and life support services. The maximum surge capacity of the indoor concourse and terminal space is approximately 1,700 people, or 12 x B737 passenger loads, in addition to our normal passenger and aircraft flows. The Washoe County Evacuation, Mass Care and Sheltering Plan may be activated if requirements exceed the Reno-Tahoe International Airport's capabilities. The Transportation Security Administration (TSA) Coordination Center shall be notified of changes in passenger volumes in the airport as soon as possible to coordinate TSA staffing and support.
- US Customs and Border Protection (CBP) facility is capable of handling up to 250 delayed international passengers. CBP staff is available Monday – Friday from 8:00am to 4:00pm. They are closed but on-call for weekends and all Federal Holidays.
- We have noted the constraints in the Airport/Facility Directory record. During diversion events, Airport Operations issues Notices to Air Missions (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: Reno-Tahoe International Airport (KRNO)

Name and title of person preparing the plan: Carrie Guedea, Manager of Airport Operations

Preparer contact number: 775-328-6446

Preparer contact e-mail: [cguedea@renoairport.com](mailto:cguedea@renoairport.com)

Date of submission of plan: Original: May 15, 2012; Updated: June 14, 2022

Airport Category: **Medium Hub**

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### **Contact Information**

In the event of diversion or other irregular operations events, aircraft operators should contact the Airport Duty Manager at 775-328-6490 for assistance.

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

The Reno-Tahoe International Airport owns one mobile passenger loading ramp that is a universal ramp designed to serve larger sized aircraft up to the B757. This ramp is available for ground service providers to use in the event of emergency or in the absence of other available options. The RTIA staff does not 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 and FBO operation on the airport provide us with a list of the equipment and resources they have for deplaning passengers and contact information. Airport Operations/Incident Command 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 contact number listed above.

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

Nine (9) gates at the Reno-Tahoe International Airport are considered non-preferential common use gates for air carriers and are controlled by the airport. Additionally, 14 gates at RTIA are considered preferential use gates, leased to signatory air carriers and are not fully controlled by the airport. The RTIA has a total of 23 terminal gates with passenger loading bridges. When necessary, 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 signatory air carriers to make preferential lease gates and other facilities available to an air carrier seeking to deplane at a terminal gate, during those time periods when the signatory airline is not using, or not scheduled to use, their preferential lease gate, to the maximum extent practicable.

Twenty (20) of the passenger loading bridge gates can accommodate B737-800 and smaller size aircraft. Six (6) of those twenty (20) passenger loading bridge gates can accommodate B737-MAX8 and smaller while those same six (6) can accommodate B737-MAX 9 / MAX 10 for special operations only, as no wheel stop marks currently exist for these two aircraft types.

Six (6) of the 23 (twenty-three) passenger loading bridge gates can accommodate B757 size aircraft without impacting adjacent gates. Three (3) passenger loading bridge gates are exclusively for regional jet use only. One (1) passenger loading bridge gate is available for use by a wide body aircraft, but it will constrain the adjoining gates on either side.

The RTIA has a total of eight (8) remote gates/hardstands. Only one (1) of the eight (8) remote gate/hardstands is within 270 feet of a passenger discharge point. In the event passengers must be de-planed on remote gates/hardstands, airport staff and tenant staff shall ensure escort and monitoring to the terminal. Time permitting, Airport Operations/Incident Command may activate bus support for these passengers as covered in the Airport Emergency Plan.

**Reno-Tahoe International Airport (KRNO)**  
TARMAC DELAY CONTINGENCY PLAN

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

The Reno-Tahoe International Airport has defined sterile areas capable of accommodating limited numbers (250) 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.

**Public Access to the Tarmac Delay Contingency Plan**

The Reno-Tahoe International Airport will provide public access to its Tarmac Delay Contingency Plan by posting in a conspicuous location on the airport website (<http://renoairport.com>).